![CCEA logo] Rewarding Learning

General Certificate of Secondary Education

January 2010

Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

GDJ11

MONDAY 11 JANUARY – FRIDAY 15 JANUARY

Number of printouts attached (to be completed at the end of the examination)

For Examiner's use only			
Tasks	**Marks Available**	**Marks**	**Re-mark**
P1	7		
P2	8		
P3	4		
P4	2		
D1	3		
D2	4		
D3	10		
D4	2		
D5	7		
S1	5		
S2	6		
S3	4		
S4	6		
S5	4		
MM1	3		
MM2	8		
MM3	3		
MM4	2		
MM5	2		
MM6	2		
FM2	4		
FM3	4		
Total	**100**		

TIME

2 hours 30 minutes.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page.

Save each document using the name specified in each task.

Always add your Candidate Number, Centre Number, Activity Number and Printout Label to every printout produced.

All printouts may be labelled by hand.

All printouts must be attached to the examination paper at the end of the examination in the correct order.

Use the treasury tag provided to attach your printouts to the examination paper.

You **may not** take the examination paper with you.

INFORMATION FOR CANDIDATES

The total mark for this paper is 100.

Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question.

Filenames to be used in the completion of this examination:

J10symbol.gif	J10graphics.doc	J10invoice.doc
J10pcfixit.mdb	J10promotion.xls	J10falcon.jpg
J10eagle.jpg	J10raven.jpg	J10vulture.jpg

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File Management and Standard Ways of Working

ACTIVITY FM1

In this task you are asked to set up a set of folders to help organise your work. On completing the exam you will be asked to produce a printout of the folders and their contents. This may be done as a screen shot/dump. You will be reminded at the end of this paper to print out the contents of these folders.

- Create a new folder on the desktop or in your working area.
- Name this folder **exam**, followed by your candidate number. (e.g. – if your candidate number is 1234 then your folder should be named **exam1234**)
- Add the following sub-folders to the exam folder –

       retail
       office

All the files you produce must be saved in these folders.

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<h1 style="text-align:center">Using Word Processing/DTP software</h1>

Sarah is organising a promotion event at the local shopping centre and has asked one of the retail staff to produce a poster.

ACTIVITY P1

- Open appropriate software to allow you to produce a poster.
- The poster should be **A4** in size.
- Add the following information:

  - The company name "PCfixit".
  - The text "Give your tired old PC a lift".
  - The company logo which is saved as **J10symbol.gif**
  - Suitable graphics from **J10graphics.doc**

- Make sure the advertisement has a professional appearance and is suitable for the purpose.
- Save this document in the **office** folder with the file name **poster**.
- Print a copy of the document on one A4 page.
- Label the printout **POSTER**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [7]

To achieve a more professional image, Sarah has been updating the company invoices.

ACTIVITY P2

- Open the document saved as **J10invoice.doc**
- Make the following amendments:
  - Centre the title "PCfixit".
  - Change the font and size of the title to make it noticeably larger and a different style.
  - Add today's date in an appropriate place on the invoice.
  - Add the invoice number "2433" in an appropriate place on the invoice.
  - Underline and centre the address.
  - Add the company logo which is saved as **J10symbol.gif** to the bottom of the invoice.
  - Make the cost "£585.00".
- Save a copy of the letter in the **retail** folder and call it **invoice2433**.
- Print a copy of the letter.
- Label the printout **INVOICE2433**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [8]

Sarah wishes to create loyalty cards for regular customers.

ACTIVITY P3

The database **J10pcfixit.mdb** has been provided for you and the information you need for the loyalty card is in the table called **customer**.

- Create a new document and save it as **loyalty** in the **retail** folder.
- Create the layout for a customer loyalty card which is no more than 12 cm wide by 9 cm high.
- Include the following text on the loyalty card:

Customer ID
Name

- Include a suitable graphic on the loyalty card from **J10graphics.doc**
- Using mail merge insert the following fields from the **customer** table in an appropriate place:

ID

Firstname

Surname

- Print a copy of the loyalty card, showing the **merged fields**. This may be done as a screen shot.
- Save the changes to this document.
- Print a copy of the document.
- Label the printout **LOYALTY**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [4]

ACTIVITY P4

- Complete the mail merge by merging the data from the database into the loyalty card.
- Print a copy of the **first** and **last** cards only.
- Save this document in the **retail** folder as **loyaltyupdate**.
- Label these printouts **CARDFIRST** and **CARDLAST**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

The word processing activities are now complete.

Using Database Software

To help reduce data entry errors, Jack has asked that a look-up table be added to the systems database.

ACTIVITY D1

- Open the database file called **J10pcfixit.mdb**
- Use the table called **systems**.
- Create a look-up in the field called **Memory (Gb)**, (see **Fig. 1**) so that only the following values can be selected:

1
2
4
8

systems								
System	Memory (Gb)	Hard Drive (Gb)	Processor (Ghz)	Graphics (Mb)	USB ports	Drive 1	Drive 2	Screen (inch)
Eagle	4	160	3	512	6	DVD-R		19
Falcon	2	350	3	256	4	CD-RW	DVD-R	19
Raven	1	250	2	256	2	CD-RW		17
Vulture	8	600	4	1024	8	DVD-R	DVD-RW	22

Fig. 1

- Complete the **Memory (Gb)** field using the information in **Fig. 1**.
- Take a screen shot of the look-up table while it is being used.
- Close and save the changes in the table.
- Save this screen shot in the **office** folder with the file name **memory**.
- Print a copy of the document.
- Label the printout **MEMORY**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

To help improve security, Jack is trying to reduce the amount of money stored on the premises. He would like to see the customers who still pay by cash.

ACTIVITY D2

- Open the table called **customer**.
- Use the filter feature to show all customers who have paid for their order by **cash**.
- Sort the table in ascending order of **Surname**.
- Print the results of this filter on **one** A4 page. You may take a screen shot if you wish.
- Label the printout **CASH**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [4]

Jack would like a list of all the recent customers to compare the popularity of the different systems.

ACTIVITY D3

- Create a query using both the **customer** and **systems** tables.
- Include information from the following fields:

  - From the customer table:
                    ID
                    Date
                    Surname

  - From the systems table:
                    System
                    Processor (GHz)

- Set up the query to only include Processors of **3** GHz.
- Sort the query in ascending order of **Date**.
- Save the query as **processor**.
- Print a copy of the design of your query on **one** A4 page. You may use a screen shot for this.
- Label the printout **PROCESSOR**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [10]

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ACTIVITY D4

- Run the query **processor**.
- Print the results on **one** A4 page. You may use a screen shot for this.
- Label the printout **QUERYRUN**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

To easily compare the number of systems, Jack has asked for a report to be created.

ACTIVITY D5

- Prepare a report which contains information from the **processor** query.
- Select the following fields:

ID

Date

Surname

System

Processor (GHz)

- Group the records according to **System**.
- Sort the information in ascending order of **ID**.
- Give the report the title **Systems Ordered**.
- Save the report as **system**.
- Print a copy of the report on **one** A4 page. Ensure that all the information is fully visible and that no fields are cut off.
- Label this printout **SYSTEM**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [7]

The database activities are now complete.

Using Spreadsheet Software

To help supervise the spending on advertisements, Sarah has asked John, one of the retail staff, to produce a spreadsheet to help calculate advertising expenses.

ACTIVITY S1

- Open the spreadsheet file called **J10promotion.xls**
- Make the following changes to the spreadsheet:

  - In cell B1 enter the text "Cost per week".
  - In cell C1 enter the text "Weeks".
  - In cell C8 enter the text "Each".
  - In cell D8 enter the text "Cost".
  - Change the number of posters in cell B9 from "100" to "200".

- Save the spreadsheet in the **retail** folder as **ads5**.
- Print a copy of the spreadsheet on **one** A4 page. Include gridlines and cell references.
- Label the printout **ADS5**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.   [5]

ACTIVITY S2

- Use the file **ads5.xls**.
- To calculate the cost in the cell D2 enter a formula which will multiply cell C2 by cell B2.
- Replicate this formula for each of the cells D3 to D5.
- To calculate the printing cost in cell D9 enter a formula which will multiply cell B9 by C9 and then add cell A14. You may use absolute cell referencing for this formula.
- Replicate this formula for each of the cells D10 to D11.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet showing clearly all the formulae that have been used on **one** A4 page. Include gridlines and cell references.
- Label this printout **FORMULA**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.   [6]

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ACTIVITY S3

- Use the file **ads5.xls**.
- In the cell B2 change the value from "45" to "49".
- Format the money values as currency.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet on **one** A4 page showing all the figures. Include gridlines and cell references.
- Label this printout **VALUES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [4]

ACTIVITY S4

- Use the file **ads5.xls**.
- Use the graph function of your software to produce a bar-chart.
- The graph should display the per week cost of each newspaper, contained in cells B2 to B5.
- Add the name of each newspaper to the x-axis labels.
- Add the following titles:

Chart title –	Cost of Advertisements.
x-axis –	Newspaper.
y-axis –	Price per Week.

- Print a copy of your graph **only** on one A4 page.
- Label the printout **PRICE**.
- Save the changes you have made to the spreadsheet.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [6]

ACTIVITY S5

- In cell A7 add the title "Advertising Costs".
- Increase the font size of the text in A7 to a noticeably different font size.
- Merge the cells from **A7** to **D7**.
- Centre the title across the cells **A7** to **D7**.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet showing all the figures on **one** A4 page. Include gridlines and cell references.
- Label the printout **TITLE**.
- Save the changes you have made to the spreadsheet.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [4]

The spreadsheet activities are now complete.

To help customers select a product in store, Sarah has asked one of the technicians to set up an interactive display.

ACTIVITY MM1

In this activity you are asked to set up a multimedia presentation.

The presentation must include the following:

- A title slide (ACTIVITY MM1), **SLIDE ONE**.
- 4 information slides (ACTIVITY MM2), **SLIDE TWO**, **SLIDE THREE**, **SLIDE FOUR** and **SLIDE FIVE**.

Produce a presentation of FIVE slides. Your slides should be professionally presented, with appropriate font, graphics and layout styles.

The first slide should be an introduction slide.

- Prepare **SLIDE ONE** (TITLE SLIDE) which should contain the title:

Welcome to - PCfixit

- Add a suitable graphic from the file **J10graphics.doc**
- Save the presentation in the **office** folder as **selection**.
- Print a copy of SLIDE ONE.
- Label this printout **ONE**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

ACTIVITY MM2

Slides TWO and THREE should contain some information about computer repairs.

- Prepare **SLIDE TWO** which should contain the following information:

  Falcon System
  Super fast processor and 2 GB RAM.

- Add the image **J10falcon.jpg** to the top left of the slide.

- Prepare **SLIDE THREE** which should contain the following information:

  Eagle System
  Great all round system with 4 GB RAM.

- Add the image **J10eagle.jpg** to the top left of the slide.

- Prepare **SLIDE FOUR** which should contain the following information:

  Raven System
  Good basic system for general office use.

- Add the image **J10raven.jpg** to the bottom of the slide.

- Prepare **SLIDE FIVE** which should contain the following information:

  Vulture System
  Extreme system with a dual core 4 GHz processor and a massive 8 GB RAM.

- Add the image **J10vulture.jpg** to the bottom of the slide.
- Add suitable graphics selected from the file **J10graphics.doc**.

- Save the changes to the presentation.
- Print a copy of all **five** slides on **one** A4 page.
- Label this printout **ALLSLIDES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [8]

ACTIVITY MM3

- Using slide master add a suitable button which links to the home page (SLIDE ONE).
- Take a screen shot to show the layout of the slide master.
- Save the screen shot in the **office** folder as **master**.
- Print a copy of the screen shot.
- Label this printout **MASTER**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

ACTIVITY MM4

- On SLIDE ONE add **four** buttons which link to the other slides (SLIDE 2 to SLIDE 5).
- Take a screen shot of the dialogue box which shows **how** a link is added to one button.
- Save the screen shot in the **office** folder as **link**.
- Print a copy of the screen shot.
- Label this printout **LINK**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

ACTIVITY MM5

- On SLIDE ONE add suitable text to each of the buttons.
- Take a screen shot of the dialogue box which shows **how** text is added to one button.
- Save the screen shot in the **office** folder as **text**.
- Print a copy of the screen shot.
- Label this printout **TEXT**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

ACTIVITY MM6

- Print a copy of SLIDE ONE showing clearly all the buttons and suitable labels.
- Label this printout **BUTTONS**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

The multimedia activities are now complete.

File Management and Standard Ways of Working

ACTIVITY FM2

- Create a new folder in the **office** folder called **backup**.
- Copy the file called **poster.doc** saved in the **office** folder into the **backup** folder.
- Call the document in the **backup** folder **posterbackup**.
- Take a screen shot of the contents of both the **office** folder and the **backup** folder, making sure all information is clearly visible.
- Save the screen shot in the **backup** folder as **copy**.
- Print a copy of this document.
- Label this printout **COPY**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [4]

Jack would like to make the information stored on the office computer more secure.

ACTIVITY FM3

- Open the file called **ads5.xls** saved in the **retail** folder.
- Save the document in the **retail** folder as **ads5secure**, using the password "jones".
- Take a screen shot of the security dialogue box, showing clearly where the password has been entered.
- Save the screen shot in the **office** folder as **password**.
- Add a screen shot of the retail folder to the **password** document, showing clearly all the files.
- Print a copy of this document on **one** A4 page.
- Label this printout **PASSWORD**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [4]

This is the end of the file management activities and the end of the examination.

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You should use the check list to make sure you have all the printouts and that they are in the correct order.

Each printout should include your Candidate Number, Centre Number, Activity Number and the Label.

Final Check

Indicate that you have completed the task by ticking the appropriate box in the table below.

Activity	Print Label	Completed
1. P1	POSTER	
2. P2	INVOICE2433	
3. P3	LOYALTY	
4. P4	CARDFIRST	
5. P4	CARDLAST	
6. D1	MEMORY	
7. D2	CASH	
8. D3	PROCESSOR	
9. D4	QUERYRUN	
10. D5	SYSTEM	
11. S1	ADS5	
12. S2	FORMULA	
13. S3	VALUES	
14. S4	PRICE	
15. S5	TITLE	
16. MM1	ONE	
17. MM2	ALLSLIDES	
18. MM3	MASTER	
19. MM4	LINK	
20. MM5	TEXT	
21. MM6	BUTTONS	
22. FM2	COPY	
23. FM3	PASSWORD	

THIS IS THE END OF THE QUESTION PAPER

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