SECONDARY SCHOOL ANNUAL EXAMINATIONS 2010
Directorate for Quality and Standards in Education
Educational Assessment Unit
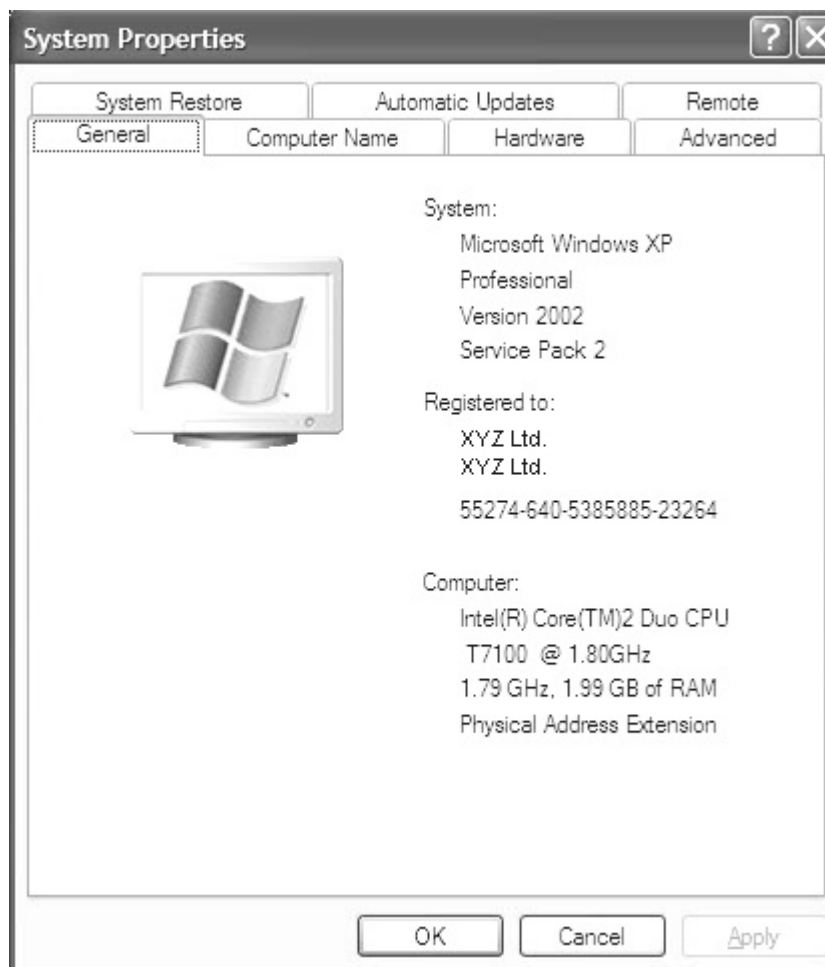

FORM 4   Information and Communication Technology   TIME: 1h 30min

Name: _____   Class: _____

1. **This question is about Using the Computer and Managing Files.**
   a) **Look carefully at the following picture and complete the sentences below.**

i)   The Operating System installed on this computer is _____.   1

ii) The version of the Operating System is _____.   1

iii) It has _____ of Random Access Memory (RAM) installed.   1

b) Which button on the **keyboard** would you use to capture a **full** screen image on a computer? Tick (✓) the correct picture.   1

c) **These are devices used by a Computer System to store files and folders.**

USB flash drive, *CD/DVD*, *Network drive* **and** *Hard Disk drive*

Label the devices with the words written in *italics*.

① _____

② _____

③ _____

④ _____
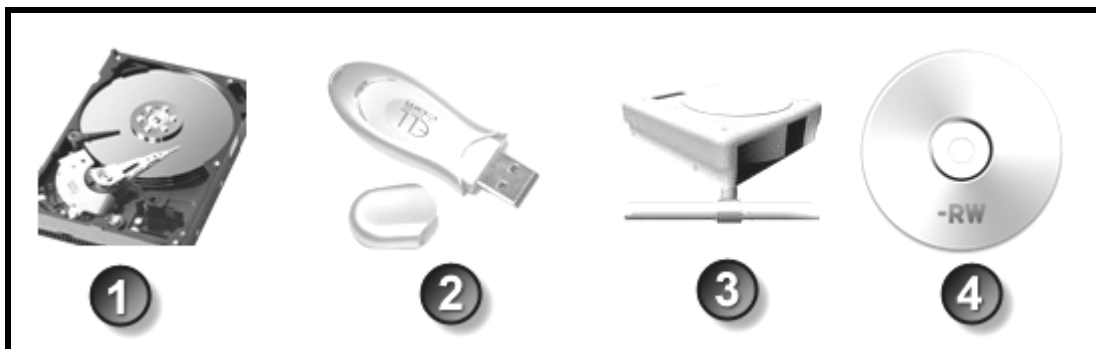
4

d) Which one of the following hard disk has the **biggest** storage capacity?
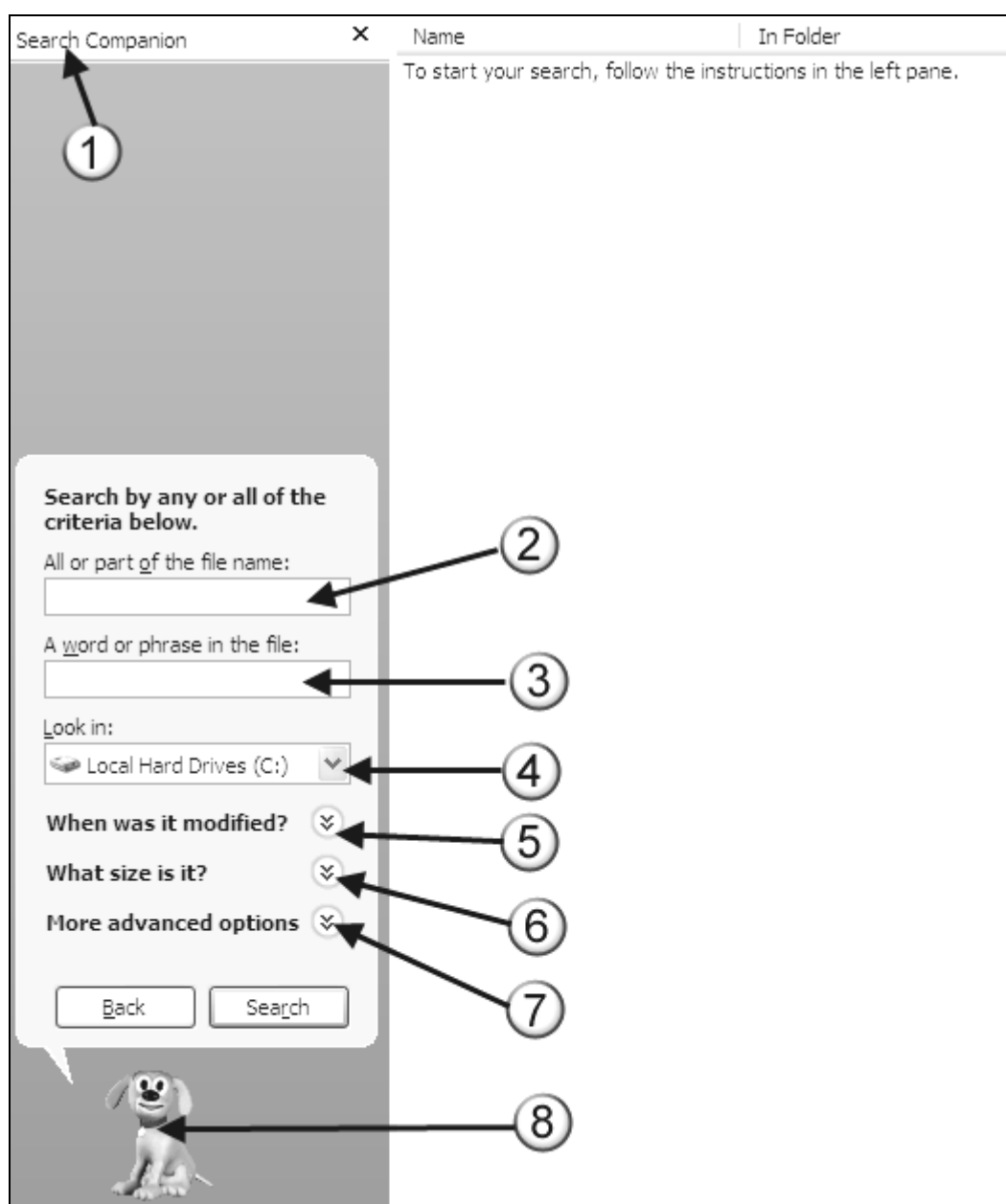Tick (✓) the correct answer.

◯ A 100 MB hard disk.

◯ A 100 KB hard disk.

◯ A 100 GB hard disk

1

e) **Complete the sentences below using the following words:**

Kilobyte, **Bit***, **Byte***, thousand*, **million**

i) The smallest unit of storage is called a _____.   1

ii) A _____ is a group of 8 bits.   1

iii) A _____ consists of **1024 Bytes**.   1

iv) A **Megabyte** is approximately one _____ Bytes.   1

v) A **Gigabyte** consists of approximately one _____ **Megabytes**.   1

f) **Look carefully at the picture below and then fill in by writing the number** **label.**

Search Companion ✕ | Name | In Folder

To start your search, follow the instructions in the left pane.

①

Search by any or all of the criteria below.

All or part of the file name:

②

A word or phrase in the file:

③

Look in:

Local Hard Drives (C:) ▾

④

When was it modified? �vv

⑤

What size is it? �vv

⑥

More advanced options �vv

⑦

Back | Search

⑧

i) You want to find a file called *ICT* but you forgot where you saved it. Where can you enter the **name** of the file *ICT* in order to search for it? | 2

ii) You created a file about *computers* but you forgot what you named it. Where can you write the word *computers* to look for it? | 2

iii) Where would you click to find a **2MB file**? | 2

iv) Where would you click to find a file according to the **date created**? | 2

v) Where would you click to look in another **drive**? | 2

vi) Where would you click to view the file details such as **size**, **date modified** and **type** of file? | 2

**2.** **This question is about Word Processing.**

   a)   **Look carefully at the picture below and fill in with a number:**
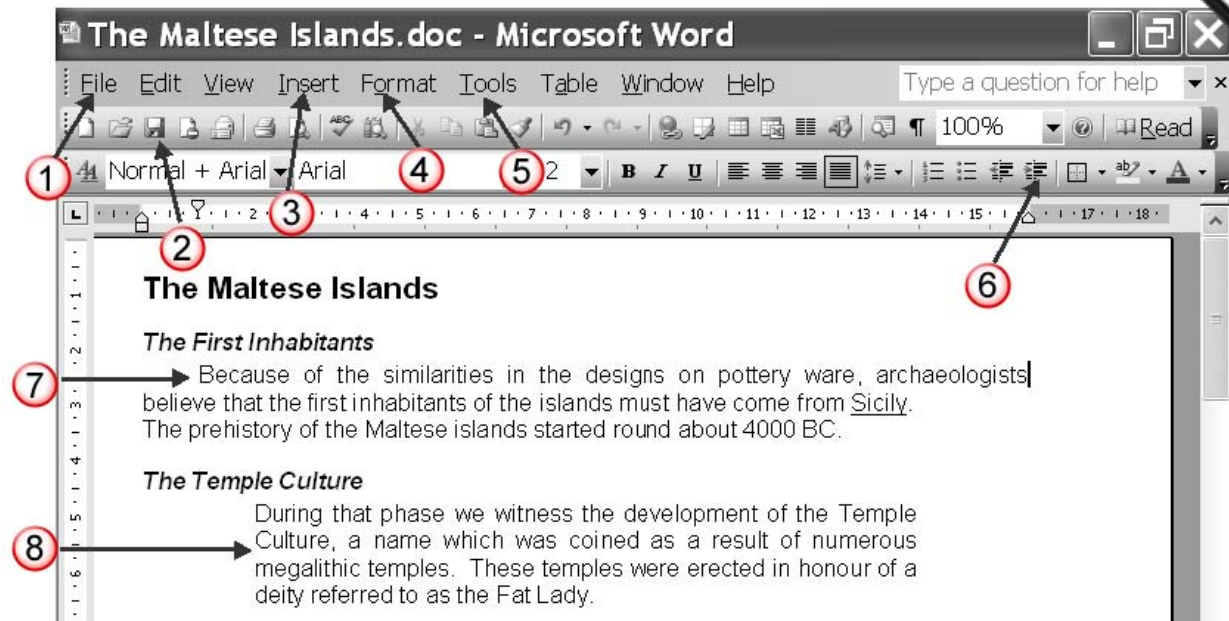
   i)   Write down the number of the item you would click if you want to **save** this document as **Rich Text Format (RTF).**   1

   ii)   After highlighting the text, where should you click to apply **automatic hyphenation**? Write down the number.   1

   iii)   Which button from the **Menu Toolbar** would you click to apply **spacing above** or **below** selected paragraphs?   1

   iv)   Write down the number of the paragraph which has a **first line indent**.   1

   v)   Which button in the **Formatting Toolbar** would you click to **increase the indent** of the paragraph indicated by **arrow 7**?   1

   vi)   Where from the **Menu Toolbar** would you click to insert a **line break** after a selected word?   1

   **vii)**   Which tool button is used to save the document?   1

b) **Look carefully at the picture below.**
Write the label number to identify the Tool Buttons.
Only 5 of the numbers will be used.
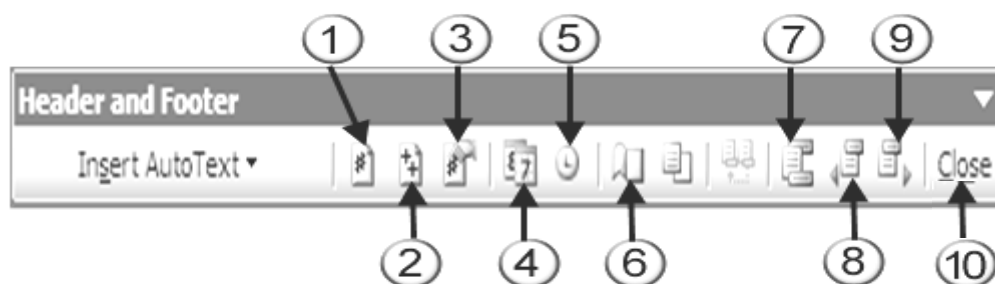
	Name of Tool Button	*Label Number*	
i)	Insert Page Number		2
ii)	Format Page Number		2
iii)	Insert Number of Pages		2
iv)	Insert Date		2
v)	Close dialog box		2

c) **The picture below shows a document with fields ready for a mail merge.**
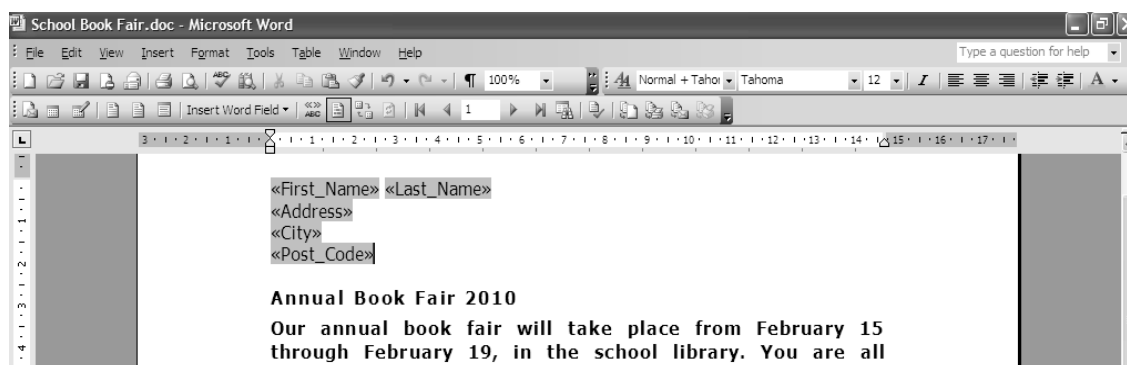
Fill in with the words below to complete the sentences.

OK, New Document, Open Data Source, addresses, letter, insert

i) Open the file **School Book Fair** which is going to be used as a **form** _____. | 2

ii) Click on _____. | 2

iii) Select the file called *Address List* to get the names and _____ of the recipients. | 2

iv) Select and _____ the merge fields **<<First_Name>>, <<Last_Name>>, <<Address>>, <<City>> and <<Post_Code>>.** | 2

v) Click on *Merge to* _____ button. | 2

vi) Click on the _____ button to merge the data. | 2

3. This question is about Spreadsheets.

a) **The picture below shows the marks scored in the Annual Examinations.
Look carefully at the picture below and complete the following:**

	A	B	C	D	E	F	G	H
1								
2		Annual Examinations						
3								
4	Student	English	Physics	Maltese	ICT		Total Marks	
5	John	40	63	75	55		233	
6	Maria		abs	59	60		119	
7	Luana	70	50		53		173	
8	Christian	88	80	80	89		337	
9	Dylan	33	51	62	63		209	
10	Chantelle	80	92	95	93		360	
11								
12	Average							
13	Maximum							
14	Minimum							
15	Passed/Failed							
16	Count							
17	Counta							
18	Countblank							

ᴴ ◄ ► ᴴ \ exams / marks / total marks /

i) Write the cell reference containing **John**'s mark in **ICT**: _____   1

ii) Write down the name of the worksheet being used: _____   1

iii) The cell range **G5:G10** has been copied to be pasted in another worksheet called

total marks.   Shade the tab showing *total marks*.   1

b) With reference to the above picture, write whether these statements
are **True** or **False**.

i) **=sum(B5:E5)** in cell **G5** calculates the total marks
John scored in the 4 subjects.   1

ii) **=min(C5:C10)** in cell **B14** gives **51** as a result .   1

iii) **=max(B7:E7)** in cell **B13** gives **50** as a result.   1

iv) **=average(B9:E9)** in cell **B12** calculates **Dylan**'s average marks
in the 4 subjects.   1

v) **=count(B5:B10)** in cell **B16** gives **6** as a result.   1

vi) **=counta(C5:C10)** in cell **B17** gives **6** as a result.   1

vii) **=countblank(B5:B10)** in cell **B18** gives **1** as a result.   1

viii) **=if(B5<50,"failed","passed")** in cell **B15** gives **"failed"** as a result.   1

ix) **Good practice** in this worksheet was used because **only
one element of data** was used in **each cell.**   1

c) **The picture below shows a chart showing the names of the students and the marks they scored.**
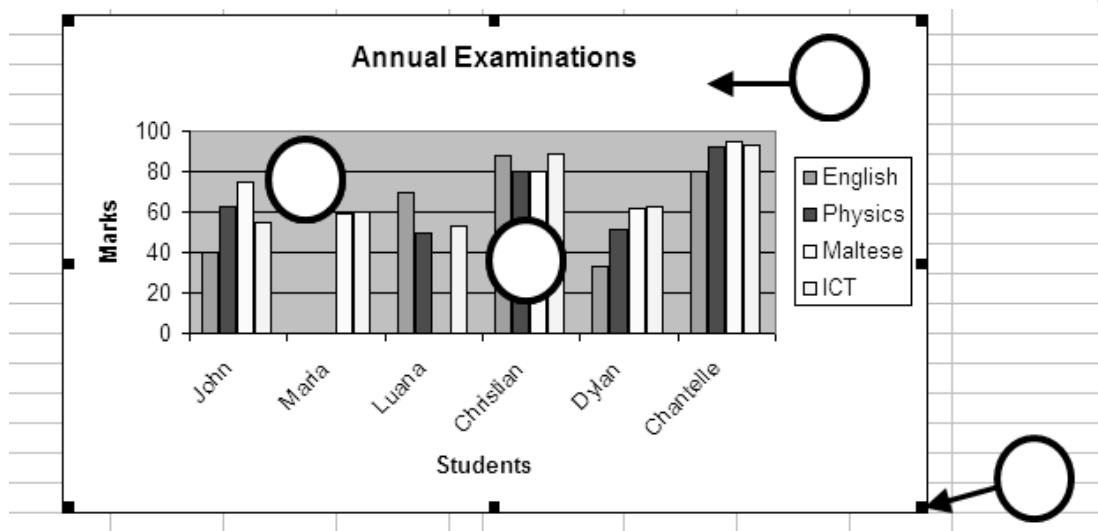
Underline the correct answer.

i)   The above chart is called a (column, bar, line, pie). | 1

ii) To make changes in a chart, first it has to be (deleted, removed, coloured, selected). | 1

d) **Fill in the circles of the above picture as indicated below:**

i)   Write '**1**' in the circle, where you would click and drag to move or resize the chart. | 1

ii) Write '**2**' in the circle, to show the **'Chart Area'**. | 1

iii) Write '**3**' in the circle to change the colour of the **'columns'**. | 1

e) **Look at the picture above and fill in the following sentences with these words:**

Students,   Chart Title,   Legend,   Marks

i)   The words **'Annual Examinations'** show the _____. | 1

ii) The chart shows the _____obtained by _____ in the annual examinations. | 2

iii) The _____ shows the colour of each subject. | 1

4. **This question is about Internet and Email.**

a) **What do the following terms stand for?**

i)   **ISP**   **I**nternet **S**ervice _____ | 2

ii) **URL**   _____ **R**esource **L**ocator | 2

iii) **SMS**   **S**hort _____ **S**ervice | 2

iv) **VoIP**   **V**oice **o**ver **I**nternet _____ | 2

b) The picture below shows part of the **print dialogue box**.

i) Write the **page number** that is going to be printed. _____. 1

ii) How **many copies** are going to be printed? _____ **copies**. 1

c) **The following picture shows an email which Pauline is going to send to her friends.**

Copy the *email address* and *subject* from the table below on the above picture.

i)	**nick@xymail.com**	This email is being sent **to** her friend Nick	2
ii)	**My Party**	This is the **subject** of the email	2
iii)	**claudia@xymail.com**	This email is being sent as a **carbon copy** to Claudia	2
iv)	**rowena@xymail.com**	This email is being sent as a **blind carbon copy** to Rowena.	2

d) **Draw the button that is used to:**

i) **Flag** an email. 2

ii) Set **high priority**. 2

iii) **Attach** a file 2

END of EXAMINATION PAPER