



DEPARTMENT OF
EDUCATION

UPPER SECONDARY
SCHOOL CERTIFICATE
EXAMINATIONS

**INFORMATION
COMMUNICATION
TECHNOLOGY**

Tuesday

14 October 2014

Time allowed:

2 hours and 30 minutes

(11:00am – 1:30 pm)

NO EXTRA TIME

(NO OTHER TIME)

Candidates are advised to fully
utilize the allocated time

INSTRUCTIONS TO CANDIDATES

To be read by the external invigilator to all candidates

1. The **subject code** for **Information Communication Technology** is **16**.
2. There are **15** printed pages in the question booklet.
3. An Electronic Answer Sheet and **6 printed** pages of answer booklet are inserted in the center of the question booklet.
4. There are two parts in this paper. Answer all questions.

Part A: Multiple Choice Questions

30 marks

This section will be electronically marked.

All answers to the Multiple Choice Part **MUST** be answered on the **ELECTRONIC ANSWER SHEET** provided.

Carefully following the instructions, fill in your Candidate Information and Subject Information.

Part B: Short Answer Questions

70 marks

Write down your name, your school name and your 10-digit candidate number on the Part B Answer Sheet provided.

5. You are required to write the correct answer in the space provided.
6. Answer all questions on the answer sheet. Answers on any other paper including rough work paper and the question paper **will not be marked**
7. **ALL** working must be shown step by step to get full marks. Students may lose marks for writing down final answers only.
8. Correctional Fluid is **not allowed** on the answer sheet. Where you have made an error, cross out all the working and start on a new line.

**PENALTY FOR CHEATING OR ASSISTING TO CHEAT IN NATIONAL
EXAMINATIONS IS NON-CERTIFICATION.**

ICT

**DO NOT TURN OVER THE PAGE
AND DO NOT WRITE
UNTIL YOU ARE TOLD TO START.**

PART A: MULTIPLE CHOICE

(QUESTIONS 1 to 30)

30 MARKS

Answer each question by shading in with HB pencil, the circle directly under the correct alternative A or B or C or D.

If you make a mistake, rub it out completely using an eraser rubber and shade the correct answer on the ELECTRONIC ANSWER SHEET.

QUESTION 1

Which of the following items are examples of input devices?

- A. Photo printers, data projector, display monitor.
- B. Power supply unit, central processing unit, USB port.
- C. Touch pad, keyboard, barcode reader.
- D. Read-only memory (ROM), memory stick, SD-Memory Card.

QUESTION 2

A template is:

- A. The section of the document that appears in the top margin.
- B. A wizard that walks you through a set of steps to create a document quickly.
- C. A pre-designed document that one can use without having to worry about the page setup.
- D. Used in some documents such as newspapers, magazines and newsletters.

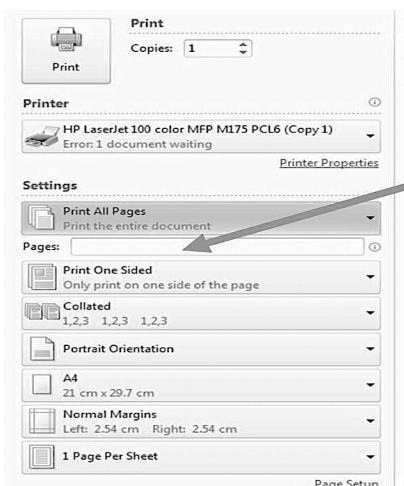
QUESTION 3

A typical example of a merge field when inserted into a mail merge document is:

- A. Dear ((First Name))
- B. Dear [[First Name]]
- C. Dear <<First Name>>
- D. Dear {{First Name}}

QUESTION 4

The CEO of ABC Corporation requires hard copies of certain pages from a 300 page Microsoft Word document on his computer. The pages he required include pages 7 to 12, pages 18 and 43 and pages 76 to 82.



In the pages: section labeled in figure 1, which is the correct way to indicate pages to be printed?

- A. 7, 12, 18, 43, 76, 82
- B. 7 to 12, 18 to 43, 76 to 82
- C. 7 – 12, 18, 43, 76 – 82
- D. 7 – 12, 18 – 43, 76 – 82

Figure 1. Print Dialogue Box

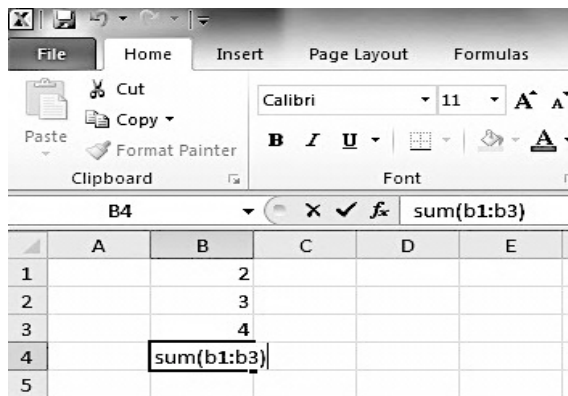
QUESTION 5

The body that regulates the Information Technology industry in Papua New Guinea is called:

- A. Global Technologies.
- B. Telikom PNG.
- C. National Information Communication Technology Authority (NICTA).
- D. Department of Higher Education, Research, Science and Technology (DHERST).

QUESTION 6

Study figure 2 below.



If a user types the formula sum(B1:B3) in cell B4, then the result shown in cell B4 is:

- A. Sum (B1:B3)
- B. 9
- C. Error
- D. Prompt for the correct entry

Figure 2. MS Excel Snapshot

QUESTION 7

Figure 3 below shows a worksheet.

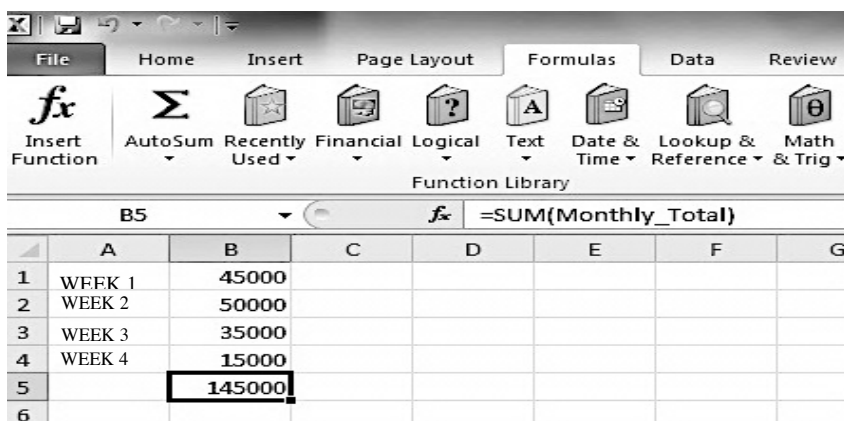


Figure 3. MS Excel Snapshot

If a salesman wanted to calculate the total sales in the four (4) weeks of a month. He enters the sales values in cells B1...B4. Then in cell B5, he enters the formula = sum(monthly – Total), then this formula is an example of:

- A. Reference formula.
- B. Absolute formula.
- C. Named Range formula.
- D. Sum formula.

QUESTION 8

Refer to figure 4 below to answer this question.

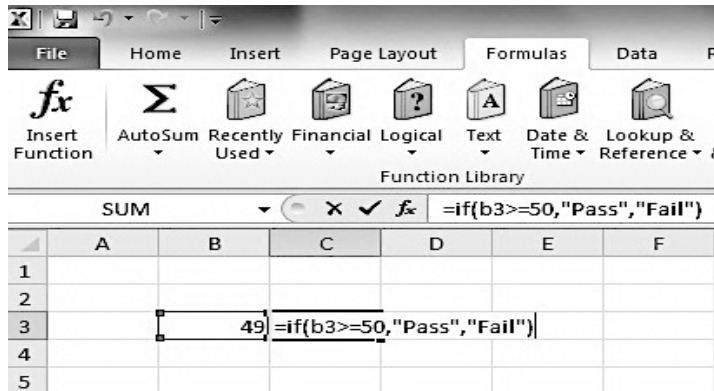


Figure 4. MS Excel Snapshot

What would be the outcome of the expression = if(B3 >= 50, “Pass”, “Fail”) entered in cell C3?

- A. True
- B. Fail
- C. False
- D. Pass

QUESTION 9

The common database program that is used to record facts, figures, images and sounds is:

- A. Microsoft Access
- B. Microsoft Excel
- C. Microsoft PowerPoint
- D. Microsoft Publisher

QUESTION 10

ABC Primary School has a record of all the students and their term one marks recorded in a database. A teacher wishes to view the marks and the average of his class. What tool in Microsoft Access would he use to generate that information?

- A. Query
- B. Form
- C. Report
- D. Table

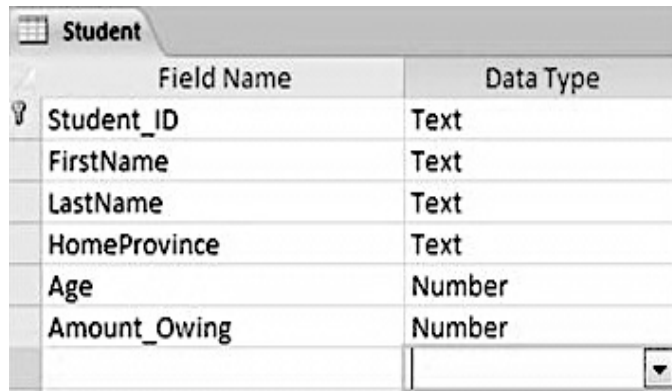
QUESTION 11

The purpose of the Simple Query Wizard in Access is to:

- A. Create a table
- B. Quickly generate specific information
- C. Format a form
- D. Collect data

QUESTION 12

Study figure 5 below.



Field Name	Data Type
Student_ID	Text
FirstName	Text
LastName	Text
HomeProvince	Text
Age	Number
Amount_Owing	Number

Figure 5 MS Access Snapshot

Student ID is special because it has a

- A. text
- B. data
- C. record
- D. primary key

QUESTION 13

A search engine assists a user to search information on the internet.

Which of the following is the most commonly used search engine?

- A. Web crawler
- B. Google
- C. My site
- D. You tube

QUESTION 14

An example of desktop publishing software is:

- A. Microsoft Office 2010
- B. Microsoft Access
- C. Adobe Indesign
- D. Adobe Acrobat Reader

QUESTION 15

To wrap text around an object or picture in Publisher, you would select the object or image and then on the text wrap dialogue box as shown in figure 6 below, you would click on:



- A. None
- B. Tight
- C. Top and Bottom
- D. Through

Figure 6. Wrap text Snapshot

QUESTION 16

Study figure 7 below.

Lorem ipsum dolor sit amet,
consectetuer adipiscing elit,
sed diem nonummy nibh euismod
tincidunt ut laoreet dolore
magna aliquam erat volutpat. Ut

Figure 7. MS Publisher Snapshot

A feature in Publisher that allows you to achieve the result as shown in the figure above is:

- A. Insert Text
- B. Drop Cap
- C. Lift Cap
- D. Insert Word Art

QUESTION 17

In PNG today, many people have access to the internet through wireless means such as mobile phones, laptops or notebooks with wireless modems etc. These developments were made possible in PNG as a result of:

- A. ICT products and accessories sold in every towns and cities.
- B. Government introducing laws in Parliament to allow all citizens to use the internet.
- C. ICT being taught as a subject in schools.
- D. Digicel coming into PNG mobile phone market and competing with existing companies by offering new and innovative produces and services.

QUESTION 18

Which of the following procedures ensure that valuable data is made available when systems and devices storing the data are destroyed or fail to function?

- A. Anti-viruses
- B. Firewalls
- C. Back up
- D. Viruses

QUESTION 19

Which of the following is a network operating system software?

- A. Windows Server 2003
- B. Windows 8
- C. Windows 7
- D. Windows XP

QUESTION 20

You can change the position of the form controls and labels on a Microsoft Access Forms by using the:

- A. Query View
- B. Design View
- C. Form View
- D. List View

QUESTION 21

If you want to control the number of characters or digits entered onto a field in Microsoft Access Table, you can change the:

- A. Time Format
- B. Validation Rule
- C. Field Size
- D. Currency Format

QUESTION 22

Consider figure 8 below on field properties in Microsoft Access below. What property will you change to make sure data entry is compulsory?

General		Lookup	
Field Size		255	
Format			
Input Mask			
Caption			
Default Value			
Validation Rule			
Validation Text			
Required		No	
Allow Zero Length		Yes	
Indexed		No	
Unicode Compression		Yes	
IME Mode		No Control	
IME Sentence Mode		None	
Smart Tags			

- A. Display Name
- B. Input Mask
- C. Format
- D. Required

Figure 8. MS Access Snapshot

QUESTION 23

A relationship in a database where one record in one table can be related to one or more records in another table is a:

- A. One – to – many relationship
- B. One – to – one relationship
- C. Many – to – one relationship
- D. Many – to – many relationship

QUESTION 24

The purpose of a hit counter on a website is:

- A. Record the number of visits to the website.
- B. Prevents intruder attacks on the website.
- C. Record the activities of the user.
- D. Send the user data back to the server.

QUESTION 25

In html document, hyperlinks enable a user to move from one location to another on the web. Which of the following **cannot** be used on a hyperlink?

- A. Text within a page.
- B. Image within a page.
- C. 3-D object within a page.
- D. Hit counter.

QUESTION 26

A one page website is a site where all the:

- A. pages are in the same folder.
- B. documents are in the same folder.
- C. contents open in the same page.
- D. contents are in the same disk.

QUESTION 27

Zellie is previewing her PowerPoint presentation in slide show. To exit the slide show, she will press:

- A. End Key
- B. Esc key
- C. Enter key
- D. Home key

QUESTION 28

You wish to save your PowerPoint presentation in a format such that when launched will open directly into a slide show.

Which of the following file formats will achieve this result?

- A. * .pptx \ * .ppt
- B. * .pptm \ * .potm
- C. * .ppsx \ * .pps
- D. * .ppam \ * .ppa

QUESTION 29

An audio file was inserted into a presentation. You wish to have the audio play from the beginning of the presentation to the end. Which option in figure 9 below will you choose?

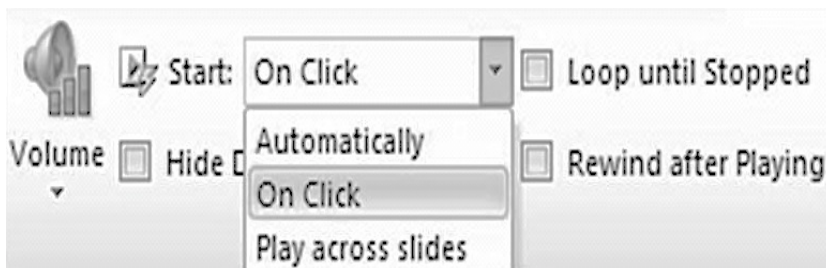


Figure 9. MS PowerPoint Audio Tool bar

- A. Automatically
- B. Play across slides
- C. Rewind after playing
- D. Loop until stopped

QUESTION 30

Who is responsible for uploading new data onto the company's website?

- A. Programmer
- B. IT Manager
- C. Systems Administrator
- D. Webmaster

PART B: SHORT ANSWERS (QUESTIONS 31 to 40)

70 MARKS

For each Question, work out the answers for each question and write the answer in the space provided on the ANSWER BOOKLET.

QUESTION 31

The use of computers for personal use and at work is increasing in PNG. Answer the following general questions about computers.

- a). Computers can be grouped into different classifications. Name two (2) of them. (2 marks)
- b). Fill in the missing components labeled A, B, in figure 10 below, of a computer system. (2 marks)

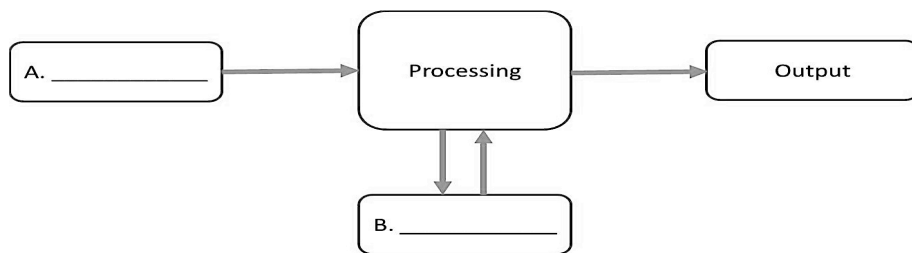


Figure 10. Computer System

- c). Explain what the initial RAM stands for. (1 mark)
- d). Briefly explain each of the following terms.
 - i. Hardware (1 mark)
 - ii. Software (1 mark)

QUESTION 32

- a). To recover data in the event of a fire, flood or other natural causes, plans must be in place which are called _____ plans (2 marks)
- b). Apart from Education, what other sectors of the society are impacted by computers and its use? List two other sectors. (2 marks)
- c). The software that is used to prevent computers being infected with computer viruses is known as _____ . (1 mark)
- d). The illegal software that secretly gathers user information when connected to the Internet is known as _____ . (1 mark)
- e). _____ is the process of converting text to an unreadable format. (1 mark)

QUESTION 33

a). The figure below shows a standard MS Excel worksheet.

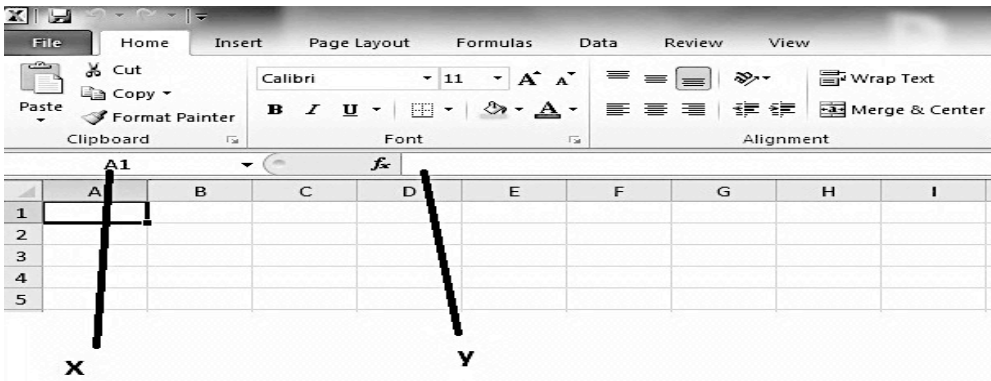


Figure 11. MS Excel Snapshot

Label the section of the Excel screen labeled with X and Y.

(2 Marks)

b). The figure below shows a MS Excel Worksheet.

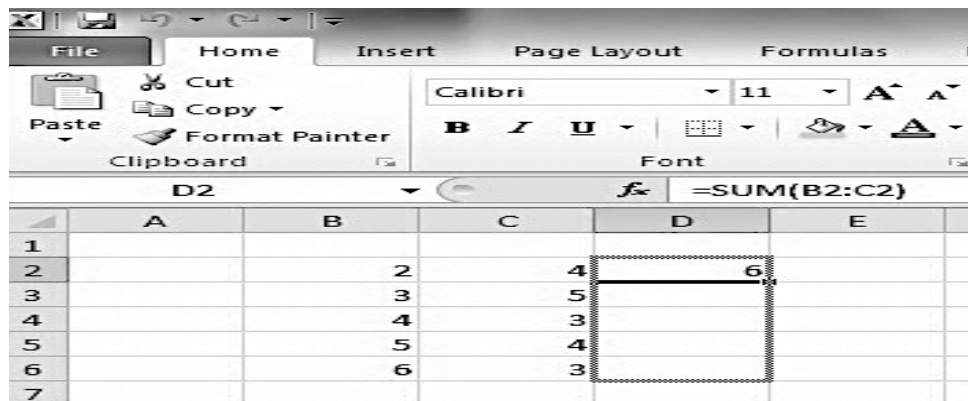


Figure 12. MS Excel Snapshot

i. What is the term used to describe the above action (shown by column D) that the user carried out?

(1 Mark)

ii. Describe the results of the above action.

(1 Mark)

c). The figure below shows a MS Excel worksheet.

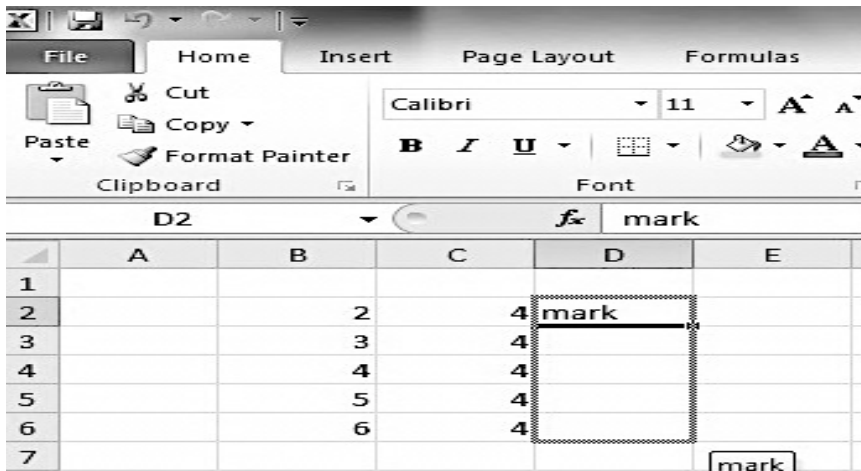
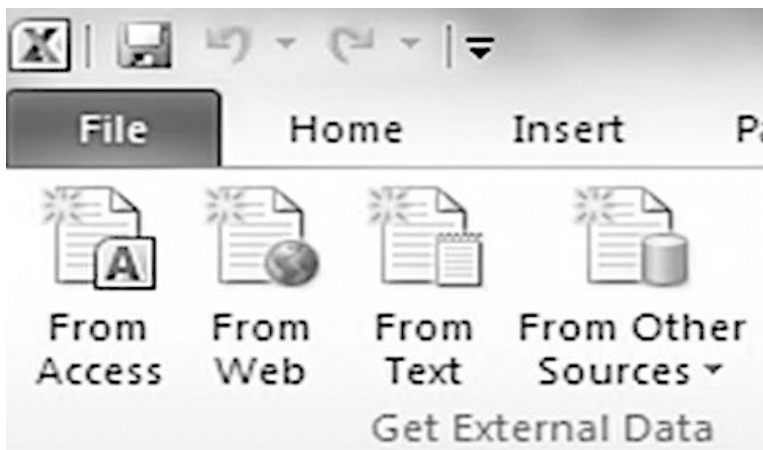


Figure 13. MS Excel Snapshot

- i. What is the term used to describe the above action (shown by column D)? (1 Mark)
- ii. Describe the result of the above action. (1 Mark)

Refer to the diagram below to answer part (d)

d). To import contents of a MS Access file to a worksheet, which button would a user click on?



(1Mark)

Figure 14. MS Excel Snapshot

QUESTION 34

a). Study figure 11 below and answer the questions that follow.

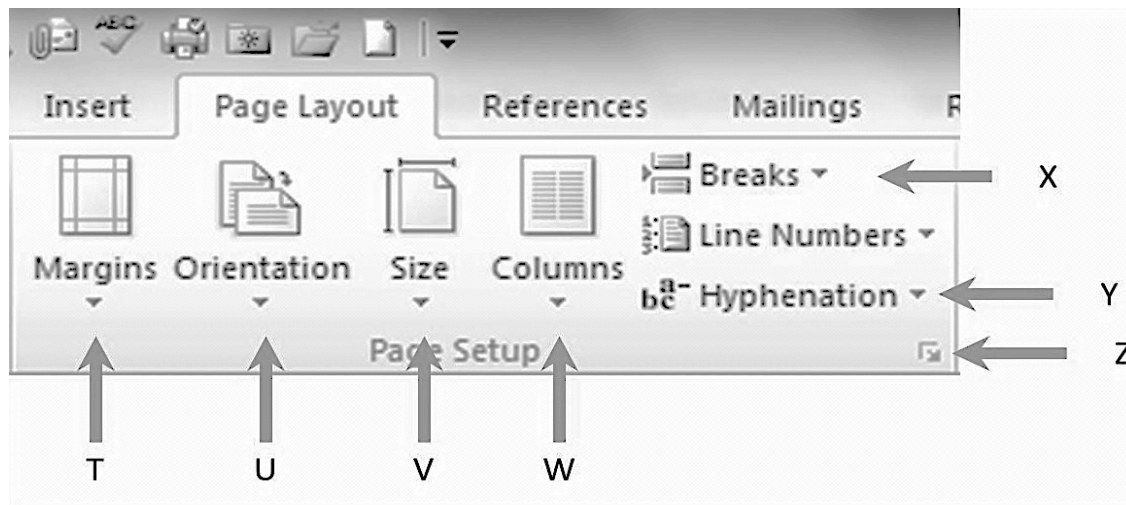


Figure 15. MS Word Snapshot

i. To change from Landscape to Portrait one would click on _____ . (1 mark)

ii. To launch page setup dialogue box, you would click on _____ . (1 mark)

b). Alzirah is planning to invite her friends to attend her 8th birthday party. It will be a tedious job for her to write 60 individual invitation letters so she decided to use the mail merge feature in MS Word. List the three major documents that will assist her to successfully utilize the mail features. (3 marks)

c). Fill in the missing word from the list provided.

Header, footnote, footer, endnote

A ___(i)___ is a bit of explanation, a comment or a reference that appears at the bottom of the page and is referred to by a number of symbol in the text. An ___(ii)___ is the same thing, except that it appears at the end of the section, chapter or document. (2 marks)

QUESTION 35

a) A computer based information system consists of different components. List two components of a computer based information systems. (2 Marks)

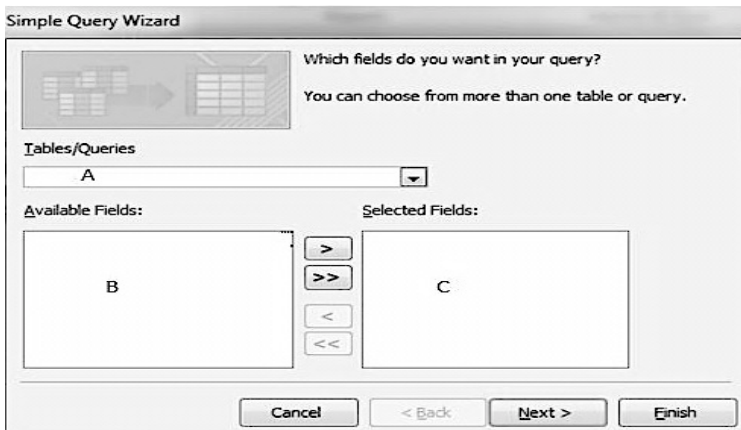
b) In designing a local are network (LAN), different topologies are used to represent the physical layout of the LAN. List two topologies commonly used. (2 Marks)

c) List two types of cables used in connecting devices in a network. (2 Marks)

d) A client software that enables users to access the internet is called a _____. (1 Mark)

QUESTION 36

a). Figure 16 shows a ‘Simple Query Wizard’ window of Microsoft Access Query.



Identify the contents of items that should go in each of the space labeled A, B, C. (3 Marks)

b). Name two (2) ways (MS Access Objects) in which Microsoft Access allows information to be displayed for users to use. (2 Marks)

c). Microsoft Access has data types for each field created in a table. Examples of data types are ‘text’ and ‘number’.

List two (2) other common data types. (2 Marks)

Figure 16. MS Access Simple Query Wizard Snapshot

QUESTION 37

a). List three (3) examples of the type of document that can be created using MS Publisher. (3 Marks)

b). Name the components of the MS Publisher window labeled A, B, C in Figure 17 below. (3 Marks)

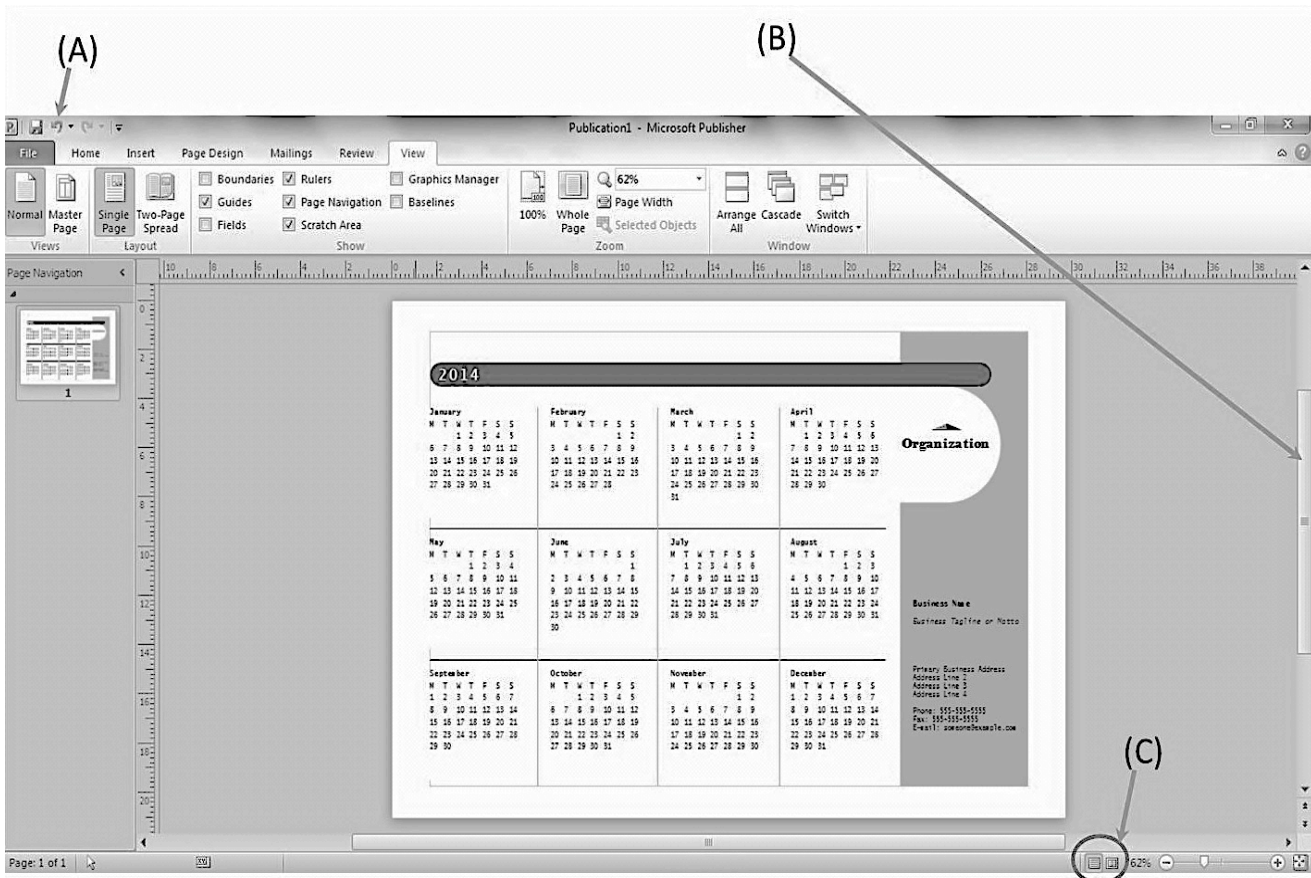


Figure 17. MS Publisher Snapshot

c). You wish to invite your friends over to your graduation party. You would use invitation card template in Publisher. By default the initial number of pages you would be given is _____. (1 Mark)

QUESTION 38

a). Look at figure 18 and 19 and answer the questions below. Figure 18 shows the records in the Microsoft Access Table called student.

Figure 19 shows the Design View of a query called Query1.

Student_ID	FirstName	LastName	HomeProvince	Age	Amount_Ov
1001	James	Two	Milne Bay	23	100
1005	Mary	Lae	WHP	20	130
2001	Jerry	Taro	NCD	29	200
3003	John	Jake	Central	29	70
1009	Peter	Stone	Enga	23	80
2008	Jenny	Toyota	WHP	33	300

Figure 18. MS Access Table

Field:	Student_ID	FirstName	LastName	Age	Amount_Owing	HomeProvince
Table:	Student	Student	Student	Student	Student	Student
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:					> 100	= 'NCD'
or:						

Figure 19. MS Access Design View

- i. Given the Query criteria in figure 19, how many records will be displayed as the result of running Query 1?(2Marks)
 - ii. If additional criteria in Figure 19 also includes 'Age < 25', how many records will be displayed if Query 1 is run? (1 Mark)
 - iii. Name the table used in Query1. (1 Mark)
- b). Briefly explain the difference between the List Box and the Combo Box in Microsoft Access. (2 Marks)
- c). Study the fields in the two (2) tables in figure 20 carefully. There is a problem with the relationship.

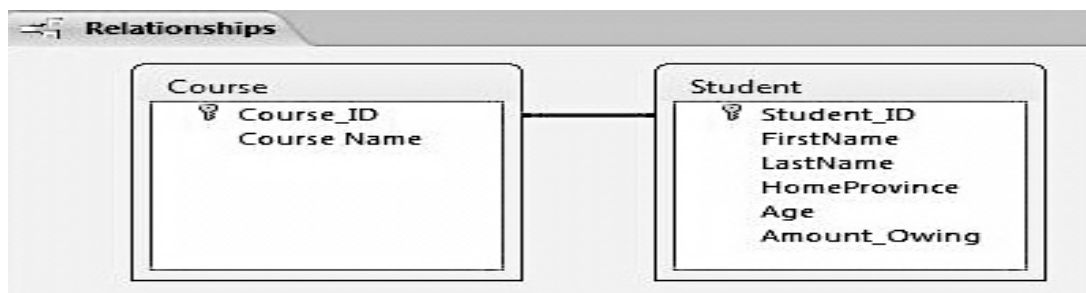


Figure 20. MS Access Relationship Snapshot

Identify what is wrong or missing and write that down as your answer.

(1 Mark)

QUESTION 39

- a). List three (3) different types of information that can be made available on the Internet apart from sound audio. (3 Marks)
- b). What does acronym HTTP stand for? (1 Mark)
- c). Contents on a webpage can be static or _____ . (1 Mark)
- d). The first page or initial page on a website is known as _____page. (1 Mark)
- e). Default font colour of a text that is used to link to another page is _____ . (1 Mark)

QUESTION 40

a). Consider figure 21 below showing the different slide views available in PowerPoint.

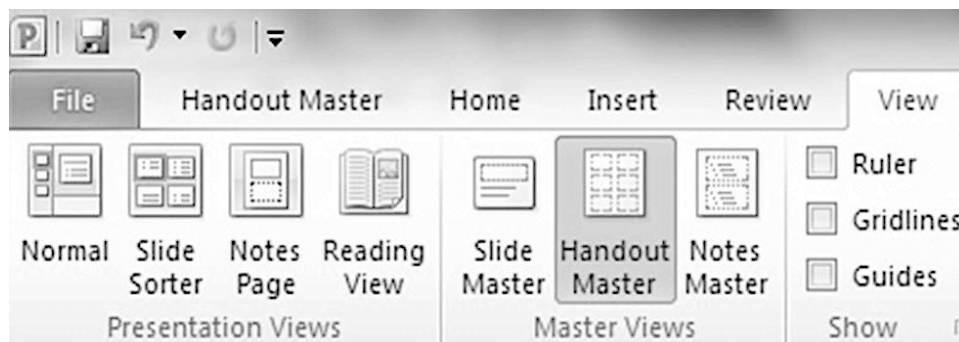


Figure 21. MS PowerPoint Snapshot

- i. To re-arrange or sort your slide, you would click the view labeled _____ . (1 Mark)
- ii. To edit the content of a slide, you would view your presentation in _____ . (1 Mark)

b). Consider the figure below to answer the following questions

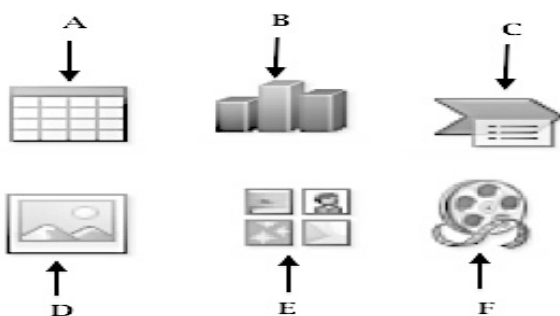


Figure 22. Picture tool bar

- i. The icon labeled E is used to insert _____ . (1 Mark)
 - ii. What icon will you click on to inset Smart Art? (1 Mark)
 - iii. What is icon B used for? (1 Mark)
- c). What is the difference between transition and animation features in MS PowerPoint? (2 Marks)

END OF EXAMINATION

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

PART B – ANSWER BOOKLET

Write your name, province and school codes and your candidate number correctly and clearly in the space provided below.

Year		Province		School			Candidate No		
1	4								

Candidate Name: _____

School Name: _____

ANSWERS WRITTEN ON THE QUESTION PAPER OR ANY OTHER
PAPER WILL NOT BE MARKED.

WRITE ANSWERS NEATLY IN THE SPACES PROVIDED IN
THIS ANSWER BOOKLET

FOR MARKERS USE ONLY

	Score	Markers' Initials	
		Marker 1	Marker 2
PART B			
QUESTION 31			
QUESTION 32			
QUESTION 33			
QUESTION 34			
QUESTION 35			
QUESTION 36			
QUESTION 37			
QUESTION 38			
QUESTION 39			
QUESTION 40			
FINAL TOTAL	70		

START YOUR WORK ON THE NEXT PAGE

Question 31	Marks per Qs.	Marker 1	Marker 2
a). i	2		
ii.	1		
b). A:	1		
B:	1		
c).	1		
d). i.			
	1		
ii			
For Markers Use Only	<i>Total Marks</i>	7	

Question 32	Marks per Qs.	Marker 1	Marker 2
a).	2		
b). i	1		
ii.	1		
c).	1		
d).	1		
e).	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 33	Marks per Qs.	Marker 1	Marker 2
a). X:	1		
Y:	1		
b). i.	1		
ii.	1		
c). i.	1		
ii.	1		
d).	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 34	Marks per Qs.	Marker 1	Marker 2
a). i.	1		
ii.	1		
b). i.	3		
ii.			
iii.			
c). i.	1		
ii.	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 35	Marks per Qs.	Marker 1	Marker 2
a). i.	1		
ii.	1		
b). i.	1		
ii.	1		
c). i.	1		
ii.	1		
d).	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 36	Marks per Qs.	Marker 1	Marker 2
a). A:	1		
B:	1		
C:	1		
b). i.	1		
ii.	1		
c). i.	1		
ii.	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 37	Marks per Qs.	Marker 1	Marker 2
a). i.	1		
ii.	1		
ii.	1		
b). A.	1		
B.	1		
C.	1		
c).	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 38	Marks per Qs.	Marker 1	Marker 2
a). i.	2		
ii.	1		
iii.	1		
b).	2		
c).	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 39	Marks per Qs.	Marker 1	Marker 2
a). i.	1		
ii.	1		
iii.	1		
b).	1		
c).	1		
d).	1		
e).	1		
For Markers Use Only	<i>Total Marks</i>	7	

Question 40	Marks per Qs.	Marker 1	Marker 2
a). i	1		
ii.	1		
b). i.	1		
ii.	1		
iii.	1		
c).	2		
For Markers Use Only	<i>Total Marks</i>	7	