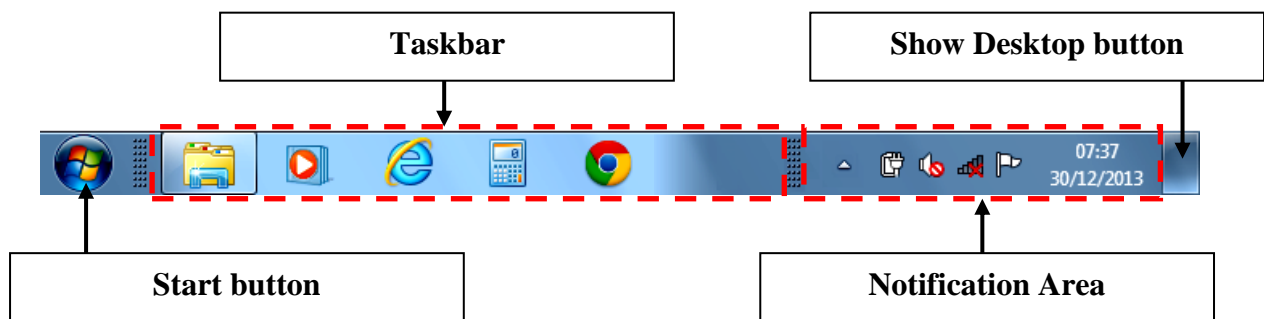


Annual Examinations for Secondary Schools 2014





FORM 1 Information and Communication Technology Marking Scheme

Question	Answer	Remarks	Marks
1.	a) To start your computer system you need to switch on both the system unit and the <u>monitor</u> . b) Once the log in screen appears you need to enter a username and a <u>password</u> . c) When you <u>log off</u> , all of the programs you were using are closed, but the computer is not turned off. d) You may need to <u>restart</u> your computer when new programs are installed or updated. e) You must <u>shut down</u> the computer to close all open programs and completely turn off your computer and display.	1 mark each	1 1 1 1

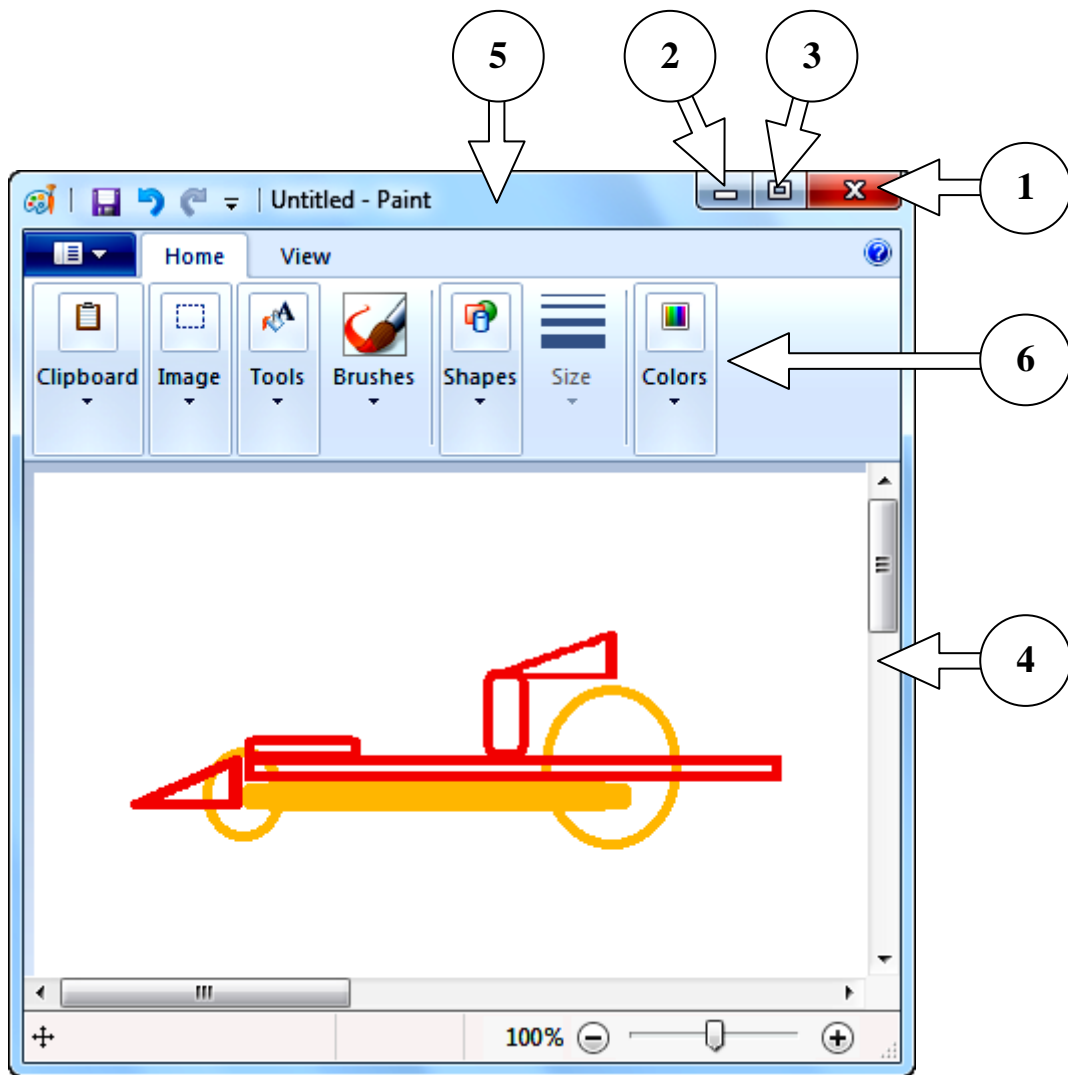
2.		1 mark each	4
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3.		1 mark each	4
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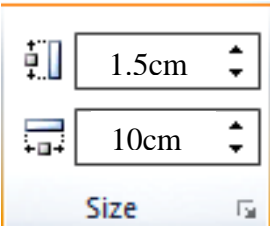
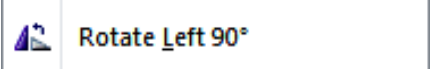


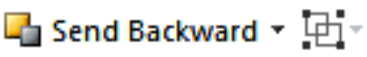
			
a) Folder	b) File	c) Recycle Bin	d) Shortcut

Question	Answer	Remarks	Marks
4.		1 mark each	6



5.	a) Tennis.pptx or Tennis	1 mark each	1
	b) Football		1
	c) 3 sub-folders		1
	d) Archery, Music, Intel		3
	e) Select Photos. Cut. Select Archery. Paste.		2
	f) The folder named Memories is in the folder named Home in drive OSDisk (C:)		Accept also drive C:

Question	Answer	Remarks	Marks
6 a)	<ul style="list-style-type: none"> i. Print Screen ii. CTRL + C iii. Windows + E iv. CTRL + V v. ALT + TAB 	1 mark each	1 1 1 1 1
6 b)	Accept any keyboard shortcut and correct description		2
7.	<ul style="list-style-type: none"> a) A presentation consists of a number of <u>slides</u>. b) It is good practice to use short <u>phrases</u> rather than long paragraphs. c) Chart, cliparts and <u>graphics</u> are often used to make a point more clear. d) Choose the <u>colour</u> schemes carefully and try to keep them consistent. e) When using lists, use <u>numbered</u> lists or bulleted lists. 	1 mark each	1 1 1 1 1
8.	<ul style="list-style-type: none"> a) Title Slide b) Title and Content c) Picture with Caption d) Title Only e) Blank 	1 mark each	1 1 1 1 1
9.	<ul style="list-style-type: none"> a) 10 b) 3 c) 2 d) 11 e) 6 f) 8 g) 9 h) 4 i) 1 j) 7 	1 mark each	1 1 1 1 1 1 1 1 1 1

Question	Answer	Remarks	Marks
10.	a) View Slide Show b) Zoom in		1 1
11 a)	i. 3 ii. 7 iii. 1 iv. 6 v. 9	1 mark each	5
11 b)	4 slides		1
11 c)	Cut slide 2. Paste it below slide 4. or Drag slide 2 below slide 4.		1
12 a)	i. pentagon ii. 		1 1
12 b)		1 mark each	2
12 c)			1
12 d)	<input checked="" type="radio"/> Picture or texture fill and <input checked="" type="radio"/> No line	1 mark each	2
12 e)	i.  ii. 		1 1
12 f)	i. groups ii. clipart iii. 		1 1 1

Question	Answer	Remarks	Marks												
13 a)	i. 6 ii. 7 iii. 9 iv. 10 v. 8 vi. 11	1 mark each	6												
13 b)	Click in button number 1 – Change Chart type		2												
13 c)	Click in button number 4, find the data 3 and correct it to 5.		2												
14 a)	organisation		1												
14 b)	<table border="1"> <thead> <tr> <th>Number on the chart</th> <th>Name of student</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Moira</td> </tr> <tr> <td>2</td> <td>Kevin</td> </tr> <tr> <td>3</td> <td>Alex</td> </tr> <tr> <td>4</td> <td>Jessica</td> </tr> <tr> <td>5</td> <td>Karen</td> </tr> </tbody> </table>	Number on the chart	Name of student	1	Moira	2	Kevin	3	Alex	4	Jessica	5	Karen	1 mark each. Alex, Jessica and Karen can occupy each other's places.	5
Number on the chart	Name of student														
1	Moira														
2	Kevin														
3	Alex														
4	Jessica														
5	Karen														
15 a)	Reveal, or Random Bars or any other correct transition effect.		1												
15 b)	Any correct animation effect.		1												
15 c)	Transition effect is applied to a slide, animation is applied to a picture/clipart/object in a slide.		2												
15 d)	i. 3 ii. 4 iii. 1	1 mark each	3												