BOARD OF STUDIES
N E W   S O U T H   W A L E S

2002

Trial Computing Skills Test

Year 10

General Instructions

- Working time: $1\frac{1}{2}$ hours
- The supervisor will tell you when to begin the test
- This test has THREE sections
- Attempt ALL questions
- Write using black or blue pen
- Do NOT write in pencil

Instructions for answering Matching, True/False and Multiple-choice questions in Sections 1, 2 and 3

- Complete your answers in either black or blue pen.

- Fill in the answers on the separate Answer Sheet.

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 ⬤

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 ◯

- 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.

correct

Matching   A   1 ◯   2 ◯   3 ✖   4 ◯   5 ◯   6 ✖

correct

True/False   True ✖   False ✖
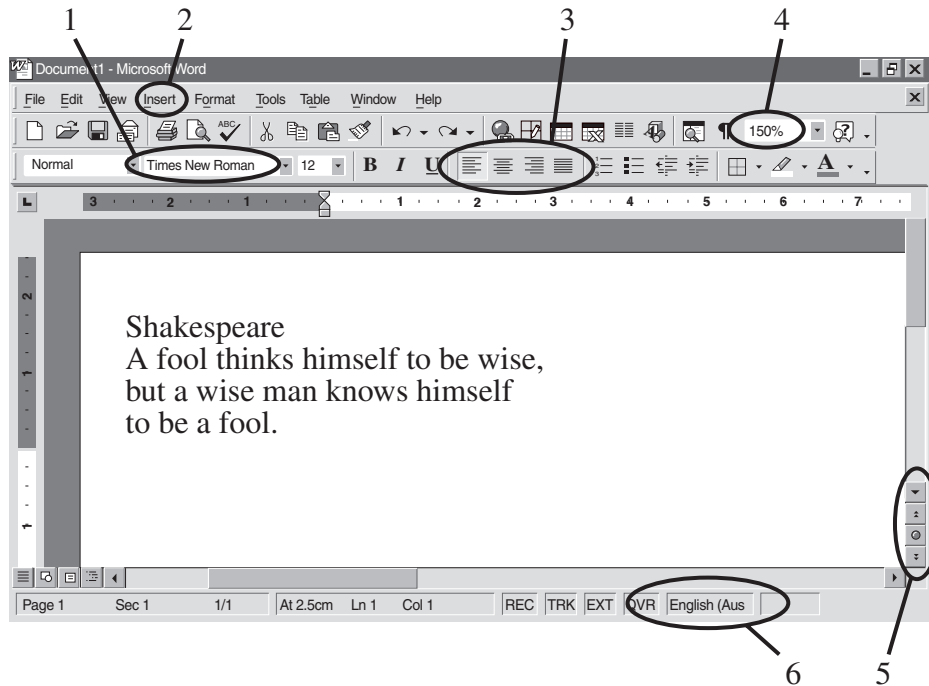
correct

Multiple choice   A ✖   B ✖   C ◯   D ◯

Section 1

20 marks

Directions for Section 1

- This section has FOUR questions (Questions 1–4)

- Fill in the number that matches each statement (A–E) on Answer Sheet Page 1

1   This screen is from a word processing program. The screen has six areas labelled 1, 2, 3, 4, 5 and 6.

Match each of the tasks below to one of the areas numbered 1–6. (There will be one area left over.)

A   Change text alignment to centre.

B   Change page view to 100%.

C   Find options for placing a picture into the document.

D   Scroll down the document.
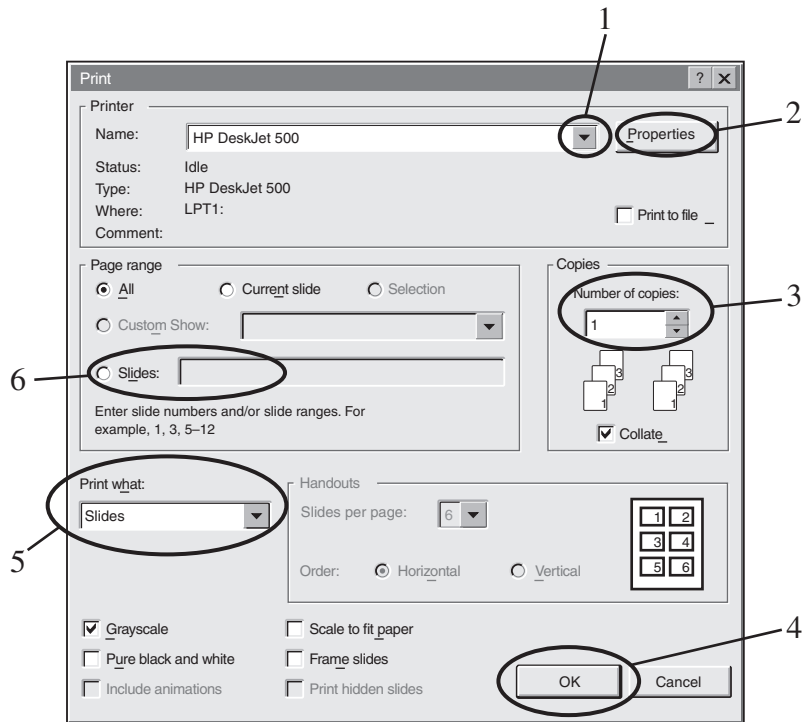
E   Change to a font called 'Arial'.

2 This screen is from the drop-down Menu Bar. The screen has six areas labelled 1, 2, 3, 4, 5 and 6.
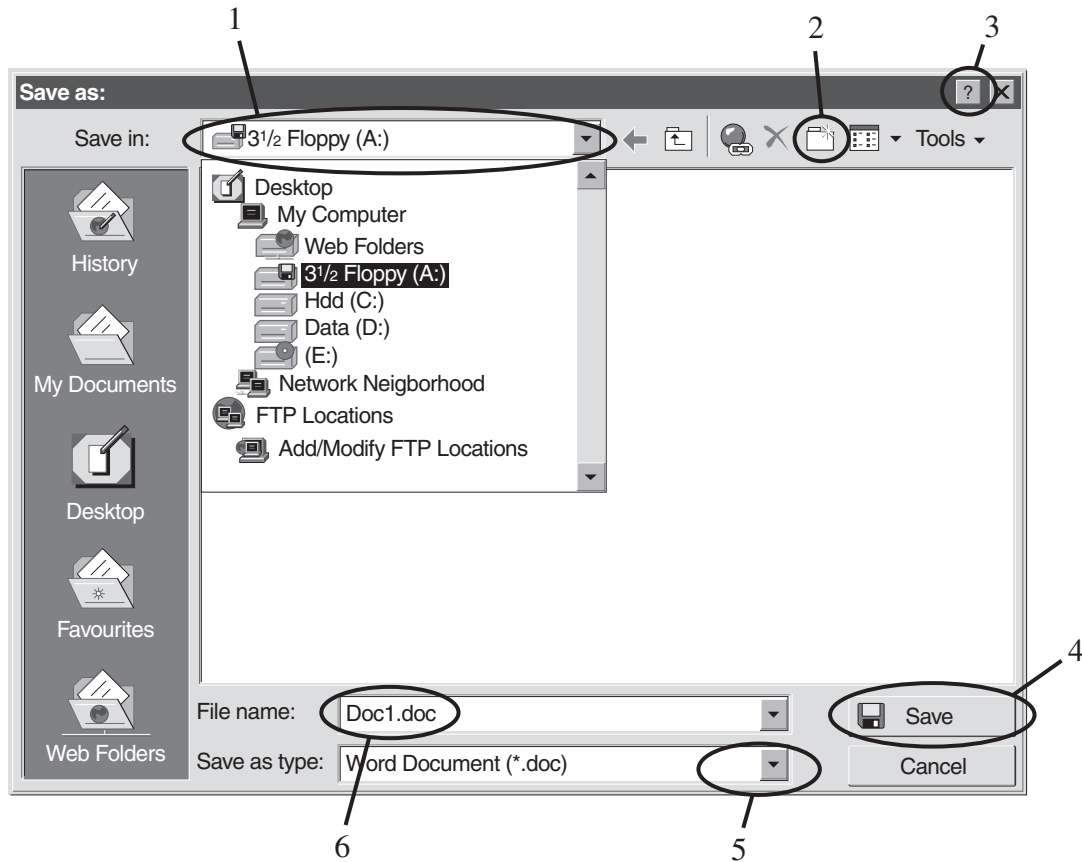
Match each of the tasks below to one of the areas numbered 1–6. (There will be one area left over.)

A Change the file format to .rtf before saving.

B Get help.

C Change the file destination to Desktop.

D Rename the document 'My Assignment'.

E Create a new folder.

3 This screen is from the drop-down Menu Bar. The screen has six areas labelled 1, 2, 3, 4, 5 and 6.

Match each of the tasks below to one of the areas numbered 1–6. (There will be one area left over.)

A   Set the range of slides for printing.

B   Start the printing process.

C   Select the printer to be used.

D   Set the number of copies to be printed.

E   Change the printer settings.

4   This screen is from a presentation program. The screen has six areas labelled 1, 2, 3, 4, 5 and 6.
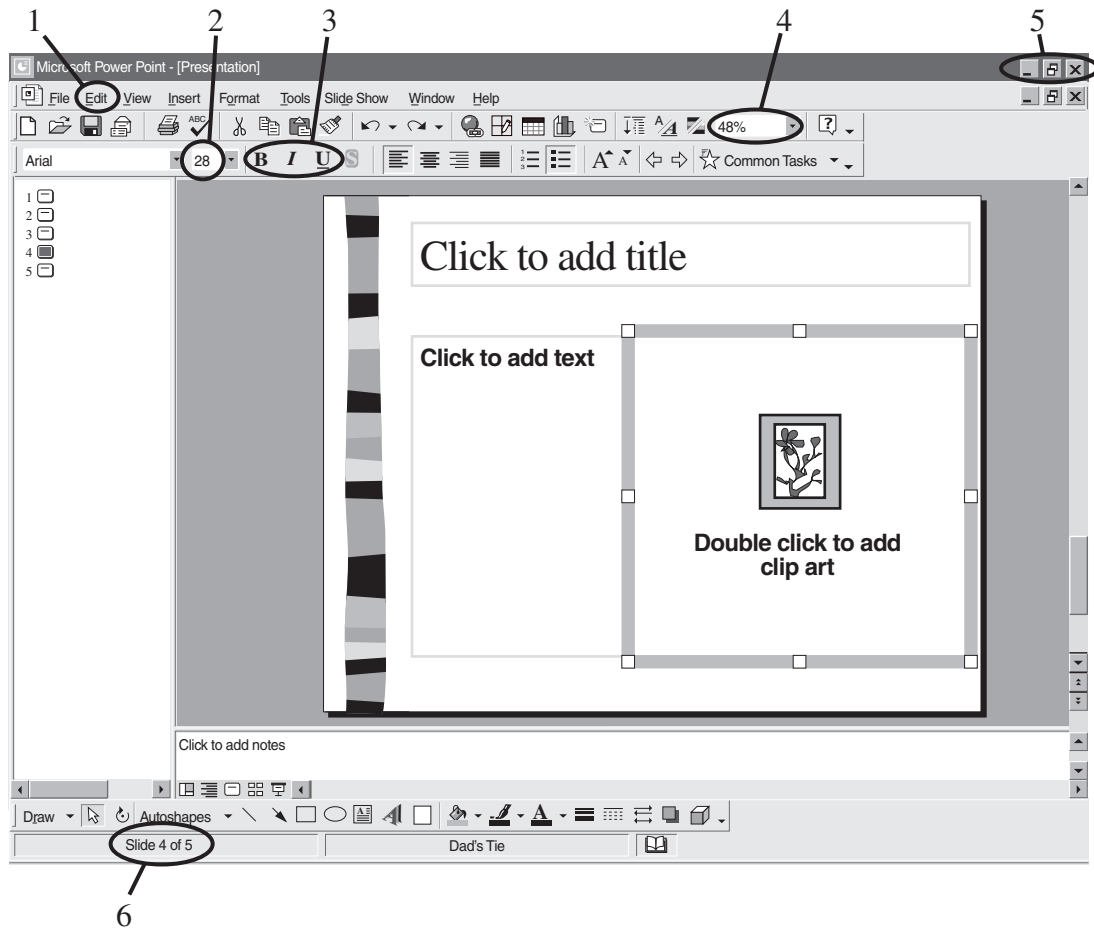
Match each of the tasks below to one of the areas numbered 1–6. (There will be one area left over.)

A   Cut, copy, paste.

B   Change the selected text to bold.

C   Find out how many slides are in this slideshow.

D   Close/quit the program.

E   Increase the font size.

End of Section 1

Go on to Section 2

Section 2

70 marks

Directions for Section 2

- This section has SEVEN Parts
  Part A — Word Processing   Questions   5–14   (10 marks)
  Part B — Spreadsheets   Questions 15–24   (10 marks)
  Part C — Databases   Questions 25–34   (10 marks)
  Part D — Multimedia   Questions 35–44   (10 marks)
  Part E — Graphics   Questions 45–54   (10 marks)
  Part F — Research   Questions 55–64   (10 marks)
  Part G — Internet   Questions 65–74   (10 marks)

- In each Part, the first two questions are True/False

- In each Part, the next 8 questions are multiple choice

- Complete your answers to Questions 5–34 on Answer Sheet Page 1

- Complete your answers to Questions 35–74 on Answer Sheet Page 2

PART A — Word Processing

5 Sally has just finished writing a History essay. She would now like to save the document.
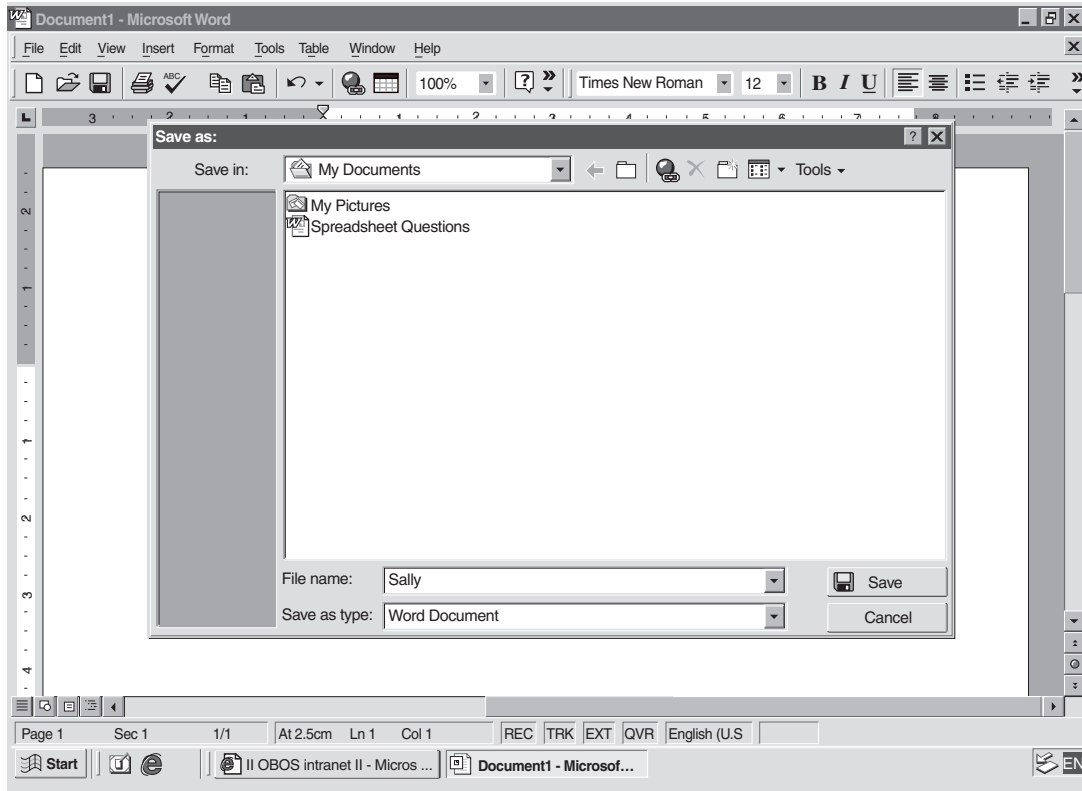
If she presses the save button, the document will be called 'Sally.doc'. **True/False**

6 Bullets can be used in a document to give graphic appeal, and identify key points. **True/False**

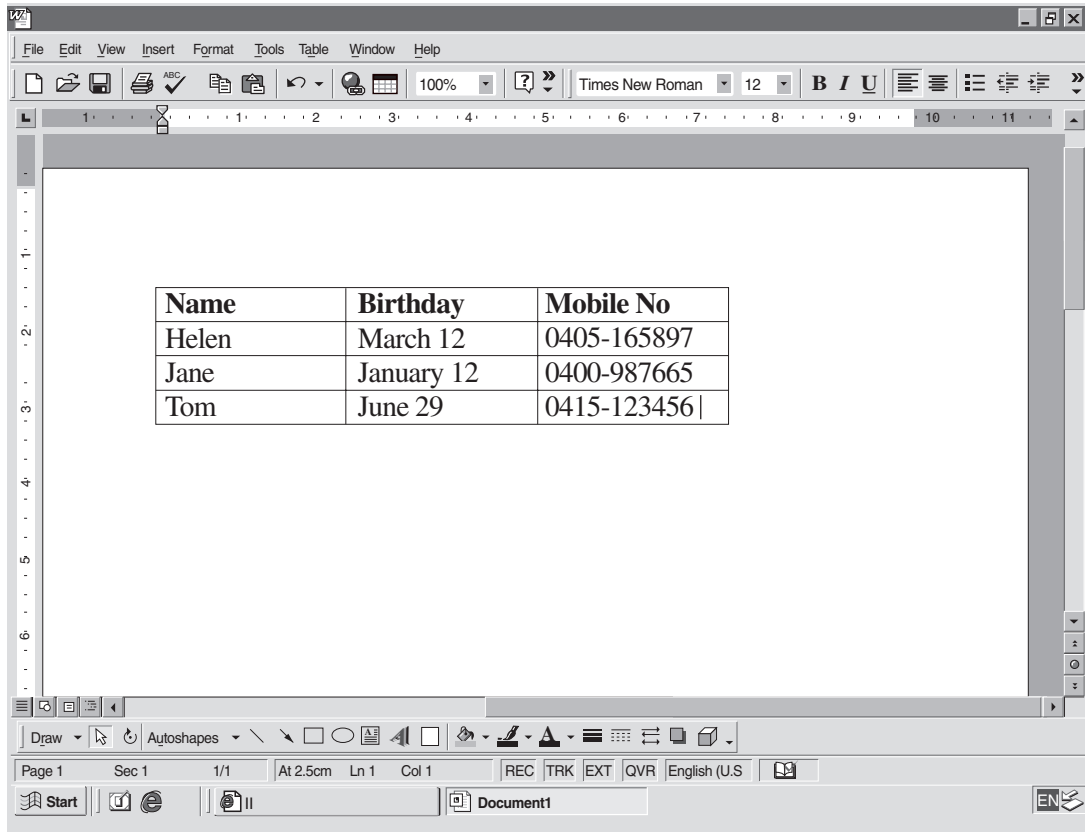**7** The following sentence was typed using a word processing program.

> *Love all,trust a few, do wrong two nun.*

How many errors would the spell checker detect?

(A) 0

(B) 1

(C) 2

(D) 3

8   You have used the word 'discover' four times in an English essay you have created using a word processing program. You would like to find another word of similar meaning to use instead of 'discover'. Which of the following would you use to do this?

   (A)   Dictionary

   (B)   Grammar check

   (C)   Spell check

   (D)   Thesaurus

9   In your English essay you notice that the paragraph at the bottom of page 1 continues on to page 2. You would like to make this paragraph start on page 2. What would be the best way to do this?

   (A)   Press tab.

   (B)   Press Return.

   (C)   Copy and paste.

   (D)   Insert page break.

10   To identify a document, it is helpful to include the file name on each page as a

   (A)   header/footer.

   (B)   bibliography.

   (C)   find/search.

   (D)   macro.

11 You have just realised that you need an extra row at the end of the table shown. How would you go about achieving this?

Name	Birthday	Mobile No
Helen	March 12	0405-165897
Jane	January 12	0400-987665
Tom	June 29	0415-123456

(A) Delete the table and start again.

(B) Use the Insert Column function.

(C) Use the Insert Row function.

(D) Press Enter/Return in the last row.

12 You want to insert a paragraph of text from one document into another document while still keeping it in the first document.

You would select/highlight the text, then

(A) cut and paste.

(B) copy and paste.

(C) delete and paste.

(D) insert and paste.

13   You type the following information into a word processor document.

> The Olympic flag shows five coloured rings on a white background.
> The rings symbolise the uniting of the five continents of the world.

You wanted the text to look like this:

> •   The Olympic flag shows five coloured rings on a white background.
> •   The rings symbolise the uniting of the five continents of the world.

You select/highlight the text on your screen. What tool key should you use next?

(A)   (B)   (C)   (D)
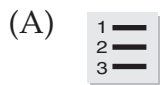
14

> The International Fire
> Information Network
> Firenet is an online information
> service for those interested in
> rural and landscape fires. The
> site covers all aspects of fire
> science and management –
> including:
>   fire behaviour,
>   fire weather,
>   fire prevention,
>   mitigation,
>   suppression,
>   plant and
>   animal responses to fire
> and all aspects of fire effects.

How has the Tab key been used in formatting the text above?

(A)   To create the heading

(B)   To justify the text

(C)   To indent the text

(D)   To create the border

End of Part A

Go on to Part B

PART B — Spreadsheets

15 By default, numbers in a cell are left justified. **True/False**

16 A formula that does not change when it is moved from one cell to another is said to have an absolute reference. **True/False**

17 The teacher has a spreadsheet showing all Year 10 students and their marks in one Mathematics test. To find the student with the highest mark, which of the following functions should be used?

(A) AVERAGE

(B) COUNT

(C) MAX

(D) SUM

18 Which chart type best shows proportions of a whole?

(A) Combination

(B) Line

(C) Pie

(D) Scatter

Use the spreadsheet to answer Questions 19 and 20.

	A	B	C	D	E	F
1		YEAR 10 FUND RAISING 2002				
2						
3		Term 1	Term 2	Term 3	Term 4	TOTAL
4						
5	Garage Sale	$210			$189	$399
6	Trivia Night		$431			$431
7	Car Wash			$63		$63
8	Slave for a Day			$55		$55
9	Dance Party	$342		$387		$729
10						
11						
12				TOTAL AMOUNT RAISED		
13						

19 What is the best method to copy the formula in F5 to cells F6, F7, F8 and F9?

(A)   Select F5…F9 and choose Fill Down.

(B)   Select F6…F9 and choose Fill Down.

(C)   Select F5, choose Copy, then drag down to F9.

(D)   Double click in F5 and drag down to F9.

20 What formula should be entered in F12?

(A)   =F5+F6+F7+F8

(B)   =SUM(F5:F9)

(C)   =COUNT(F5:F9)

(D)   =AMT(F5:F9)

Use the spreadsheet to answer Questions 21–24.

	A	B	C	D	E	F
				Sportslist.xls		
1	Sports	From	To	Hours per week training	Hours per week game time	Total hours per week
2						
3						
4	Basketball	January	March	2	1	3
5	Netball	November	February	2	1	3
6	Hockey	June	August	1	1.5	2.5
7	Water polo	October	December	2.5	0.5	3
8	Cricket	November	March	1.5	3	4.5
9	Rugby	June	August	2	1.5	3.5
10	Soccer	June	August	1.5	1.5	3
11						
12			Total Hours	12.5	10	22.5
13						

21   What number is in cell D7?

(A)   1   (B)   1.5   (C)   2   (D)   2.5

22   What is the formula used to obtain the value in cell F4?

(A)   =AMT(D4:E4)   (B)   =(D4:E4)

(C)   =D4+E4   (D)   =(2+1)

23   What is the order of data types found in cells B7, C12, D8, F12?

(A)   Text, value, text, formula

(B)   Text, text, value, formula

(C)   Text, text, formula, formula

(D)   Value, formula, text, value

24   The PDHPE teacher needs to create a bar chart to compare the total hours spent training to the total hours of game time. Which cells would be used to create this chart?

(A)   D4:E10   (B)   D12:E12

(C)   D4:F4   (D)   F4:F10

End of Part B

Go on to Part C

PART C — Databases

25 Sorting information means to place records in a particular order. This applies to both text and numbers, in ascending or descending order. **True/False**

26 A telephone directory can be regarded as a database. **True/False**

Use this extract from a Sport Carnival Attendance Database to answer Questions 27–29.

Student_No	Surname	Age	House	Attend
RE123	Redford	15	Green	yes
PH118	Phillips	16	Green	yes
NI102	Nichols	16	Green	no
MA136	Markson	16	Gold	yes
LE114	Lewis	15	Gold	no
CA109	Campbell	16	Gold	yes

27 How many records are there in this extract?

(A) 5

(B) 6

(C) 15

(D) 30

28 What are the surnames of students in Gold House who attended?

(A) Redford and Campbell

(B) Markson and Lewis

(C) Phillips and Markson

(D) Markson and Campbell

29 Which of the following best describes the 'Attend' column?

(A) Field

(B) File

(C) Record

(D) Table

Use this view of the Sport Carnival Attendance Database to answer Questions 30–32.

sca2002.dbs

Student_No:	LE114
Surname:	Lewis
Age:	15
House:	Gold
Attend:	no

25 of 123

30 What is this view of the database called?

(A) File

(B) Form

(C) List

(D) Record

31 How many fields are there in the database?

(A) 5

(B) 15

(C) 25

(D) 123

32 What is the file name of this database?

(A) Student House Groups

(B) Student_No

(C) sca2002.dbs

(D) Sport Carnival Attendance

A Media Studies class has created the following database. Use the database to answer Questions 33 and 34.

AUSTRALIAN ACTORS			
SNAME	**FNAME**	**FILM TITLE**	**RELEASED**
Bisley	Steve	The Big Steal	1990
Blanchett	Cate	Oscar and Lucinda	1997
Blanchett	Cate	Bandits	2001
Blanchett	Cate	Lord of the Rings	2002
Collette	Toni	Spotswood	1991
Collette	Toni	Muriel's Wedding	1994
Collette	Toni	Cosi	1996
Cracknell	Ruth	Spider and Rose	1994
Jackman	Hugh	Swordfish	2001
Rush	Geoffrey	Shine	1996
Rush	Geoffrey	Lantana	2001

33   The database as shown has been sorted by SNAME ascending, then by

(A)   FILM TITLE, in ascending order.

(B)   FILM TITLE, in descending order.

(C)   RELEASED, in ascending order.

(D)   RELEASED, in descending order.

34   If the database is re-sorted by FILM TITLE in ascending order, the first record on the list will be a film released in

(A)   1990.

(B)   1991.

(C)   2001.

(D)   2002.

End of Part C

Go on to Part D

BLANK PAGE

PART D — Multimedia
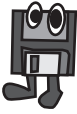
35   The technique of storyboarding can be used when planning a multimedia presentation. **True/False**

36   A multimedia presentation is always interactive. **True/False**

37   An example of the components of a multimedia presentation could include

(A)   text, graphics and email address.

(B)   text, hypertext and Power Point.

(C)   CD-ROM, digital camera and sound.

(D)   text, video and sound.

38   You download from the internet, a screensaver, a ten-second sound file and a ten-second music video clip. You also add a hyperlink.

Which of the media elements has the greatest effect on the file size?

(A)   Hyperlink

(B)   Screensaver

(C)   Sound

(D)   Video

The following multimedia presentation was designed by a History class to demonstrate their understanding of how history records can be classified. Use it to answer Questions 39–42.
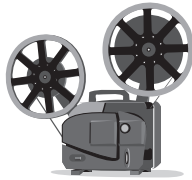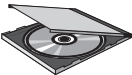
Slide 1

Slide 2

Slide 3

Slide 4

39   When the slides are shown, the character in Slide 2 waves its hand.

This is an example of

(A)   a video file.

(B)   an animation.

(C)   a sound file.

(D)   a static graphic.

40   Which of the following best describes this type of presentation?

(A)   Hierarchical

(B)   Linear

(C)   Network

(D)   Random

41   Which slide has a sound file linked to it?

(A)   Slide 1

(B)   Slide 2

(C)   Slide 3

(D)   Slide 4

42   The arrows at the bottom of each slide are examples of

(A)   cursors.

(B)   filters.

(C)   hyperlinks.

(D)   navigation tools.

Two possible screens for a Food Technology presentation are shown below. Use them to answer Questions 43 and 44.
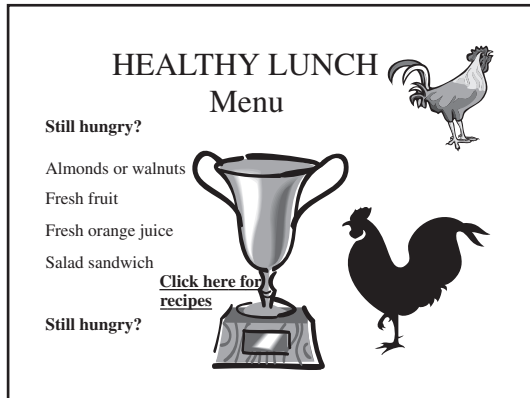
Figure 1
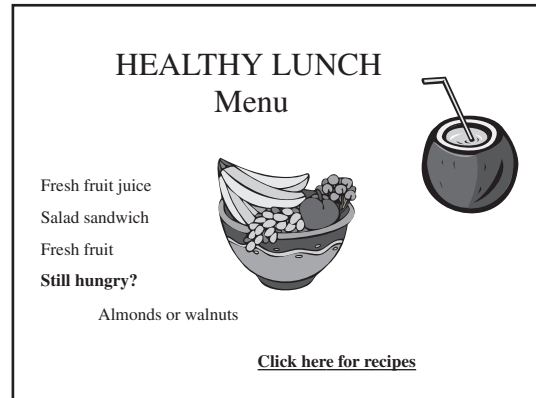
Figure 2

43   Which good design principle has been applied in Figure 2?

(A)   Navigation tools are well placed.

(B)   It contains online help.

(C)   Text has a logical order.

(D)   It gives a contact email address.

44   What components does this multimedia presentation contain?

(A)   Text, animation and hyperlink

(B)   Graphics, video and sound

(C)   Text, graphics and hyperlink

(D)   Hyperlink, animation and video

End of Part D

Go on to Part E

PART E — Graphics

45   Coloured images inserted into a word processing document make for a larger file size than grey-scale images. **True/False**

46   Scaling an image by 50% will reduce the file size by 50%. **True/False**

47   What type of program allows an object within an image to be edited without affecting other objects?

(A)   Paint program

(B)   Draw program

(C)   Filtering program

(D)   Animation program

48   You make a change to the graphic on the left, and get the graphic shown on the right.
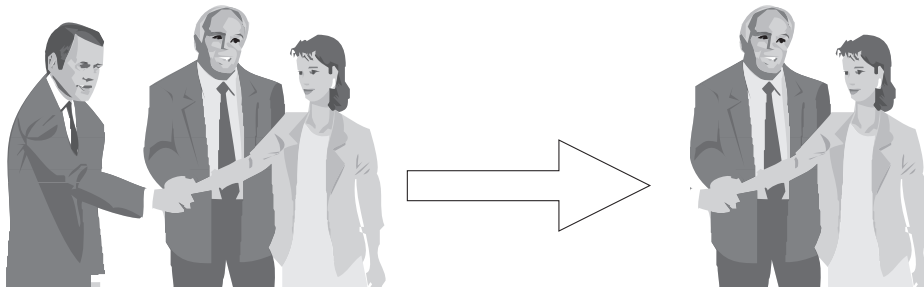
What is this process known as?

(A)   Clipping

(B)   Cropping

(C)   Cutting and pasting

(D)   Resizing

49   When saving a photograph for use on a website, which format should you choose?

(A)   BMP

(B)   GIF

(C)   JPEG

(D)   TIFF

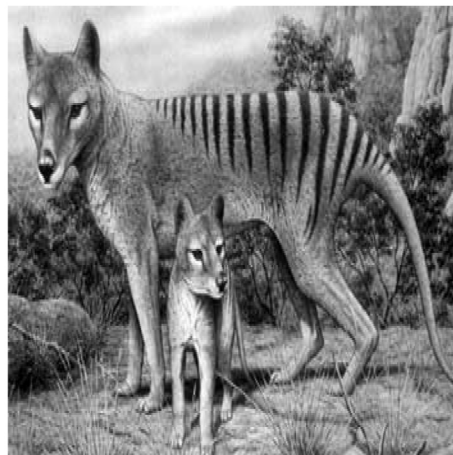Use the following information to answer Questions 50 and 51.

You have copied and pasted an image of Tasmanian tigers from the internet into a word processor document.

Courtesy of Australian Geographic
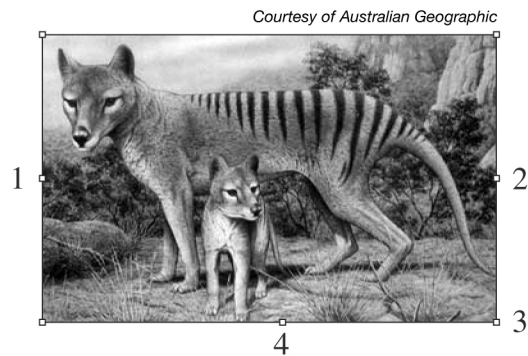
50   Which handle should you drag to keep the image in the same proportions?
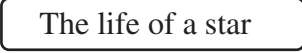
(A)   1

(B)   2

(C)   3

(D)   4

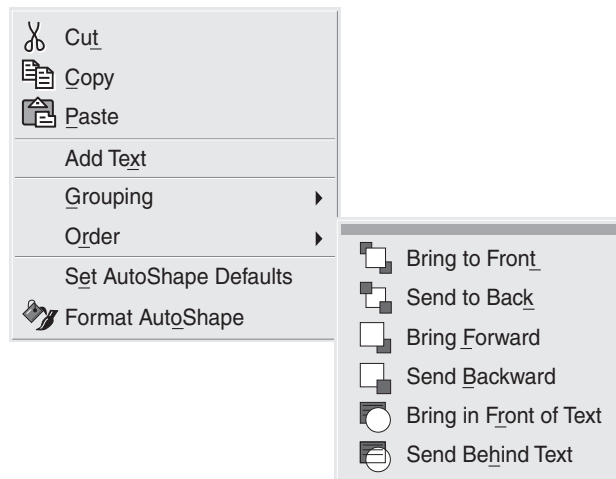**51**   Which handle did you drag to form the picture below?

Courtesy of Australian Geographic

(A)   1

(B)   2

(C)   3

(D)   4

52   In creating the heading for your Science assignment you carried out the three stages below.

Stage	Screen View	Process
1	The life of a star	Heading text
2		Box added
3	The life of a star	Completed heading

What process did you carry out in Stage 2 to give the screen view shown in Stage 3?

```
✂  Cut
📋  Copy
📋  Paste
    Add Text
    Grouping              ▶
    Order                 ▶    📑  Bring to Front
    Set AutoShape Defaults     📑  Send to Back
🖌  Format AutoShape            📑  Bring Forward
                               📑  Send Backward
                               📑  Bring in Front of Text
                               📑  Send Behind Text
```

(A)   Bring to Front

(B)   Send to Back

(C)   Bring in Front of Text

(D)   Send Behind Text

53   The three objects below were created during an Art class using a 'Draw' program.
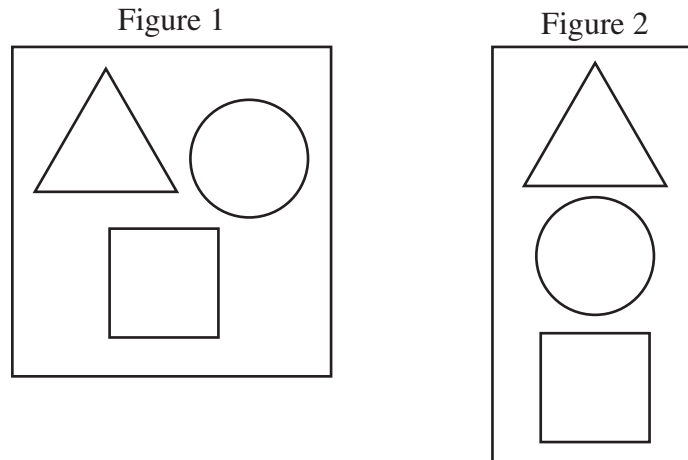
Figure 1   Figure 2

What is the best way to change Figure 1 to Figure 2?

(A)   Select the objects, choose the 'group' command and align.

(B)   Use the mouse to drag each object into position.

(C)   Select each object and choose the 'align centre' command.

(D)   Use the copy and paste method.

54   The image is to be flipped horizontally.

What does the new image look like?

(A)   (B)   (C)   (D)

End of Part E

Go on to Part F

PART F — Research

55 The copyright laws prevent you legally using other people's materials and ideas without their permission. **True/False**

56 Users can make changes to information on an encyclopedia CD-ROM. **True/False**

57 You are conducting research for a Geography assignment. The raw facts you collect are called

(A) data.

(B) documents.

(C) information.

(D) text.

58 While researching the Geography assignment, you find a useful website. What is the most efficient way to access the site at a later time?

(A) Save it to a floppy disk.

(B) Write it down on a piece of paper.

(C) Add it to 'Favourites' or 'Bookmarks'.

(D) Cut and paste it to a word processor document.

59 Which of the following sites is most likely to contain reliable information about occupational health and safety (OHS) issues in Australian workplaces?

(A) www.OHS.com

(B) www.ohands.org.nz

(C) www.nsw.gov.au

(D) www.worksafety.net

60

If you quote the selected/highlighted text taken from a web page, what additional information should you supply in your essay?

(A)   URL address

(B)   Name of author

(C)   Date of publication

(D)   The author's email address

61

To find information on the ancient corpse found frozen in the Tyrolean Alps, we have entered the search term *Tyrolean Iceman* as shown. Which drop-down box would you use to limit the search to recent data?

(A)   1

(B)   2

(C)   3

(D)   4

62   You hand in an assignment containing information copied from an encyclopedia CD-ROM. You tell the teacher that this is all your own work. This is called

(A)   bibliography.

(B)   plagiarism.

(C)   referencing.

(D)   research.

63   As part of a Design and Technology project there is a need to search the internet for information on skateboard ramps in Sydney. There is no time to look at a large number of sites and reliable information is needed. Which of the following searches would best meet this need?

(A)   skateboard Sydney

(B)   Sydney skateboard ramps

(C)   "skateboard ramps" Sydney

(D)   skateboard ramps

64   The Powerhouse Museum has a number of educational centres. Which web address would take you straight to the display details for the Information Technology Centre?

(A)   www.phm.gov.au

(B)   www.phm.gov.au/education

(C)   www.phm/education/itc/gov.au

(D)   www.phm.gov.au/education/itc

End of Part F

Go on to Part G

PART G — Internet

65 You have received an email with an attachment. To open the attachment, you must have an application capable of opening it installed on your computer. **True/False**

66 All files received or downloaded should be scanned for virus infection. **True/False**

Use the following information to answer Questions 67 and 68.

iamchris@hotmail.com

To:	bob@hotmail.com
Cc:	barry@ozemail.com.au
Bcc:	roger@yahoo.com; lisa@msn.com
Subject:	computing skills assessment
Attachments:	Add/Edit Attachments

Quick Address List

To use the Quick Address List, populate your Address Book!

67 Who will receive a copy of the email?

(A) Bob only

(B) Bob and Barry only

(C) Roger and Lisa only

(D) Bob, Barry, Roger and Lisa

68 Which of the following statements is correct?

(A) Barry knows that Roger and Lisa were sent the email.

(B) Bob knows that Roger and Lisa were sent the email.

(C) Roger knows that Bob and Barry were sent the email.

(D) None of the recipients knows who sent the email.

69   A block of text automatically added to the end of an outgoing email is called

   (A)   an attachment.

   (B)   a signature.

   (C)   a footer.

   (D)   an encryption.

70   Which of the following is an example of unacceptable online 'netiquette'?

   (A)   Replying promptly

   (B)   Keeping messages short

   (C)   Including the Subject

   (D)   Using all capital letters

Use this screen capture to answer Questions 71–74.
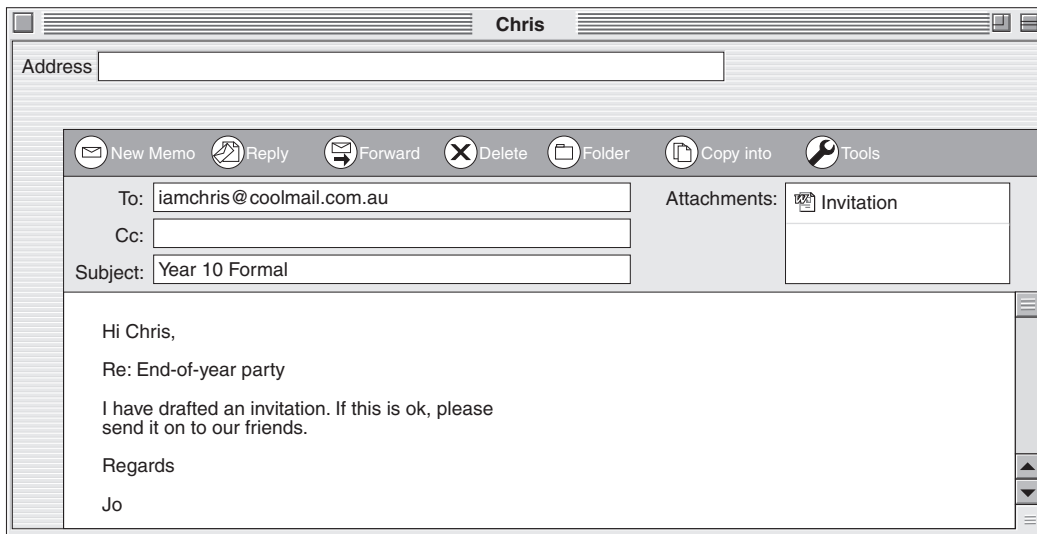
71 What is the subject of the email?

(A) Chris

(B) End-of-year party

(C) Invitation

(D) Year 10 Formal

72 What is the best way for Chris to thank Jo for the information?

(A) Click on Reply.

(B) Click on New Memo.

(C) Click on Forward.

(D) Click on Copy into.

73 Chris wants to send this email to other people. What is the best way to do this?

(A) Click on Reply.

(B) Click on New Memo.

(C) Click on Forward.

(D) Click on Copy into.

74 How many attachments were included in this email?

(A) 0   (B) 1   (C) 2   (D) 3

End of Section 2

Go on to Section 3

Section 3

10 marks

- This section has TEN multiple-choice questions (Questions 75–84)

- Complete your answers to Section 3 on Answer Sheet Page 2

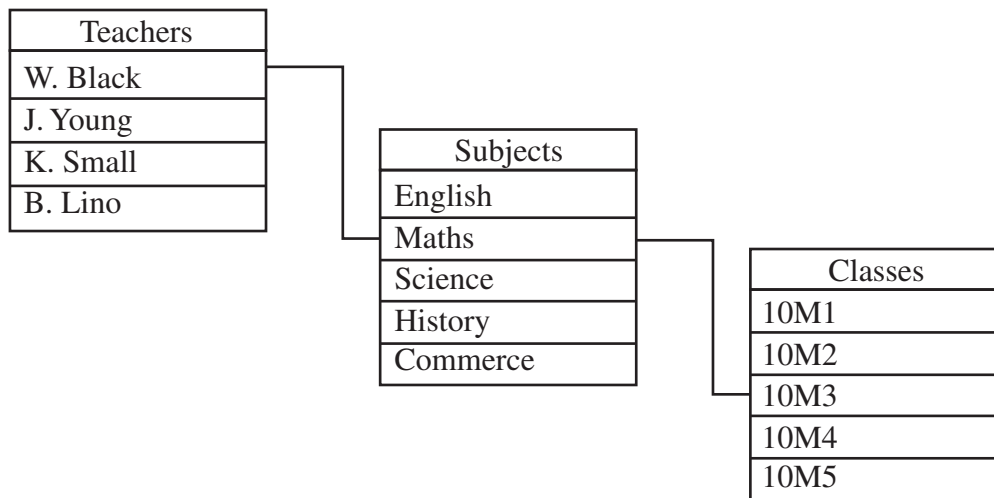Use the following information to answer Questions 75 and 76.

The school office keeps the names and addresses of parents in a computer file. A template document is used to prepare a personalised letter to be sent to all parents.

75 The template document is known as a

    (A) brochure.

    (B) form letter.

    (C) newsletter.

    (D) notice.

76 The process of linking information from a data source to a template document to produce personalised letters is known as

    (A) distribution.

    (B) email.

    (C) flyer.

    (D) mail merge.

77 In your English essay on Shakespeare you are required to reference each quote on the page on which it appears. This reference is called

    (A) a footer.

    (B) a footnote.

    (C) a header.

    (D) an endnote.

78 When copying the contents of a cell from one worksheet to another, the formula is pasted, but the user wants the value obtained by the formula. What function should be used to achieve this?

(A) Copy and paste

(B) Fill down

(C) Paste special

(D) Replace

79 Your Science and PDHPE teachers have set an assignment on 'Nutrition'. You are required to use a spreadsheet to record all that you eat and drink each day for four weeks. You decide to show each week's data with an accompanying graph. What is the best way of doing this?

(A) Use tables

(B) Create four separate files

(C) Transfer information to a database

(D) Use multiple sheets

Use this diagram to answer Questions 80–82.

This diagram represents the structure of a database.

Teachers
W. Black
J. Young
K. Small
B. Lino

Subjects
English
Maths
Science
History
Commerce

Classes
10M1
10M2
10M3
10M4
10M5

80   What is this type of database called?

    (A)   Flat file

    (B)   Hierarchical

    (C)   Network

    (D)   Relational

81   What are the parts of the database labelled Teachers, Subjects and Classes known as?

    (A)   Files

    (B)   Groups

    (C)   Tables

    (D)   Terminals

82   What are the lines that join the Teachers, Subjects and Classes called?

    (A)   Connectors

    (B)   Joiners

    (C)   Links

    (D)   Paths

83   What is the term used to describe the point of interaction between a computer and any other entity, such as a printer or human operator?

   (A)   Component

   (B)   Interface

   (C)   Settings

   (D)   Control

84   Your school produces a magazine at the end of each year, and sends it to a professional printer for publication. In which file format should the images be saved?

   (A)   BMP

   (B)   GIF

   (C)   JPEG

   (D)   TIFF

End of test

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