



**ST NICHOLAS COLLEGE  
RABAT MIDDLE SCHOOL  
HALF YEARLY EXAMINATIONS  
February 2016**

<b>Mark</b>
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**Level 5 - 8**

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**Year 7**                      Information and Communication Technology                      TIME: 1h 30min

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Question	1	2	3	4	5	6	7	<b>Global Mark</b>
<i>Max. Mark</i>	12	15	13	19	17	15	9	100
<b>Mark</b>								

DO NOT WRITE ABOVE THIS LINE

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**Name:** \_\_\_\_\_                      **Index:** \_\_\_\_\_                      **Class:** \_\_\_\_\_

**Instructions:**

- Read all questions carefully.
  - Attempt all questions.
  - Write in Black or Blue ink.
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**Q1:** This question is about switching On / Off procedures.

A. Fill in the blanks with the correct words given below.

<b>System Unit (Case)</b>	<b>Close</b>	<b>Start</b>	<b>Username</b>	<b>Taskbar</b>
<b>Monitor</b>	<b>Shut Down</b>	<b>Cables</b>	<b>Power</b>	<b>Password</b>

1. Check that all \_\_\_\_\_ are connected and securely plugged in the wall socket.
2. To switch on the computer gently press the \_\_\_\_\_ button on the front of the \_\_\_\_\_.
3. Typically to log in the system one needs to enter a \_\_\_\_\_ and a \_\_\_\_\_.
4. Before shutting down the computer make sure everything is saved and \_\_\_\_\_ any open programs.
5. To shut down the computer, first click on the \_\_\_\_\_ button on the \_\_\_\_\_.
6. In the menu, click on \_\_\_\_\_ button found at the bottom right of the menu.
7. Turn off the \_\_\_\_\_.

*(10 marks)*

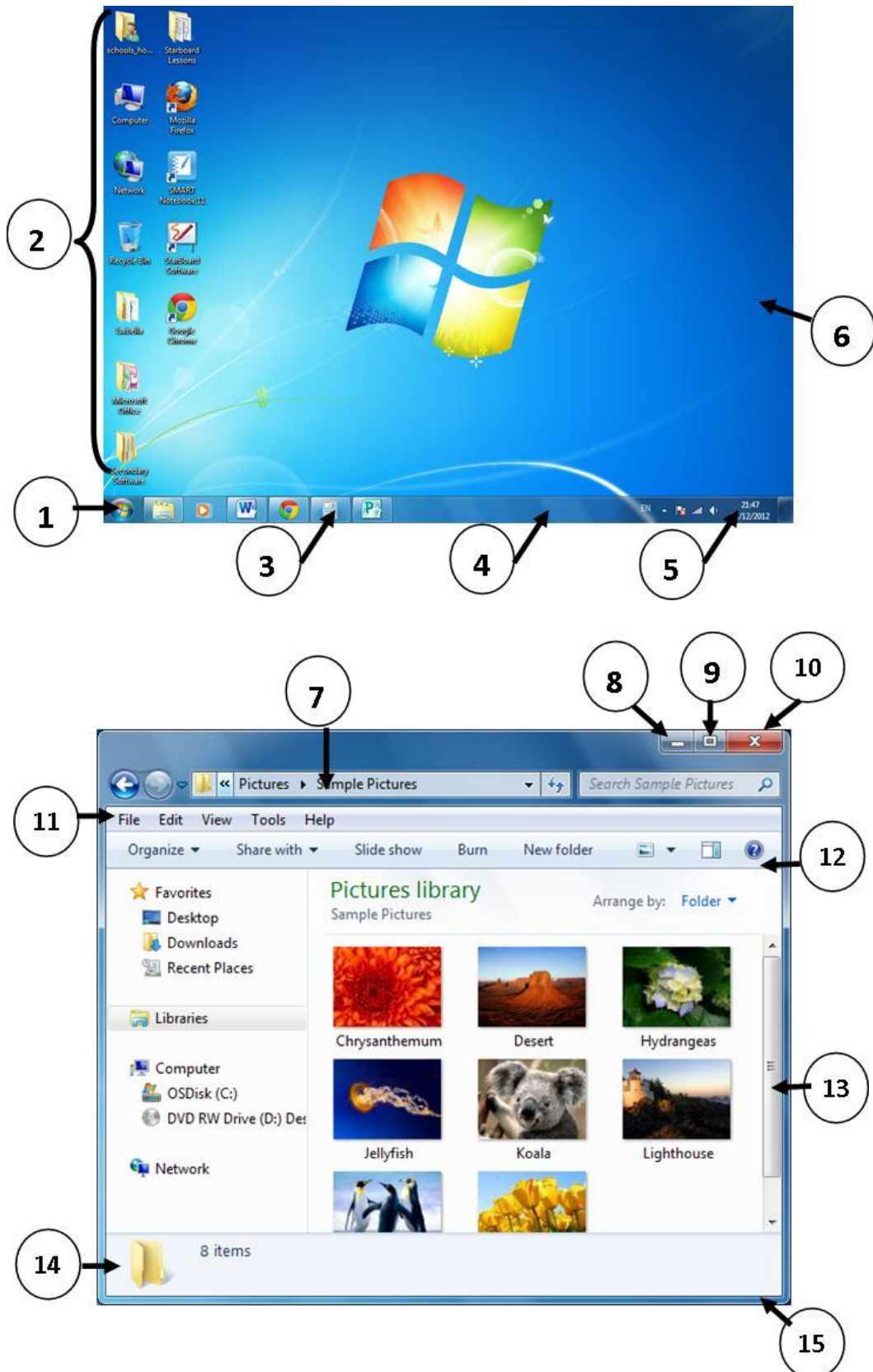
B. Tick ✓ when one should do the Restart procedure.

- To Log in with a different user.
- When a new program is installed and it requires to restart, in order for the installation process to be completed.
- When a program is non-responding.
- When the computer crashes and does not work as it should.

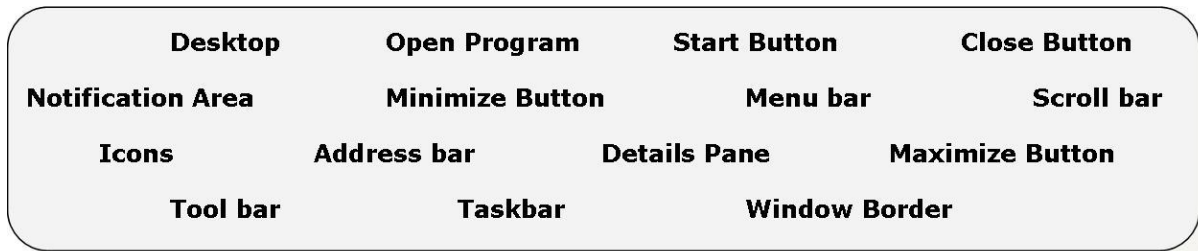
*(2 marks)*

**Q2:** This question is about the Operating System (OS) desktop and the window's parts.

Look at the pictures below. Using the words given, fill up the numbered boxes on the next page:



1		2		3	
4		5		6	
7		8		9	
10		11		12	
13		14		15	



(15 marks)

**Q3:** This question is about using the computer and managing files.

A. Fill in the blanks with the following words:

***information, browsing, games, calculations, data, store***

- A computer is an electronic device that processes \_\_\_\_\_.
- Computers can \_\_\_\_\_ and find data quickly to provide us with \_\_\_\_\_.
- Computers are used to type documents and to carry out complex \_\_\_\_\_.
- Computers are also used for sending electronic messages, playing \_\_\_\_\_ and \_\_\_\_\_ the internet.

(6 marks)

B. Underline the correct answer.

- If a computer has a number of open application programs running at the same time, how can you switch between them?
  - Press and hold the ALT key and hit the TAB key from the keyboard.
  - Press the SHIFT key followed by the CTRL key from the keyboard.
  - Press the CTRL, ALT, DELETE buttons from the keyboard.

(2 marks)

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

a. A folder can contain other folders.	
b. A file can contain sub-folders.	
c. Windows can be moved by dragging them from the title bar.	
d. Once a file is deleted from the local hard-disk, it is deleted forever.	
e. Deleted files from a pen-drive can be found in the Recycle Bin.	

(5 marks)

**Q4:** This question is about Desktop Icons.

A. Name the following icons.



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(10 marks)

B. Briefly explain how one can open an icon.

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(2 marks)

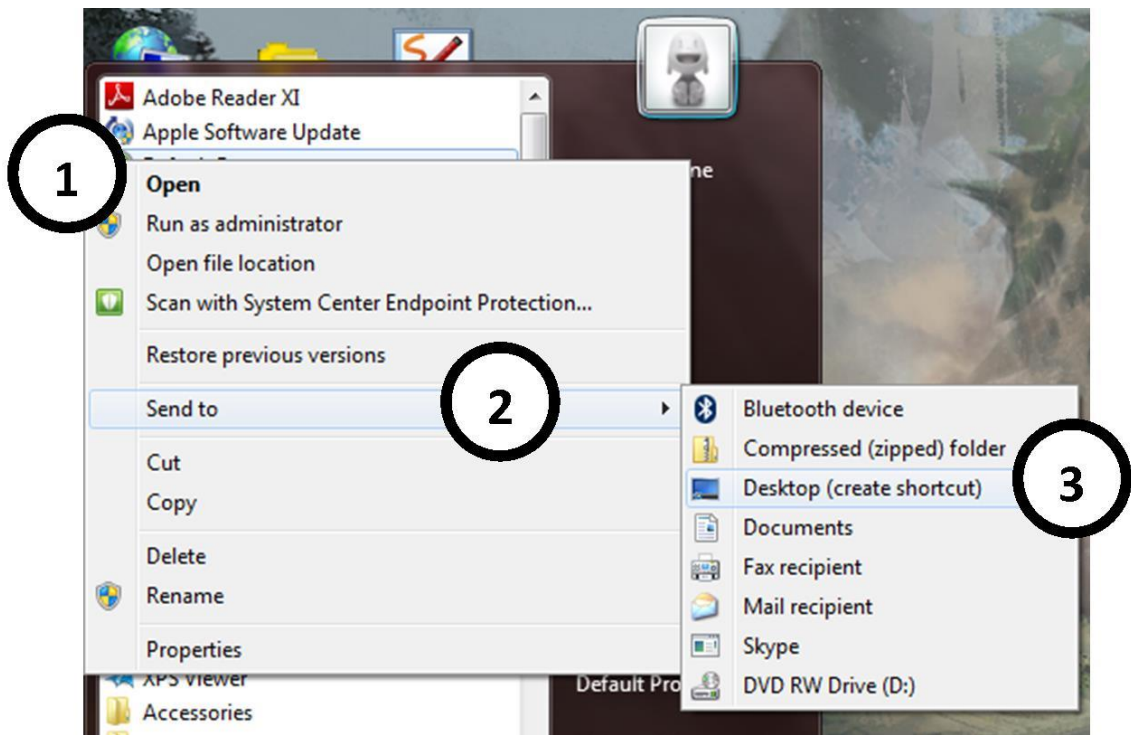
C. Complete the following:

a. To select Adjacent icons one has to hold the \_\_\_\_\_ button pressed from the keyboard while left clicking with the mouse to select.

b. To select Non-Adjacent icons one has to hold the \_\_\_\_\_ button pressed from the keyboard while left clicking with the mouse to select.

(4 marks)

D. Look at the image below and briefly explain how one can create a shortcut for a program in **three** steps.

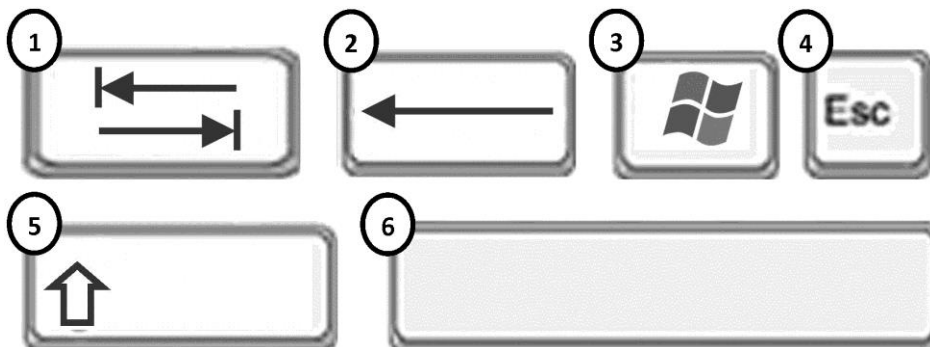


- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

(3 marks)

**Q5:** This question is about the keyboard layout and mouse techniques.

A. Write the **full** name of the following buttons:



1		2		3	
4		5		6	

(6 marks)

B. Underline the correct answer:

1. To write a whole sentence in CAPITAL LETTERS I press the [Shift, Caps Lock, Alt] key.
2. To write only One letter in capital letters I press the [Shift, Caps Lock, Alt] key.
3. To use the numbers on the right hand side of the keyboard, the [Caps Lock, Num Lock, Scroll Lock] must be on.
4. To begin a new line I press the [Backspace, Enter, Space] Button.
5. To erase letters to the left of (*before*) the cursor I use the [Alt, Backspace, Delete] key.
6. To erase letters to the right of (*after*) the cursor I use the [Escape, Backspace, Delete] key.

(6 marks)

C. Write the letter of the mouse technique near its meaning. Letter A has been done for you.

A	Move the pointer		Hold the mouse button down while moving the mouse.
B	Double click		Press the left mouse button and release it.
C	Single click	A	Move the mouse pointer on the screen.
D	Scroll		Press the left mouse button twice quickly.
E	Drag		Press the right mouse button for a drop down menu.
F	Right click		Roll the mouse wheel to scroll through a document.

(5 Marks)

**Q6:** This question is about Text Editors.

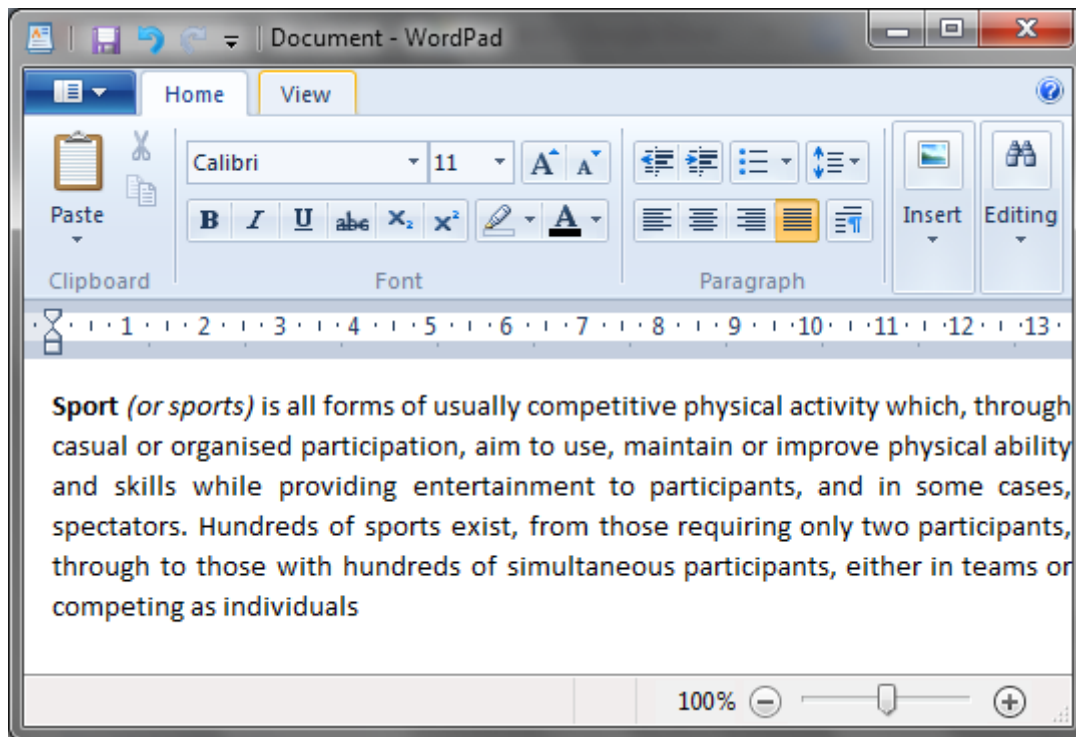
A. Name **two** text editors that are already installed with the Windows operating system.

\_\_\_\_\_

\_\_\_\_\_

(2 marks)

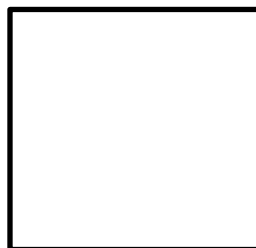
B. Take a look at the picture below and fill in the missing words in the following sentences:



1. The user is using the \_\_\_\_\_ font to type.
2. The current buttons can be shown because the user is in the \_\_\_\_\_ tab.
3. The user has to press on the WordPad button (File menu) to \_\_\_\_\_ the document on a paper.
4. This Active window screenshot was taken by pressing \_\_\_\_\_ and \_\_\_\_\_ from the keyboard.

(5 marks)

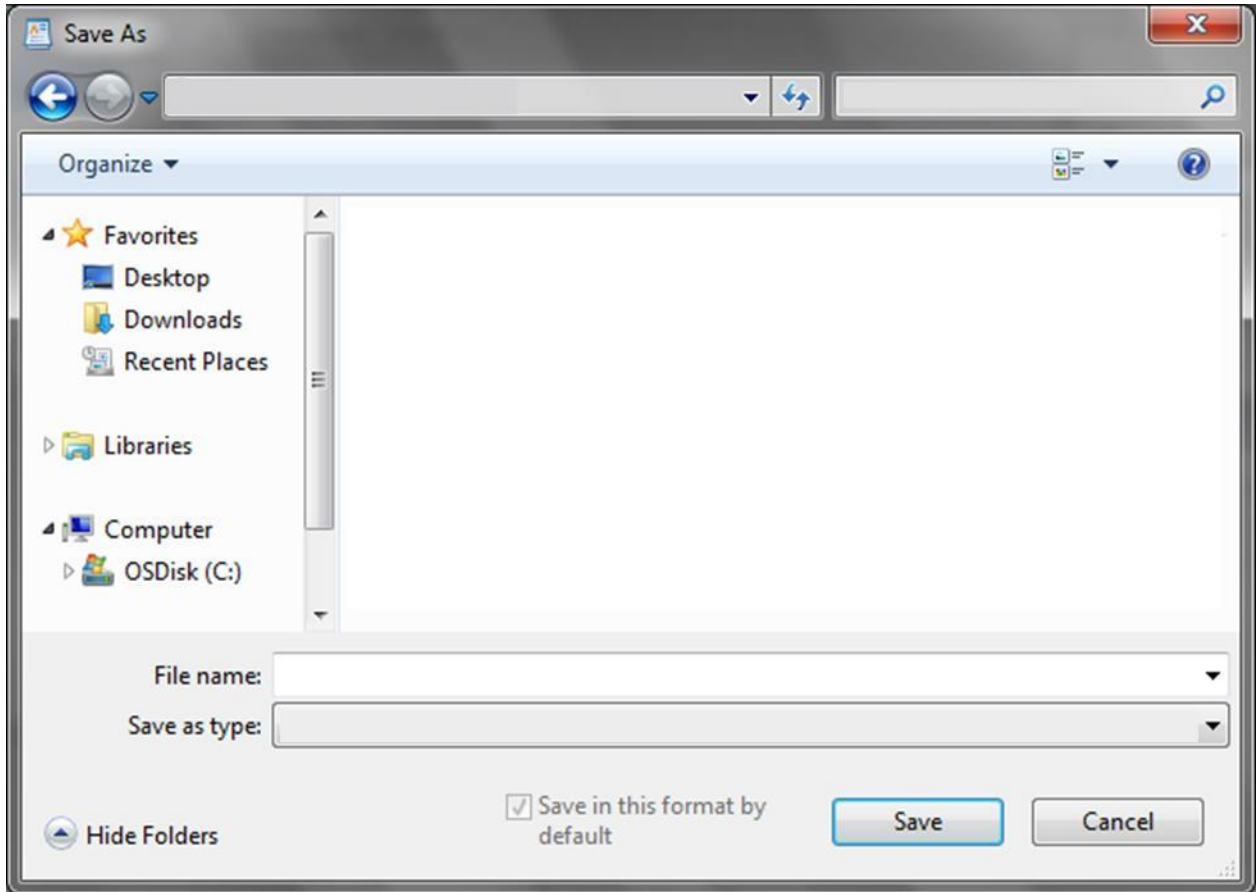
C. The user wants to save the document. Using the image above as reference draw the save button.



(2 marks)

D. As the user pressed the save button the Save As window appeared (shown on the next page).





In the above picture, write the details in the correct spaces to do the following:

1. Save the document with the name 'Sports'.
2. Save the document in the 'USB Disk Drive (G:)'.
3. In the Save as type box indicate that it is a 'Rich Text Format (RTF)'.
4. Circle the button that needs to be pressed to save the document.

(4 marks)

E. Explain the difference between the **Save** and the **Save As** option for a user who wants to save changes done later.

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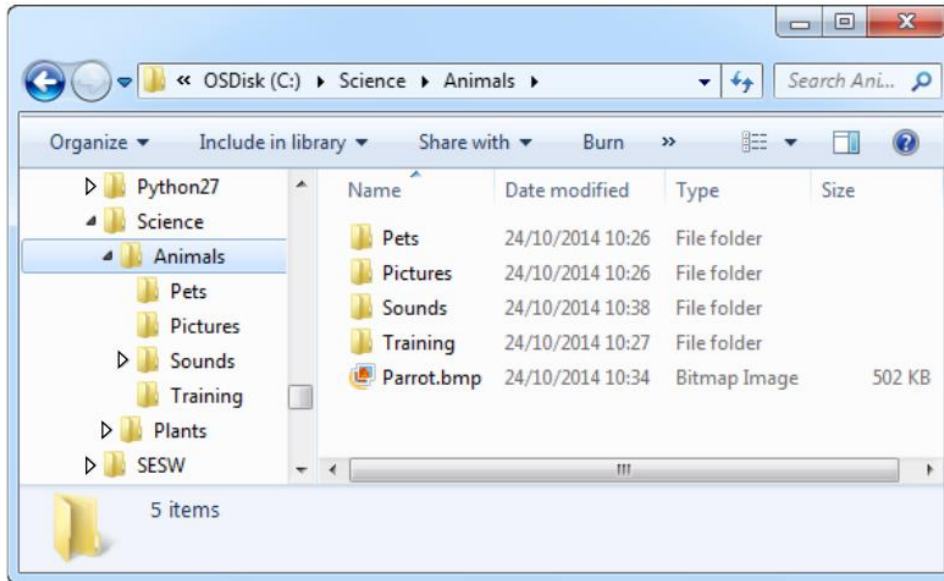
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(2 marks)

**Q7:** This question is about files and folders.



a) Write the name of the folder that has the sub-folder Pets.

\_\_\_\_\_

b) Write the name of one of the sub-folders of the Science folder.

\_\_\_\_\_

c) How many sub-folders are there in the Animals folder? \_\_\_\_\_

d) Underline the correct answer:

1. Pictures and Sounds are both sub-folders of (Pets, Plants, Animals).
2. The file Parrot.bmp is in (C:\Science\Animals, C:\Science\Pets, C:\Science).
3. The Animals folder has a sub-folder that is not expanded. This is (Plants, Python27, Sounds, Pictures).

*(6 marks)*

e) Describe how you can move the file Parrot.bmp from its place and store it in the folder named Pictures.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(3 marks)*

**End of Exam Paper**