KULLEĠĠ SAN BENEDITTU
Boys' Secondary, Kirkop

HALF-YEARLY EXAMINATION – 2012/13

Track 3 (JL)

| FORM 4 | | | | | ICT | | | | | | TIME: 1h 30min | |

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

DO NOT WRITE ABOVE THIS LINE

Name: _____ **Class:** _____

Instructions:

- ❑ Answer all questions
- ❑ This paper carries 100 marks

1. **Answer the questions below.**

a. What is copyright? [1]

_____

_____

b. Give **two** examples of what can be protected by copyright. [2]

_____   _____

c. Give **two** examples of what cannot be protected by copyright. [2]

_____

_____

d. What is **copyright infringement**? [1]

_____

_____

e. To explain the concept of artificial intelligence, the teacher shows her class a clip from the popular movie AI. This is an example of: [1]

_____

f. According to the Maltese copyright law, you cannot make copies of copyrighted material unless: [2]

- _____

- _____

g. What is the **end-user license agreement**? [1]

_____

h. What type of license would I need in a school lab where I want to install the same software on 10 different PCs. **Why?** [2]

Type of license: _____

Reason: _____

i. What is the other type of license called and where is it usually used? [2]

_____

_____

[14 marks]

2. Fill in the table below.

Software	Copyright	Do you pay for it?
		The trial is free
	No	No
	Yes	No

[4 marks]

3. Tick the correct answer from each question.

a. Which of these is an example of **sensitive personal data**?

    I.   Your medical history   ◯

    II.   Who are your neighbours   ◯

    III.   Your favourite number   ◯

b. Which of the following is **legal**?

    I.   Asking the owner for permission before using his pictures   ◯

    II.   Downloading freely copyrighted pictures from the Internet   ◯

    III.   Copying original software for your friends   ◯

c. Which of the following is **illegal**?

    I.   When the teacher uses copyrighted material in class   ◯

    II.   A DVD rental shop who gives customers copied DVDs   ◯

    III.   Downloading open-source software without paying for it   ◯

d. Which of the following is **not** a type of online storage.

    I.   Dropbox   ◯

    II.   Sugarsync   ◯

    III.   Blu-ray Disk   ◯

e. Which of the following is an example of an **off-site backup**.

    I.   A pen-drive you keep in the same room as your computer   ◯

    II.   The internal hard-disk where you store all your data   ◯

    III.   A pen-drive which you always carry with you   ◯

[5 marks]

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

a. To carry out a mail-merge you need to have two files.

b. The program used to carry out a mail-merge is Microsoft Excel.

c. If you use an ergonomic keyboard you will get RSI.

d. An off-site backup is a backup which you keep next to your computer.

e. Templates in Microsoft Word help you to keep a standard layout.

f. When using the computer you should look slightly up at the monitor.

g. Freeware is a type of software which you use for free for a trial period.

h. You should take regular breaks when using the computer.

i. When using the computer the light should be coming from a window behind the monitor.

[9 marks]

5. What am I?

a. I am valid up to 70 years after the creator dies.

_____

b. I protect the right of the individual's right to privacy.

_____

c. I am used to create personalised letters for all the people in the department.

_____

d. I include how many copies of software the user can make.

_____

e. If you spend long hours typing you might develop this injury.

_____

[5 marks]

6. Meligo is a mobile service provider. Johnny wants to start using their service and the company need to collect his personal details.

a. Below are a number of things which they can and cannot do with his data. Put the sentences under the correct heading, depending on whether they are legal or not.

- *Ask permission from the data commissioner to collect the data.*
- *Share the data with **Golita**, a company which provides an internet service.*
- *Keep the data up-to-date.*
- *Keep data, even if it is incorrect.*
- *Keep the data for as long as they like.*
- *Show the details to Johnny if he asks to see them.*

<u>Legal</u>

1. _____

2. _____

3. _____

<u>Illegal</u>

1. _____

2. _____

3. _____

b. Define the following terms:

i. Data subject : _____

_____

ii. Data controller : _____

_____

iii. Data commissioner : _____

_____

c. In the example above:

i. Who is the data controller?   _____
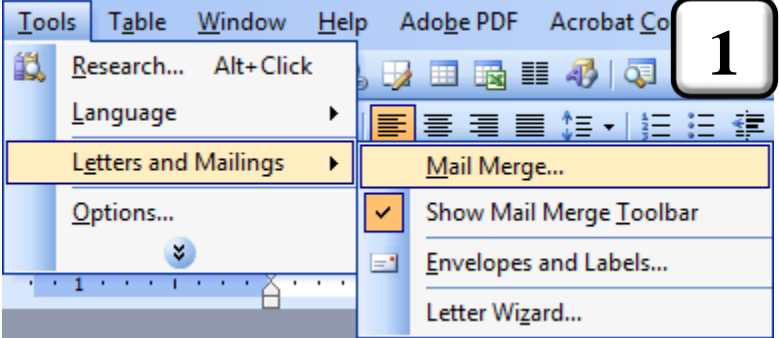
ii. Who is the data subject?   _____

[11 marks]

7. Follow the instructions below to work out this question.

Below are the screenshots of what needs to be done to perform a mail merge in Microsoft Word.

Put the screenshots in order by writing the correct number in the box next to each screenshot and describe what is happening in each step in the space provided below.

The first one is done as an example.

1. Click on the Tools menu, choose Letters and Mailing and click on Mail Merge to start the Mail Merge process.

2. _____
   _____

3. _____
   _____

4. _____
   _____

5. _____
   _____

6. _____
   _____

[10 marks]

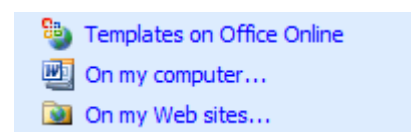## 8. Follow the instructions given to complete this question.

a. Fill in the blanks of the paragraph below with the given words. Some words will not be used while others can be used more than once.

Default template	template	letters	fax	unchanged
different	normal document	agenda	memo	file

A template is a ready-made document which has a number of styles which you can use. When you create a new document in Microsoft Word you would be using the

_____.   Whenever you create a new document

based on an existing _____, the original document would remain

_____. Three different types of templates are:

- The _____ which is a document used as a form of communication in businesses.

- The _____ which usually includes a list of items to be discussed during a meeting.

- As well as the _____.

b. Write down the steps you need to follow to insert a template. The screenshot on the right should help you out in one of the steps.

i.   _____

ii. _____

iii. _____

iv. _____

Templates on Office Online
On my computer...
On my Web sites...

c. Which of the icons below shows a template in Microsoft Word?
(Put a circle around the correct answer)

d. What is the **file extension** for a template in Microsoft Word? _____

[12 marks]

9. Answer the following questions about charts in Microsoft Excel.

a. List and draw the four different types of charts you find in Microsoft Excel.

[8 marks]

b. What happens on a chart if you do the following:

    i.   Click twice on the same column.

        _____

    ii.   Click once on a column.

        _____

    iii.   Go to the corner of the chart and drag inwards.

        _____

    iv.   Go to the corner of the chart and drag outwards.

        _____

[4 marks]

10. Continue the following sentences:

a. Two security measure which can be taken to reduce data theft are:

- _____

- _____

b. The product ID shows that _____

_____

c. After installing original software you need to _____

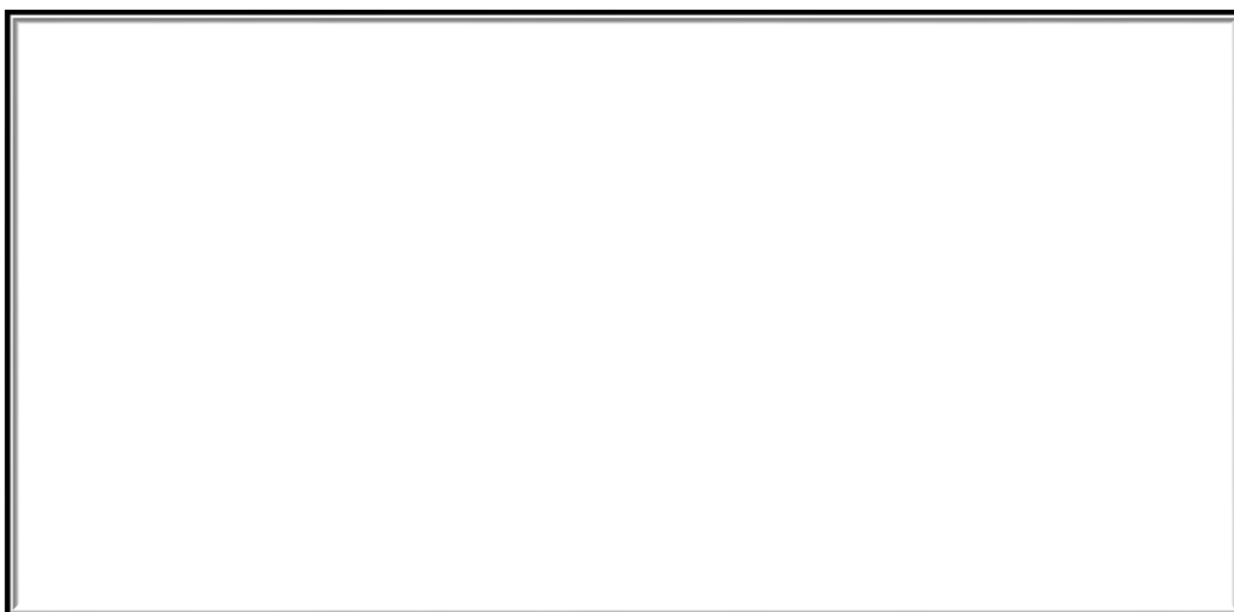_____

d. When using the computer you should use a chair which _____

_____

e. To avoid health problems when using the computer you should _____

_____

f. The copyright is valid _____

_____

[7 marks]

11. Draw one of the charts which you can insert in Microsoft Excel, labelling clearly the following terms:
Chart title, Legend, Category (X) Axis, Value (Y) Axis, Chart Area

[5 marks]

12. Nikita created the following worksheet in Microsoft Excel. She now wants to create a chart with the students' names and their English mark.

	A	B	C	D	E	F	G	H
1	Index	Surname	Name	English	Maltese	Religion	S.Studies	Maths
2	1	Borg	Dyllan	89	87	88	78	98
3	2	Callus	Waine	88	76	54	33	54
4	3	Callus	Nathan	32	66	76	87	99
5	4	Dalli	Shaun	44	54	67	44	66
6	5	Gatt	Hubert	88	76	34	56	66
7	6	Mallia	Hugo	22	76	65	77	65
8	7	Mizzi	John	86	45	44	56	87
9	8	Portelli	Raphael	56	78	76	88	76
10	9	Zammit	Jonathan	22	77	66	54	44

a. What must she do before creating the chart?

_____

b. Describe the two methods she can use for inserting the chart.

    i.   _____

    ii.   _____

c. She now wants to print the **chart only**. List the three steps she must follow to do so.

    i.   _____

    ii.   _____

    iii.   _____

[6 marks]

END OF PAPER