FORM 2 Information & Communication Technology TIME: 1h 30min

Name: _______________________________ Class: ___________

1. **This question is about Using the computer and Managing files.**

A. Underline the correct answer:

   a. To shut down a non-responding application one should
      
      i. Enter a password.
      ii. Hold down the **ALT** key.
      iii. Press the **HOME** and **ALT** key.
      iv. Press the **CTRL**, **ALT** and **DEL** keys.

   b. To capture an image of an active window
      
      i. Press the **PRINT SCREEN** key.
      ii. Hold down the **SHIFT** key while pressing the **PRINT SCREEN** key.
      iii. Hold down the **PRINT SCREEN** key while pressing the **SHIFT** key.
      iv. Press the **PRINT SCREEN** key while holding down the **ALT** key.

   [4 marks]

B. Take a look at the picture below and answer the following questions by entering the appropriate numbers:

   ![Image of a computer screen with options for volume, time, and date settings]

   i. From here, the volume settings can be changed.  
   ii. From here, the time of the computer can be changed.  
   iii. From here, the date of the computer can be changed.

   [3 marks]
C. Take a look at the picture below and answer the following questions by writing the appropriate number:

1. From here, the screen pixel resolution can be changed.
2. From here, the desktop background (wallpaper) can be changed.
3. From here, the colour quality of the display can be changed.
4. From here, the screen saver options can be changed.

D. Tick ✓ to indicate the storage devices only:
   i. Hard-disk
   ii. Printer
   iii. Network drive
   iv. Modem
   v. USB flash drive
   vi. CD-RW

[8 marks]

[6 marks]
E. Peter needs to open a window to display the **folder name**, **size** and **location on a drive**. Underline the correct procedure from the following list:

i. Double click on the folder.
ii. Right click on the folder and choose **Explore**.
iii. Left click once on the folder.
iv. Right click on the folder and choose **Properties**.
v. Right click on the folder and choose **Search**.

[2 marks]

F. Underline the correct definition of a **Virus**.

i. A virus is the same as a bug.
ii. A virus is something that can damage your CD’s.
iii. A virus is a small program intentionally created to harm your computer software.
iv. A virus is a small program that can only damage **USB pen drives**.

[4 marks]

2. **This question is about Word Processing.**

A. Look at the picture underneath.

The **Standard** toolbar is missing. How can it be made visible? Tick ☑ to choose the correct procedure:

i. Click on **Insert** and then choose **Standard Toolbar** ☐
ii. Click on **Tools**, then choose **Add Toolbar**, then **Standard** ☐
iii. Click on **Format**, then **Toolbars**, and lastly, **Standard Toolbar** ☐
iv. Click on **View**, then **Toolbars**, and lastly, **Standard**. ☐

[4 marks]
B. Look at the picture below and answer the following questions:

i. Draw a circle around the tool which lets you magnify the view of your page.

ii. Draw a square around the tool which lets you ask for help.

iii. Draw an arrow to indicate from where to add Bullets.

[6 marks]

C. Look at the picture below and answer the questions next to it.

<table>
<thead>
<tr>
<th>Paste Special…</th>
<th>Paste as Hyperlink</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear</td>
<td></td>
</tr>
<tr>
<td>Select All</td>
<td>Ctrl+A</td>
</tr>
<tr>
<td>Find…</td>
<td>Ctrl+F</td>
</tr>
<tr>
<td>Replace…</td>
<td>Ctrl+H</td>
</tr>
<tr>
<td>Go To…</td>
<td>Ctrl+G</td>
</tr>
<tr>
<td>Links…</td>
<td></td>
</tr>
</tbody>
</table>

i. Under which **menu bar item** is this drop-down list found? Underline the correct answer.

**File, Edit, View, Insert, Format, Tools**

ii. Write the name of the option to choose to look for a particular word in a document.

iii. Write the name of the option to choose to change a word with another.

[6 marks]

D. Look at the picture underneath and answer the following questions:

i. Which **menu bar** needs to be open to view this toolbar?

ii. Write the number of the button used to add a **page number**.

iii. Write the number of the button used to add the **time**.

iv. Write the number of the button used to insert the **file name**.

v. Write the number of the button used to add the **date**.

vi. Write the number of the button used to switch from header to footer.

[6 marks]
3. **This question is about Spreadsheets.**

**A.** Look at the pictures underneath and indicate with a tick ☑ an example of good practice:

![Spreadsheet sample](image)

[2 marks]

**B.** Take a look at the picture below and answer the following questions:

![Spreadsheet with sort function](image)

i. On the picture above, mark with a circle to show how to sort the list by surname.

ii. On the picture above, add a dot to sort the list in **descending** alphabetical order.

[4 marks]

**C.** Take a look at the picture below and answer the following question:

![Spreadsheet with Monday and Tuesday](image)

Briefly describe how to fill C1:E1 with Wednesday, Thursday and Friday without typing anything, while using the mouse only.

[6 marks]
D. In the picture underneath, columns C and E are selected:

How can one select two non-adjacent columns (as in the picture)? Tick ☑ to select the correct method.

i. Hold down the ALT button and click on column header E, after selecting column C ☐

ii. Click on column header C and then the column header E ☐

iii. Drag the mouse from C to E ☐

iv. Hold down the CTRL button and click on column header E, after selecting column C ☑ 

[2 marks]

E. Look at the picture on the right:

Peter needs to delete column F. Tick ☑ to choose the two ways with which he can do this:

i. Select the column, then choose Format from the Menu Bar and then Delete Row. ☐

ii. Choose Table from the Menu Bar and then choose Delete. ☐

iii. Right-Click on the column-header and then choose Delete. ☐

iv. Select the column, then choose Edit from the Menu Bar and then Delete. ☐

[4 marks]
F. Take a look at the picture below and answer the following questions:

i. Put a circle \( \bigcirc \) around row number **6** or **7** to show the best way to calculate the total in column **A**:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>2</td>
<td>122</td>
<td>344</td>
<td>321</td>
<td>511</td>
</tr>
<tr>
<td>3</td>
<td>214</td>
<td>233</td>
<td>125</td>
<td>252</td>
</tr>
<tr>
<td>4</td>
<td>212</td>
<td>321</td>
<td>215</td>
<td>323</td>
</tr>
<tr>
<td>5</td>
<td>=SUM(122+214+212)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>=SUM(A2:A4)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[4 marks]

ii. Write the name of the function to find the minimum amount in column A?


[2 marks]

4. This question is about Microsoft PowerPoint.

A. Peter needs to view **all slides** at once in order to add transitions to some of them.

Tick ✗ the best view to do this.

i. Slide sorter view
ii. Normal view
iii. Slide show view
iv. Outline view

[2 marks]
B. Take a look at the picture below and answer the questions on the right:

Peter needs to change the **background** colour of the **entire** set of slides in his presentation. Write the name of the button:

![Background options](image)

- [ ] **Apply to All**
- [ ] **Apply**
- [ ] **Cancel**
- [ ] **Preview**

[2 marks]

C. Take a look at the picture below on the right and answer the following questions by entering the correct number shown on the picture:

i. With this layout Peter gets a slide with a **chart** and a **bulleted list**.

ii. With this layout Peter gets a slide with **title** and a **subtitle**.

iii. With this layout Peter gets a **blank slide**.

iv. With this layout Peter gets a slide with **just a title**.

v. With this layout Peter gets a slide with a **title** and a **bulleted list**.

[5 marks]
5. This question is about Internet and e-mail.

A. Take a look at the picture below:

Write the number of the tool from which one can set the Home Page of the web browser.

B. Take a look at the picture below:

Write the number of the button to click in order to display previously visited URL’s?

C. Write True or False next to the following statements:

i. To copy text from website first select (highlight) the text.
ii. To copy an image from a webpage click on View and then Copy.
iii. To copy a URL from a webpage first select the address.
iv. You cannot print part of a webpage.
v. You can specify how many copies of the webpage to print.
D. Look at the picture below. Two items are numbered.

Peters needs to apply a setting so that he can reply to emails without the original message included. Write the number showing from where to set this option. 

[2 marks]

E. Look at the picture below and then answer the following question:

Peter needs to reply to an email so that it is received not only by the sender but also by all those it was sent to. Which option from those numbered above should he choose? 

[2 marks]

F. Look at the picture below and then fill in with the correct words:

i. To restore a deleted item, first you need to _______ click on it.

ii. Next you need to choose _____________ ___ __________ from the list.

iii. Lastly you need to choose _____________ from the list of folders.

[5 marks]