



How much do you know?

Name:		Class:	
Previous School Name:			

Multiple Choice *(Circle the correct answer for each question – 1 point for each correct answer).*

1. Which of these software packages is a "spreadsheet"?	Word	Excel	PowerPoint
2. Which of these software packages would you use to write a letter?	Word	Excel	PowerPoint
3. Which of these software packages would you use to create a presentation?	Word	Excel	PowerPoint
4. What is a network?	A collection of computers linked together	Software that can damage your computer	A way of logging onto a computer
5. What does "e-mail" stand for?	Everywhere mail	Everybody mail	Electronic mail
6. What is an attachment?	An image that is inserted into a document	A file that is sent with an e-mail	A person using a computer
7. Should you meet somebody you have met on-line <u>without</u> telling your parents?	Yes	No	It depends how long you have been talking
8. Which of these is classed as "social media"?	Google	Android	Facebook
9. What is a "computer virus"?	Software that can damage your files or computer	When your laptop gets spots	A video which is very popular on YouTube
10. What is an "algorithm"?	A set of instructions	A computer program that doesn't work	A way of testing computers



Saving Files *(Use the space provided to write down your answer)*

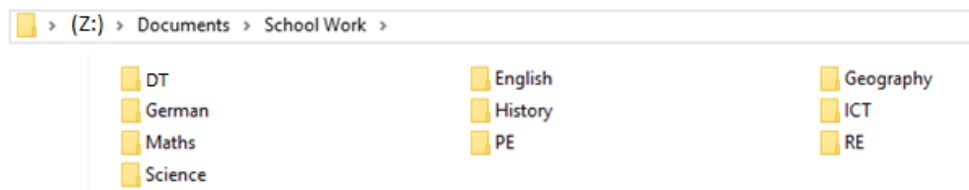
11. What is the difference between “Save” and “Save As” *(maximum 2 points)*?

12. Why is it important to save your work with a sensible name *(maximum 1 points)*?

13. Describe, using as much detail as possible, how you would open a document you have saved if you are already in Word *(maximum 4 points)*.

14. What is a folder and why are they used *(maximum 2 points)*?

15. This shows the folder structure of a student’s work they save on the school network.



They have just created a document about “The Black Death” for history. What is the correct route to find the folder they are looking for so that they can save it with all their other documents for that subject *(circle one option below from a, b or c, maximum 1 point)*?

- a) (Z:) > Documents > History
- b) History > Documents > (Z:) > School Work
- c) (Z:) > Documents > School Work > History

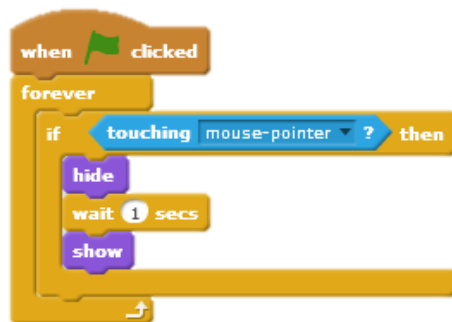


Computer Programming *(Use the space provided to write down your answer)*

16. Describe, in as much detail as possible, what this program will do *(maximum 4 points)*.



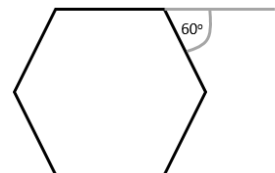
17. Describe, in as much detail as possible, what this program will do *(maximum 5 points)*.



18. What will this program draw? *(maximum 1 point)*.



19. Use the example above to help you write the steps of a program to draw a hexagon (6-sided shape as shown on the right) in the space below where the sides are 100 steps long. *(maximum 5 points)*.





Software (Circle the correct icon for each of these tasks – 1 point for each correct answer).

20. Centre Text			
21. Bold			
22. Change text size			
23. Copy			
24. Change background colour			
25. AutoSum			
26. Currency Formatting			
27. Sort Data			
28. Change text direction			
29. Spell Check			
30. Insert WordArt			

Spreadsheet calculations (Write the calculations in the space provided)

	A
1	34
2	67
3	

31. What would you type into cell A3 to **add** A1 to A2 (maximum 3 points)?

	A
1	£450
2	35%
3	

32. What would you type into cell A3 to **multiply** £450 by 35% (maximum 3 points)?

	A
1	56.3
2	34.8
3	87.5
4	23.9
5	45.2
6	99.0
7	39.4
8	

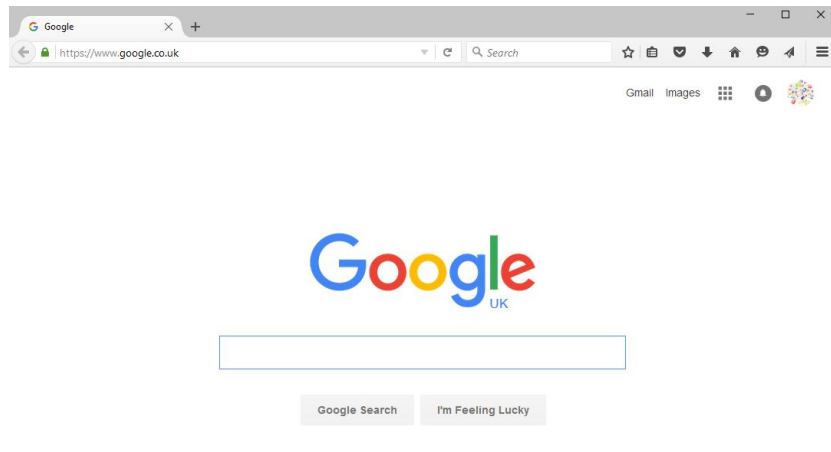
33. What would you type into cell A8 to work out the **average** of the cells A1 to A7 (maximum 3 points)?



The Internet

34. Use the space below to describe what the internet is (1 point).

35. If you know the website address of the website you want to go to, circle the part of the screen you would type it into (1 point).



36. Describe, in as much detail as possible, how you would find an image using Google and how you would save that image onto your computer (maximum 7 points).

37. Should you trust everything you find on the internet? Use the space below to explain your answer (maximum 3 points).

This is the end of the test.

Make sure your name, class and previous school name are written clearly at the top of the first page and hand it to your teacher for marking.