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.

STUDENT’S NAME:
1. Mark created three letter shapes, as shown.

He wanted the ‘M’ to be on top of the other letters so he selected the ‘M’ and opened the drawing menu.

Which command should he choose?

[(A)] Bring to Front
[(B)] Send to Back
[(C)] Bring Forward
[(D)] Send Backward

2. Miriam typed the sentence shown.

Of all the students in the class, Angus is the most malleable.

Miriam then selected the word ‘malleable’ and opened the Thesaurus. Which arrow points to the box where the selected word will appear?

[(A)]
[(B)]
[(C)]
[(D)]
Use the following information to answer questions 3 and 4.

Jack created this spreadsheet to keep track of his pocket money.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>jack's pocket money</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Date</td>
<td>Description</td>
<td>Received</td>
<td>Spent</td>
</tr>
<tr>
<td>2</td>
<td>28-Jun</td>
<td>Pocket money</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>3</td>
<td>29-Jun</td>
<td>Movie ticket</td>
<td>$8.00</td>
<td>$22.00</td>
</tr>
<tr>
<td>4</td>
<td>30-Jun</td>
<td>Lunch</td>
<td>$5.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>5</td>
<td>1-Jul</td>
<td>Lunch</td>
<td>$5.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>6</td>
<td>4-Jul</td>
<td>Pocket money</td>
<td>$30.00</td>
<td>$42.00</td>
</tr>
<tr>
<td>7</td>
<td>Balance</td>
<td>$60.00</td>
<td>$18.00</td>
<td>$42.00</td>
</tr>
</tbody>
</table>

3. What formatting has Jack applied to the text in the column headings?
   (A) bold and left alignment
   (B) bold and centre alignment
   (C) underline and left alignment
   (D) underline and centre alignment

4. What formula could have been used in cell E11?
   (A) =C11-D11
   (B) =SUM(E5:E10)
   (C) C11-D11
   (D) SUM(E5:E10)
5. Sonja created this graphic for use in a multimedia presentation about music.

Which of the following changes was applied to image 1 to create image 2?

(A) It was flipped vertically.
(B) It was flipped horizontally.
(C) It was rotated 90 degrees clockwise.
(D) It was rotated 180 degrees clockwise.
**ACKNOWLEDGMENT**

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**THE FOLLOWING YEAR LEVELS SHOULD SIT THIS PAPER:**

<table>
<thead>
<tr>
<th>Region</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Year 7</td>
</tr>
<tr>
<td>Brunei</td>
<td>Form 1</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>Form 1</td>
</tr>
<tr>
<td>Indian Subcontinent¹</td>
<td>Class 7</td>
</tr>
<tr>
<td>Indonesia</td>
<td>Year 8</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Form 1</td>
</tr>
<tr>
<td>Middle East²</td>
<td>Class 7</td>
</tr>
<tr>
<td>New Zealand/Pacific³</td>
<td>Year 8</td>
</tr>
<tr>
<td>Singapore</td>
<td>Primary 6</td>
</tr>
<tr>
<td>Southern Africa⁴</td>
<td>Grade 7</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.

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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.

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.

START

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

USE A PENCIL
DO NOT USE A COLOURED PENCIL OR PEN
<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>A</td>
<td>Understand the ‘order’ function in a drawing menu</td>
<td>3</td>
<td>Medium</td>
</tr>
<tr>
<td>2</td>
<td>A</td>
<td>Understand how to use the ‘thesaurus’ in a word processing program</td>
<td>2</td>
<td>Medium</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>Understand how to format columns in a spreadsheet</td>
<td>5</td>
<td>Easy</td>
</tr>
<tr>
<td>4</td>
<td>A</td>
<td>Identify the correct formula for the ‘minus’ function in a spreadsheet</td>
<td>5</td>
<td>Medium/Hard</td>
</tr>
<tr>
<td>5</td>
<td>B</td>
<td>Identify the change made to a graphic - flipped horizontally</td>
<td>3</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