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

   a) Complete the following sentences by choosing the correct word from the ones in brackets.

   i. Sometimes, you may need to search for a file or ____________ (paper, pocket file, folder) stored in a computer’s disk, but you can only remember part of its name.

   ii. To carry out this search, type the part of the name you remember and then type characters like _____ ($, !, ?) and _____ (*, %, $) for the parts you do not remember.

   iii. These are known as _______________ (substitute, wildcard, symbolic) characters.

   iv. For example, when you type ____________ (wor*, wor?, wor$), you will be searching for files with titles like "words", "worrying" and ____________ ("work", "war", "wire").

   v. When typing ____________ (*.txt, *.ppt, *.doc) to search for a filename, you will be searching for MS Word document files.

   vi. When searching for files with names like “menu1.doc”, “menu2.jpg” and “menu3.zip”, you must type ____________ (menu?..??, filename?, menu?).

   vii. You can also search for files using their ____________ (size, colour, shape) and ____________ (date modified, web address, hyperlink) properties.

   (10 marks)
b) John wants to know the properties of the computer he is using. Describe how he can do this.

(4 marks)

c) The picture below shows the basic information of two computer systems. Fill in the empty boxes with the words provided to correctly label the different sections.

<table>
<thead>
<tr>
<th>Processor Type</th>
<th>Random Access Memory</th>
<th>Operating System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>i. __________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. __________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii. __________________</td>
<td></td>
</tr>
</tbody>
</table>

(6 marks)
d) Tick ✓ to show whether the following statements are true or false:

<table>
<thead>
<tr>
<th>Statement</th>
<th>True</th>
<th>False</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Microsoft PowerPoint is an application program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. Folders and sub-folders should be given a meaningful name.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Files created in a folder are called sub-folders.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv. The Recycle Bin folder contains archived files.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v. One way of deleting a program is by deleting its shortcut icon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vi. Hard disks and USB Flash drives are storage devices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>vii. A computer virus can be removed by using the Control Panel.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>viii. Files deleted from a Pen drive are found in the Recycle Bin.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ix. One advantage of online storage is the sharing of files.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>x. Files ending with “.jpg”, “.gif”, “.png” are sound files.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(10 marks)

2. This question is about Microsoft Word.

a) The buttons shown in the table below are used in Tabulation.

Choose the description of each button from the list below and write it in the Action column.

- To centre text along the tab stop.
- To align text to the left of the tab stop.
- To align the decimal point along the tab stop.
- To align text to the right of the tab stop.

<table>
<thead>
<tr>
<th>Button in Word 2003</th>
<th>Button in Word 2010</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(4 marks)
b) Jude finished typing a paragraph of her History report and would like to format it as follows:

i. the text **justified**

ii. a **10 pt** spacing **after** each paragraph

iii. a **6 pt** spacing **before** each paragraph

iv. a **1.5 lines** spacing between each line

v. the **first line** of each paragraph indented by **1.27 cm**

vi. **no** indentation from the **left** or **right** margins.

Fill in **only ONE** of the two pictures **BELOW** to show how the above formatting is done.

**MS Word 2003**

**MS Word 2010**
c) Shanice invites her daughter’s friends to a party.

She uses a word-processor to create a personalised invitation.

She types the list of names and their addresses in a table and saves them in a separate file.

Complete the following sentences by choosing the correct word from the ones in brackets.

i. Shanice types the ________________ (name, address, invitation) and saves it as the main document.

ii. She starts the ________________ (Labels, Mail-merge, Letters) wizard.

iii. She browses for the ________________ (template, data source, merged document) containing the list of names and addresses.

iv. She inserts the fields like FirstName and ________________ (DataOfBirth, LastName, Telephone) in their place.

v. Shanice prints the invitations by merging to ________________ (printer, merged document, merged letters).

(5 marks)

d) List two benefits of using mail-merge.

1. __________________________________________________________________________

2. __________________________________________________________________________

(4 marks)

e) Describe two examples how mail-merge can be used in a school.

1. __________________________________________________________________________

2. __________________________________________________________________________

(4 marks)
3. This question is about using Microsoft PowerPoint.

a) Use the following words to label correctly the charts below:

<table>
<thead>
<tr>
<th>Pie chart</th>
<th>Column chart</th>
<th>Bar chart</th>
<th>Line chart</th>
</tr>
</thead>
</table>

i. ____________________    ii. ____________________

iii. ____________________    iv. ____________________  (4 marks)

b) Look carefully at the picture below:

Choose the correct answer from the brackets and underline it.

i. The picture is showing (a data, an organisational, an office) chart.

ii. Kevin Abela is (a Co-Worker, a Subordinate, the Assistant) of Ken Gatt.

iii. Moira Psaila is (a Co-Worker, a Subordinate, the Assistant) of Peter Agius.

iv. Lara Hili is (a Co-Worker, a Subordinate, the Assistant) of Kevin Abela.  (4 marks)
c) Isabel would like to print her presentation. She can do it either from her PC using MS PowerPoint 2003 or from her laptop using MS PowerPoint 2010.

Choose only ONE method, using either the **2003** version or the **2010** version. (7 marks)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| i. | What is the name of the printer she is printing to?  
|   | __________________________ |
| ii. | What type of printout will Isabel print?  
|   | __________________________ |
| iii. | How many copies will Isabel print?  
|   | __________________________ |
| iv. | How many slides will be printed on each page?  
|   | __________________________ |
| v. | Which slides will be printed?  
|   | __________________________ |
| vi. | If Isabel wants to print slide 1 and the slides from 7 to 10, where must she click?  
|   | Mark with a cross (\(\times\)) on the picture below.  
|   |   |
| vii. | Write on the picture on the right to show what should be typed to print slide 1 and slides from 7 to 10.  
|   |   |
i. What is the name of the printer she is printing to? __________________________

ii. What type of printout will Isabel print? ________________________________

iii. How many copies will Isabel print? ________________________________

iv. How many slides will be printed on each page? ________________________________

v. Which slides will be printed? ________________________________

vi. If Isabel wants to print slide 1 and the slides from 7 to 10, where must she click? Mark with a cross (X) on the picture above.

vii. Write on the picture above to show what should be typed to print slide 1 and slides from 7 to 10.
4. This question is about Information and Communication.

a) Label the following picture of an online form with the words provided below:

<table>
<thead>
<tr>
<th>Button</th>
<th>Hyperlink</th>
<th>Check Box</th>
<th>Drop-Down Menu</th>
<th>Text Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(5 marks)

b) Write two examples of search engines:

i. ___________________________

ii. ___________________________

(2 marks)

c) Describe what a search engine is.

_____________________________________________________________________

_____________________________________________________________________

(2 marks)
d) Write two examples of internet browsers:
   i. __________________________
   ii. __________________________

(2 marks)

e) The term URL stands for ______________ ______________ ______________

(2 marks)

f) Underline the correct example of a URL from the following:
   A) kevin.borg@skola.mt    B) http://bp.com    C) brb://www.jig.org

(1 mark)

g) Underline the correct meaning of the following terms:

i. SMS:  A) Short Message System
         B) Short Message Service
         C) Shopping Mall System

ii. IM:  A) Instant Messaging
         B) Internet Message
         C) Intranet Meeting

iii. VoIP: A) Video over Internet Point
          B) Voice over Internet Protocol
          C) Voice on Internet Post

(3 marks)
h) Write an example of how SMS can be used:

_________________________________________________________________

_________________________________________________________________

(2 marks)

i) Write one benefit of VoIP:

_________________________________________________________________

_________________________________________________________________

(2 marks)

j) Write one benefit of IM:

_________________________________________________________________

_________________________________________________________________

(2 marks)

k) One example of an online community is an Internet forum where people help each other by posting text on a website. Write another example of an online community:

_________________________________________________________________

(1 mark)

5. This question is about using email.

a) Underline the correct answer.

i. The button used to send an email with high priority (high importance) is:

A) [Image]  B) [Image]  C) [Image]

ii. An advantage of sending an email with high priority is that:

A) The one receiving it will read it before other mail
B) It will be delivered faster than emails with normal priority
C) You will get a faster reply

(2 marks)
b) Petra would like to search for an email in her inbox. She knows the following:

i. the email is from kevinborg@ilearn.edu.mt,

ii. the subject of the email contains the text “shipping”.

Fill in ONE of the pictures BELOW to indicate how Petra can do it.

(4 marks)