HALF-YEARLY EXAMINATION 2016

<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Global Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max. Mark</td>
<td>10</td>
<td>5</td>
<td>8</td>
<td>10</td>
<td>5</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>10</td>
<td>8</td>
<td>28</td>
<td>100</td>
</tr>
</tbody>
</table>

Name: ________________________________  Class: ____________

Instructions:

- Answer all the questions on this paper.
- Good English and orderly presentation are important.
1. There are two types of Software: Operating System and Application Software. The following are some commonly used software.

<table>
<thead>
<tr>
<th>Photo editing software</th>
<th>Spreadsheets</th>
<th>Microsoft Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>iOS</td>
<td>Mac OS</td>
<td>Word Processing</td>
</tr>
<tr>
<td>Linux</td>
<td>Presentation Programs</td>
<td>Database Programs</td>
</tr>
</tbody>
</table>

a) Complete the table below by filling it with the items found above. The first one has been done for you.

<table>
<thead>
<tr>
<th>Application Software</th>
<th>Operating System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photo editing software</td>
<td></td>
</tr>
</tbody>
</table>

b) Define the term software.

__________________________________________________________________
__________________________________________________________________

(10 marks)

2. This question is about networks.

a) What is a network?

__________________________________________________________________
__________________________________________________________________

b) List three advantages of connecting computers in a network.

i. ________________________________________________________________

ii. ______________________________________________________________

iii. ________________________________________________________________

(5 marks)
3. Off-the-shelf software includes different types of software. Fill in the blanks using only 8 of the software listed below.

<table>
<thead>
<tr>
<th>Spreadsheets programs</th>
<th>Database programs</th>
<th>Presentations Graphics Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photoediting Software</td>
<td>Word-processing programs</td>
<td>Desktop Publishing Programs</td>
</tr>
<tr>
<td>Internet Web browsers</td>
<td>Communication Software</td>
<td>Social Networking Websites</td>
</tr>
</tbody>
</table>

a) __________________________________________________ – used to prepare text-based documents such as letters, memos, reports etc.

b) __________________________________________________ – used to analyse and summarise numerical data. Commonly used in accounting environments to prepare balance sheets and financial reports.

c) __________________________________________________ – used to organise and manage large quantities of data.

d) __________________________________________________ – used to organise data in an appropriate format to be displayed to a group of people.

e) __________________________________________________ – used to alter images and graphics.

f) __________________________________________________ – used to prepare high quality printed material e.g. flyers, invitations, posters, reports, magazines, and books.

g) __________________________________________________ – used to locate and display Web sites.

h) __________________________________________________ – allow users to be part of a virtual community. These websites provide users with simple tools to create a custom profile with text and pictures. A typical profile includes basic information about the user, photo albums, videos and comments published by the user.

(8 marks)
4. Fill in the following puzzle by using the hints given below.

ACROSS
1. Open ______ software is available to use without cost and user has the right to modify its source code. (6)
2. A ______ is the exclusive legal right that prohibits copying of intellectual property without permission of the copyright holder. (9)
3. ______ software is available free of charge. (8)
4. ______ version software is software which consumers can try before they buy. (5)
5. ______ is copyrighted software that is distributed free of charge but requires users to make a contribution in order to receive technical help, documentation or upgrades. (9)
6. ______ are printed licenses found inside software packages. (4)
7. Making a copy of propriety software for a relative or friend is an act of ______. (6)
8. ______ software is software whose rights are owned by an individual or business, usually a software developer. (9)

Now collect the shaded letters and find the missing words:

Computer software is considered as intellectual property and is protected by the _____________________________.

(10 marks)
5. List True or False near the following statements.

<table>
<thead>
<tr>
<th>Statements</th>
<th>True or False</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Another word for hardware is programs.</td>
<td></td>
</tr>
<tr>
<td>b) An Application program is a program that controls the computer.</td>
<td></td>
</tr>
<tr>
<td>c) An Operating System enables the computer to run applications.</td>
<td></td>
</tr>
<tr>
<td>d) Tailor-made software can also be referred as custom-made software.</td>
<td></td>
</tr>
<tr>
<td>e) Tailor-made software is software designed for a particular customer.</td>
<td></td>
</tr>
</tbody>
</table>

(5 marks)

6. Data is transmitted in characters or collections of bits. The following are the different data transmission speeds. What do the abbreviations stand for?

a) bps - ____________________________________________________________

b) mbps - __________________________________________________________

c) kbps - __________________________________________________________

d) gbps - __________________________________________________________

(4 marks)

7. Persons with special needs make use of specific hardware and software to help them work on a computer. Fill in the blanks.

a) ___________________________________________ is a program used to convert spoken words to text.

b) ___________________________________________ is a program that reads the contents of a computer screen aloud to a user.

c) ___________________________________________ is a program that magnifies a portion of the computer screen, so that it can be more easily viewed.

d) ___________________________________________ is a program that displays a virtual keyboard on the computer screen that allows people with mobility impairments to type data by using a pointing device or joystick.

(4 marks)
8. All computer users should be aware of some environmental friendly guidelines related to the use of computing facilities. List 3 of these guidelines.

   i. __________________________________________________________________________

   ii. __________________________________________________________________________

   iii. __________________________________________________________________________

   (3 marks)

9. The following is a screenshot of Microsoft Excel. Fill in the blanks using the following words.

   Zoom  Status Bar  Cell  Tabs  Title Bar  Scroll Bars  
   Ribbon  Quick Access Toolbar  Column Headings  Row Headings

(5 marks)
10. Underline the correct statements for each of the following:

a) An ____________ is an organisation’s private network that uses the infrastructure and standards of the Internet and World Wide Web.
   i. Internet
   ii. Intranet
   iii. Extranet

b) VPN stands for:
   i. Virtual Private Network
   ii. Virus Public Net
   iii. Virtual Public Network

c) This is commonly used to measure how fast data is transferred from one location to another.
   i. Digital Transfer Rate
   ii. Data Transfer Rate
   iii. Digital Transfer Route

d) The transfer of data from a server to a local computer is referred to as:
   i. Uploading
   ii. Downloading
   iii. Data loading

e) This is concerned with protecting software and data from unauthorised tampering or damage.
   i. Data Security
   ii. Firewall
   iii. Data Backup

f) A system designed to prevent unauthorised access to your computer system when connected to Internet is called:
   i. Data Security
   ii. Firewall
   iii. Data Backup
g) Copying of data files to a secondary storage medium as a precaution in case the first medium fails is referred to as:
   i. Data Security
   ii. Firewall
   iii. Data Backup

h) A program which protects the computer system against most viruses.
   i. Anti-viral
   ii. Virus
   iii. Anti-virus

i) ADSL stands for
   i. Always Digital Signal Line
   ii. Asynchronous Digital Subscriber Line
   iii. Asynchronous Data Subscriber Line

j) Which of the following is not a Broadband connection?
   i. ADSL
   ii. Dial-up connection
   iii. Wi-Fi

11. Use the following list of eight words to fill in:

<table>
<thead>
<tr>
<th>formulae</th>
<th>cell</th>
<th>columns</th>
<th>automatically</th>
</tr>
</thead>
<tbody>
<tr>
<td>rows</td>
<td>cost accounting</td>
<td>text</td>
<td>spreadsheet</td>
</tr>
</tbody>
</table>

A spreadsheet is a sheet of paper divided into _____________ and _____________. These sheets are used by accountants for carrying out complex calculations. The advantage of an electronic spreadsheet is that numbers, _____________ and _____________ can be entered into each _____________. If a formula is entered, the _____________ will carry out any calculations specified. This ability to _____________ calculate figures makes spreadsheets ideal for planning applications, such as _____________.

(8 marks)
12. Maria was calculating how much money she saved in December. She earned €400 and was finding the total amount of money she spent. Then she wanted to find whether she had saved any money. The following is the spreadsheet she made.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>December Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>€</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Income</td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Outing</td>
<td>40.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Christmas Presents</td>
<td>60.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Clothes</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Make-up</td>
<td>10.51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Stationary</td>
<td>9.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Total Expenses</td>
<td>161.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Saving</td>
<td>239.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) The non-printable lines separating the rows and columns are called ____________. (1 mark)

b) The active cell in the above spreadsheet is cell _________________. (1 mark)

c) The total amount of money Maria earned is shown in cell _________________. (1 mark)

d) To find the Total Expenses in cell B12, Maria used the following formula:

\[ =\text{(B7+B8+B9+B10+B11)} \]

Write the formula in a shorter way using a function. _________________. (3 marks)

e) What formula did Maria use to find how much money she saved? _________________. (3 marks)

f) Why aren’t the values in the screenshot shown on the right displayed properly? _________________. (2 marks)
g) Mark with a cross (×) the wrong functions and with a very good (√) the correct ones.

<table>
<thead>
<tr>
<th>Function</th>
<th>× or √</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum(F4:F9)</td>
<td></td>
</tr>
<tr>
<td>=Sum(F4+F9)</td>
<td></td>
</tr>
<tr>
<td>=Avr(F4:F9)</td>
<td></td>
</tr>
<tr>
<td>=Avg(F4:F9)</td>
<td></td>
</tr>
<tr>
<td>=Average(F4:F9)</td>
<td></td>
</tr>
<tr>
<td>=Min(F4:F9)</td>
<td></td>
</tr>
<tr>
<td>=Maximum(F4:F9)</td>
<td></td>
</tr>
<tr>
<td>=Sum(F4-F9)</td>
<td></td>
</tr>
</tbody>
</table>

(8 marks)

h) All the figures in Maria’s spreadsheet are shown to _________ decimal places.

(2 marks)

i) Two buttons found in the spreadsheet program are shown below. Write down what each button is used for.

(2 marks)

j) If Maria had to sort the expenses in ascending order, how would they be listed?

i) ......................................................

ii) .....................................................

iii) .......................................................

iv) .....................................................

v) .....................................................

(2 marks)

k) Which option can Maria use to take a final look at the spreadsheet before actually printing it? ____________________________

(1 mark)

l) The spreadsheet program we use at school is called ____________________________.

(2 marks)