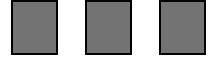


KULLEĠĠ SAN BENEDITTU Boys' Secondary, Kirkop

Mark

HALF-YEARLY EXAMINATION – 2011/12

Track 3 (JL)



FORM 3

ICT

TIME: 1h 30min

| Question | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Global Mark |
|-----------|---|---|----|----|---|---|---|---|---|----|----|----|----|-------------|
| Max. Mark | 9 | 8 | 13 | 10 | 7 | 5 | 5 | 6 | 5 | 3 | 2 | 14 | 13 | 100 |
| Mark | | | | | | | | | | | | | | |

DO NOT WRITE ABOVE THIS LINE

Name: _____

Class: _____

Instructions:

- Answer all questions
- This paper carries 100 marks

1. **Underline the correct answer from each question.**

[9 marks]

- a. Which of the following is a storage unit of measurement?
Megabyte
Megahertz
Megabit
- b. Data transfer rates can be measured in:
Kilobytes per minute
Kilobits per second
Kilohertz per second
- c. Which of the following can be used to connect to the internet?
An external hard disk
Mobile phone
A speaker

- d. Which of the following is a type of internet connection?
 Infrared
 Broadband
 Bluetooth
- e. What do **Windows** and **Linux** have in common?
 They are application software
 They are operating systems
 They are hardware devices
- f. Which measure should **primarily** be carried out to protect information on a PC?
 A username and password to log in
 A router to secure the computer from online attack
 Keep the computer in a locked room
- g. Which of the following has the **smallest** storage capacity?
 A 100 MB hard disk
 A 100 KB hard disk
 A 100 TB hard disk
- h. Which of the following can be used to store files and folders permanently?
 A network drive
 RAM
 A network adapter
- i. Which of the following is an example of online storage facility?
 Dropbox
 Mozilla Firefox
 Google Chrome

2. Mark the following with a T (True) or an F (False).

[8 marks]

- a. A dial-up connection is a very fast type of internet connection.
- b. You cannot make changes to read-only files.
- c. The * and ? are examples of wildcards.
- d. Windows XP is an example of an application software.
- e. The Operating System is usually found on the hard disk.
- f. A DVD can hold less data than a CD.
- g. A floppy disk can hold 650 MB of data.
- h. This icon shows the default printer.



| |
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| |

3. Answer the questions below.

[13 marks]

a. Why is a network drive used?

_____ (2)

b. Give two advantages of online file storage.

• _____ (1)

• _____ (1)

c. Write down **3 password policies** which you should follow. (3)

• _____

• _____

• _____

d. What is the difference between an internal and an external hard disk? (1)

e. What is the difference between uploading and downloading of files? (1)

f. Where should you click to view the list of recently used files on your computer? (1)

g. Why is it important to store your back-up files OFF-SITE? (1)

h. What does COMPRESSING a file mean? (2)

4. Look at the icons below. What is the name of the file that Jonas needs to click on if he wants to open the file types below? [10 marks]

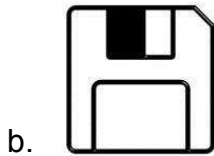


| | File Type | File name |
|----|---------------------------------|-----------|
| a. | A database file | |
| b. | A picture | |
| c. | A presentation | |
| d. | An audio file | |
| e. | A portable document format file | |
| f. | A video | |
| g. | An executable file | |
| h. | A compressed file | |
| i. | A word document | |
| j. | A spreadsheet | |

5. Look at the pictures below. Match the correct picture with its name. [7 marks]



DVD



Floppy disk



Memory Card



Hard disk

e. What are the devices shown in the above pictures called?

f. List two other similar devices which are not listed above.

- _____
- _____

6. Fill in the blanks with the words below. [5 marks]

| | | | | |
|------|----------|-----|----------|----------|
| Byte | kilobyte | bit | megabyte | gigabyte |
|------|----------|-----|----------|----------|

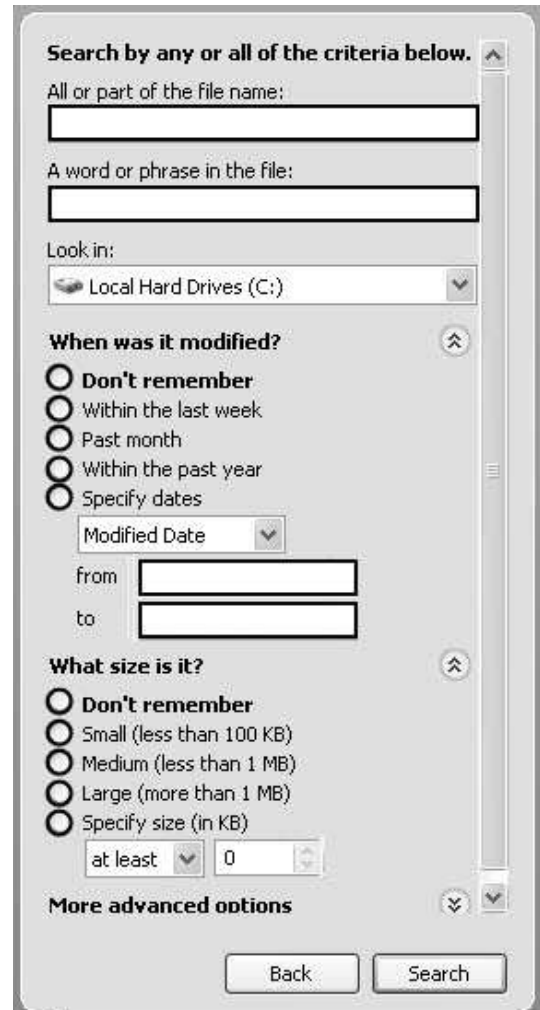
- a. The smallest unit of measurement is called a _____.
- b. A group of 8 bits is called a _____.
- c. From the units in the box above the largest measurement is a _____.
- d. 1024 bytes make a _____.
- e. A _____ is made up of about a million bytes.

7. This question is about Search.

[5 marks]

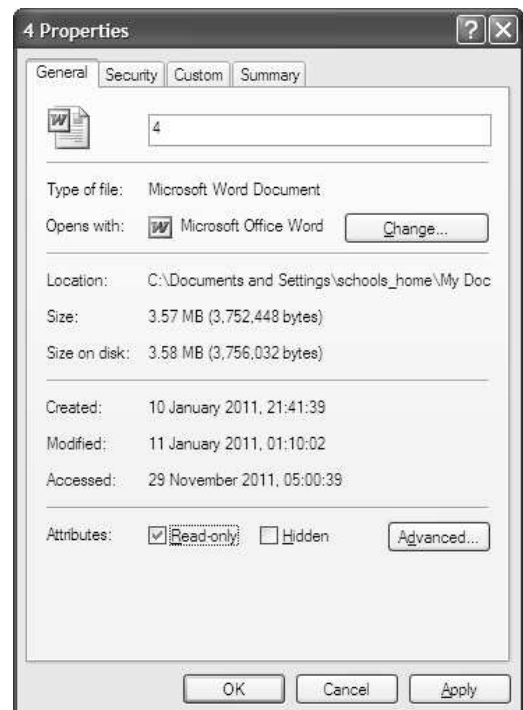
Ron wants to look for a file of which he has the following information. Fill in the diagram with the following information, in order to help Ron search for the file. All the information must be included in the search.

- File starts with letter F.
- File's name is 6 letters long in all.
- File was created using MS PowerPoint.
- File is about 1.77MB.
- File was created in January 2012.



8. Answer using the picture. (6 marks)

- a. The file's name is _____.
- b. The extension is _____.
- c. The size is _____.
- d. The last time that the file was opened - _____.
- e. The file can be _____ but it can't be modified (changed).
- f. To view hidden files from Windows Explorer, click on _____ Menu, Folder options, View.



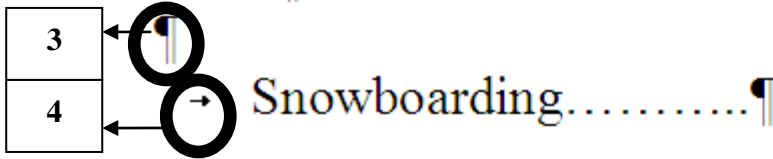
The following questions are about MS Word.

9. Match the non-printing formatting marks and symbols to the description.

[5 marks]



Snowboarding is a sport that involves descending a slope that is covered with snow on a snowboard attached to a rider's feet using a special boot set onto mounted binding. The development of snowboarding was inspired by skateboarding, sledding, surfing and skiing. It was developed in the U.S.A. in the 1960s and the 1970s and became a Winter Olympic Sport[®] in 1998.



- a. Space _____
- b. Tab _____
- c. Enter _____
- d. Show/Hide command _____
- e. Registered Mark _____

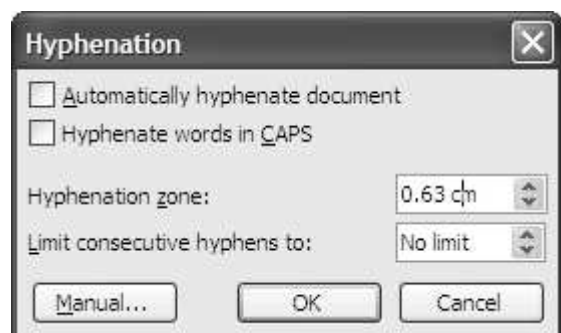
10. Questions about HYPHENATION.

[3 marks]

a. What is hyphenation?

 _____ (2)

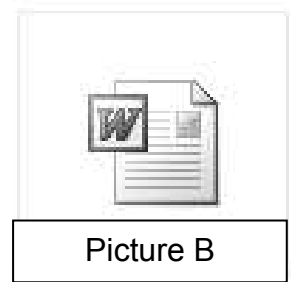
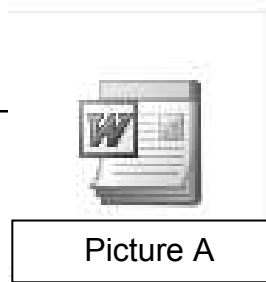
b. Where in the dialog box should you tick to allow hyphenation? (1)



11. This question is about templates.

[2 marks]

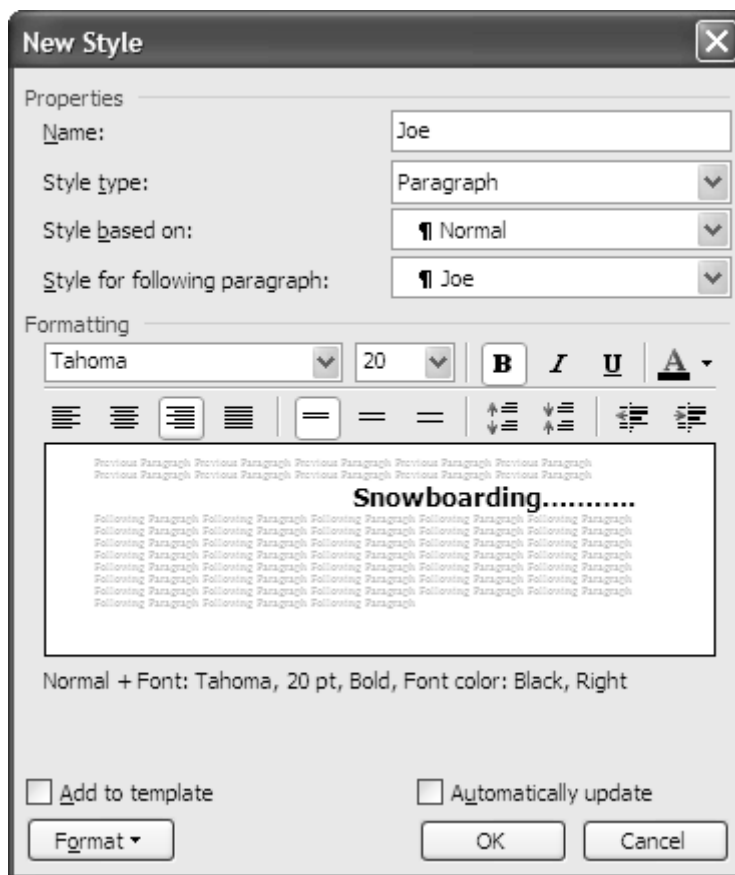
a) Which of these pictures shows a MS WORD template file? _____



b) What is the MS Word template's extension?

12. This question is about STYLES and FORMATTING.

[14 marks]



i) Where in the Menu should you click to get this dialog-box.? _____

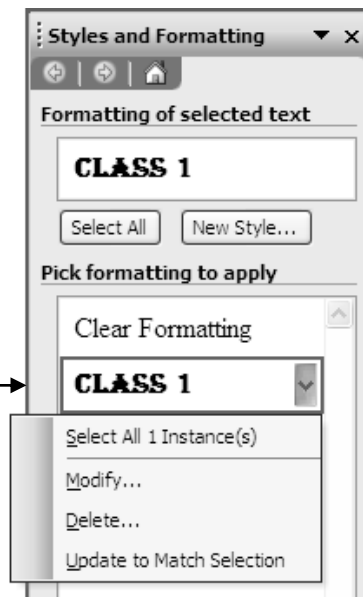
ii) Answer the questions using the above dialog-box :

a. Name of new style: _____

b. Is it a Paragraph or Character type: _____

c. Font type: _____

- d. Font Size: _____ pts.
- e. Is it Bold? _____
- f. Is it Underlined? _____
- g. Is it Italics? _____
- h. To change font, click on _____
- i. Alignment _____



- iii) **Answer using the picture:** _____
- a. To change existing style click _____
- b. To remove existing style click _____
- c. The name of the style is: _____
- d. To create a new style click on: _____

13. This question is about Tables. Answer the following questions.(13 marks)

Maria created a table using MS Word.

| Subject | Mark | Pass |
|---------|------|------|
| Maths | 65 | |
| Maltese | 40 | |
| English | 73 | |
| History | 67 | |

- a. Fill in the dialog box with the no. of columns and rows. (2 marks)



b. How do we delete a row? Put numbers accordingly.(2 marks)

- Highlight row.
 Click on Row.
 Click on Delete.
 Click on Table Menu.

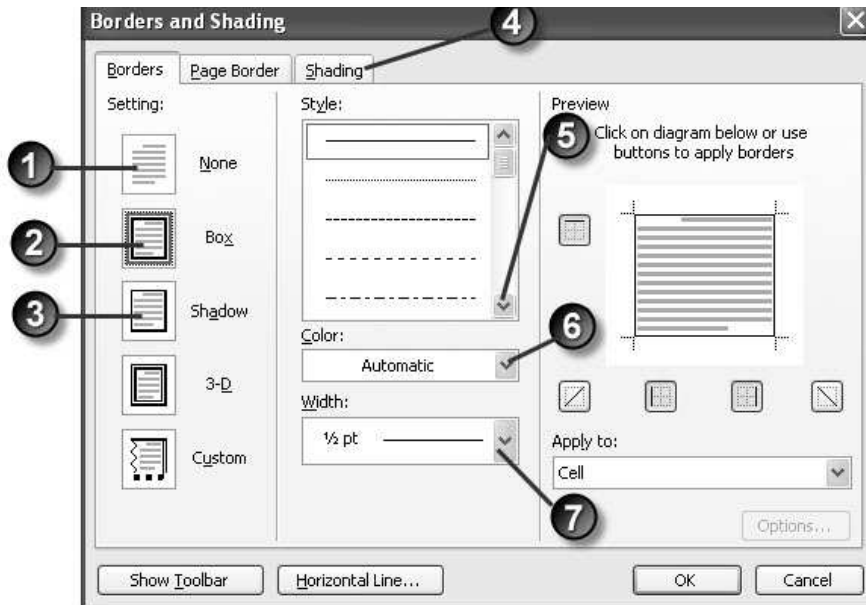
c. How do we insert a row after ENGLISH? (2 marks)

1. Highlight row named _____.
2. Click on _____ Menu.
3. Click on _____.
4. Click on Rows _____.

d. What is the purpose of this cross? (1mark)



e. Write the label number to show where Maria should click.....(6 marks)



- i. to set the line width to 6pt _____
- ii. to remove the border of the table _____
- iii. to set the border of the cell to red _____
- iv. to change the border of cell to dotted _____
- v. to change the shading of the cell background _____
- vi. to set a shadowed border to the table _____