DIRECTORATE FOR QUALITY AND STANDARDS IN EDUCATION
Department for Curriculum Management and eLearning
Educational Assessment Unit

Track 3

Annual Examinations for Secondary Schools 2011

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

Name: _____   **Class:** _____

1)   **This question is about Basic Concepts.**

a)   Write the following in the correct columns below:

[8 marks]

Presentation package, Printer, Webcam, Spreadsheet package, Word processing package, Speakers, Modem, Image editing package.

Hardware	Software

b)   What is considered as good practice when working with a computer for a long time? Choose from the list below:

[4 marks]

i)	Take frequent breaks.	☐
ii)	Use eye relaxation techniques.	☐
iii)	Increase the room temperature.	☐
iv)	Switch off the lights in the room.	☐
v)	Reduce number of breaks.	☐
vi)	Ensure the room is well lit.	☐
vii)	The distance of the monitor from your eyes is correct.	☐

c)   The Internet has clearly brought a change to our lifestyle. Write down three main uses of internet in everyday life.

[6 marks]

i)   _____

ii)   _____

iii)   _____

d) Fill in the blanks with the following words:

[12 mark~~s~~

scanner, data, monitor, mouse, calculations, manipulate, Input, documents, Internet, keyboard, printer, electronic.

A computer is an _____ device that manipulates information or _____. Computers can store, retrieve and _____ data. A computer system consists of _____ and Output devices. Computers are widely used to type _____, performing complex _____, managing databases, compiling presentations, communication, browsing the _____ and gaming. A common computer system consists of a _____ to be able to view the messages generated by the computer, the systems unit where the physical components are attached to the motherboard, a _____ to type personal documents, a _____ to give instructions to the computer, a _____ to print your files and a _____ to make a digital copy of your documents.

2   This question is about the computer and managing files.

a) Write 'T' for True and 'F' for False to indicate whether these statements are True or False:

[5 marks]

i)   A folder cannot contain files.

ii)   Files can be moved from one folder to another.

iii)   Windows cannot be resized.

iv)   Pressing SHIFT+ALT+DELETE will maximise a window.

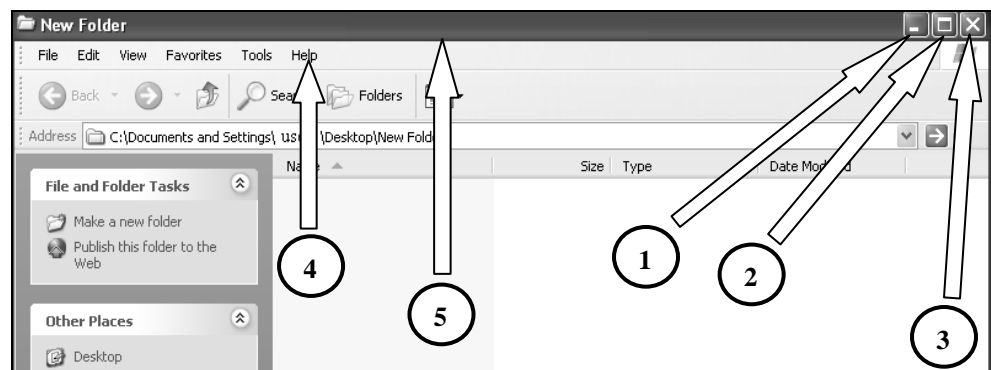v)   A file in the recycle bin can be restored to its original location.

b) Name the following icons or buttons:

i) _____

ii) _____

iii) _____

iv) _____

v) _____

c) Look at the picture below and complete the following:

[5 marks]

i)   The number pointing at the Minimise button is:

ii)   The number pointing at the Menu Bar button is:

iii)   The number pointing at the Title Bar is:

iv)   The number pointing at the Maximise button is:

v)   The number pointing at the Close button is:

3) **This question is about Word Processing.**

a) Answer the questions in the space provided.

[7 marks]

Treasure Island

Treasure Island is an adventure novel by Scottish author *Robert Louis Stevenson*. The story is about pirates and a buried treasure. The book was first published in 1883. Although written more than a century ago, the book is still very popular with young children. The story is also very popular for its characters and action. Long John Silver[1] is perhaps the most popular character in the story. It also influenced other pirate stories where we find treasure maps marked with an "X", tropical islands and one-legged seamen with parrots on their shoulders.

[1] Long John Silver was also known as 'Barbecue' and 'Sea Cook'

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i) The word processing **features** used to create the effects of the title '**Treasure Island**' are referred to as: _____ and _____ .

ii) The text in the paragraph is aligned to the _____.

iii) A new paragraph needs to be created after **" … young children."** (in line 4). To do this, one has to place the blinking cursor at the end of the sentence and hit the _____ key on the keyboard.

iv) At the end of the fifth line after the text **Long John Silver** the number **1** is formatted with a special effect called _____ .

v) The word processing feature used to create the effect for the text *Robert Louis Stevenson* in lines 1 and 2 is referred to as _____ .

b)   **Look carefully at the picture below and answer the following:**

[3 marks]
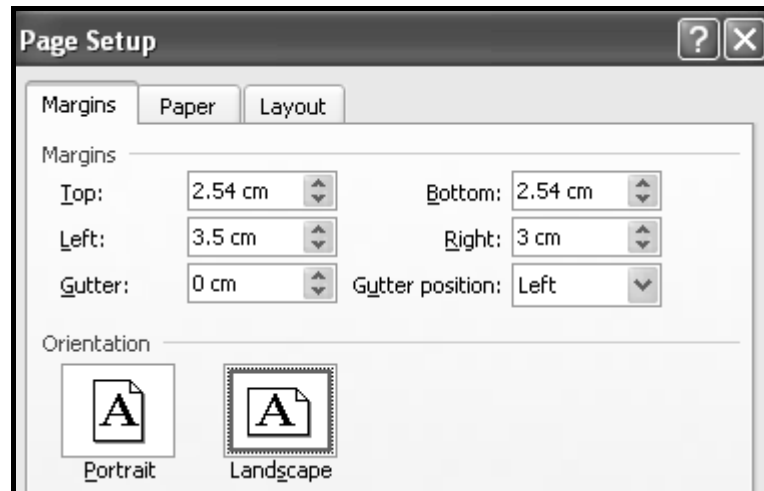
i)   What is the orientation of the page? _____ .

ii)   What is the width of the left margin of the page? _____ .

iii)   The top margin of the page is _____ .

4)   This question about Spreadsheets.

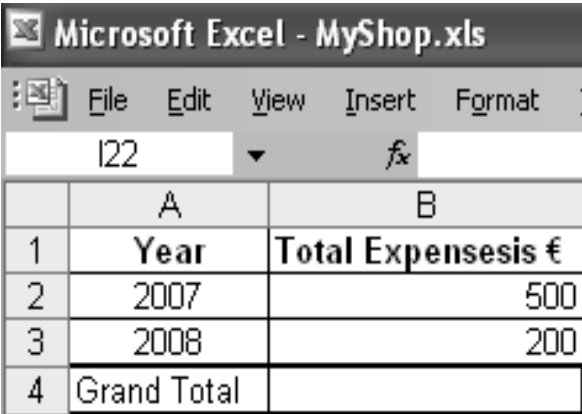a)   Look carefully at the picture below and then answer the questions in the space
      provided.

[6 marks]

i)   The name of the workbook is _____

ii)   The workbook consists of _____ worksheets.

iii)   What is the name of the active worksheet? _____.

iv)   The text *Dry Cleaning* in cell A5 is not fully visible. What needs to be
        done to make the text fully visible?

        _____

        _____

v)   The formula in cell D3 should be _____ .

b)   Look carefully at the picture below and then answer the questions in the space
      provided.

                                                                    [4 marks]

Microsoft Excel - MyShop.xls	
File Edit View Insert Format T	
I22 ▼ *fx*	
	A	B
1	Year	Total Expensesis €
2	2007	500
3	2008	200
4	Grand Total	

i)   What is the formula that must be entered in cell B4 to find the Grand
        Total?

        _____

ii)   What formula would you use to find the difference between the Total
        Expenses of the years 2007 and 2008?

        _____

c)   Look carefully at the picture below and then answer the questions in the space provided.

[4 marks]
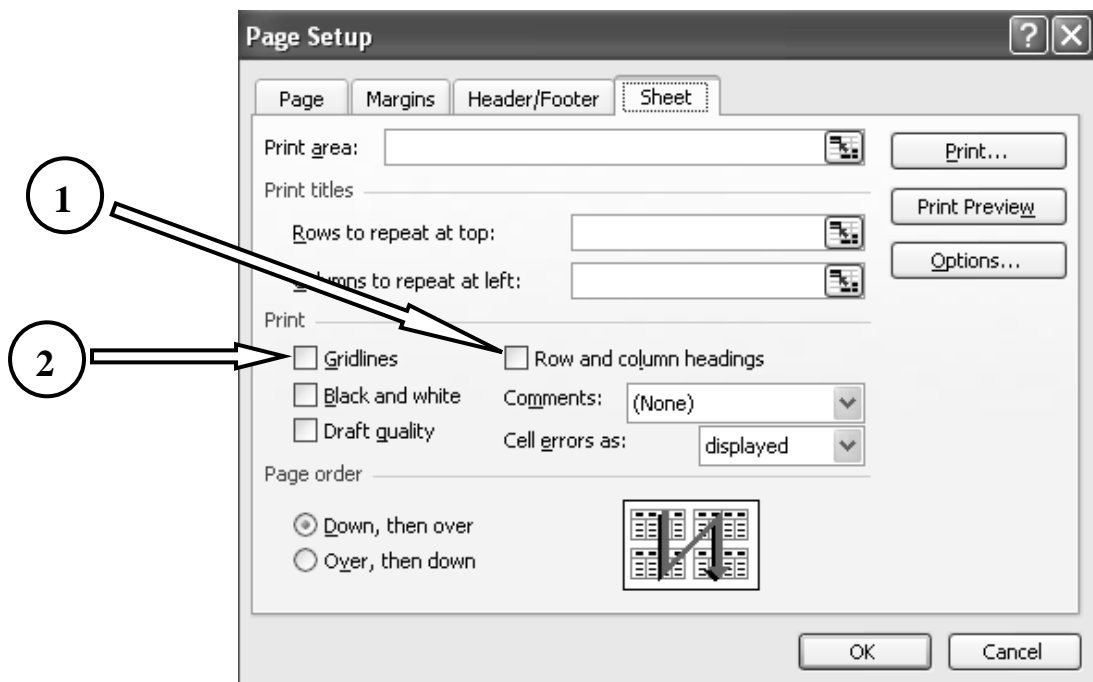
i)   To display gridlines for printing purposes the option marked with number _____ must be clicked.

ii)   To display row and column headings for printing purposes the option marked with number _____ must be clicked.

iii) To preview the document before printing the button _____ must be clicked.

iv)   To print the documents the button _____ must be clicked.

5) **This question is about Presentations.**

a) Read carefully the questions below and enter the text True or False in the space provided.

[5 marks]

i) A presentation is made up of a number of slides.

ii) A presentation cannot have more than 20 slides.

iii) The slides in a presentation must have long sentences.

iv) The layout of all the slides in a presentation must be all the same.

v) It is good practice to have numbered lists in a presentation.

b) Look at the pictures and answer the questions:

[10 marks]
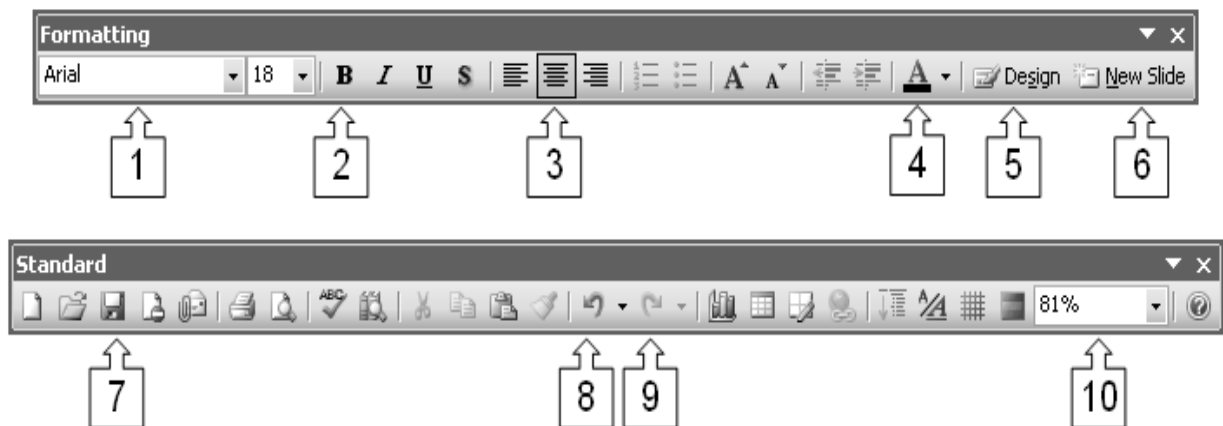
i) Where would you click to change the magnification of a slide?
ii) Where would you click to save a presentation?
iii) Where would you click to change the font colour?
iv) Where would you click to use a default slide design?
v) Where would you click to centre align text in a slide?
vi) Where would you click to redo an action on a slide?
vii) Where would you click to make text bold in a slide?
viii) Where would you click to change the font type in a slide?
ix) Where would you click to insert a new slide?
x) Where would you click to undo an action on a slide?

c) Look at the picture below and answer the questions by writing the number the corresponding slide layout:

[10 marks]

Text Layouts
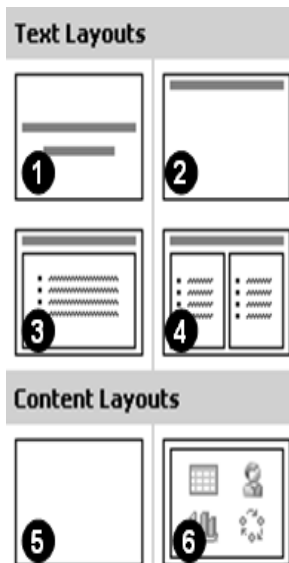
i) Insert a slide which contains a title only. _____

ii) Insert a slide which contains two columns of bulleted text. _____

iii) Insert a blank slide. _____

iv) Insert a slide with a title and subtitle. _____

v) Insert a slide which contains one column of bulleted text. _____

6) **This question is about Information and Communication.**

Look at the picture below and answer the questions.

[6 marks]
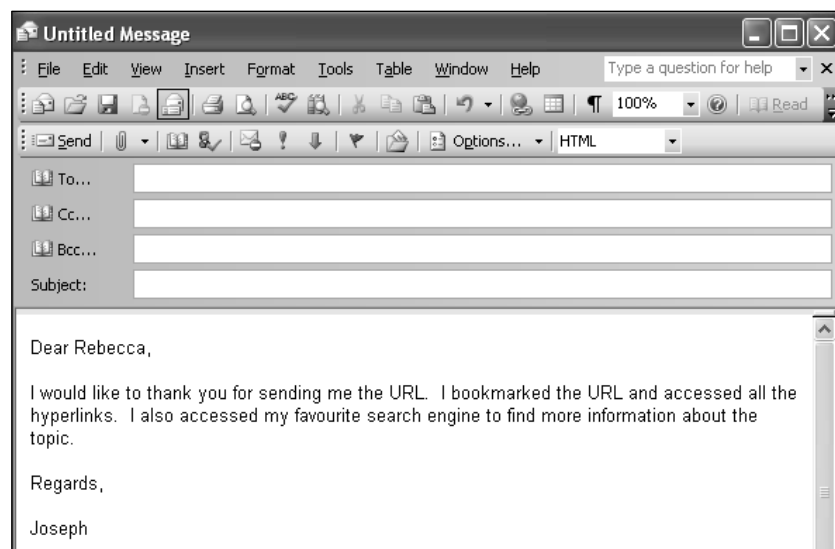
i) I want to send the email to rebecca@anvmail.com. Refer to the above picture and write the address in the appropriate place.

ii) The subject of this email is URL. Refer to the above picture and enter the subject in the appropriate place.

iii)   What is a bookmark?

_____

_____

iv)   What is your favourite search engine? Enter the address of your
        favourite search engine _____ .