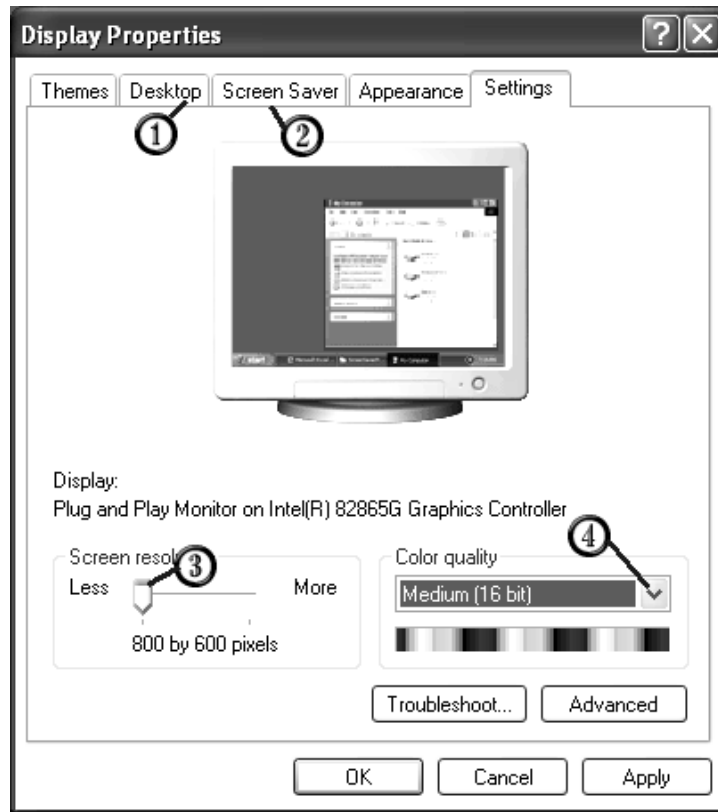


d) Take a look at the following picture and answer the questions below. Some items in the picture are numbered.



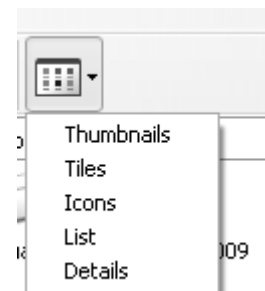
Write the number of the item for each of the following:

- 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.



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

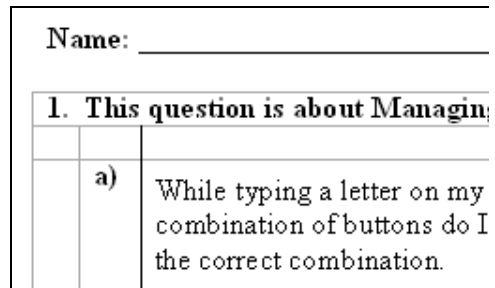
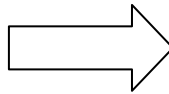
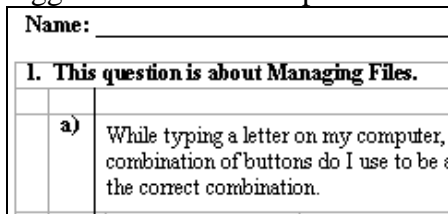


2

2

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.



2

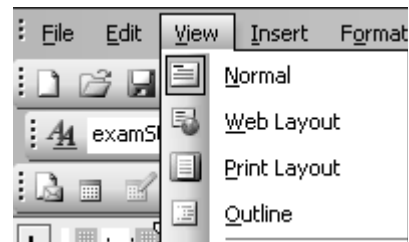
What is the name of the tool button that is used to do this?

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

4

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.



2

- 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.

4



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

4

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.

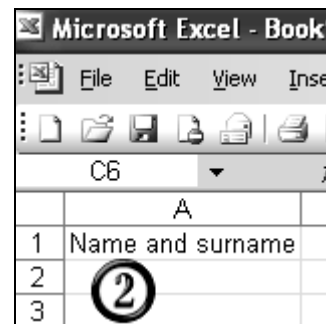
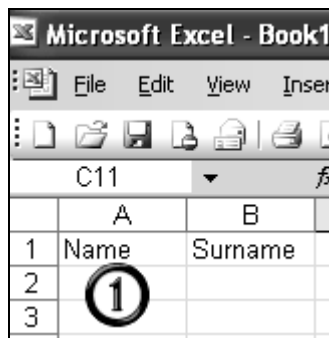


4

2

3. This question is about spreadsheets.

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



2

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.



2

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



2

- 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
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.

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

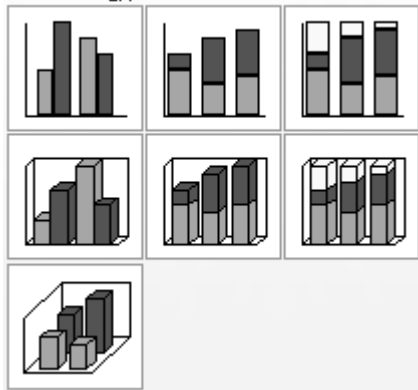
- i) In **E2** write the **function** that gives the **total** amount saved.
ii) In **F2** write the **function** that gives the **average** amount saved.

- 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:



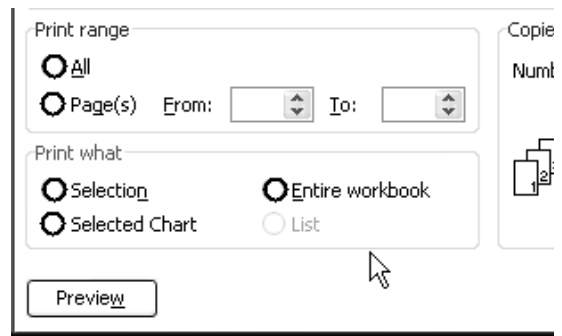
Look at the picture on the left.

- 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.



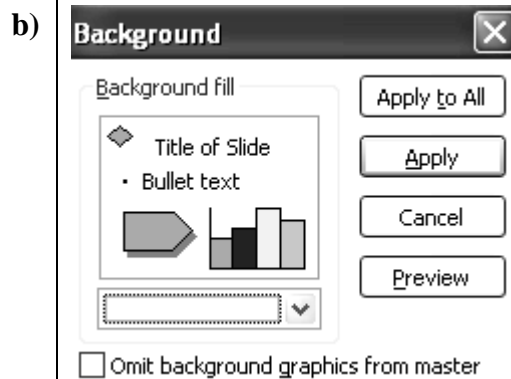
2

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

2



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:

2



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

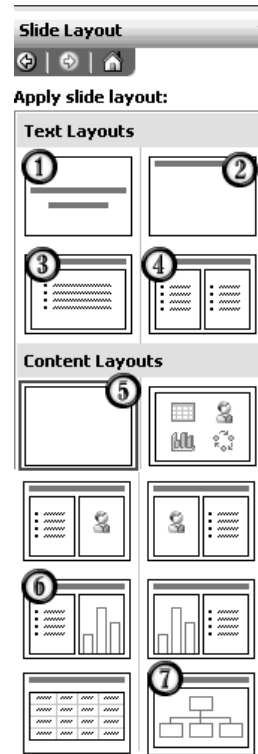
- i) Mark with a to show from where I can **rotate** it.
- ii) Mark with an to show from where I can **resize** it.

4

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:

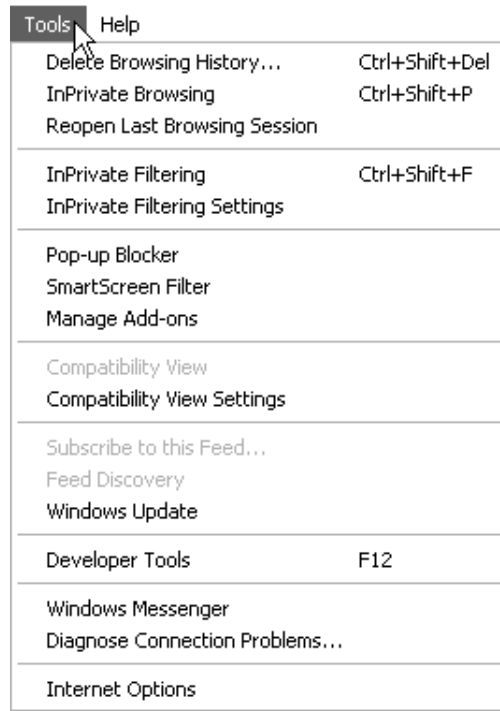
“It is good practice to add a **different title for each slide** so that...

- 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**]



2



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?

2

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



2

- 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.

4

