



2nd Semester Final Exam

(2009A.Y.)

Grade 11

Subject: ICT

Time: 25'

Mark: 40%

PART I. SAY TRUE IF THE STATEMENT IS CORRECT AND SAY FALSE IF IT IS INCORRECT

1. **Title bar** is a bar displayed at the TOP of the document that is displays the name of the current document.
2. Help can be accessed at any time by pressing < **F1**> and selecting **HELP**.
3. **Output devices** are an external device that **transfer** information from CPU's to the User.
4. Merging the data source with the Main Document is the first major step in mail merge.
5. You can change the **font styles to bold, italics & underline from the Font panel** by clicking on the respective.

PART II. CHOOSE THE BEST ANSWER

1. The _____ contain the list of information that varies in each version of the merge document.
 - A. Main Document
 - B. Data source
 - C. Title bar
 - D. None
2. Letter **W**- is **Dropped** three lines down. This show _____
 - A. Change case
 - B. Drop Caps
 - C. Effects
 - D. All
3. To open new document (blank document)
 - A. Choose Office Button → New → blank document
 - B. **Ctrl + N** = New document
 - C. All Except A
 - D. A and B
4. _____ is used to change the structure of the **page**
 - A. Paragraph Formatting
 - B. Character Formatting
 - C. Page Formatting
 - D. D. All are answer
5. We use **Font Style** in the following formatting tool bar

- A.** To Bold a Text
- B.** To Underline a text
- C.** To Italic a text
- D.** ALL
6. In which colour are **grammar errors** underlines?
- A.** Red
- B.** Blue
- C.** Green
- D.** Yellow
7. Which one of the following is word processing application software?
- A.** MS – Excel
- B.** MS – Access
- C.** MS – Word
- D.** All
8. Which is the **retain data** temporary even turning off the computer.
- A.** Read only Memory (ROM)
- B.** Random Access Memory (RAM)
- C.** A and B
- D.** All of these
9. Which one of the following is different?
- A.** Digital Camera
- B.** Monitor
- C.** Printer
- D.** LCD Computer
10. _____ is the set of instruction called program that enable the computer to operate and perform task.
- A.** Software
- B.** Memory
- C.** Hard ware
- D.** All

PART III. MATCHING

A

1. Active Cell
2. Record
3. Field
4. Ctrl + D
5. File

B

- A.** Store **all data** in the table
- B.** Rows Items
- C.** select **Cell** in table
- D.** Columns Items
- E.** Font Box
- F.** Tabs Option

PART IV. FILL THE BLANK SPACE

(2%)

1. _____ is types of **Application software** that is create the document.



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2. _____ is a type of network that is used to separate in the short distance to share the data or information.
3. _____ is basic unit that is represented **one** character and the **Smallest Unit** of the memory is called _____. (2%)
4. _____ contain the name of **open document and control** buttons.
5. _____ it's used to control **vertical distance** between lines in the paragraph.

ANWSER SHEET

NAME _____ SECTION _____ R. NO _____

PART I TRUE OR FALSE

1. _____
2. _____
3. _____
4. _____
5. _____

PART IV FILL BLANK SPACE

1. _____
2. _____
3. _____ and _____
4. _____
5. _____

PART II CHOSE THE BEST

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

PART III MATCHING

1. _____
2. _____
3. _____
4. _____
5. _____

9. _____

10. _____

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June, 2009