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Secondary School, Kirkop

HALF YEARLY EXAMINATION – 2015/2016

FORM 4	ICT	TIME: 1h 30min

Page	1	2	3	4	5	6	7	8	9	10	Global Mark
Max. Mark	6	8	6	10	6	8	14	16	16	2	100
Mark											

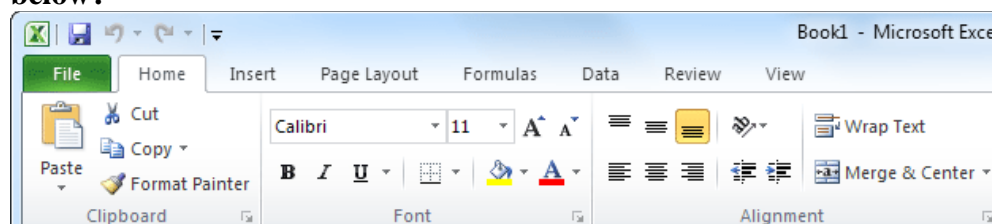### DO NOT WRITE ABOVE THIS LINE

Name: _____   **Class:** _____

The following questions are related to Module 4 – Spreadsheets

1 **You can save an Excel workbook by: (choose TWO)**
☐ Control X
☐ Control S
☐ File, Save
☐ Edit, Copy

2

2 **What is the name of the interface element a portion of which is shown below?**

☐ Title Bar
☐ Ribbon
☐ Status Bar
☐ None of the above

2
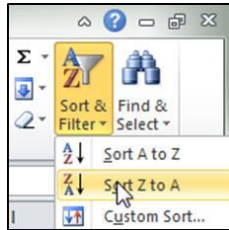
3 **In Excel, a new workbook opens with**
☐ Three sheets
☐ Four sheets
☐ One sheet
☐ None of the above

2

4   **Sort Z to A means**

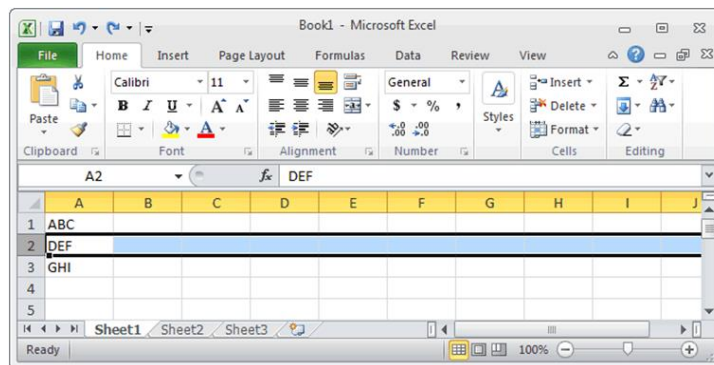|	New	
	Sort Ascending	
	Sort Descending	
	View	
	Open	2

5   **Which ONE of the following is not true?**

	There are three sheets in a new workbook	
	Excel sheets have the extension *.doc	
	A new workbook is called "Book 1"	
	You can have Word and Excel open at the same time.	2

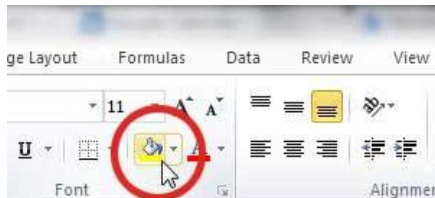6   **In this picture, what row is selected? _____**

7   **Microsoft Excel is useful for (choose TWO)**

	Analyzing numbers	
	Giving presentations	
	Writing memos	
	Making charts	2

8   **What is the encircled button called?**

	Format Painter	
	Font Color	
	Fill Color	
	Paint Bucket	2

9   **In the picture, the formula in B7 is:** _____

2

10   **True or False? Columns A and C are selected.**
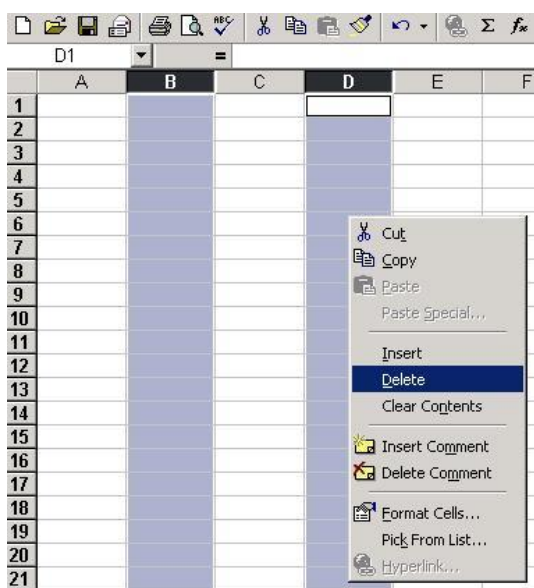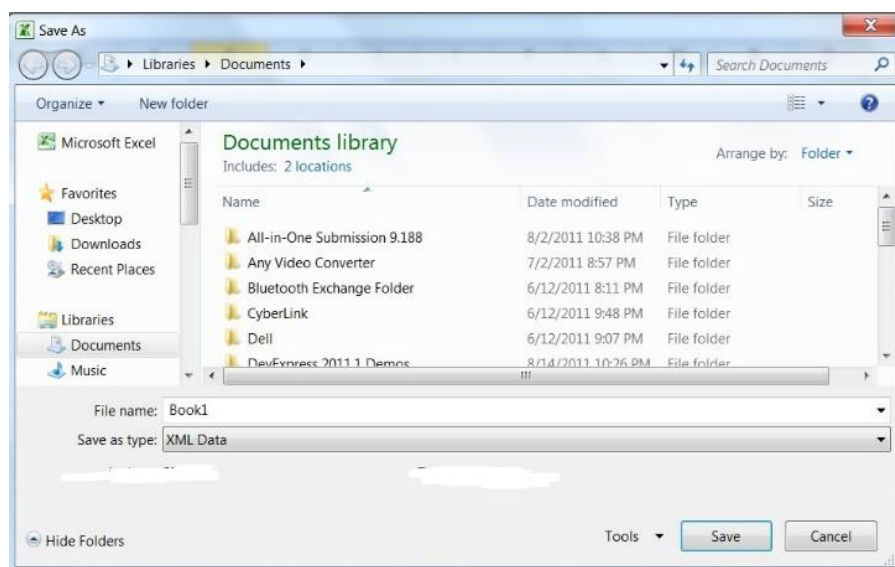

True
False   2

11   T**rue or False? The file will be saved on a Pen Drive (E:/ Drive)** _____   2

12   **To quickly print a file, press**

☐ Control P
☐ Control S
☐ Control N
☐ Control Z | 2 |

13   **In the picture below, the table is sorted by**

Country	(Millions)
Bahrain	0.5
Qatar	0.3
Saudi Arabia	20
UAE	1.5
Yemen	25

☐ Country, Ascending
☐ Country, Descending
☐ Millions, Ascending
☐ Millions, Descending

| 2 |

14   **True or False? The active cell is C15**

Country	(Millions)
Saudi Arabia	20
Bahrain	0.5
Qatar	0.3
UAE	1.5
Yemen	25
Total	=sum(C10:C14

☐ True
☐ False | 2 |

15   **In the formula =sum(A1:B5), how many cells are there?**

☐ 2
☐ 5
☐ 8
☐ 10 | 2 |

16   **You can perform calculations in Excel using (choose TWO)**
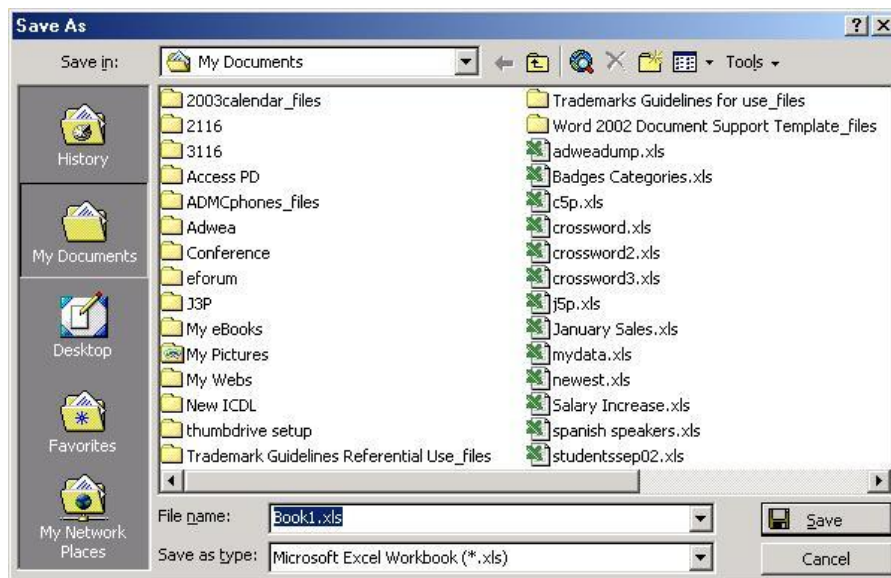
☐ *
☐ x
☐ +
☐ #
☐ @ | 2 |

20 **In the picture, which sheet is Active?**

☐ Sharjah
☐ Dubai
☐ Al Ain
☐ Abu Dhabi | 2 |

21 **The file will be saved with the File Name**

☐ My Documents
☐ Book1.xls
☐ Microsoft Excel Workbook
☐ 2015calendar_files | 2 |

22 **The picture shows a workbook with _____ worksheets.**
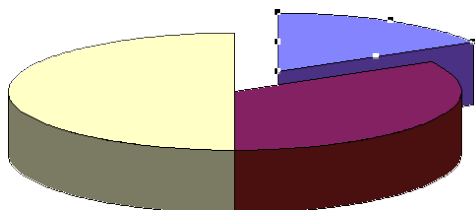

☐ Three
☐ None
☐ Four
☐ One | 2 |

23   **The formula that will add the value of cell D4 to the value of C2 and then multiply by the value in B2 is?**

☐ (D4+C2)*B2
☐ D4+C2*B2
☐ (D4+C2)*B2
☐ (B2*(D4+C2) | 2 | |

24   **What type of chart is this?**

☐ Doughnut
☐ Bar
☐ Radar
☐ Pie | 2 | |

25   **What is the most appropriate formula you can put in the C2 cell to calculate a 7% tax?**

	A	B
1	Total	Tax (7%)
2	$1,234.56	

☐ =A2*0.07
☐ =A2*7%
☐ =A2*1.07
☐ =A2+(A2*0.07) | 2 | |

26   **What will be the formula in the cell B3 if you want to calculate the profit?**

	A	B
1	Revenue	$1,000
2	Expenses	$300
3	Profit	

☐ =B2-B1
☐ =A1-A2
☐ =B1-B2
☐ None of the above | 2 | |

The following are questions related to Computer Essentials

1　　**What does IT stand for?**
☐ Information Transport
☐ Internet Technology
☐ Internet Transport
☐ Information Technology　　　　　　　　　　　　　　　　　☐ 2 ☐

2　　**What is hardware?**
☐ Computer devices that allow printing
☐ All the physical parts of a computer system
☐ All the installed programs on the PC　　　　　　　　　　☐ 2 ☐
☐ The monitor, the keyboard and the mouse

3　　**Software is?**
☐ Step-by-step instructions that make the computer work
☐ Programs that allow chatting
☐ Microsoft Office and Microsoft Windows
☐ A program which can be used exclusively on the internet　☐ 2 ☐

4　　**The most common type of computer found in offices is a**
☐ Laptop
☐ PC
☐ Netbook
☐ PDA　　　　　　　　　　　　　　　　　　　　　　　　☐ 2 ☐

5　　**Which is the least powerful computer?**
☐ Netbook
☐ PC
☐ Laptop
☐ File Server　　　　　　　　　　　　　　　　　　　　　☐ 2 ☐

6　　**Which is the most portable computer**
☐ PC
☐ Laptop
☐ PDA
☐ Netbook　　　　　　　　　　　　　　　　　　　　　　☐ 2 ☐

7　　**Another word for the 'tower' is a :**
☐ System Box
☐ System Unit
☐ Computer Casing
☐ Computer Box　　　　　　　　　　　　　　　　　　　　☐ 2 ☐

8   **CPU stands for**

☐ Center Processing Unit
☐ Central Processor Union
☐ Central Processing Union
☐ Central Processing Unit | 2 | |

9   **When using RAM**

☐ Information is lost when the computer is turned off
☐ Information cannot be deleted
☐ Information can be saved in it
☐ Information stored in RAM can never be backed up | 2 | |

10   **Computer ROM contains**

☐ BOSCH
☐ BASE
☐ BIOS
☐ BIS | 2 | |

11   **Which of the following affects the computer performance**

☐ RAM and Printer
☐ Monitor and ROM
☐ Motherboard
☐ RAM and CPU | 2 | |

12   **Which of the following components are found inside the CPU**

☐ CLU and CU
☐ CU and PCU
☐ ALU and CLU
☐ CU and ALU | 2 | |

13   **Which of the following is the fastest CPU**

☐ 200Mhz
☐ 2000Mhz
☐ 3Ghz
☐ 1.45Ghz | 2 | |

14   **Which is the smallest unit of measurement**

☐ Byte
☐ Terabyte
☐ Gigabyte
☐ Kilobyte | 2 | |

15   **The following shows the amount of storage of a hard-disk. Which of the following capacities is the biggest?**

☐ 2,000 MB
☐ 2,000,000 KB
☐ 250 GB
☐ 12 Bits | 2 | |

16 **Input devise are devices that**

☐ Allow the user to print
☐ Allow the user to control (or give information) to a computer
☐ Allow the user to scan documents
☐ Allow the computer to process data　　　　　　　　　　　　　　　　 | 2 |

17 **Which of the following devices is an input device?**

☐ TFT Monitor
☐ Speakers
☐ Printer
☐ Light Pen　　　　　　　　　　　　　　　　　　　　　　　　　　 | 2 |

18 **Which of the following devices can be used instead of a mouse**

☐ Trackball
☐ Scanner
☐ Microphone
☐ Digital Camera　　　　　　　　　　　　　　　　　　　　　　　 | 2 |

19 **OCR stands for**

☐ Optician Colour Reading
☐ Optician Character Reading
☐ Optical Character Reader
☐ Optical Character Removal　　　　　　　　　　　　　　　　　 | 2 |

20 **CRT stands for**

☐ Cathode Ray Tube
☐ Colour Ray Tube
☐ Colour Roll Tube
☐ Cathode Roll Tube　　　　　　　　　　　　　　　　　　　　　 | 2 |

21 **Which of the following printers can be used to print on carbon paper?**

☐ Dot Matrix
☐ Inkjet
☐ Laser
☐ Plotter　　　　　　　　　　　　　　　　　　　　　　　　　　 | 2 |

22 **A disadvantage of an inkjet printer when compared to laser is**

☐ Colour Quality
☐ Sale Price
☐ Running Costs
☐ Features　　　　　　　　　　　　　　　　　　　　　　　　　 | 2 |

23 **Large Scale printers are used to print**

☐ Bingo Tickets
☐ Sales Receipts
☐ A4 Letters
☐ Posters　　　　　　　　　　　　　　　　　　　　　　　　　　 | 2 |

24   **Which of the following is considered as a secondary device?**
- [ ] RAM
- [ ] CD-ROM
- [ ] ROM
- [ ] CPU   2

END OF EXAM