

Computer Essentials

1. **Software** consists of step-by-step instructions that tell the computer how to perform a task. All software can be divided into two categories - **system software** and **application software**. Write down the following software terms in their appropriate column:

Linux	Internet Browser	Photo editing programs	Web browser	Database programs	Windows 7
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System software	Application software

2. Choose the correct answer.
- a) Which is the **best** place to keep a backup copy of files?
- In another folder in the same computer's hard disk.
 - In an external hard disk, somewhere in the same building.
 - In a different building.
- b) Which of these is a **primarily** measure to prevent data theft?
- Username and password.
 - Security cameras.
 - Use of pen drives not allowed.
- c) Which of the following can help you recognise licenced software?
- Checking the price of the software.
 - Checking product ID and registering the software.
 - Asking the author of the software.
- d) An intranet is:
- A collection of websites on the Internet.
 - A computer network that shares information in an organization. #
 - A home network.
- e) Extranet users are:
- Members of an organization only.
 - All home users who have access to Internet. #
 - A computer network that allows controlled access from the outside.

f) Which law protects and covers the rights of software creators?

- i. Computer Misuse Act.
- ii. Copyright.
- iii. Data Protection Act.

g) What does the software **end user licence agreement** indicate?

- i. The way to install/uninstall the software.
- ii. The new features of the software.
- iii. The usage terms of the software.

h) Which software comes with a licence that can be used for a trial period only?

- i. Shareware.
- ii. Freeware.
- iii. Open Source.

i) Which type of software can users use, improve and distribute for free?

- i. Shareware.
- ii. Freeware.
- iii. Open Source.

j) Which law gives protection on stored sensitive data such as health and criminal records?

- i. Data Protection Act.
- ii. Consumer Act.
- iii. End User Licence Agreement (EULA).

k) Who is responsible for protecting the collected data?

- i. Database Administrator.
- ii. Data Controller.
- iii. Data Input Clerk.

3. Fill in the blanks with the appropriate software type:

- i) _____ are used to organise and manage large quantities of data. They enable efficient manipulation of data.
- ii) _____ are used to prepare high quality printed material e.g. flyers, invitations, posters, reports, magazines, and books.
- iii) _____ is used for the transmission of electronic messages or documents between different computers.

- iv) _____ are used to analyse and summarise numerical data.
- v) _____ are used to organise text and numeric data in an appropriate format to be displayed to a group of people.

4. Underline the correct word to complete these sentences.

- a. (Internet, Broadband, Dial up) is a connection that enables fast data transfer rates between computers connected to Internet.
- b. (Login, Username, Password) is a secret word used to gain access to a network.
- c. (Virus, Backup, Copy) is the copying of data files to a secondary storage medium as a precaution in case the first medium fails.
- d. (Dial up, Connection, Internet) is a form of Internet access that uses telephone lines.
- e. The transmission speed of data is known as (speed, transfer rate, connection).
- f. ADSL stands for (Asynchronous Digital Subscriber Line, Advanced Data Signal Line, Asynchronous Data Signal Line).
- g. Backup copies are kept in a different location. This is known as (offsite, illegal, impossible).
- h. (BPS, MBPS, GBPS) indicates approximately 1,000,000 bits per second.
- i. Software designed to allow the computer system to manage its own resources is known as (application software, apps, operating system).
- j. (Online, Offsite, Legal) file storage – is a service that one can use to store personal files on the Internet.

5. Write **True** or **False** next to the following questions:

		True or False
i)	This is considered as a strong password: xfuHT432f.	
ii)	It is highly recommended to change the password very frequently.	
iii)	Freeware is a type of software which costs between 5 to 15 Euro.	
iv)	The Data Protection Act makes it clear that data can be kept longer than required.	
v)	A cheaper way for companies to install multiple copies of software on different computers is to buy a site licence.	
vi)	Copyrighted software can be altered, copied and distributed for free.	

Spreadsheets

6. Write down the formula Mr. Borg should use to:

[3

	A	B	C	D
1				
2		Test 1	Test 2	
3	Mark	76	89	
4	Paul	89	56	
5	Mary	93	68	
6	Jane		76	
7	Fay		92	
8	Chris	60		
9	Karla	87	56	
10	Ron		34	
11	Ann	96	59	
12				
13				
14				

i) Count the number of students in class.

ii) Count the number of students who sat for Test 1.

iii) Count the number of students who did not sit for Test 2.

7. Mike received the following quotation for some fishing equipment in MS Excel format:

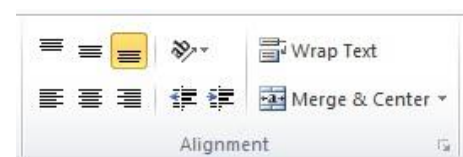
	A	B	C	D	E	F
1	Tom's Fish Shop					
2						
3	code	description	Quantity	price in \$	Total	Total in €
4						
5	7787	Fishing Lures	5	8.97		
6	4532	hooks size 16	2	2.65		
7	4567	finshing line	1	23.87		
8	9874	Fishing Reel in	1	88.35		
9	1539	Fish finder	1	120.76		
10	4092	Fishing Rod	2	75.45		
11						
12						
13	Exchange Rate			0.89		

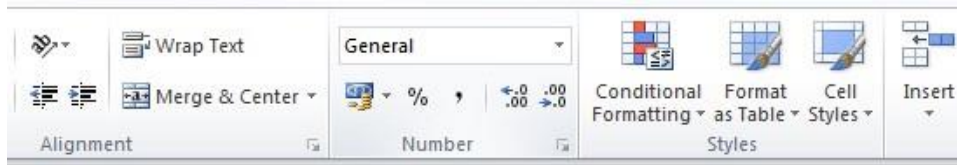
i) Mike would like to find the total cost in \$ by multiplying the *Quantity* by the *price in \$*. Using **relative cell referencing** write the formula which Mike should use in cell E5.

ii) Mike would like to find the price of each item in Euro by multiplying the *price in \$* by the *Exchange Rate* in cell **D13**. Using **absolute cell referencing**, write the formula Mike should use in cell F5.

iii) Mike would like to centre the Title between cell A1 and cell F1. Draw a circle around the icon Mike should use.

iv) Mike noticed that cell B8 has some missing text. He would like to print all the text without changing the width of the column. Draw a circle around the icon Mike should use.

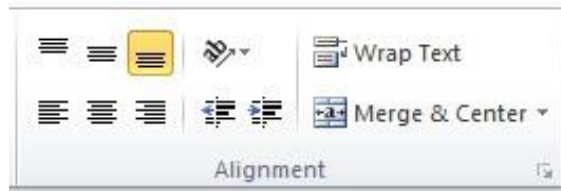




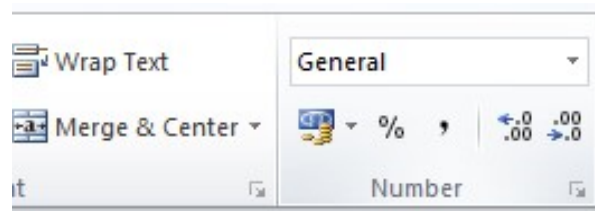
v) Mike would like to change the orientation of the heading to look as follows:

code description Quantity price in \$ Total Total in €

Draw a circle around the icon Mike should use to do this.



vi) Mike would like to show the currency symbol \$. Draw a circle around the icon Mike should use to do this.



8. Charlene is working in a shop and she is keeping a record of the income and the expenses:

	A	B	C	D
1				
2	Date	Income	Expenditu	Profit or loss
3				
4	17/03/2013	156.87	209.17	Loss
5	18/03/2013	232.12	160.65	Profit
6				

She used a logical function in cell D4 to obtain **Profit** or **Loss**. Write down the formula she used in cell D4.

9. Answer **True** or **False**:

i.	Content of a cell can be copied or moved from one worksheet to another.	
ii.	A search command is available in Excel, which can be used to search for specific content in a worksheet.	
iii.	The command ' Sort A to Z ' is used to sort in descending order.	
iv.	New worksheets can be inserted in the same workbook if required.	

v.	Excel does not support the option to freeze/unfreeze row or column titles.	
vi.	A #REF! error message in Excel refers to an invalid cell reference .	

[6 marks]

10. Using the functions AVERAGE, MIN and MAX complete the following questions:

	A	B	C	D	E	F
1				Rainfall 2012	Rainfall 2013	
2						
3			January	56.3	44.5	
4			February	78.4	68.7	
5			March	12.4	4.5	
6						
7			Average:	49.03		
8			Lowest Reading :	12.4		
9			Highest Reading:	78.4		

i. Write the formula which should be entered in cell **E7** to find the **average** rainfall for 2013:





ii. Write the formula which should be entered in cell **E8** to find the **lowest** rainfall reading for 2013:







iii. Write the formula which should be entered in cell **E9** to find the **highest** rainfall reading for 2013:

11. This question is about Charts.

a) Match the following types of charts with their corresponding diagrams below:

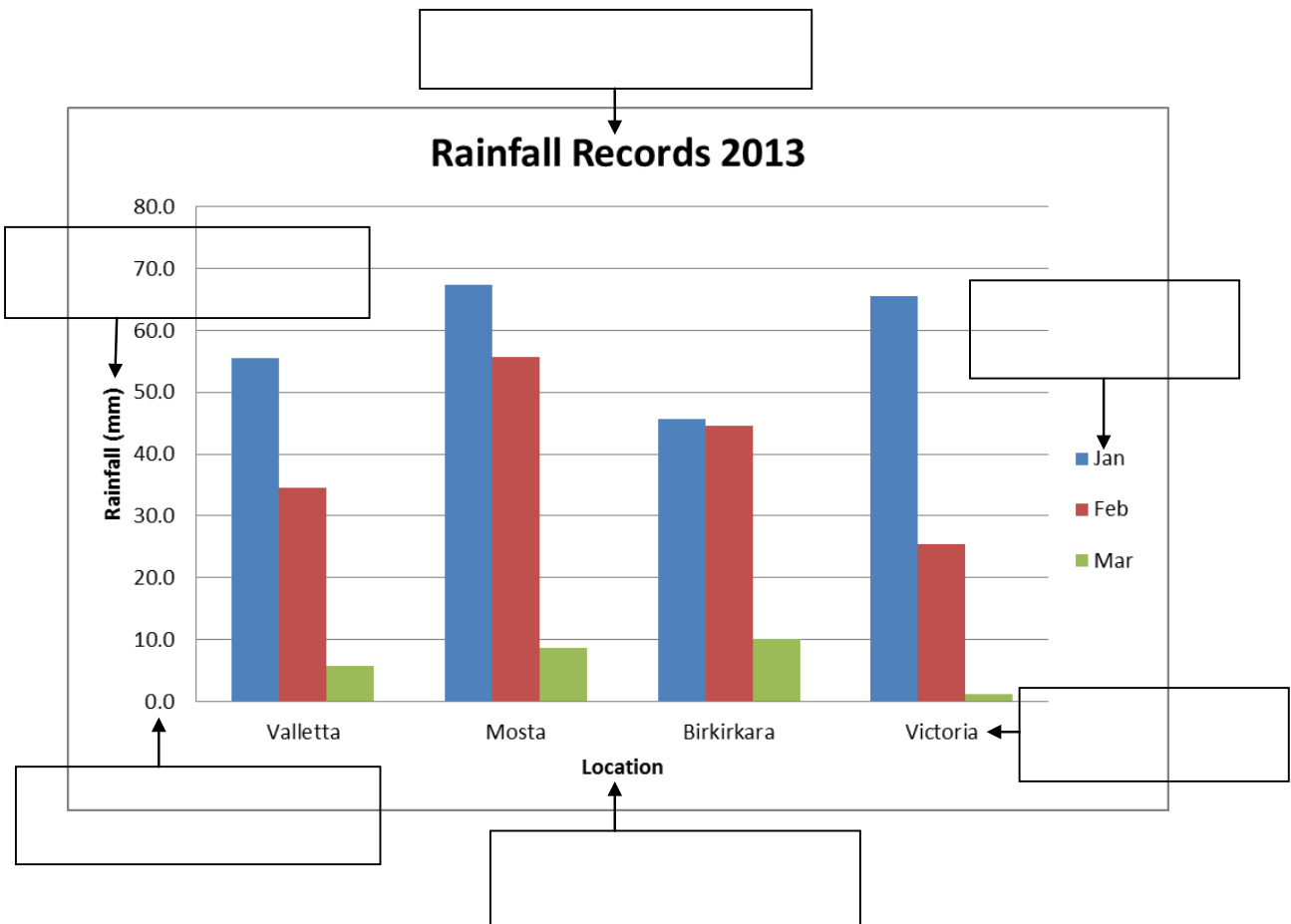
Area Chart	Bar Chart	Pie Chart	Column Chart	Line Chart
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	2003 Version	2010 Version	Name of Chart:
i.			
ii.			

iii.			Area Chart
iv.			
v.			

b) Use the following terms to label the diagram below:

X-axis title (horizontal axis)	Y-axis title (vertical axis)	Category of X-axis (horizontal axis)
Values of Y-axis (vertical axis)	Legend	Chart title



12. Match the following terms and definitions by writing the correct number next to the appropriate terms:

1.	A secure Web site has a _____ confirming that it is secure and genuine.
2.	A program that secretly installs itself on computers and collects information about users without their knowledge.
3.	A network should be secured by
4.	Is the use of the Internet and related technologies to harm other people.
5.	Is the translation of data into a secret code.
6.	A software which should be updated regularly to keep your computer protected against malware.
7.	The URL of a secure website starts with
8.	Worms, Trojan horses etc are known as
9.	A system designed to prevent unauthorised access to your computer system when connected to Internet.
10.	Is a piece of program designed and written to make additional copies of itself and spread from location to location.

	https
	digital certificate
	encryption
	Virus
	spyware
	firewall
	usernames and passwords
	anti virus
	malware
	cyber bullying

13. Use the following commands to describe what is happening to the picture:

Rotate Right 90	Flip Vertical	Flip Horizontal	Rotate Left 90
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