

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

Name: _____

Class: _____

1 Label the **icons** using the words below:

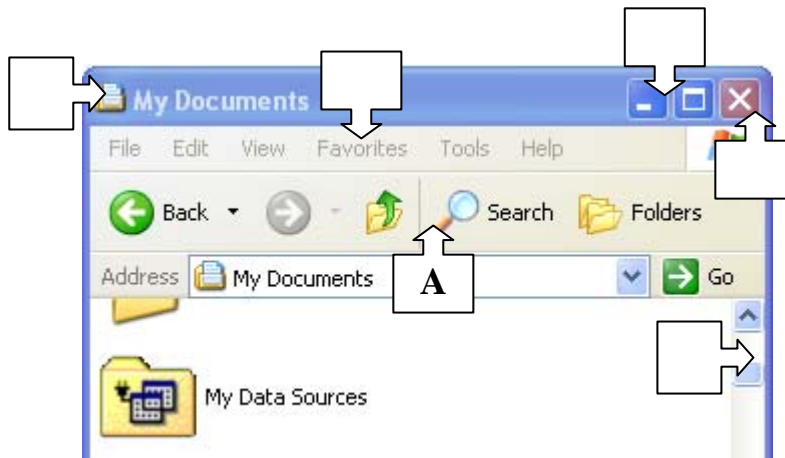
Recycle Bin, File, Printer, Folder, Hard Disk



5

2 In the empty boxes below, write the **letters** according to the **correct name**. **Letter A** has been done for you.

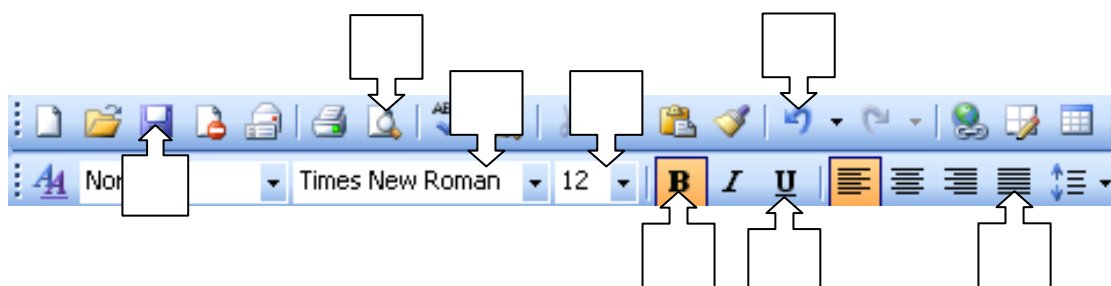
A Toolbar	B Scrollbar	C Menubar	D Titlebar	E Minimise	F Close
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10

3 In the empty boxes below, write the **correct letter** according to the name of the icon.

A	Font Size	B	Font	C	Justify	D	Underline
E	Save	F	Bold	G	Print Preview	H	Undo



16

4 From the **keys** shown below, choose which one would you **press** to:

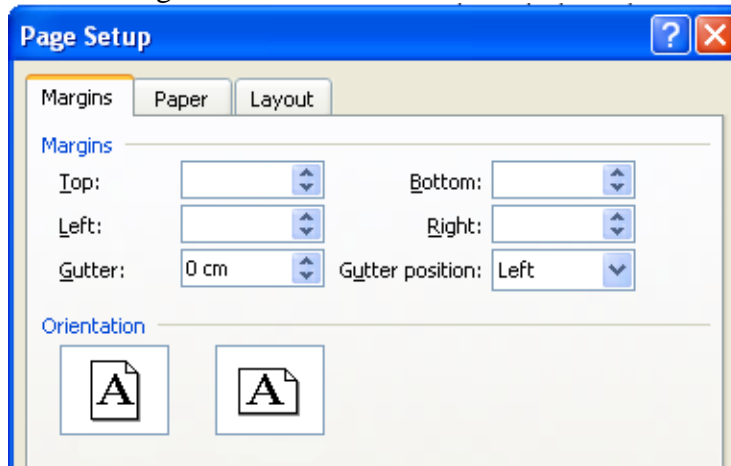


A	B	C	D
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- i Create a new paragraph
- ii Delete a word
- iii Make a space
- iv Make a capital letter

8

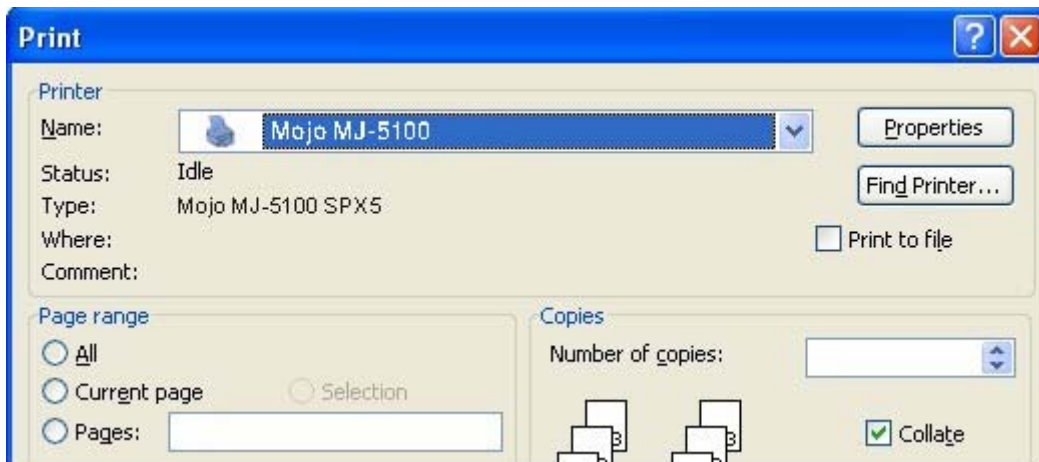
5 Before printing, set up the **margins** and page **orientation**. Fill in the diagram below to follow the instructions given below.



- i Set the **top** margin to 2 cm
- ii Set the **bottom** margin to 2 cm
- iii Set the **left** margin to 3 cm
- iv Set the **right** margin to 3 cm
- v Draw a circle round the **landscape** orientation.

5

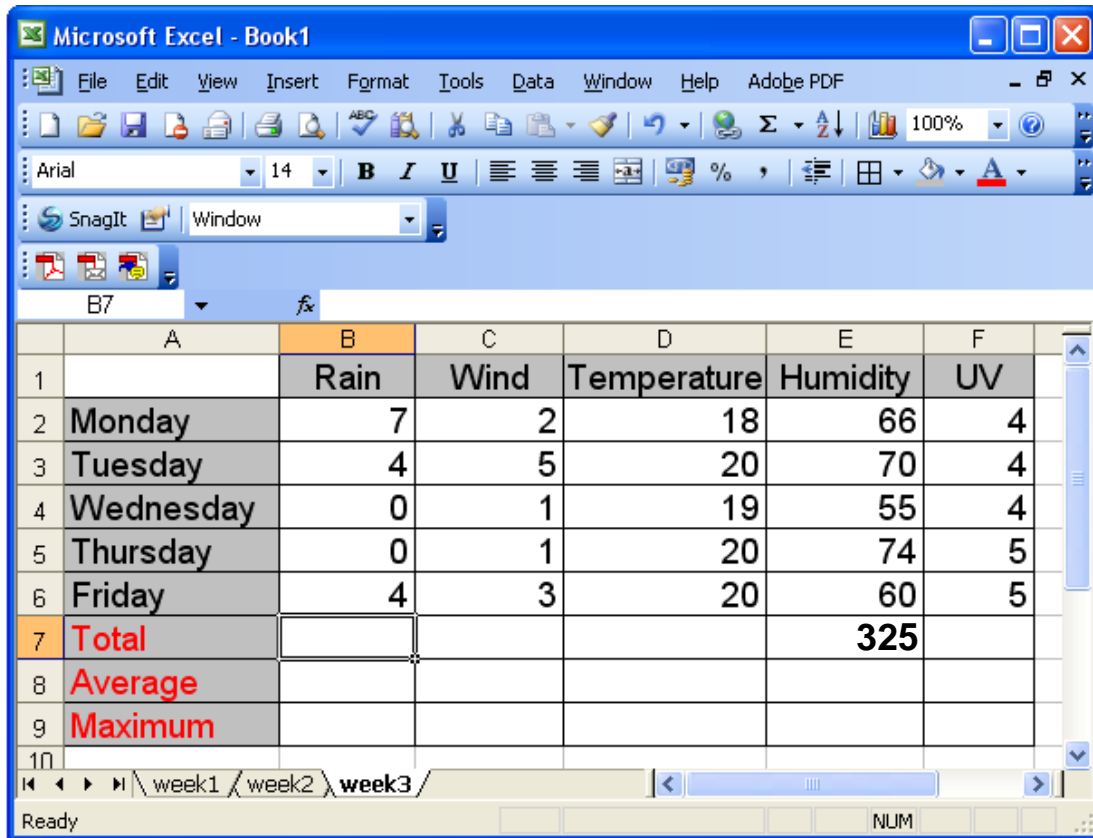
6



Fill in the picture above as requested in the questions below.

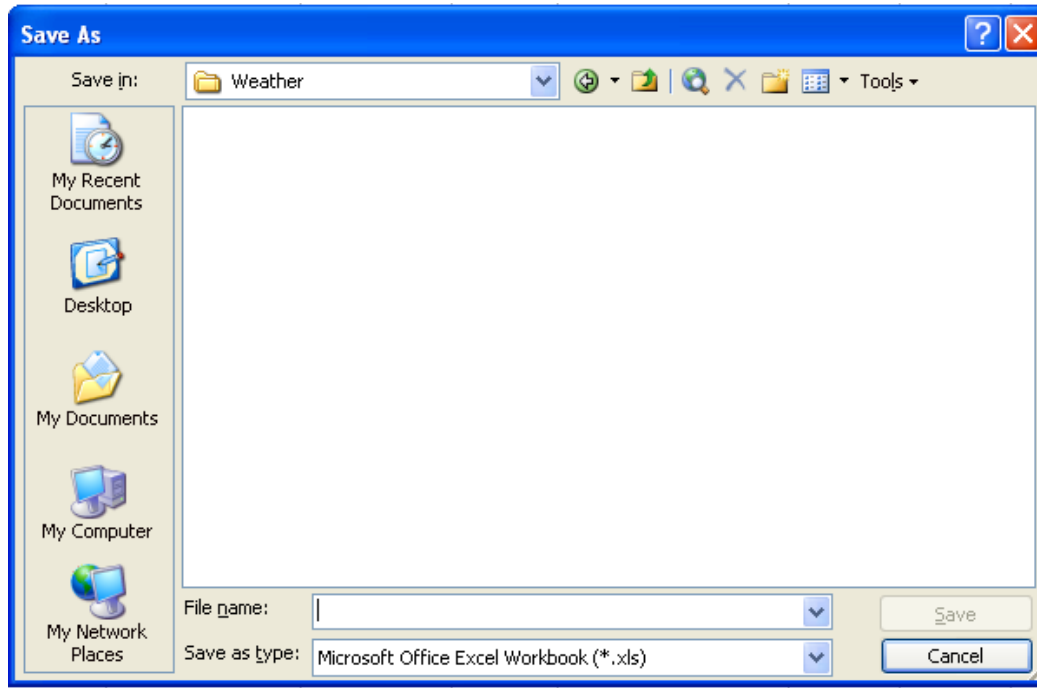
- i Print the **current** page
- ii Print **3 copies**
- iii What **printer** is being used?

7 The picture below shows a spreadsheet workbook.



- i Which cell is the user going to use? _____ 1
- ii What is the name of the **worksheet** being used? _____ 1
- iii Draw a circle round the **button** used to give the **cell** a **background colour**. 1
- iv Draw a circle round the **button** which is used to change the **font colour**. 1
- v Write the **formula** to calculate the **sum** from cell **B2 to B6**.
_____ 3
- vi Write the **formula** to add from cell **D2 to D6**.
_____ 3
- vii Write the **formula** to divide cell **E7** by **5**.
_____ 3

8 The picture below shows the saving dialogue box.



i In which **folder** will the file be saved? _____ 1

ii What type of file is going to be saved? _____ 1

iii The file is to be **saved** with the name **DATA**. In the picture above, write the name **DATA** in the appropriate place. 2

9 Choose the correct answer by ticking the correct box in the following questions:

i Which icon is used to change the **font colour**?







1

ii Which icon is used to apply **shadow to text**?







1

iii The icons below are used to navigate through the slideshow. Which icon will take you to the **previous slide**?

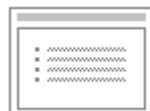






1

iv Which of these is a **slide layout**?

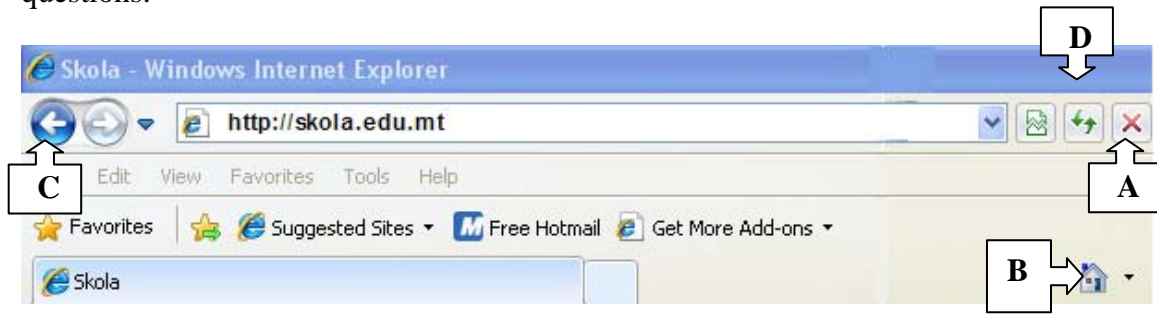






1

10 The following questions are about **Internet**. Use the picture below to answer the questions.



i What is the **URL** in the picture above?

2

ii What is the name of the **browser** used?

2

iii Using the letter labels in the picture above, write down the correct letter next to the appropriate name in the table below.

Home	
Back	
Stop	
Refresh	

4

iv Draw a circle round the arrow to drop down the list of **previously visited sites**.

1

11 Mark with a ✓, to indicate whether the following statements are **True** or **False**.

- i An ISP is a software
- ii To search for a website we use a Search Engine
- iii Information is found on the WWW
- iv To access the internet you need a printer
- v Internet explorer is the only browser that exists

True	False

5

The following questions are about **e-mail**.

12 i Mention 2 **advantages** of e-mail.

a) _____

b) _____

2

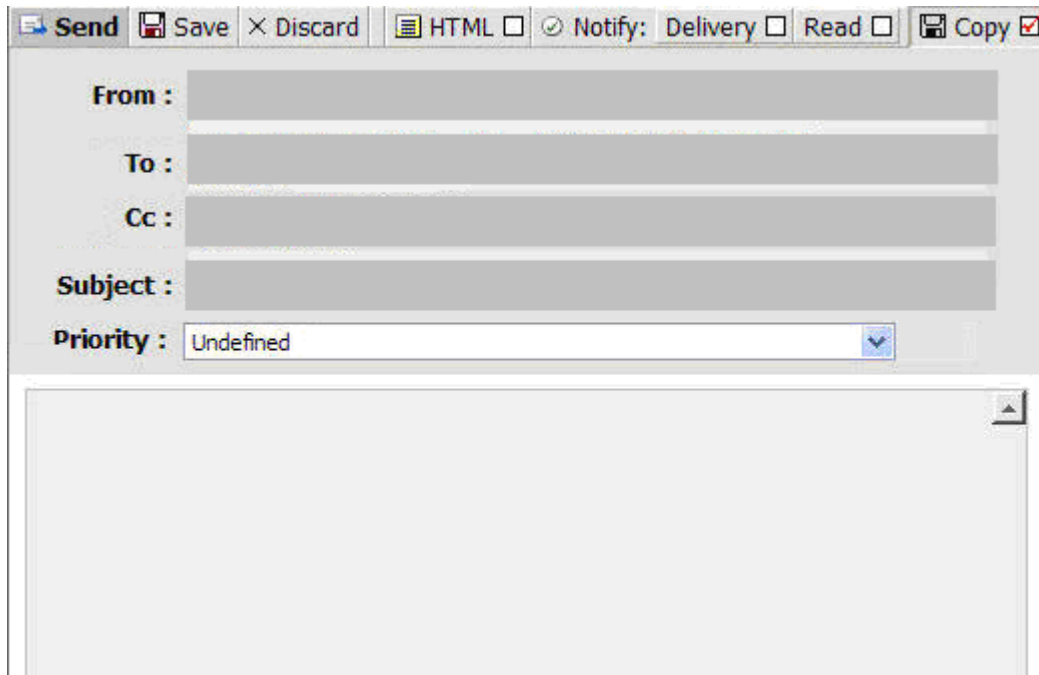
ii The following **e-mail address has a mistake**. Write it down correctly.
skola*mail.gov

2

iii Besides the e-mail address, an e-mail contains as well a s_____

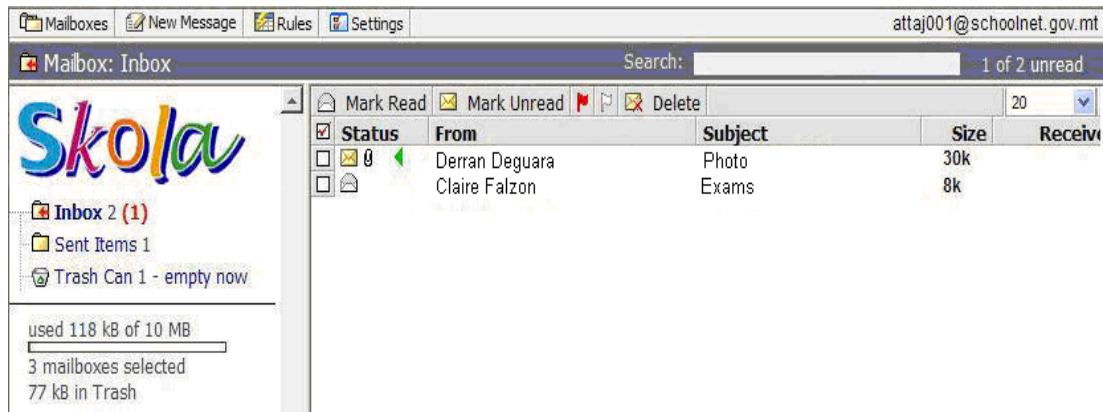
1

13 By referring to the questions below, fill in the following picture with your correct answers:



- i **Send** an email to this address: **kullegg1@edu.gov.mt** 2
- ii The **subject** is: **Prize day** 2
- iii The **sender** is: **surmast@edu.gov** 2
- iv Write this message: **The Prize day will be held on May 22nd 2010** 2

14 The picture below shows an **email inbox**.



- i Who **sent** the email which has been **read**? _____ 2
- ii What is the **subject** of the **unread** mail? _____ 2
- iii Draw a circle around the button to **delete** an email. 1