KULLEĠĠ SAN BENEDITTU
Boys' Secondary, Kirkop

Mark

HALF-YEARLY EXAMINATION – 2012/2013

Levels 8-7-6-5

FORM 1								ICT							TIME: 1h 30min			

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Global Mark
Max. Mark	5	2	8	7	6	16	3	2	6	4	2	2	10	8	9	3	2	5	**100**
Mark																			

DO NOT WRITE ABOVE THIS LINE

Name: _____   **Class:** _____

Ex. 1	Label the computer system.

[5 marks]

No.	Part Description
	VDU
	System Unit
	Speaker
	Mouse
	Keyboard

Ex2.	List two COMPUTER LAB rules.

[2 marks]

a. _____

b. _____

Ex. 3	Write whether the following are HARDWARE or SOFTWARE.

[8 marks]

Windows 7 _____   Modem _____

Printer _____   MS Word _____

MS Excel _____   MS Powerpoint _____

Scanner _____   Keyboard _____

Ex. 4	What part/device am I? Use the following words to help you complete the table.

[7 marks]

ROM   RAM   CPU   Sound Card   Motherboard

Touchscreen   Flash Memory Card

Description	Part
a. When the computer is switched off, I lose all my memory.	
b. I am the brain of the computer.	
c. I am a type of memory which can only read data.	
d. I hold all the circuits of the computer.	
e. I handle the sounds of the computer.	
f. I am a small portable storage devices used in digital cameras.	
g. I am both an input and output device.	

Ex. 5	Write the meaning of the following:

[6 marks]

ICT stands for   _ _ _ _ _ _ _ _ _ _ _ _ Communication Technology.

RAM stands for _ _ _ _ _ _ Access Memory .

RSI stands for   _ _ _ _ _ _ _ _ _ _ _ Strain Injury.

VDU stands for   _ _ _ _ _ _ Display Unit .

LAN stands for   _ _ _ _ _ Area Network .

ROM stands for   _ _ _ _ Only Memory.

Ex. 6	Write whether the following devices are **INPUT** or **OUTPUT** or **STORAGE**

[16 marks]

Device	Input / Output /Storage	Device	Input / Output /Storage
Monitor		Pen Drive	
Keyboard		Mouse	
Printer		Hard Disk	
Trackball		Touchpad	
Microphone		Stylus	
Speakers		Webcam	
Scanner		Digital Camera	
Headphones		Joystick	

Ex. 7	Fill in with a suitable word.

[3 marks]

internet   ergonomic   WAN   breaks   LAN   backpain

LMN Company Limited has a discount shop in Safi. It has two computers in different floors connected together via a _____. LMN Company Limited are going to open another shop in Zurrieq. The shops in Zurrieq and Safi will be connected via a _____. The most famous example of this type of network is the _____. In the new shop, he needs to buy _____ chairs and keyboards to prevent _____ and RSI. One way to prevent strain or injury when using computers for a long time is to take regular _____.

Ex. 8	Write one advantage and one disadvantage of using the internet.

[2 marks]

Advantage: _____

Disadvantage: _____

Ex. 9	Underline the correct answer.

1. To switch on the computer and log on one has to:

   a. Enter a username and password.

   b. Hold down the ALT button.

   c. Press the HOME and ALT buttons.

2. To switch between open windows or applications one can:

   a. Press the TAB and the CTRL buttons.

   b. Press ALT and the TAB button and then the spacebar.

   c. Click on the Menu bar on top of the screen.

3. To close a non-responding application:

   a. Press CTRL+ALT+DEL and open Task Manager.

   b. Press ALT+TAB and open Task Manager.

   c. Press CTRL+ALT and open Task Manager.

4. To RESTART the computer:

   a. Click the START button – Click the ARROW (next to SHUT DOWN) – Click RESTART

   b. Switch off the plugs.

   c. Press START – ALL PROGRAMS – RESTART

5. The shortcut for HELP and SUPPORT you have to press and:

   a. F1

   b. F2

   c. F3

6. In order to prevent eyestrain:

   a. Stay close to the VDU.

   b. Take regular breaks.

   c. Wear glasses.

Ex. 10	Match the sentences with the number on the keyboard. You can only use the numbers once. The first one is done for you.

[4 marks]

1. To erase text I press **5**.

2. To start a new line I press _____.

3. To type the letter M in the word

   Michela, I press _____ + M altogether.

4. To type the word MICHELA I have to

   switch on the _____.

5. To make a space between words I press _____.

QWERTY KEYBOARD
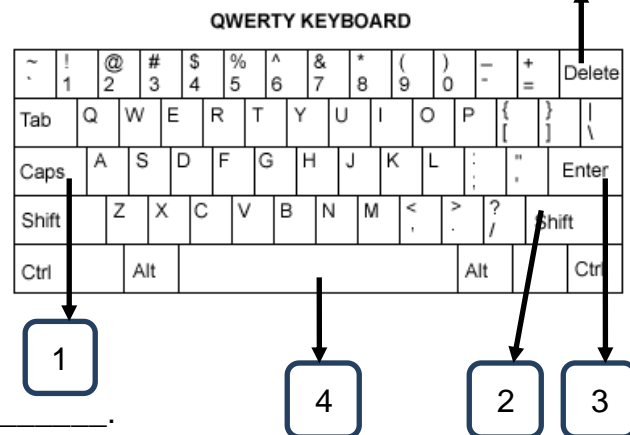
Ex.11	Fill in with CTRL or SHIFT:

[2 marks]
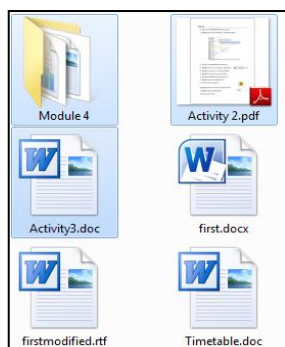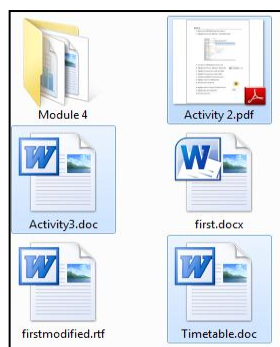
1. To select files/folders that are close to

   each other - **contiguous block of icons**

   (diagram A) click: _____

2. To select files/folders that are not close to

   each other - **non-contiguous block of icons**

   (diagram B) click: _____

Diagram A

Diagram B

Ex.12	Label the following Control Buttons.

[2 marks]

Collapse (Minimize), Expand (Maximize), Restore, Close

Item	Description	Item	Description

Ex. 13   Match the number with the item name.

[10 marks]
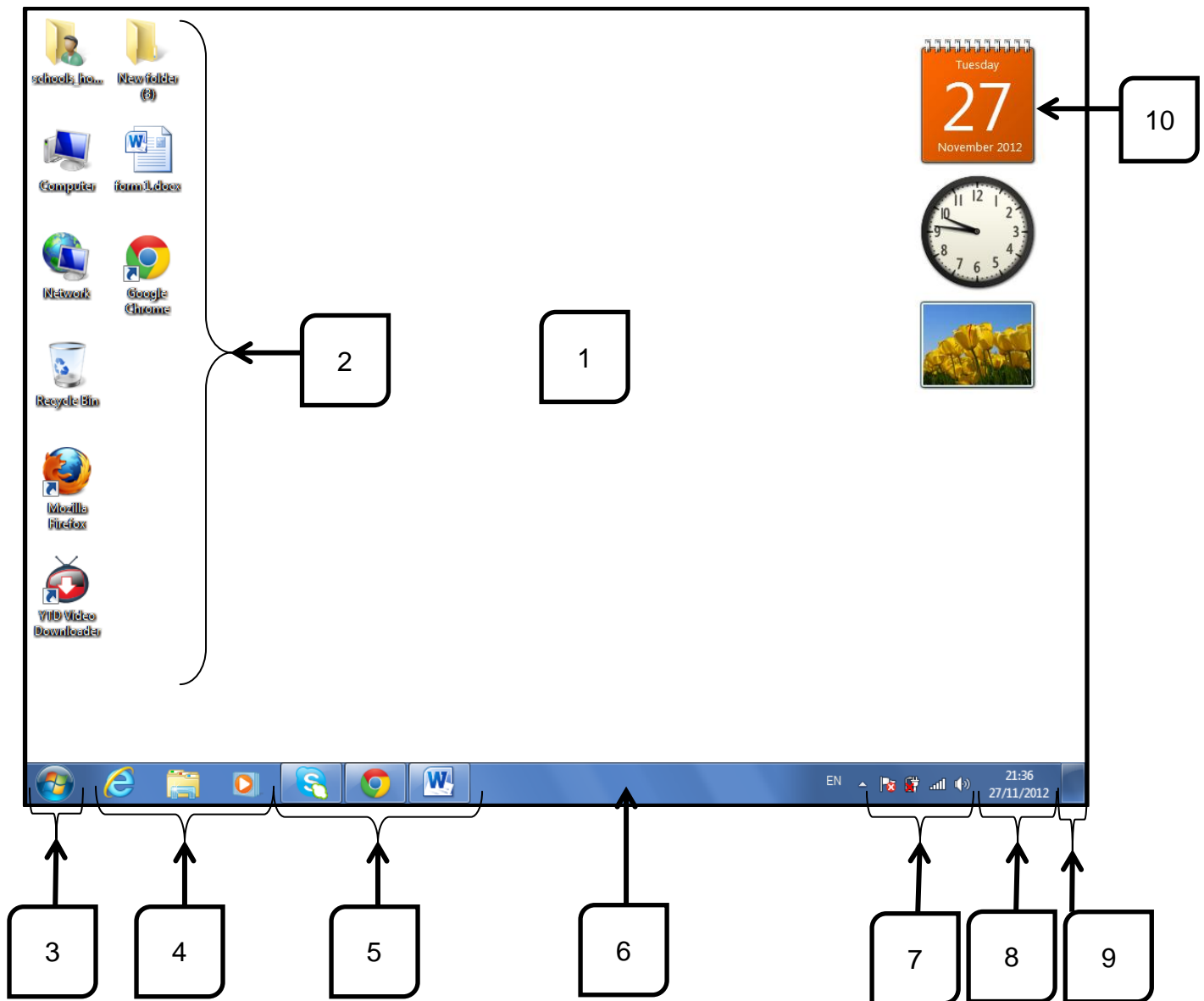
☐	Desktop Area	☐	Notification Area
☐	Running programs / Active windows	☐	Start button
☐	Date & Time	☐	Gadgets
☐	Pinned Applications	☐	Icons
☐	Aero Peek button	☐	Task bar

| **Ex. 14** | **Match the icons with the item descriptions.** |

[8 marks]

Item Description (words to use)			
Folder	Shortcut to Adobe Reader	Videos	Network Drive
Documents	Recycle Bin	File	Music
Downloads	Libraries	Computer	Hard Disk Drive
DVD Drive	Pictures	Printers	Removable Storage Device

Ex. 15	**Match the description with the application / icon number.**

1	2	3	4	5	6	7	8	9
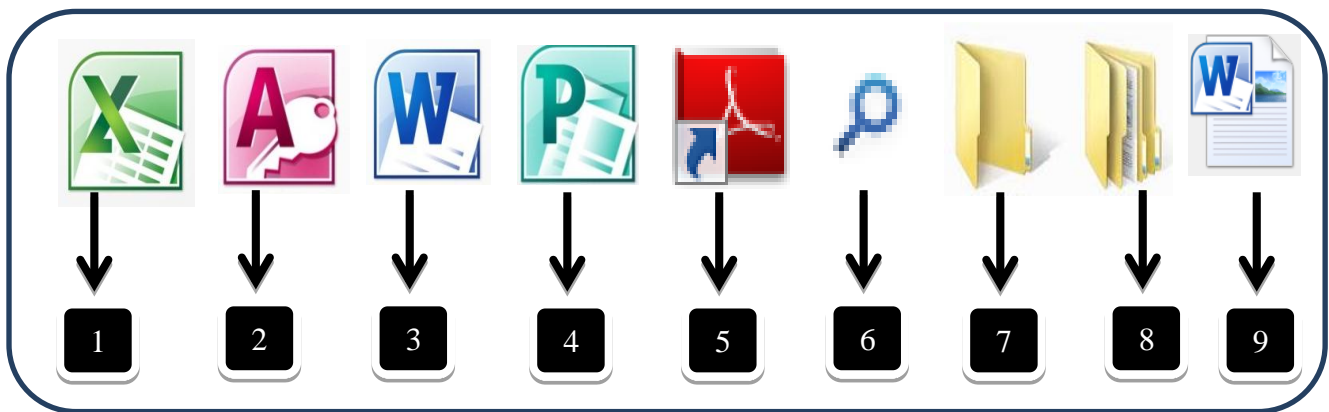
Shortcut ☐   MS Access ☐   Search ☐

Folder ☐   MS Word ☐   File ☐

Empty Folder ☐   MS Publisher ☐   MS Excel ☐

Ex. 16	**List down the steps how to SWITCH OFF the computer**

1. _____ your work.

2. Click the _____ button.

3. Press _____ _____.

4. The computer will SWITCH OFF.

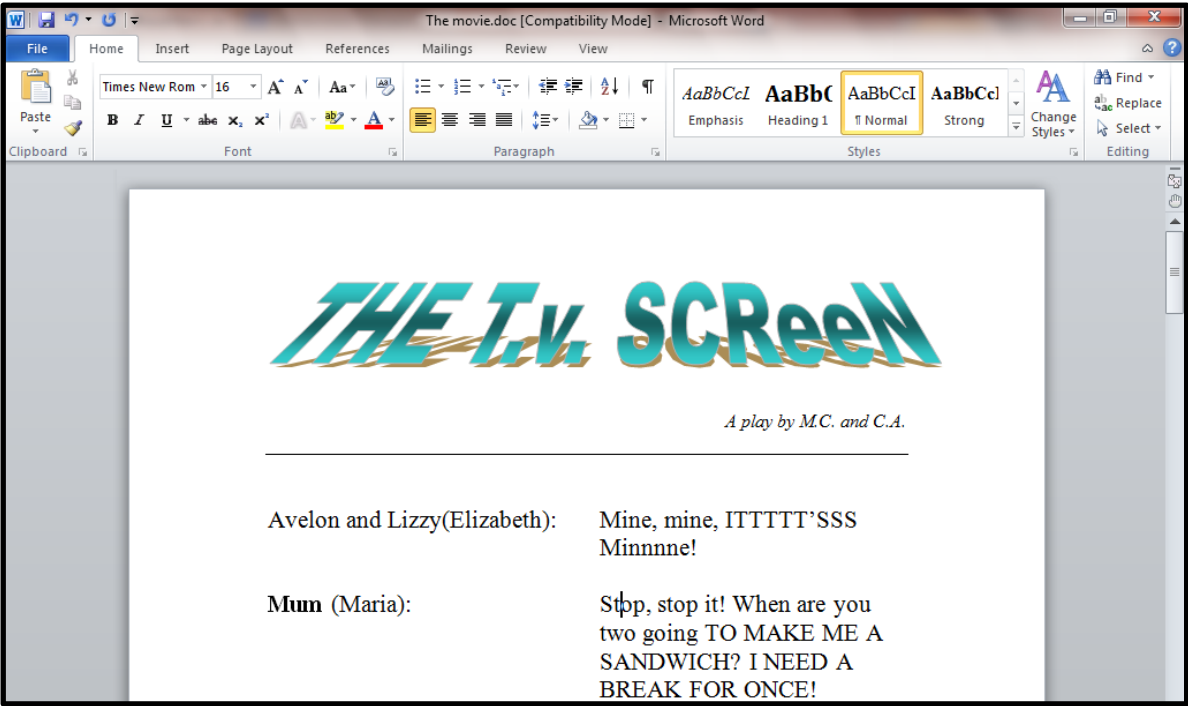|	
Ex. 17	**What is the extension of the following software?** **Example: MS Powerpoint - .pptx**

1) MS Word - ._____   2) MS Excel - ._____

Ex. 18 A.	Complete the following sentences by using the words below.

[3 marks]

right	italics	bold	name	capital letters	WordArt

1. The word **Mum** is in _____.

2. The phrase *A play by M.C. and C.A.* is in _____.

3. The phrase TO MAKE A SANDWICH is in _____.

4. The alignment of the phrase *A play by M.C. and C.A* is on the _____.

5. was made using _____.

6. The _____ of the document is The movie.doc

EX. B	Fill in the diagram.

[2 marks]

Josef wants to save a file. Mark the steps to show how he can save it.

	Click on *File*.
	Click *Save*.
	Choose *Save As*.
	Type file name.