

# KULLEĠĠ SAN BENEDITTU

## Secondary School - Kirkop

Mark

### HALF-YEARLY EXAMINATION

2014-2015

Levels 5-8

YEAR 8

ICT

TIME: 1h 30min

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Global Mark
Max. Mark	8	6	10	3	2	10	24	5	5	2	5	15	2	3	100
Mark															

DO NOT WRITE ABOVE THIS LINE

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

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

#### Instructions:

- ☐ Answer all the questions.
- ☐ Do not leave anything out.
- ☐ This paper carries 100 marks.

1. Underline the correct answer:

[8]

a. Every disk drive is referred to by an alphabet letter. The letter **C:** represents

- i. represents the primary hard disk.
- ii. represents a removable disk (USB flash drive).
- iii. represents the CD/DVD drive.

b. RAM stands for:

- i. Read Access Memory
- ii. Random Access Memory
- iii. Random Across Memory

c. A Folder is where:

- i. You cannot save files
- ii. You can create other subfolders
- iii. You cannot organise files

d. To capture an image of the ACTIVE window.

- i. Press the PRINT SCREEN key
- ii. Hold down the SHIFT key while pressing the PRINT SCREEN key
- iii. Press the PRINT SCREEN key while holding down the ALT key

- e. Files created by the user are called:
- i. Data files
  - ii. Program files
  - iii. Instruction files
- f. To move a file from one location to another you have to:
- i. Cut and Copy
  - ii. Cut and Paste
  - iii. Copy and Paste
- g. To sort the files according to size:
- i. Click on Organize
  - ii. Click on Size Header
  - iii. Click on Name Header
- h. Deleted files from a Pendrive:
- i. are permanently deleted
  - ii. can be restored back
  - iii. are moved to Documents

2. Read carefully and answer by writing T for True or F for False.

[6]

a) Desktop computers are designed for home or office use.	
b) Laptops can easily be transported and are used in libraries,	

temporary offices and at meetings.	
c) Tablets are small portable computers that use a touchscreen as their primary input device.	
d) Smartphones are phones with which one can phone and send smses only.	
e) Multimedia players are electronic devices capable of storing and playing digital media.	
f) Digital cameras are used to take digital photos which are then stored on a SD (Secure Digital) or CF (Compact Flash) card.	

3. Answer the following questions:

a. What is E-Commerce? [2]

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b. Mention TWO advantages of E-Commerce? [2]

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c. What is E-Banking? [2]

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d. What is E-Government? [2]

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e. Which payments can you pay online when using E-Government? [2]

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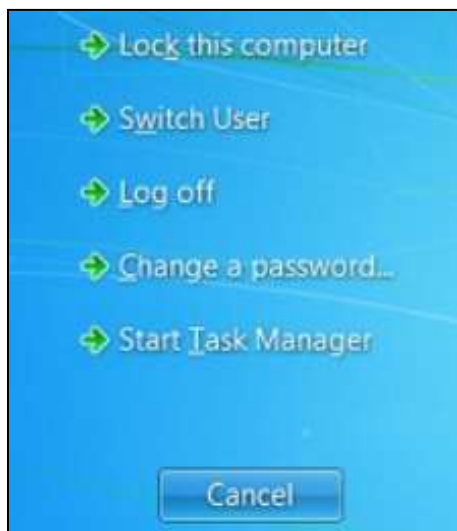
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4. Draw a circle around the words which represent Hardware. [3]

▪ system unit	▪ keyboard	▪ monitor	▪ internet browser
▪ operating system	▪ modem	▪ application program	▪ scanner
▪ speakers	▪ web camera	▪ database	▪ microphone

5. Shutting Down a Non-Responding Application [2]



If a program on your computer stops responding, MS Windows will try to find the problem and fix it automatically. If you don't want to wait, you can end the program yourself by using **Task Manager**. Which three keys do you have to use to close a program that is not responding:

\_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ Keys

6. Write the File Type near the appropriate File Extension using the words [10]  
below.

MS Paint file	MS Word document	PowerPoint file	TeXT file	Audio file
database file	Executable file	Excel worksheet file	Compressed file	Wave file

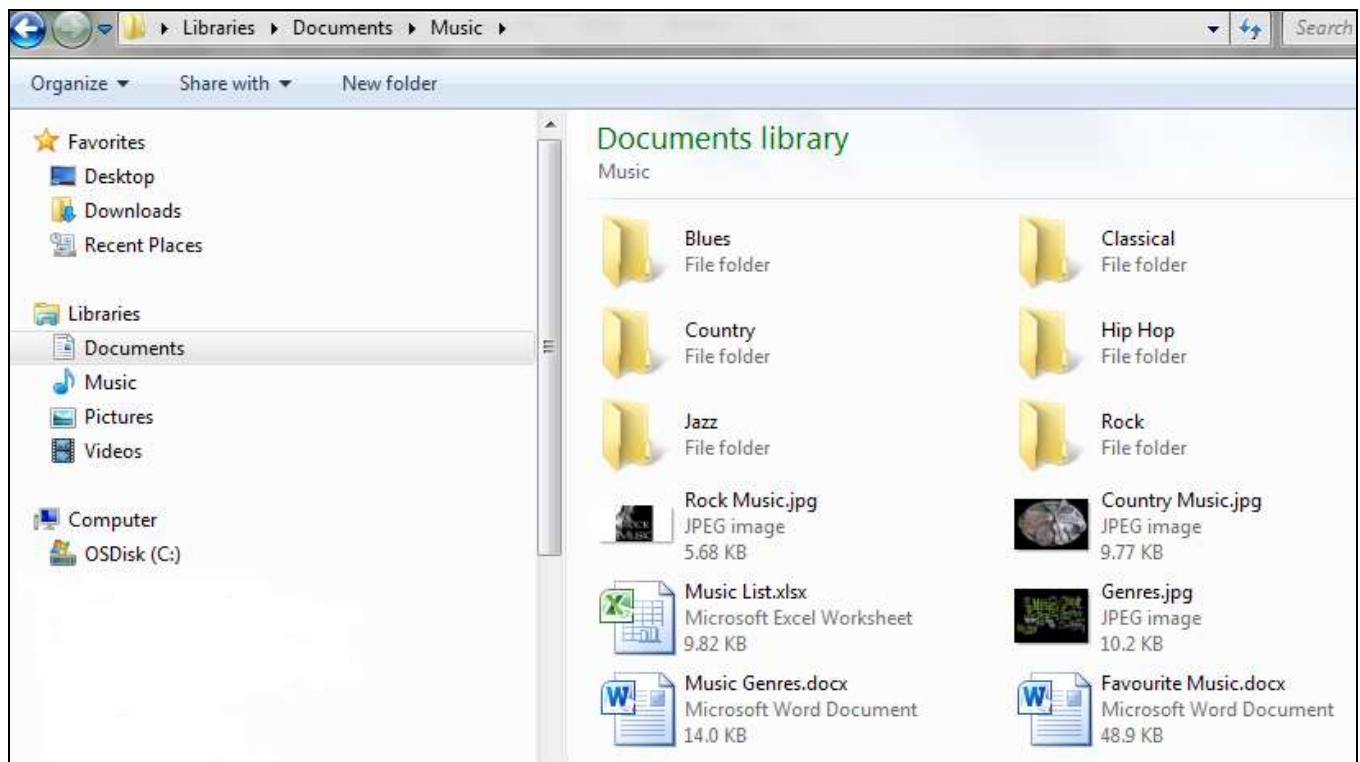
File Extension	File Type
.doc or .docx	
.txt	
.xls or .xlsx	
.ppt, .pptx or .pps	
.mdb or .accdb	
.bmp	
.wav	
.mp3	
.zip	
.exe	

7. Answer the following questions:

Kay is collecting information about different genres of Music.

a. Kay creates folders in her computer's hard disk as shown in the picture:

i. How many sub folders are there in the folder **Music**. \_\_\_\_\_ [1]



ii. Write down the names of any four sub folders in the folder **Music**. [2]

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iii. Write the path of the folder **Music**. [2]

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b. Two of the files shown in the diagram are: **Music List** and **Music Genres**.

i. Which program application is suitable to open the file **Music List**? [1]

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ii. Which program application is suitable to open the file **Music Genres**? [1]

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iii. Write the full path of path of **Country Music.jpg** once it is saved as shown [2]

in the picture.

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iv. Write the filename of another image file found in the folder **Music**. [1]

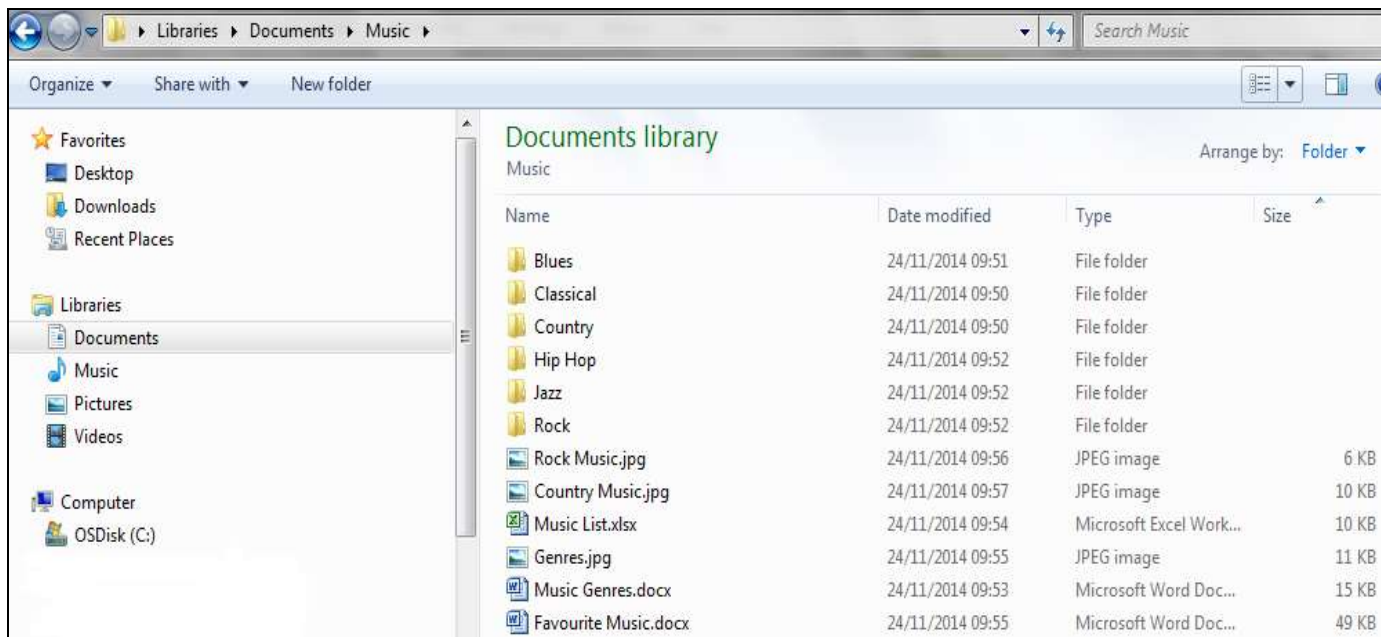
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v. Describe how Kay can remove the file **Genres.jpg** from the hard disk: [2]

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c. Look carefully at the above picture and complete the following:

i. The folder **Hip Hop** is a \_\_\_\_\_ of the folder **Music**. [1]

ii. The extension of the file **Rock Music** is \_\_\_\_\_. [1]

iii. The extension of the file **Music List** is \_\_\_\_\_. [1]

iv. The largest file in the folder **Music** is \_\_\_\_\_. [1]

v. The smallest file in the folder **Music** is \_\_\_\_\_. [1]



vi. How can Kay rename the sub folder **Rock** to **Hard Rock**? [2]

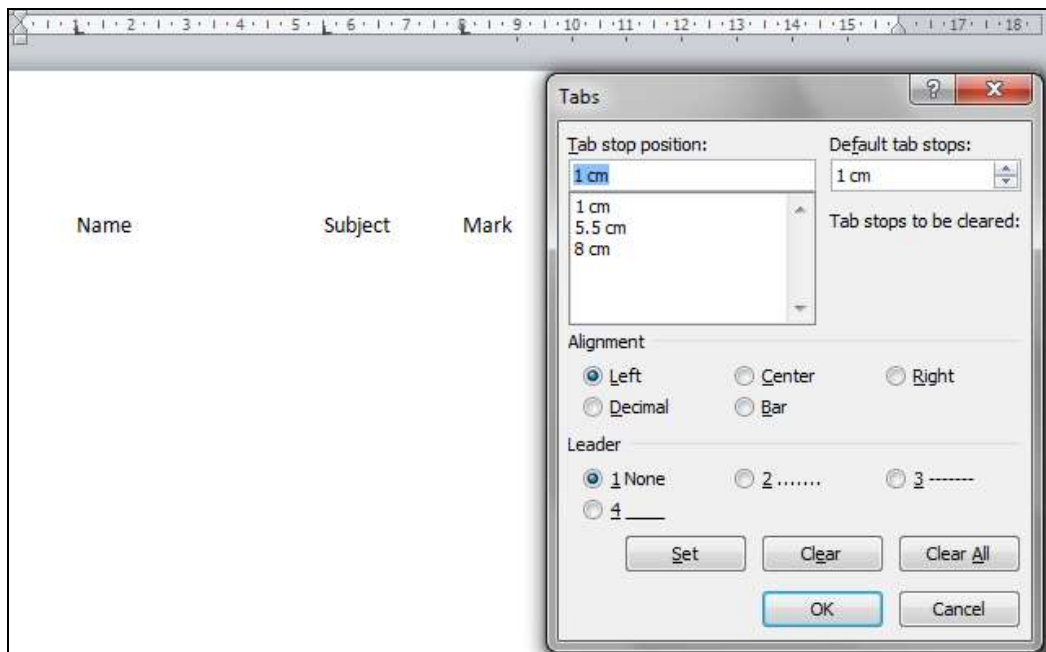
vii. How can she sort the files according to byte size? [2]

viii. If Kay deletes the sub folder **Jazz**, where does it go? [1]

ix. If Kay wants to restore the sub folder back, how can she do it? [2]

8. This question is about Tabs. [5]

With reference to the image below answer the following questions:

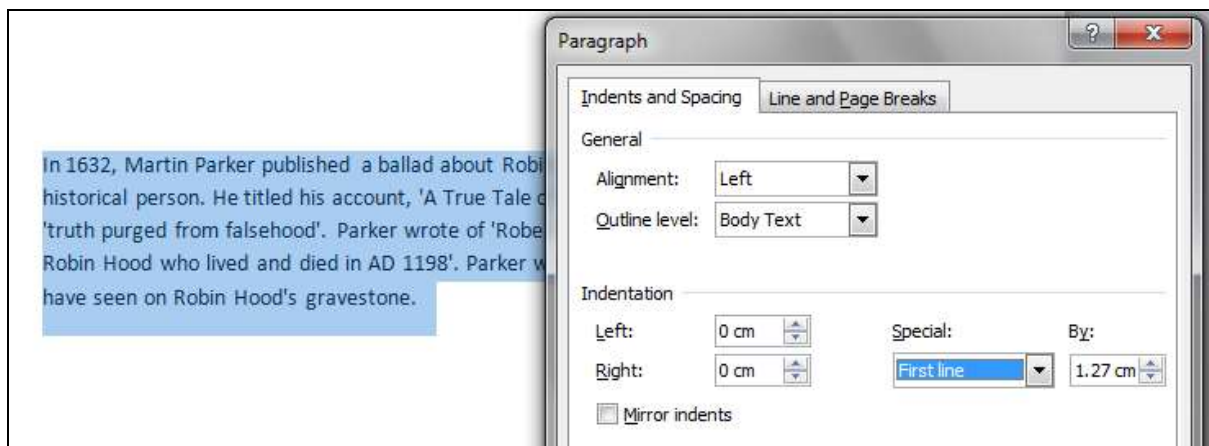


a. The tab alignment used for Name is \_\_\_\_\_.

b. The tab stop position for Subject is set to \_\_\_\_\_ cm.

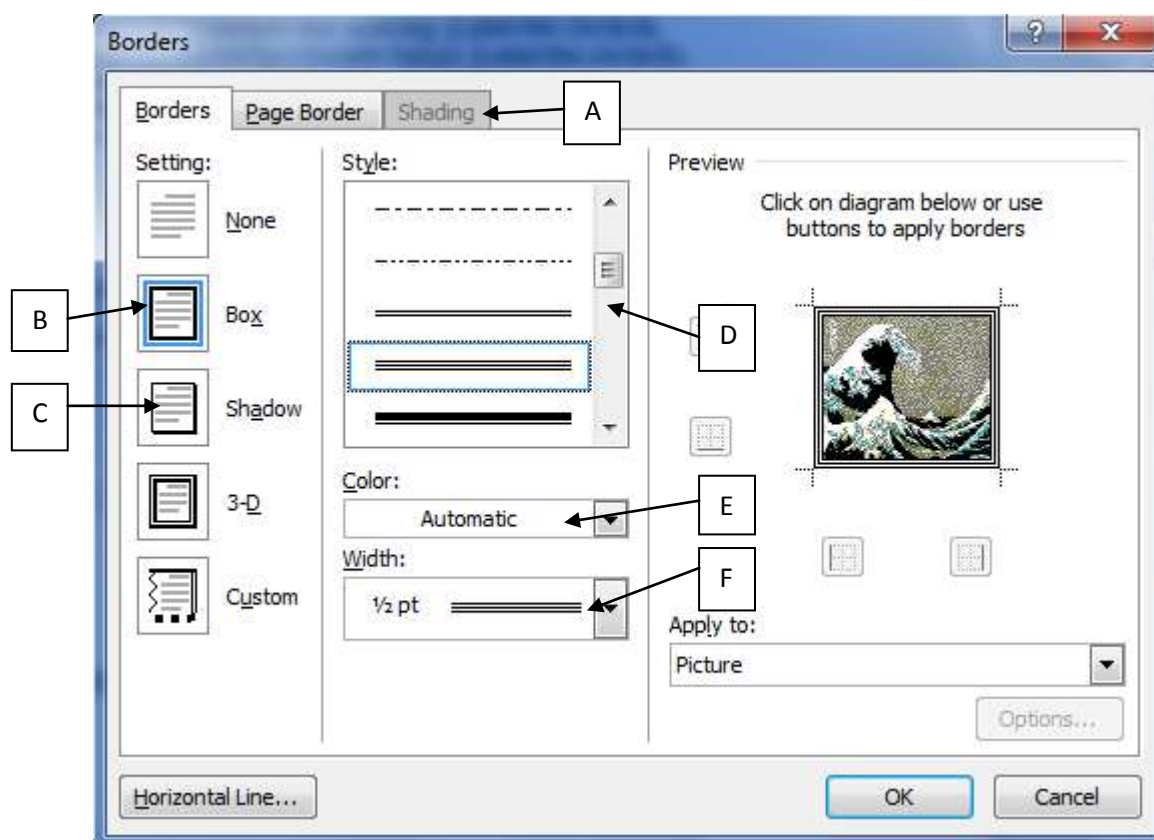
c. The tab stop position for Mark is set to \_\_\_\_\_ cm.

- d. To remove the selected tab, click the \_\_\_\_\_ button.
- e. To remove all the tabs created click the \_\_\_\_\_ button.
9. This Question is about Indentation. Number the following steps so that you [5]  
can make a first line indentation of 1.27cm.



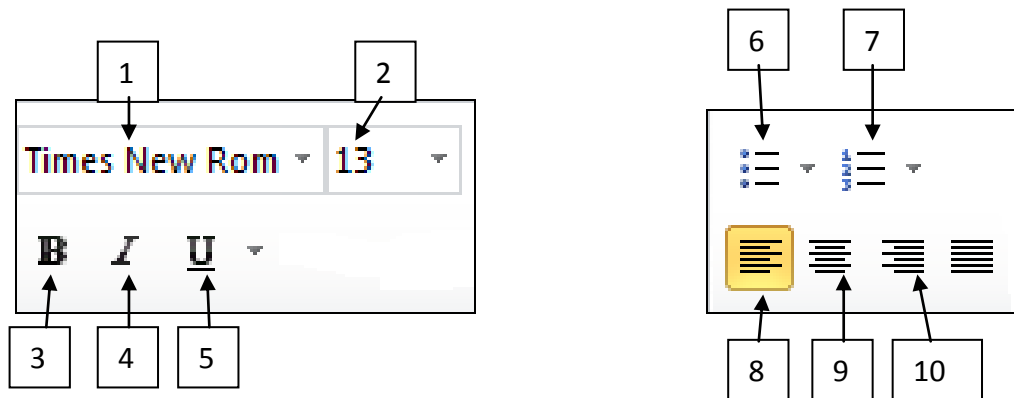
a.	Click the <u>S</u> pecial tab and select 'First Line'	
b.	Set 1.27cm in By:	
c.	Click 'Ok'	
d.	Place the cursor in the paragraph where you wish to apply first line indentation.	
e.	Click the 'Paragraph dialog box'	

10. Jamie is inserting pictures in his project to make it more attractive. He needs to format these pictures. Look at the picture and write the label number in the appropriate box. [2]



i)	To set the border of the cell to red.	
ii)	To set the line width of 3 pt.	
iii)	To change the border of the cell to dotted.	
iv)	To set a box border for the picture.	

11. The icons are labelled with numbers. Write the name of each icon near [5]  
the number.



Number	Name of Icon
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

12. The following question is about Ergonomics. Label the given diagram using the [15]  
following:

Adjust seat	Rest regularly	Keep good posture	Position monitor	Place keyboard and mouse correctly
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Fill in the missing words using the words given below:

RSI	straight	ventilated	breaks	feet
neck	wrists	supported	level	arms

- Keep your back \_\_\_\_\_ with your head balanced above your neck, and \_\_\_\_\_ resting at your sides comfortably.
- Position your hips a bit higher than your knees with your \_\_\_\_\_ on the floor or footrest and your lower back \_\_\_\_\_.
- Raise or lower the monitor so you can clearly see the whole screen without tilting your \_\_\_\_\_ up or down.
- Keep keyboard and mouse close to each other on the same \_\_\_\_\_. As you type your \_\_\_\_\_ should be straight.
- Every 30 minutes or so take short \_\_\_\_\_.
- Computer environments should be well \_\_\_\_\_.
- \_\_\_\_\_ results from fast, repetitive work that can cause neck, wrist, hand and arm pain.

13. What do you have to check when installing new software? [2]

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14. Mention 3 devices which can be connected to a WI-FI. [3]

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**END OF PAPER**