



**សាលាអាមេរិកាំងហ្គេត**  
**GOLDEN GATE AMERICAN SCHOOL**

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

**Term 3 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 FOLLOWED**

1. 1. What is email and how does it work?

- (A) Email is a way of sending physical letters through the mail system.
- (B) Email is a way of sending electronic messages over the internet.
- (C) Email is a way of sending voice messages over the phone system.
- (D) Email is a way of sending video messages over the internet.

2. What are the advantages of email over traditional mail?

- (A) Email is more secure and less prone to theft.
- (B) Email is cheaper than traditional mail.
- (C) Email is more personal and intimate.
- (D) Email is faster and more reliable.

3. What is an email address and what does it consist of?

- (A) An email address is a URL where web pages are located
- (B) An email address is a telephone number where voice messages are sent
- (C) An email address is a string of letters and numbers that identifies a user on the internet.
- (D) An email address is a physical address where letters are sent.

4. Why is it important to be cautious when opening emails?

- (A) Emails may contain viruses or malware that can harm your computer.
- (B) Emails may contain personal information that can be used for identity theft.
- (C) Emails may contain offensive or inappropriate content.
- (D) All of the above.

5. How do you start the Mail application?

- (A) Click on the Internet Explorer icon on your desktop.
- (B) Click on the Mail icon on your desktop.
- (C) Click on the Start button, then click on Mail.
- (D) None of the above.

6. What steps do you need to take to send an email message?

- ☐ A Compose the message, attach any necessary files, and click Send.
- ☐ B Address the message, compose the message, attach any necessary files, and click Send
- ☐ C Address the message, compose the message, and click Send.
- ☐ D None of the above.

7. Can you add attachments to email messages? How?

- ☐ A Yes, by clicking on the Attach File button and selecting the file you want to attach.
- ☐ B Yes, by copying and pasting the file into the email message.
- ☐ C No, attachments are not allowed in email messages
- ☐ D None of the above.

8. How can you tell if you have received a new email message?

- ☐ A You will receive a notification on your phone.
- ☐ B A red dot will appear next to the Mail icon.
- ☐ C You will hear a sound or see a pop-up notification on your computer.
- ☐ D All of the above.

9. How can you preview an email message without opening it?

- ☐ A By right-clicking on the email message and selecting Preview.
- ☐ B By hovering over the email message and selecting Preview
- ☐ C By clicking on the email message and selecting Preview.
- ☐ D None of the above.

10. What options do you have once you receive an email message?

- ☐ A You can reply, forward, delete, or mark the message as unread.
- ☐ B You can only reply or delete the message.
- ☐ C You can only forward or mark the message as unread.
- ☐ D None of the above.

11. How can you reply to an email message?

- (A) By clicking on the Reply button and typing your response.
- (B) By composing a new email message and addressing it to the sender.
- (C) By forwarding the email message to the sender.
- (D) None of the above.

12. Can you forward an email message to someone else? How?

- (A) Yes, by clicking on the Forward button and addressing the message to the recipient.
- (B) Yes, by copying and pasting the email message into a new email message.
- (C) No, forwarding email messages is not allowed
- (D) None of the above.

13. How can you create and send a photo album to your friends via email?

- (A) Use an online photo album service and share the link in the email
- (B) Create a zip file of all the photos and attach it to the email
- (C) Use a cloud-based storage service and share the link in the email
- (D) Attach each photo to an email message individually

14. What are some "rules" to keep in mind before sending an email message?

- (A) Make sure the email is addressed to the correct person(s)
- (B) Avoid using all caps or excessive punctuation
- (C) Use a professional and respectful tone
- (D) Check for spelling and grammar mistakes

15. What is the purpose of spell check in email messages?

- (A) To provide a list of synonyms for words
- (B) To suggest alternative spellings for words
- (C) To highlight misspelled words for the sender to correct
- (D) To automatically correct all spelling errors

16. Can you format your email messages? How?

- (A) Yes, by attaching a formatted document to the email
- (B) Yes, by using a formatting toolbar
- (C) Yes, using HTML coding
- (D) No, email messages can only be sent in plain text

17. Can you check the spelling of a message before sending it?

- ☐ (A) No, spell check is only available after the email is sent
- ☐ (B) Yes, by asking someone else to proofread the message
- ☐ (C) No, once an email is sent, it cannot be edited
- ☐ (D) Yes, using the spell check function in the email program

18. How can you change the language of an email message?

- ☐ (A) Attach a translated document to the email
- ☐ (B) Use an online translation service
- ☐ (C) Write the message in the desired language manually
- ☐ (D) Change the language settings in the email program

19. Can you send different types of files via email?

- ☐ (A) Yes, but only if the file is compressed into a zip file
- ☐ (B) Yes, any type of file can be sent as an attachment
- ☐ (C) Yes, only image files
- ☐ (D) No, email can only send text files

20. How can you add multiple recipients to an email message?

- ☐ (A) Use the "BCC" field to add recipients without other recipients seeing their email addresses
- ☐ (B) Use the "CC" field to add additional recipients
- ☐ (C) Add all recipients to the "To" field of the email
- ☐ (D) Send separate emails to each recipient

Name		Quiz	
Date		Class	

- A B C D E

1 ☐A ☐B ☐C ☐D

2 ☐A ☐B ☐C ☐D

3 ☐A ☐B ☐C ☐D

4 ☐A ☐B ☐C ☐D

5 ☐A ☐B ☐C ☐D

6 ☐A ☐B ☐C ☐D

7 ☐A ☐B ☐C ☐D

8 ☐A ☐B ☐C ☐D

9 ☐A ☐B ☐C ☐D

10 ☐A ☐B ☐C ☐D
- A B C D E

11 ☐A ☐B ☐C ☐D

12 ☐A ☐B ☐C ☐D

13 ☐A ☐B ☐C ☐D

14 ☐A ☐B ☐C ☐D

15 ☐A ☐B ☐C ☐D

16 ☐A ☐B ☐C ☐D

17 ☐A ☐B ☐C ☐D

18 ☐A ☐B ☐C ☐D

19 ☐A ☐B ☐C ☐D

20 ☐A ☐B ☐C ☐D

Test  
Version A ☒ B ☐ C ☐ D ☐