BOARD OF STUDIES
NEW SOUTH WALES

2001 SCHOOL CERTIFICATE TRIAL TEST

TRIAL COMPUTING SKILLS

50 Marks

Directions

1 Time: 1 hour

2 This test has THREE parts

Part A	True/False	Questions 1–5	(5 marks)
Part B	Multiple choice	Questions 6–40	(35 marks)
Part C	Matching	Questions 41–42	(10 marks)

**3** Complete your answers to Questions 1–42 on the separate Answer Sheet

Instructions for answering True/False, Multiple-choice and Matching questions in Parts A, B and C.

- Complete your answers in either black or blue pen.

True/False Questions

Read the statement carefully. Decide whether the statement is True or False. Fill in the response oval completely.

Sample   The Earth is a planet.   True ●   False ○

If you think you have made a mistake, put a cross through the incorrect answer and fill in the new answer.

True ⊗   False ●

Multiple-choice Questions

Select the alternative A, B, C or D that best answers the question. Fill in the response oval completely.

Sample   2 + 4 =   (A) 2   (B) 6   (C) 8   (D) 9

A ○   B ●   C ○   D ○

If you think you have made a mistake, put a cross through the incorrect answer and fill in the new answer.

A ●   B ⊗   C ○   D ○

Matching Questions

Select the number (1–6) that best matches each part (A–E). Fill in the response oval completely.

Sample

A   1 ○   2 ○   3 ●   4 ○   5 ○   6 ○

If you think you have made a mistake, put a cross through the incorrect answer and fill in the new answer.

A   1 ○   2 ○   3 ⊗   4 ○   5 ○   6 ●

- If you change your mind and have crossed out what you consider to be the correct answer, then indicate the correct answer by writing the word **correct** and drawing an arrow as follows.

True/False

correct

True ⊗   False ⊗

Multiple choice

correct

A ⊗   B ⊗   C ◯   D ◯

Matching   A

correct

1 ◯   2 ◯   3 ⊗   4 ◯   5 ◯   6 ⬤

PART A – True/False

Use the database below to answer Questions 1 and 2.

	ID	Surname	First name	Address
	1	Jones	John	143 North Street, Paddington
	2	Symonds	Maya	2/24-25 Hargrave Crescent, Glen Innes
	3	Vasa	Emily	37 Knotting Street, Bourke
	4	Johnson	Mary	121 Gifford Place, Albury
	5	Borne	Olivia	2A/56 Union Road, Bathurst

1   The database has been sorted alphabetically by 'First name' in ascending order. TRUE/FALSE

2   Another sort was performed so that Vasa, Emily appeared first. This could be done by sorting 'Surname' in ascending order. TRUE/FALSE

3   Switching a computer off at the power point will cause damage to any files or parts of the computer. TRUE/FALSE

4 A student who has been working on an essay clicks on the save button and the following screen appears.
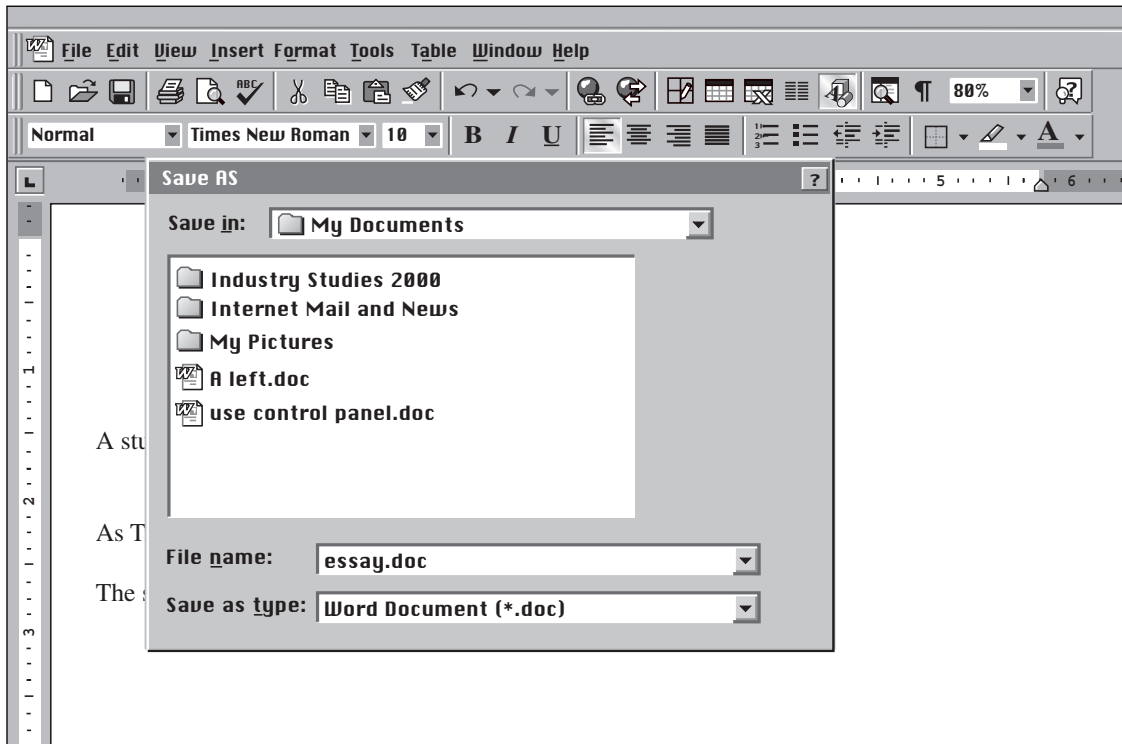
The essay will be saved in the folder called **My Documents**. TRUE/FALSE

5 A student has cut and pasted a graphic of a microscope into a word-processing document, as indicated by the diagram.
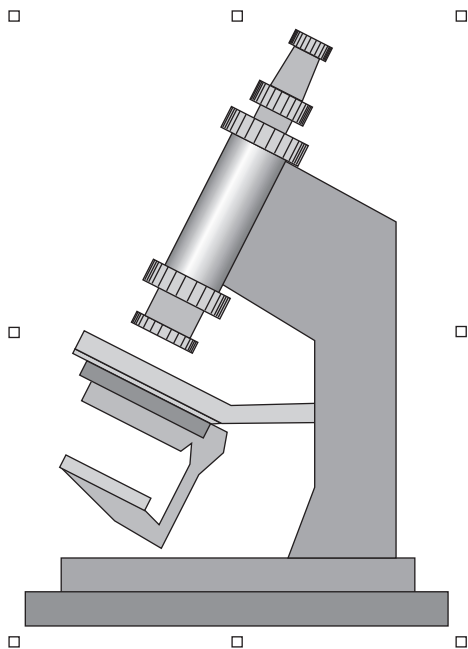
The student decides that this graphic is no longer suitable. When the student presses the delete key, this graphic will be removed from the word-processing document. TRUE/FALSE

PART B – Multiple choice

6 What command in a word-processing program can be used to change the word 'him' to 'her', and also the word 'he' to 'she' in the document?

"On a cold and still night, the only sound that could be heard was the owl that had made its home in the nest outside the bedroom window. It was eerie and the babysitter was consistently checking the children. He was new at the job, and had never been to this family's house before now. He was wishing he had visited during the day, just to get a layout of the house. He cursed the owl. It was making him nervous. What would happen if it woke up the baby? He had never had to contend with a crying one year old before."

(A) Paste

(B) Replace

(C) Select all

(D) AutoCorrect

7 A student is editing a sentence using a word processor. A part of the sentence has been hightlighted as shown.

`The quick brown fox jumps over the lazy dog`

What will the sentence look like when the delete key is pressed?

(A) The quick brown fox jumps over the lazy dog

(B) The q fox jumps over the lazy dog

(C) The qfox jumps over the lazy dog

(D) The fox jumps over the lazy dog

8   A print dialogue box is shown.
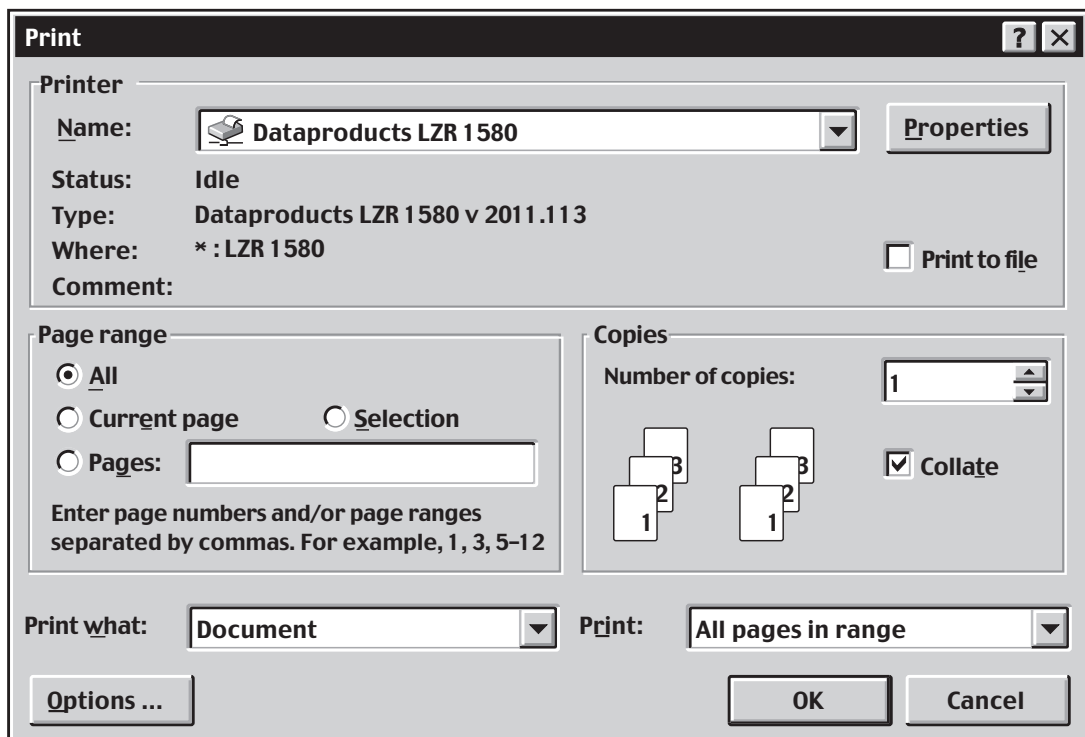
Which 'Page range' option would you choose to print pages 2, 3, 4 and page 8 of the document?

(A)   Choose the 'All' option

(B)   Choose the 'Current page' option

(C)   Choose the 'Pages' option and enter the page range 2–4, 8

(D)   Choose the 'Pages' option and enter the page range 2, 3, 4–8

**9**   Which button would you use to change Figure (i) into Figure (ii) with one click?

Figure (i)   Figure (ii)

(A)

(B)

(C)

(D)
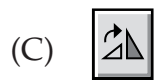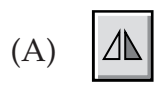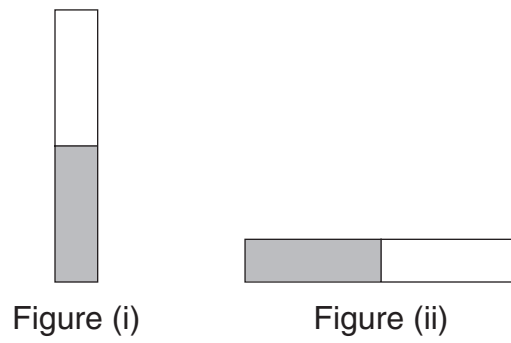
10 The diagram shows the window from a common word-processing program.
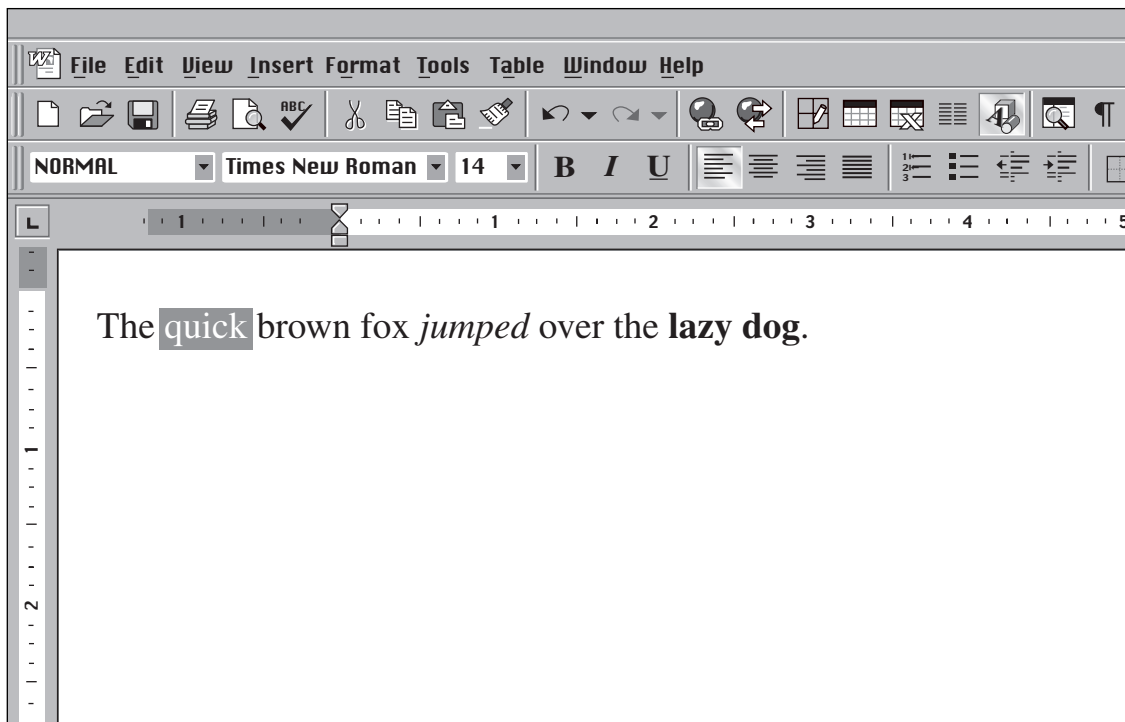
Which of the following combination of functions were used in formatting the sentence?

(A) Font 14, Bold, Italics

(B) Normal, Italics, Font 10

(C) Normal, Italics, Font 12

(D) Font 16, Bold, Italics

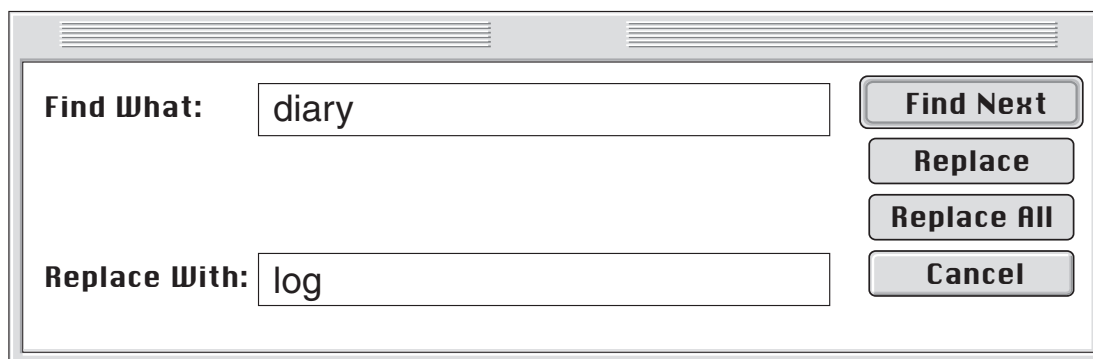**11** Samantha is using the mouse to select items as shown.
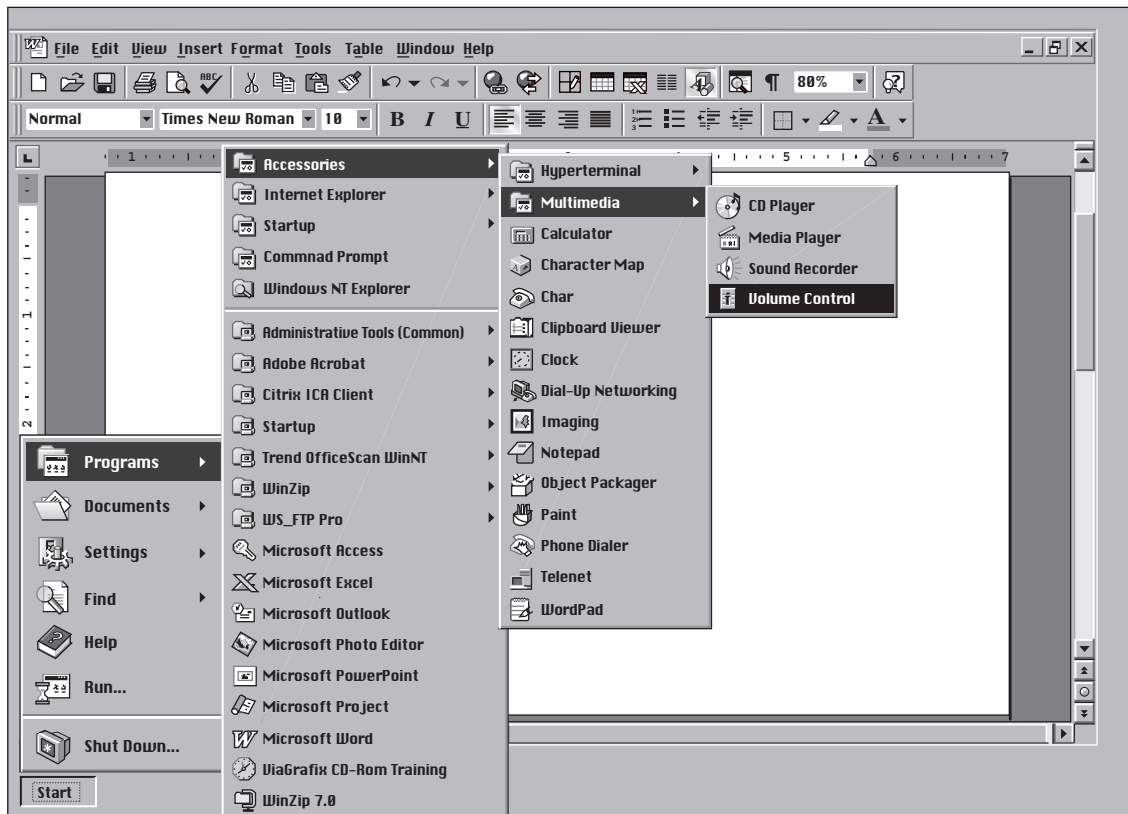
What application will come on the screen when the mouse button is released?

(A) Programs

(B) Accessories

(C) Multimedia

(D) Volume Control

12 A student typed the following passage using a word processor.

Probably one of the smartest and least troublesome habits you can get into is to enter data regularly in to your hardware and software maintenance **diary**. The more data you provide in your **diary** the better. Always keep a **diary** of what you check on each computer, when you run a backup, what you backup, and the content of the hard drive. A **diary** helps you to identify and isolate problems at an early stage.

Find What:	diary		**Find Next**
			Replace
			Replace All
Replace With:	log		**Cancel**

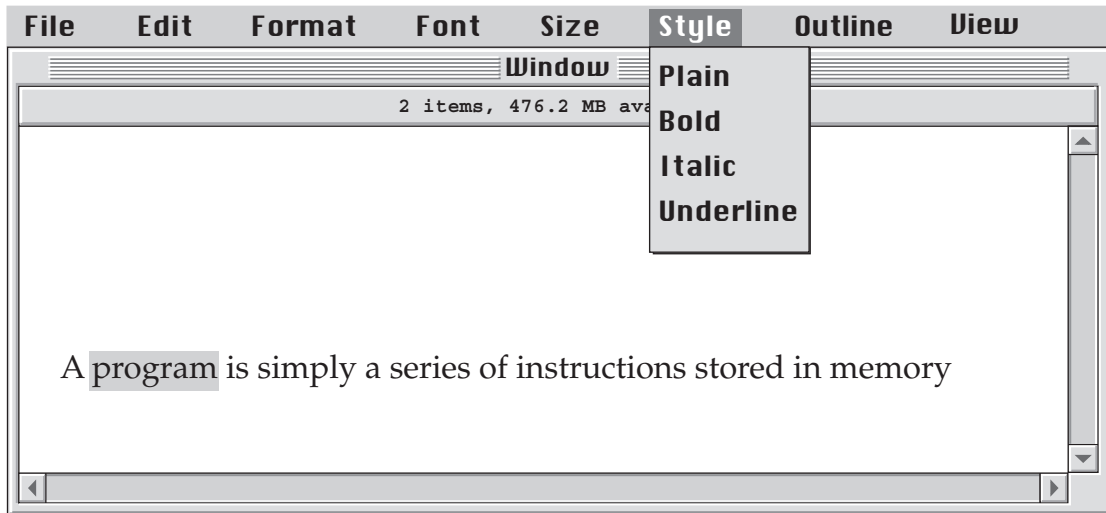Which button should be clicked on to change the word '**diary**' to '**log**' every time it appears?

(A) Find Next

(B) Replace

(C) Replace All

(D) Cancel

13   Which alignment has been used to type the text in the following passage?

> 'Telecommuting' now offers workers in some types of jobs the
> chance to do much of their work from home. Using a personal
> computer, a modem connected to their telephone line and 'remote
> access' software they can gain access to the computers in their office
> and work exactly as if they were present in the office. There are
> advantages for both employer and employee in terms of savings
> made in time, transport, clothing and office space. Many workers,
> however, find that they miss the human contact of office life.

(A)   Left

(B)   Right

(C)   Justified

(D)   Centered

14 The diagram shows the menu bar in a word-processing program.

| File | Edit | Format | Font | Size | **Style** | Outline | View |

Window

Plain

Bold

Italic

Underline

2 items, 476.2 MB ava

A program is simply a series of instructions stored in memory

The user highlighted the word 'program' in the document and selected the 'Bold' command from the style menu.

What will the sentence look like when 'Bold' is selected?

(A) A <u>program</u> is simply a series of instructions stored in memory

(B) A **program** is simply a series of instructions stored in memory

(C) A *program* is simply a series of instructions stored in memory

(D) **A program is simply a series of instructions stored in memory**

15 The diagram shows the screen of a computer with a window open. The window has four parts labelled 1, 2, 3 and 4.
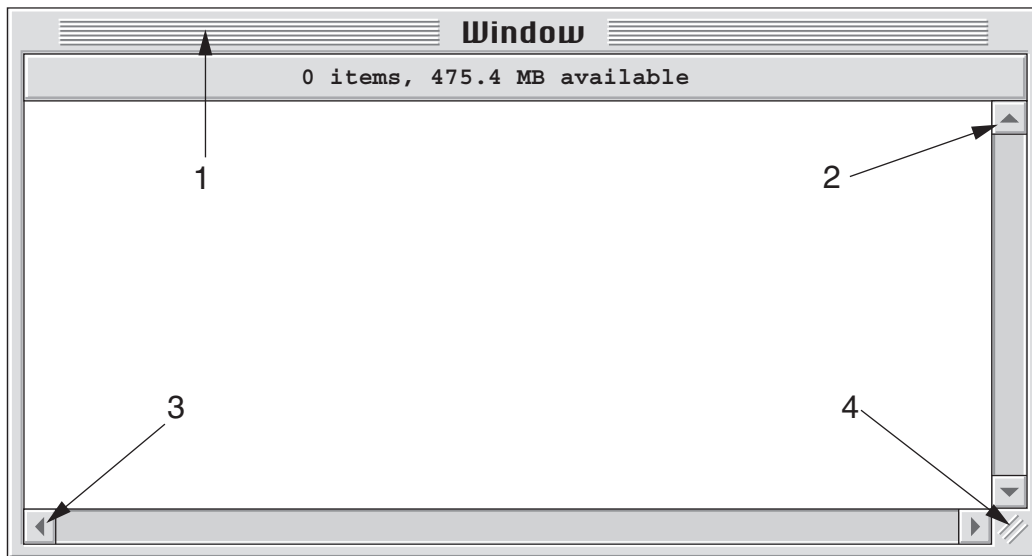

The window size can be changed by clicking on one part of the window with the mouse, then holding the mouse button down and dragging the mouse.

Which part of the window would you click on with the mouse?

(A) 1

(B) 2

(C) 3

(D) 4

16   Which protocol would be used to download a free anti-virus program from the Internet?

   (A)   irc

   (B)   ftp

   (C)   www

   (D)   telnet

17   What protocol would **not** be used to log into your company's file server computer from home to print off a report for a morning meeting?

   (A)   irc

   (B)   ftp

   (C)   http

   (D)   telnet

Use the diagram below to answer Questions 18 and 19.
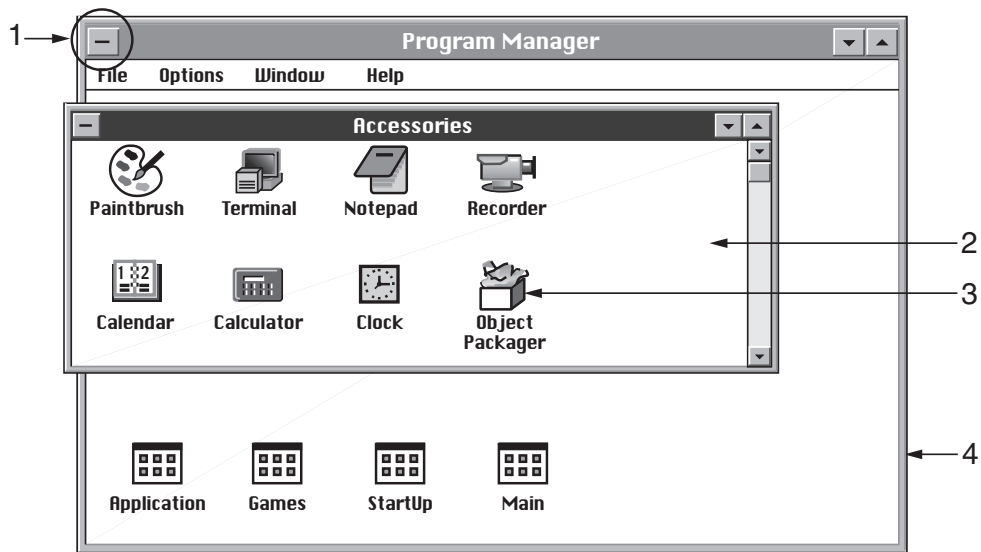
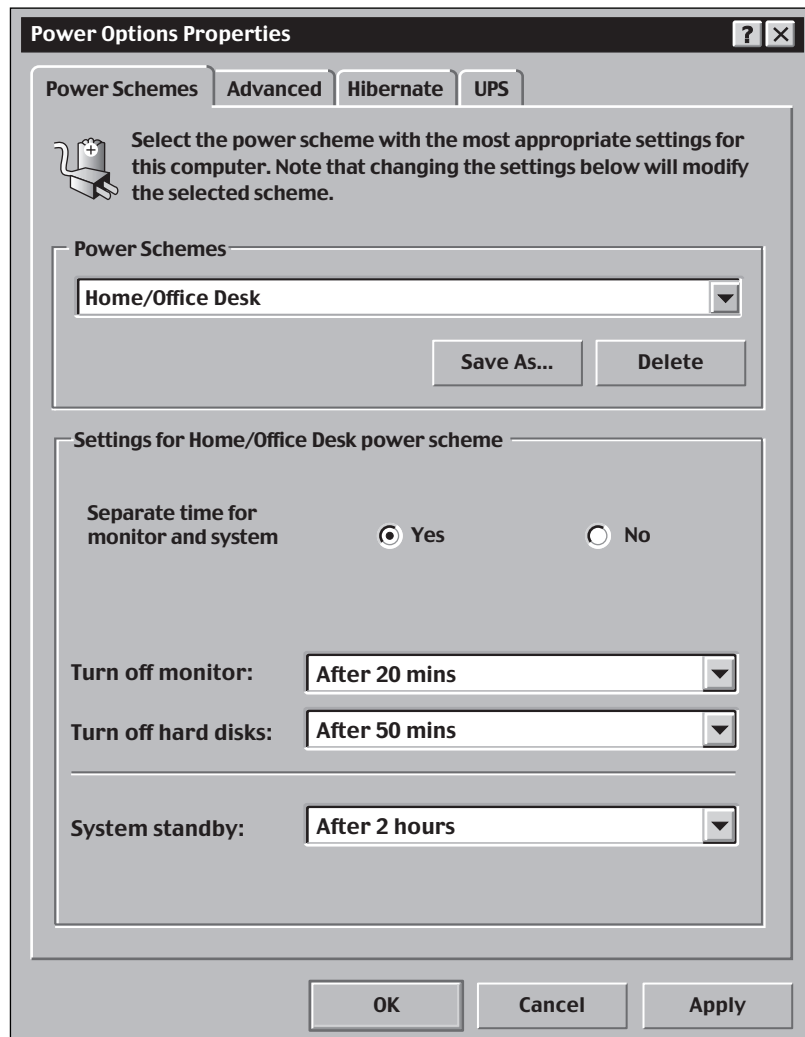**18** Which numbered arrow points to an icon?

(A) 1

(B) 2

(C) 3

(D) 4

**19** Which numbered arrow points to the **active window**?

(A) 1

(B) 2

(C) 3

(D) 4

20   How long after the keyboard or mouse is used will the monitor turn off?

(A)   After 20 minutes

(B)   After 50 minutes

(C)   After 2 hours

(D)   After 5 hours

21 What *edit* commands would you use to insert a paragraph from one document into another document, while still keeping the paragraph in the first document?

(A) Copy, then paste

(B) Cut, then paste

(C) Delete, then paste

(D) Insert, then paste

22 A program for printing text on sticky labels has the following setup to allow for the spacings of the labels to be set.
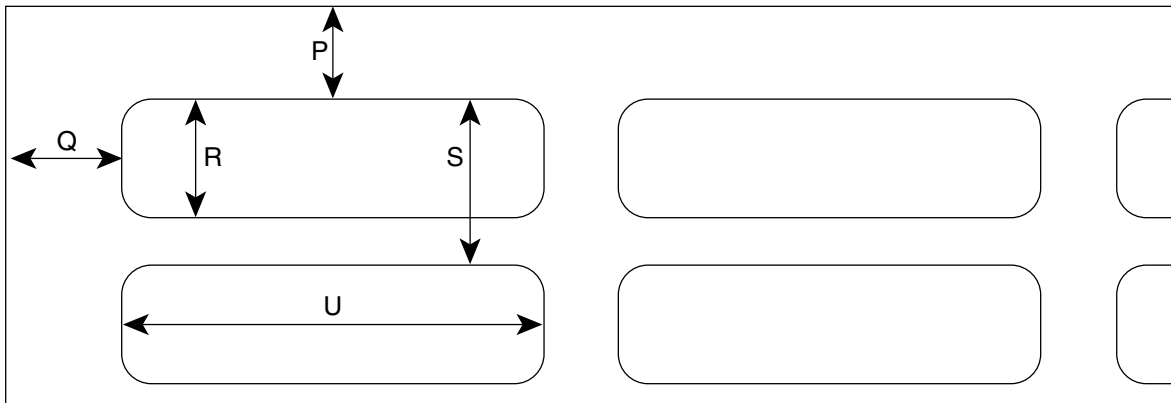
An estimate of the spacing of a set of labels is made, but when the labels are printed the text does not align with the labels, as shown.
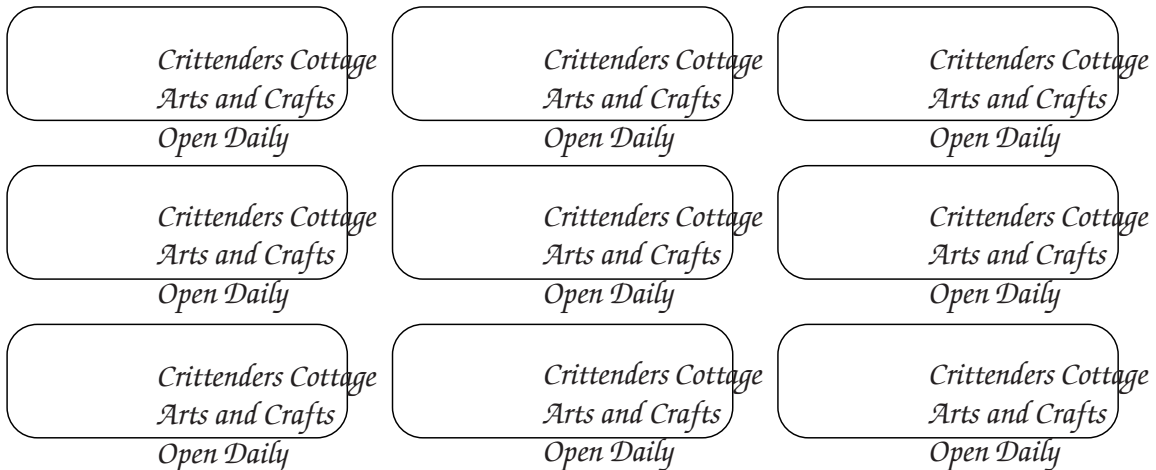
Which spacings need to be altered to allow the labels to print correctly?

(A) P, S

(B) P, Q

(C) Q, R

(D) S, U

Use the following diagram to answer Questions 23 and 24.

The diagram shows a screen from a common word-processing program. The text has been highlighted and a dialog box is open.
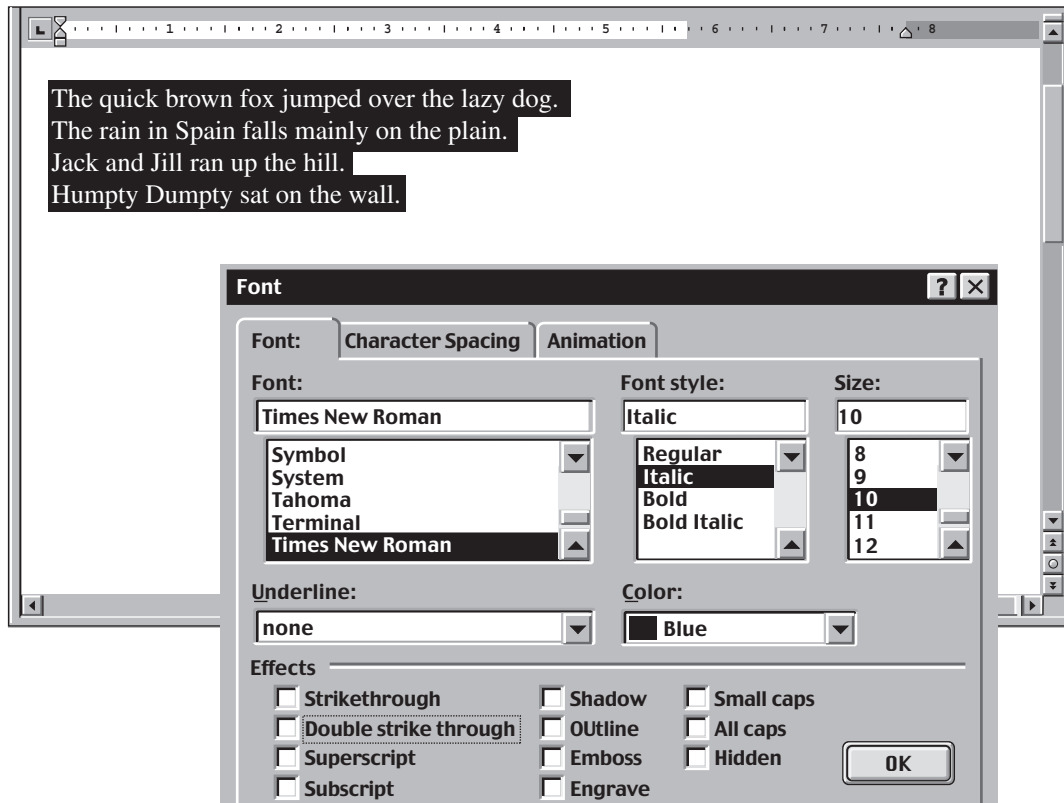
23   What will be the font style for the text if the 'OK' button is clicked?

   (A)   Regular

   (B)   *Italic*

   (C)   **Bold**

   (D)   ***Bold italic***

24   What will be the colour for the text?

   (A)   White

   (B)   Black

   (C)   Blue

   (D)   None

25   The diagram shows the desktop of a computer.

On the Desktop are two windows. One window is an open folder called 'FOLDER' which contains a file called 'FILE'. The other window displays a window called 'FLOPPY' which refers to a disk in the floppy disk drive.
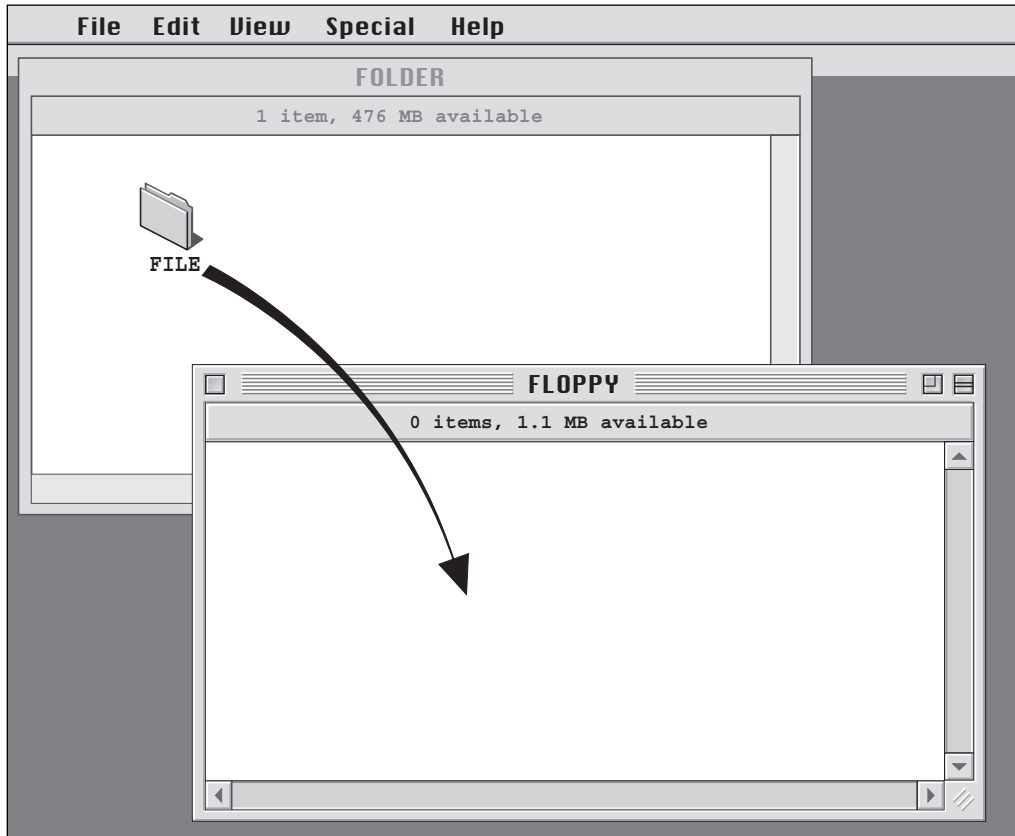
If you click on FILE with the mouse, then drag FILE from FOLDER to FLOPPY (as shown by the arrow) there will be a copy of FILE in FLOPPY.

Which of the following statements is also true?

(A)   There will be a copy of FILE in FOLDER and a copy on the Desktop.

(B)   There will be a copy of FILE in FOLDER and no copy on the Desktop.

(C)   There will be no copy of FILE in FOLDER and a copy on the Desktop.

(D)   There will be no copy of FILE in FOLDER and no copy on the Desktop.

26 When using the Internet, there are various things that need to be considered when visiting sites. Samples of common Internet issues are explained in the table below.

Issue	Description
Cookie	A cookie is a text file which is placed on your system. It • is retrieved each time you visit that Internet page • stays with you while you navigate that site • can identify a user • stores data about pages visited and items bought • offers you news and services based on previous use
Trojan	A trojan is a tiny program which • can get stored passwords from your computer (if you clicked 'save password') • reads your personal documents and spreadsheets • deletes files, displays pictures and/or shows messages on your screen • can enter your computer from a disk, the internet, e-mail from a network, or by being typed in
Virus	A virus is a program that attaches itself to other programs. A virus • can destroy, interrupt or cause errors in a program or data • enter a system from an infected disk, or e-mail from the Internet • can be avoided by installing anti-virus software

While on the Internet, a person downloads information from an unknown site. Code information, username and pages visited were recorded without the person's knowledge. The next time the person visits the page, this information is passed on to the site operator and used to identify them.
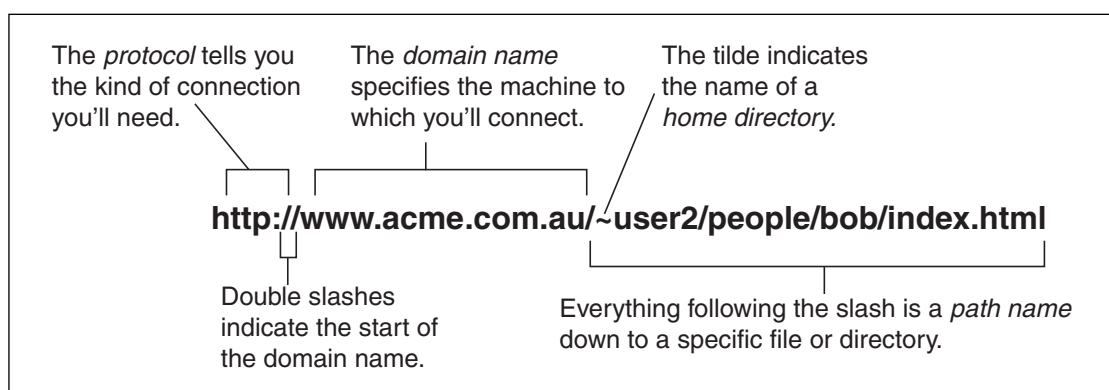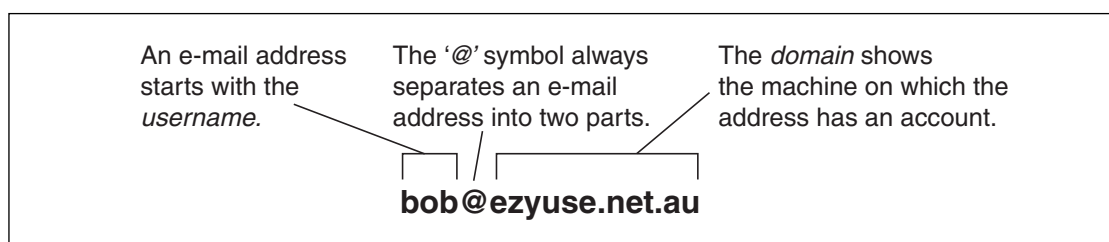
Which of the following has occurred?

(A) Virus becoming attached to computer program

(B) Trojan allowing hackers access to private information

(C) Cookie recording private information

(D) A cookie, trojan and virus have been downloaded

27 Domain names must contain a description of the type of organisation that the domain represents. Some abbreviations commonly used include:

- *com* is used for company

- *org* is used for organisation

- *net* is used for network

- *gov* is used for government.

The domain name may also include a two-letter country code, for example *au* for Australia, *jp* for Japan or *id* for Indonesia.

An e-mail address starts with the *username.*

The '@' symbol always separates an e-mail address into two parts.

The *domain* shows the machine on which the address has an account.

bob@ezyuse.net.au

The *protocol* tells you the kind of connection you'll need.

The *domain name* specifies the machine to which you'll connect.

The tilde indicates the name of a *home directory.*

http://www.acme.com.au/~user2/people/bob/index.html

Double slashes indicate the start of the domain name.

Everything following the slash is a *path name* down to a specific file or directory.

Which of the following could be the correct web format to locate John Howard's home page on the Australian Parliament House (aph) domain?

(A) John.Howard.MP@aph.com.au

(B) http://www.aph.gov.au/JohnHoward.html

(C) http://www.gov.aph.au/JohnHoward.html

(D) http://www.john.howard.gov.au

Use the information to answer Questions 28–30.

This spreadsheet shows the monthly income and expenditure for a taxi driver for the year 2000.

	A	B	C	D	E	F
1			Income, Expenditure and Savings for 2000			
2						
3		Monthly Income	Monthly Expenditure	Savings		
4	January	3,000	2,000	1,000		
5	February	2,900	2,130	770		
6	March	2,100	2,500	-400		
7	April	2,550	2,010	540		
8	May	1,700	2,600	-900		
9	June	2,520	2,000	520		
10	July	4,000	2,300	1,700		
11	August	4,100	2,500	1,600		
12	September	4,120	2,600	1,520		
13	October	5,220	2,180	3,040		
14	November	4,000	2,700	1,300		
15	December	6,000	3,000	3,000		
16						
17			TOTAL	13,690		
18						

Sheet 1

28   What is the value in cell C5?

(A)   2,000

(B)   2,130

(C)   2,500

(D)   2,600

29   What formula could be in D4?

(A)   =B4-C4

(B)   =C4-B4

(C)   =B4 and C4

(D)   =MINUS(B4-C4)

30   What formula could be in D17?

(A)   =(D4:D15)

(B)   =(D4 + D15)

(C)   =SUM(D4 to D15)

(D)   =SUM(D4:D15)

31   Patricia wants to return to her startup screen on the Internet.

Which button should she use on the browser?

(A)   ⇦ Back

(B)   🔍 Search

(C)   🏠 Home

(D)   🗘 Refresh

32   Pat wants to find a website that he briefly skimmed over yesterday.
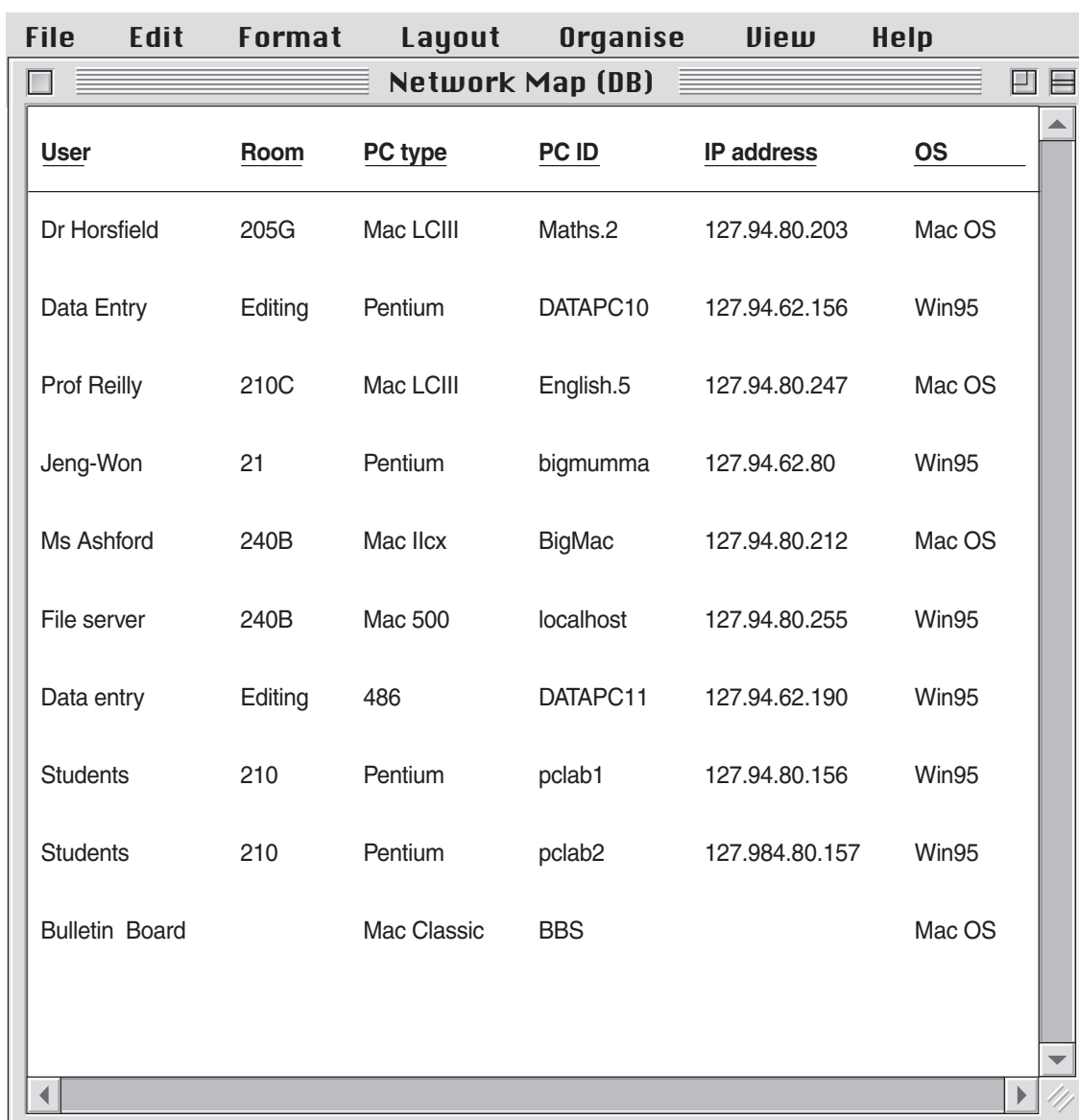
After turning on his computer how would he do this?

(A)   Click on the Back arrow until the desired site is found

(B)   Click on 'Go to' or 'Search' in the browser

(C)   Go to the History page and look for the site

(D)   Go to the Bookmarks or Favorites page

Use the following information to answer Questions 33–35.

The diagram shows part of a database set up by the Information Technology manager for a university.

This database contains information that distinguishes each computer from all other computers: PC ID (the name given to the computer), the IP (network) address of each computer.

Other information includes: User (the name of the user or users), Room (the room where the computer is located), PC type (the type of computer) and OS (the Operating System of the computer).

File	Edit	Format	Layout	Organise	View	Help

Network Map (DB)

User	Room	PC type	PC ID	IP address	OS
Dr Horsfield	205G	Mac LCIII	Maths.2	127.94.80.203	Mac OS
Data Entry	Editing	Pentium	DATAPC10	127.94.62.156	Win95
Prof Reilly	210C	Mac LCIII	English.5	127.94.80.247	Mac OS
Jeng-Won	21	Pentium	bigmumma	127.94.62.80	Win95
Ms Ashford	240B	Mac IIcx	BigMac	127.94.80.212	Mac OS
File server	240B	Mac 500	localhost	127.94.80.255	Win95
Data entry	Editing	486	DATAPC11	127.94.62.190	Win95
Students	210	Pentium	pclab1	127.94.80.156	Win95
Students	210	Pentium	pclab2	127.984.80.157	Win95
Bulletin Board		Mac Classic	BBS		Mac OS

The database program used to construct the database allows the user to define the contents of a field.

```
┌─ Auto Entry ──────────────────────┐    ┌─ Verification ──────────┐
│  ⦿ No auto entry                   │    │  Verify field value is: │
│  ◯ Data          [            ]    │    │  ☑ Not empty            │
│  ◯ Variable      [            ]    │    │  ☑ Unique        ▶      │
│  ◯ Serial number                   │    │  ☐ Range                │
│    next value    [            ]    │    │    from    [          ] │
│    increment     [            ]    │    │    to      [          ] │
└────────────────────────────────────┘    └─────────────────────────┘
┌─ Input List ──────────────────────┐
│  ☐ Pre-defined list   [Edit List...]     [Cancel]   [  OK  ]
│     ☐ Only values from list
└────────────────────────────────────┘
```

33 A field value can be verified as 'Not empty' if there is always an entry, and 'Unique' if each value is different.

What is one field that must be 'NOT empty' and must be 'Unique' in the database shown?

(A) IP address

(B) PC ID

(C) Room

(D) User

34 A field value can have a pre-defined list if it only has a limited number of possible values. Using the ten records shown as your guide, name the field that would be most likely to use a pre-defined list?

(A) OS

(B) User

(C) PC ID

(D) IP address

35   A technician needs to locate all computers with IP addresses from 127.94.80.0 to 127.94.80.50 inclusive using the database. To do this the technician will use the Match Records feature.

Records can be matched using both **Operators** and **Functions**.

<div style="border:1px solid">

Operators

>   greater than
<   less than
<>   not equal to
=>   greater than and equal to
<=   less than and equal to
=   is equal to

Function

AND (condition1, condition2)
OR   (condition1, condition2)
NOT (condition1, condition2)

</div>

What formula would be used to match the records required?

(A)   AND('IP address'>"127.94.80.0", 'IP address'<"127.94.80.50")

(B)   OR('IP address'>"127.94.80.0", 'IP address'<"127.94.80.50")

(C)   AND('IP address'=>"127.94.80.0", 'IP address'<="127.94.80.50")

(D)   OR('IP address'=>"127.94.80.0", 'IP address'<="127.94.80.50")

36 The design of a computer workstation is important because it affects the comfort and efficiency of the person who operates the computer.

The diagram shows some of the important features of a workstation.
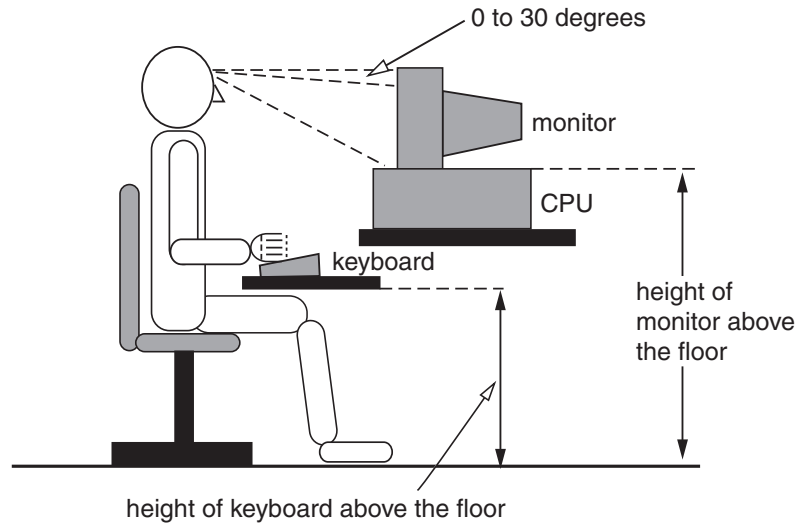
Which of the following would be **least** important in the design of a computer workstation in terms of operator comfort?

(A) A keyboard rest that can be raised or lowered

(B) A chair with adjustable back rest and height

(C) Ability to change the monitor's position

(D) Cables and powerpoints that are easily accessible

Use the following information to answer Questions 37 and 38.

> **Multimedia** is the combination of four different media: sound, graphics, video and text. Multimedia material is available over the Internet or on CD-ROM.
>
> A CD-ROM can hold up to 650 megabytes of material.
>
> A page of **text** from a word-processing program is about 10 kilobytes in size.
> A full-screen colour **picture** is about 150 kilobytes.
> Five seconds of **sound** is about 10 kilobytes.
> A one-second **video** shown in one-fifth of your screen is about 2 megabytes.
>
> 1 megabyte = 1024 kilobytes

37   Multimedia software can be most productively used for

(A)   viewing an encyclopaedia CD-ROM.

(B)   creating the plans for a building design.

(C)   presenting an order for stock to a warehouse.

(D)   recording current stock in a supermarket and answering customer queries.

38   An educational CD-ROM on Australian Poets contains 1000 pages of text, 500 colour pictures, 15 minutes of sound and 1 minute of video.

Which of the four different media listed takes up most space on the CD-ROM?

(A)   Text

(B)   Pictures

(C)   Sound

(D)   Video

39   A portion of a table drawn up by a teacher to show Test Scores is shown.

Name	Test Scores
Tobias Roberts	
Jackie Poulos	

After selecting two cells and using a command, the table looked like this:

Name	Test Scores			
Tobias Roberts				
Jackie Poulos				

Which command could have been used?

(A)   Merge cells

(B)   Split cells

(C)   Cell height

(D)   Cell width

40   An address book as shown has been set up using a database.

	ID	Surname	First name	Address
	1	Jones	John	143 North Street, Paddington
	2	Symonds	Maya	2/24-25 Hargrave Crescent, Glen Innes
	3	Vasa	Emily	37 Knotting Street, Bourke
	4	Johnson	Mary	121 Gifford Place, Albury
	5	Borne	Olivia	2A/56 Union Road, Bathurst

The column with the heading '**Surname**' is part of the database.

What term is used for this part of the database?

(A)   Field

(B)   File

(C)   Record

(D)   Table

PART C – MATCHING

On your Answer Sheet fill in the number that matches each statement (A–E).

41 Choose the correct Control Panel icon for each of these functions.

	Functions
A	Use this icon to change the resolution on your desktop.
B	Use this Control Panel icon to set the volume of your speakers.
C	Use this Control Panel icon to reset the clock on the screen.
D	Some European languages (eg. French) use characters with accents. Use this Control Panel icon to enable you to type in these characters.
E	This Control Panel icon allows you to change the speed at which the arrow moves across the screen?

Control Panel window:

1 Date/Time
2 Display
3 Fonts
4 Keyboard
5 Mouse
6 Sounds and Multimedia
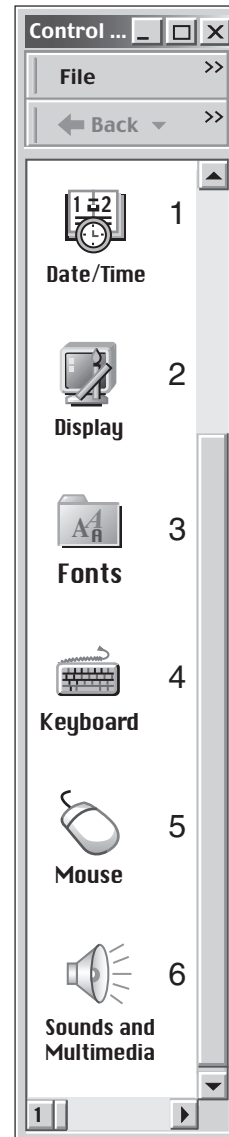
42 Frank wants to send an e-mail to his friend Ernest. Frank opens his e-mail program and types in a message.
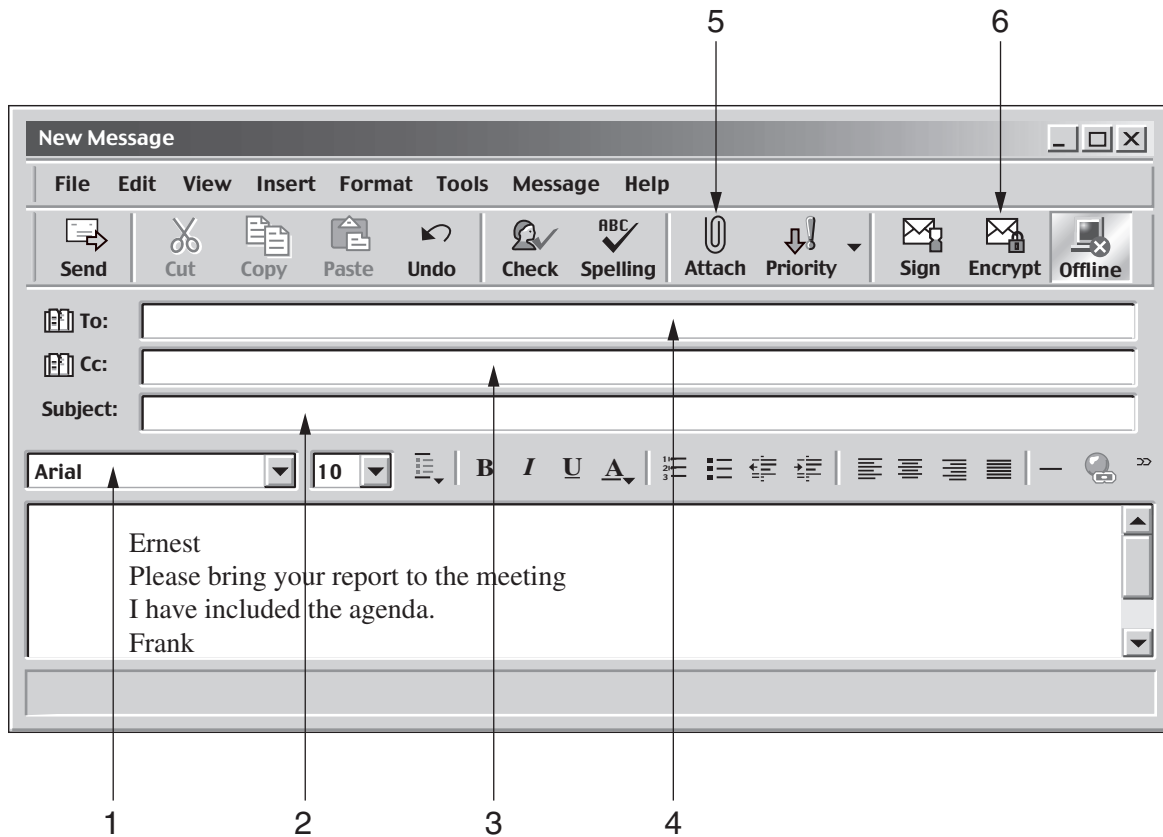
For each question choose the correct part of the e-mail window.

A How would Frank include the document, 'Meeting agenda.doc' with his e-mail message?

B Where would Frank name his e-mail message, 'Reminder about the meeting'?

C Where would Frank type in his friend's e-mail address?

D How would Frank also send a copy of this e-mail to his boss for his records?

E How would Frank send his message in code so that no one else can read it, except Ernest?

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