

KULLEĠĠ SAN BENEDITTU Secondary School, Kirkop

Mark

HALF YEARLY EXAMINATION – 2015/2016

Level 5 – 6 – 7 - 8

Year 7

ICT

TIME: 1h 30min

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

Instructions to students:

Answer **ALL** questions.

Calculators are **NOT** allowed; Good English and orderly presentation are important.

Read each question carefully.

DO NOT WRITE ABOVE THIS LINE

Name: _____

Class: _____

1. Celine 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. What does Celine need to do just after switching on the computer? [1]

- b. Before the welcome screen appears Celine needs to enter two things: [2]

- c. While working on the project, the computer needed to install some updates. Celine needs to switch the computer on and off again automatically. [1]







- d. Celine is ready from her work. Now her brother Matthias needs to carry out some work on his computer account. [1]

- e. What does Matthias need to do in order to switch off the computer?. [1]

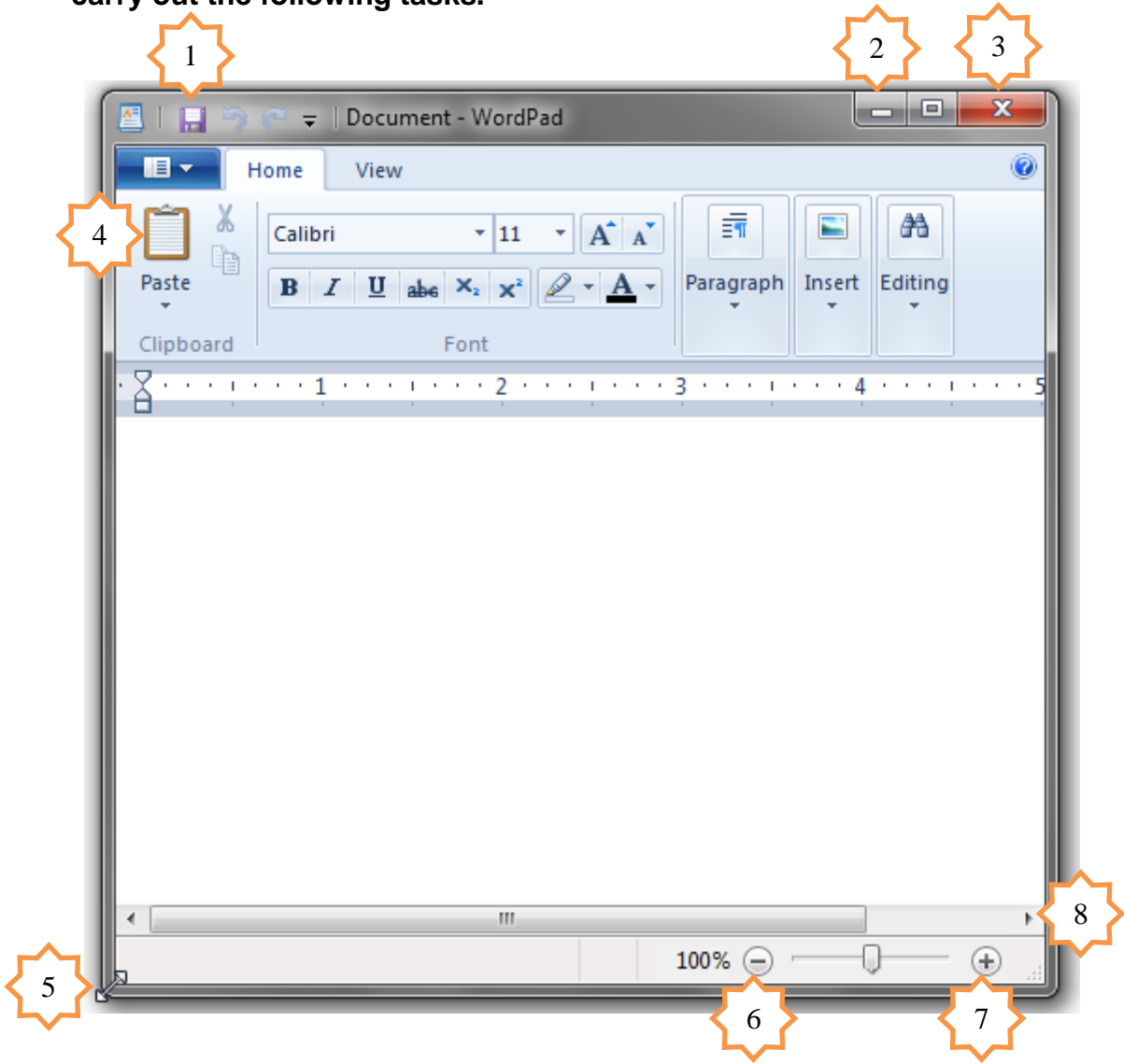
2. Choose only seven of the terms below to label the following icons.

[7]

Folder	Floppy Drive	Hard Disk Drive
Application	Printer	Shortcut
Recycle Bin	Removable Disk	File

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

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



a. Minimize the window

e. Scroll the document

b. Insert copied text

f. Save the file

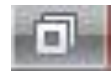
c. Zoom-out to 50%

g. Close the window

d. Resize the window

h. Zoom-in to 125%

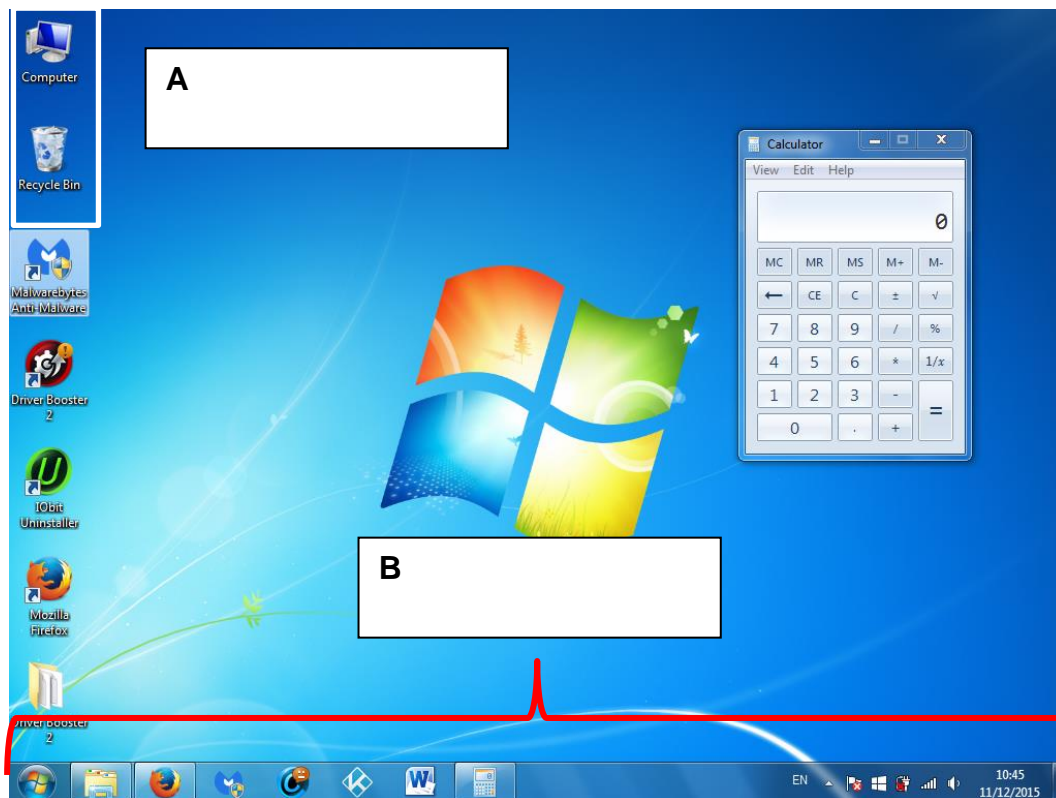
i. What is this button called and why is it used?



Name: _____

Use: _____

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



a. What does the screenshot above show?

b. What keys from the keyboard should you press to take the screenshot of the calculator only?

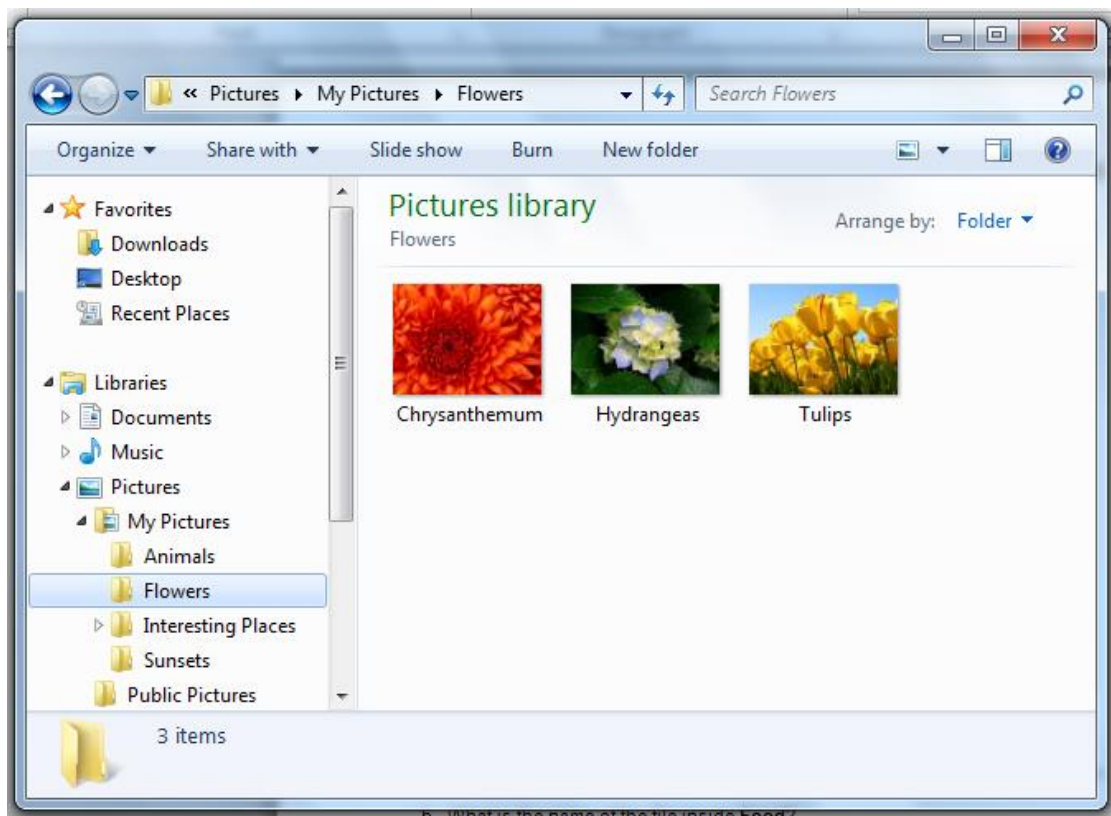
c. How many active tasks are there in the Taskbar?

d. What is the area where there is the date and time called?

e. Label the sections above marked with the letters **A** and **B**.

f. Circle the shortcuts in the screenshot above.

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



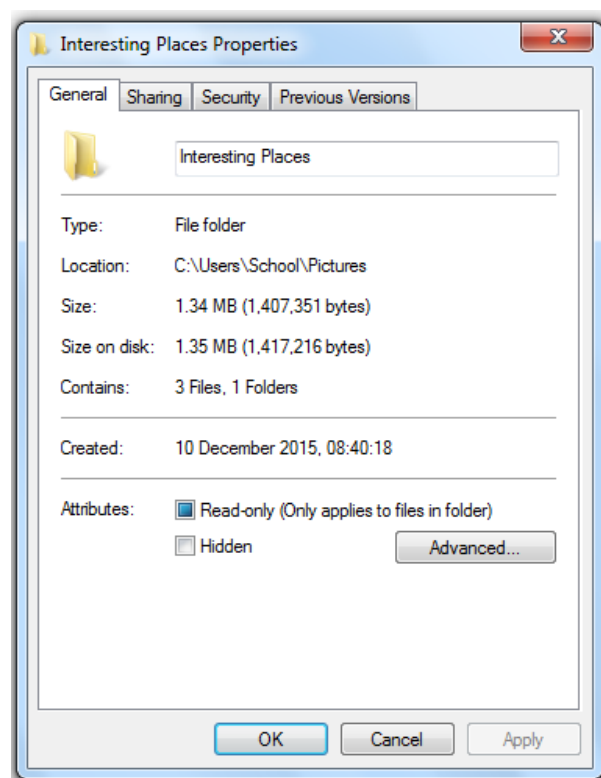
- a. How many folders are there in **My Pictures**? _____
- b. Name one file name that is inside **Flowers**? _____
- c. Which of the folders inside **My Pictures** has sub-folders?
- _____
- d. Write a brief explanation on how to create a **NEW FOLDER** inside the folder **Sunsets**. [2]
- _____
- _____
- e. Put a circle around the button where you need to click to change the display view to **details**.

f. Briefly explain how I can **rename** the file **Tulips** to **Yellow Flowers.jpg** [2]

g. Explain what I need to do to delete **Animals** folder. [2]

h. How can I display the **Properties** of the folder **Interesting Places**? [2]

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



- Folder Name: _____
- Folder Size: _____
- Where is it saved? _____

6. Match the following tasks with the relative Shortcuts:

[5]

a.	Switching between open windows	Ctrl + V
b.	Copying text	Ctrl + X
c.	Pasting text	Alt + Tab
d.	Moving text	Ctrl + S
e.	Saving a document	Ctrl + C

7. Explain the difference between the following:

[6]

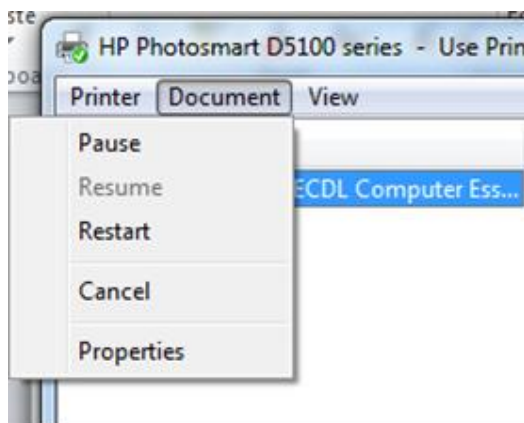
a. **Caps Lock** and **Shift**

b. **Copy** and **Cut**

c. **Delete** and **Backspace**

8. Label with the letters below.

[4]

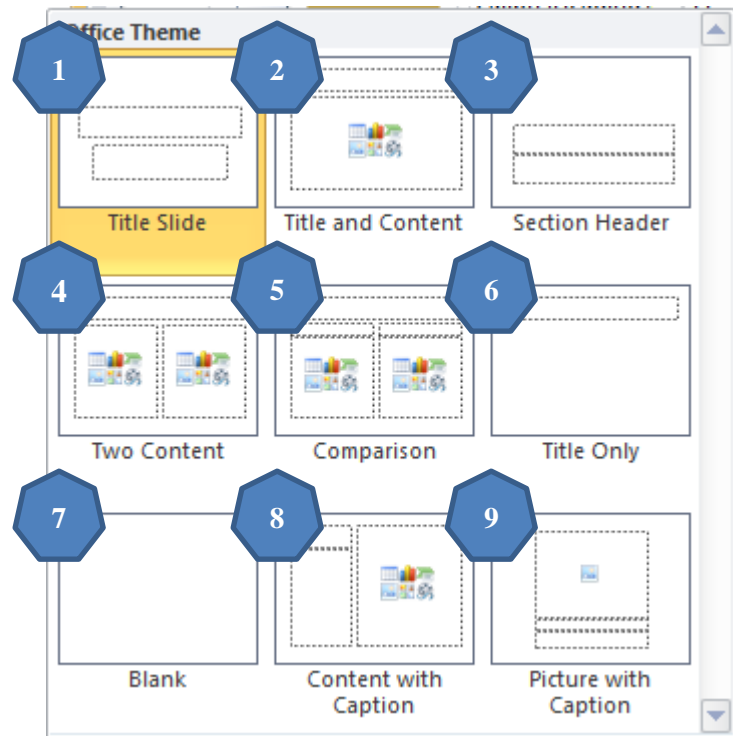


A – where I should click to stop printing my document.

B – where I should click if I want to delete my print job.

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

[10]



- a. To place a picture and type some information next to it: _____
- b. To type the main title of the presentation: _____
- c. To insert a picture and type a short description under it: _____
- d. To draw a free-hand drawing on the presentation: _____
- e. To type another title and sub-title in the middle of the presentation: _____

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

[5]

- a. **Save As** is used to save a presentation with a different file name.
- b. I can only create 10 slides in a presentation.
- c. It is good practice to remove titles from all of your slides.
- d. It is best to use short phrases in a presentation.
- e. A PowerPoint presentation is used for writing letters.

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












[5]



- Where can you click to insert a copied image? _____
- 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? _____

12. Match the following buttons with the correct description.

[11]

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

END OF EXAM