Read the instructions on the ANSWER SHEET and fill in your NAME, SCHOOL and OTHER INFORMATION.
Use a pencil. Do NOT use a coloured pencil or a pen.
Rub out any mistakes completely.

You MUST record your answers on the ANSWER SHEET.

Mark only ONE answer for each question.
Your score will be the number of correct answers.
Marks are NOT deducted for incorrect answers.

Use the information provided to choose the BEST answer from the four possible options.
On your ANSWER SHEET fill in the oval that matches your answer.
1. Which of the following is an example of software?

(A) a DVD player

(B) a mobile phone

(C) a digital camera

(D) a computer game
Use the following information to answer questions 2 and 3.

Adam wrote an email to his friend Helen.

2. Where should Adam click so that the email is sent?

(A)  

(B)  

(C)  

(D)  

3. What is the Subject of Adam’s email?

(A) Topics for 4T  
(B) Presentation Day  
(C) Look before you leap  
(D) public speaking competition
4. Jamie typed this sentence in a word processing document.

My birthday is on January 20.

He then selected the whole sentence and clicked on B then U. What did the sentence look like after he clicked on these two buttons?

(A) My birthday is January 20.
(B) My birthday is January 20.
(C) My birthday is January 20.
(D) My birthday is January 20.

5. Luke created this spreadsheet.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>brown</td>
<td>blue</td>
<td>green</td>
<td>hazel</td>
<td>black</td>
<td>total</td>
</tr>
<tr>
<td>3</td>
<td>boys</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>4</td>
<td>girls</td>
<td>3</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Which cell is the active cell?

(A) A1  (B) A3  (C) G3  (D) G4

END OF PAPER
**HOW TO FILL OUT THIS SHEET:**

**USE A PENCIL**

- Print your details clearly in the boxes provided.
- Make sure you fill in only one oval in each column.
- Rub out all mistakes completely.
- Do not use a coloured pencil or pen.

**EXAMPLE 1:** Debbie Bach

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEBBIE</td>
<td>BACH</td>
</tr>
</tbody>
</table>

**EXAMPLE 2:** Chan Ai Beng

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAN</td>
<td>AI BENG</td>
</tr>
</tbody>
</table>

**EXAMPLE 3:** Jamal bin Abas

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>LAST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAMAL</td>
<td>BIN ABAS</td>
</tr>
</tbody>
</table>

- **FIRST NAME** to appear on certificate
- **LAST NAME** to appear on certificate

- **Are you male or female?**
  - **Male**
  - **Female**

- **Does anyone in your home usually speak a language other than English?**
  - **Yes**
  - **No**

- **School name:**

- **Town / suburb:**

- **Today’s date:** __/__/__

- **Postcode:**

- **DATE OF BIRTH**
  - Day
  - Month
  - Year

- **STUDENT ID** (optional)

- **CLASS** (optional)
TO ANSWER THE QUESTIONS

Example:

Using a computer to type a report is an example of
(A) emailing.
(B) a calculation.
(C) word processing.
(D) a computer game.

The answer is word processing, so you would fill in the oval (C), as shown.

USE A PENCIL
DO NOT USE A COLOURED PENCIL OR PEN

START

1 ( ) ( ) ( ) ( )
2 ( ) ( ) ( ) ( )
3 ( ) ( ) ( ) ( )
4 ( ) ( ) ( ) ( )
5 ( ) ( ) ( ) ( )
<table>
<thead>
<tr>
<th>QUESTION</th>
<th>KEY</th>
<th>DESCRIPTION OF SKILL</th>
<th>AREA</th>
<th>LEVEL OF DIFFICULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D</td>
<td>Differentiate between hardware and software</td>
<td>1</td>
<td>Easy</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>Understand how to send an email</td>
<td>4</td>
<td>Easy</td>
</tr>
<tr>
<td>3</td>
<td>D</td>
<td>Identify the subject of an email</td>
<td>4</td>
<td>Easy</td>
</tr>
<tr>
<td>4</td>
<td>C</td>
<td>Understand the use of ‘bold’ and ‘underline’ in word processing</td>
<td>2</td>
<td>Medium</td>
</tr>
<tr>
<td>5</td>
<td>C</td>
<td>Identify the active cell in a spreadsheet</td>
<td>5</td>
<td>Medium/Hard</td>
</tr>
</tbody>
</table>

**LEGEND**

*Area* refers to the particular curriculum area or strand assessed by the question.

1. General Skills
2. Word Processing
3. Graphics/Multimedia
4. Internet/Email
5. Spreadsheets/Databases

**Level of difficulty** refers to the expected level of difficulty for the question.

- **Easy**
  - more than 70% of candidates will choose the correct option
- **Medium**
  - about 50–70% of candidates will choose the correct option
- **Medium/Hard**
  - about 30–50% of candidates will choose the correct option
- **Hard**
  - less than 30% of candidates will choose the correct option
THE FOLLOWING YEAR LEVELS SHOULD SIT THIS PAPER:

<table>
<thead>
<tr>
<th>Country/Region</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Year 4</td>
</tr>
<tr>
<td>Brunei</td>
<td>Primary 4</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>Primary 4</td>
</tr>
<tr>
<td>Indian Subcontinent¹</td>
<td>Class 4</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Year 5</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Standard 4</td>
</tr>
<tr>
<td>Middle East²</td>
<td>Class 4</td>
</tr>
<tr>
<td>New Zealand/Pacific³</td>
<td>Year 5</td>
</tr>
<tr>
<td>Singapore</td>
<td>Primary 3</td>
</tr>
<tr>
<td>Southern Africa⁴</td>
<td>Grade 4</td>
</tr>
</tbody>
</table>

¹ Indian Subcontinent Region: India, Sri Lanka, Nepal, Bhutan and Bangladesh.
² Middle East Region: United Arab Emirates, Qatar, Kuwait, Saudi Arabia, Egypt, Bahrain, Oman, Turkey, Lebanon, Tunisia, Morocco, Libya, Algeria and Jordan.
³ Pacific Region: Vanuatu, Papua New Guinea and Fiji.
⁴ Southern Africa Region: South Africa, Botswana, Lesotho, Swaziland, Zimbabwe and Namibia.