

# KULLEGG SAN BENEDITTU Secondary School, Kirkop

Mark

## HALF YEARLY EXAMINATION – 2014/2015

Level 5 – 6 – 7 – 8

Form 1

ICT

TIME: 1h 30min

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

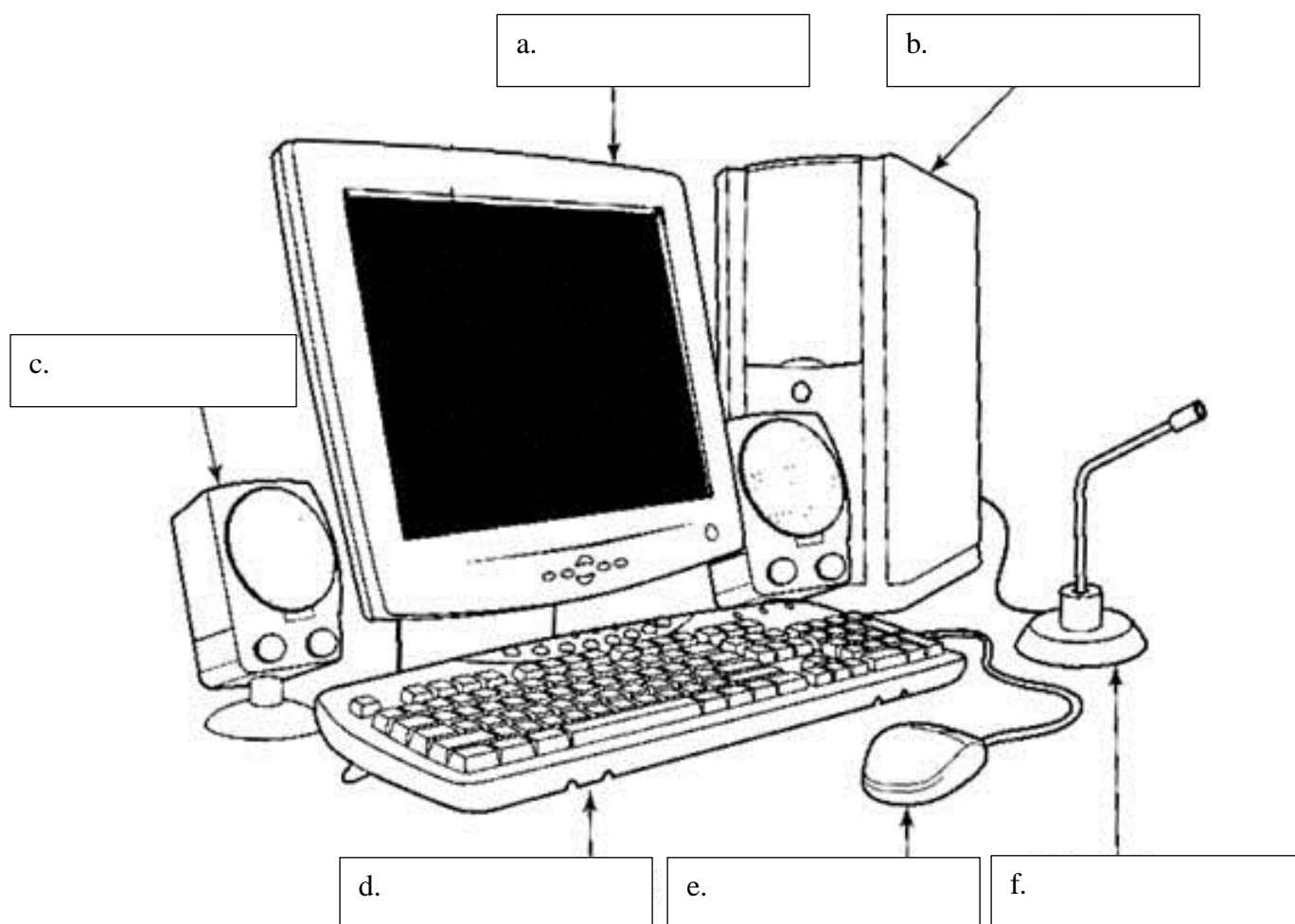
DO NOT WRITE ABOVE THIS LINE

Name: \_\_\_\_\_

Class: \_\_\_\_\_

1. Label the different parts of the computer.








[6]



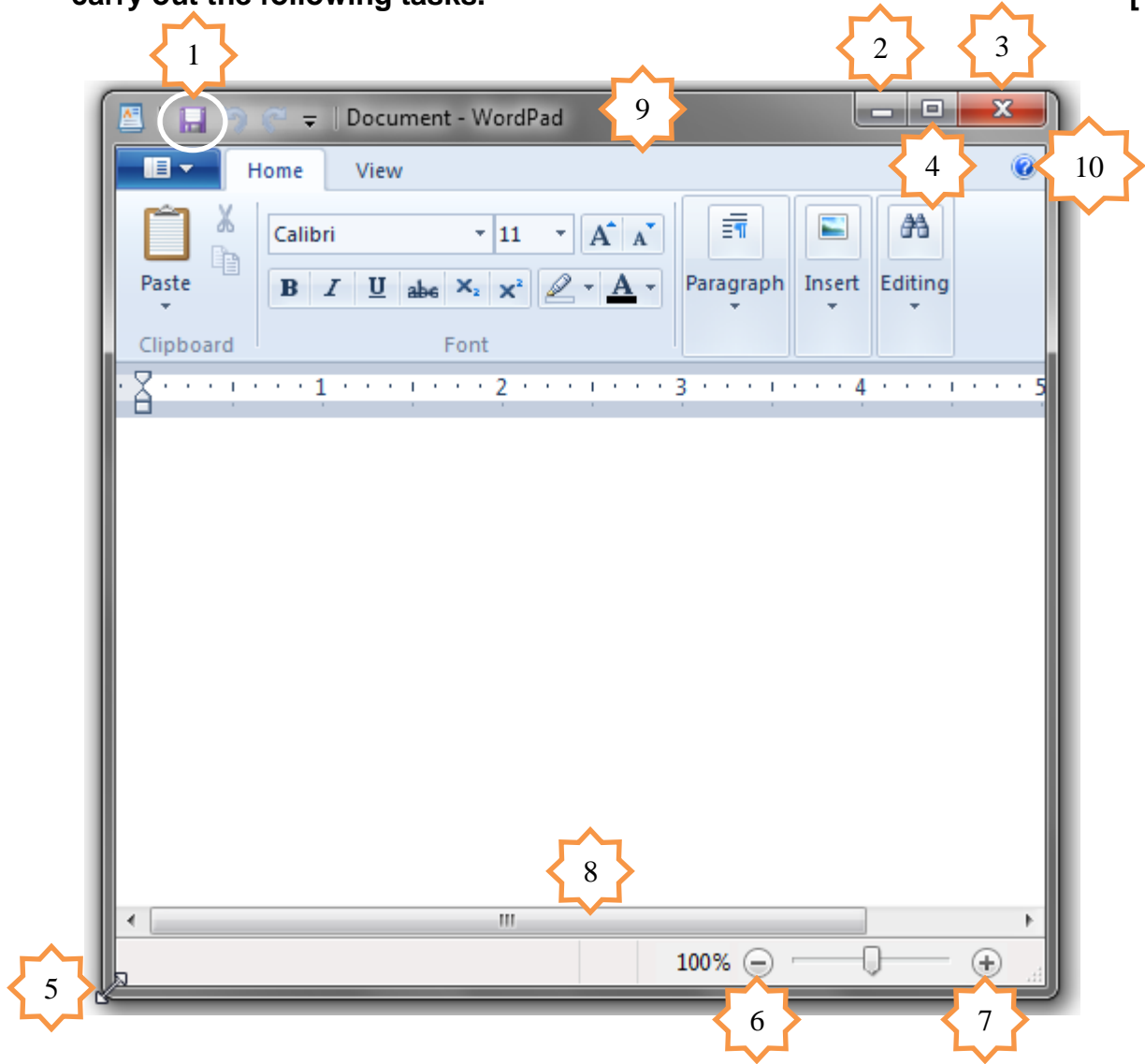
2. Put the terms below next to the correct icon.

[7]

Hard Disk drive	Folder	Application
File	Printer	Shortcut
Recycle Bin		

a.		
b.		
c.		
d.		
e.		
f.		
g.		

3. Look at the picture below. Write the number of where you should click to carry out the following tasks. [12]



a. Minimize the window


b. Maximize the window

c. Zoom to 25%

d. Resize the window

e. Help Button

f. Scroll the document

g. Save the file

h. Close the window

i. Zoom to 200%

j. Title Bar


i. What is this button called and why is it used?



[2]

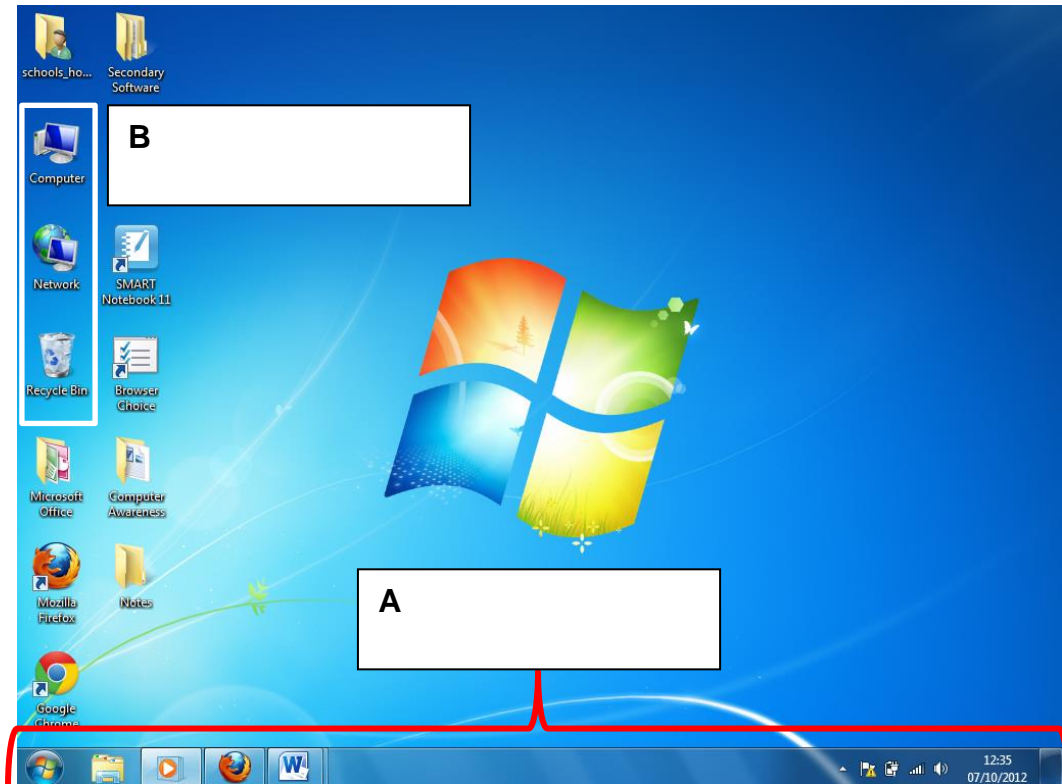
Name:

\_\_\_\_\_

Use:

\_\_\_\_\_

4. Look at the screenshot below and answer the questions which follow. [14]



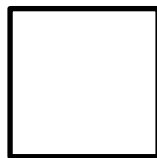
a. What is this screenshot showing? [2]

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b. What key from the keyboard should you press to take the screenshot above? [2]

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c. Draw the button you should click on to open the start menu. [2]



d. What is the area where there is the **date and time** called? [2]

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e. Label in the above diagram the sections marked with the letters **A** and **B**. [4]

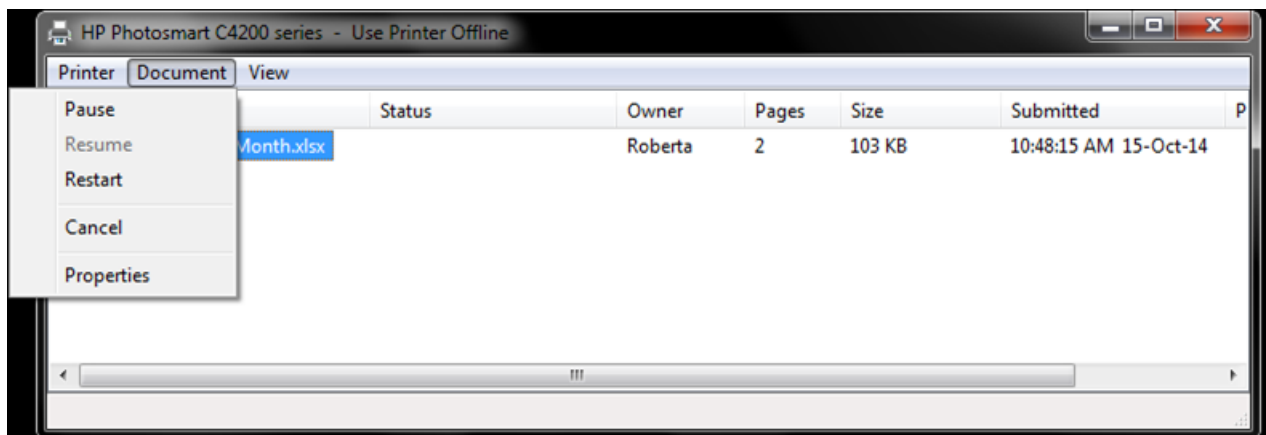
f. Circle the **active tasks** in the screenshot above. [2]

5. Michela needs to work on a school project. Help her carry out the correct operation by filling the blanks with the words below. [6]

Log off	Username	Log on	Password	Shut down	Restart
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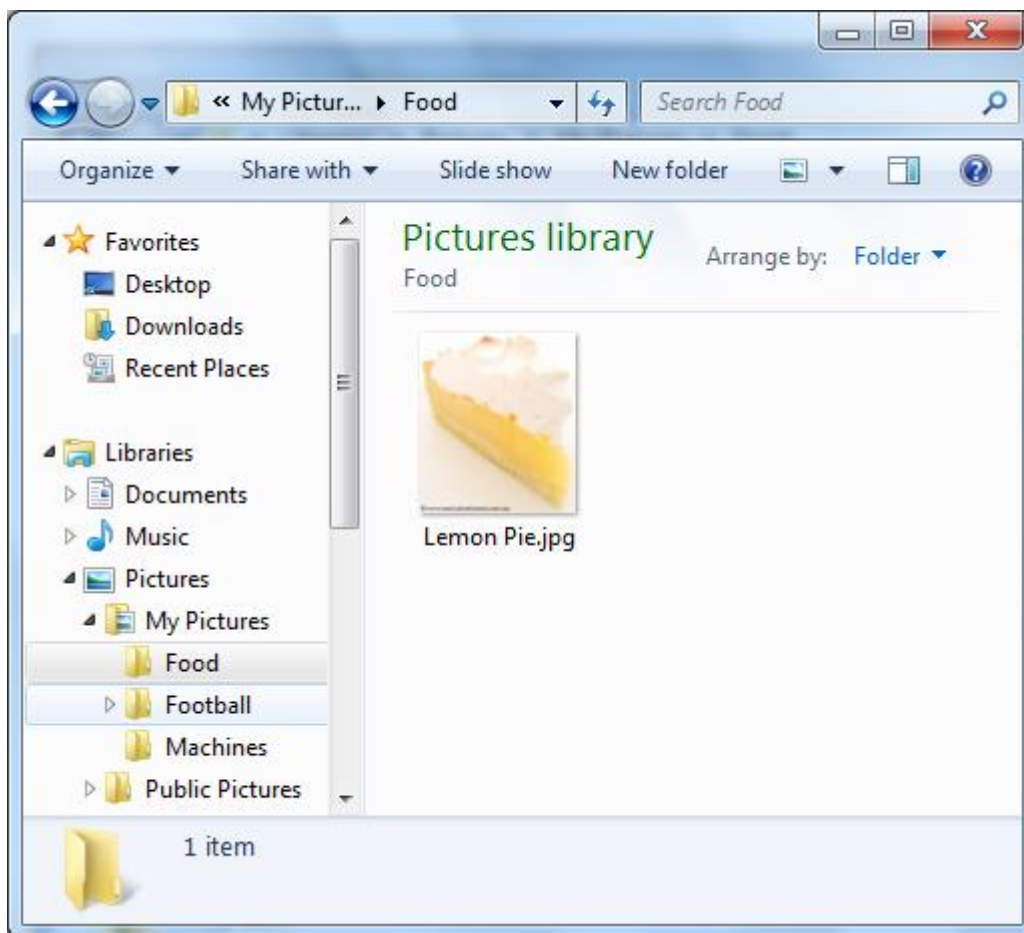
- a. The first thing she needs to do after switching on the computer. [1]  
\_\_\_\_\_
- b. Before the welcome screen appears Michela needs to enter two things: [2]  
\_\_\_\_\_
- c. While working on the project, the computer needed to install some updates. Michela needs to switch the computer on and off again automatically. [1]  
\_\_\_\_\_
- d. Michela's ready from her work. Now her brother Jonathan needs to carry out some work on his computer account. Michela needs to exit her account. [1]  
\_\_\_\_\_
- e. Now that Jonathan is ready he needs to switch off the computer. [1]  
\_\_\_\_\_

6. Use the screenshot below to fill in the blanks. [3]



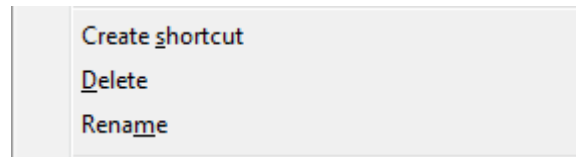
- a. To start my print jobs from the beginning I need to click on \_\_\_\_\_. [1]
- b. To delete a print job I need to click on \_\_\_\_\_. [1]
- c. To stop the print job for a short time I need to click on \_\_\_\_\_. [1]

7. Look at the hierarchical file structure and answer the questions below. [15]



- a. How many folders are there in **My Pictures**? \_\_\_\_\_ [1]
- b. What is the name of the file inside **Food**? \_\_\_\_\_ [1]
- c. Which of the folders inside **My Pictures** has sub-folders? \_\_\_\_\_ [1]
- d. Put a circle around the button where you need to click to change the **display view** to details. [1]
- e. Explain how I can create a **New Folder** inside **Food**. [2]

- f. Circle the option which I need to click on to change the file name **Lemon Pie.jpg** to **Lemon Meringue.jpg** [2]



- g. Put a circle around the key which you need to press from the keyboard to **delete** the folder **Machines**. [2]

Shift

Delete

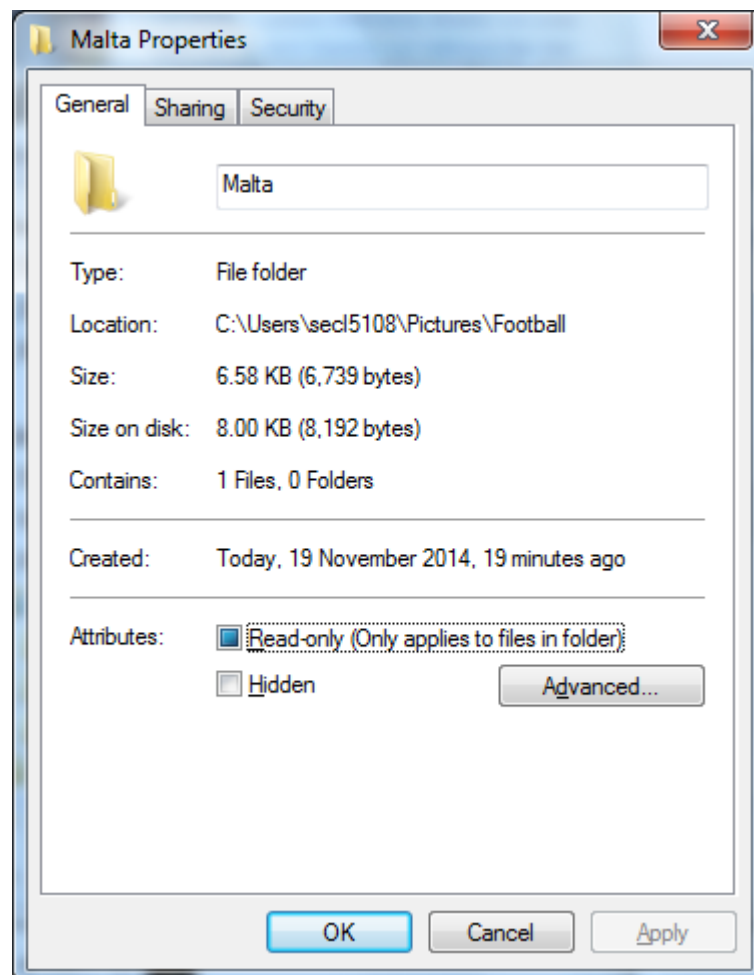
Enter

- h. Explain what I need to do to display the **Properties** of the folder **Food**. [2]

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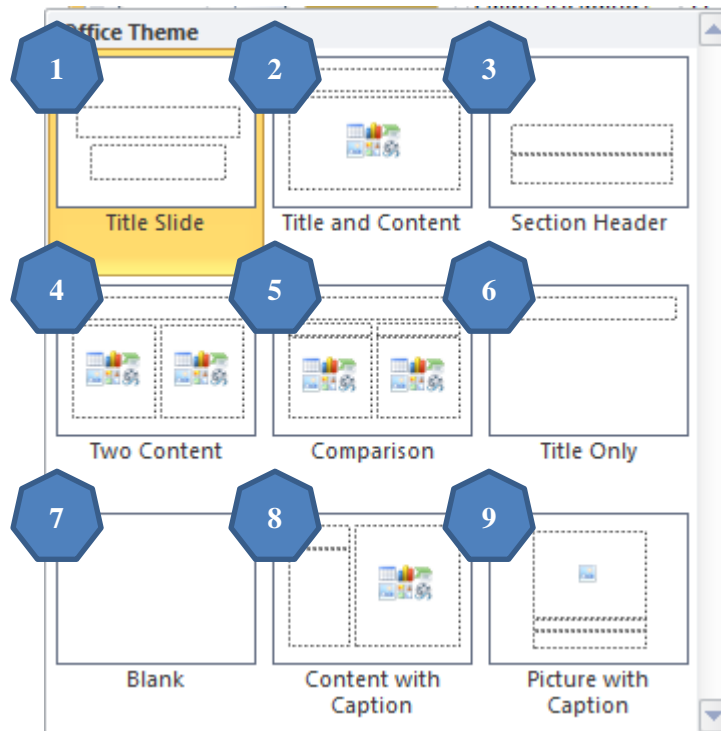
- i. Use the screenshot below to fill in the Folder's properties. [3]



- Folder Name: \_\_\_\_\_
- Folder Size: \_\_\_\_\_
- Where is it saved? \_\_\_\_\_

8. Fill in the questions below with the correct number.

[5]



- To type some information on the left and place a picture next to it: \_\_\_\_\_
- To type the main title of the presentation: \_\_\_\_\_
- To type another title and sub-title in the middle of the presentation: \_\_\_\_\_
- To insert a slide with a title at the top and nothing else: \_\_\_\_\_
- To insert a picture and type a description under it: \_\_\_\_\_

9. Say whether these statements are (T)rue or (F)alse.

[5]

- Save As** is used to save a presentation with a different file name.
- You can insert pictures in Outline View.
- It is good practice to remove titles from all of your slides.
- It is best to use short phrases in a presentation.
- The **Title and Content** Layout can be used to insert text in bullet-form in a presentation.















10. Use the screenshot below to help you answer the questions.

[5]



- Where can you click to create a new presentation? \_\_\_\_\_
- Where should you click to insert a new slide? \_\_\_\_\_
- Where should you click to change the slide layout? \_\_\_\_\_
- Where should you click to insert text in outline view? \_\_\_\_\_
- Where should you click to save your presentation? \_\_\_\_\_

11. Match the following buttons with the correct description by writing the correct letter next to its description. [11]

a.		<input type="text"/>	Underline text
b.		<input type="text"/>	Make text bold
c.		<input type="text"/>	Change the Font size
d.		<input type="text"/>	Justify text
e.		<input type="text"/>	Make text appear in italics
f.		<input type="text"/>	Right-align text
g.		<input type="text"/>	Centre-align text
h.		<input type="text"/>	Change Case
i.		<input type="text"/>	Change the Font type
j.		<input type="text"/>	Left-align text
k.		<input type="text"/>	Change text colour

12. Put the correct shortcut next to its description:

[5]

Alt + Tab	Ctrl + C	Windows Logo + E
Ctrl + X		Ctrl + Alt + Del

a. Switching between open windows

b. Cutting Text

c. Copying text

d. Opening Task Manager

e. Open the **Computer** window


13. Explain the difference between the following:

[6]

a. **Shift** and **Caps Lock**


b. **Delete** and **Backspace**


c. **Copy** and **Cut**


END OF EXAM