

Campus:	Grade:	Teacher:	Score:
Student's fu	Score.		
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

	A	To type text and create documents.	$\bigcirc$ B	To paint.	
	$\bigcirc$	To draw.			
2.	How	do we select some text?			
	A	We use the mouse and hold left click while hovering over text.	B	We press enter on the keyboard.	
	<b>(C)</b>	We don't do anything.			
3.	3. How do we select all the text in our document?				
	A	We can press Ctrl + A to select all the text.	B	We just tell the computer what we want to do.	
	<b>(C)</b>	We right click.			
4.	How	do we select a word?			
	A	We press M on the keyboard.	$\bigcirc$ B	We double-click.	
5.	How	do we delete some text?			
	A	We use the mouse to highlight the text we want to delete, then we press the Backspace or Delete button on the keyboard.	B	We say delete.	
	$\bigcirc$	We clap our hands three times.			
6.	What	t do we press to copy some text?			
	A	Ctrl + C	$\bigcirc$ B	Ctrl + B	
	$\bigcirc$	Ctrl			
7.	What	t do we press to paste the text we copied?			
	A	Ctrl + V	$\bigcirc$ B	L + A	
	$\bigcirc$	Alt			
8.	How	do we insert a picture into WordPad?			
	A	We press K.	В	We click picture, then choose our picture, then click open.	

1. What do we use Wordpad for?

	A	We click Paint drawing, then choose our saved drawing and click insert.	В	We click the red cross on the top right of the page.		
	<u>C</u>	We don't click anything.				
10.	D. How do we make a picture smaller in WordPad?					
	A	We go to the corner of the picture, then drag it until we see the size that we like.	B	We press the power button on the computer.		
	<u>C</u>	We log out of the computer.				
11.	How	do we save our document?				
	A	We click file, save as, we name the file, then click save.	B	We press F1.		
	<b>(C)</b>	We click print.				
12.	12. How do we print our document?					
	A	We click save.	$\bigcirc$ B	We press Ctrl + S.		
	<u>C</u>	We click file, print, then choose a printer to send the document to.				
13.	Wha	t do we use our mouse for?				
	A	To select, edit, and open programs.	$\bigcirc$ B	To play music.		
	$\bigcirc$	To watch videos.				
14.	Wha	t do we use our keyboard for?				
	A	To type text.	$\bigcirc$ B	To click.		
15.	Wha	t do we use our computer for?				
	A	For work, studying, and entertainment.	$\bigcirc$ B	To print.		
	$\bigcirc$	To clean our room.				

9. How do we insert a drawing from Paint into WordPad?

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	