



## How much do you know?

<b>Name:</b>	Click or tap here to enter text.	<b>Class:</b>	Click or tap here to enter text.
<b>Previous School Name:</b>	Click or tap here to enter text.		

**Multiple Choice** (select one answer from the drop down box for each question – 1 point for each correct answer).

1. Which of these software packages is a “spreadsheet”?	Choose an item.
2. Which of these software packages would you use to write a letter?	Choose an item.
3. Which of these software packages would you use to create a presentation?	Choose an item.
4. What is a network?	Choose an item.
5. What does “e-mail” stand for?	Choose an item.
6. What is an attachment?	Choose an item.
7. Should you meet somebody you have met on-line <b><i>without</i></b> telling your parents?	Choose an item.
8. Which of these is classed as “social media”?	Choose an item.
9. What is a “computer virus”?	Choose an item.
10. What is an “algorithm”?	Choose an item.



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

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

Click or tap here to enter text.

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

Click or tap here to enter text.

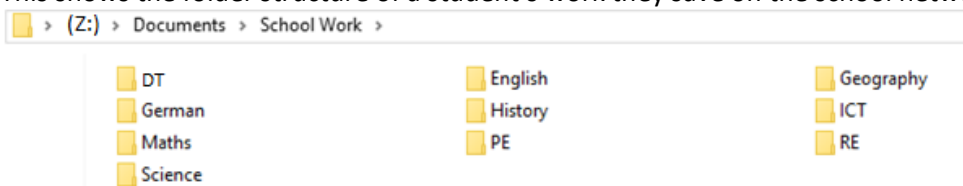
13. Describe, using as much detail as possible, how you would open a document you have saved if you are already in Word *(maximum 4 points)*.

Click or tap here to enter text.

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

Click or tap here to enter text.

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 *(Select one option from the drop down list - maximum 1 point)*?

Choose an item.



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## Computer Programming *(Use the space provided to type your answer)*

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

```
when space key pressed
  forever
    move 10 steps
    if on edge, bounce
```

Click or tap here to enter text.

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

```
when clicked
  forever
    if touching mouse-pointer ? then
      hide
      wait 1 secs
      show
```

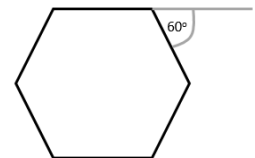
Click or tap here to enter text.

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

```
when up arrow key pressed
  pen down
  repeat 4
    move 50 steps
    turn 90 degrees
```

Click or tap here to enter text.

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)*.







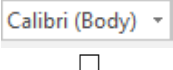




























Click or tap here to enter text.



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**Software** (Place a cross in the box under the correct icon for each of these tasks, only tick one option per line – 1 point for each correct answer).

20. Centre Text	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
21. Bold	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
22. Change text size	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
23. Copy	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
24. Change background colour	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
25. AutoSum	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
26. Currency Formatting	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
27. Sort Data	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
28. Change text direction	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
29. Spell Check	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
30. Insert WordArt	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

**Spreadsheet calculations** (Type 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)?

Click or tap here to enter text.

A	
1	£450
2	35%
3	
4	

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

Click or tap here to enter text.

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)?

Click or tap here to enter text.



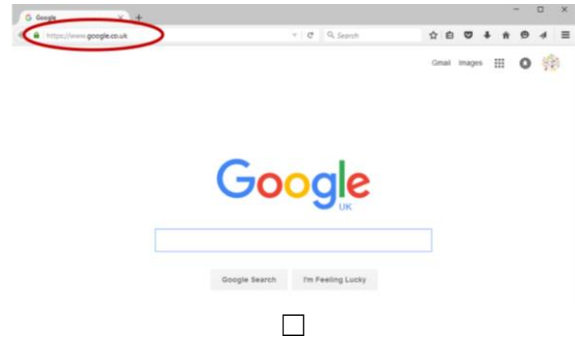
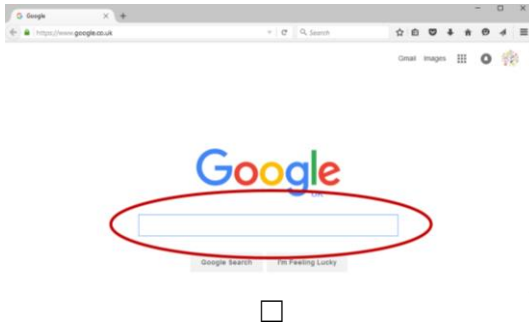
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## The Internet

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

Click or tap here to enter text.

35. If you know the website address of the website you want to go to, place a cross in the box under the image which shows the correct part of the screen circled that you would type the address 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).

Click or tap here to enter text.

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

Click or tap here to enter text.

**This is the end of the test.**

**Make sure your name, class and previous school name are entered at the top of the first page, save your work and print it out for your teacher to mark.**