

KULLEĠĠ SAN BENEDITTU

Boys' Secondary, Kirkop

Mark

HALF-YEARLY EXAMINATION – 2013/14

Track 3 (JL)



FORM 4

ICT

TIME: 1h 30min

Question	1	2	3	4	5	6	7	8	9	Global Mark
Max. Mark	8	7	10	10	10	10	17	18	10	100
Mark										

DO NOT WRITE ABOVE THIS LINE

Name: _____

Class: _____

Instructions:

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

1. The following people want to buy a computer, but they're not sure which type is the best for them. Suggest the best choice for their needs.

a. Peter is a University student who needs to take notes during the lectures. [1]

b. Sarah works in an office all day as a data entry clerk. [1]

c. Raymond is a business man. He is hardly ever in his office, as his work requires him to travel a lot. He makes phone calls all the time, continuously needs Internet access and sometimes he needs to download important pdfs to show them to his clients. [1]

d. Jennifer is a graphics-designer and spends long hours editing photos and working on logos. She prefers using the MAC OS, rather than Windows. [1]

e. Grandpa Joe likes to keep in touch with his nieces and nephews by phoning or sending them text messages during the day. He hasn't learnt how to use the Internet yet. [1]

f. Sonia loves listening to music or watching short video clips while travelling by bus, on her way to University. [1]

g. Simon is a sailor who spends the majority of his work-time out in the open sea. Sometimes he needs to make important phone calls. [1]

h. Justine loves her mobile phone and doesn't want to replace it, even though it doesn't allow her to connect to the Internet. However, during work hours she needs to travel a lot and, therefore, would like a small device which can keep her appointments organised and also give her Internet access. [1]

[8 marks]

2. Tick the correct answer from each question.

a. Which of these can be used for free for a trial period?

- I. Open source ☐
- II. Shareware ☐
- III. Freeware ☐

b. Which of these is not an advantage of a broadband connection?

- I. Always on ☐
- II. Risk of intruder attack ☐
- III. Pay a flat-fee payment ☐

c. Nowadays data transfer speeds are measured in:

- I. Mega bytes per second ☐
- II. giga bits per second ☐
- III. Giga bytes per second ☐

d. Which of the following keeps you automatically updated with new web-content?

- I. blogs ☐
- II. RSS feeds ☐
- III. Online journals ☐

e. Which of the following statements about VoIP is not true?

- I. Allows you to place fee long distance calls ☐
- II. VoIP is quite expensive to use ☐
- III. Skype is an example of VoIP ☐

f. Which of these is considered as bad practice when accessing online communities?

- I. Being careful of strangers ☐
- II. Updating your profile with all your personal information ☐
- III. Keeping your profile private ☐

g. Podcasts are often downloaded through:

- I. Emails ☐
- II. RSS ☐
- III. Fake accounts ☐

[7 marks]

3. The following people need to make use of a variety of accessibility options. Suggest a good option for each one of them.

a. Martina can only read text which is of a very large font. [2]

b. Jacob is totally blind and doesn't know how to read braille. [2]

c. Jessica was involved in a traffic accident and she can't make use of her hands. [2]

d. Michela uses a light-pen to type on the computer screen. [2]

e. John doesn't have any place for a keyboard in his hardware store. [2]

[10 marks]

4. Identify the ports below.

[10 marks]

5. What is the difference between the following?

a. uploading and downloading

Uploading: _____

Downloading: _____

b. user license and site license

User license: _____

Site license: _____

c. copyright and DPA

copyright: _____

DPA: _____

d. back-up and an off-site backup

Backup: _____

Off-site backup: _____

e. dial-up and broadband connection

Dial-up: _____

Braodband: _____

[10 marks]

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

- a. A firewall stops viruses from entering the system.
- b. Data theft can be prevented by using anti-virus software.
- c. The ideal distance from your monitor is 10 inches.
- d. Good eyesight is a sign that your body is suffering from poor ergonomics.
- e. You should use a wooden chair when sitting at the computer.
- f. When using the computer you should look slightly down at the monitor.
- g. Open source is software which does not have a copyright.
- h. Sharing of files is one of the advantages of using a network.
- i. IM is a form of real-time communication between users.
- j. A blog is like an online diary.

[10 marks]

7. Continue the following sentences:

a. You cannot make copies of copyrighted material, unless:

b. One of the principles of the DPA is:

c. A site license is used when

d. Licenced software can be recognised because

e. A user license is used when

f. Copyright protection lasts for

g. When something enters the public domain

h. The data subject is

i. The data controller is

j. A company who needs to collect data about people needs to register with

k. The EULA is an agreement between

l. Three works which can be copyrighted are:

m. You cannot put a copyright on:

n. Copyright infringement means that

o. If you ask a company to give you any information they have about you, they must answer within

[17 marks]

8. Answer the following questions on Mail Merge.

- a. Put a circle around the tab you should click on to start the Mail Merge process.



- b. In which format does an Excel file need to be if you want to use it in a Mail Merge?

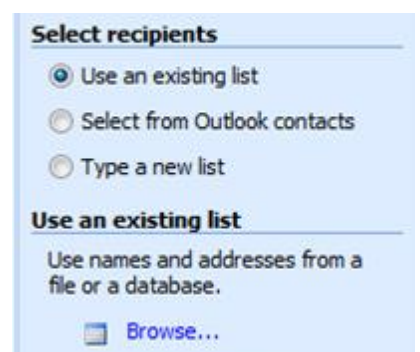
- c. What is the advantage of using a Mail Merge?

- d. How many documents do you need to perform a Mail Merge?

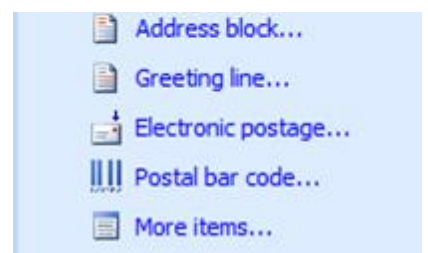
- e. Mention two types of Mail Merge which you can carry out.

- ---
- ---

- f. Look at the options on the right. Where do you have to click to find the saved list of contacts you wish to include in the mail merge?



- g. Look at the options on the right. Where do you have to click to insert the **fields** for the mail merge into the word document?



h. Look at the buttons on the right. Why are they used?



[18 marks]

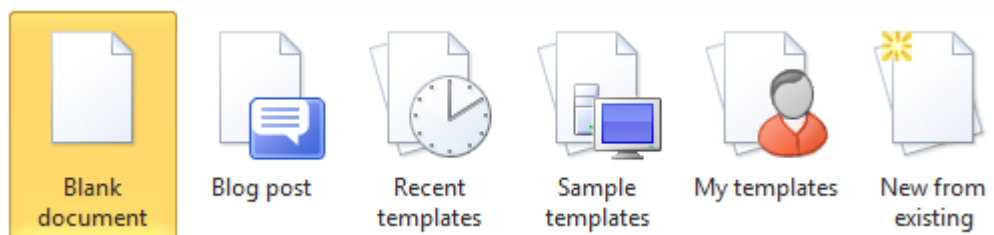
9. Answer the following questions on Templates in Microsoft Word.

a. What is a template in Microsoft Word?

b. Circle the Tab where you should click to create a document based on an existant template.



c. Put a circle around the button you should click on to create a document based on one of Microsoft Word's ready-made templates.



d. List two different ready-made templates you find in Microsoft word:

- _____
- _____

[10 marks]

END OF PAPER