Campus: Grade: Teacher:	Score:
Student's full name:	
Class:	(M/F)	Date: / /	/100

Term 3 Mid-Term Exam
Subject ICT
(Time allowed: 40 minutes)

EXAM RULES

1. Write the date, your full name, gender and class on the front page.

2. NO talking in the examination room.

3. Stay seated at your desk until the teacher says you can get up.

4. If you need help, raise your hand. Do not stand up or shout out!

5. Food and drinks are not allowed (only clear water bottles).

6. No cell phones, tablets, i-pads or other electronics are allowed in the class.

7. Write neatly and clearly! Check your work when you have finished.

8. **CHEATING** will not be tolerated! Do not look at other students' work, do not whisper or communicate in any way with other students.

IF YOU ARE CAUGHT CHEATING, YOUR EXAM WILL BE TAKEN AWAY, MARKS WILL BE DEDUCTED (YOU MIGHT GET ZERO) AND DISCIPLINARY PROCEDURES WILL BE FOLLOWED

1. What is the purpose of the Contacts or Address Book?

   (A) To manage your email accounts   (B) To keep information about your friends

   (C) To send messages to multiple people at once   (D) To open email messages with attachments

2. What do you need to access your email accounts, contacts, calendar, and tasks through the website outlook.live.com?

   (A) A computer with Microsoft Windows   (B) A mobile phone.

   (C) Access to the Internet   (D) A Microsoft Office subscription

3. How do you add a new contact in the Contacts or Address Book?

   (A) Click Switch to people and then New message   (B) Click Switch to people and then New contact

   (C) Click Reply and then New contact   (D) Click Forward and then New contact

4. What do you need to do to forward an email message to multiple friends at the same time?

   (A) Click Forward, choose the contacts, make changes, and click Send   (B) Click Reply, choose the contacts, make changes, and click Send

   (C) Click Cc & Bcc, choose the contacts, write the message, and click Send   (D) Click Files, choose the contacts, select the file, and click Send

5. What is the purpose of using Cc when sending an email message?

   (A) To make a carbon copy of the email message   (B) To save time by avoiding typing the same email message multiple times

   (C) To attach a file to the email message   (D) To open an attached file in a different program

6. How do you attach a file to an email message?

   (A) Click Cc & Bcc, choose the file, write the message, and click Send   (B) Click Files, choose the contacts, select the file, and click Send

   (C) Click Forward, choose the file, make changes, and click Send   (D) Create a new message, click Files, find the file, select it, and click Open

7. What is the term for a file that you add to an email message?

   (A) A copy   (B) A carbon copy

   (C) An attachment   (D) A recipient

8. Is it legal to send or download MP3 music files without buying them?

  (A) Yes

  (B) No

9. What can you do when you receive an email with an attached file?

  (A) Open the file, choose any program you like to run it

  (B) Open the file, it will always open with the outlook program

  (C) Save the file on your computer and then use any program you like

  (D) Open the file, and it will automatically save to your computer

10. Why shouldn't you attach very large files to emails?

  (A) It will take a long time to send them or they may not be received

  (B) It's illegal to attach large files

  (C) It will automatically upload the file to YouTube

  (D) It will damage your computer

11. How can you add a new contact to your address book in Microsoft Windows?

  (A) Click Forward

  (B) Click Reply

  (C) Click New Contact button

  (D) Click Cc & Bcc

12. How can you manage your email accounts, contacts, calendar and tasks through the website?

  (A) By downloading a software program

  (B) By accessing outlook.live.com

  (C) By sending an email to yourself

  (D) By calling customer service

13. How can you forward an email message to multiple friends?

  (A) By clicking Forward

  (B) By clicking Reply

  (C) By clicking Cc & Bcc

  (D) By clicking Save

14. What is an attachment in an email message?

  (A) A new message

  (B) A file that is added to the email message

  (C) A response to an email message

  (D) A carbon copy of the email message

15. How can you attach a file to an email message?

  (A) By clicking Forward

  (B) By clicking Reply

  (C) By clicking Save

  (D) By clicking Files on the Insert tab

16. How can you remove an attached file from an email message?

   (A) Double-click it
   (B) Right-click it and select Remove
   (C) Save it to your computer
   (D) Send it to a friend

17. Why shouldn't you attach very large files to emails?

   (A) It will take a long time to send them
   (B) They will never be received
   (C) Both a) and b)
   (D) None of the above

18. How can you view an attachment in an email message?

   (A) Double-click it
   (B) Right-click it and select Open
   (C) Save it to your computer and use any program you like
   (D) All of the above

19. What should you do if you receive a large video file that you want to share with a friend via email?

   (A) Attach the file to the email and send it
   (B) Use a file compression tool to reduce the size of the video file
   (C) Upload the video file to a video sharing website and send the link to your friend
   (D) Save the video file to a USB drive and give it to your friend in person

20. What is the name of the special area where you can keep information of all your friends in email?

   (A) Inbox
   (B) Sent Items
   (C) Contacts or Address Book
   (D) Drafts

Name		Quiz	
Date		Class	

	A	B	C	D	E		A	B	C	D	E
1	Ⓐ	Ⓑ	Ⓒ	Ⓓ		11	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
2	Ⓐ	Ⓑ	Ⓒ	Ⓓ		12	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
3	Ⓐ	Ⓑ	Ⓒ	Ⓓ		13	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
4	Ⓐ	Ⓑ	Ⓒ	Ⓓ		14	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
5	Ⓐ	Ⓑ	Ⓒ	Ⓓ		15	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
6	Ⓐ	Ⓑ	Ⓒ	Ⓓ		16	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
7	Ⓐ	Ⓑ	Ⓒ	Ⓓ		17	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
8	Ⓐ	Ⓑ	Ⓒ	Ⓓ		18	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
9	Ⓐ	Ⓑ	Ⓒ	Ⓓ		19	Ⓐ	Ⓑ	Ⓒ	Ⓓ	
10	Ⓐ	Ⓑ	Ⓒ	Ⓓ		20	Ⓐ	Ⓑ	Ⓒ	Ⓓ	

Test Version A ⬤ B ◯ C ◯ D ◯