



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

Subject: ICT

Year 8

Time: 1.5 hours

Name: _____

Class: _____

Module 1: Computer Essentials

Exercise 1: Underline the correct answer

- a. Which one of the following is the correct way to shut down a non-responding application?
- Log off from the computer
 - Restart the computer
 - Open Task Manager and end the task
- b. To move a file from one location to another you have to:
- Cut and Copy
 - Cut and Paste
 - Copy and Paste
- c. Deleted files from a pen drive:
- Can be restored back
 - Are permanently deleted
 - Are moved to the desktop
- d. You can remove/unplug a storage device from your computer when:
- the computer is saving the information.
 - the 'Safely Remove Hardware' icon is displayed.
 - the device has activity light on

- e. Devices such as flash drives and digital cameras are connected to the computer via:
 - i. USB Port
 - ii. Parallel Port
 - iii. Serial Port

- f. What does the term CPU stand for?
 - i. Central Packaging Unit
 - ii. Central Processing Unit
 - iii. Control Processing Unit

- g. The speed of the CPU is measured in:
 - i. MHz or GHz
 - ii. Mb or Gb
 - iii. Pixels

- h. How can you help the environment?
 - i. Recycle used printer toner cartridges
 - ii. Reduce the memory size of the computer
 - iii. Use a screen saver

- i. RSI stands for?
 - i. Repetitive Strain Injury
 - ii. Rest Strain Injury
 - iii. Recurring Stress Injury

- j. The computer's basic system information is viewed from the:
 - i. File Explorer
 - ii. Control Panel
 - iii. Taskbar

(10)

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

Internet Explorer is considered as software	
Multimedia players are electronic devices capable of storing and playing digital media	
Smartphones are phones with which one can phone and use sms only	
Mobile technology is the use of laptops, netbooks, tablets and smartphones	
Digital cameras usually have a Secure Digital(SD) card to store photos	

(5)

Exercise 3: Match the following file extensions:

.doc

.exe

.ppt

.tmp

.xls

Executable file	
MS Excel worksheet file	
Windows temporary file	
MS Word document	
MS PowerPoint file	

(5)

Exercise 4: Highlight the words which represent Hardware

Operating System	Hard Disk	Keyboard	Monitor
Speakers	Modem	Printer	Mouse
Digital photo	Web Camera	Microphone	Database
Scanner	Cables	System Unit	Microsoft Word

(12)

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

Printscreen *Ctrl + V* *Ctrl + X* *Ctrl + C* *Alt +*
PrintScreen *Alt + Tab*

Switch between open windows	
Moves the selected item to the clipboard	
Takes a snapshot of your computer screen	
Pastes the selected item from the clipboard	
Takes a snapshot of the active window only on your computer screen	
Copies the selected item to the clipboard	

When selecting a list of files, what is the difference between using the **shift** key and the **ctrl** key?

Shift: _____

Ctrl: _____

When deleting a letter whilst typing, what is the difference between using the **delete** key and the **backspace** key?

Delete: _____

Backspace: _____

(10)

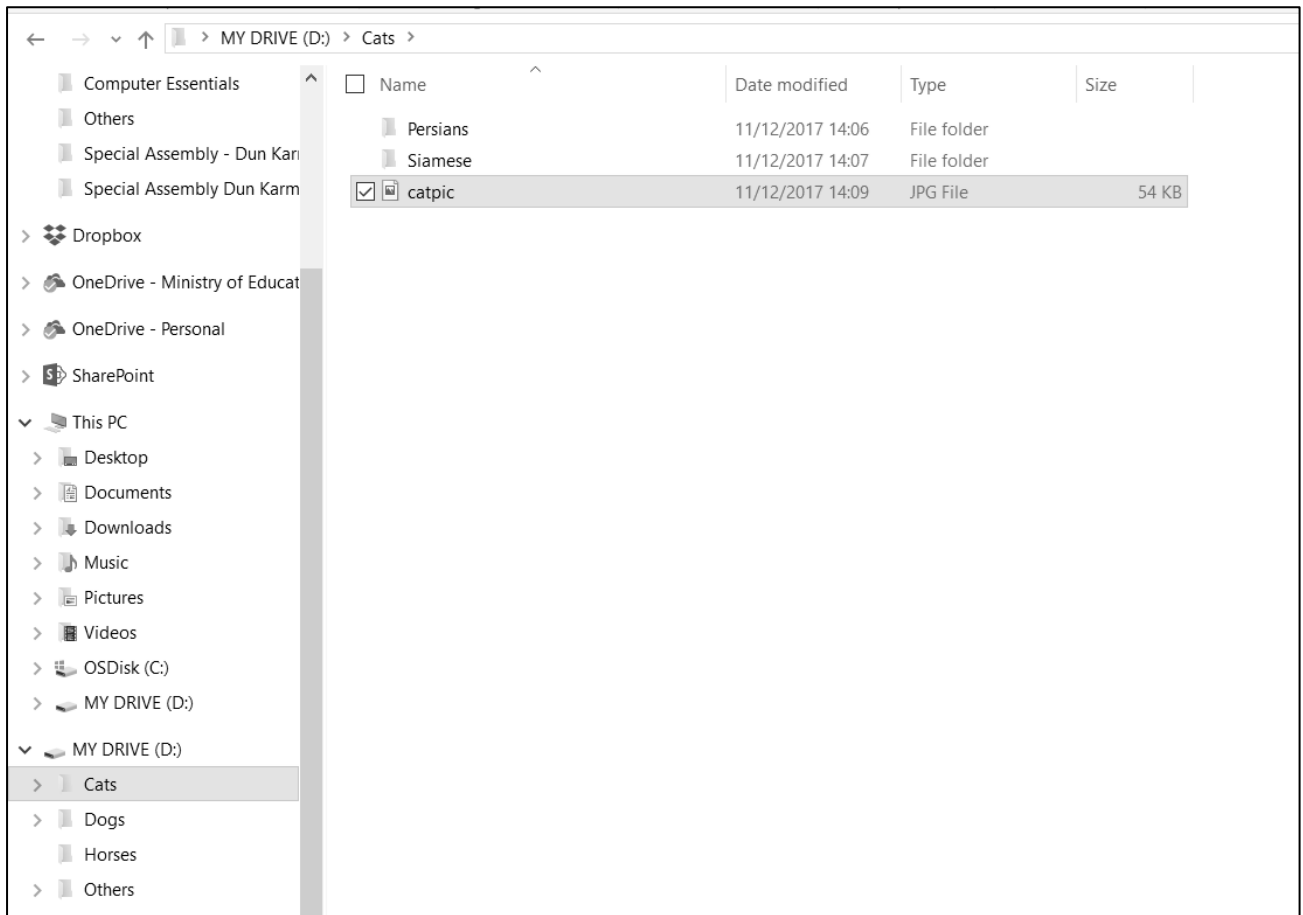
Exercise 6: Write down the terms next to the correct definition:

E-commerce *E-banking* *E-government* *Mobile Technology* *Office productivity apps*

	The use of laptops, netbooks, tablets and smartphones. These devices, tablets and smartphones, are easy to carry around. All devices can connect to Internet without any wires.
	Nowadays many government departments offer services to the community through the use of ICTs.
	Typically home and office computers have programs such as Word processing programs, Spreadsheet programs and Presentation graphics programs
	More and more people are buying and selling goods/services through Internet.
	Many banks enable their customers to perform electronic banking transactions through Internet.

(5)

Exercise 7: Look at the hierarchical file structure and answer the questions below



a. How many folders are found in **MY DRIVE(D:)** ?

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

c. Write down the name of 3 of the folders found in **MY DRIVE(D:)**

d. How many sub-folders are found in the folder **Cats**?

e. On the image, circle where you need to click in order to arrange the icons according to the size

f. Write down the path of the selected file named **catpic**

g. Describe how to rename a folder

h. Describe how you can **move** the selected file **catpic** from **Cats** folder to **Others** folder

(15)

Module 4: Word Processing

Exercise 1: Underline the correct answers

- a. Changing the position of text on the screen is called:
 - i. Alignment
 - ii. Centering
 - iii. Layout

- b. The command to check for errors in a document is called:
 - i. Dictionary
 - ii. Spelling and Grammar
 - iii. Proofing

- c. To save a file in a new folder or with a new name you would use the command:
 - i. Create Folder
 - ii. Rename
 - iii. Save As

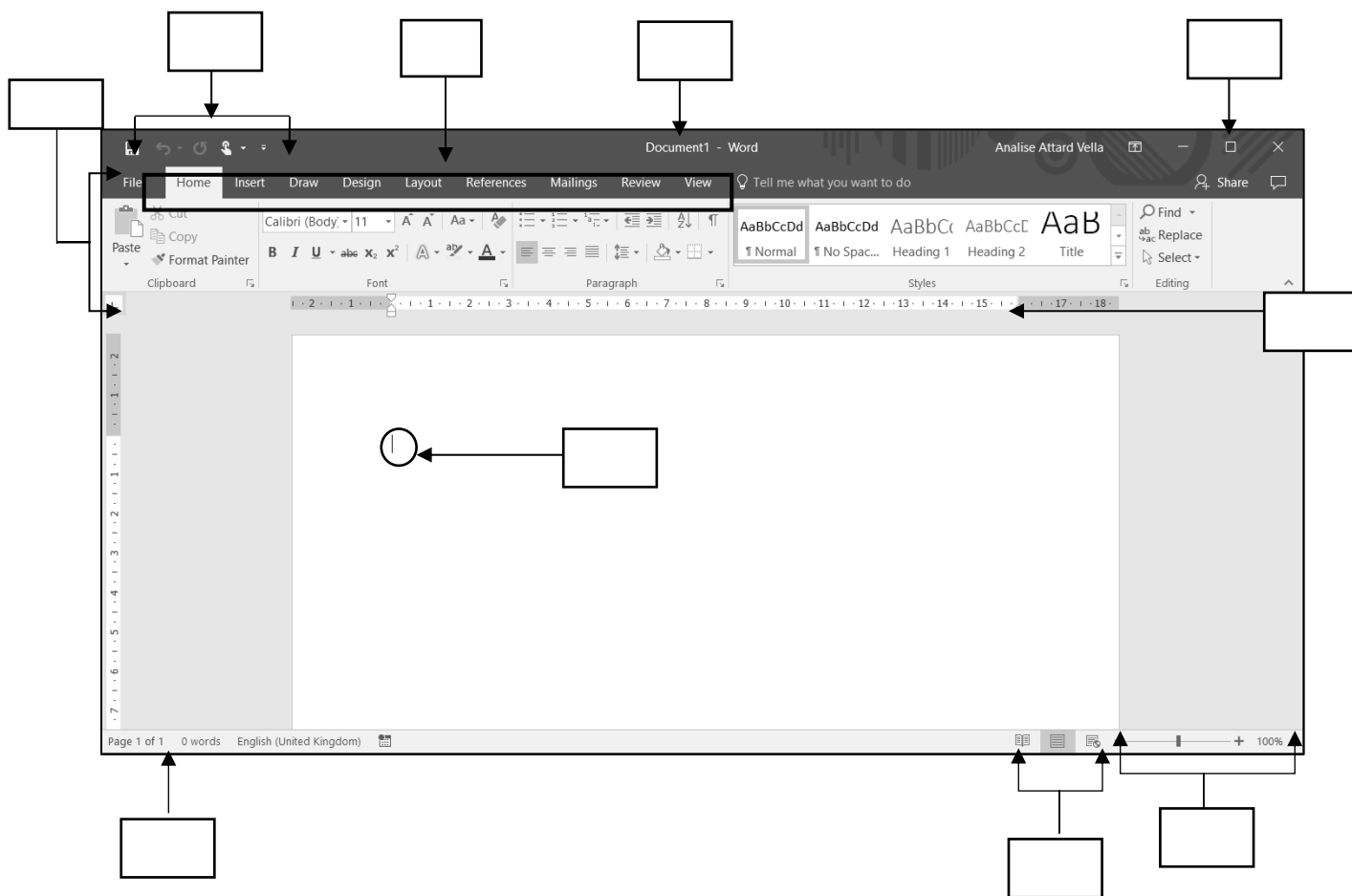
- d. The space at the very top of a document is called the:
 - i. Top
 - ii. Header
 - iii. Footer

- e. The space at the end of a page is called the:
 - i. Footer
 - ii. Header
 - iii. Bottom

(5)

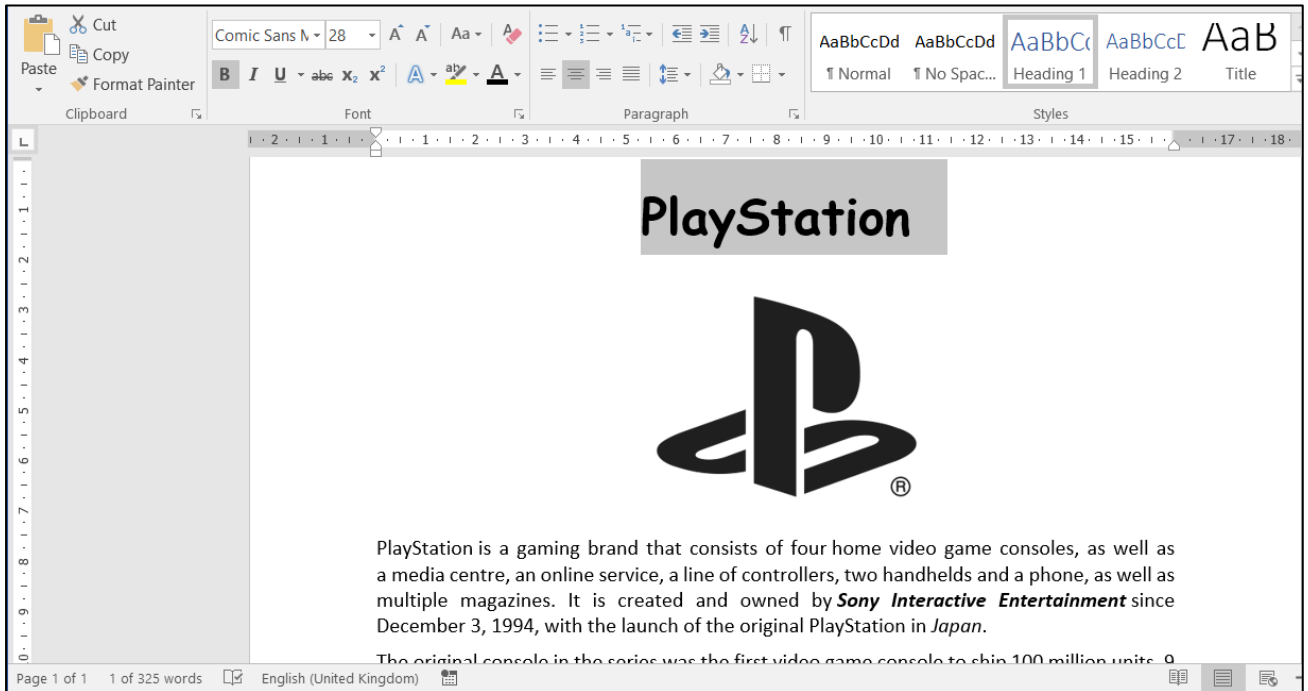
Exercise 2: Match the labels by writing the corresponding numbers in the space provided in the picture

- | | |
|--------------------|-------------------------|
| 1. Maximise button | 2. Title Bar |
| 3. Ruler | 4. Status Bar |
| 5. Zoom button | 6. Ribbon |
| 7. View button | 8. Quick Access Toolbar |
| 9. Insertion point | 10. Tabs |



(10)

Exercise 3: Look at the picture and answer the questions below



- a. The title PlayStation is using the **font type** _____.
- b. The title PlayStation is using the _____ **style**.
- c. The **font size** of the title PlayStation is _____.
- d. The title **alignment** is left / center / right / justify
- e. This picture **alignment** is left / center / right / justify
- f. The word in line 3 is in bold / italics / underline and also in bold / italics / underline
- g. The word in line 4 is bold / italics / underline

h. Mention 2 uses of Word Processor

i. Mention an advantage when using Word Processor

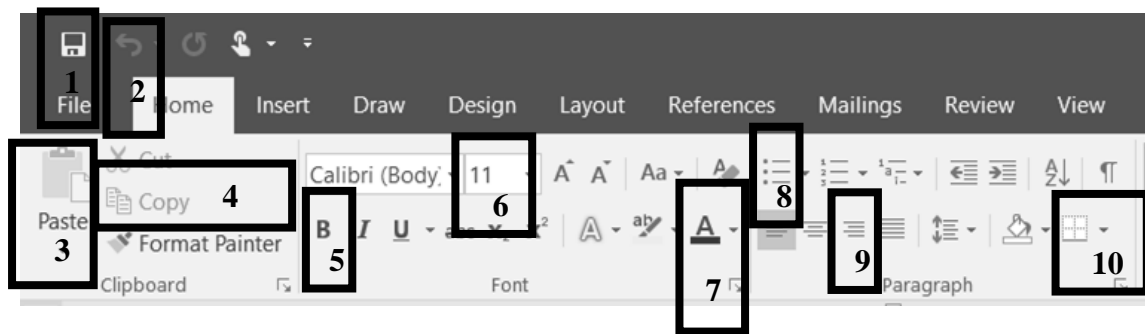
j. What is the difference between Save and Save As

Save: _____

Save As: _____

(13)

Exercise 4: In the table below, write down the number where should you click to:



make text appear bold	
insert a bulleted list	
change the text colour	
paste the copied text	
copies selected text to the clipboard	
undo a command	
save the file	
change the font size	
insert a border	
align text to the right	

(10)