1. This question is about Using the Computer and Managing files.

a) The picture below shows part of the Tree Organisation of the C: drive

1. Write down the name of one closed folder. __________________________
2. In which folder is the Grammar folder found? _________________________
3. Write down the name of the opened folder. ____________________________
4. Write down the name of the secondary storage device that the (C:) icon is standing for. ___________________________
5. Underline the program from the list below which shows this picture:
   - Word Processor,   - Internet Explorer,   - Windows Explorer

   [5 marks]

b) Write T (True) or F (False) in the box provided, next to the question:

<table>
<thead>
<tr>
<th>Fig A</th>
<th>Fig B</th>
<th>Fig C</th>
<th>Fig D</th>
</tr>
</thead>
</table>

- Fig A shows 3 non-adjacent files. To select these folders Mary used the mouse and the Caps Lock key
ii) **Fig B** shows the selection of 6 adjacent folders. Mary used the Mouse button and the Shift Button

iii) **Fig C** shows a short cut icon

iv) **Fig D** indicates an empty recycle bin

c) Match each description with its icon, by writing the correct letter in the corresponding space.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th></th>
<th>B</th>
<th></th>
<th>C</th>
<th></th>
<th>D</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>File</td>
<td></td>
<td>Folder</td>
<td></td>
<td>Application Shortcut</td>
<td></td>
<td>Recycle Bin</td>
<td></td>
</tr>
</tbody>
</table>

|   |   |   |   |   |
|---|---|---|---|

[4 marks]

d) Look carefully at the diagram and use the following words to complete the sentences below.

**SCHOOL** Sub-folder **LANGUAGE** two

i) The folder IT is a ________________ of SCHOOL.

ii) The folder ENGLISH has ________________ sub-folders.

iii) The folder MALTESE is a sub folder of ________________.

iv) The folder ________________ does not have any sub-folders.

[4 marks]

e) Arrange the following storage capacity measurements from the smallest to the largest.

GB, KB, bit, MB, byte, TB

__________, __________, __________, __________, __________, __________

[3 marks]
2. **This question is about Word Processing**

   a) You need to draw a **table** and then input some data.

   i) In the box, put a circle around the icon you would click on to **draw the table**.

   ii) On the picture on the right **shade** the cells to create a table that will have **4 rows** and **5 columns**.

   You created the following table:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PRICE</th>
<th>VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>475.00</td>
<td>85.50</td>
</tr>
<tr>
<td>Scanner</td>
<td>55.00</td>
<td>9.90</td>
</tr>
<tr>
<td>Printer</td>
<td>68.00</td>
<td>12.24</td>
</tr>
<tr>
<td>Mouse</td>
<td>8.25</td>
<td>1.49</td>
</tr>
</tbody>
</table>

   iii) Look at the Tables and Borders toolbar and draw the icons you would click on to:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Shade the first Row with a colour</td>
</tr>
<tr>
<td>II</td>
<td>Change the dotted line to a solid line</td>
</tr>
<tr>
<td>III</td>
<td>Change the thickness of the line</td>
</tr>
<tr>
<td>IV</td>
<td>Draw the Outline and the Grid with the same line</td>
</tr>
</tbody>
</table>

   [4 marks]
b) Match the following Non-Printing characters to their equivalent type, by writing the correct letter in the corresponding space.

<table>
<thead>
<tr>
<th>Type</th>
<th>Non-Printing Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Soft line break</td>
<td>· dot between words</td>
</tr>
<tr>
<td>B Tab characters</td>
<td>¶</td>
</tr>
<tr>
<td>C A space</td>
<td>←</td>
</tr>
<tr>
<td>D Paragraph mark</td>
<td>.................................................... Page Break ....................................................</td>
</tr>
<tr>
<td>E Manual line breaks</td>
<td>→</td>
</tr>
</tbody>
</table>

[5 marks]

c) The picture on the right shows some of the steps which are required to **insert a new row**.

Use the following words to complete the **four steps** below to insert a new row.

**Rows Above, row 4, Table, Insert**

i) First you must select _____________________.   [2 marks]

ii) From the Menu bar click on the _____________________ menu.   [2 marks]

iii) From the list move the mouse over the ________________ option.   [2 marks]

iv) Lastly select the option __________________________.   [2 marks]

3. This question is about Spreadsheets.

a) The picture below shows the part of the spreadsheet that is used to **move through worksheets**. Some of the buttons have been numbered.

   i) How **many worksheets** are in the workbook? _________________   [2 marks]

   ii) Write down the **name** of one of the worksheets. _________________   [2 marks]
iii) Write down the **name** of the active worksheet. ___________________ [2 marks]

iv) Write down the **number of the button** that is used to go to:
- The **last** worksheet __________________________ [2 marks]
- The **first** worksheet __________________________ [2 marks]
- The **next** worksheet __________________________ [2 marks]
- The **previous** worksheet __________________________ [2 marks]

b) After finishing his work, John pressed on the Print icon and the following window appeared.

![Print Window](image)

i) What is the name of the Printer?

ii) John wants to print only part of his worksheet: the part that he highlighted. Which button must he press on in the **Print what** section?

iii) He would like to print 5 copies of the same worksheet. Which section must John change?

iv) Since the worksheet contains a lot of data and occupies a number of pages, John would like to print only the pages between page 3 and page 6. What must he do?

v) Before printing, John would like to see how the printout will look. Which button must he click on?

[5 marks]
c) In his worksheet, John would like to use a logical function that will compare the value of cell D5 and the value of cell D7 and output Greater (if D5 is Greater than D7) and Smaller (if D5 is Less than D7). Tick (√) the correct answer.

John uses the function

```
if D5 greater than D7 output Greater
= if(D5>D7,"Greater","Smaller")
= logic function Greater Smaller
D5 Greater and D7 Smaller
```

[2 marks]

4. This question is about PowerPoint Presentations.

a) Look carefully at the images below and draw the button you would press to:

- i) Group a number of objects together
- ii) Apply a shadow to a name
- iii) Draw the shape of a cloud
- iv) Change the font
- v) Insert a text box

[5 marks]

b) The picture on the right is used to set the slide transition.

- i) Write down the type of slide transition that I have selected. ______________________________
- ii) Would the slide transition be **quick** or would it take a **long** time? ______________________________
- iii) After how long will the transition from one slide to the other take place? ___________________
- iv) If I want this transition to be used in all the slides, which button should I click? ____________

[8 marks]
c) Look at Jimmy the robot and use the following words to answer the questions. Note that a word can be used more than once and a question may use more than one word.

<table>
<thead>
<tr>
<th>line</th>
<th>oval</th>
<th>arrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift</td>
<td>circle</td>
<td>colour</td>
</tr>
<tr>
<td>rectangle</td>
<td>text box</td>
<td></td>
</tr>
</tbody>
</table>

i) Which tools were used to draw Jimmy?

____________________________________________
____________________________________________

ii) To draw the eyes in a perfect circle I used the circle tool and the ________________ keyboard key.

iii) I would like to write his name. Which tool should I use? __________________

[6 marks]

d) The picture on the right is used to set the Custom Animations on Jimmy.

i) How many animations have been set?

____________

ii) Which is the current object selected? _______________

iii) Which animation is currently set for the selected animation? ________________

[6 marks]

5. This question is about Information and Communication.

a) The structure of a web address is made up of 3 parts. Look carefully at the following address:

http://www.skola.edu.mt/courses/ecdl.html

Write which part is:

i) the Service Protocol

____________________________________________

ii) the Folder & File Name

____________________________________________

iii) the Domain name

____________________________________________

[3 marks]
b) Mark the following T (True) or F (False).

i) An e-mail address is made up of three parts: the username, the password and the domain name.

ii) Sending a blind copy to someone is illegal.

iii) Viruses may be received through e-mails.

iv) Receiving an email with an infected file attachment does not infect your computer. You need to open the file for your system to be infected.

v) A digital signature is the same as a Digital Certificate.

[5 marks]

c) Look at the following window and answer the following questions:

i) How many people will receive this e-mail? _____________________________

ii) Who will receive a Blind Carbon Copy? _________________________________

iii) Who are the primary recipients of this e-mail? _________________________

iv) What is the title of this e-mail? ______________________________________

v) If I want to send an attachment with this e-mail, which icon should I use? Draw the icon.

[5 marks]
d) Match each phrase with its definition, by writing the correct letter in the corresponding space.

| A | attachment          | a set of guidelines intended to promote effective, efficient and responsible communication between all email users. |
| B | digital signature   | a way of sending electronic messages through the systems and networks that make up the Internet. |
| C | bookmark            | a computer file which is sent along with an e-mail message. |
| D | netiquette          | often direct you to enter details in a fake website whose look and feel are almost identical to the legitimate one. |
| E | spam                | enables you to store the URLs of Web pages that you frequently visit. |
| F | phishing messages   | a way to ensure that an electronic document (email, spreadsheet, text file, etc.) is authentic (not to be confused with a digital certificate). |
| G | email               | an e-mail advert of some product or service sent to a mailing list. |

[7 marks]