



**ST NICHOLAS COLLEGE  
RABAT MIDDLE SCHOOL  
HALF YEARLY EXAMINATIONS  
February 2017**

**Mark**

**Level 5 - 8**

**Year 7**

Information and Communication Technology

TIME: 1h 30min

Question	1	2	3	4	5	6	7	<b>Global Mark</b>
<i>Max. Mark</i>	15	10	15	19	8	21	12	100
<b>Mark</b>								

DO NOT WRITE ABOVE THIS LINE

**Name:** \_\_\_\_\_

**Index:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Instructions:**

- Read all questions carefully.
- Attempt all questions.
- Write in Black or Blue ink.

**Q1:** This question is about switching On / Off procedures.

A. Using the numbers from 1 to 4 indicate the steps in the correct order to switch on the computer:



	Gently press the Power button found on the front of the System Unit (Case).
	Check that all cables are connected and securely plugged.
	Enter the Username and Password.
	Turn on the Monitor.

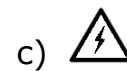
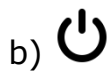
(4 marks)

B. Complete the following sentences.

1. Before shutting down the computer make sure everything is saved and \_\_\_\_\_ any open programs.
2. To shut down the computer, first click on the \_\_\_\_\_ button found in the \_\_\_\_\_.
3. From the menu, click on Power and select the option to \_\_\_\_\_ the computer system.
4. Once the system is off and nothing is shown on the screen, turn off the \_\_\_\_\_.

(5 marks)

C. Circle the correct symbol of the Power button



(2 marks)

D. Give an example of when one might need to Restart the computer system.

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(2 marks)

E. Write **True (T)** or **False (F)** next to the following statements:

Passwords should be written down not to be forgotten and placed next to the computer to be easy to find.	
Passwords are Case Sensitive.	

(2 marks)

**Q2:** This question is about Operating Systems (OS).

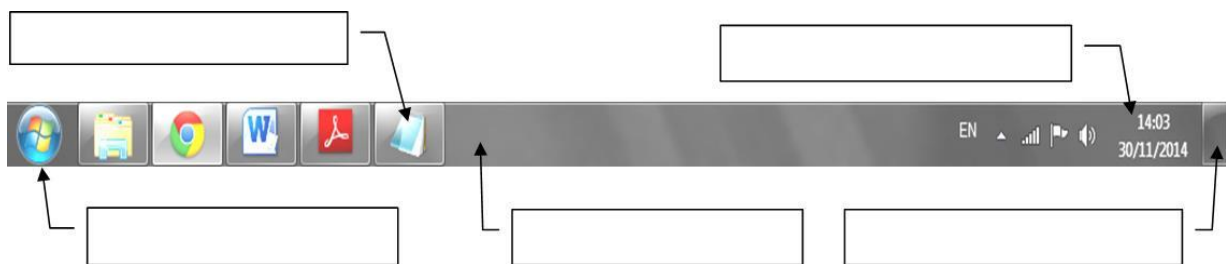
A. Write **True (T)** or **False (F)** next to the following statements:

a. The Operating System (OS) is a program that manages the hardware and software installed on the computer.	
b. Nowadays the Operating System (OS) interfaces with the user using GUI.	
c. GUI is short for Good Useful Icons.	
d. <u>Windows</u> and <u>Office</u> are examples of Operating Systems (OS).	
e. <u>Android</u> is an Operating System for smartphones, tablets and other mobile devices.	

(5 marks)

B. Label the picture below using the following terms:

**Show Desktop Button**                      **Start Button**                      **Opened Programs**  
**Notification Area**                      **Taskbar**



(5 marks)

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

A. Peter was drawing using Microsoft Paint and suddenly the application stopped responding. He was going to switch off his computer! Help Peter solve the problem without having to switch off his computer.

Underline the correct answer for each step.

**Step 1:** He has to press the following key combination from the keyboard:

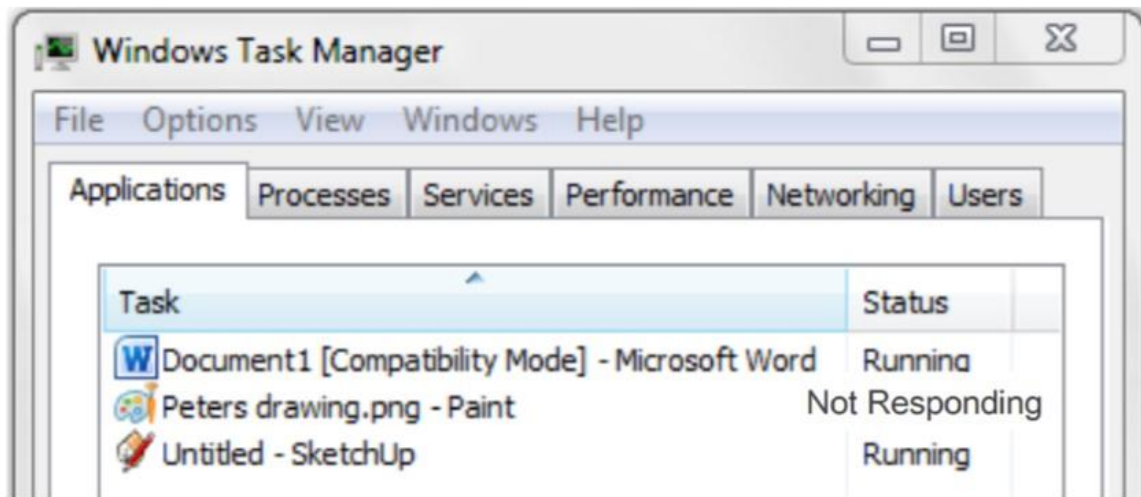
1. Ctrl + Alt + Delete
2. Alt + Shift + Delete
3. Shift + Tab + Alt

(2 marks)

**Step 2:** Then he has to click on:

1. Lock the computer
2. Switch User
3. Start Task Manager
4. Log Off

(2 marks)

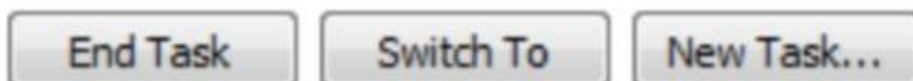


**Step 3:** He must select this program:

1. Microsoft Word
2. Paint
3. SketchUp

(2 marks)

**Step 4:** After the program is selected, Peter has to click:



(2 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?

1. Press and hold the ALT key and hit the TAB key from the keyboard.
2. Press the SHIFT key followed by the CTRL key from the keyboard.
3. Press the CTRL, ALT, DELETE buttons from the keyboard.

(2 marks)

C. Write **True (T)** or **False (F)** 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)

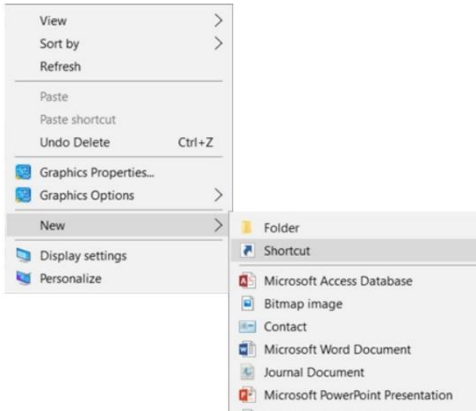
B. Complete the following:

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

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

(4 marks)

C. Look at the image below and by using numbers from 1 to 5 place the steps in the correct order.



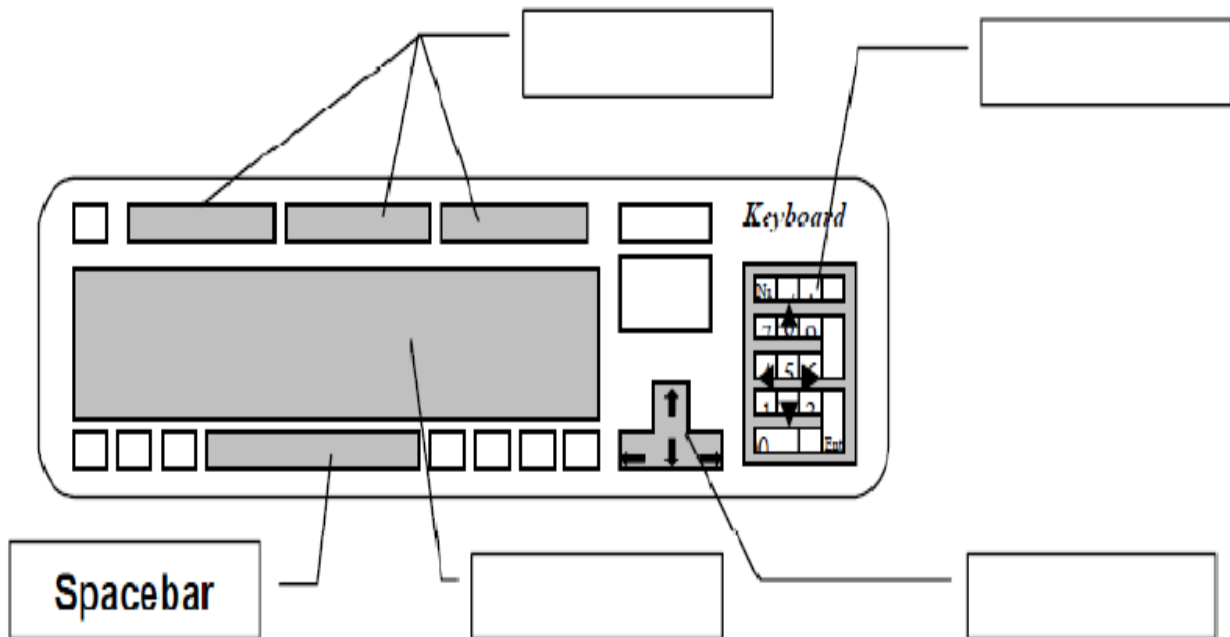
Select New → Shortcut	
Click Finish	
Right Click on Desktop	
Browse for the location of item	
Type name of Shortcut	

(5 marks)

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

A. Below is a simple diagram of a keyboard. Using the boxes provided label the main parts by using the following words:

<b>Alphanumeric Keys</b>	<b>Spacebar</b>	<b>Function Keys</b>	<b>Numeric Keypad</b>	<b>Arrow Keys</b>
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(4 marks)

B. Using the mouse techniques shown below label the corresponding action:

Left Click	Right Click	Double Click	Drag
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1. Open files or folders	
2. Move an icon on the desktop	
3. Select files	
4. Shows a drop down menu	

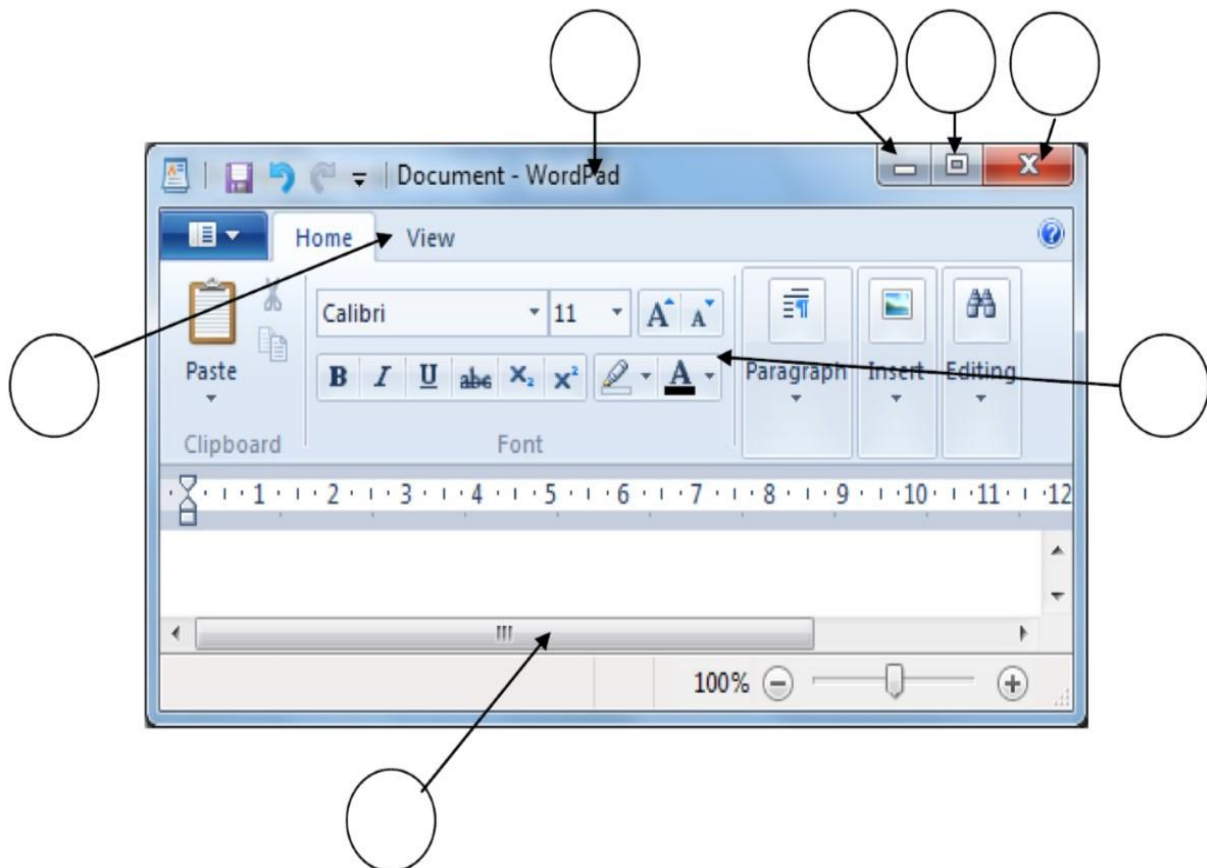


(4 Marks)

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

A. Match the labels by writing the corresponding letters in the circles:

- A. Close
- B. Scroll Bar
- C. Menu Bar
- D. Minimise
- E. Ribbon
- F. Maximise
- G. Title Bar



(7 marks)

B. Fill in the blanks with the words provided:

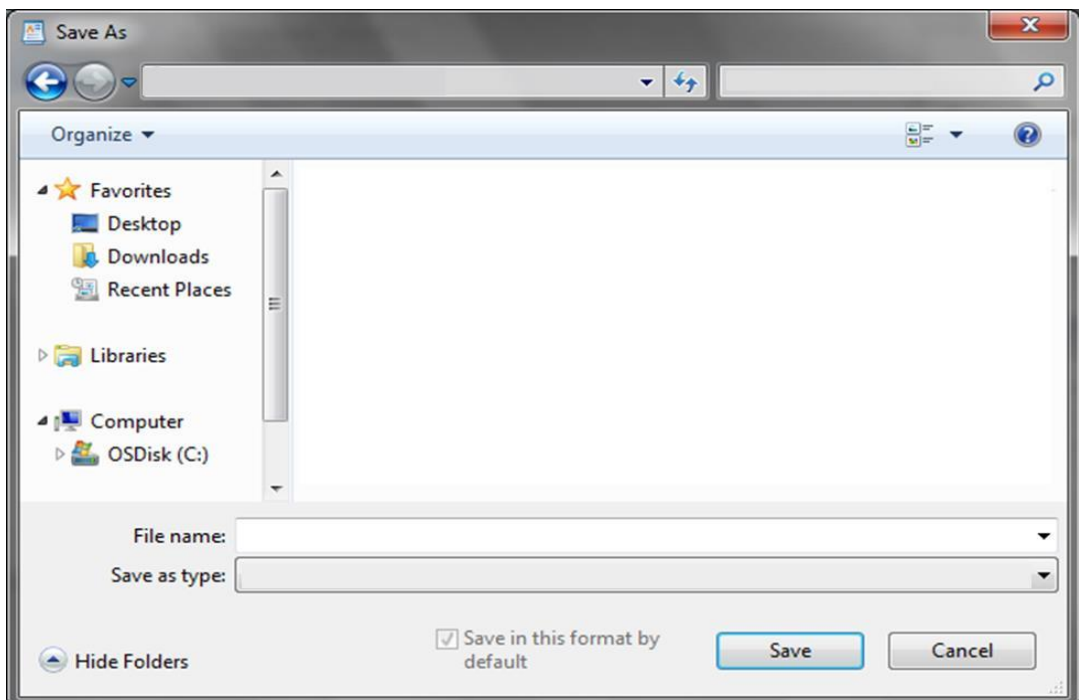
Shift	Caps Lock	Save	File	Delete
Backspace	WordPad	Spacebar	Enter	Undo



Martin wants to type a letter. He opens \_\_\_\_\_ and starts a new \_\_\_\_\_. To type a single capital letter he uses the \_\_\_\_\_ key but if he wants to type a whole sentence in capital letters he uses the \_\_\_\_\_ key. To start a new line he presses the \_\_\_\_\_ key and between words he uses the \_\_\_\_\_. To erase text that is before the cursor he uses the \_\_\_\_\_ key but if he wants to erase text that is after the cursor he would use the \_\_\_\_\_ key. When he makes a mistake he can press \_\_\_\_\_. Before closing the window he needs to \_\_\_\_\_ his file.

(10 marks)

C. Once Martin presses the save button the Save As window appears. He wants to save his file in the **Removable Disk (F:)** with the name **School Project** as a **Rich Text Format (RTF)** file. Fill in the following Save As dialogue box with Martin's requirements.



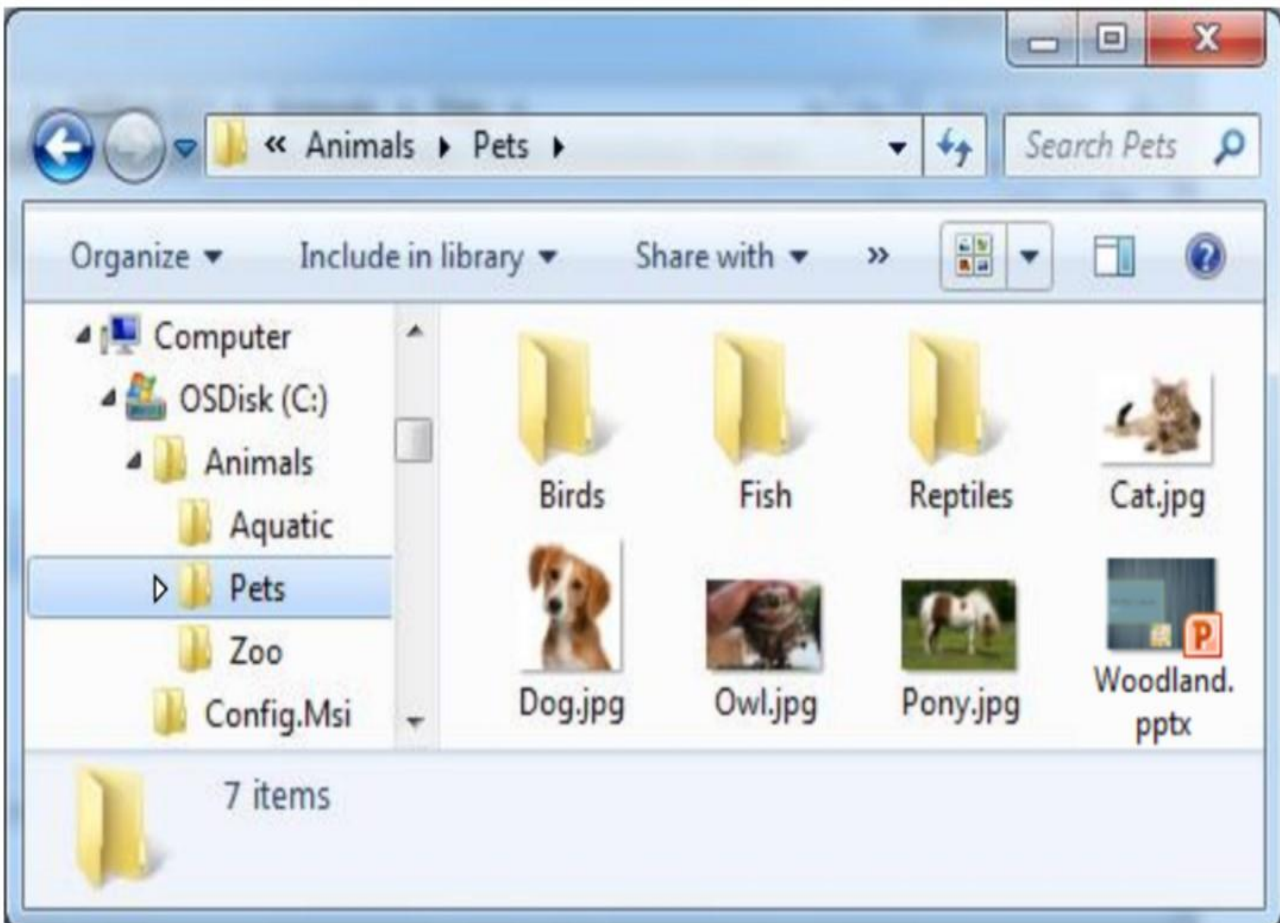
(3 marks)



D. On the picture of the previous page, circle the button that Martin needs to press to complete the saving process.

(1 marks)

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



a) Write the name of the folder that has the sub-folder Zoo: \_\_\_\_\_

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

c) Underline the correct answer:

Birds and Reptiles are both sub-folders of the folder (Pets, Zoo, Animals).

d) How many image files are there in the folder Pets? \_\_\_\_\_

e) Complete the path of the file named Cat.jpg:

C:\\_\_\_\_\_ \ \_\_\_\_\_ \Cat.jpg

(6 marks)

f) Describe how you can move the file Owl.jpg from its place and store it in the folder named Birds.

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*(2 marks)*

g) Number the steps below to rename a file:

Type the new name.	
Click on 'rename' from the drop down menu.	
Press Enter.	
Right click on the file.	

*(4 marks)*

**End of Exam Paper**