

FORM 2

**Information and Communication
Technology**

TIME: 1h 30min


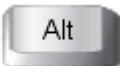
Name: _____

Class: _____

1. This question is about Managing Files.

- a) Which combination of keys from the picture below do I press to be able to close a non-responding program? **Tick** ☒ the correct combination.

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- i)    ☐
- ii)    ☐
- iii)    ☐
- iv)    ☐

- b) **Tick** ☒ to show which of the following are storage devices.

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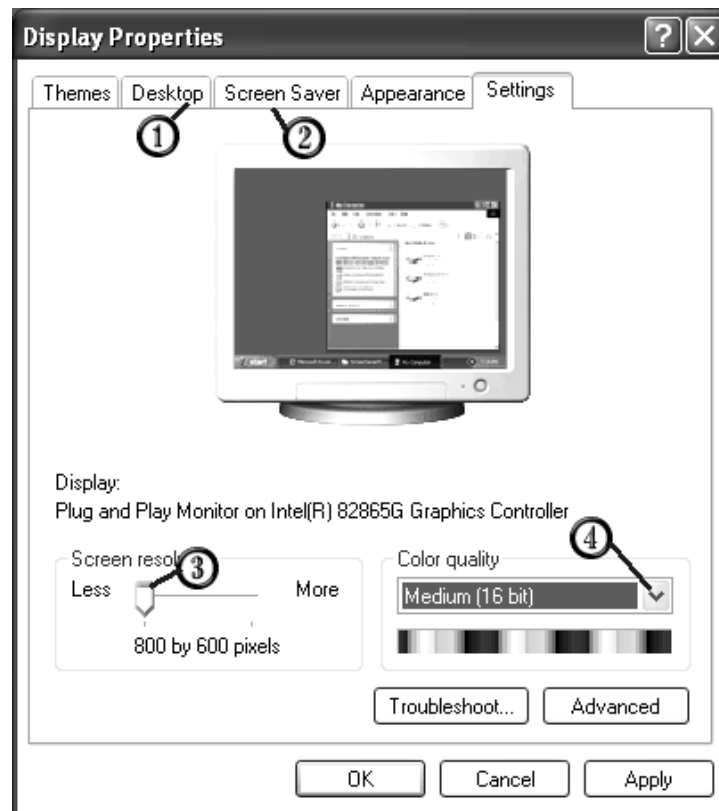
- USB flash drive ☐
- Printer ☐
- DVD-RW ☐
- Hard disk ☐
- CPU ☐
- CD-RW ☐

- c) Write to show whether the following statements on **computer viruses** are **True** or **False**.

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	Statement	True/False
i)	Another word for virus is 'Bug'.	<input type="text"/>
ii)	A computer virus infection can come from downloaded files.	<input type="text"/>
iii)	A computer virus usually effects your software only.	<input type="text"/>
iv)	There is no way to remove a virus infecting your computer.	<input type="text"/>

- d) Take a look at the following picture and answer the questions below. Some items in the picture are numbered.



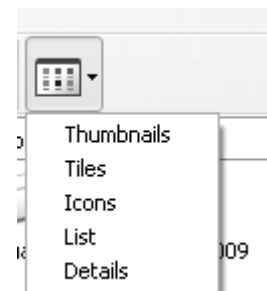
Write the number of the item for each of the following:

- i) I need to change the **screen's resolution** to 1024 by 768.
- ii) I also need to change the **wallpaper** on my screen.
- iii) I need a high **colour quality** as well.
- iv) Lastly I need to change my Screen Saver.

- e) I need to capture the **active window** from my monitor. Tick ☒ the keys I have to use. 2



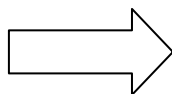
- f) Look at the picture on the right. Write the menu option that allows me to see the **Size** of the listed files? 2



2. This question is about Word Processing.

- a) I need to change the view of my page to look bigger as shown in the pictures.

Name: _____	
1. This question is about Managing Files.	
a)	While typing a letter on my computer, combination of buttons do I use to be the correct combination.



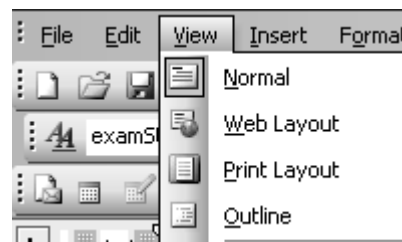
Name: _____	
1. This question is about Managin	
a)	While typing a letter on my combination of buttons do I the correct combination.

What is the name of the tool button that is used to do this?

- b) Fill in the blanks using only **four** of the following words:
View, menu, Toolbars, Standard, File

To make the **Standard Toolbar** visible, click on _____ option from the _____ bar then select _____. Finally, click _____ from the drop down list.

- c) The picture on the right shows part of the **View** menu. Write the option that allows me to view my document the way it will be printed.



- d) The following picture shows part of the **Find and Replace** dialogue box. I want to find the word **Color** in my document and change it with the word **Colour**. Fill in the spaces in the picture below to show how to do this.

Find and Replace	
Find	Replace
Find what:	<input type="text"/>
Replace with:	<input type="text"/>
<input type="button" value="More"/> <input type="button" value="Replace"/> <input type="button" value="Cancel"/>	

- e) Underline the correct answer from the list in the brackets:

To add a **Header** or **Footer** for my document I have to use the [**Insert, Format, Tools, View**] item from the [menu bar, title bar, scrollbar]

- f) The following picture shows the Header and Footer toolbar. Some buttons are numbered.



- i) Which button number adds the date and time in the document's header? ☐
- ii) Which button number should I use to insert the page number? ☐
- g) Which of the following buttons is used to spell-check a document? **Tick** ☒ the correct button to use.


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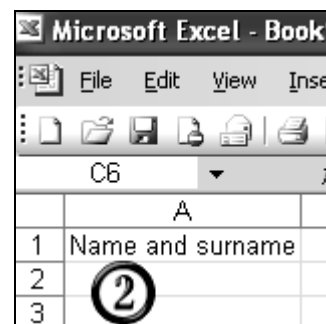
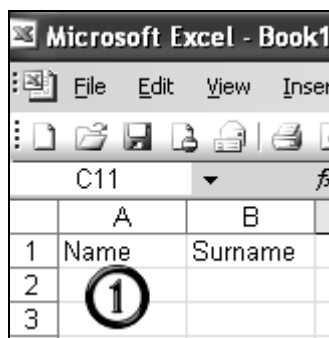
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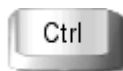
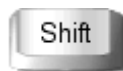
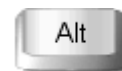
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3. This question is about spreadsheets.

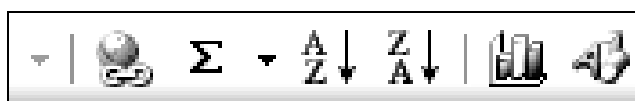
- a) Look at the following two numbered pictures and write the number of the picture showing good practice: ☐



- b) I need to select **column A** and **column D** so that I format the font size at one go. **Tick** ☒ the key that must be held down to do this.


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- c) Look carefully at the picture below. I need to sort a list in **descending** alphabetical order. Draw a ☐ circle around the correct button.



- d) Fill in the blanks:
When I select A1 and A2 and put the mouse pointer on the bottom corner, it changes into the shape of a + sign.

	A1
	A
1	Monday
2	Tuesday
3	

When I click and drag _____ the mouse pointer to cell

A3, the word _____ appears.

- e) Take a look at the picture below. It shows how much one has saved for the first three months of the year.

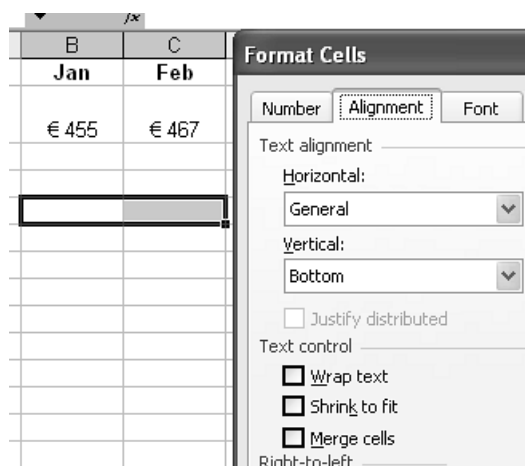
	E2					
	A	B	C	D	E	F
1	Month	Jan	Feb	Mar	total	Average
2	Amount	€ 455	€ 467	€ 300		

- i) In **E2** write the **function** that gives the **total** amount saved.
ii) In **F2** write the **function** that gives the **average** amount saved.

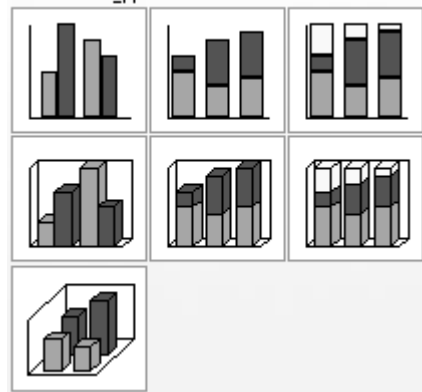
- f) The picture on the right shows part of a work sheet and a dialogue box.

I need to join the selected two cells so that they appear as one single cell.

Write the name of this **Format** option.



- g) Chart sub-type:



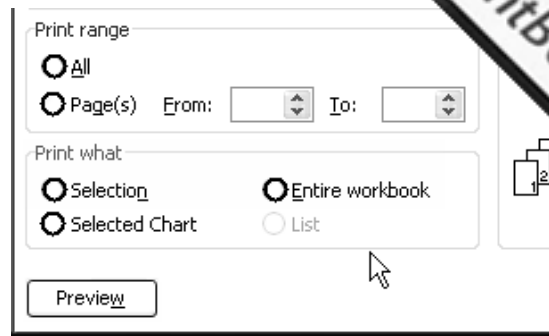
Look at the picture on the left.

- i) What are these types of charts called?

- ii) Name **one** other chart type.

- h) Study the picture on the right. I want to print **only the chart** which I have selected in my spreadsheet.

Write the name of the option that I need to choose.



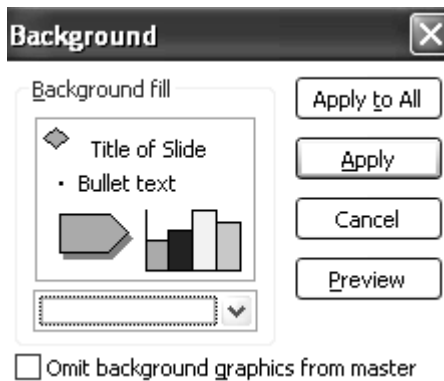
4. This question is about Microsoft PowerPoint.

- a) I need to view **all my slides** at once in order to add transitions to some of them. **Tick** ☒ the best view to do this?

- i) Normal view ☐
 ii) Slide sorter view ☐
 iii) Outline view ☐
 iv) Slide show view ☐

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- b)



Look carefully at the picture on the left.



I now need to change the **background** colour of **only** the slide I will use. Write the name of the button:

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- c)



The picture on the left shows an image I inserted in my slide.

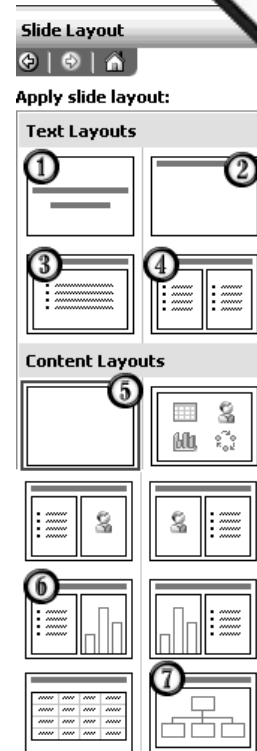
- i) Mark with a  circle to show from where I can **rotate** it.
 ii) Mark with an  to show from where I can **resize** it.

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- d) Look carefully at the picture on the right. Some slide layouts are numbered.

Answer the following questions by entering the correct number.

- i) With this layout I get a slide with a **chart** and a **bulleted list**. ☐
- ii) With this layout I get a slide with **title** and a **subtitle**. ☐
- iii) With this layout I get a **blank slide**. ☐
- iv) With this layout I get a slide with **just a title**. ☐
- v) With this layout I get a slide with a **title** and a **bulleted list**. ☐



- e) **Tick** ☒ the correct answer below for the following statement:

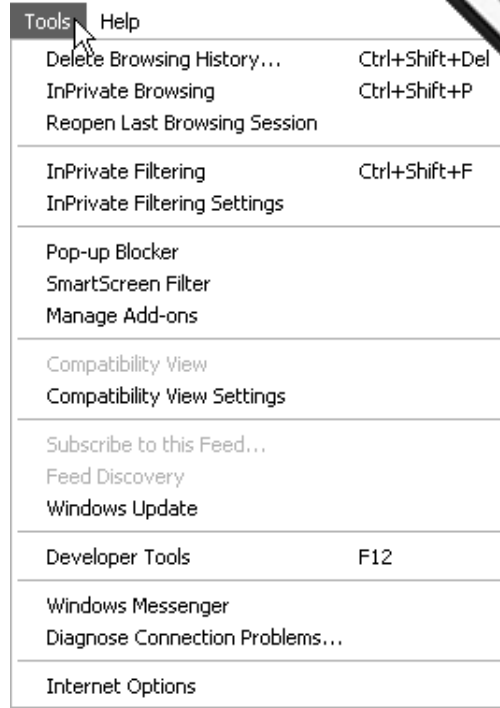
“It is good practice to add a **different title for each slide** so that...

- i) it will look nicer.” ☐
- ii) I can use WordArt.” ☐
- iii) the slide becomes animated.” ☐
- iv) I can distinguish it when I navigate in slideshow view.” ☐

5. This question is about Information and Communication.

- a) Look carefully at the picture on the right. Then underline the correct answer from the brackets in the sentence below.

I need to set my Homepage to always show my preferred Web Browser. To do this I have to choose [**Windows Update, Pop-up Blocker, Internet Options, Windows Messenger**]



The picture on the left shows the menus on my Web Browser.

My **Favourites** toolbar is not showing.

Which Menu item do I choose to display it? ☐

- c) On the picture below, mark with a ☐, to show where to click to display previously visited URL's.



- d) This is how to **copy and paste** a picture from a website to a **Word document**. Put the steps in order by **numbering** them from 1 to 4.

- i) Click on the Paste button.
- ii) Choose Copy from the list.
- iii) Right-click on the picture to copy.
- iv) Open the Word document.

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- e) Take a look at the picture below.

- i) I need to print some text from a webpage. On the picture above **tick** ☒ the correct option to do this.
- ii) I need to print **5** copies of this page. On the picture above, write the number **5** in the appropriate place.

- f) Study the picture below. Two items are numbered.

I need to apply a setting so that I can reply to emails without the original message included. Write the number showing from where to set this option.

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END of EXAMINATION PAPER