# How much do you know?

# ANSWERS

## Multiple Choice *(select just one answer for each question – the answers highlighted in bold and underline are correct)*

| | | | | |
|---|---|---|---|---|
| 1. | Which of these software packages is a "spreadsheet"? | Word | **<u>Excel</u>** | PowerPoint |
| 2. | Which of these software packages would you use to write a letter? | **<u>Word</u>** | Excel | PowerPoint |
| 3. | Which of these software packages would you use to create a presentation? | Word | Excel | **<u>PowerPoint</u>** |
| 4. | What is a network? | **<u>A collection of computers linked together</u>** | Software that can damage your computer | A way of logging onto a computer |
| 5. | What does "e-mail" stand for? | Everywhere mail | Everybody mail | **<u>Electronic mail</u>** |
| 6. | What is an attachment? | An image that is inserted into a document | **<u>A file that is sent with an e-mail</u>** | A person using a computer |
| 7. | Should you meet somebody you have met on-line *<u>without</u>* telling your parents? | Yes | **<u>No</u>** | It depends how long you have been talking |
| 8. | Which of these is classed as "social media"? | Google | Android | **<u>Facebook</u>** |
| 9. | What is a "computer virus"? | **<u>Software that can damage your files or computer</u>** | When your laptop gets spots | A video which is very popular on YouTube |
| 10. | What is an "algorithm"? | **<u>A set of instructions</u>** | 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"?

   *(1 point for each correct section – max 2 points)*
   - "Save" will save the file with the same name (i.e. overwrite the original file)
   - "Save As" will allow you to select a new name and location for the file

12. Why is it important to save your work with a sensible name?

   *(1 point for correct answer)*
   - So you can find it again easily

13. Describe, using as much detail as possible, how you would open a document you have saved if you are already in Word.

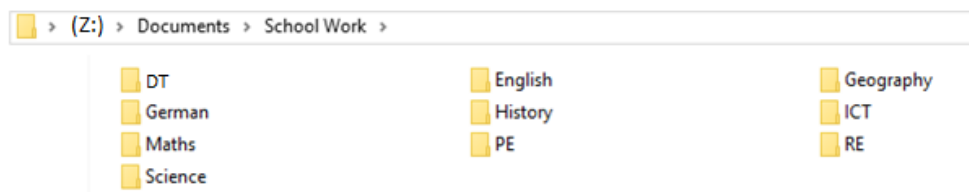   *(1 point for each correct section – max 4 points)*
   - Click on the "Open" icon or select "File" and then click on "Open"
   - Navigate through the folders to find the correct location
   - Select the File you want
   - Double-Click on it or select the "Open" button

14. What is a folder and why are they used?

   *(1 point for each correct section – max 2 points)*
   - A container for files
   - They are used to organise your files into categories so they can be found again easily

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

   > (Z:) > Documents > School Work >

   | | | |
   |---|---|---|
   | DT | English | Geography |
   | German | History | ICT |
   | Maths | PE | RE |
   | Science | | |

   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?

   a) (Z:) > Documents > History

   b) History > Documents > (Z:) > School Work

   c) (Z:) > Documents > School Work > History

   *(1 point for circling the correct answer)*
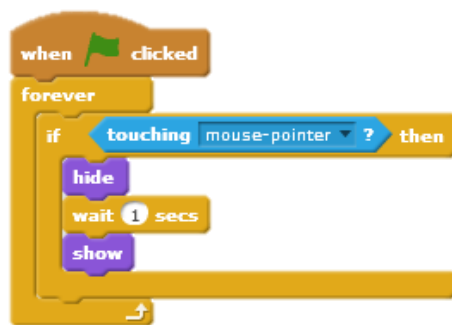
# Computer Programming

16. Describe, in as much detail as possible, what this program will do.

*(1 point for each correct section – max 4 points)*
- When space key is pressed
- Move 10 steps
- If it is on the edge, bounce away
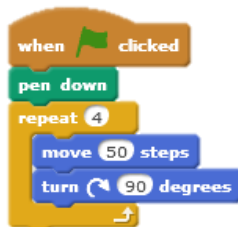- Keep moving until the program is stopped

17. Describe, in as much detail as possible, what this program will do.

*(1 point for each correct section – max 5 points)*
- When green flag is clicked
- If the sprite is touching the mouse pointer, then…
- Hide it for 1 second
- Show the item again
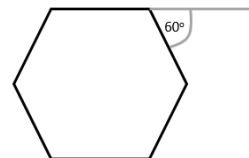- Keep doing this until the program is stopped

18. What will this program draw?

*(1 point for the correct answer – max 1 point)*
- A square

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.

*(1 point for each correct line of code – max 5 points)*
- When green flag is clicked
- Pen down
- Repeat 6
- Move 100 steps
- Turn 60 degrees

## Software *(Circle the correct icon for each of these tasks the answers highlighted with a bold border are correct)*

| | | | | |
|---|---|---|---|---|
| 20. Centre Text | | | | **≡** |
| 21. Bold | **B** | A ▾ | A ▾ | |
| 22. Change text size | Calibri (Body) ▾ | **10 ▾** | A ▾ | |
| 23. Copy | ✂ | **📋** | 📋 | |
| 24. Change background colour | A ▾ | U | **🎨 ▾** | |
| 25. AutoSum | **Σ** | | % | |
| 26. Currency Formatting | % | **💶 ▾** | , | |
| 27. Sort Data | **A↓Z** | ¶ | ☰ ▾ | |
| 28. Change text direction | **🖉 ▾** | | ☰ | |
| 29. Spell Check | | | **ABC ✓** | |
| 30. Insert WordArt | **𝐴** | | | |

## Spreadsheet calculations *(Write the calculations in the space provided)*

31. What would you type into cell A3 to **_add_** A1 to A2?

| | A |
|---|---|
| 1 | 34 |
| 2 | 67 |
| 3 | |

*(1 point for each correct section – max 3 points)*
- Start with a "=" symbol
- Use the cell references A1 and A2 but no points for using the cell values (34 and 67)
- Use either the "+" symbol i.e. A1+A2 or the "SUM" function correctly i.e. SUM(A1:A2)

32. What would you type into cell A3 to **_multiply_** £450 by 35%?

| | A |
|---|---|
| 1 | £450 |
| 2 | 35% |
| 3 | |

*(1 point for each correct section – max 3 points)*
- Start with a "=" symbol
- Use the cell references A1 and A2 but no points for using the cell values (£450 and 35% as should be using cell references since they can work them out from the image)
- Use the "*" symbol i.e. A1*A2

33. What would you type into cell A8 to work out the **_average_** of the cells A1 to A7?

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

*(1 point for each correct section – max 3 points)*
- Start with a "=" symbol
- Use the cell references A1 to A7
- Use the "AVERAGE" function i.e. AVERAGE(A1:A7) or use "SUM(A1:A7)/7"
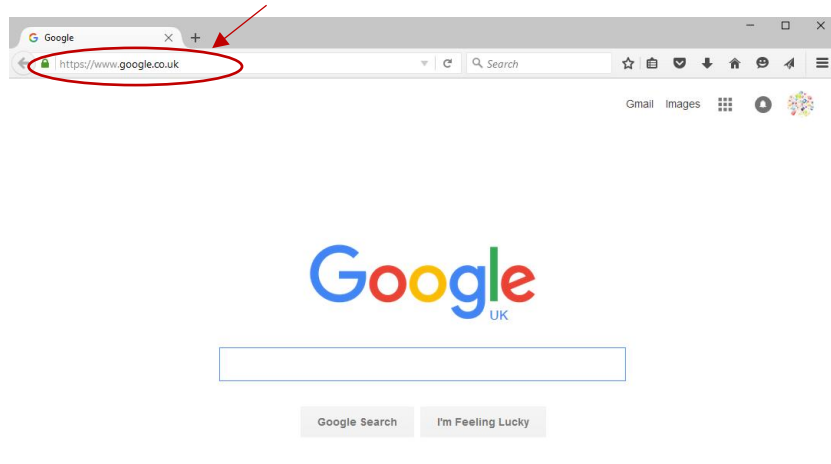
# The Internet

34. Use the space below to describe what the internet is.

*(1 point for the correct answer – max 1 point)*

- A worldwide network of computers

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 for circling the correct area)*



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.

*(1 point for each correct section – max 7 points)*

- Type in a relevant keyword in the search box
- Click on Images
- Find a suitable image
- Click on it to enlarge the image rather than see the thumbprint
- Right-Click on the image and select "Save Image As"
- Select a suitable location and enter a suitable file name
- Click on Save

37. Should you trust everything you find on the internet? Use the space below to explain your answer.

*(1 point for each correct section – max 3 points)*

- No
- Nobody owns the internet
- Anybody can put what they want onto the internet and it does not have to be fact