Campus: Grade:6 Teacher: Brandon Jenkins	Score:
Student's full name:	
Class: (M/F) Date: / /	/100

TERM 1 FINAL 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 FOLLOWE

1. Sometimes you want to show information in a visual way. You can use _____ graphics to add impressive diagrams or illustrations with a few clicks.

   (A) Design View   (B) Draw

   (C) Smart Art   (D) options

2.

   What does this Smart Art graphics represent?

   (A) Pyramid   (B) Process

   (C) Cycle   (D) Matrix

3.

   What does this Smart Art graphics represent?

   (A) List   (B) Cycle

   (C) Relationship   (D) Pyramid

4. How to insert a Smart Art graphic?

   (A) Click the pyramid. On the Design tab, in the Smart Art Styles group, click Change colors. In the Change colors list, click the one you like.

   (B) On the Insert tab, in the Illustrations group, click Smart Art.
   On the left pane, click Pyramid. Click the Basic Pyramid. Click OK.
   In the Type your text here boxes, type names for each part of the pyramid.

5. How to change the colors of the pyramid?

   (A) Click the pyramid. On the Design tab, in the Smart Art Styles group, click Change colors. In the Change colors list, click the one you like.

   (B) On the Insert tab, in the Illustrations group, click Smart Art.
   On the left pane, click Pyramid. Click the Basic Pyramid. Click OK.

6. How to insert a shape?

   (A) On the Insert tab, in the Illustrations group, click Shapes.

   In the Stars and Banners group, click the first one.

   (B) On the Layout tab in the Page Setup group, click Columns.

   Click Two. Your text is now divided into two columns.

7. How to add columns in text?

(A) On the Layout tab in the Page Setup group, click Columns.

Click Two. Your text is now divided into two columns.

(B) On the Insert tab, in the Illustrations group, click Shapes.

In the Stars and Banners group, click the first one.

8.

City of Orlando
Police Dept.: 321.555.1728
Animal Control: 321.555.8915
Water/Sewage: 321.555.6142
General: 321.555.7266
Phone: 321.555.5463

Leasing Office
Phone: 321.555.5463
Fax: 321.555.5464
   Email: info@limegroveapts.com

This layout of columns is one?

(A) True

(B) False

9. An easy way to select all text is?

(A) Alt+ enter

(B) Ctrl+S

(C) Cntrl+A

(D) Ctrl+Alt

10. The page header is the part below the main text?

(A) True

(B) False

11. How to add a header?

(A) On the Insert tab, in the Pages group, click Cover Page.

Click the cover page you like, for example Austin.

A cover page has been added in your text.

(B) On the Insert tab, in the Header & Footer group, click Header.

Click Banded. Type the title you want.

Click Close Header and Footer. See how your document looks.

12. How to add a footer?

(A) On the Insert tab, in the Header & Footer group, click Footer.

Click facet (event page).

Type the information you want to include in the footer

(B) On the Insert tab, in the Header & Footer group, click Header.

Click Banded. Type the title you want.

13. Sometimes you want to make your text fancier! There are many special characters you can use, called ?

(A) Art

(B) Symbols

(C) Add

(D) Divider

14. No project is complete without a _____ page?

(A) Header

(B) Footer

(C) Cover

(D) Back

15. How to add a cover page?

(A)
- Select the first paragraph.
- On the Home tab, in the Styles group, click Heading 2.
- Can you see the difference?

(B)
- On the Insert tab, in the Pages group, click Cover Page.
- Click the cover page you like, for example Austin.
- A cover page has been added in your text.
- Fill out the document title and subtitle.

16. How to apply a style to a paragraph?

(A)
- Click next to the last word of the previous paragraph.
- On the Insert tab, in the Pages group, click Page Break.
- The text below that point, will go to the next page.

(B)
- Select the first paragraph.
- On the Home tab, in the Styles group, click Heading
- Can you see the difference?

17. Control + Z

    (A) Select all   (B) Paste

    (C) Undo   (D) Rewrite

18. Control + A

    (A) Undo   (B) Zoom

    (C) Select all   (D) Rewrite