

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

**Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**1. This question is about Data.**

- a. Which law governs the protection of data? \_\_\_\_\_
- b. Who is responsible to protect the data which is gathered? \_\_\_\_\_
- c. Describe a simple way to protect data on you computer from being stolen?  
\_\_\_\_\_
- d. Keeping backups is important. Why should these backups be kept in another place than the original copy? \_\_\_\_\_

**[8 marks]**

**2. This question deals with copyright.**






- a. Each software purchased is still governed by a licence. What is this licence called?  
\_\_\_\_\_
- b. What is a software which is free to use for a short period of time called? \_\_\_\_\_
- c. A software which is free to use anytime is called \_\_\_\_\_ .
- d. A software which can be improved, edited and used is called \_\_\_\_\_ .

**[8 marks]**

**3. This question is about Mail Merge.**

- a. How many files are needed to make a mail merge? \_\_\_\_\_
- b. What is a data source file? \_\_\_\_\_

- c. The pictures below show tools used to mail merge. Connect them with the right description. An example is done as an example.

i		iii	Opens a data source file.
ii			Use this button to check the mail merge main document against the data file.
iii			This buttons controls the mail merge process and is used to perform a mail Merge.
iv			Click the name of the field you want to use, and MS Word inserts it in the main document.
v			These buttons move you to either the beginning of the data file or to the previous record in the data file.

- d. Put the following steps of mail merge in order. The first step is done for you.

	Complete and merge the document
	Select a file source
1	Start or load a document
	Insert merge fields
	Preview document
	Save new merged document

[17 marks]

4. This question is about databases. Mark (✓) whether the following statements are True or False.

- a. Information in a database is organized in records  
b. Field is the largest data component in a database  
c. Data in a database should only be on a single subject  
d. You can have a database without a table  
e.  $\leq$  is the operator for equal to  
f.  $\geq$  means greater than or equal to

T	F

[6 marks]

5. The following question is also about databases. It is a screenshot of the design view of a table.

Vehicles : Table	
Field Name	Data Type
Reg No	
Manufacturer	
Model	
CC	
Year Made	Number
Mileage	
Colour	
Price	
Unsold	

- a. In the Data type fields, write down what kind of data type would you choose for each field name. Data type for CC field is done.
- b. Which field is the Primary field of this table?  
\_\_\_\_\_
- c. What is the name of the table?  
\_\_\_\_\_

[10 marks]

6. Which tool from the ones below would you use to:



a. help		c. delete a record		d. Sort in ascending order	
b. add a record		e. Switch to design view			

[5 marks]

7. Which one of the following would you use to:

Table

Form

Report

Query

a. Print selected data based on a table or query: \_\_\_\_\_

b. Display, maintain data in an organized way: \_\_\_\_\_

c. Extract and analyse data: \_\_\_\_\_

d. Create fields and assign data types, and other properties: \_\_\_\_\_

[4 marks]

8. The screenshot below shows the design view of a query.

Field:	surname	name	gender	Class	school	property	street	locality
Table:	tb_students_details	tb_stu	tb_stud	tb_st	tb_stux	tb_studer	tb_stu	tb_students_details
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:								
or:								

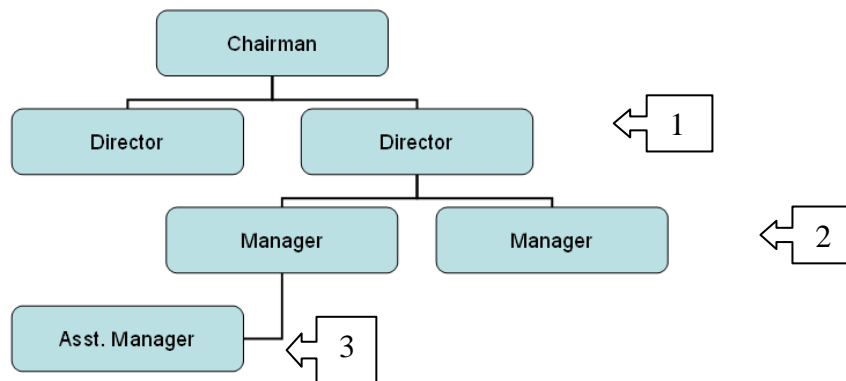
a. In the appropriate area, in the above picture, write down the criteria if you need to select the students who live in Birgu.

b. Now, I need the students from Birgu, but whose surname is Zarb. Add a criteria in the above picture to get the desired result.

c. What is the best way to present the result of this query? \_\_\_\_\_

[6 marks]

9. Answer the questions using the diagram beneath.



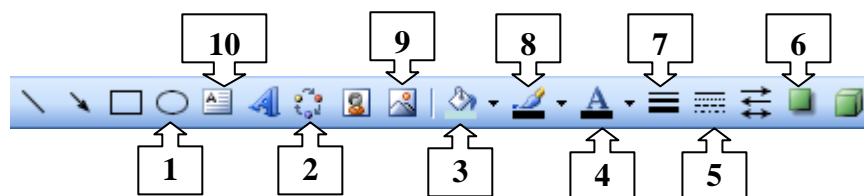
a. What is such a diagram called? \_\_\_\_\_

b. Each part has a name. Use the following words with the appropriate number:

\_\_\_\_\_ Co-Worker      \_\_\_\_\_ Subordinate      \_\_\_\_\_ Assistant

[8 marks]

10. Using presentation software, one can use various drawing and style tools with the toolbar below:

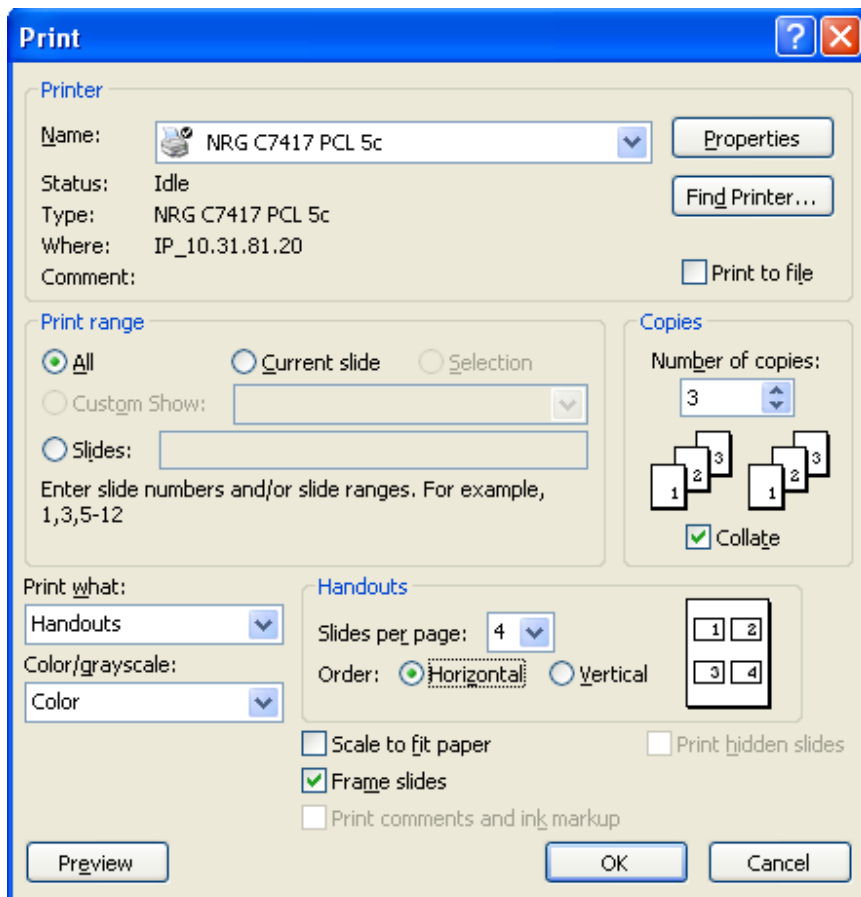


Which tool should you use to:

- |                                    |       |                                |       |
|------------------------------------|-------|--------------------------------|-------|
| a. Create an organizational chart: | _____ | b. Change the line style       | _____ |
| c. Add a text box:                 | _____ | d. Fill in with colour:        | _____ |
| e. Change font colour:             | _____ | f. Create an oval/circle:      | _____ |
| g. Insert a picture:               | _____ | h. Give a shadow to an object: | _____ |
| i. Change line colour:             | _____ | j. Change line width:          | _____ |

[10 marks]

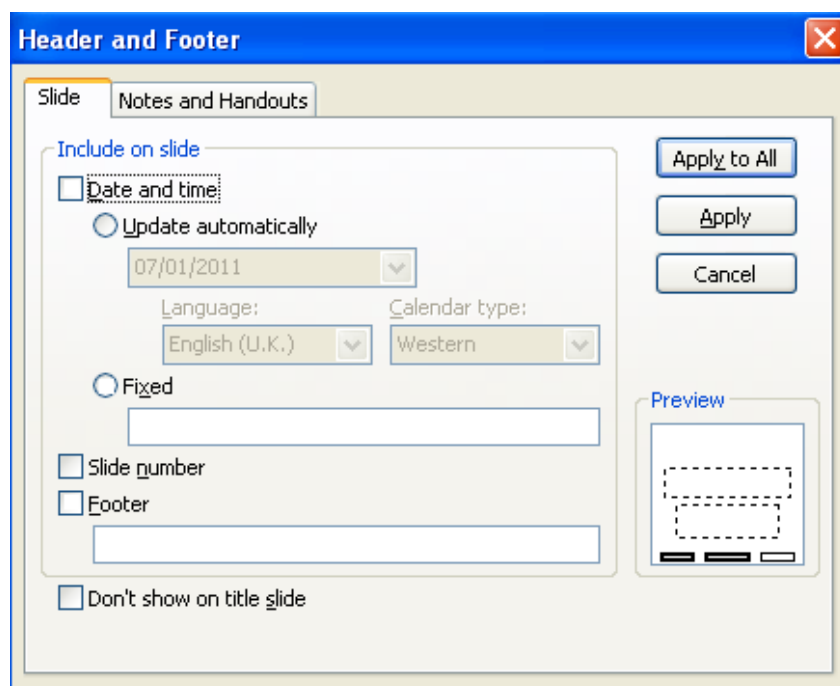
11. The screen shot below shows the printing interface of the presentation software



- How many copies will be printed? \_\_\_\_\_
- What will be printed?  
\_\_\_\_\_
- How many slides per page will be printed?  
\_\_\_\_\_
- Mark with a circle the option where you would tick if you would like to print the current slide.

[8 marks]

12. This question is about adding slide numbers and footers on a slide.



a. Tick the appropriate boxes in the picture above to:

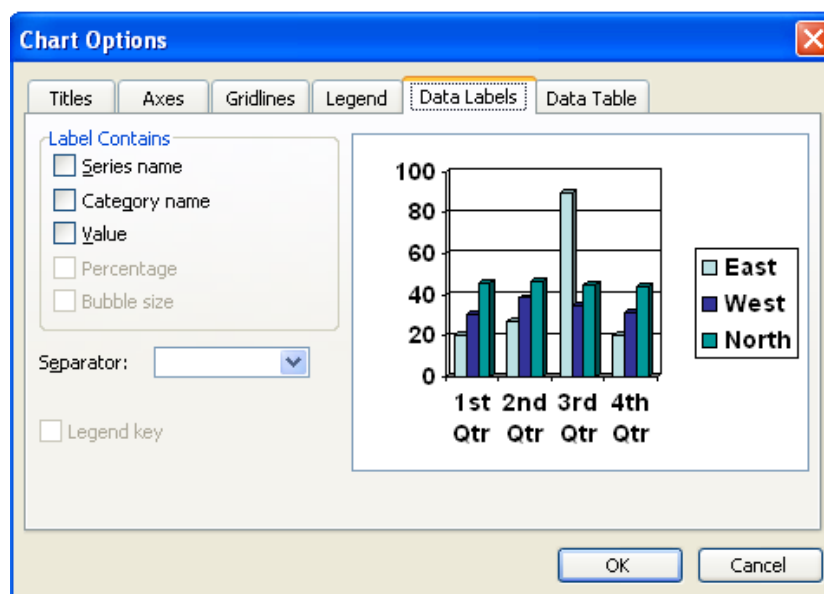
- i. apply an automatic updated date and time
- ii. apply slide numbers
- iii. apply a footer
- iv. make the above information not visible on title slides

[4 marks]

b. In the appropriate field, in the picture above insert the footer “**Fieldwork**”.

[2 marks]

13. This is a question about editing charts in a presentation.



a. The user would like to make the series names and values appear on the chart. Tick the appropriate boxes in the picture above to do this.

[4 marks]