1. This question is about Basic Concepts.

a) Write the following in the correct columns below:

Printer, Webcam, Monitor, Scanner, Speakers, Touchpad, Headphones, Stylus.

<table>
<thead>
<tr>
<th>Input Devices</th>
<th>Output Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

b) What do the following stand for?

i) CPU

ii) ROM

iii) LAN

iv) WAN

v) WLAN

<table>
<thead>
<tr>
<th>CPU</th>
<th>ROM</th>
<th>LAN</th>
<th>WAN</th>
<th>WLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

C) Write **WAN** or **LAN** in the appropriate box:

i) This is a network between computers in an office so that they can share peripherals and information in the same building.

ii) This is a network between computers of an organisation spread all over a country.

iii) The Internet is a kind of...
d) The Internet is a very useful tool with which you are already familiar. Write two main uses of this tool:
1. _______________________________________________ ___________________
2. _______________________________________________ ___________________

e) Which two (2) of the following are types of memory? Underline the types of memory only.

<table>
<thead>
<tr>
<th>Hard Disk</th>
<th>CPU</th>
<th>RAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD</td>
<td>ROM</td>
<td>DVD</td>
</tr>
</tbody>
</table>

f) Health and safety issues are important when using a computer. Write two ways that help ensure a user’s wellbeing when using a computer.
1. _______________________________________________ ___________________
2. _______________________________________________ ___________________

2. This question is about using the computer and managing files.

a) Which keys are used to open the Windows Task Manager to terminate a non-responding application? Tick (✓) to indicate the correct combination of keys:

- Enter
- Esc
- Del
- Ctrl
- Break
- Alt

b) On the following picture draw a circle around the icon, that represents the **Hard Disk drive**.
c) Look carefully at the picture below and complete the following:

i) Write the number that marks the **Scroll Bar**.

ii) Write the number that marks the **Menu Bar**.

iii) Write the number that marks the **Title Bar**.

iv) Write the number that marks the **Tool Bar**.

v) Write the number which marks the **Minimise Button**.

vi) Write the number which marks from where I can **resize** the window.

vii) Write the number which marks the **Maximise Button**.

d) After maximising a window, the Maximise Button changes into a different button. What is this button called?

3. This question is about Word Processing features.

a) Look carefully at the picture below and complete the following:

Fill in the blanks:

i) The **Font Size** can be changed from the button numbered ______

ii) A word can be made to appear __________ by using button numbered 3

iii) The ___________ ___________ can be changed by using button 8

iv) The **Font** can be changed using button __________

v) To **Right-align** a title text use button ________
b) Which from the following *menus* are used for the operations indicated:

[File, Edit, View, Format]

i) Change from *Print Layout* to *Normal Layout*  
ii) Change the *font size*  
iii) Save a document on the hard disk  
iv) Copy and Paste text

---

c) This question is about inserting a picture into a document. Look carefully at the picture on the right and complete the following:

i) A picture needs to be inserted from the *My Pictures* folder. Write the number of the command I should use:  

 ii) I need to insert a picture of a football, but I do not have one on my computer. What can I do?

---

d) i) I need to set the *margins* and *paper size*. Where do I click? Write the number that indicates this command:  

 ii) I now want to see on the monitor how my page will appear when printed. Where do I click? Write the number that indicates this command:
**4. This question is about the use of spreadsheets.**

**a)** The picture below is part of the Standard Toolbar.

![Standard Toolbar Image]

i) Which tool button is used to set the display to 150%?

ii) What is the name of this tool button?

**b)**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Month</td>
<td>Amount1</td>
<td>Amount2</td>
<td>Total</td>
<td>Average</td>
</tr>
<tr>
<td>2</td>
<td>January</td>
<td>45</td>
<td>12</td>
<td>=B2+C2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>February</td>
<td>13</td>
<td>22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>March</td>
<td>34</td>
<td>51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>April</td>
<td>23</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

i) **On the above picture**, write the formula in cell D5, which finds the total of the values in cells B5 and C5.

ii) **On the above picture**, write the formula in cell E2 to divide cell D2 by 2.
iii) Complete the following:
To select column A and column D at the same time you need to:
1 Select column ___________ from the column header.
2 Press and hold the ________________ key from the keyboard.
3 Click in the column header of column ________________.

c) Look carefully at the picture on the right.
Write down the steps in the process to set the column width to 9:
1. Click on Format from the Menu bar.
2. __________________________
3. __________________________
4. __________________________

d) I need to print the spreadsheet but want to keep the Gridlines showing.

i) On the picture above, mark with a tick ✓ so that the gridlines show when the spreadsheet is printed.

ii) On the picture above, mark with an ✗ so that the Row and column headings show when the spreadsheet is printed.

iii) Which option from the Menu Bar of the spreadsheet allows me to access Page Setup?
5. This question is about Microsoft PowerPoint.

a) Mark with a tick (✓) the statements which indicate good practice in creating slide content:
   
   i) A slideshow has to include all possible information. [ ]
   
   ii) Short, concise phrases should be used. [ ]
   
   iii) Bulleted points are better than long paragraphs. [ ]
   
   v) Lists should preferably be numbered. [ ]

b) Take a look at the picture on the left and answer the following questions by writing the number of the slide layout.

   i) Insert a slide which contains a title and a bulleted list. [ ]
   
   ii) Insert another slide which is totally blank. [ ]
   
   iii) Add a slide which contains just a title. [ ]
   
   iv) Add a slide with a title and sub-title. [ ]

c) These are some of the design templates.

   i) The design templates can be found by choosing _______________ _______________ from the Format menu.
   
   ii) Fill in, using one of the following words: [File, Page, Browse, Insert]

   I can add a different design template which I downloaded by clicking on the _____________ link at the bottom of the screen.

6. This question is about Information and Communication.

a) What do the following stand for?

   i) WWW___________________________________________________________
   
   ii) ISP ____________________________________________ __________
   
   iii) URL _____________________________________________ __________
b) Describe what the WWW is:

________________________________________________________________________

________________________________________________________________________

c) Underline the correct answer:

To have an internet connection one needs to first request the services of an [IP, WLAN, ISP, PST]. When logged onto the Internet one needs a Web [Searcher, Surfer, Connection, Browser] where to enter the [URL, ISP, LAN, CPU] of the page to visit or one can just click on a [page, hyperlink, popup, toolbar] present in the homepage.

d) List the names of two Search Engines:

1) ________________________________________

2) ________________________________________

e) Look carefully at the picture below and answer the following questions by entering the correct number.

i Where do I enter the URL of a website? 

ii Where do I click to refresh a website? 

iii Where do I enter a keyword to search? 

iv Where do I click to stop a webpage from downloading? 

v Where do I click to navigate to the Home Page? 

vi Where do I click to view a list of previously visited URL’s?
f) When sending an email we need to observe netiquette rules. Write TWO examples of these rules.

1. 

2. 

g) Take a look at the picture below and answer the following questions:

i) On the picture above, fill in the appropriate fields with the following information:

a) I want to send the email to josmic21@xymail.com
b) The subject of the email is about “My attendance”
c) The email contains the following text “Hello Paul, yes I will attend. Thanks.”

END of EXAMINATION PAPER