






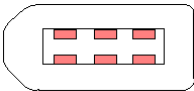

Annual Examinations for Secondary Schools 2014

FORM 4 Information and Communication Technology MARKING SCHEME

Answer ALL questions.

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

USB port	Serial port	FireWire port	Network port	Parallel port
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		Parallel port
		Network port
		Serial port
		FireWire port
		USB port

[5 marks]

2. Match each term with its definition.

	Term
A	Voice recognition software
B	Screen magnifier
C	On-screen keyboard
D	Screen reader

	Definition
B	is used primarily by individuals with partial visual impairment.
D	a program that reads the contents of a computer screen aloud to a user.
A	a program used to convert spoken words to text.
C	allows people with mobility impairments to type data by using a pointing device or joystick.

[4 marks]

3. Use the following words to fill in the blanks:

broadband	firewalls	phone line	always-on	Internet
hacker	wireless	fast	permanent	flat-rate

Broadband connection is a connection that enables fast data transfer rates between computers connected to Internet. A broadband connection is a permanent 'always-on' connection to Internet. Being an always-on connection makes computers more prone to intruder or hacker attacks. Firewalls are installed to prevent such attacks. Typically a user pays a flat-rate monthly fee when subscribing to a broadband connection.

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

[10 marks]

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

- i. IM Instant Messaging
- ii. VoIP Voice Over Internet Protocol
- iii. RSS Really Simple Syndication

[3 marks]

b) Describe briefly each of the following terms:

i. Blog

A blog short for web log is a type of website usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. The latest entry is always displayed at the top of the Web page. (accept similar valid answers)

ii. Podcast

A podcast is an audio or video file available on the Internet for you to listen to and/or watch. (accept similar valid answers)

[4 marks]

5. Write **True** or **False** next to the following statements:

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

[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.
- 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:

- Shareware: **is copyrighted software that is distributed free of charge but requires users to make a contribution in order to receive technical help, documentation or upgrades. (accept similar valid answers)**
-
- Freeware: **is software that is available free of charge. Although it is available for free, the author retains the copyright. (accept similar valid answers)**
-
- Open source: **is a method of software distribution where a programmer creates a program and makes it available for others to use without cost, as well as modify the source code and redistribute the modifications to the software user/developer community. (accept similar valid answers)**
-
- Software piracy: **is the unauthorised distribution and use of copyrighted computer programs. (accept similar valid answers)**

[8 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.



i.	This button controls the mail merge process and is used to perform a mail merge to a printer.	Finish & Merge
ii.	This button allows you to load the data or create the data file.	Select Recipients
iii.	It is suggested that you click this button before you finish the mail merge to make sure that your merged document is ok.	Preview Results
iv.	This button moves you to the first record of the data file.	
v.	This button is used to add a merged field.	Insert Merge Field

[5 marks]

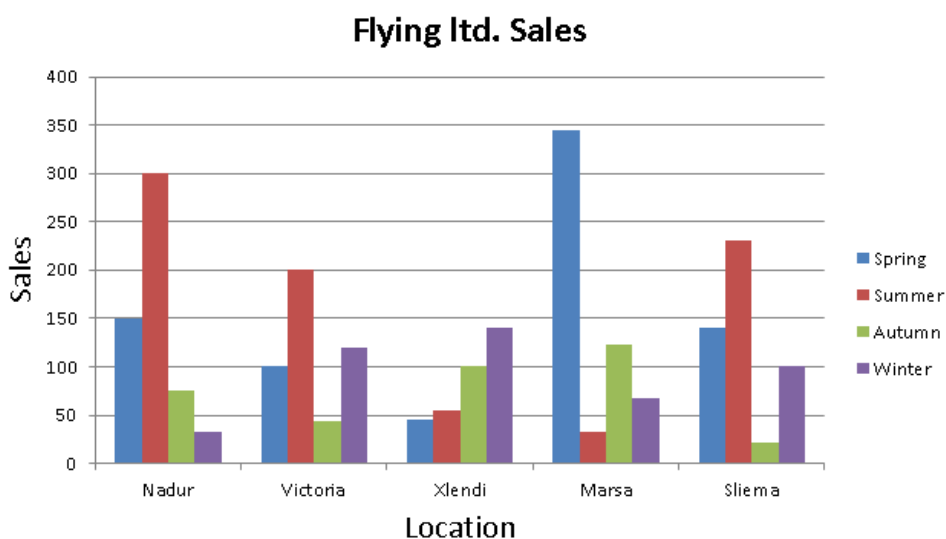
9. Give a practical situation where **Mail Merge** could be used in a school.
Accept one of the following, or any other relevant situation.

i. **The librarian would like to send letters to students with a list of borrowed or outstanding books.**

ii. **The school administration is preparing to send the students' results.**

[5 marks]






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



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

[5 marks]

11. Write the name of each chart in the table below.

i.		Pie Chart
ii.		Area Chart
iii.		Row Chart
iv.		Line Chart
v.		Column Chart

[5 marks]

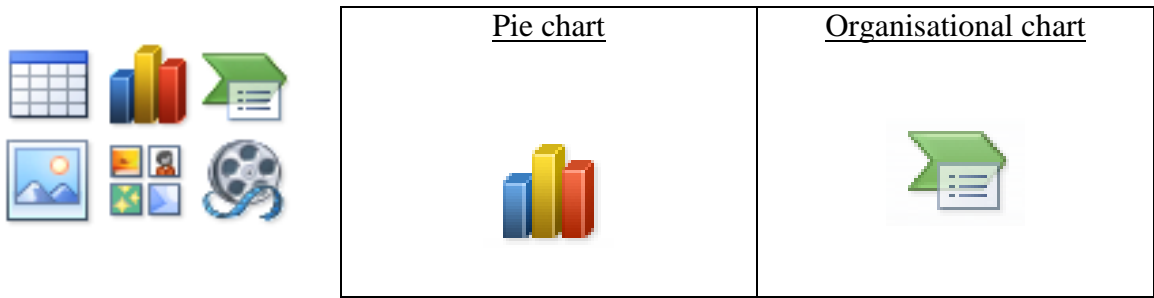
12. This question is about **Inserting Graphical Objects in Master Slides**. Fill in the blanks with the given words.

layout	change	positioning	all	top
logo	italicising	master	every	background

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



[4 marks]

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

6	Click OK button.
3	In the Type group, click Change Chart Type . The Change Chart Type dialog box is displayed.
4	Select the type of chart to use e.g. Pie .
1	Click the chart in the slide.
5	Click the chart sub-type.
2	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 Layout 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.

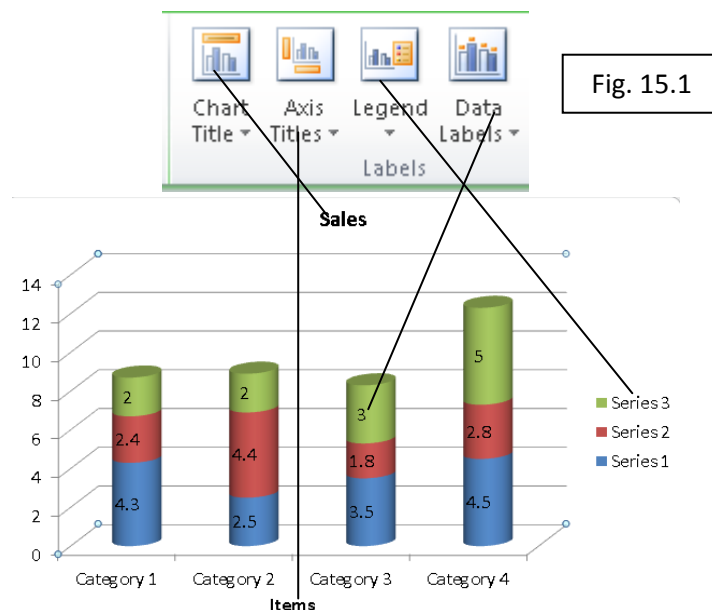


Fig. 15.2

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

[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? 5
- ii. How should she write the slide numbers she wants to print, without writing all the page numbers?
 3,7-10,15
- iii. She would like to print 3 slides in each page. Which section should she click on in order to select this option? 6
- iv. Mary would like to change the printer type. Which section should she click on? 2
- v. She would also like to print 3 copies of the mentioned slides. Which section should she use to accomplish this task? 1

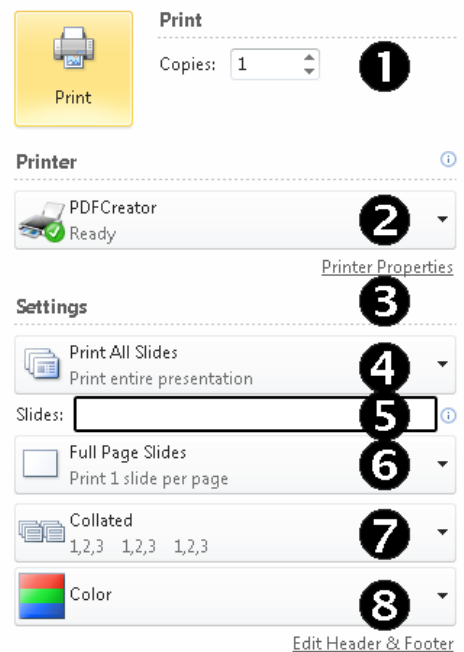


Fig. 17.1

[5 marks]