

Annual Examinations for Secondary Schools 2018

YEAR 7 Information and Communication Technology Marking Scheme

Question	Answer	Remarks	Marks
1.	a) a password b) restart c) log off d) shut down	1 mark each	4

2.	1 mark each	4
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3.	1 mark each	6
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a) Folder

b) Recycle Bin

c) Shortcut

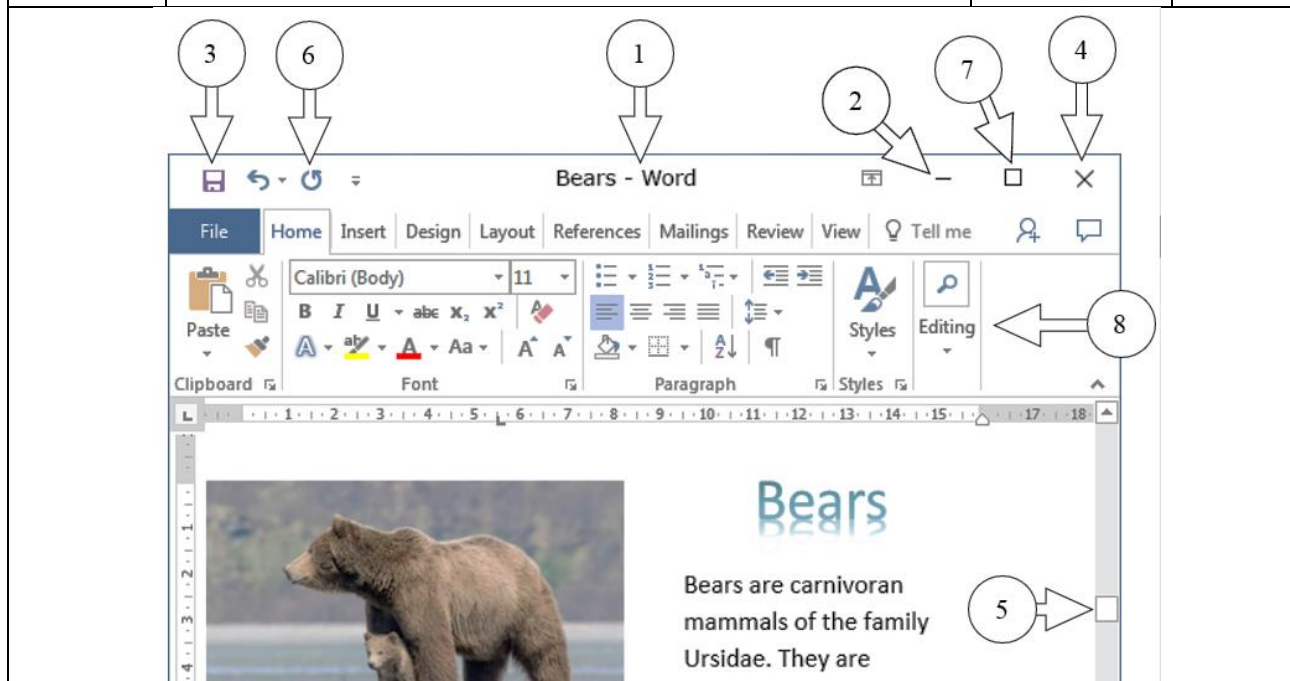


d) Printer



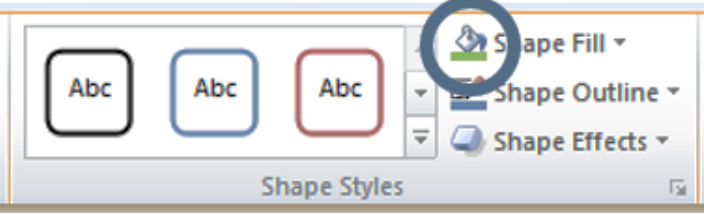
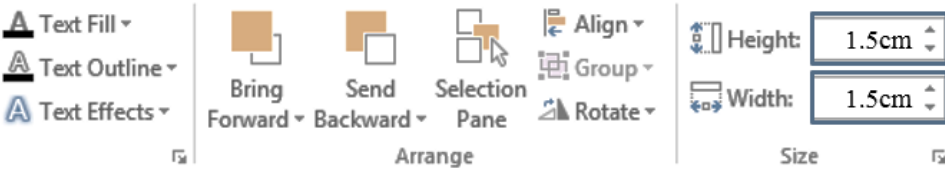
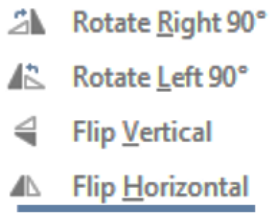
e) File

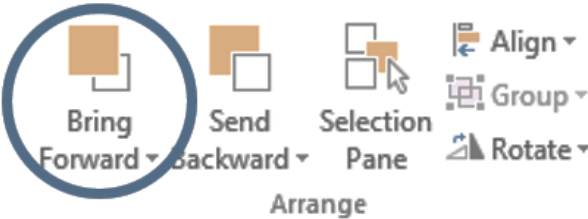
f) Drive

Question	Answer	Remarks	Marks
4.	<p>a) Mammals</p> <p>b) Accept three or four</p> <p>c) Two</p> <p>d) C:\Animals\Nature.pptx</p> <p>e) i) Large Icons ii) Sub-folders iii) Details</p> <p>f) Right click the folder named Birds. Select Rename from the drop-down menu. Type Ornithology and press Enter.</p> <p>g) Select the Bear.jpg file. Right click and choose Cut. Select the Mammals folder. Right click and choose Paste</p>	<p>C:\Animals give 2 marks</p> <p>Accept any valid answer</p> <p>Accept any valid answer</p>	<p>1</p> <p>1</p> <p>1</p> <p>3</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>2</p>
5.		1 mark each	8



Question	Answer	Remarks	Marks
6.	a) i) Ctrl + C ii) Ctrl + V iii) Ctrl + X iv) Shift v) Capslock vi) Print Screen, Paste b) The Backspace key is used to erase characters to the left of the cursor. The Delete key is used to erase characters at cursor position.	1 mark each Accept any valid answer	7 2
7.	a) Two Content b) Title Slide c) Blank d) Title Only e) Section Header f) Title and Content g) Picture with Caption h) Comparison	1 mark each	8
8.	a) short b) slides c) bullets d) background e) colour	1 mark each	5
9.	a) 2 b) 6 c) 4 d) 9 e) 8 f) 10 g) 5 h) 1 i) 3 j) 11	1 mark each	10

Question	Answer	Remarks	Marks
10.	a) 5 b) 40% c) i) 3 ii) 6 iii) 2 iv) 5 d) Drag slide 2 after slide 3 OR Cut slide 2 and paste it between slide 3 and 4.	1 mark each	7
11 a)	 (freeform)		1
11 b)			1
11 c)			1
11 d)			2
11 e)			1
11 f)	Group		1

Question	Answer	Remarks	Marks
11 g)			1
11 h)	Copy and Paste		1
12	a) i) 7 ii) 9 iii) 8 iv) 10 v) 11	1 mark each	5
12	b) Button 5 can be used to change any data shown on the pie chart, both numbers and names. For example Change Raccoon value from 10 to 15.	Accept any valid answer	2
13	a) Slide Sorter		1
	b) Transition is applied to a slide, while an animation is applied to an item on the slide such as an image or text box	Accept any valid answer	2
	c) Morph, Fade, Push or any other valid transition effect	1 mark for each correct	2
	d) 4 e) 6 f) 7 g) 1 h) 3	1 mark each	5