



ST. MARGARET COLLEGE MIDDLE SCHOOL COSPICUA
Half-Yearly Examinations – February 2018

Subject: ICT

Year 7

Time: 1.5 hours

Name: _____

Class: _____

Module 1: Computer Essentials

Exercise 1: Underline the correct answer

- a. What does the term **ICT** stand for?
- Information, Computing & Technology
 - International, Communication & Technology
 - Information, Communication & Technology
- b. What is the best way to switch the computer completely off?
- Sleep
 - Restart
 - Shut Down
- c. When updates are installed, what is usually required?
- Restart
 - Sleep
 - Shut down
- d. What is a desktop?
- An image or animation which is displayed after a period of inactivity
 - The main screen area that you see after you turn on your computer and log on
 - The number of pixels in an image

- e. A recycle bin is:
 - i. a link that points to a program on the computer
 - ii. a folder in a folder
 - iii. a place to store deleted items

- f. A shortcut is:
 - i. A link that points to a program on the computer
 - ii. A folder in a folder
 - iii. A place to store deleted items

- g. A sub-folder is:
 - i. A link that points to a program on the computer
 - ii. A folder in a folder
 - iii. A place to store deleted items

- h. The Minimise button:
 - i. Hides the window
 - ii. Enlarges the window
 - iii. Closes the window

- i. Which of the following displays the name of the document or program?
 - i. Menu Bar
 - ii. Title Bar
 - iii. Status Bar

- j. The Cut button:
 - i. creates a duplicate of the selected item
 - ii. deletes the selected item
 - iii. moves the selected item from its original position

(10)

Exercise 2: True (T) or False (F)?

Deleting the shortcut icon of a program, uninstalls the program	
When you log off from Windows, all programs being used are closed, but the computer is not completely turned off.	
Icons on the desktop cannot be arranged according to the date last modified	
The Alt + Tab key is used to switch between open windows	
The Caps Lock key is used to type text in lower case	

(5)

Exercise 3: Name the icons using the following terms:






Recycle bin

Folder

File

Shortcut

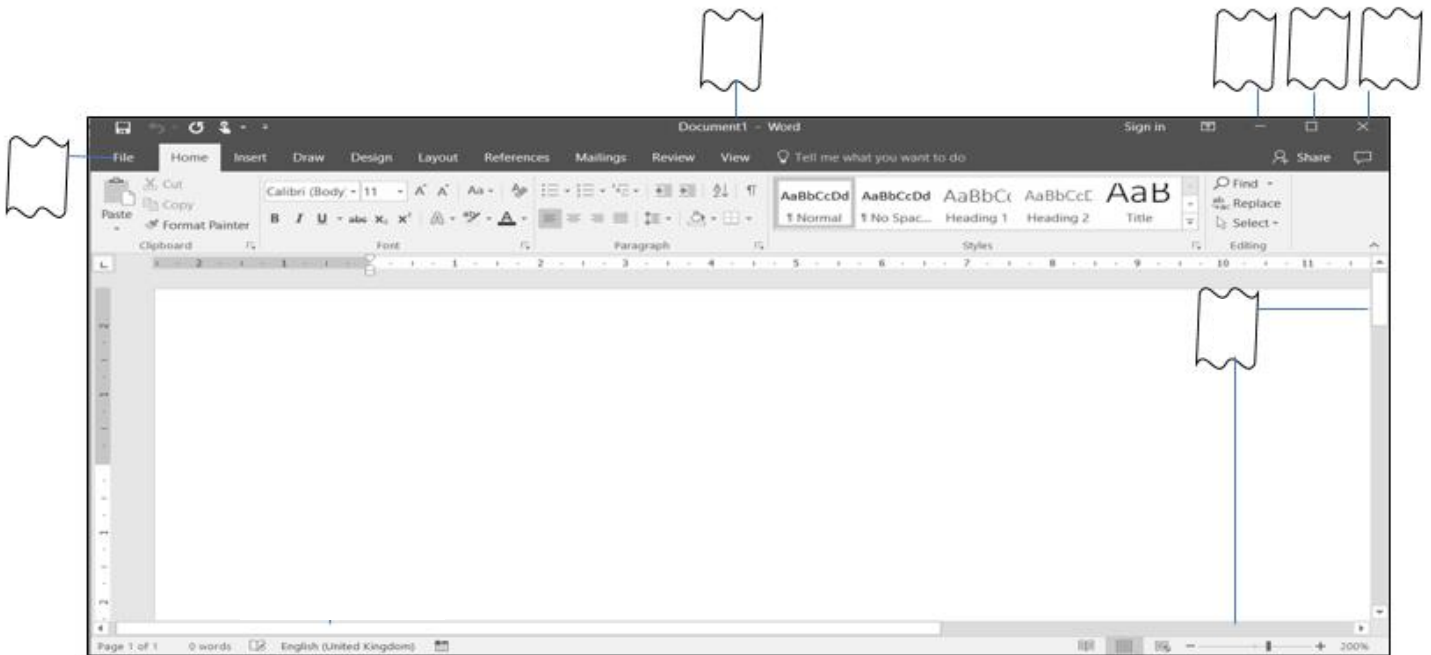
Drive

(5)

Exercise 4: Match the labels by writing the corresponding numbers in the space provided in the picture

- | | |
|-----------------|--------------------|
| 1. Menu Bar | 2. Scroll Bars |
| 3. Title Bar | 4. Minimise Button |
| 5. Close Button | 6. Maximise Button |



(6)

Exercise 5: Fill in the table below with the following Keyboard Shortcuts

Ctrl + C

Ctrl + V

Ctrl + X

PrintScreen

Copies the selected item to the clipboard	
Moves the selected item to the clipboard	
Takes a snapshot of your computer screen	
Pastes the selected item from the clipboard	

- a) Describe the difference between using the **Caps Lock** key and the **shift** key when typing a capital letter

Caps Lock: _____

Shift: _____

- b) Describe the difference between using the **delete** and the **backspace** buttons when deleting a letter whilst typing

Delete: _____

Backspace: _____

(8)

Exercise 6: Label the picture using the following:

Desktop

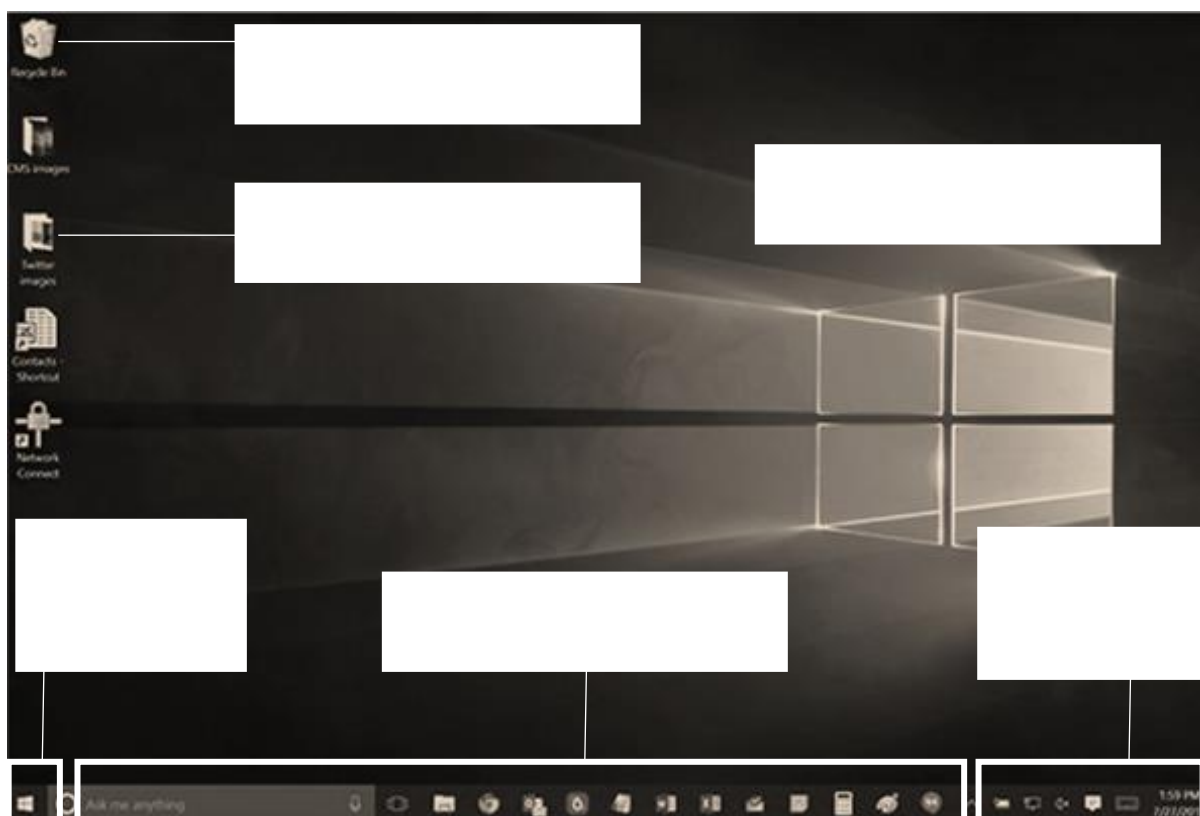
Icon

Taskbar

*Notification
Area*

Recycle Bin

*Start
Button*



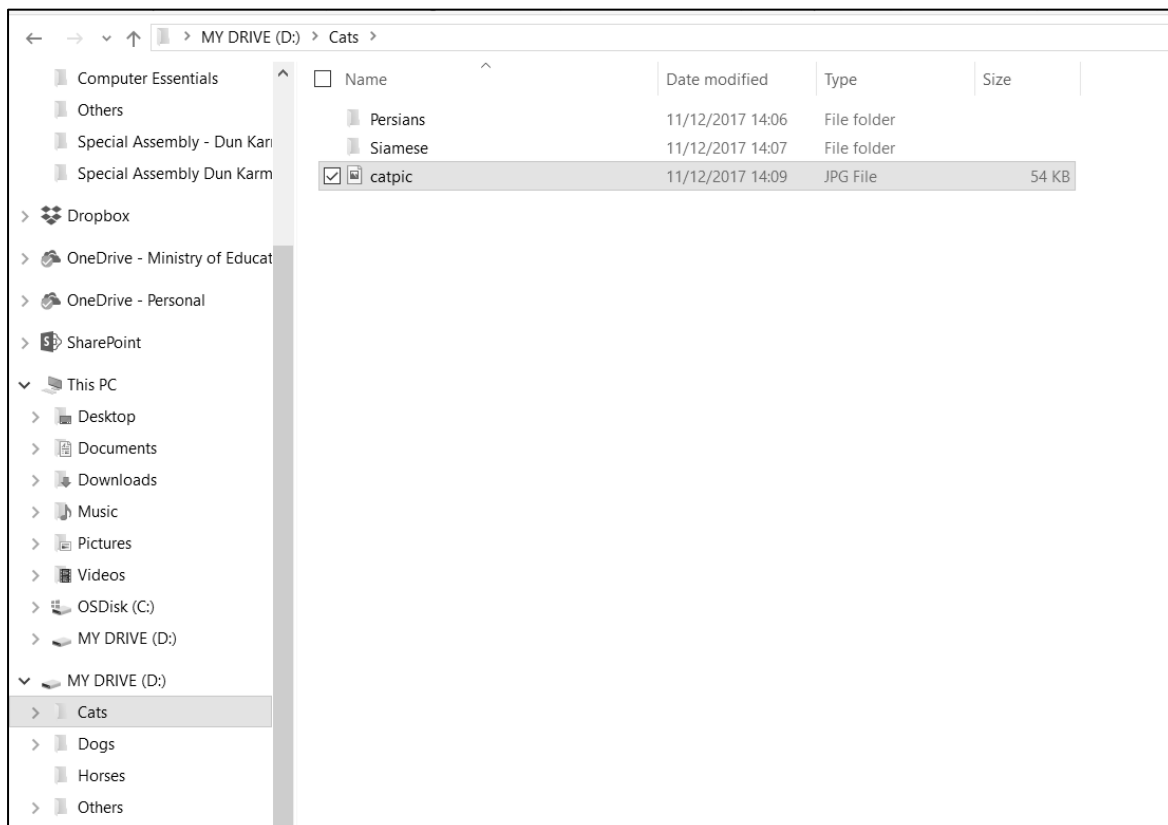
(6)

Exercise 7: The following steps describe how to rename a folder. Put the steps in the right order

	Choose Rename
	Delete the name
	Press Enter key
1	Right-click the folder to rename
	Type in the new name

(5)

Exercise 8: Look at the hierarchical file structure and answer the questions below



a. Write down the name of the Drive where the folder is stored

b. Which folder does not contain any sub-folders?

c. What is the name of the selected folder?

d. Complete the path of the file named catpic:

_____:/_____ /catpic.jpg

e. Describe how you can **copy** the selected picture to the folder named Persians

f. Describe how to create a new folder

g. On the image, circle where you need to click in order to arrange the icons according to the **name**

(10)

Module 6: Presentation

Exercise 1: Underline the correct answer

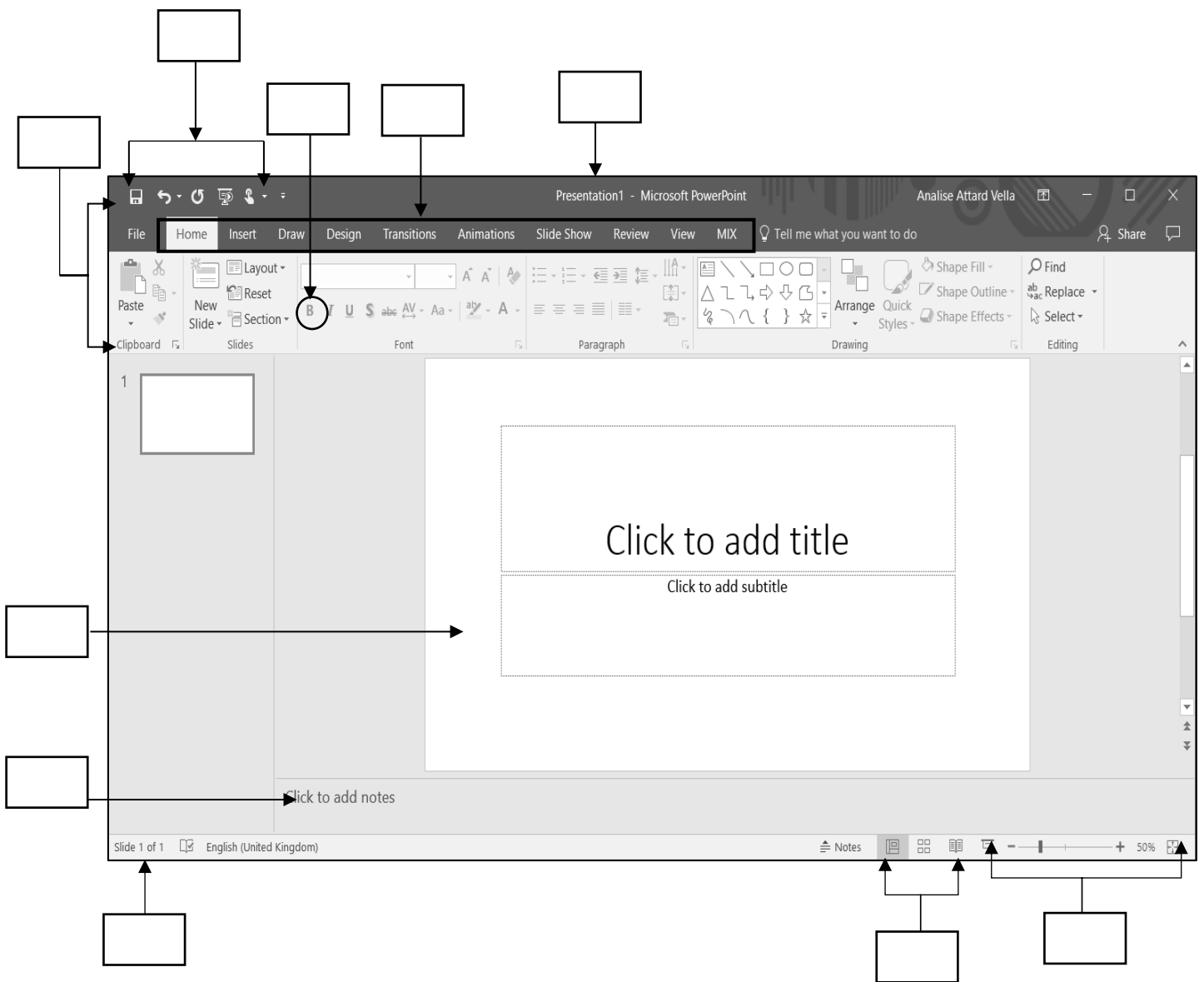
- a. Which of these is NOT a PowerPoint view?
- i. Normal
 - ii. Slide Sorter
 - iii. Page
- b. Which key would you use to move to the next slide in the Normal View?
- i. Esc
 - ii. Page Down/Down arrow
 - iii. Tab
- c. How would you change the username?
- i. File, Save As
 - ii. File, Options
 - iii. File, Info
- d. On which view are pictures/graphics not visible?
- i. Normal View
 - ii. Outline View
 - iii. Slide Sorter View
- e. Which keyboard shortcut would you normally use to display Help?
- i. F1
 - ii. F2
 - iii. F10

- f. The file extension for PowerPoint presentation is:
- i. .ppt
 - ii. .doc
 - iii. .jpg
- g. What is the Format Painter used for?
- i. Copying formatting
 - ii. Clearing formatting
 - iii. Changing text colour
- h. When changing the background colour of a slide, it is possible to apply this to all slides.
- i. True
 - ii. False
- i. You can only open one presentation at a time
- i. True
 - ii. False
- j. Within PowerPoint, you can create bar charts but not pie charts
- i. True
 - ii. False

(10)

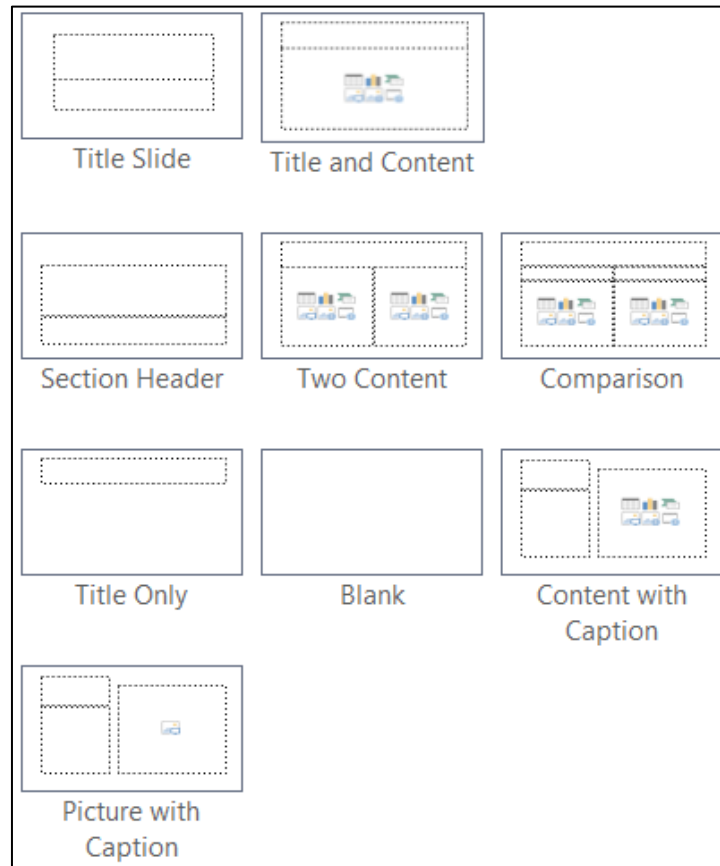
Exercise 2: Match the labels by writing the corresponding numbers in the space provided in the picture

- | | |
|-----------------|-------------------------|
| 1. Slide Pane | 2. Title Bar |
| 3. Notes Pane | 4. Status Bar |
| 5. Zoom buttons | 6. Ribbon |
| 7. View buttons | 8. Quick Access Toolbar |
| 9. Command | 10. Tabs |



(10)

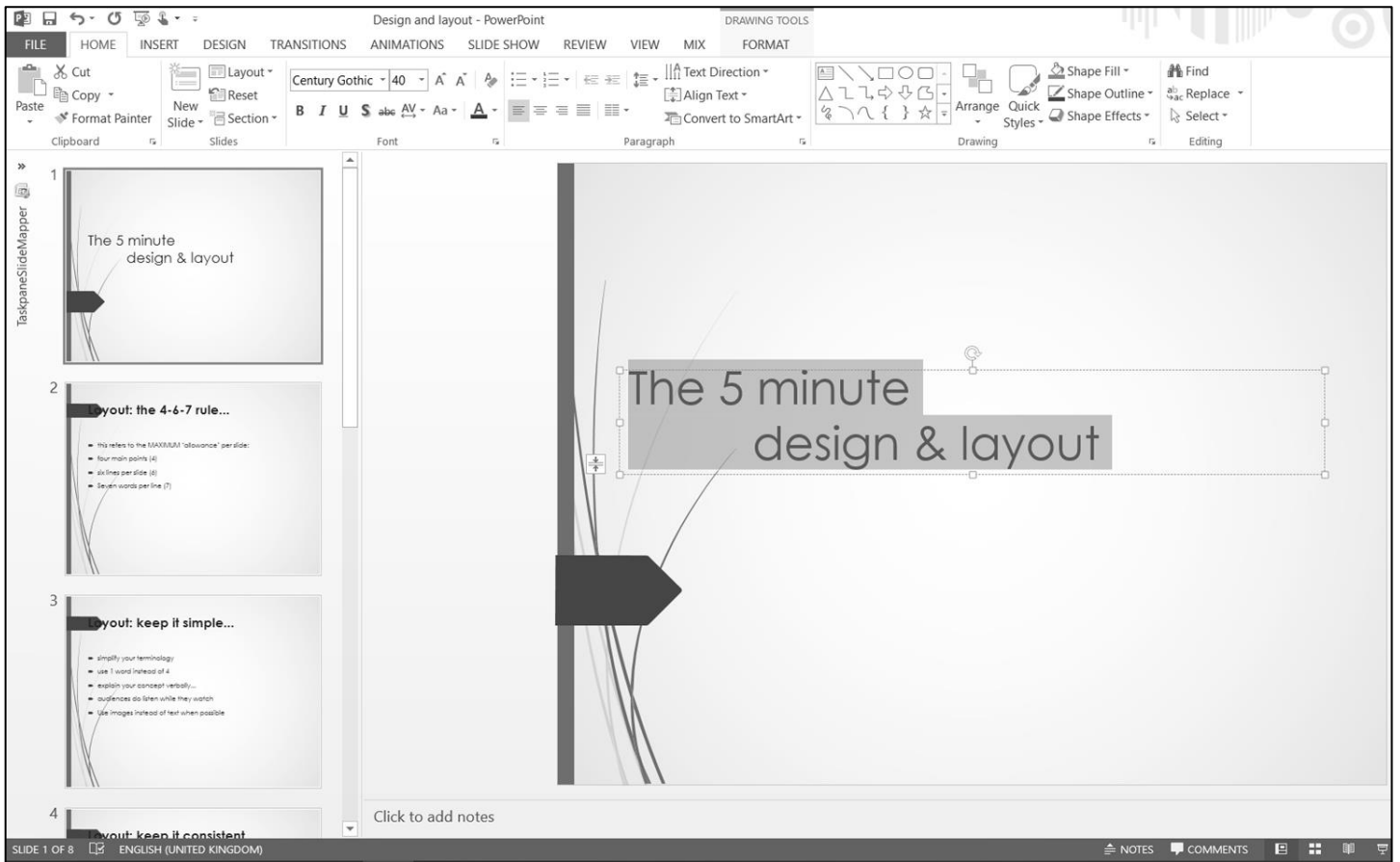
Exercise 3: Use the picture below to write the name of the most suitable slide layout in the table below



A blank slide with just a title:	
A slide with nothing in it:	
A slide with a title and a sub-title:	
A slide showing a picture on a side and text on the other:	
A slide showing a title and a table:	

(5)

Exercise 4: Look at the picture and answer the questions below



a. How many slides are there in the presentation?

b. What number is the selected slide?

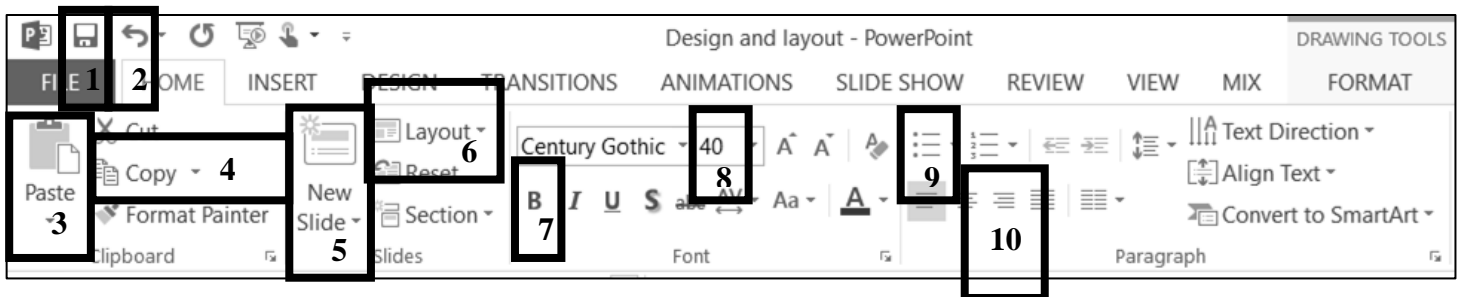
c. Describe how to **Save As** a presentation?

d. Describe how you can move the selected slide to slide number 3

e. Describe how to add a slide between slide 1 and 2

f. Describe how to delete the 3rd slide

g. In the table below, write down the number where should you click to:



make text appear bold	
insert a bulleted list	
change the slide layout	
insert a new slide	
copy selected text to the clipboard	
undo a command	
save the file	
change the font size	
insert a copied text into the slide	
align the title to the right	

(20)