

Annual Examination for Secondary Schools 2016

FORM 4

Information and Communication Technology

Teacher's Paper

General Comments

This examination is to be carried out during the scheduled session of the Annual Form 4 ICT Examination.

The practical exercises need to be pre-loaded before the examination starts. The respective ICT teachers carry out this examination exercise in the ICT lab.

This practical exercise consists of a 10-15 minutes interview with tasks covering the three (3) units, with a 40% weight on the global assessment mark.

The set of questions/tasks may be read by the invigilator/examiner.

The Teacher's Sheet contains both the text of the student's tasks and the corresponding marking scheme.

The marks are given as soon as the task is completed as follows:

- The student was able to complete the task unaided. 2 marks
- The teacher helps the student to complete the task. 1 mark
- The teacher had to do the entire task. 0 marks

Instructions to the teacher:

1. Prepare the lab with the working folder loaded on the desktop.
2. To minimize waiting time, it is recommended to open the files and applications as indicated in the Teacher's Sheet, before the start of the examination session.
3. The teacher can translate / re-phrase the task statement as appropriate to assist the student taking the examination. This should not penalise the student.
4. If student takes long to accomplish the task, the teacher should prompt or help the student to complete the task and assign the appropriate mark.

Task 1 – PowerPoint

Teacher’s Sheet

- Before the task starts, the teacher is required to prepare the computer by opening the PowerPoint presentation “**Woodlands.pptx**” from the working folder.

Tasks			Marks
1.	Select slide 2 and apply the transition Honeycomb .		
	<ul style="list-style-type: none"> • The student was able to complete the task unaided. • Help: indicate the tab Transitions. • The teacher had to do the entire task. 	2 1 0	
2.	In slide 5 , the clipart of a hedgehog appears behind the photograph. Format the clipart to appear in front of the photo.		
	<ul style="list-style-type: none"> • The student was able to complete the task unaided. • Help: indicate where the clipart of the hedgehog is. • The teacher had to do the entire task. 	2 1 0	
3.	In slide 6 , change the fill colour of the shape from blue to yellow .		
	<ul style="list-style-type: none"> • The student was able to complete the task unaided. • Help: indicate the shape containing the word Frog. • The teacher had to do the entire task. 	2 1 0	
4.	In slide 7 , flip vertically the clipart of the hedgehog.		
	<ul style="list-style-type: none"> • The student was able to complete the task unaided. • Help: indicate the Home tab and Arrange button OR Picture Tools Format tab. • The teacher had to do the entire task. 	2 1 0	
5.	Save your modified presentation in the working folder and name it “ Woodlands by ” followed by your name and surname .		
	<ul style="list-style-type: none"> • The student was able to complete the task unaided. • Help: indicate the Save As button OR indicate where to type the filename. • The teacher had to do the entire task. 	2 1 0	
Total (10 marks)			

**Task 2 – Publisher
Sheet**

Teacher’s

- Before the task starts, the teacher is required to prepare the computer as follows:
 - For questions 1, 2, and 3, open the Publisher file “**Grow Orchids.pub**”.
 - For questions 4 and 5, open the Publisher file “**Business Card.pub**”.

Tasks		Marks	
1.	Insert the image “ <i>gardenLogo.jpg</i> ”, resize it to 3.28cm by 5.83cm and place it on page 1, under the club address.		
	<ul style="list-style-type: none"> ● The student was able to complete the task unaided. ● Help: Insert the picture OR Resize the picture ● The teacher had to do the entire task. 	2 1 0	
2.	Add a text box at the centre column of page 1, above the address and write the words “ Your Garden Centre ”.		
	<ul style="list-style-type: none"> ● The student was able to complete the task unaided. ● Help: Insert the text box in its position. ● The teacher had to do the entire task. 	2 1 0	
3.	Change the colour scheme from <i>Vineyard</i> to <i>Sunrise</i> .		
	<ul style="list-style-type: none"> ● The student was able to complete the task unaided. ● Help: indicate the Page Design tab. ● The teacher had to do the entire task. 	2 1 0	
4.	Write your name instead of USER.		
	<ul style="list-style-type: none"> ● The student was able to complete the task unaided. ● Help: indicate the USER text box. ● The teacher had to do the entire task. 	2 1 0	
5.	Print the Business Card in “ Top-fold, half sheet ”.		
	<ul style="list-style-type: none"> ● The student was able to complete the task unaided. ● Help: indicate the Print button OR indicate the Pages section in the Print window. ● The teacher had to do the entire task. 	2 1 0	
	Total (10 marks)		

Task 3 – Word Processing

Teacher’s Sheet

- Before the task starts, the teacher is required to prepare the computer by opening the document “**rare eagle.docx**” from the working folder.

Tasks		Marks	
1.	Select all the text in the document and change the font to Calibri .		
	<ul style="list-style-type: none"> • The student was able to complete the task unaided. • Help: Select all the text OR Change the font. • The teacher had to do the entire task. 	2 1 0	
2.	Select the last paragraph starting ‘An unusual species’ and move it after the sentence: “The eagle was spotted over Buskett yesterday early afternoon.”		
	<ul style="list-style-type: none"> • Student was able to complete the task unaided. • Help: Select the last paragraph OR Drag sentence or use Cut OR Paste sentence. • The teacher had to do the entire task. 	2 1 0	
3.	Center the title ‘Rare satellite-tagged eagle appears in Malta’.		
	<ul style="list-style-type: none"> • Student was able to complete the task unaided. • Help: Select the title OR Apply center. • The teacher had to do the entire task. 	2 1 0	
4.	Apply 1.5 line spacing to all the text in the document		
	<ul style="list-style-type: none"> • Student was able to complete the task unaided. • Help: Select all the text OR Apply 1.5 line spacing. • The teacher had to do the entire task. 	2 1 0	
5.	Insert the image eagle.jpg at the bottom of the document.		
	<ul style="list-style-type: none"> • Student was able to complete the task unaided. • Help: Place cursor at the bottom or the document OR Click Insert...Picture OR Locate image. • The teacher had to do the entire task. 	2 1 0	
	Total (10 marks)		

Annual Examination for Secondary Schools 2016

FORM 4

Information and Communication Technology

Task 1 – PowerPoint

Student's Sheet

1. Select **slide 2** and apply the transition **Honeycomb**.
2. In **slide 5**, the clipart of a hedgehog appears behind the photograph. Format the clipart to appear in front of the photo.
3. In **slide 6**, change the fill colour of the shape from blue to **yellow**.
4. In **slide 7**, flip vertically the clipart of the hedgehog.
5. Save your modified presentation in the working folder and name it “**Woodlands by**” followed by your **name** and **surname**.

(10 marks)

Task 2 – Publisher

1. Insert the image “*gardenLogo.jpg*”, resize it to 3.28cm by 5.83cm and place it on page 1, under the club address.
2. Add a **text box** at the centre column of page 1, above the address and write the words “**Your Garden Centre**”.
3. Change the **colour scheme** from *Vineyard* to *Sunrise*.
4. Write your name instead of USER.
5. Print the Business Card in “**Top-fold, half sheet**”.

(10 marks)

Task 3 – Word Processing

1. Select all the text in the document and change the font to **Calibri**.
2. Select the last paragraph starting ‘An unusual species’ and **move** it **after** the sentence “**The eagle was spotted over Buskett yesterday early afternoon.**”
3. **Center** the title ‘Rare satellite-tagged eagle’ appears in Malta’.
4. Apply **1.5 line spacing** to all the text in the document
5. Insert the image **eagle.jpg** at the bottom of the document.

(10 marks)