

**Annual Examinations for Middle Schools 2019**

**YEAR 8**

**ICT**

**TIME: 1h 30min**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

**Answer all questions.**

1. Many people nowadays make use of several online services available through the Internet.

**Use the terms below to label the following actions:**

E-Banking	E-Commerce	E-Government
i. Paying the vehicle licence using the portal www.gov.mt		
ii. Buying a board game from a popular website.		
iii. Transferring money between your accounts.		
iv. Applying for an income tax refund.		
v. Selling books and other items on E-Bay.		
vi. Checking your savings account balance.		

[6 marks]

2. Many companies and organizations make use of office productivity applications. **Using the applications listed below, which application is best suited for the following actions:**

Word Processor	E-Mail	Spreadsheet	Presentation	Database
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i. Send an attachment to all the staff:	
ii. Prepare some slides to be displayed during a staff meeting:	
iii. Prepare electronic invoices:	
iv. Keep personal information of all your staff members:	
v. Create a personalized document using mail-merge:	

[5 marks]

3. This question is about the basic information of a computer system.

**Complete the following exercise:**


View basic information about your computer

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Windows edition

Windows 10 Education

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System

Processor: Intel(R) Core(TM) i5-5200U CPU @ 2.20GHz 2.20 GHz

Installed memory (RAM): 4.00 GB (3.88 GB usable)

System type: 64-bit Operating System, x64-based processor

i. The **operating system** installed in this computer is:

ii. The speed of the CPU is:

iii. How much **installed memory** does this computer have?









iv. To display the information shown above we can use the shortcut key combination:

v. To capture the **active window** shown above we can use the shortcut key combination:

[5 marks]

4. This question is about **desktop configuration**.

**Fill in the blanks** using the terms below:

 Display	 Programs and Features	 Date and Time	 Sound
 System	 Personalization	 > Control Panel	 Language

i. To adjust most of your computer settings, you have to enter the \_\_\_\_\_ and then click on the required option.

- ii. To add new programs or remove unwanted programs you have to click on the \_\_\_\_\_ option.
- iii. The \_\_\_\_\_ option is used to change background settings or apply a different theme.
- iv. To adjust volume settings use the \_\_\_\_\_ option.
- v. To change the time-zone use the \_\_\_\_\_ option.
- vi. To add a new keyboard language use the \_\_\_\_\_ option.
- vii. To check how much RAM is installed in your computer use the \_\_\_\_\_ option.
- viii. To adjust the resolution use the \_\_\_\_\_ option.

[8 marks]

5. Underline the **correct statement** for each of the following:
- a) What should be done when ready from using a pen drive?
    - i. Pull out the pen drive straight away.
    - ii. Disconnect the pen drive using the appropriate routine.
    - iii. Restart the computer.
  
  - b) Which of these can be used to capture a full screen?
    - i. PrtSc
    - ii. Insert
    - iii. F12

- c) Which key combinations are used to shut down a non-responding application?
  - i. Ctrl+X
  - ii. Ctrl + Alt + Delete
  - iii. Ctrl+S
  
- d) Which key is used to select a number of non-adjacent files?
  - i. Shift
  - ii. Insert
  - iii. Ctrl
  
- e) Which button/instruction is used to bring files from the recycle bin back to their original location?
  - i. Restore
  - ii. Send to
  - iii. Transfer Back
  
- f) Which commands can be used to move files from one folder to another?
  - i. Copy & Paste
  - ii. Move & Paste
  - iii. Cut & Paste

(6 marks)

6. This question is about the **user's well-being** when using computers.

The use of computers for a long period of time can have a negative impact on our physical and mental health.

**List three (3) ways** to help ensure a user's well-being while using a computer:

- i. \_\_\_\_\_
  
- ii. \_\_\_\_\_
  
- iii. \_\_\_\_\_

(3 marks)

7. **This question is about common file types.**

Place the following files in their corresponding group.

Paris.pptx	Summer.mp3	Notes.docx	EULA.pdf
Invoices.xlsx	Random.exe	Clap.wav	Fiorentina.bmp
Clip.mpg	Xlendi.jpg	Musical.avi	Lectures.zip

WORD DOCUMENTS	SPREADSHEETS	PRESENTATIONS
PORTABLE DOCUMENT	IMAGES	AUDIO
VIDEO	COMPRESSED	EXECUTABLE

(12 marks)

8. This question is about giving **meaningful names** to folders:

You have a good number of photos which you took with your digital camera during your last holiday in Paris last year.

**Underline** the most meaningful folder to store these photos:



2018



Paris\_2018



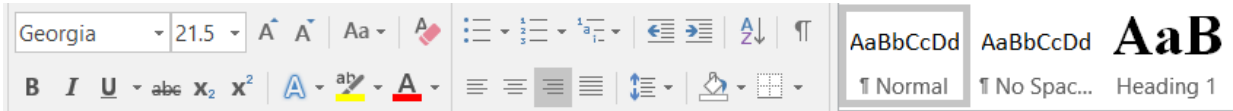
my holiday in  
paris 2018



par

(2 marks)

9. This question is about **Word Processing**.



The 2019 Copa América will be the **46th edition** of the Copa América, the quadrennial international men's football championship organized by South America's football ruling body *CONMEBOL*. It will be held in Brazil. The winner of the tournament will earn the right to compete for the 2021 FIFA Confederations Cup. Chile are the twice defending champions having won the last two editions of the tournament.

Originally, the 2019 Copa América was to be hosted by Chile, while Brazil was due to host the 2015 Copa América, due to CONMEBOL's rotation policy of tournaments being held in alphabetical order. However, due to the organization of the 2013 FIFA Confederations Cup, 2014 FIFA World Cup and the 2016 Summer Olympics in that country, Brazil decided against also hosting the 2015 Copa América. Brazil and Chile's Football Federations discussed the idea of swapping around the order of being hosts of the 2015 and 2019 championships. This agreement was approved by CONMEBOL in 2012.

The 2019 Copa America will be the final edition played on odd years. Starting in 2020, the tournament will be held in the same year as similar tournaments such as the UEFA European Championship.



**Use the picture shown above to complete the following questions:**

- i. The title 'Copa América 2019' is using the font: \_\_\_\_\_.
- ii. The font size for the same title is: \_\_\_\_\_.
- iii. The title is aligned \_\_\_\_\_.
- iv. The first, second and third paragraphs are using the \_\_\_\_\_ alignment.
- v. The words '46<sup>th</sup> edition' in paragraph 1, line 1 is formatted: \_\_\_\_\_.
- vi. The word 'CONMEBOL' in paragraph 1, line 2 is formatted: \_\_\_\_\_.
- vii. The words 'UEFA European Championship' in paragraph 3, line 2 is formatted: \_\_\_\_\_.

(7 marks)

10. The following **table** contains the participating teams.

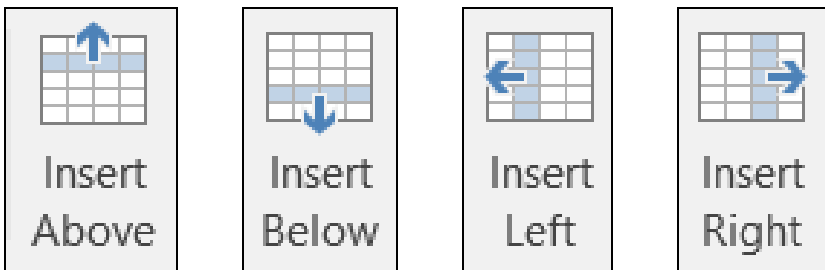
Argentina		Chile	Japan	Qatar
Brazil		Colombia	Paraguay	Uruguay
Bolivia		Ecuador	Peru	Venezuela

a. The table shown above has \_\_\_\_\_ **rows** and \_\_\_\_\_ **columns**.

(2 marks)

Another row needs to be added above the first row. Please note that the cursor stands just behind the word 'Argentina' in row 1.

b. **Underline** the button to create a **new row** above row 1.



(1 mark)

c. **Circle** the button which was used to create the table:



(1 mark)

d. A **page break** in the document needs to be deleted.

**Circle** the button which is used to **show/hide non-printing** formatting marks:



(1 mark)

- e. The two words that are automatically **hyphenated** in the paragraph shown below are:

\_\_\_\_\_ and \_\_\_\_\_.

(2 marks)

On 14 June 2018, CBF Vice President Fernando Sarney announced that five cities will host the tournament: Salvador, Rio de Janeiro, Sao Paulo, Belo Horizonte and Porto Alegre. The list of stadia was decided on 17 September 2018. The opening match will be held at the Estádio do Morumbi in Sao Paulo, the semi-finals will be held at the Arena do Gremio in Porto Alegre and Estádio Mineirão in Belo Horizonte, and the final will be held at the Estádio do Maracanã in Rio de Janeiro.

- f. **Circle** the button which needs to be used to insert the **copyright symbol** as shown below:

CONMEBOL © 2019



(1 mark)

- g. **Circle** the button which was used to create the fill effect in the table shown below:

Argentina	Chile	Japan	Qatar
Brazil	Colombia	Paraguay	Uruguay
Bolivia	Ecuador	Peru	Venezuela



(1 mark)







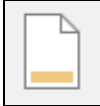

- h. **Underline** the button which was used to **widen** the black arrow shown below:



(1 mark)



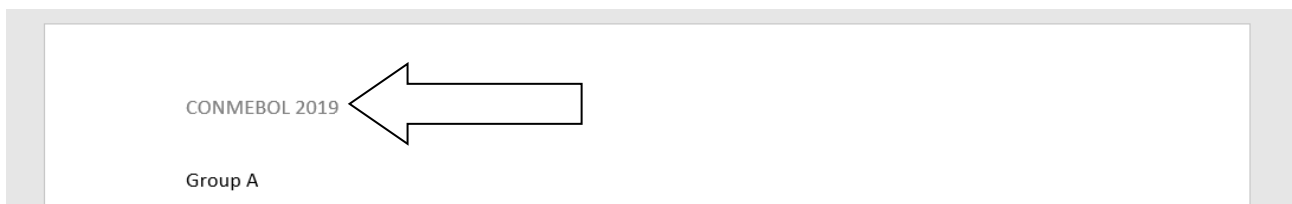
11. Label the following **important buttons** used in word processing:

(8 marks)

12. This question is about a special feature found in the '**Insert Menu**'.

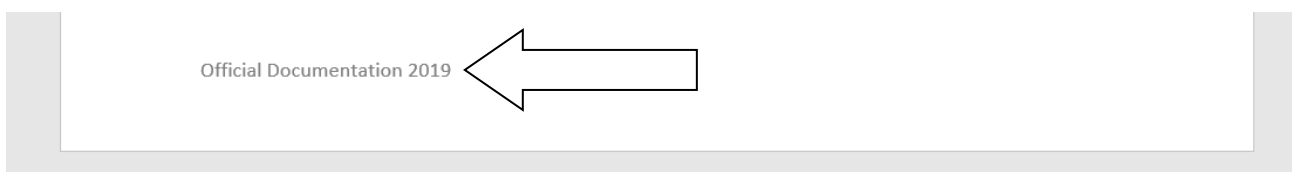
- i. Which button/feature was used to insert the text 'CONMEBOL 2019' in the **top section** of all the pages in the document:



Answer: \_\_\_\_\_.

(1 mark)

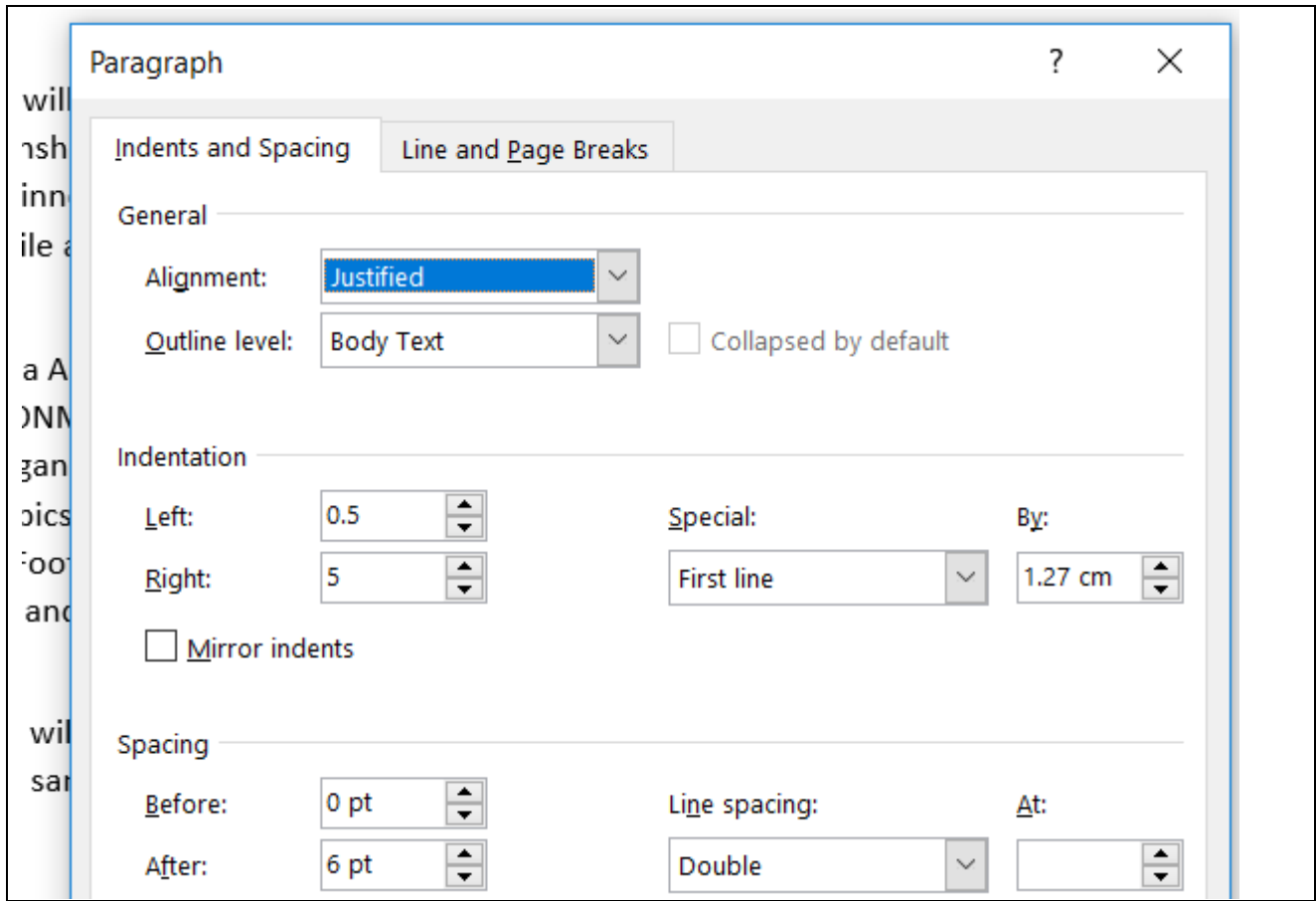
- ii. Which button/feature was used to insert the text 'Official Documentation 2019' in the **bottom section** of all the pages in the document:



Answer: \_\_\_\_\_.

(1 mark)

13. This question is about **paragraph formatting** and **tabulation**:



Using the image shown above, answer the following questions:

- i. The **left indentation** is set to \_\_\_\_\_, while the **right indentation** is set to \_\_\_\_\_.
- ii. The **line spacing** is set to \_\_\_\_\_.
- iii. Write the name of the **special indentation** which was used:  
\_\_\_\_\_.
- iv. The '**Before Spacing**' is set to \_\_\_\_\_ while the '**After Spacing**' is set to \_\_\_\_\_.
- v. From the image shown below **circle** where you need to click to open **the 'Paragraph Settings'** window shown above:



(7 marks)

14. With reference to the image below, answer the following questions:

Pos	Team	Points
1	Team A	0
2	Team B	0
3	Team C	0
4	Team D	0

i. The document shown above has \_\_\_\_\_ tab stops already set.

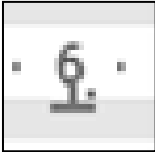
ii. The tab stop positions are set at \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

iii. The tab alignment for the first and second tab stop is



iv. \_\_\_\_\_.

v. The tab alignment for the third tab stop is \_\_\_\_\_.

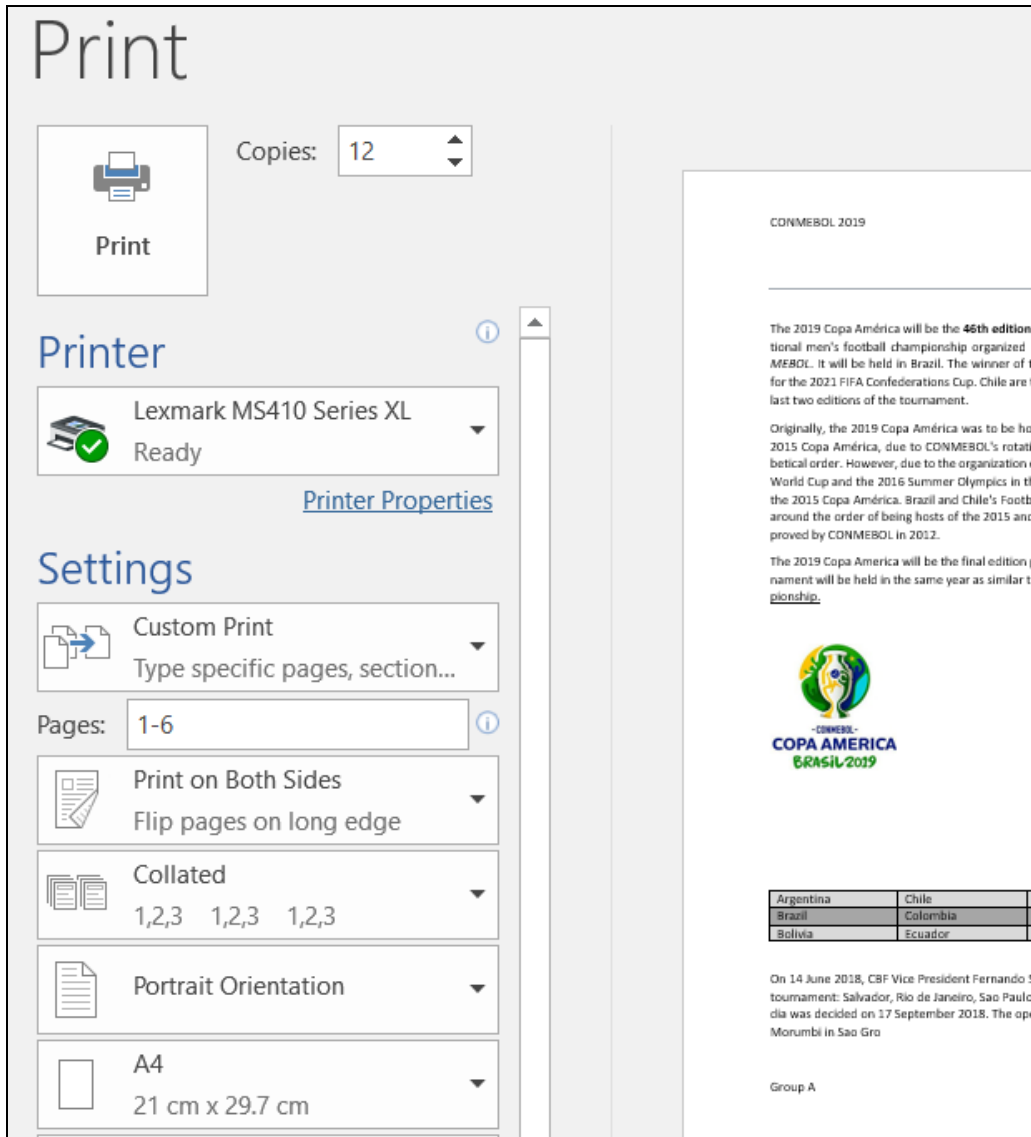


vi. To remove the selected tab, click the \_\_\_\_\_ button.

vii. To remove all the tabs created, click the \_\_\_\_\_ button.

(8 marks)

15. This question is about **printing**:



Using the image shown above, answer the following questions:

- i. What is the name of the printer being used? \_\_\_\_\_.
- ii. Is the printer being used the default printer? \_\_\_\_\_.
- iii. How many copies are being printed? \_\_\_\_\_.
- iv. Which pages are being printed? \_\_\_\_\_.
- v. What is the size of the paper being used? \_\_\_\_\_.
- vi. What is the orientation of the document being printed? \_\_\_\_\_.

(6 marks)

16. This question is about **Mail Merge**.

The 'Regulations Document' is going to be sent to all the participating teams of the Copa America 2019. A mail merge is going to be used to combine this document with the team's details.

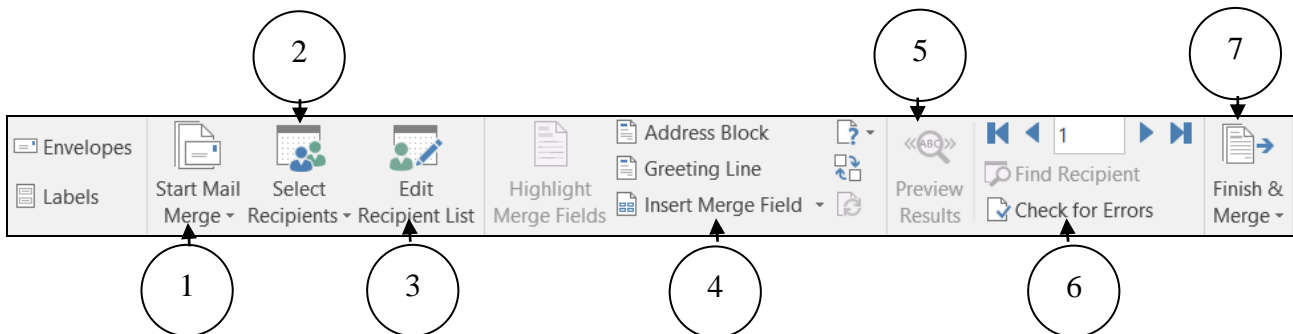
**Answer the following questions:**

i. Underline the tab which must be clicked to **start the mail merge**.



(1 mark)

Using the image below, answer the 4 questions that follow by writing the **correct number** next to the question:



ii. Which button is used to choose the list of teams?

iii. Which button is used to place the fields in the right place like:  
*Team Name, Team Address, Country etc.*

iv. Which button is used to check how the mail merge will look?

v. Which button is used to complete the mail merge?

(4 marks)