FORM 4  Information and Communication Technology

Name: ___________________________  Class: ____________

Answer ALL questions.

1. Write the correct **port name** next to each diagram:

<table>
<thead>
<tr>
<th>USB port</th>
<th>Serial port</th>
<th>FireWire port</th>
<th>Network port</th>
<th>Parallel port</th>
</tr>
</thead>
</table>
   ![diagram](USB_port.png) | ![diagram](Serial_port.png) | ![diagram](FireWire_port.png) | ![diagram](Network_port.png) | ![diagram](Parallel_port.png) |

   [5 marks]

2. Match each term with its definition.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A   Voice recognition software</td>
<td>is used primarily by individuals with partial visual impairment.</td>
</tr>
<tr>
<td>B   Screen magnifier</td>
<td>a program that reads the contents of a computer screen aloud to a user.</td>
</tr>
<tr>
<td>C   On-screen keyboard</td>
<td>a program used to convert spoken words to text.</td>
</tr>
<tr>
<td>D   Screen reader</td>
<td>allows people with mobility impairments to type data by using a pointing device or joystick.</td>
</tr>
</tbody>
</table>

   [4 marks]
3. Use the following words to fill in the blanks:

<table>
<thead>
<tr>
<th>broadband</th>
<th>firewalls</th>
<th>phone line</th>
<th>always-on</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>hacker</td>
<td>wireless</td>
<td>fast</td>
<td>permanent</td>
<td>flat-rate</td>
</tr>
</tbody>
</table>

Broadband connection is a connection that enables ________________ data transfer rates between computers connected to ________________. A broadband connection is a ________________ ‘always-on’ connection to Internet. Being an ________________ connection makes computers more prone to intruder or ________________ attacks. ________________ are installed to prevent such attacks. Typically a user pays a ________________ monthly fee when subscribing to a ________________ connection.

Broadband connections are available through a ________________ (ADSL), a mobile phone, cable, satellite and ________________ networks.

[10 marks]

4. a) Write down the meaning of the following acronyms:

i. IM ____________________________

ii. VoIP ____________________________

iii. RSS ____________________________

[3 marks]

b) Describe briefly each of the following terms:

i. Blog

______________________________

______________________________

ii. Podcast

______________________________

______________________________

[4 marks]
5. Write **True** or **False** next to the following statements:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>True or False</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>An online (virtual) community is a group of people that meet together at a common place (for example in a club) to discuss the Internet.</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>Many individuals use social networking websites to keep in touch with their friends and seek ‘old’ friends.</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Facebook and Hi5 are both examples of an Internet Forum.</td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>An Internet forum is also called a message board, discussion group, bulletin board or web forum.</td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>An Internet Forum is a virtual space on Internet where individuals discuss topics in real time.</td>
<td></td>
</tr>
<tr>
<td>vi.</td>
<td>After meeting in a chat room, it is often suggested to meet in person to get to know each other better.</td>
<td></td>
</tr>
<tr>
<td>vii.</td>
<td>Online computer games refer to any type of game that someone can play through the Internet or over a computer network.</td>
<td></td>
</tr>
<tr>
<td>viii.</td>
<td>It is illegal for parents to install software on computers to monitor the sites visited by children and teenagers.</td>
<td></td>
</tr>
<tr>
<td>ix.</td>
<td>Computers should be placed in children’s bedrooms so that they can do their homework better.</td>
<td></td>
</tr>
<tr>
<td>x.</td>
<td>Before a prospective member joins an Internet forum and makes posts to others, s/he is usually required to register.</td>
<td></td>
</tr>
</tbody>
</table>

[10 marks]

6. Tick (✓) the correct answer for each question.

i. The term **ergonomics** refers to:
   - a. The study of the physical relationships between human and computers. [x]
   - b. The study of Computer Studies. [☐]
   - c. The study of Computing and Economics. [☐]

ii. When sitting down in front of a computer, your eyes should be level with the ____________ of the monitor.
   - a. Centre [☐]
   - b. Top [☐]
   - c. Bottom [☐]

iii. **Eyestrain and headaches** usually arise because of improper lighting, screen glare and prolonged periods in front of a computer screen. To minimise eyestrain and headaches:
   - a. Take frequent breaks, say a 20-minute break every 90 minutes. [☐]
   - b. Take frequent breaks, say a 10-minute break every 90 minutes. [☐]
   - c. Take frequent breaks, say a 10-minute break every 45 minutes. [☐]
iv. **RSI stands for**
   a. Relevant Sustainable Injury. ☐
   b. Repetitive Strain Injury. ☐
   c. Recall Sensitive Injury. ☐

v. **What is copyright?**
   a. The right of the consumer to freely copy commercial software. ☐
   b. A good password policy. ☐
   c. A term that covers the right of the manufacturer of software, music, books etc. ☐
   [5 marks]

7. Define the following terms:
   i. **Shareware:**
      __________________________________________________________
   [5 marks]
   ii. **Freeware:**
       __________________________________________________________
   [5 marks]
   iii. **Open source:**
       __________________________________________________________
   [5 marks]
   iv. **Software piracy:**
       __________________________________________________________
   [5 marks]

8. The picture below shows a section of the **Mailings ribbon**. Next to the sentences in the table below, write the corresponding name or draw the appropriate button.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   i. This button controls the mail merge process and is used to perform a mail merge to a printer.
   [5 marks]
   ii. This button allows you to load the data or create the data file.
   [5 marks]
   iii. It is suggested that you click this button before you finish the mail merge to make sure that your merged document is ok.
   [5 marks]
   iv. This button moves you to the first record of the data file.
   [5 marks]
   v. This button is used to add a merged field.
9. Give a practical situation where **Mail Merge** could be used in a school.

[5 marks]

10. Look at the following chart and write **True** or **False** next to the statements below:

![Graph: Flying Ltd. Sales]

<table>
<thead>
<tr>
<th></th>
<th>True or False</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Location is the <strong>Y-axis title</strong>.</td>
<td></td>
</tr>
<tr>
<td>ii. Nadur, Victoria, Xlendi, etc are the <strong>Category of the X-axis</strong>.</td>
<td></td>
</tr>
<tr>
<td>iii. Spring, Summer and Autumn are part of the <strong>Legend</strong>.</td>
<td></td>
</tr>
<tr>
<td>iv. Flying Ltd. Sales is the <strong>chart title</strong>.</td>
<td></td>
</tr>
<tr>
<td>v. 0, 50, 100, etc. are the <strong>Y-axis title</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

[5 marks]
11. Write the name of each chart in the table below.

<table>
<thead>
<tr>
<th>i.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ii.</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td></td>
</tr>
</tbody>
</table>

[5 marks]

12. This question is about **Inserting Graphical Objects in Master Slides**. Fill in the blanks with the given words.

<table>
<thead>
<tr>
<th>layout</th>
<th>change</th>
<th>positioning</th>
<th>all</th>
<th>top</th>
</tr>
</thead>
<tbody>
<tr>
<td>logo</td>
<td>italicising</td>
<td>master</td>
<td>every</td>
<td>background</td>
</tr>
</tbody>
</table>

A slide ________________ is the ________________ slide in a hierarchy of slides that stores information about the theme and slide ________________ of a presentation, including the ________________, colour, fonts, effects, placeholder sizes and their ________________. The slide master enables you to add background items that you want to appear on ________________ slide in a presentation. If you make a ________________ to the slide master (e.g. choosing a special font for the text, ________________ the slide title or changing the bullet styles), the change affects ________________ slides in your presentation that follow the master. You can also add a ________________ or page number to a slide.

[10 marks]
13. Draw the icon that you would click on to create a **Pie chart** and an **Organisational chart** in Microsoft PowerPoint.

<table>
<thead>
<tr>
<th>Pie chart</th>
<th>Organisational chart</th>
</tr>
</thead>
</table>

[4 marks]

14. Put in order the following steps for **changing the Chart type**. The first step is done for you.

- Click OK button.
- In the Type group, click **Change Chart Type**. The Change Chart Type dialog box is displayed.
- Select the type of chart to use e.g. **Pie**.
- Click the chart in the slide.
- Click the chart sub-type.
- Click the **Design** tab, under Chart Tools.

[5 marks]

15. Consider the following ribbon section and answer the questions below.

a) This picture below (Fig 15.1) is part of the ____________________________ ribbon.

[1 mark]

b) Draw lines to show which part of the chart (Fig 15.2) is linked to each Tool button in the ribbon.

Fig. 15.1

Fig. 15.2

[4 marks]
16. In order to create an Organisational Chart, Kevin clicked on the SmartArt Graphics icon and the menu in Fig. 16.1 was displayed. Which type of chart must Kevin select to be able to create his Organisational Chart? ________________________________

[2 marks]

Fig. 16.1

17. Mary would like to print part of her presentation. She clicked the print option from the menu and Fig 17.1 was displayed. She would like to print slides 3, 7, 8, 9, 10 and 15.

i. In which section should she write the slide numbers? ______________________

ii. How should she write the slide numbers she wants to print, without writing all the page numbers? ________________________________

iii. She would like to print 3 slides in each page. Which section should she click on in order to select this option? __________________

iv. Mary would like to change the printer type. Which section should she click on? __________________

v. She would also like to print 3 copies of the mentioned slides. Which section should she use to accomplish this task? __________________

[5 marks]

Fig. 17.1
Cross out the picture of the tool button. Data Table in Fig 15.1