2003

Trial Year 10 Computing Skills Test

General Instructions

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

Instructions for answering multiple-choice questions and matching exercises

- Complete your answers in either black or blue pen.

- Fill in the answers on the separate Answer Sheets.

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 ◯

Matching exercises

Match each of the parts (i), (ii) and (iii) with one of the alternatives A, B, C or D. Fill in the response oval completely. There will be one alternative left over.

Sample: (i)   A ◯   B ●   C ◯   D ◯

(ii)   A ●   B ◯   C ◯   D ◯

(iii)   A ◯   B ◯   C ◯   D ●

Changes

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

Sample: A ●   B ⨂   C ◯   D ◯

Corrections

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

Sample: A ⨂   B ⨂   C ◯   D ◯

Directions

- This paper has TEN parts.

The Desktop Environment	Questions 1–10	(10 marks)
Basic Software Operations	Questions 11–20	(10 marks)
Common Core Tasks	Questions 21–30	(10 marks)
Word Processing Skills	Questions 31–40	(10 marks)
Spreadsheet Skills	Questions 41–50	(10 marks)
Database Skills	Questions 51–60	(10 marks)
Multimedia Skills	Questions 61–70	(10 marks)
Graphics Skills	Questions 71–80	(10 marks)
Research Skills	Questions 81–90	(10 marks)
Internet/Intranet Skills	Questions 91–100	(10 marks)

- In each part, the first nine questions are multiple choice.

- In each part, the last question is a matching exercise.

- Complete your answers on the separate Answer Sheets provided.

- Clearly indicate in the spaces provided on the Answer Sheets the time YOU start the test and the time YOU finish the test.
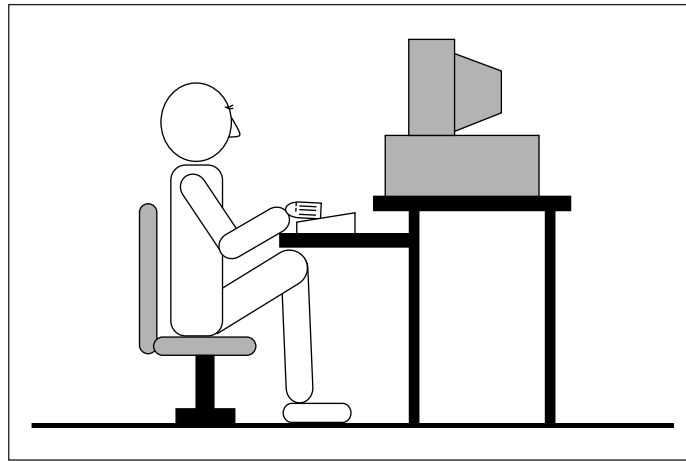
  Sample   Start time

0	9	:	3	3
h	h		m	m

  Finish time

1	0	:	5	8
h	h		m	m

The Desktop Environment

1   What should you do after you have been working at your computer for almost two hours?

    (A)   Keep working.

    (B)   Change computers.

    (C)   Take a short rest-break.

    (D)   Play a computer game.

**2**   You are sitting at a computer as shown in the diagram.

After a while, your neck becomes sore.

Which of the following should you do before continuing?

    (A)   Raise the height of the chair.

    (B)   Lower the height of the chair.

    (C)   Move the chair closer to the screen.

    (D)   Adjust the brightness of the screen.

3   Which of the following is an acceptable way to shut down the computer?

    (A)   Press the reset button.

    (B)   Turn the computer off at the power point.

    (C)   Select the 'Shut Down' option from a menu.

    (D)   Pull the power cord from the back of the computer.
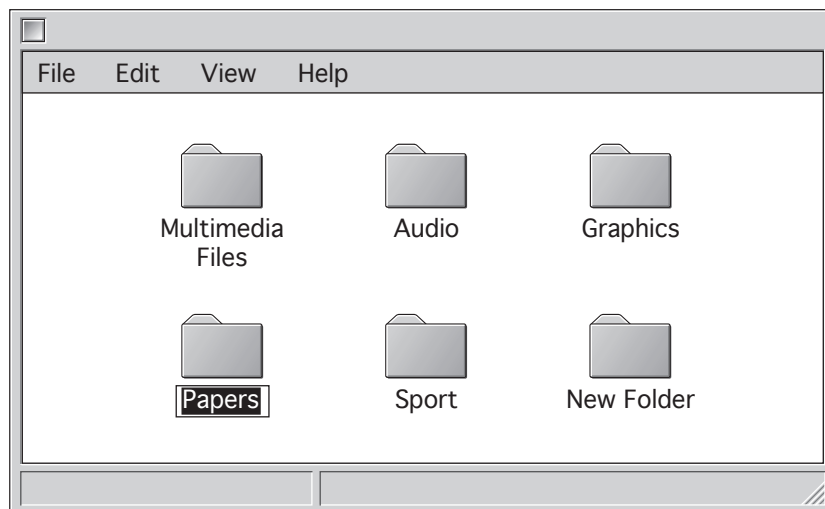
Use this information to answer Question 4.
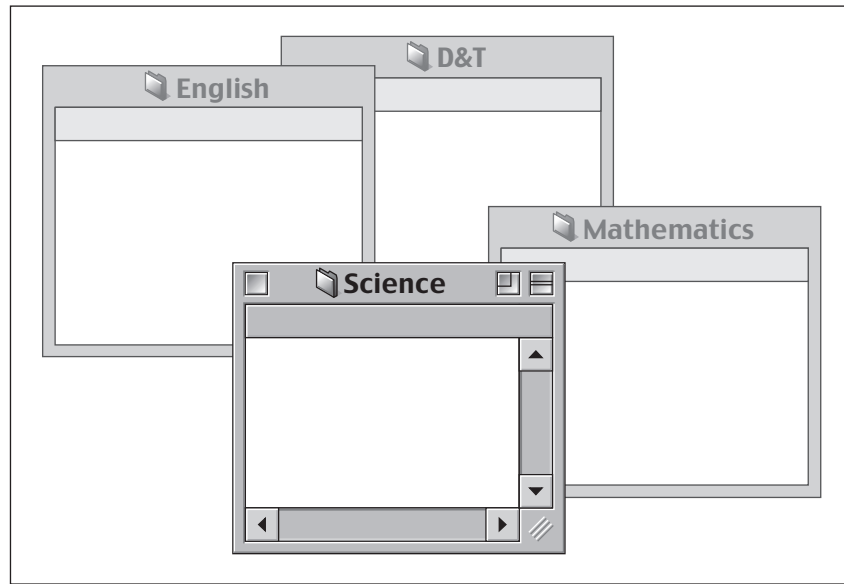
4   Which is the active folder?

(A)   D&T   (B)   English   (C)   Mathematics   (D)   Science

Use this information to answer Question 5.

5   The name of the Papers folder has been highlighted.

What would happen if the word 'Art' was now typed?

(A)   The folder would be deleted.

(B)   The word 'Art' would replace the word 'Papers'.

(C)   The folder label would be changed to 'Papers Art'.

(D)   The word 'Art' would be placed before the letter 'P'.

6   The screen in Figure 1 shows an open window with four folders and a file.
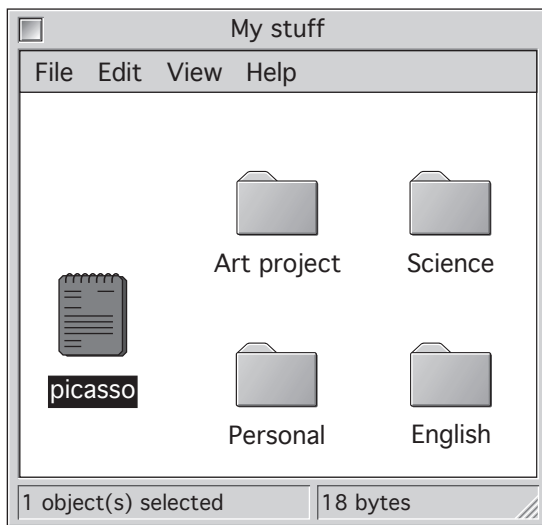
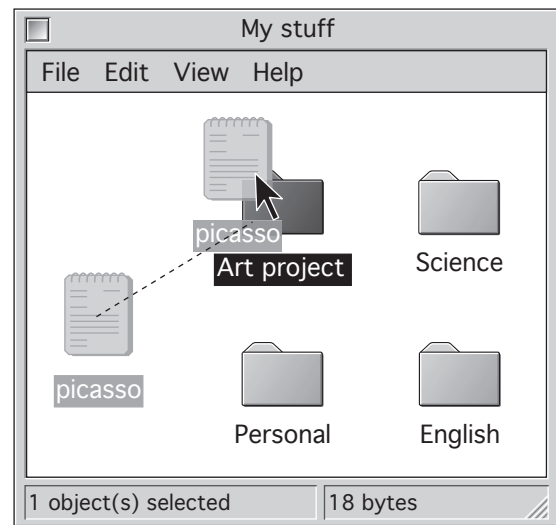Figure 1   Figure 2

In Figure 2, the mouse button has been clicked on the file 'picasso' and the file has been dragged over the folder 'Art project'.

What happens when the mouse button is released?

(A)   The file 'picasso' will be deleted.

(B)   The file 'picasso' will be moved into the folder 'Art project'.

(C)   The file 'picasso' will be copied into the folder called 'Art project'.

(D)   The file 'picasso' will be moved on top of the folder called 'Art project'.

7   Yesterday, in your music class you saved your compositions as MP3 files. Today, you cannot remember where you saved them.

Which is the best way to locate the files?

(A)   Create the files again.

(B)   Ask the person next to you.

(C)   Use the Find or Search feature.
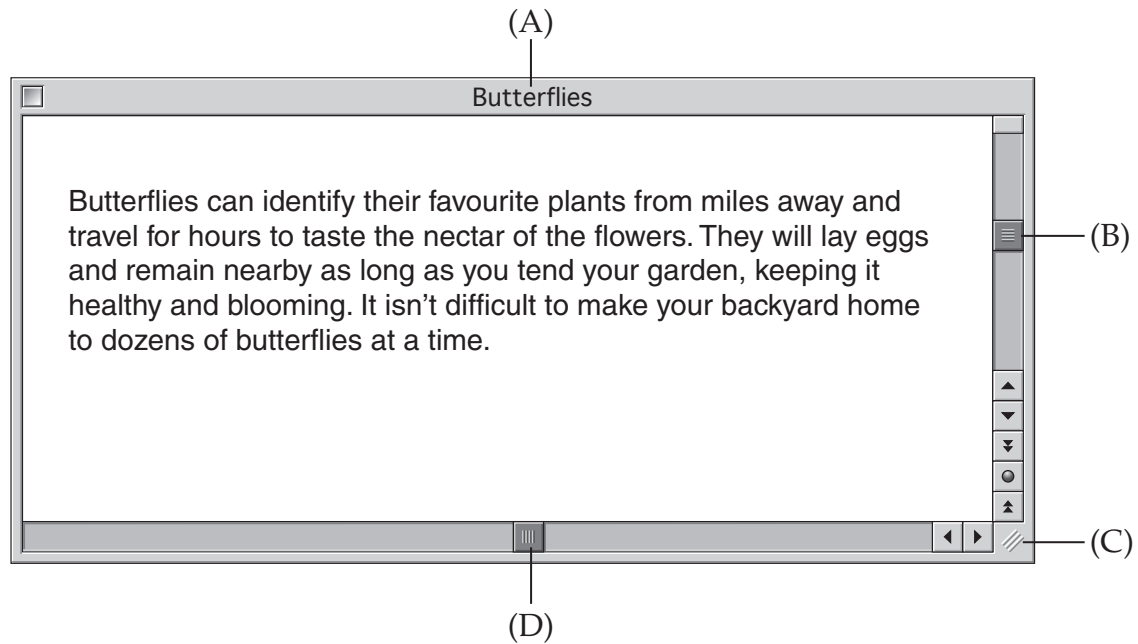
(D)   Put your hand up and ask the teacher.

Use this information to answer Questions 8 and 9.
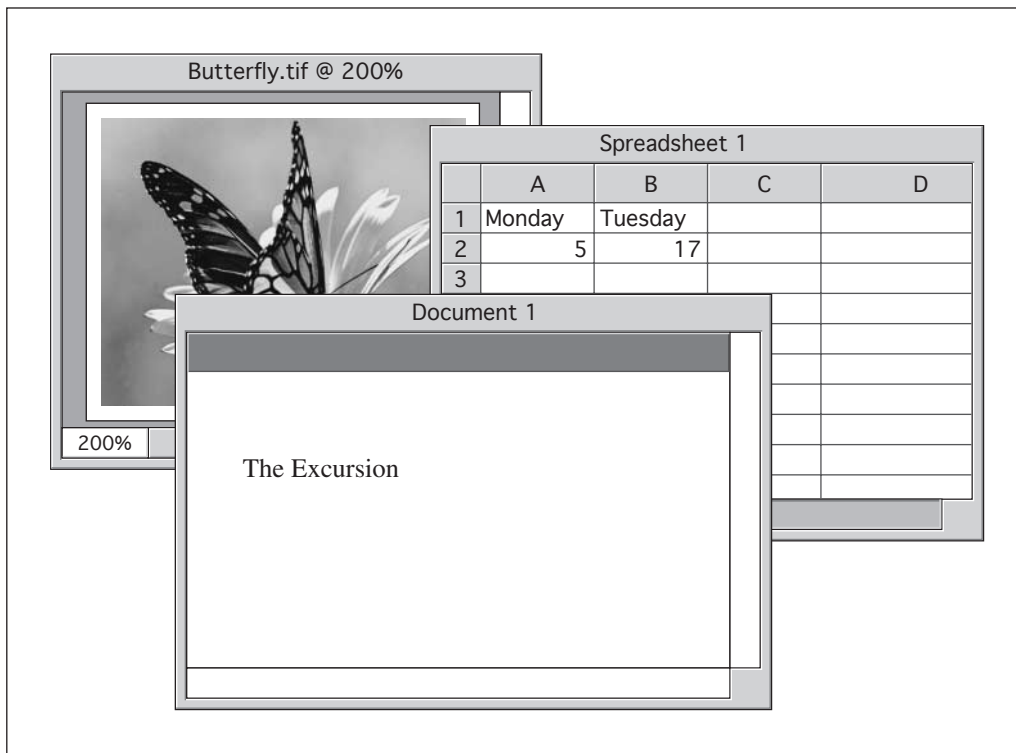
8 How many windows can you see open?

(A) 1

(B) 2

(C) 3

(D) 4

9 You want to see the whole picture of the butterfly.

Which is the quickest way to do this?

(A) Close the other windows.

(B) Resize the other windows.

(C) Click on the window with the butterfly.

(D) Drag the other windows out of the way.

This is a matching exercise.
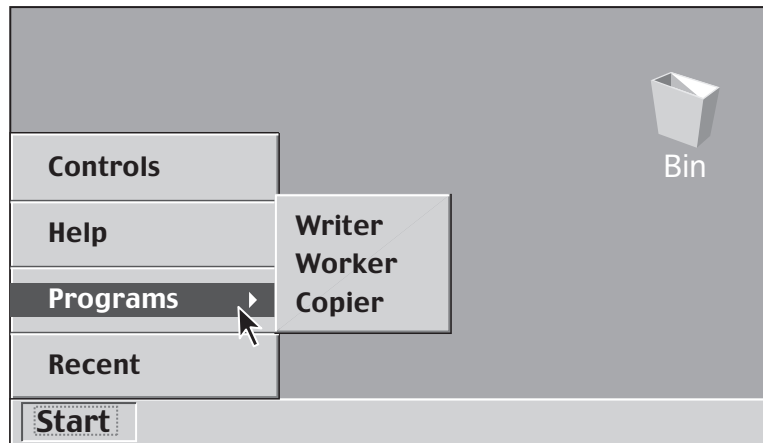
Use this information to answer Question 10.

(A)

Butterflies

Butterflies can identify their favourite plants from miles away and travel for hours to taste the nectar of the flowers. They will lay eggs and remain nearby as long as you tend your garden, keeping it healthy and blooming. It isn't difficult to make your backyard home to dozens of butterflies at a time.

(B)

(C)

(D)

10 Match each of the tasks (i), (ii) and (iii) with one of the elements on the screen labelled A, B, C or D. (There will be one element left over.)

  (i) Resize the document window.

  (ii) Identify the filename of the document.
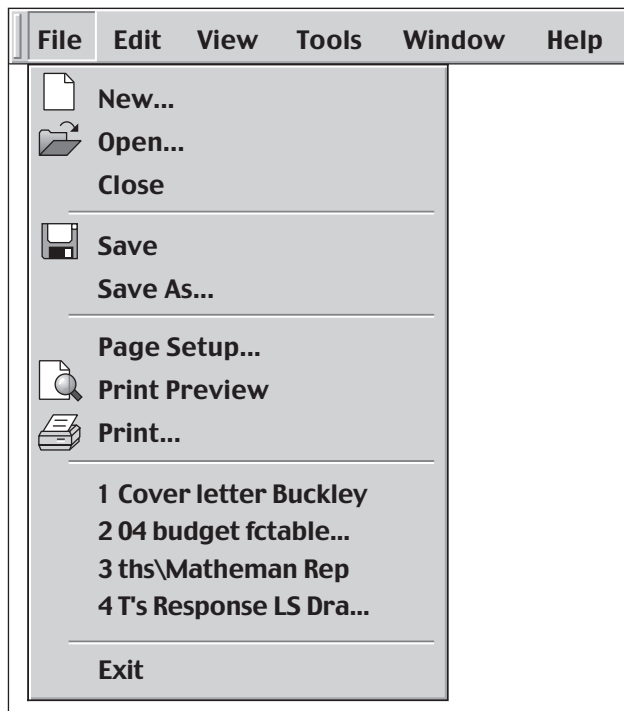
  (iii) Move up and down through the document.

Basic Software Operations

Use this information to answer Question 11.

11 What must you do to open the 'Writer' application?

(A) Click on the 'Bin'.

(B) Select 'Writer' in the program menu.

(C) Select 'Copier' in the program menu.

(D) Select 'Worker' in the program menu.

Use this information to answer Questions 12 and 13.

File	Edit	View	Tools	Window	Help

New...
Open...
Close

Save
Save As...

Page Setup...
Print Preview
Print...

1 Cover letter Buckley
2 04 budget fctable...
3 ths\Matheman Rep
4 T's Response LS Dra...

Exit

You have to compose a poem for your English class.

12 Which menu command should be selected to create your poem on the computer?

(A) New...   (B) Open...

(C) Save...   (D) Print...

13 Which command should be selected to edit an existing story that is stored on the local hard drive?

(A) New...   (B) Open...

(C) Save...   (D) Print...

Use this information to answer Questions 14–16.

```
 │ File   Edit   View   Tools   Window   Help
 ┌─────────────────────────────────┐
 │  ▯  New...                        │
 │  📂  Open...                      │
 │     Close                         │
 │ ──────────────────────────────── │
 │  💾  Save                         │
 │     Save As...                    │
 │ ──────────────────────────────── │
 │     Page Setup...                 │
 │  🔍  Print Preview                │
 │  🖨  Print...                     │
 │ ──────────────────────────────── │
 │     1 Cover letter Buckley        │
 │     2 04 budget fctable...        │
 │     3 ths\Matheman Rep            │
 │     4 T's Response LS Dra...      │
 │ ──────────────────────────────── │
 │     Exit                          │
 └─────────────────────────────────┘
```
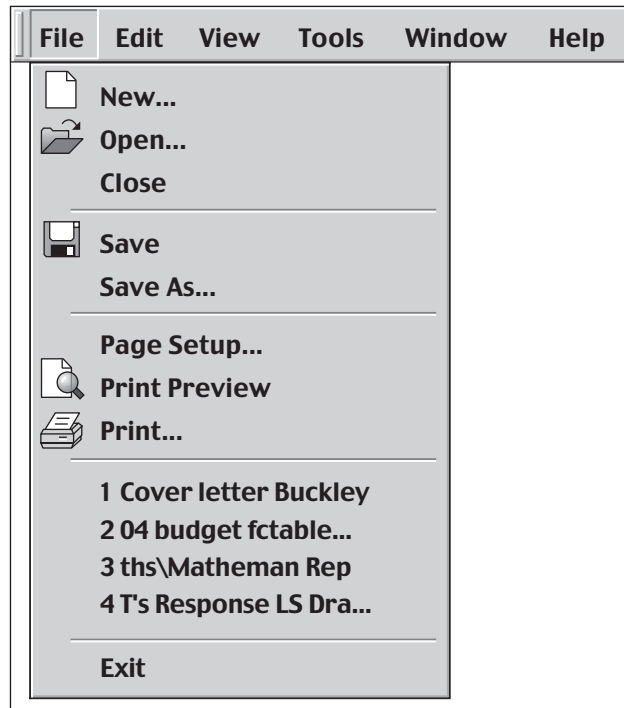
In an English lesson, you create a résumé using a computer.

14 You want to save your résumé to a floppy disk.

Which command should you select to do this?

(A) ▯ **New...**   (B) **Save As...**

(C) **Page Setup...**   (D) 🖨 **Print...**

15 You want to email your saved résumé to a friend who does not have the same word processor as you.

To change the file type of your résumé when you save it, which command should you select?

(A) 💾 **Save...**   (B) **Save As...**

(C) 🖨 **Print...**   (D) **Page Setup...**

16 Which command should be selected to print your résumé in landscape orientation?

(A) 💾 **Save...**   (B) **Save As...**

(C) **Page Setup...**   (D) 🔍 **Print Preview...**

17 You want to use an existing layout for your résumé.

Which is the best way to do this?

(A) Use a template.

(B) Use a form layout in a database.

(C) Create a table in a word processor.

(D) Scan and modify the existing layout.

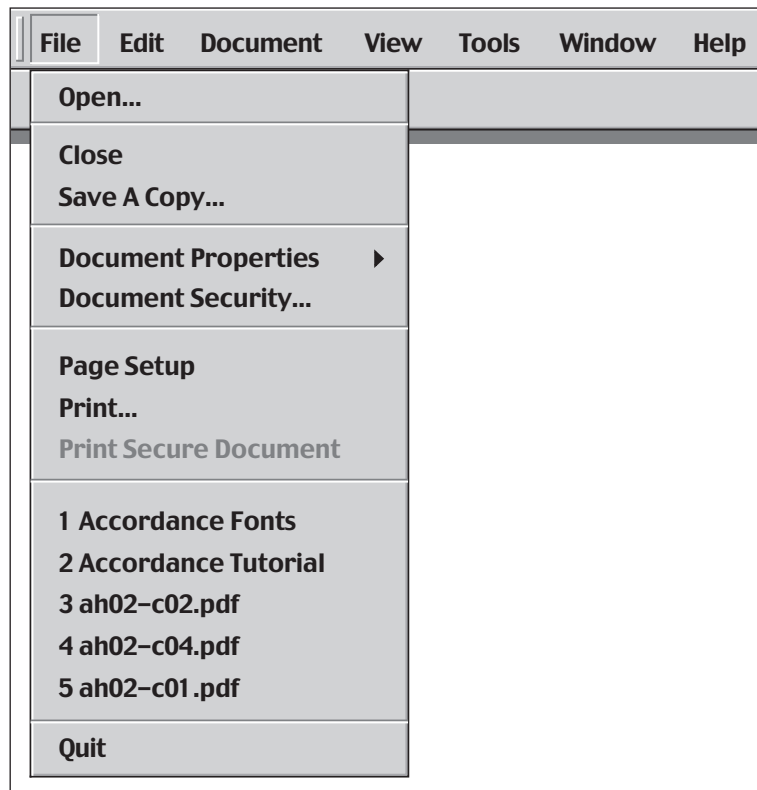**18** The diagram shows the view of your résumé.
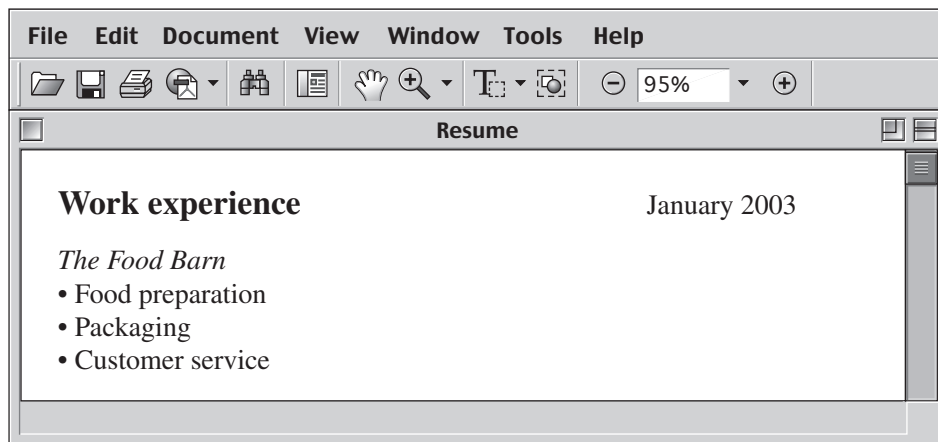
You want to change the view on your résumé.

Which of the following should you select to find out how to do this?

(A) **Help**

(B) 🔎

(C) **View**

(D) T

You have finished viewing your résumé and want to exit the application.

File	Edit	Document	View	Tools	Window	Help

Open...

Close
Save A Copy...

Document Properties ▶
Document Security...

Page Setup
Print...
Print Secure Document

1 Accordance Fonts
2 Accordance Tutorial
3 ah02–c02.pdf
4 ah02–c04.pdf
5 ah02–c01.pdf

Quit

19 Which menu command should you use?

(A) **Close**

(B) **Document Properties**

(C) **Document Security...**

(D) **Quit**

This is a matching exercise.

20   You have opened a new program and its file menu appears as shown.
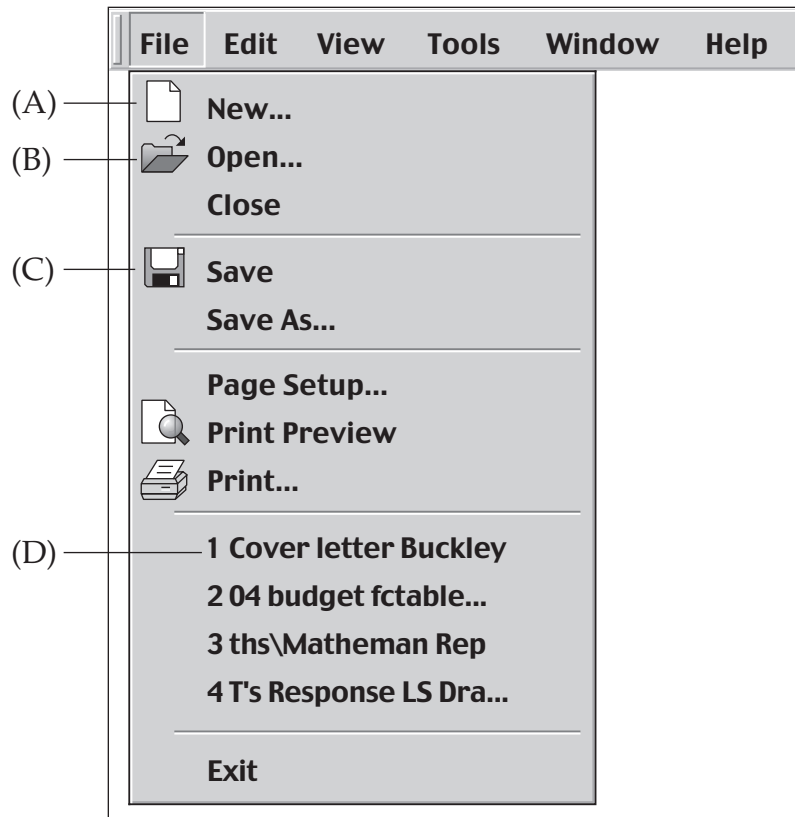
Match each of the actions (i), (ii) and (iii) with one of the areas labelled A, B, C or D. (There will be one area left over.)

   (i)   to save your file

  (ii)   to create a document

 (iii)   to open the most recently used file

Common Core Tasks

21   In a Design and Technology project you have typed:

MY DT PROJECT

You want to reformat to Bold.

Which of the following shows the change?

(A)   **MY DT PROJECT**

(B)   *MY DT PROJECT*

(C)   MY DT PROJECT

(D)   **MY DT PROJECT**

22   In a PDHPE lesson, you want to store information on students' heights and weights. You decide to use a database for this.

What would you select to guide you through this process?

(A)   Help

(B)   A template

(C)   A blank document

(D)   An Assistant/Wizard

In a Science lesson, you need to edit your essay on butterflies.

Use Figures 1 and 2 to answer Question 23.

Butterflies can identify their favourite plants from miles away and travel for hours to taste the nectar of the flowers. They will lay eggs and remain nearby as long as you tend your garden, keeping it healthy and blooming. It isn't difficult to make your backyard home to dozens of butterflies at a time.

Figure 1

Butterflies can identify their favourite plants from miles away and travel for hours to taste the nectar of the flowers. It isn't difficult to make your backyard home to dozens of butterflies at a time. They will lay eggs and remain nearby as long as you tend your garden, keeping it healthy and blooming.

Figure 2

The highlighted text needs to be moved from the position in Figure 1 to the position in Figure 2.

23   What is the best way to make this change?

   (A)   Cut and paste.

   (B)   Cut and delete.

   (C)   Copy and paste.

   (D)   Copy and delete.

24   Before submitting your work you want to find any words spelt incorrectly.

   Which of the following would you use?

   (A)   Thesaurus

   (B)   Spell Checker

   (C)   Grammar Checker

   (D)   Find and Replace

25   In an Art lesson you want to change the format of the text in Figure 1.

> Russell Drysdale's (1912–1981) paintings of the 1940s to the 1970s reflected the essence of Australia and its people. He drew images of rural country towns and outback landscapes. His work helped in defining a national identity.
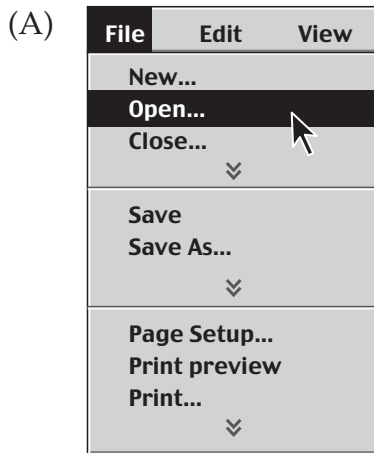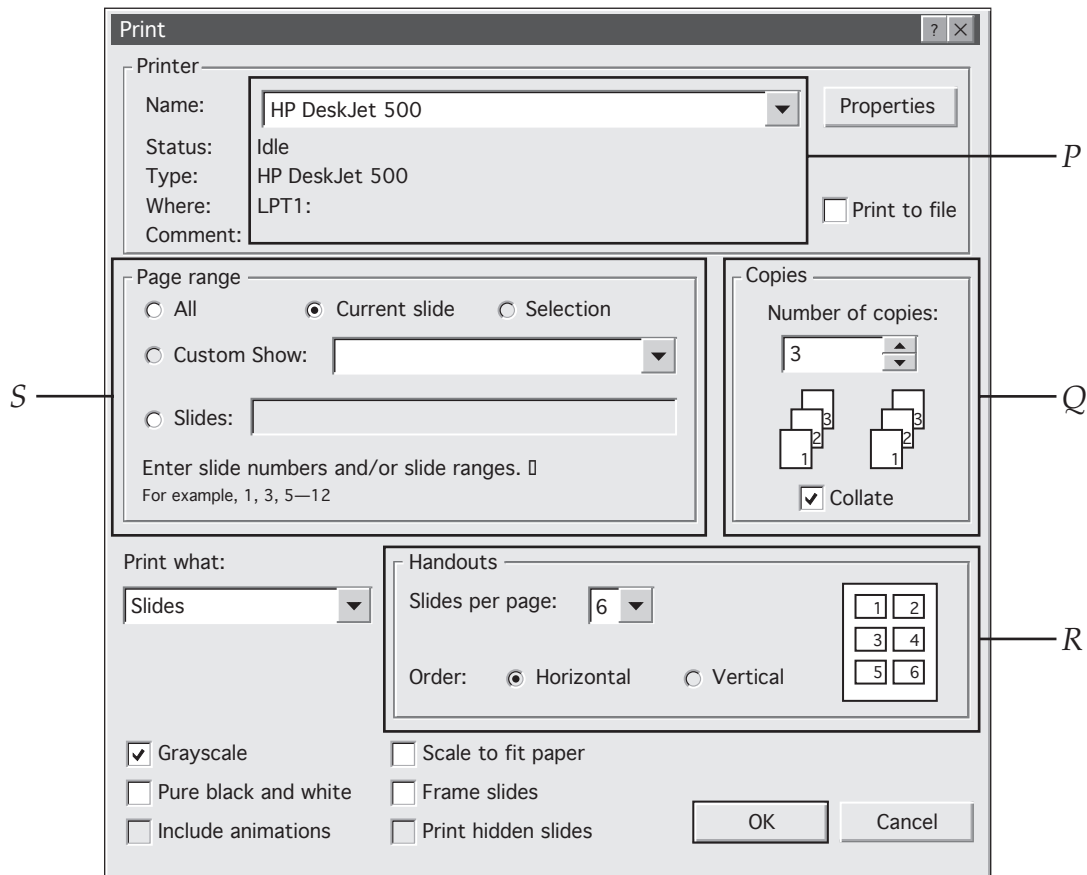
Figure 1

You use the 'format paragraph' option to set the paragraph alignment to 'justified'.

How would the text appear?

(A)
> Russell Drysdale's (1912–1981) paintings of the 1940s to the 1970s reflected the essence of Australia and its people. He drew images of rural country towns and outback landscapes. His work helped in defining a national identity.

(B)
> Russell Drysdale's (1912–1981) paintings of the 1940s to the 1970s reflected the essence of Australia and its people. He drew images of rural country towns and outback landscapes. His work helped in defining a national identity.

(C)
> Russell Drysdale's (1912–1981) paintings of the 1940s to the 1970s reflected the essence of Australia and its people. He drew images of rural country towns and outback landscapes. His work helped in defining a national identity.

(D)
> Russell Drysdale's (1912–1981) paintings of the 1940s to the 1970s reflected the essence of Australia and its people. He drew images of rural country towns and outback landscapes. His work helped in defining a national identity.

26   You want to add a graphic from a file to your history assignment.

Which menu command would achieve this?

(A)

File	Edit	View

New...
Open...
Close...
⩡

Save
Save As...
⩡

Page Setup...
Print preview
Print...
⩡

(B)

Insert	Format	Font

Break...
Page Numbers...
Date and Time...
⩡

Footnote...
Caption...
⩡

Picture   ▶
Text Box
Movie...
File...
Object...
Bookmark...

Clip Art...
From File...

Autoshapes
WordArt...
Chart

(C)

Edit	View	Insert

Undo Typing
Repeat Typing

Cut
Copy
⩡

Clear
Select All

Find...
Replace...
⩡

Links...
Object
Publishing   ▶

Create Publisher...
Subscribe To...
Subscriber Options...

(D)

File	Edit	View

New...
Open...
Close...
⩡

Save
Save As...
⩡

Page Setup...
Print preview
Print...
⩡

Use this information to answer Questions 27 and 28.

In your Mathematics lesson, you create a slide presentation on statistics.

27 You want to change printers before you print the slide presentation.

Which option, *P*, *Q*, *R* or *S*, will allow you to do this?

(A) *P*

(B) *Q*

(C) *R*

(D) *S*

28 How many slides have been selected for printing?

(A) 1

(B) 2

(C) 3

(D) 6

29 In a Geography lesson, you select the following menu option.

Insert	Format	Font	Tools	Table

Break...
Page Numbers...
Date and Time...
AutoText ▶
Field...
Symbol...
Comment

Footnote...
Caption...
Cross-reference...
Index and Tables...

Picture ▶   Clip Art...
Text Box   From File...
Movie...
File...   AutoShapes
Object...   WorkArt...
Bookmark...   Chart
Hyperlink...
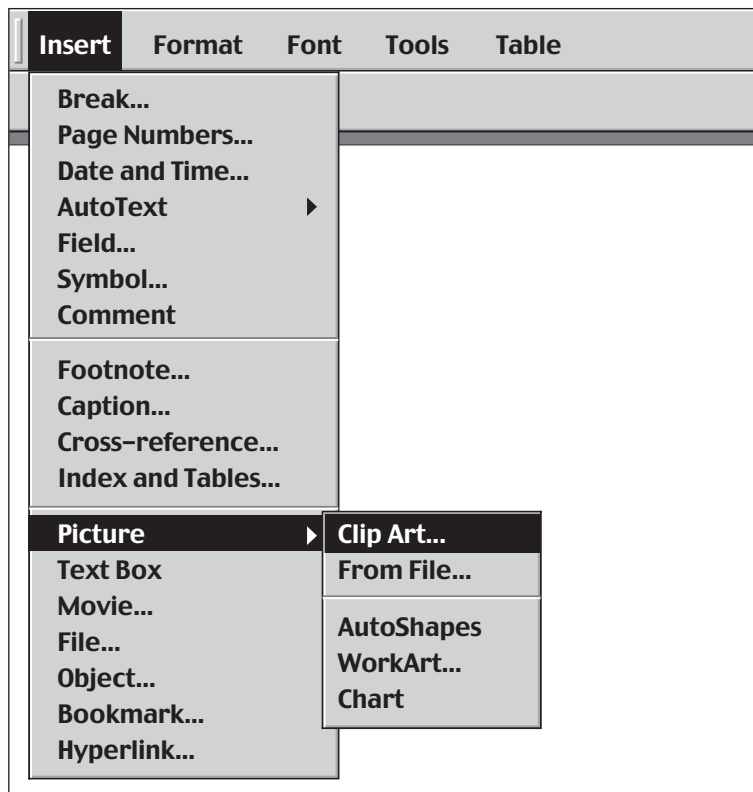
What operation are you about to perform?

(A) Insert text.

(B) Insert table.

(C) Insert chart.

(D) Insert image.

This is a matching exercise.

In a History lesson, you format a paragraph in an essay as shown.

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

| File | Edit | View | Insert | Format | Font | Tools | Table | Window | Work | Help |

Normal ▼ | Times ▼ | 16 ▼ | **B** *I* U̲ | ≡ ≡ ≡ ≡ | ⅟₃≡ ≣ ⇤ ⇥

History essay

The Great Depression
The Great Depression began in October 1929, when the values of stocks
and shares in the United States dropped rapidly. This affected the world
economy and continued for 9 years until it ended in 1938. The worst
unemployment rate of the Great Depression came in 1932 when just over
29% of Australia's population were out of a job.

30 Match each of the text extracts (i), (ii) and (iii) with the areas labelled A, B, C or D. (There will be one area left over.)

(i) until it ended in 1938.

(ii) **The Great Depression**

(iii) *29% of Australia's population*

Word Processing Skills

31 The Office of the Board of Studies logo appears at the top of every page of a document as shown.

In which part of the document was the logo placed?
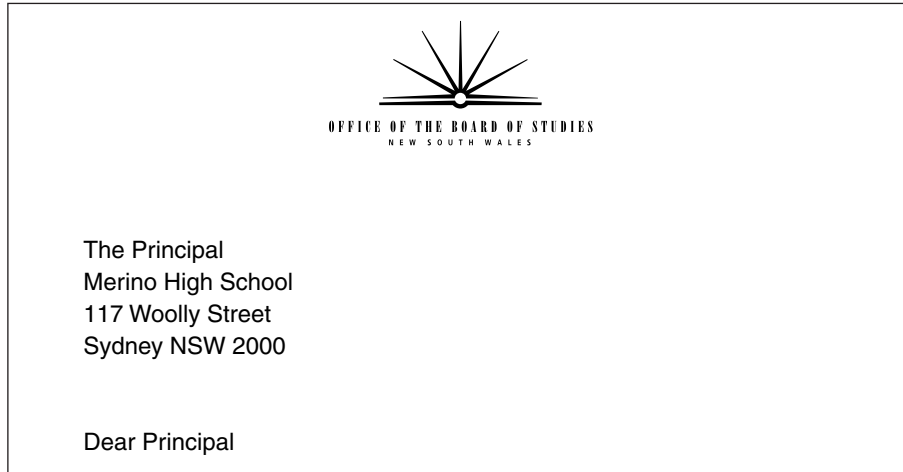
(A) Footer

(B) Header

(C) Text box

(D) Footnote

32 A page is to be added to the end of a document.

Which of the following would be the best method to do this?

(A) Insert a page break.

(B) Use the vertical scroll bar.

(C) Press 'return' until the next page is created.

(D) Press the space bar until the next page is created.

33   The text in Figure 1 was reformatted as shown in Figure 2.

File   Edit   View   Insert   Format   Font
☐   **Evolution in Australia**
Evolution in Australia
Australia is a continent of contrasts. Its interior is brown, burnt by the sun and parched for water, but its margins are kinder to life and support most of its human population.
Apart from the dingo, which appears to have arrived in Australia only thousands of years ago, the continent's only native placental mammals are rats and bats.

Figure 1

File   Edit   View   Insert   Format   Font
☐   **Evolution in Australia**
Evolution in Australia   Apart from the dingo, which appears to have arrived in Australia only thousands of years ago, the continent's only native placental mammals are rats and bats. Australia is a continent of contrasts. Its interior is brown, burnt by the sun and parched for water, but its margins are kinder to life and support most of its human population.

Figure 2

What operation was performed to achieve this?

(A)   Select Format then Tabs

(B)   Select Format then Rows

(C)   Select Format then Columns

(D)   Select Format then Paragraphs

Use this information to answer Questions 34 and 35.

| Normal ▾ | Times ▾ | 12 ▾ | **B** *I* <u>U</u> | ≡ ≡ ≡ ≡ | ⅟₂₃≡ ≡ ⇤≡ ≡⇥ |

Title

The Great Depression began in October 1929.
The values of stocks and shares in the United States dropped rapidly.
This affected the world economy.
The unemployment rate was just over 29% in Australia.
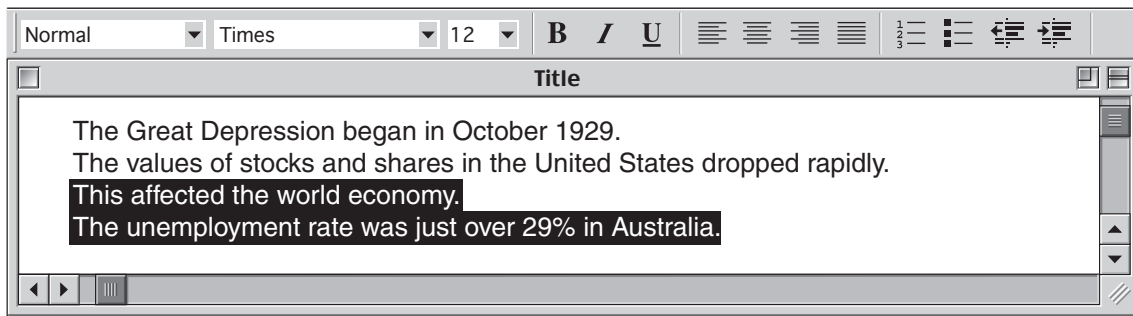
34 How would the text appear after you click the ⇥≡ button ?

(A)
The Great Depression began in October 1929.
The values of stocks and shares in the United States dropped rapidly.
       This affected the world economy.
       The unemployment rate was just over 29% in Australia.

(B)
The Great Depression began in October 1929.
The values of stocks and shares in the United States dropped rapidly.
                              This affected the world economy.
              The unemployment rate was just over 29% in Australia.

(C)
The Great Depression began in October 1929.
The values of stocks and shares in the United States dropped rapidly.
◆   This affected the world economy.
◆   The unemployment rate was just over 29% in Australia.

(D)
The Great Depression began in October 1929.
The values of stocks and shares in the United States dropped rapidly.
•   This affected the world economy.
•   The unemployment rate was just over 29% in Australia.

35 The text was reformatted as shown.

The Great Depression began in October 1929.
The values of stocks and shares in the United States dropped rapidly.
1.   This affected the world economy.
2.   The unemployment rate was just over 29% in Australia.
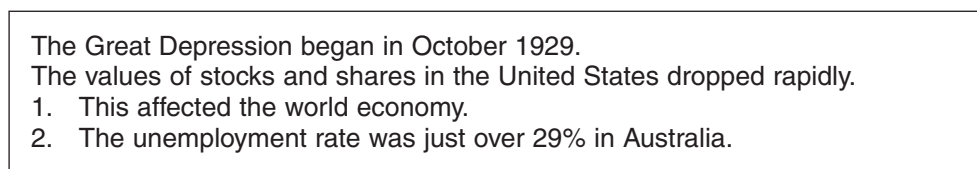
Which button was clicked to achieve this?

(A) ≡   (B) ⅟₂₃≡   (C) ≡   (D) ⇤≡

36   Three tab types are shown on this word-processing ruler.
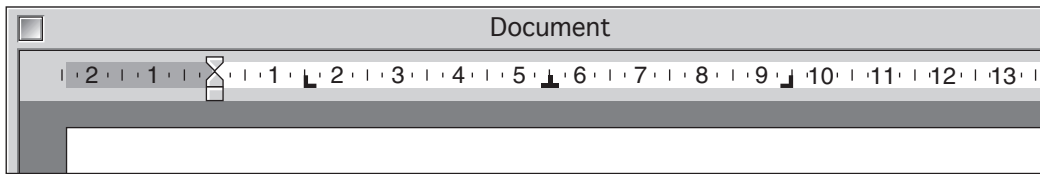
Which of the following shows the tabs correctly matching the alignment of the text?

(A)

Orange	223	T-shirts
Blue	44	Trousers
Green	3	Skirts
Pink	1	Jumper

(B)

Orange	223	T-shirts
Blue	44	Trousers
Green	3	Skirts
Pink	1	Jumper

(C)

Orange	223	T-shirts
Blue	44	Trousers
Green	3	Skirts
Pink	1	Jumper

(D)

Orange	223	T-shirts
Blue	44	Trousers
Green	3	Skirts
Pink	1	Jumper

37   The text between **X** and **Y** has been formatted differently.

What has been used at **X** and **Y** to allow this to take place?

Australia
A unique land

Australia is a continent of contrasts. Its interior is brown, burnt by the sun and parched for water. Its plants and animals are for the most part quite different to those of the rest of the world.

X

The Gold Coast is 42 km of white sand beach, which runs from the NSW border

to Southport, south of Brisbane. It offers a full range of entertainment.

It is a great place for families and young children, with lots of theme parks.

Y

Kakadu National Park is a World Heritage Site, famous for its waterfalls, rockpools, birdlife and vegetation. A cruise along the river takes you through a series of gorges. The red sandstone canyon walls rise steeply up 60 metres from the cool waters of the Katherine River.

(A)   Columns

(B)   Gutters

(C)   Page breaks

(D)   Section breaks

38 The text in Figure 1 was reformatted to the text in Figure 2.

Australia is a continent of contrasts. Its interior is brown, burnt by the sun and parched for water.

Australia is a continent of

contrasts. Its interior is

brown, burnt by the sun and

parched for water.

Figure 1   Figure 2

Which of the following was used to achieve the new formatting?

(A)

Spacing

Before: 12 pt

After: 0 pt

(B)

Indentation

Left: 12 pt

Right: 0 pt

(C)

Line spacing: At:

Double

(D) Alignment: Left

39   You create a word-processing document containing the following text.

Shapes
Number of sides
Triangle
3
Quadrilateral
4

The text is to be presented in the following way.

Shapes	Number of sides
Triangle	3
Quadrilateral	4

Which of the following is the best method to achieve this?

(A)   Convert the text to a table.

(B)   Draw a rectangle, then cut and paste the text.

(C)   Use Tabs to place the text in the correct position.

(D)   Insert a spreadsheet object and move the text into the cells.

This is a matching exercise.

A document is formatted as shown.
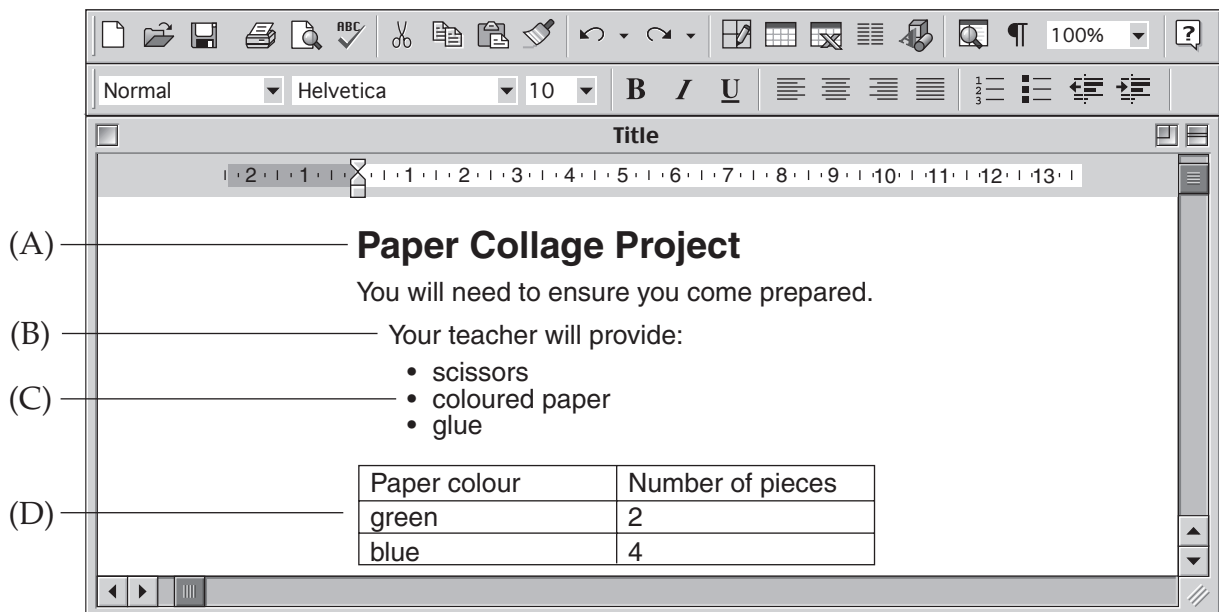
40   Match each of the buttons (i), (ii) and (iii) with one of the formatting operations labelled A, B, C or D. (There will be one formatting operation left over.)

(i)   (ii)   (iii)

Spreadsheet Skills

Use this spreadsheet to answer Questions 41–45.

	A	B	C	D	E	F	G
1			**Signor's Coffee Shop**				
2							
3	**Item**	**Description**	**Price**	**Price include GST**	**Size**	**Number sold**	**Total sales**
4							
5	Coffee	Short black	$2.50	$2.75	Small	10	$27.50
6	Coffee	Long black	$3.00	$3.30	Small	5	$16.50
7	Coffee	Flat white	$3.00	$3.30	Small	8	$26.40
8	Coffee	Cappuccino	$3.00	$3.30	Small	15	$49.50
9	Coffee	Cappuccino	$4.00	$4.40	Large	6	$26.40
10	Coffee	Latté	$3.00	$3.30	Small	7	$23.10
11							
12					**Most sold**	15	

41 What is the data shown in cell E5?

(A) $2.75 (B) $3.30 (C) Price (D) Small

42 The highlighted cells in column D have been formatted as currency.

Which button would you select to do this?

(A) % (B) Σ (C) f_x (D) $

43 Which of the following describes the group of cells that are highlighted?

(A) A column (B) A worksheet

(C) Active cells (D) A range of cells

44 The **Total sales** for Short black coffee has been determined.

Which formula was used to do this?

(A) =D5*F5 (B) =D5+F5 (C) =D5–F5 (D) =D5^F5

45 Which formula was entered in column F to calculate **Most sold**?

(A) =MIN(F5:F10) (B) =MAX(F5:F10)

(C) =COUNT(F5:F10) (D) =AVERAGE(F5:F10)

Use this information to answer Questions 46–49.

You have collected the following statistics to complete a Geography assignment.

Australia's Export $M.xls

	A	B	C	D	E
1	**Goods**	**1998/99**	**1999/00**	**2000/01**	**Total**
2	Coal	9300	8300	10800	=SUM(B2:D2)
3	Crude oil	1600	4900	7600	
4	Gold	6300	5000	5100	
5	Iron ore	3800	3800	4900	
6	Aluminium	3300	3800	4700	
7	Wheat	3600	3400	4100	
8	Beef	2700	3200	4100	
9	Wool	3700	2800	3600	
10					
11					

46 If Australia's Export values 1998/99 are sorted using the ⬆ button, what will be the first **Goods** item?

    (A) Coal   (B) Iron ore

    (C) Crude oil   (D) Aluminium

47 What would be the best method to quickly copy the formula from the active cell to each cell in the shaded area?

    (A) Paste   (B) Fill Down

    (C) Fill Right   (D) Paste Special

48 Which cells need to be selected to print the **Goods** list and the **1998/99** values including the titles for each column?

    (A) A1:A9   (B) A2:B9

    (C) A1:B9   (D) A1:B9, E1:E9

49 Which type of chart would best represent the data in Column C as a proportion of the total exports in **1999/00**?

    (A) Pie graph   (B) Bar graph

    (C) XY scatter chart   (D) Combined stack graph

This is a matching exercise.

Use this information to answer Question 50.

	E	F	G	H	I	J	K	L	M
		Volume	**Changes**			**(in cubic**	**centimetres)**		
1		**Gas 1**	**Gas 2**						
2									
3	*Original*	20	13			*Change*	*Change*	*Difference*	*Change*
4						**Gas 1**	**Gas 2**	**Gas 1 – Gas 2**	**% Difference**
5	*Test 1*	21	14			=F5–$F$3	=$G$5–$G$3	=J5–K5	=L5/($F$3–$G$3)
6	*Test 2*	23	16						
7	*Test 3*	25	17						
8	*Test 4*	27	18						
9	*Test 5*	30	20			/////////	\\\\\\\\\\	/////////	\\\\\\\\\\
10									

Sheet 1

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

50 The formulae shown in the shaded area (in Row 5) are to be copied and pasted into Row 9.

Match each of the formulae (i), (ii) and (iii) with one of the cells labelled A, B, C or D. (There will be one cell left over.)

(i)   =J9–K9

(ii)   =F9–$F$3

(iii) =$G$5–$G$3

Database Skills

Use this database to answer Questions 51–55.
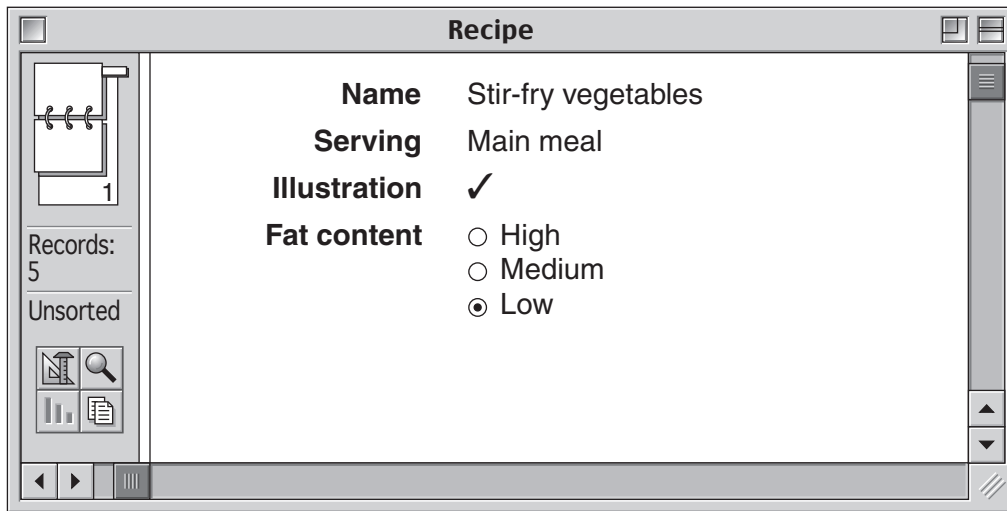
51 What is the filename of this database?

(A) Name   (B) Recipe

(C) Stir-fry vegetables   (D) Unsorted

52 What term is used to describe this view in a database?

(A) Form   (B) List   (C) Preview   (D) Print

53 How many fields are in this database?

(A) 3   (B) 4   (C) 5   (D) 8

54 A new recipe was added to the database.

Name	Apricot chicken
Serving	Main meal
Illustration	✔
Fat content	Medium

How would this information be stored in the database?

(A) As a file   (B) As a field

(C) As a record   (D) As a character

55   Which of the following best represents the elements of this database from smallest to largest?

(A)   Character, field, file, record   (B)   Character, record, field, file

(C)   Character, record, file, field   (D)   Character, field, record, file

Use this information to answer Questions 56–58.

Your Geography class has been using the database shown.

Country	Population (millions)	Continent	Language
Turkey	30	Asia	Turkish
Brazil	174	South America	Portuguese
Italy	57	Europe	Italian
Indonesia	217	Asia	Indonesian
India	1050	Asia	Indian
France	59	Europe	French
UK	70	Europe	English
Australia	20	Australasia	English
USA	287	North America	English
China	1281	Asia	Chinese
Zimbabwe	13	Africa	Afrikaans

56   If you search for the word 'English', how many matches would occur?

(A) 1   (B) 3   (C) 4   (D) 11

57   If the database was sorted by **Population (millions)** in ascending order, which country would appear first?

(A) Australia   (B) China   (C) Turkey   (D) Zimbabwe

58   By which field has the database been sorted?

(A) **Country**   (B) **Population (millions)**

(C) **Continent**   (D) **Language**

59   Which of the following examples would best be stored in a database?

   (A)   A video clip.

   (B)   A family portrait.

   (C)   Club membership details.

   (D)   An article in this year's school magazine.

This is a matching exercise.

You are creating a simple database of early settlers in NSW for a History project.

60   Match each of the actions (i), (ii) and (iii) with one of the commands labelled A, B, C or D. (There will be one command left over.)

   (i)   See all records.

   (ii)   Add an additional record.

   (iii) Move to the last record in the database.

Multimedia Skills

Use this information to answer Questions 61 and 62.

Your English class visits an environmental centre. This centre uses a touch screen to assist visitors with information about the area.
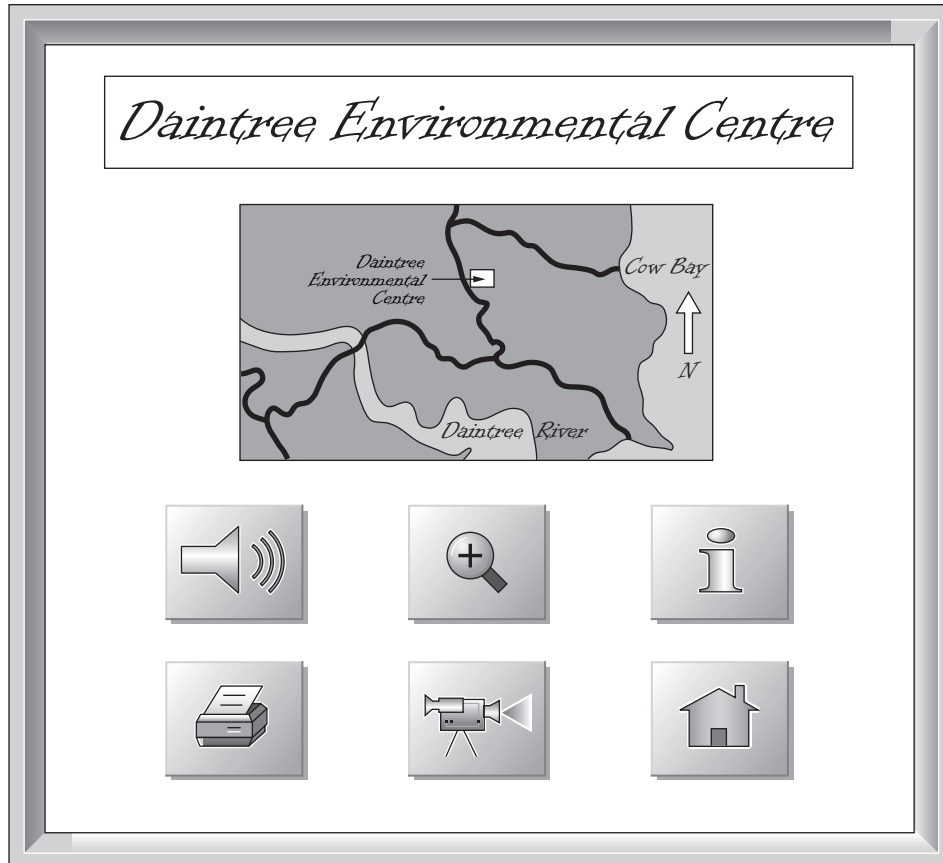
61 Which icon should be selected to hear an audio presentation?

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

62 Which icon should be selected to look at a visual presentation?

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

Use this information to answer Questions 63–66.

Your PE teacher has asked your group to create a multimedia presentation on basketball shooting techniques. The teacher provides these three slides to start with.

Slide 1   Slide 2   Slide 3
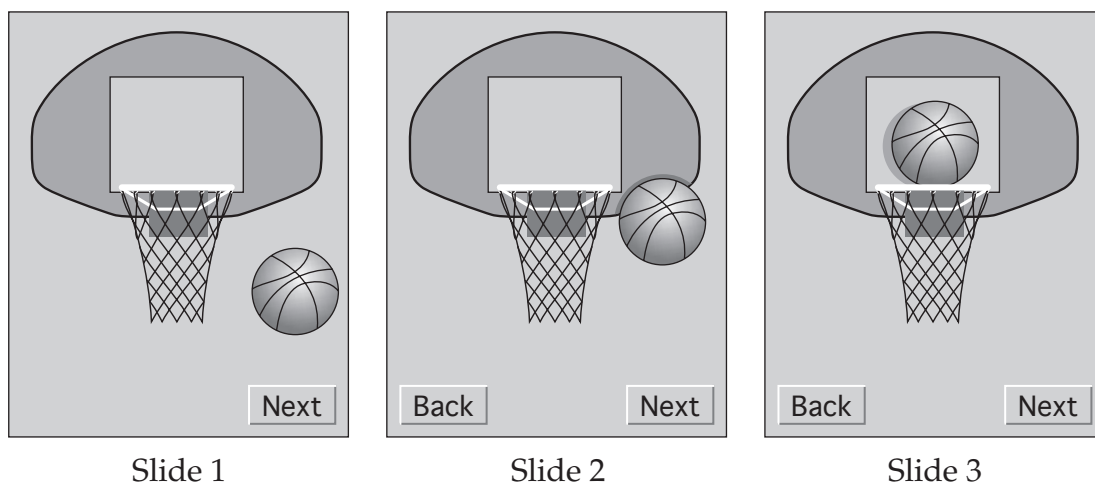
63   When Slide 1 appears, a whistle blows to gain audience attention.

Which type of file has been inserted to achieve this?

(A) Sound   (B) Bit map   (C) Document   (D) Background

64   To improve the presentation, you want to make the ball appear to move.

What is this called?

(A) MP3   (B) Hyperlink   (C) Animation   (D) Audio link

65   When the Next button is clicked, the next slide fades in.

Which is this called?

(A) Hyperlink   (B) Masking   (C) Presentation   (D) Transition

66   You find a better photo of a basketball in a magazine and want to replace the existing one in your presentation.

Which device would best be used to digitise it?

(A) Printer   (B) Scanner

(C) CD writer   (D) Graphics tablet

Use this information to answer Questions 67 and 68.

67 How many slides are in this presentation?

(A) 1

(B) 2

(C) 3

(D) 4

68 In order to conform to accepted design practice, what change would you make to best emphasise the text 'Speed cameras'?

(A) Increase the font size.

(B) Change the title to capital letters.

(C) Change the font colour to yellow.

(D) Change the background shading to grey.

69

1   2   3

Which of the following screen design principle(s) is demonstrated in the three slides above?

(A)   A balanced appearance due to use of white space

(B)   Consistency of design (all common elements found in the same space)

(C)   Text unbroken by graphics

(D)   All of the above

This is a matching exercise.

Use this information to answer Question 70.

(A)

Slide 1   Slide 2   Slide 3

(B)

(C)

(D)
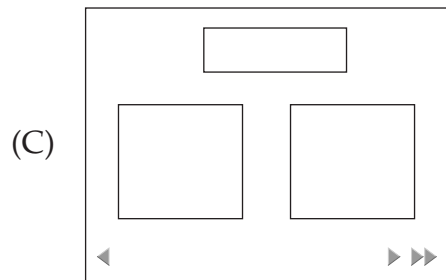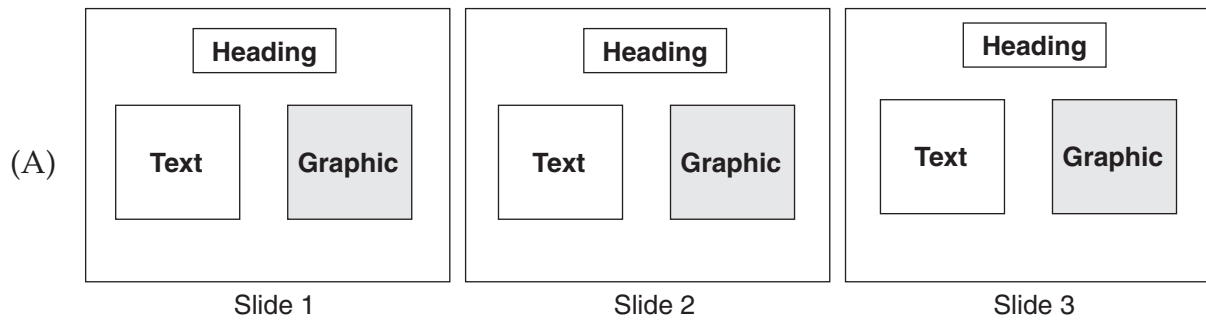
70   Match each of the multimedia tools (i), (ii) and (iii) with one of the slides labelled A, B, C or D. (There will be one slide left over.)

(i)   Hyperlink

(ii)   Navigation tools

(iii)   Linear storyboard

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Graphics Skills

71 You want to modify the digital photograph in Figure 1 to look like Figure 2.
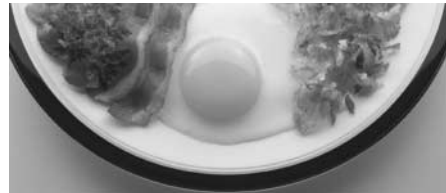
Figure 1   Figure 2

Which method will achieve this?

(A)

(B)

(C)

(D)
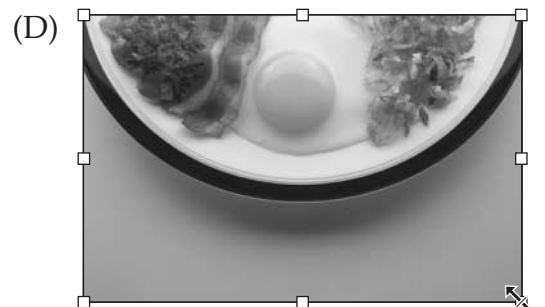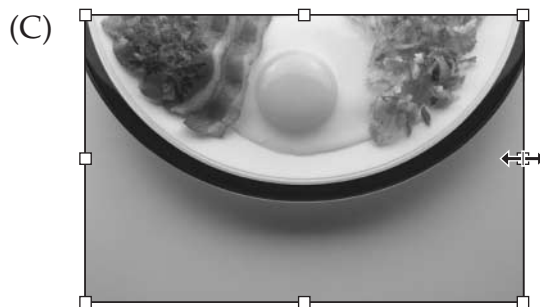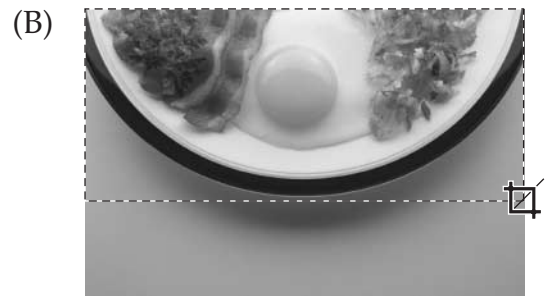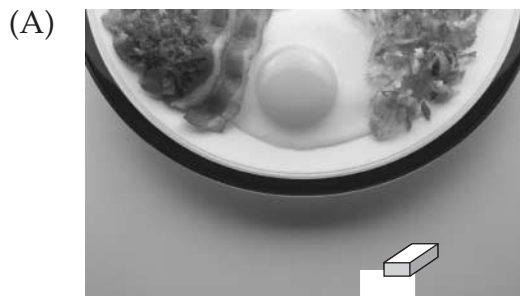
72 You want to save the changed photograph in Figure 2.

Which of the following file formats would be most suitable?

(A)   Jpeg format (jpg)

(B)   Html format (htm)

(C)   Drawing format (drw)

(D)   Document format (doc)

Use this information to answer Questions 73–75.

You have used a drawing program to start creating a birthday card as shown in Figure 1.

Figure 1

73   You want to position the speech balloon as shown in Figure 2.

Figure 2

Which command should you use to achieve this result?

(A)   Send to Back

(B)   Bring to Front

(C)   Bring Forward

(D)   Send Behind Text

74   To move both the photograph and the speech balloon together in one operation, what should you do before dragging them to the new position?

(A)   Paste the photograph and the speech balloon.

(B)   Group the photograph and the speech balloon.

(C)   Cut the photograph and the speech balloon to the clipboard.

(D)   Rotate the photograph and the speech balloon to the new position on the page.

75   You are adding the heading 'Happy Birthday' at the top of the card.

What have you inserted to do this?
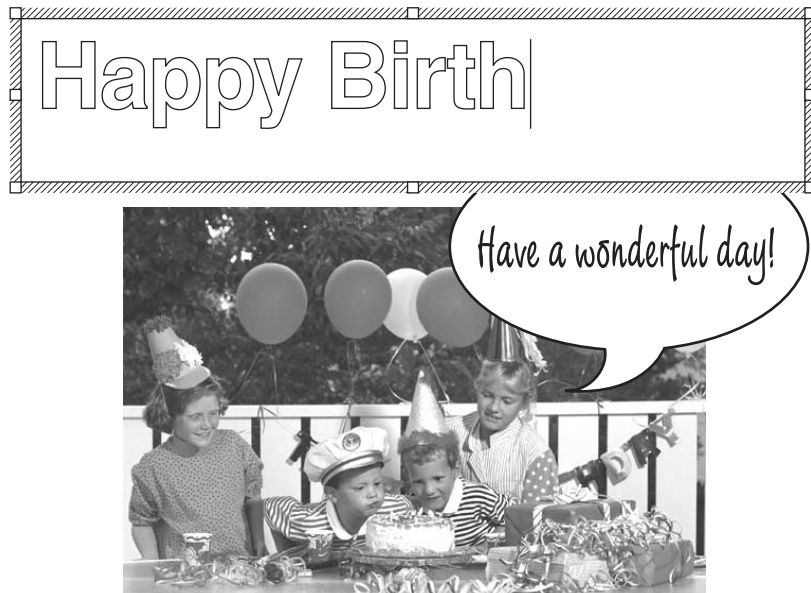
(A)   Clip Art

(B)   Word Art

(C)   A textbox

(D)   A rectangle

76   Starting with the letter in Figure 1, and following the changes shown, what sequence was used to complete the task?
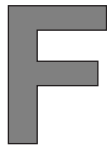
| Figure 1 | Figure 2 | Figure 3 | Figure 4 |
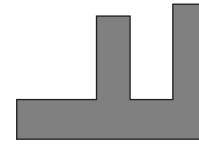
(A)   Rotate vertical, flip right, distort

(B)   Rotate left, flip horizontal, resize

(C)   Rotate horizontal, flip right, resize

(D)   Rotate right, flip horizontal, distort

77   You use a drawing program to create three objects as shown in Figure 1.
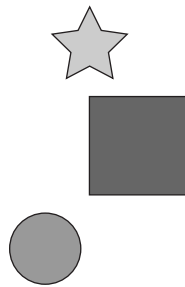
| Figure 1 | Figure 2 |

After selecting all three objects, what should you do to change the view in Figure 1 to that in Figure 2?

(A)   Align Top

(B)   Align Centre

(C)   Align Bottom

(D)   Align Horizontal

Use this tool menu to answer Questions 78 and 79.

78 Which tool should be used to select an object and move it?

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

79 Which tool would be used to select a portion of the image?

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

This is a matching exercise.

Use this information to answer Question 80.

You are experimenting with the tools in a paint program.

COOL
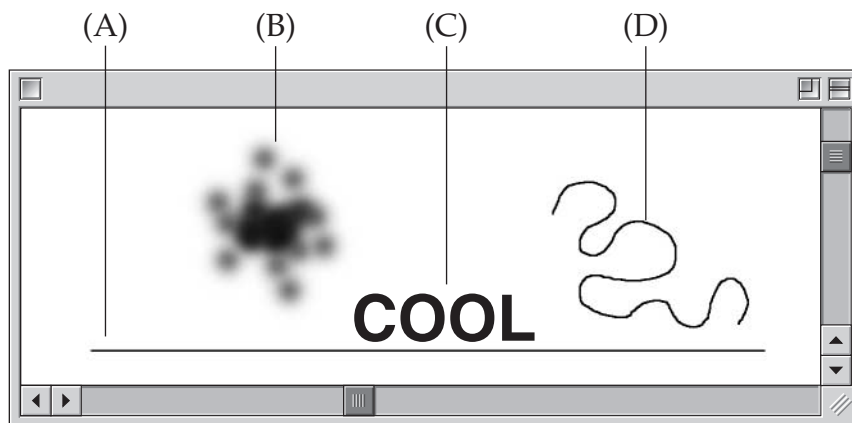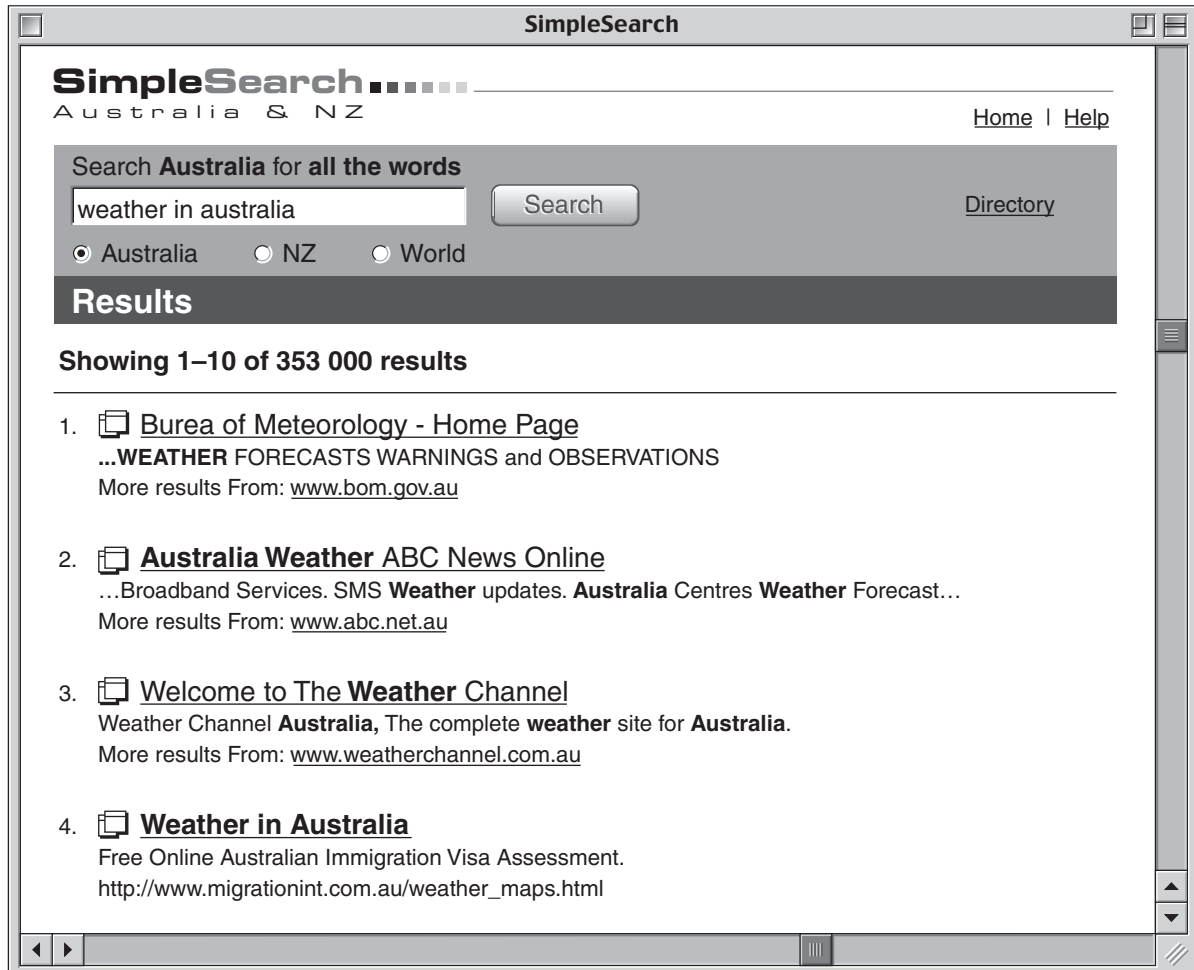
80 Match each of the buttons (i), (ii) and (iii) with one of the areas labelled A, B, C or D. (There will be one area left over.)

(i)   (ii)   (iii)

Research Skills

Use this information to answer Questions 81–84.

Your Science class is researching weather in Australia. The result of your Internet search is shown.

81   How many results were found in this search?

(A)   1

(B)   4

(C)   10

(D)   353 000

82   From where did this search locate these websites?

(A)   Australia

(B)   New Zealand

(C)   The whole world

(D)   Australia and New Zealand

83   Which of the following statements is correct?

(A)   Result 1 is a New Zealand website.

(B)   Result 2 is an education website.

(C)   Result 3 is a commercial website.

(D)   Result 4 is a government website.

84   You are not happy with the number of results returned in this search.

Which of the following refinements to your search would give the least number of results?

(A)   weather sites

(B)   Australia weather

(C)   "weather in Australia"

(D)   "weather sites" in Australia

Use this information to answer Questions 85 and 86.

You are part of a group of students in charge of organising your school's Clean Up Australia Day activities. The screen below comes from a site that you found.

85   You bookmarked the site title (added to favourites).

     What bookmark (favourite) should you click on to revisit the site.?

    (A)   Get involved!   (B)   Clean Up Australia

    (C)   www.cleanup.com.au   (D)   Clean Up Australia online

86   You decide to download one of the graphics and use it to create a promotional poster for the school.
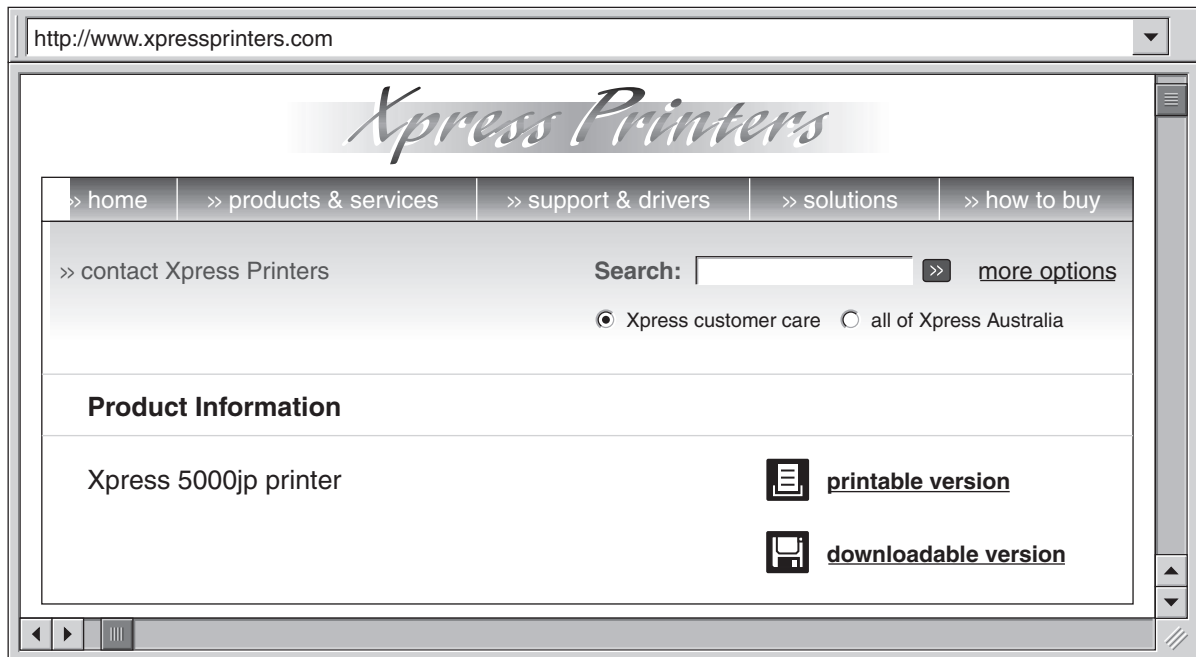
     What must you do before printing the poster?

    (A)   Nothing.

    (B)   Change the graphic slightly.

    (C)   Request permission from Clean Up Australia.

    (D)   Request permission from your school principal.

Use this information to answer Questions 87 and 88.

You obtain the following information about a new printer you have purchased.

87   What is the source of the information shown?

(A)   A CD-ROM

(B)   The Internet

(C)   An encyclopedia

(D)   Your local hard disk

88   You want to keep a copy of this information on your computer for future reference.

What is the best way to do this?

(A)   Click on **downloadable version**.

(B)   Contact the source for a printed copy.

(C)   Retype the text using your word processing-application.

(D)   Highlight the text and choose 'copy' then paste it using your word-processing application.

89   You hand in a Science assignment containing text you have copied from an encyclopedia CD-ROM. You do not mention the source of your information.

What is this called?

(A) Bibliography (B) Plagiarism   (C) Referencing   (D) Research

This is a matching exercise.

Use this information to answer Question 90.

Your Science class is researching data loggers suitable for your school's Macintosh computers. You decide to use an advanced search as shown.

90   Match each of the functions (i), (ii) and (iii) with the fields labelled A, B, C or D. (There will be one field left over.)

    (i)   Locate English language sites only.

    (ii)   Return the most up-to-date information.

    (iii)   Search for data loggers for the Macintosh only.

Please turn over

Internet/Intranet Skills

Use this information to answer Questions 91–96.

✏️ New ▼	⬆️ Reply ⬆️ Reply All 📨 Forward 📩 Send & Receive

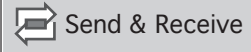| To:	salma@fastmail.net.au
Cc:	van@fastmail.net.au, frida@fastmail.net.au
Bcc:	admin@newschool.edu.au
Subject:	School magazine
Attachments:	

Hi,

The magazine is underway, but I need people to send me digital photos and stories.

Regards
Abby

Magazine editor
Newschool, Melaleuca, NSW
email: abby@newschool.edu.au
website: www.newschool.edu.au

91 Who will receive a copy of the email?

(A) salma only

(B) van and frida only

(C) van, frida and admin

(D) salma, van, frida and admin

92   What will happen to this email when the [⇄ Send & Receive] button is clicked?

    (A)   The email is sent to the recipient(s).

    (B)   The email is removed from the inbox.

    (C)   The received email will replace this one.

    (D)   The email is added to the address book.

93   What is the text in italics at the end of the email called?

    (A)   A website

    (B)   An address

    (C)   A signature

    (D)   An attachment

94   Abby sent a Bcc to admin. Which of the following is correct?

    (A)   Salma knows admin has been sent the email.

    (B)   Nobody knows who else received the email.

    (C)   Van and frida know admin has been sent the email.

    (D)   Admin will know that salma, van and frida have been sent the email.

95   Frida has a digital photo of the Year 10 music performance.

The file name is *chicago.jpg*.

How should this be included in an email?

    (A)   Include as a footnote.

    (B)   Add as an attachment.

    (C)   Post as a colour print.

    (D)   Using File Transfer Protocol (FTP).

96   Abby has received a file via email. What should be done before opening it?

    (A)   Reply to Sender.

    (B)   Change the file name.

    (C)   Scan the file for viruses.

    (D)   Forward the file to admin.

Use this information to answer Questions 97–99.

Sam has received four emails from friends.

Folders	Inbox					
	From	Subject	Date	Time	Size
Inbox **(1)**	Jase	Homework hassles	06/09/03	02:59 pm	25k
Outbox	Lee	Great game	06/09/03	02:10 pm	670k
Sent Items	Teejay	Go the roosters!	06/09/03	01:48 pm	6k
Drafts	**Trina**	**Party invitation**	**05/09/03**	**09:10 pm**	**10k**
Deleted Items					
Address Book					

```
From: Lee
Subject: Great game
Cc:
Attachments: monster.doc

HEY SAM,

CHECK OUT THIS SITE WWW.MONSTERSGAME.TV.AU.

LEE
```

97   How many of the emails have an attachment?

(A)   1

(B)   2

(C)   3

(D)   4

98   The email was typed in capital letters. Why is this not good practice?

(A)   It takes longer to type.

(B)   It takes longer to send.

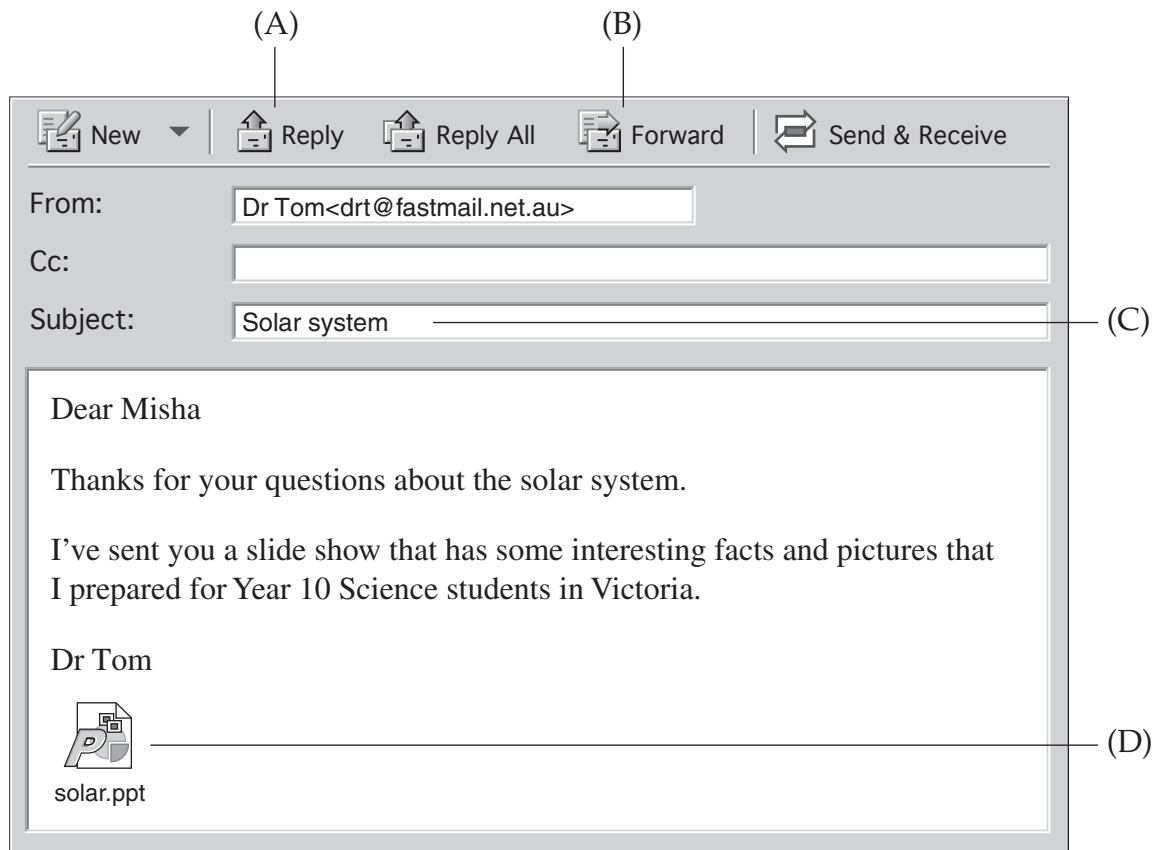(C)   It is regarded as shouting.

(D)   It is easy to infect with a virus.

99   How many of the emails have been opened?

(A)   1

(B)   2

(C)   3

(D)   4

This is a matching exercise.

Use this information to answer Question 100.

As part of a group project in Science, Misha sent an email to Dr Tom. Misha received this reply.

(A)   (B)

| New ▼ | Reply | Reply All | Forward | Send & Receive |

From: | Dr Tom<drt@fastmail.net.au>

Cc: |

Subject: | Solar system ——————————————— (C)

Dear Misha

Thanks for your questions about the solar system.

I've sent you a slide show that has some interesting facts and pictures that I prepared for Year 10 Science students in Victoria.

Dr Tom

solar.ppt ——————————————— (D)

100 Match each of the statements (i), (ii) and (iii) with one of the components labelled A, B, C or D. (There will be one component left over.)

   (i)   The subject of the email

   (ii)   The quickest way for Misha to thank Dr Tom

   (iii)   The best way to get a copy of this email to other group members

End of test

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