**HALF-YEARLY EXAMINATION 2016**

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
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<th>15</th>
<th>16</th>
<th>Global Mark</th>
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<tbody>
<tr>
<td>Max. Mark</td>
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<td>4</td>
<td>15</td>
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<td>6</td>
<td>100</td>
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<td>Mark</td>
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</tbody>
</table>

DO NOT WRITE ABOVE THIS LINE

Name: ____________________________   Class: ________

Instructions:

- Answer all the questions on this paper.
- Good English and orderly presentation are important.
1. Define ICT (Information and Communications Technology)

2. When you start your computer and log in MS Windows a similar screen to the following will be displayed. Fill in the blocks.

3. The mouse is a pointing device which can be used for different techniques. List FOUR mouse techniques. One has been done for you.

   i. Pointing
   ii. __________________
   iii. __________________
   iv. __________________
   v. __________________

   (4 marks)
4. Fill in the blanks. You can use more than one word on a line.

A window can be maximised by clicking on the __________________________ button or by double-clicking on its __________________________ bar. When a window is maximised it fills the entire screen covering the desktop area. The Maximise button then changes to the __________________________ button. Another word for maximising a window is __________________________ a window.

A maximised window can be restored down by clicking on the __________________________ button or by double-clicking on its Title bar. When restored, the maximised window returns to its previous size. The Restore button then changes to the __________________________ button.

A window can be minimised by clicking on __________________________ button or by pressing the shortcut key combination __________________________. When minimised, a window will disappear from the desktop, but its name will still show on a button located on the __________________________. Another name for minimising a window is __________________________ a window.

A minimised window can be restored by clicking on the __________________________ button that shows the name of the window or by pressing the shortcut key combination __________________________.

A window can be moved around by clicking on its __________________________ bar and dragging it to the required location.

A window can be resized by clicking and dragging the window __________________________ to the required size. A window that is maximized cannot be resized.

Finally a window can be closed by clicking on the __________________________ button.

(15 marks)
5. At one time, you can have two or more application windows running.
   a) You can arrange the open windows in three ways: Cascade windows, Vertical stack or Side-by-Side. Label the three different ways.

   b) You can switch from one window to another by clicking on the appropriate button located on the Taskbar but you can also cycle through application windows that are running on the computer by pressing __________________________ keys from the keyboard.

   (4 marks)
6. Explain briefly what happens when you:
   a) Shut Down the computer: __________________________________________
      ________________________________________________________________

   b) Restart the computer: __________________________________________
      ________________________________________________________________

   c) Log Off: _______________________________________________________
      ________________________________________________________________

   (6 marks)

7. Use 4 of the following terms to label the icons.
   ____________ ____________ ____________ ____________  
   Folder    Sub-folder    File    Recycle Bin    Shortcut

   ____________ ____________ ____________ ____________  

   (4 marks)

8. In MS Windows a shortcut is a pointer to a file, document or printer. Explain the steps required to:
   a) Select a shortcut
      ________________________________________________________________

   b) Move a shortcut.
      ________________________________________________________________

   c) Rename a shortcut.
      ________________________________________________________________

   d) Delete a shortcut.
      ________________________________________________________________

   (4 marks)
9. The following picture shows part of the Windows Explorer. Look at it carefully and then answer the questions that follow.

![Windows Explorer interface](image)

a) In which drive are the above files and folders stored? ____________________________

b) Write the filename of one of the files shown above. ____________________________

c) What is the name of the folder in which the files are stored? _________________________

d) Write the name of a folder which does not have any sub-folders. _________________________

e) Write the name of a folder that has sub-folders. ____________________________

f) How can I select the Kata folder? ____________________________

(g) Explain the steps required to rename the file Project.docx to MyProject.docx.

__________________________________________________________________________
__________________________________________________________________________

(14 marks)
10. Jane is writing a letter and she wants to save it so that she can print it tomorrow. Jane wants to save her letter in the **Removable Disk (F:)** with the name **JaneLetter** as a **Rich Text Format** File. Fill in the following Save dialogue box with Jane’s requirements.

![Save dialogue box](image)

(6 marks)

11. A slide in a presentation can have different layouts. Name the following Slide Layouts.

<table>
<thead>
<tr>
<th>Layout 1</th>
<th>Layout 2</th>
<th>Layout 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Layout 1" /></td>
<td><img src="image" alt="Layout 2" /></td>
<td><img src="image" alt="Layout 3" /></td>
</tr>
</tbody>
</table>

(5 marks)
12. MS WordPad is a word-processing program. Type True or False next to the following statements.

<table>
<thead>
<tr>
<th>Statements</th>
<th>True or False</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) When the text reaches the right margin, MS WordPad automatically begins a new line. This feature is called word-wrap.</td>
<td></td>
</tr>
<tr>
<td>b) Both the Caps Lock and the Shift keys can be used to write uppercase letters.</td>
<td></td>
</tr>
<tr>
<td>c) Both the Backspace and the Delete keys are used to delete text.</td>
<td></td>
</tr>
<tr>
<td>d) After you save a file, the filename appears in the Status bar.</td>
<td></td>
</tr>
<tr>
<td>e) When you save the file for the second time, the computer will only update the file with the changes made up to that moment.</td>
<td></td>
</tr>
<tr>
<td>f) MS WordPad uses a temporary storage area called the clipboard for moving and copying text within a document.</td>
<td></td>
</tr>
<tr>
<td>g) CTRL + X is the key combination that can be used to Cut text.</td>
<td></td>
</tr>
<tr>
<td>h) CTRL + P is the key combination that can be used to Paste text.</td>
<td></td>
</tr>
<tr>
<td>i) All print jobs sent to the printer go to the print queue.</td>
<td></td>
</tr>
<tr>
<td>j) You can use the print queue to pause or cancel print jobs.</td>
<td></td>
</tr>
</tbody>
</table>

(10 marks)

13. List two good practices one should follow when entering text in a presentation.

   i.  __________________________________________________________
       __________________________________________________________
       __________________________________________________________

   ii. _________________________________________________________
       _________________________________________________________
       _________________________________________________________

(4 marks)
14. MS PowerPoint has different presentation views. These include the Normal view, the Slide Show view, the Notes Page view and the Slide Sorter. Write the name of the following presentation views.

- Normal view
- Slide Show view
- Notes Page view
- Slide Sorter

(3 marks)
15. The following is a screenshot of Microsoft PowerPoint. Fill in the blanks.

16. Write True or False near each of the following statements.

<table>
<thead>
<tr>
<th>Statement</th>
<th>True or False</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) A design template can be inserted to all the slides in a presentation.</td>
<td></td>
</tr>
<tr>
<td>b) Slides can be deleted from a presentation.</td>
<td></td>
</tr>
<tr>
<td>c) Once chosen the Slide Layout of a slide cannot be changed.</td>
<td></td>
</tr>
<tr>
<td>d) Text can be copied or moved between slides and even between different presentations.</td>
<td></td>
</tr>
<tr>
<td>e) Slides can be copied or moved to another position in a presentation.</td>
<td></td>
</tr>
<tr>
<td>f) A Slide Show must always start from the first slide in the presentation.</td>
<td></td>
</tr>
</tbody>
</table>