

# SECONDARY SCHOOL ANNUAL EXAMINATIONS 2010

Directorate for Quality and Standards in Education  
Educational Assessment Unit

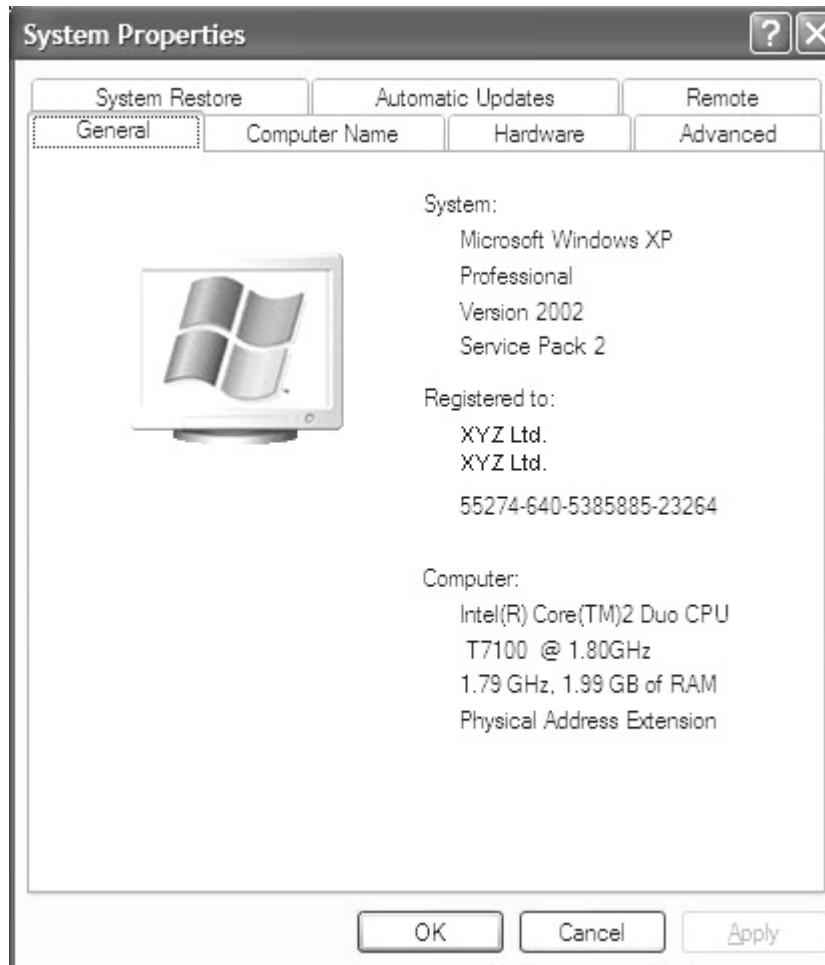
**FORM 4      Information and Communication Technology      TIME: 1h 30min**

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 \_\_\_\_\_.
  - ii) The version of the Operating System is \_\_\_\_\_.
  - iii) It has \_\_\_\_\_ of Random Access Memory (RAM) installed.
- b) Which button on the **keyboard** would you use to capture a **full** screen image on a computer? Tick (✓) the correct picture.



1

1

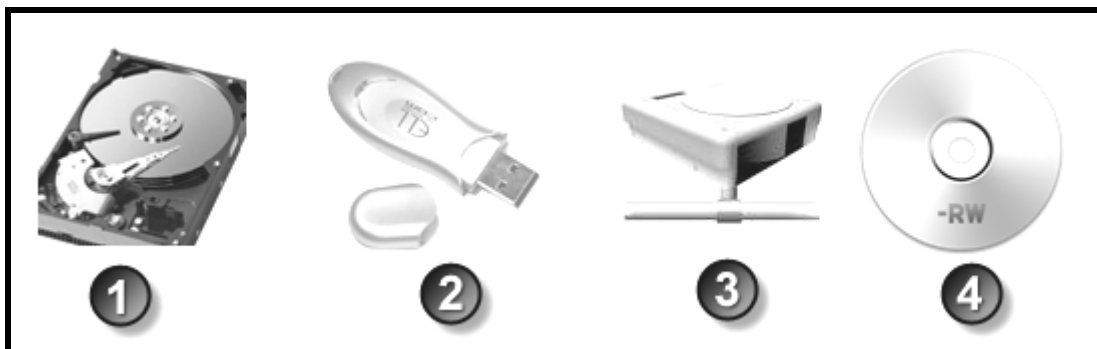
1

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 \_\_\_\_\_

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

e) Complete the sentences below using the following words:

*Kilobyte, Bit, Byte, thousand, million*

- i) The smallest unit of storage is called a \_\_\_\_\_.
- ii) A \_\_\_\_\_ is a group of 8 bits.
- iii) A \_\_\_\_\_ consists of **1024 Bytes**.
- iv) A **Megabyte** is approximately one \_\_\_\_\_ Bytes.
- v) A **Gigabyte** consists of approximately one \_\_\_\_\_ **Megabytes**.

4

1

1

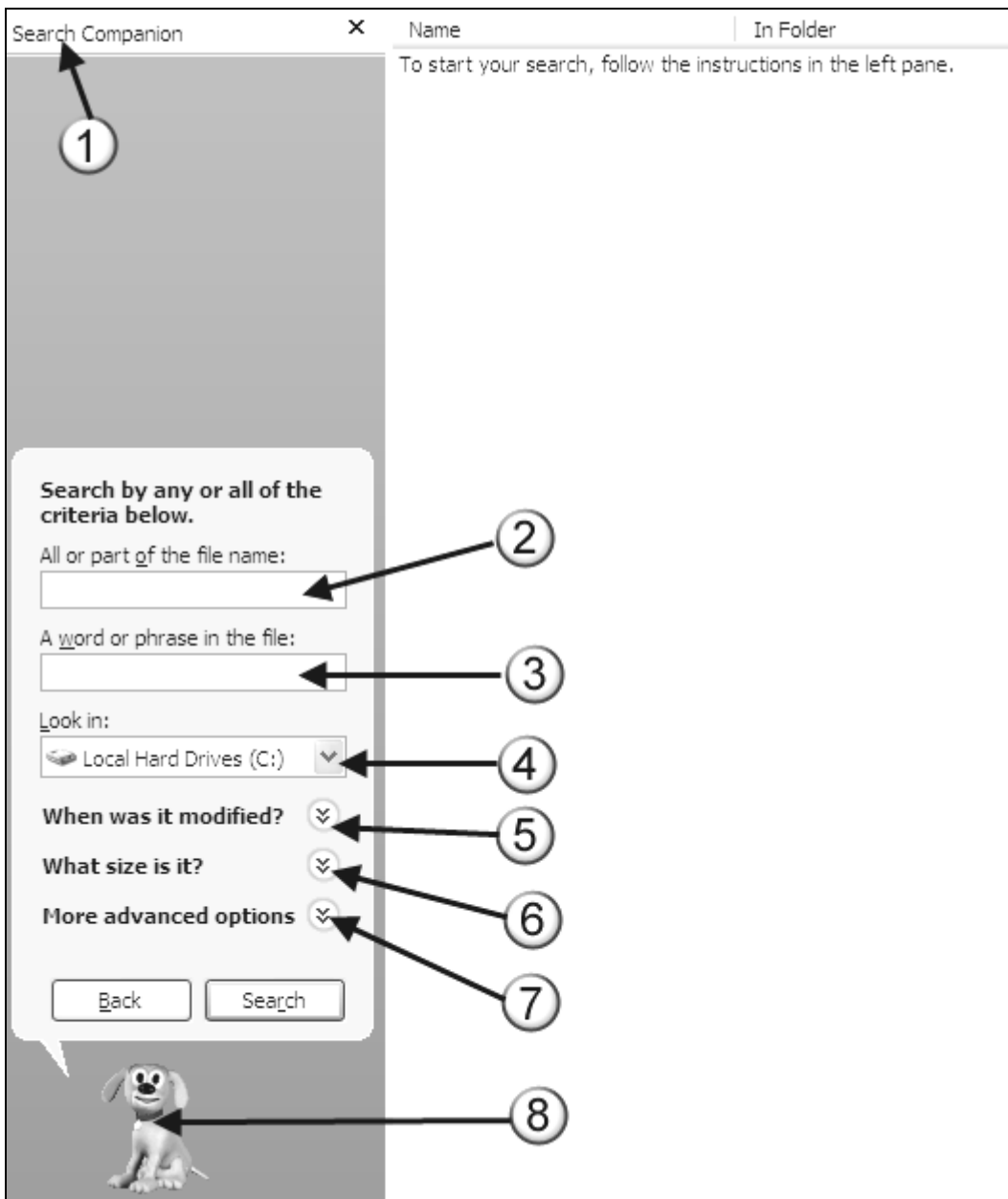
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1

1

1

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

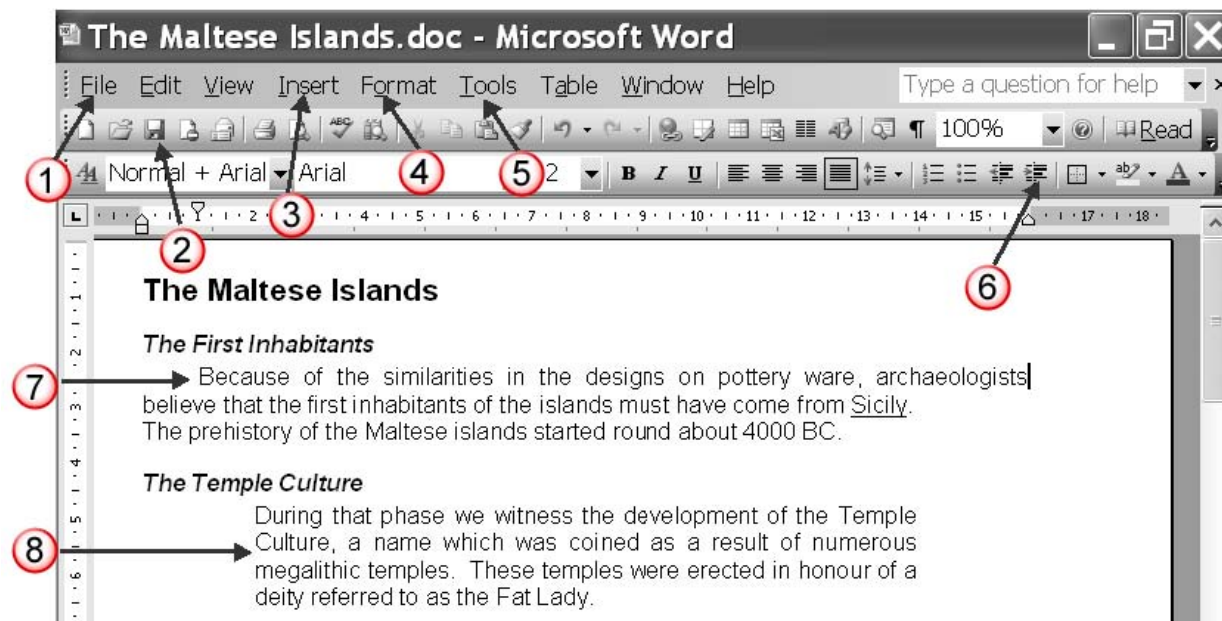


- i) You want to find a file called **ICT** but you forgot where you saved it. Where can you enter the **name** of the file **ICT** in order to search for it?
- ii) You created a file about **computers** but you forgot what you named it. Where can you write the word **computers** to look for it?
- iii) Where would you click to find a **2MB file**?
- iv) Where would you click to find a file according to the **date created**?
- v) Where would you click to look in another **drive**?
- vi) Where would you click to view the file details such as **size, date modified** and **type** of file?

	2
	2
	2
	2
	2
	2

2. This question is about Word Processing.

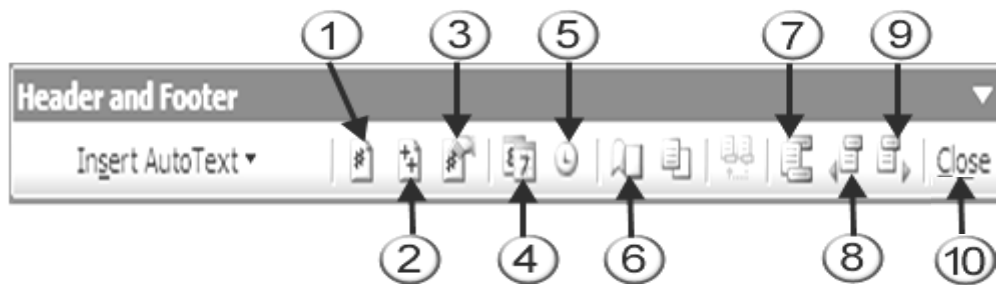
a) Look carefully at the picture below and fill in with a number:



- i) Write down the number of the item you would click if you want to **save** this document as **Rich Text Format (RTF)**.
- ii) After highlighting the text, where should you click to apply **automatic hyphenation**? Write down the number.
- iii) Which button from the **Menu Toolbar** would you click to apply **spacing above** or **below** selected paragraphs?
- iv) Write down the number of the paragraph which has a **first line indent**.
- v) Which button in the **Formatting Toolbar** would you click to **increase the indent** of the paragraph indicated by **arrow 7**?
- vi) Where from the **Menu Toolbar** would you click to insert a **line break** after a selected word?
- vii) Which tool button is used to save the document?

	1
	1
	1
	1
	1
	1
	1

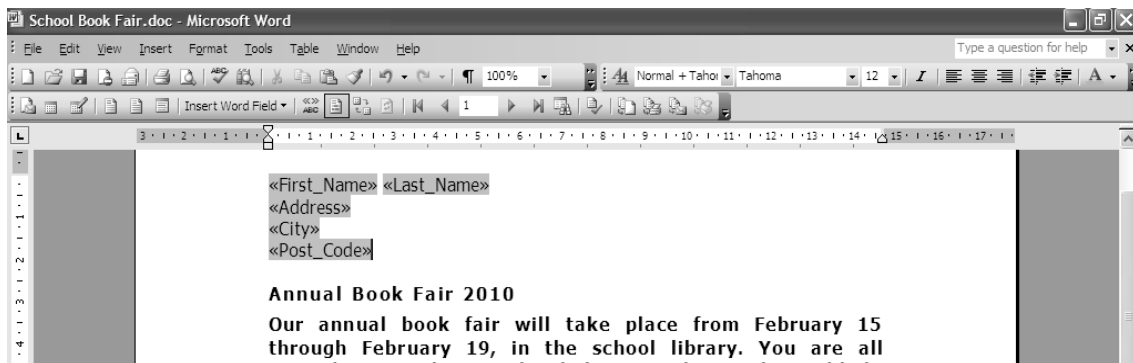
- b) Look carefully at the picture below.  
Write the label number to identify the Tool Buttons.  
Only 5 of the numbers will be used.



	<i>Name of Tool Button</i>	<i>Label Number</i>
i)	Insert Page Number	
ii)	Format Page Number	
iii)	Insert Number of Pages	
iv)	Insert Date	
v)	Close dialog box	

2  
2  
2  
2  
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**

- Open the file **School Book Fair** which is going to be used as a **form** \_\_\_\_\_.
- Click on \_\_\_\_\_.
- Select the file called *Address List* to get the names and \_\_\_\_\_ of the recipients.
- Select and \_\_\_\_\_ the merge fields <<**First\_Name**>>, <<**Last\_Name**>>, <<**Address**>>, <<**City**>> and <<**Post\_Code**>>.
- Click on *Merge to* \_\_\_\_\_ button.
- Click on the \_\_\_\_\_ button to merge the data.

2  
2  
2  
2  
2  
2

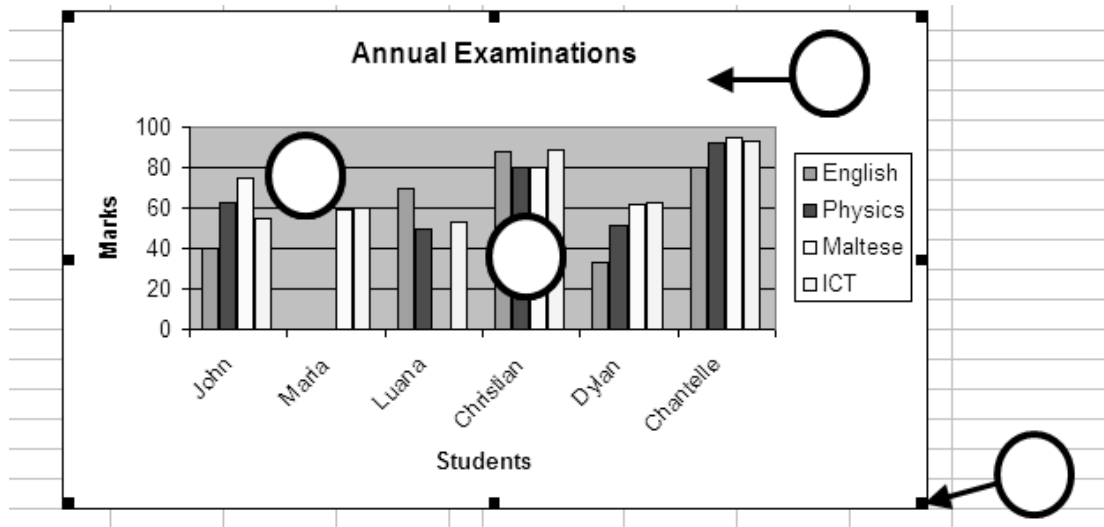
3. This question is about Spreadsheets.

- 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	<b>Student</b>	<b>English</b>	<b>Physics</b>	<b>Maltese</b>	<b>ICT</b>		<b>Total Marks</b>	
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	<b>Average</b>							
13	<b>Maximum</b>							
14	<b>Minimum</b>							
15	<b>Passed/Failed</b>							
16	<b>Count</b>							
17	<b>Counta</b>							
18	<b>Countblank</b>							

- 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.**

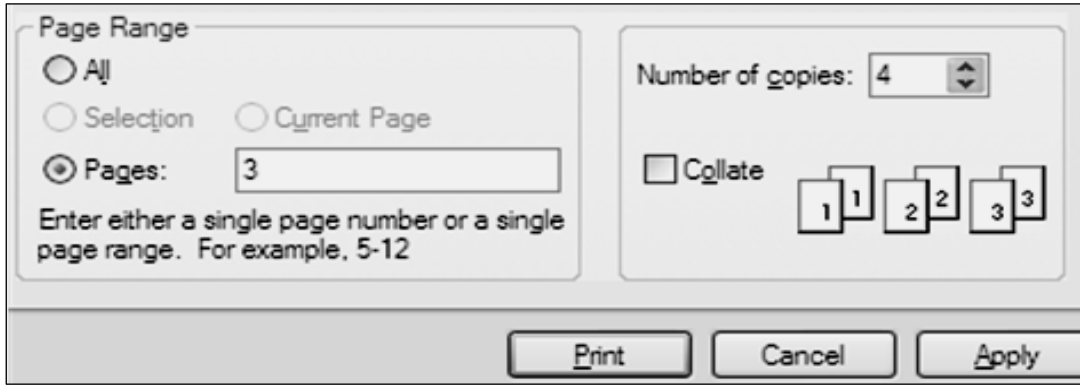
- i) The above chart is called a (column, bar, line, pie). 1
- ii) To make changes in a chart, first it has to be (deleted, removed, coloured, selected). 1
- d) **Fill in the circles of the above picture as indicated below:**
- i) Write '1' in the circle, where you would click and drag to move or resize 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** Internet Service \_\_\_\_\_ 2
- ii) **URL** \_\_\_\_\_ Resource Locator 2
- iii) **SMS** Short \_\_\_\_\_ Service 2
- iv) **VoIP** Voice over Internet \_\_\_\_\_ 2

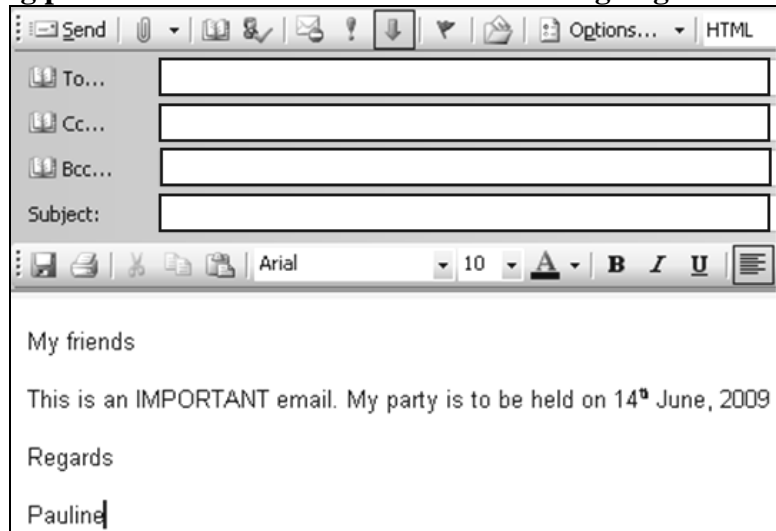
b) The picture below shows part of the **print dialogue box**.



i) Write the **page number** that is going to be printed. \_\_\_\_\_.

ii) How **many copies** are going to be printed? \_\_\_\_\_ **copies**.

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

d) Draw the button that is used to:

i) **Flag** an email.



ii) Set **high priority**.



iii) **Attach** a file



**END of EXAMINATION PAPER**