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

Term 2 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. A paragraph is a single sentence that center around one main idea or meaning

   (A) True   (B) False

2. We use paragraphs to write letters or articles.

   (A) True   (B) False

3. To center align your text you can click Ctrl + C

   (A) True   (B) False

4. Before computers, we used to type our text on typewriters.

   (A) True   (B) False

5. Typewriters first appeared in the 1st century.

   (A) True   (B) False

6. If your document is 5 pages long and you want to print 10 copies, you will need 5x10 = 50 sheets of paper.

   (A) True   (B) False

7. A printer can be directly connected to your computer (network printer) or shared with other computers of your network (local printer).

   (A) True   (B) False

8. Using a mouse is always much faster than using a keyboard

   (A) True   (B) False

9. The Thesaurus is like a dictionary but it gives you a list of synonyms when you look up a specific word.

   (A) True   (B) False

10. To check your spelling mistakes:
    ➢ On the Home tab, in the Proofing group, click Check.
    ➢ The Editor window will appear.

    (A) True   (B) False

11. The red underline shows that the word is spelled correctly but not used correctly in the context of the sentence.

    (A) True   (B) False

12. The blue underline shows that:

    1. The word you typed is incorrect or misspelled.

    The word you typed doesn't exist in the program's dictionary.

    (A) True   (B) False

13. If the picture is very big and you only want a small part of it, you can remove anything that you don't want by using the Crop tool.

    (A) True   (B) False

14. You can change the outline of a picture or create a shadow with a new picture style.

    (A) True   (B) False

15. Remove Background removes the background and saves it as a new picture.

    (A) True   (B) False

16. An article that contains only text is very boring.

    (A) True   (B) False

17. To insert a picture, use the Illustrations group in the Insert tab.

    (A) True   (B) False

18. You can only insert a picture from the web.

    (A) True   (B) False

19. If you have selected more than one paragraph, you can also add horizontal borders between paragraphs.

    (A) True   (B) False

20. Borders and shading make texts look better, make them easier to read and can give emphasis to certain parts.

    (A) True   (B) False

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 ○