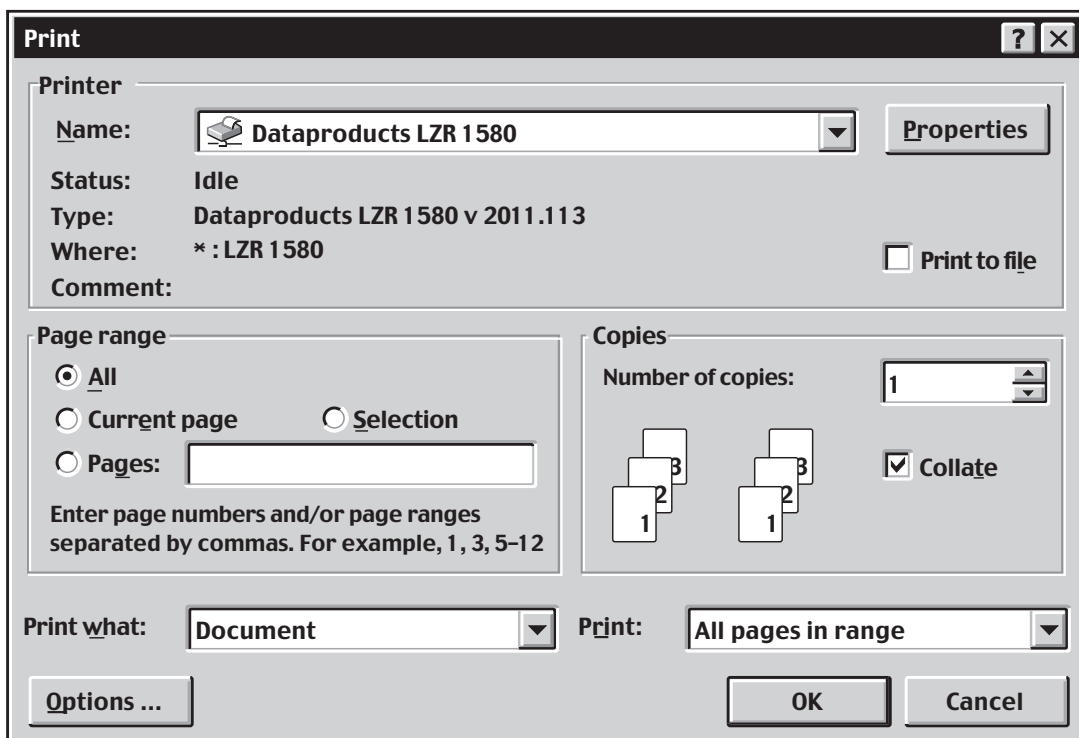1   A student is editing a sentence using a word processor. A part of the sentence has been hightlighted as shown.

```
The quick brown fox jumps over the lazy dog
```

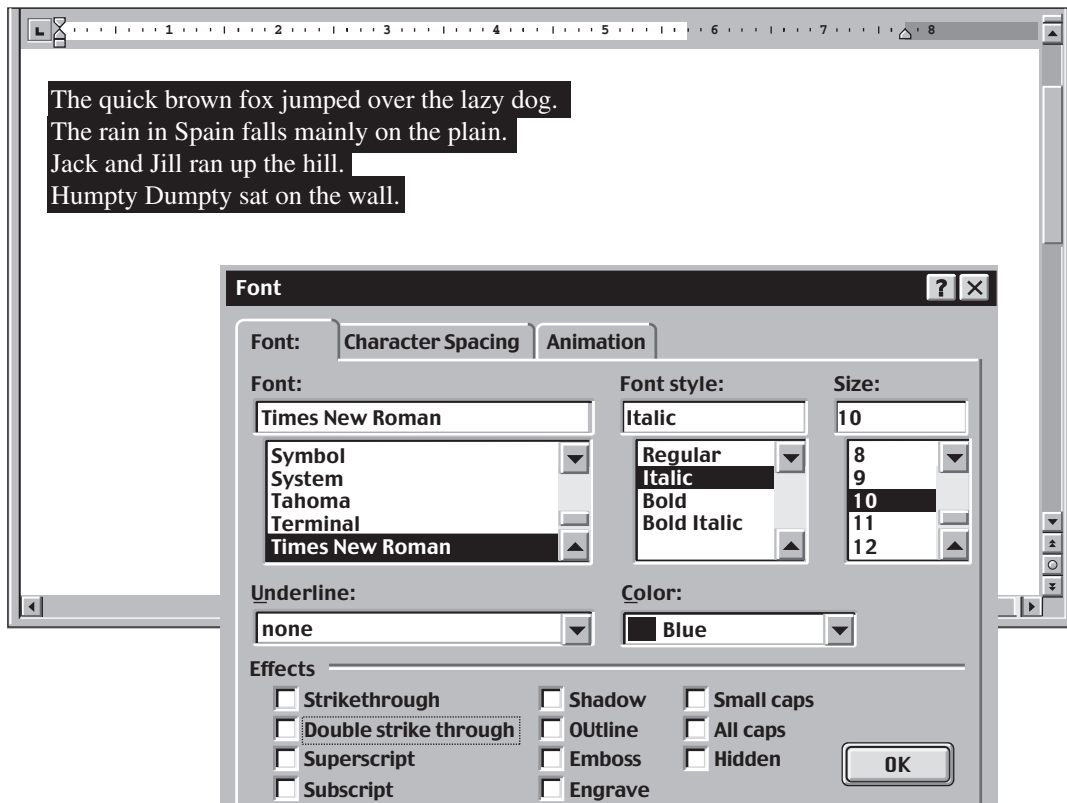What will the sentence look like when the delete key is pressed?

(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

2   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

3 The diagram shows a screen from a common word-processing program. The text has been highlighted and a dialog box is open.

What will be the font style for the text if the 'OK' button is clicked?

(A) Regular

(B) *Italic*

(C) **Bold**

(D) ***Bold italic***

Use the information to answer Questions 4–5.

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

4   What is the value in cell C5?
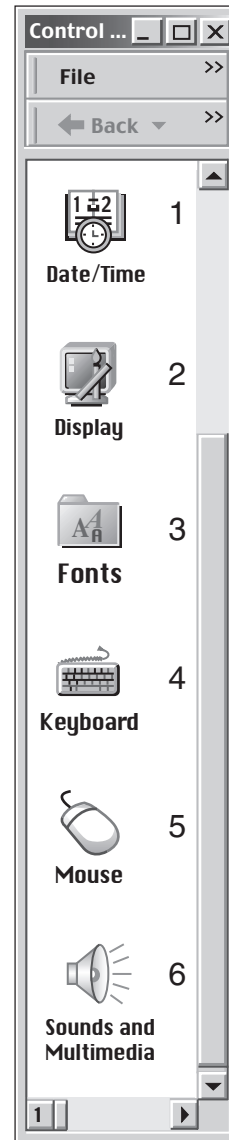
(A)   2,000

(B)   2,130

(C)   2,500

(D)   2,600

5   What formula could be in D4?
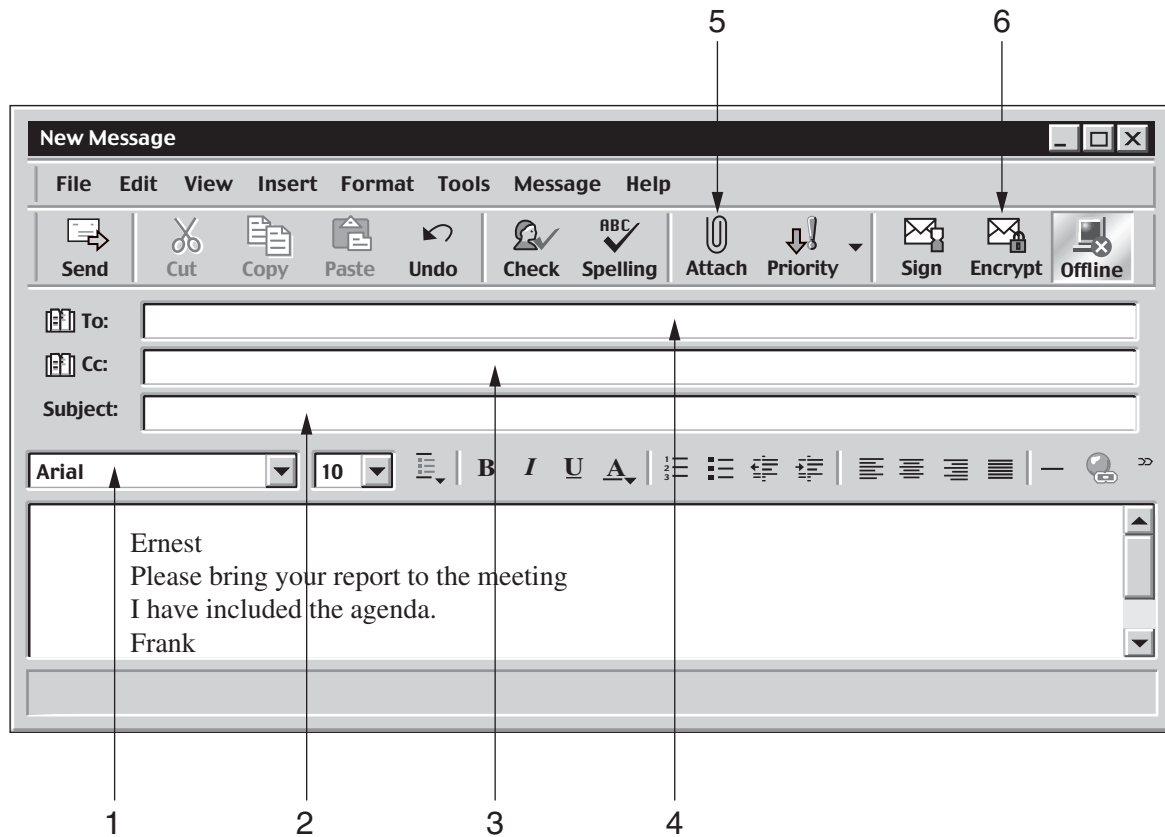
(A)   =B4-C4

(B)   =C4-B4

(C)   =B4 and C4

(D)   =MINUS(B4-C4)

6 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 ...

File

Back

1 Date/Time

2 Display

3 Fonts

4 Keyboard

5 Mouse

6 Sounds and Multimedia

7 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?