

Annual Examinations for Secondary Schools 2018

Year 10 Information and Communication Technology

Student's Sheet

Task 1 – PowerPoint

1. Select **slide 2** and apply the transition **Wind**.
2. In **slide 3**, the **picture** of the birds appears in **front of two blue arrows**. Format the picture to appear **behind the blue arrows**.
3. In **slide 4**, change the **fill colour** of the yellow rectangle to **blue**.
4. In **slide 5**, **rotate** the picture **clockwise by 90⁰** (Rotate Right 90⁰).
5. **Save** your modified presentation in the working folder and name it “**A Parrot for life.pptx**”.

(10 marks)

Task 2 – Word Processing

1. Select the title *‘Sicily’s hidden gems: The town between the dragon’s teeth’* and change the **font size to 18**.
2. **Justify** all the text in the document.
3. Insert the *text ‘Visit Sicily 2018’* as **header**.
4. **Apply single line spacing (1.0)** to the first paragraph starting *‘Caltabellotta...’* and ending *‘...rock formations.’*
5. Insert the image **town.jpg** at the end of the document just below the caption ‘Town of Caltabellotta’.

(10 marks)

Task 3 – Publisher

1. **Delete** the image of the cat.
2. Add a “**Metal Frame**” picture style to the image of the man in the green bookmark.
3. **Insert** the image “*Square_face.jpg*”.
4. **Resize** the Square_face image to 1.25inches by 1.28inches and move it to the top of the red bookmark.
5. Add a **text box** in the red bookmark and write the name “Bill Gates”.

(10 marks)