

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

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. What is an attachment in an email message?

	A	The recipient's name and email address.	B	The text message written in the email.
	\bigcirc	A file that is added to an email message.	D	The email address of the sender
2.	What	is the purpose of using the Spell Check feat	ure in	an email message?
	A	To check for grammar mistakes in the email	\bigcirc B	To change the font style of the email.
	(C)	To correct spelling mistakes in the email.	D	To add more words to the email message.
3.	Why	should you always type something in the Sul	oject b	ox when sending an email message?
	A	To check for spelling mistakes in the email.	B	To attach a file to the email message.
	<u>C</u>	To inform the recipient of the email's content.	D	To prevent the email from being marked as spam
4.	What	is the consequence of sending or download	ing Mf	² 3 music files illegally?
	A	The recipient of the email will not be able to open the file.	B	The email will be automatically deleted by the recipient's email provider.
	<u>C</u>	The sender of the email could face legal consequences.	D	The email will be marked as spam.
5.	How	can you open an attached file with a progran	n of yo	ur choice?
	A	By asking the sender of the email to send the file again.	B	By copying and pasting the file into a different program.
		By asking the sender of the email to send the file again.		
	<u>C</u>	By clicking on the attached file and selecting a program from a list of options.	D	By saving the file on your computer and then using any program you like.
6.	What	does it mean to use all capital letters in an e	email r	nessage?
	A	The email is considered to be shouting and is considered rude.	B	The email is written in a professional tone.
	<u>C</u>	The email is written in a friendly tone	D	The email is written in a formal tone.

	(A)	Text, image, music, video, and document files.	(B)	Only document files.	
	\bigcirc	Only music and video files.	D	Only text and image files.	
8.	How	can you attach a file to an email message?			
	A	By compressing the file into a ZIP folder and attaching it to the email.	B	By clicking on the Attach File button and selecting the file.	
	<u>C</u>	By typing the file's name in the email body.	D	By copying and pasting the file into the email body.	
9.	What	hat are some email "rules" that should be followed before sending an email message?			
	A	Always use all capital letters to show emphasis.	B	Always use slang and abbreviations to make the email more interesting.	
	<u>C</u>	Always check the email for spelling and grammar mistakes.	D	Always write a long email to show your enthusiasm.	
10.	How	v can you avoid spreading viruses through email messages?			
	A	By using a strong password for your email account.	B	By avoiding opening any attached files in email messages.	
	<u>C</u>	By never sending any email messages to others	D	By using an antivirus program to scan emai messages and attachments.	

7. What are the types of files that can be attached to an email message?

Name	Quiz
Date	Class
ABCDE	ABCDE
	11 (A) (B) (C) (D)
2 (A) (B) (C) (D)	12 (A) (B) (C) (D)
3 (A) (B) (C) (D)	13 (A) (B) (C) (D)
4 (A) (B) (C) (D)	14 (A) (B) (C) (D)
5 A B C D	15 ABCD
6 A B C D	16 A B C D
7 A B C D	17 A B C D
8 A B C D	18 A B C D
9 A B C D	19 ABCD
10 A B C D	20 A B C D
Test Version A B	