

# Year 7 Revision Guidelines: Summer Examination 2007

## Practical/Theory Examination

For your summer examination you will have one hour to complete an assignment that may involve the following practical skills:

- Enter and edit text using a word-processor
- Change font size, colour and style to add emphasis to text
- Change text alignment for paragraphs and titles
- Insert and format images within a document
- Open a pre-written spreadsheet, locate specific cells and edit them
- Create simple spreadsheets as directed
- Use SUM() AVERAGE(), MIN(), MAX() functions to perform calculations
- Format cells with numeric data to a given number of decimal places
- Change font/colours/borders of cells for emphasis
- Replicate cells (make copies of them)
- Change page orientation to print a wider spreadsheet as landscape where directed
- Insert/delete rows/columns in a spreadsheet
- Display and print the formula view of your spreadsheets
- Create simple charts from spreadsheet data
- Open a pre-written database file
- Identify the different component parts of a computer database
- locate and amend database records as directed
- Insert/delete database records where instructed to
- Create simple filters to interrogate a database table
- Use a form to navigate through a pre-written database

You will have worked through a number of similar practical assignments in class. Additional practical assignments can be downloaded from <http://www.ICTspecialist.com> via the Internet at home, or in school from <http://intranet:8080>

## Theory Revision

You may need to revise from the following chapters of your textbook:

- Chapter 9 – Spreadsheets
- Chapter 12 – Measurement and Control
- Chapter 13 – Evaluating Software Packages
- Chapter 17 – IT in supermarkets

You may also be asked questions about:

The advantages/disadvantages of computerised databases

Some questions may be short:

What is data? \_\_\_\_\_

What does LAN stand for? \_\_\_\_\_

Other questions may involve description:

Describe two different graphics programs _____
_____
Describe the main features of a word-processing package _____
_____
_____

Other questions may involve application:

Describe how a scientist could use a spreadsheet to help her record the results of her experiments.
_____
_____
Why would you use a vector graphics (drawing) program instead of a bitmap (paint) program?
_____
_____

Others could involve discussion:

Discuss the benefits or otherwise of using the internet to help produce a magazine.
Discuss how the use of information technology has changed the way students learn in school.

Discussion questions will be awarded several marks for analysing the different advantages, disadvantages, drawing a conclusion and making other relevant points in your answer. You must ensure that you have covered every aspect of a question in order to gain all the marks for it.