

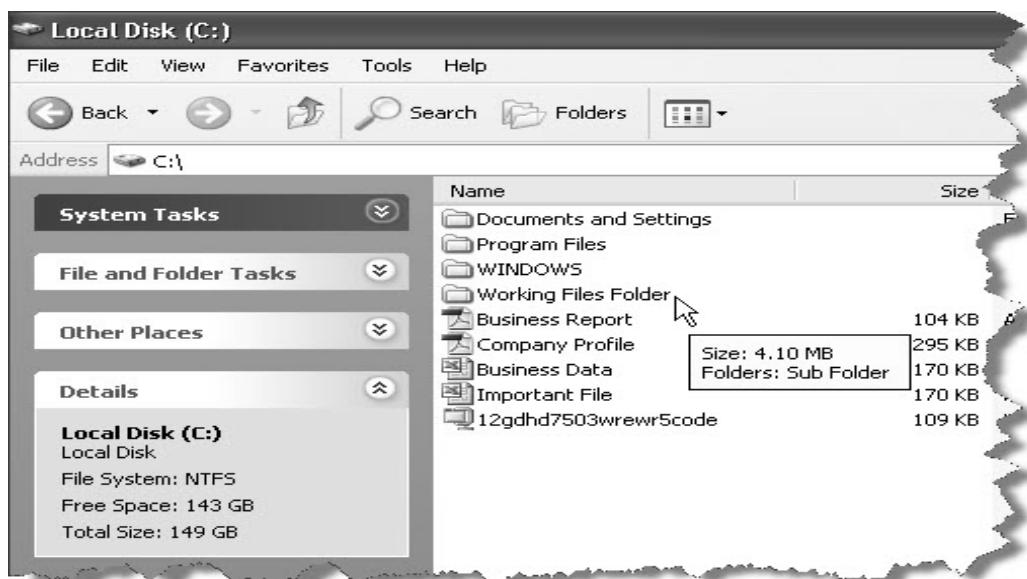
FORM 3 Information and Communication Technology TIME: 1h 30min

Name: _____

Class: _____

1. This question is about using the computer and managing files.

a) The picture below shows the items in a particular hard disk.



i) What is the letter of the hard disk?

2

ii) What is the **TOTAL** capacity of the hard disk?

2

iii) Write down the name of the **smallest** file shown?

2

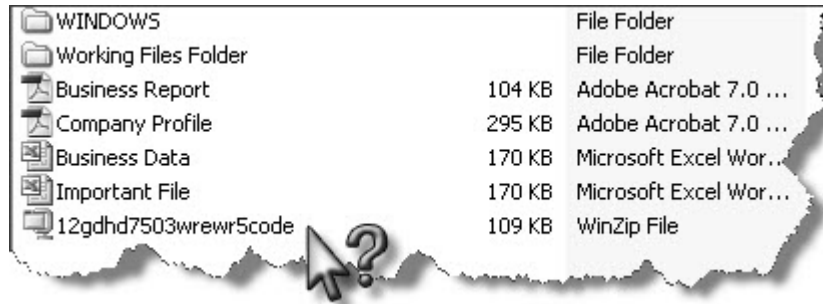
iv) Write the name of the two files with the same size.

2

v) In the picture, you can see the “Working Files Folder”. What is the size of this folder?

2

b) The hard disk has the following files and folders.



i) The files and folders are sorted according to the following. Tick (✓) the correct answer.

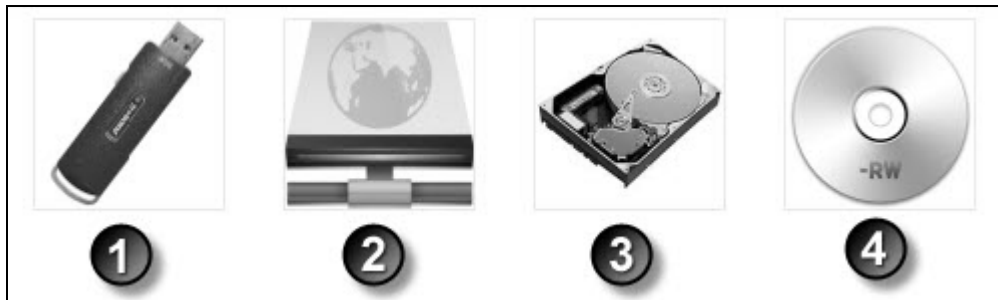
Name Size Type

ii) The last file in the list, in the above picture is strangely named. The steps to rename the file are listed below but they are mixed up.

Put them in the correct order by numbering them. The first one has been done for you.

	Select Rename from the drop down menu
	Delete the old file name
	Write down the new name of file
1	Right Click on the file

c) Files and folders can be stored in **DVD-disks**, **Hard Disks**, and **USB flash memory**.



Write the number which represents.

i) a Hard Disk: _____ iii) a DVD: _____

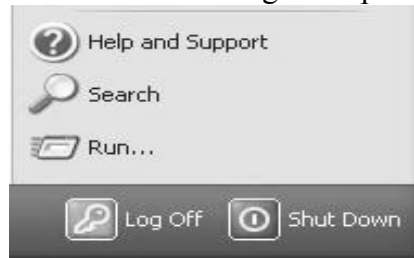
ii) a USB Flash memory: _____

2

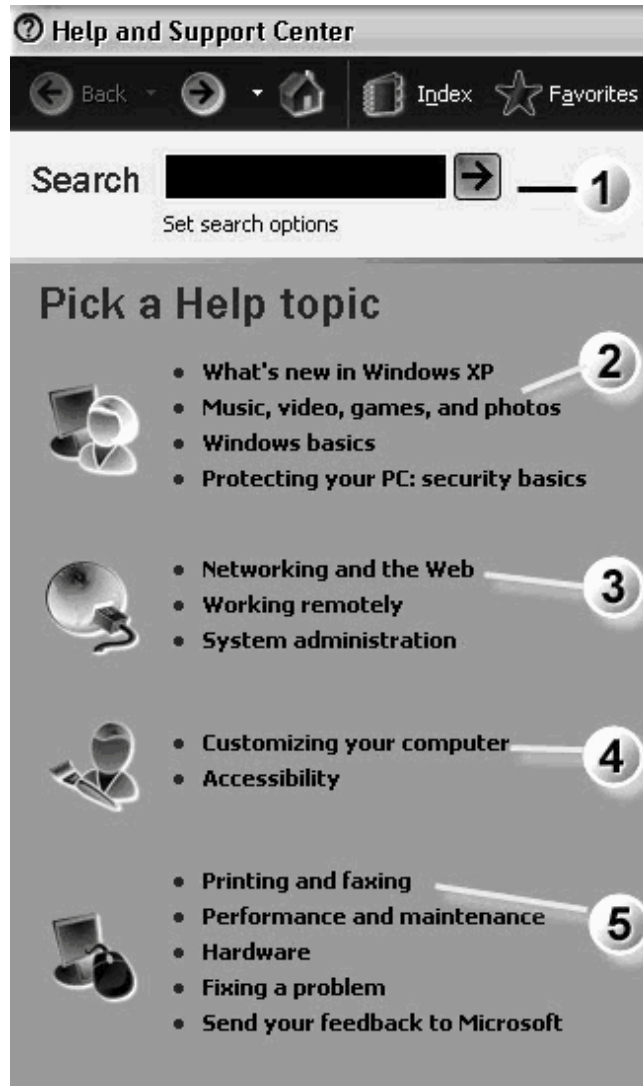
3

3

d) i) Put a  around the **icon** from where one gets help.



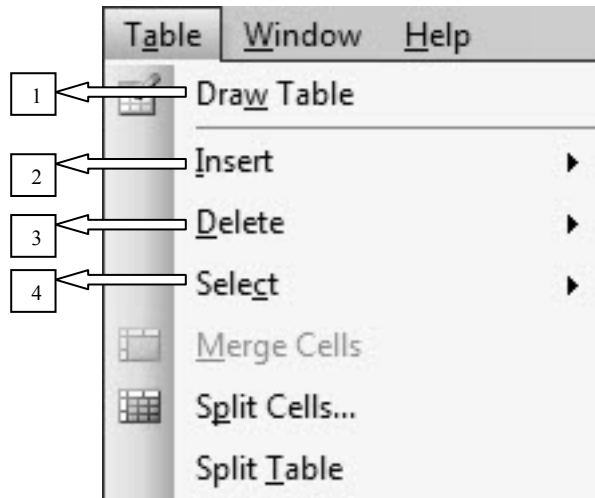
ii) The image below shows the Help Window.



Write the number of the relevant help topic indicating the following:	Number
Problems with Printing	
Fixing a Music problem	
Typing a keyword in Search function	
Fixing Web and Networking problems	
Customizing your desktop icons	

2 This question is about Microsoft Word.

- a) Look carefully at the following image. Choose the corresponding number. ONLY three are correct.



- i) If you want to delete a column you would choose _____ 2
- ii) If you were to choose a particular row you would choose _____ 2
- iii) If you want to create a new table, you would choose _____ 2

b)

Tick whether the following statements are TRUE or FALSE	TRUE	FALSE
One cannot add shading colour to cells in a table.	<input type="checkbox"/>	<input type="checkbox"/>
One can switch between two opened documents.	<input type="checkbox"/>	<input type="checkbox"/>
Page breaks can be inserted and deleted in a document.	<input type="checkbox"/>	<input type="checkbox"/>
Text cannot be moved between opened documents.	<input type="checkbox"/>	<input type="checkbox"/>
One can insert page numbers in footers.	<input type="checkbox"/>	<input type="checkbox"/>

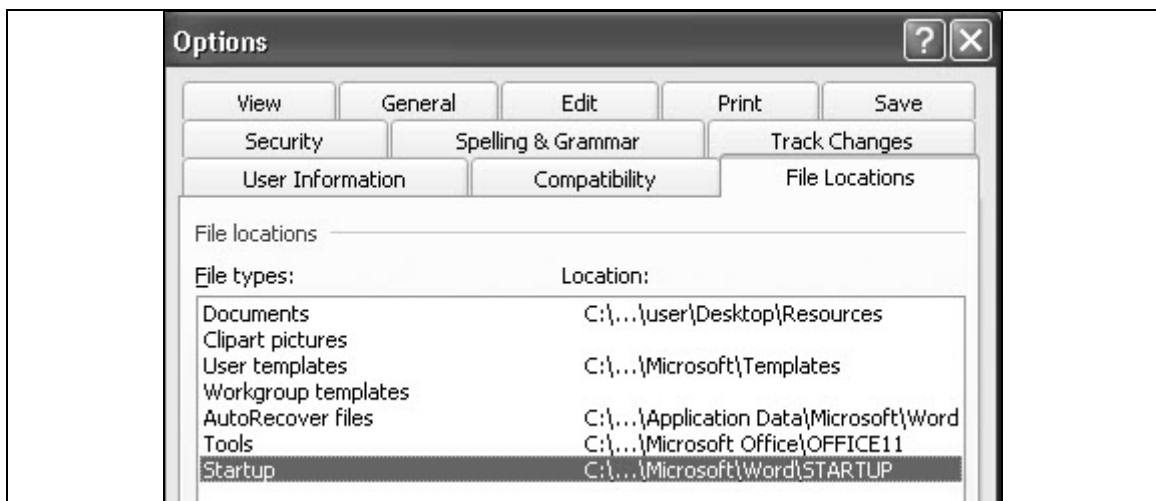
- c) Match the phrases of List 1 with those of List 2 by putting the correct letter in the blank column.

LIST 1		LIST 2
A	It is better to insert a page break	"copy" all the formatting characteristics from one group of selected text to another.
B	Special characters like © and ®	<i>Borders and Shading</i> under the Format menu.
C	Dates and page number information	are also referred to as Symbols.
D	The shading of cells in a table is selected from	can both be inserted in headers and footers.
E	The Copy Format feature lets you quickly and easily	than using the Return key at the end of a page.

- d) Look carefully at the picture below which shows the Tool-Options dialogue.

Complete the path where new documents are saved by default.

C:\..._____



3 This question is about Spreadsheets

- a)

	A	B	C	D	E	F	G
1	Charity Donations for the year 2010						
2							
3	Surname	Name	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Average Donation
4							
5	Camilleri	Joseph	€ 10.00	€ 20.00	€ 14.00		€ 14.67
6	Muscat	Paul	€ 15.00	€ 23.00	€ 13.00		€ 17.00
7	Zammit	Alexia	€ 17.00	€ 30.00	€ 19.00		€ 22.00
8	Schembri	Dylan	€ 5.00	€ 5.00	€ 44.00		€ 18.00
9	Azzopardi	Brenda	€ 34.00	€ 12.00	€ 10.00		€ 18.67
10							
11	Total		€ 81.00	€ 90.00	€ 100.00		

- i) Which cell shows a type of text orientation? _____ 2
 - ii) The number cells are formatted to display the _____ currency. 2
 - iii) Which **row** shows some merged cells? _____ 2
 - iv) Which **column** is selected? _____ 2
 - v) Cells G5:G9 are aligned (Choose **ONE** answer) 2
- Left Centre Right

b) This question is about errors in spreadsheets.

- i) The formula in G9 shows the following formula: =AVERAGE(C9:E9)

	A	B	C	D	E	F	G
1	Charity Donations for the year 2010						
2							
3	<i>Surname</i>	Name	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Average Donation
4							
5	Camilleri	Joseph	€ 10.00	€ 20.00	€ 14.00		€ 14.67
6	Muscat	Paul	€ 15.00	€ 23.00	€ 13.00		€ 17.00
7	Zammit	Alexia	€ 17.00	€ 30.00	€ 19.00		€ 22.00
8	Schembri	Dylan	€ 5.00	€ 5.00	€ 44.00		€ 18.00
9	Azzopardi	Brenda					#DIV/0!
10							

The pointed error **#DIV/0!** can be easily removed by: (Choose **ONE** answer)

- Typing a number in cell C5 Typing a number in cell D10
- Typing a number in cell B9 Typing a number in cell D9

- ii) When Simone tried to calculate an average in cell E13, the following error showed up **#NAME?** because of an incorrect formula as shown in this picture.



Write the corrected formula: _____

iii) Simone deleted the data in column F by mistake.

	A	B	C	D	E	F
1	Charity Donations for the year 2					
2						
3	Surname	Name	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
4						
5	Camilleri	Joseph	€ 10.00	€ 20.00	€ 14.00	
6	Muscat	Paul	€ 15.00	€ 23.00	€ 13.00	
7						
8			Total Sum for Oct-Dec =			#REF!

An error **#REF!** showed up in cell F8 for the total sum for Oct-Dec.


Choose the correct formula for the TOTAL sum for Oct-Dec.

=MIN(F5:F6)

=SUM(F5:F6)

=AVERAGE(F5:F6)

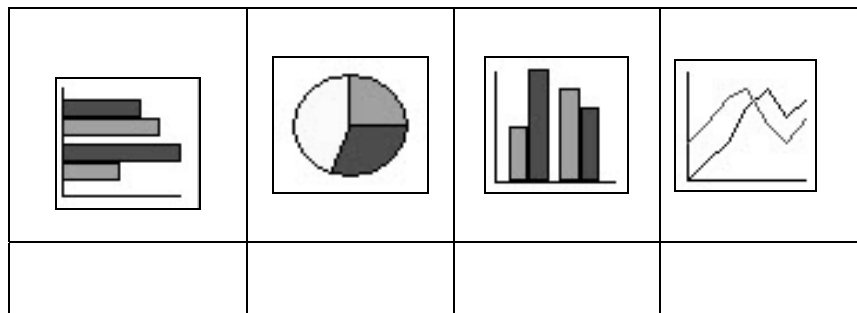
=MAX(F5:F6)

c) i) Simone created a Pie chart. Use a  around the **icon** used to create the chart.



ii) Write the name of the following types of charts from:

column chart; bar chart; line chart; pie chart



4 This question is about Information and Communication.

a) Answer the following questions

i) **ISP** stands for _____

ii) **URL** stands for _____

iii) **http://www.skola.edu.mt/** is an example of

Web address

e-mail address

Title bar

iv) **chriscall@skola.gov.mt** is an example of

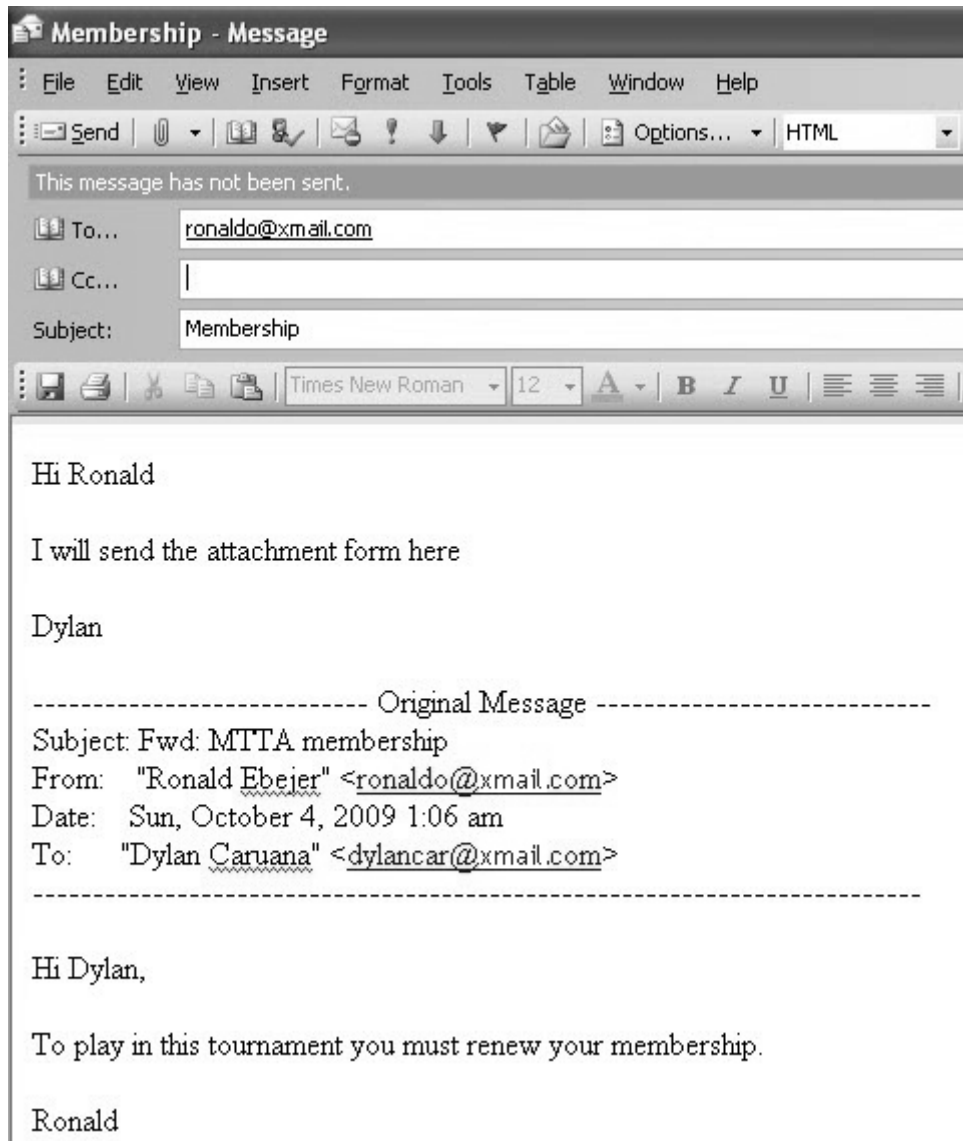
Web address

e-mail address

Title bar

1

b) **The following picture shows a draft email.**



i) One advantage of sending an email is that: (Tick the **correct** answer)

Smaller envelopes are used


It is very cheap

No internet is required

2

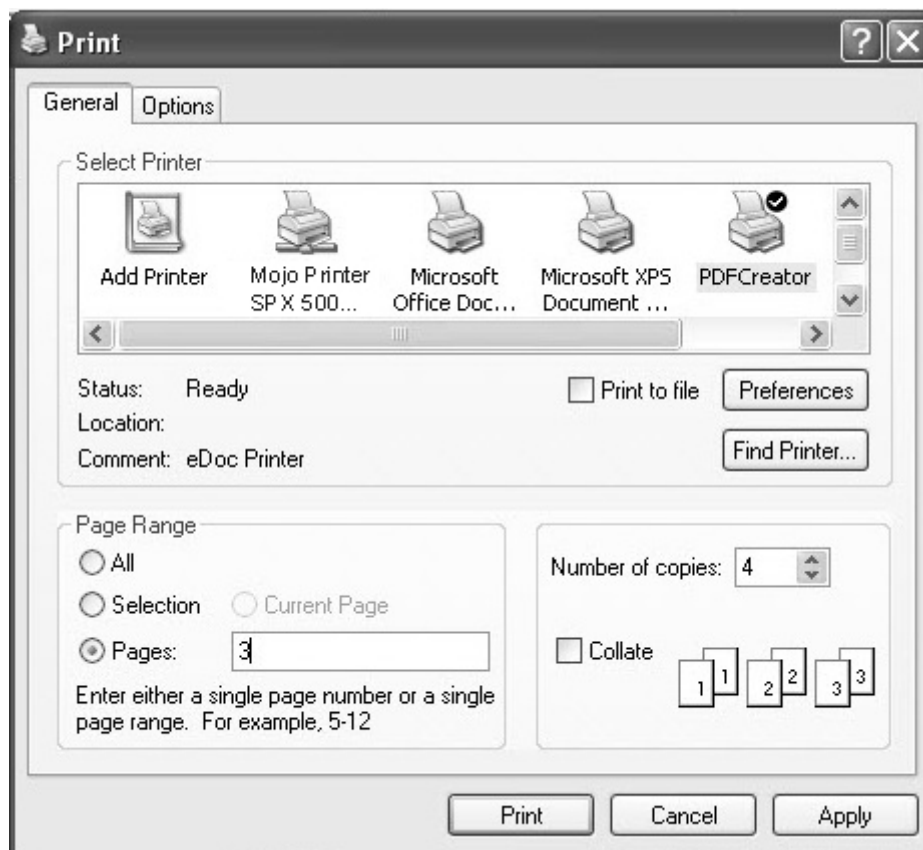
ii) What is the name and surname of the person who is **replying**?


2

iii) Draw a  to show where he has to click to attach the document.

2

e) Rose wants to print a page from a web page as shown here.



- i) Write the page number which Rose wants to print. _____
- ii) How many copies is Rose going to print? _____
- iii) Draw a  to show where Rose has to click to print all the pages of the web.

2
2
2

END of EXAMINATION PAPER