

Year 8 Revision Guidelines: Summer Examination 2007

Practical/Theory Examination

For your summer examination you will have 60 minutes 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
- Create and edit spreadsheets as directed to solve a variety of problems
- Re-open spreadsheets and modify them
- Use SUM() AVERAGE(), MIN(), MAX(), RANK() and COUNT() 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
- Sort the data in a spreadsheet table
- Create and modify a variety of charts from spreadsheet tables
- Open a pre-written database file and navigate through it to find specific forms and reports
- Identify the different component parts of a computer database
- Modify a form's layout to improve its appearance in a pre-written database
- locate and amend database records as directed
- Insert/delete database records where instructed to
- Create simple filters to interrogate a database table
- Create or modify simple/complex queries to interrogate a database
- Use program wizards to create new forms and reports in a computer databases

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

For your summer examination you will be expected to understand the following topics in order to complete different parts of the examination assignments

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

- Chapter 2 – Handling Information
- Chapter 3 – Creating your own Database
- Chapter 14 – Producing and Documenting Systems
- Chapter 18 – IT and Society

You may also be asked questions about:

- How IT affects the way we learn, work and spend our leisure time
- Spreadsheets and Modelling

Some questions may be short:

What is a computer model? _____

What does DTP stand for? _____

Other questions may involve description:

Describe two different simulations _____

Describe the main features of a spreadsheet 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 incorporate a chart from a spreadsheet into a document?

Others could involve discussion:

Discuss the benefits or otherwise of using DTP software to produce a magazine.

Discuss how the use of control systems has changed household appliances.

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.