Year 9 Revision Guidelines: Summer Examinations 2007

For your summer practical examination you will have 60 minutes to complete a word-processing assignment, a database assignment and a theory test:

Practical Component

Your word-processing assignment may involve the following skills:

- Enter text – you should be aiming for a target speed of 30 words per minute with an accuracy of 100%
- Save text and re-load work from a previous lesson.
- Edit text, including the ability to insert/delete typed paragraphs in your word-processing assignments
- Change font size/style/colour as appropriate in a word-processed document
- Change emphasis (bold/italic/underline text) when directed to
- Change alignment (left/centre/right/fully justified text) where appropriate
- Insert/format clip art, charts and other objects into a document
- Use spelling check tools and proof-reading strategies to correct a document before printing
- Move paragraphs within a document
- Use search and replace tools to edit a document as requested
- Create bulleted and numbered lists where appropriate
- Create and format tables in a document to display information
- Create bar/pie charts from simple spreadsheet tables
- Copy/paste text and other objects from a variety of different source documents

Your database assignment may involve the following skills:

- Open a pre-written database file
- Identify different parts of a computer database
- locate and amend records
- Insert/delete records
- Create simple filters to interrogate a database table
- Use a form to navigate through a pre-written database
- Create simple/complex queries
- Use wizards for forms/reports

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 Component

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

        Chapter 7 – Operating Systems (Use the handouts given)
        Chapter 12 – The Internet
        Chapter 14 – Data Security

Some questions may be short:

What is an operating system? _____

What is an ATM?_____

Others may involve description:

Describe two methods of validation used for data.entered on a computer _____

_____

_____

Describe how you would minimise the risk of data loss in a computer system _____

_____

_____

They may involve application:

Describe three ways the internet can help a teacher in their work.

_____

_____

_____

How can a spreadsheet package help a businessman keep track of his budget?

_____

_____

_____

They may involve discussion:

Describe how the use of new technologies has changed modern banking.

What are the main principles of the data protection act?

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.

You may also be asked questions about:

Spreadsheet Software

> **NB: You have already been given some sample structured questions on using a spreadsheet to solve a practical problem.**

The Electronic Office

> **You could be asked about appropriate uses for any applications software you have used this term.**