



General Certificate of Secondary Education
2010

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 10 – FRIDAY 14 MAY

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.

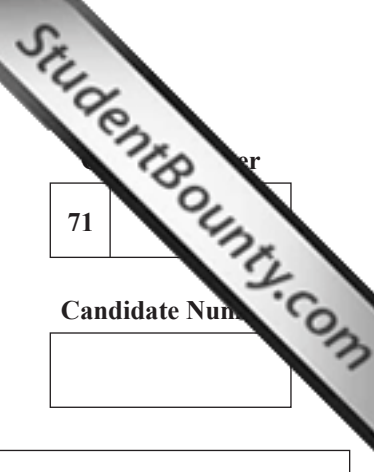
INFORMATION FOR CANDIDATES

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:

M10symbol.gif	M10pcfixit.mdb	M10money.jpg
M10graphics.doc	M10invoice.xls	M10work.jpg
M10delivery.doc	M10growth.jpg	



er
71

Candidate Number
[]

[]

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	6		
P2	8		
P3	4		
P4	2		
D1	4		
D2	3		
D3	2		
D4	8		
D5	2		
D6	6		
S1	5		
S2	7		
S3	10		
S4	6		
MM1	3		
MM2	13		
MM3	2		
MM4	2		
MM5	1		
FM2	3		
FM3	3		

Total	100		
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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 –
 - orders**
 - sarah**

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

Using Word Processing/DTP Software

Jack has requested that a flyer should be produced to help advertise the company.

ACTIVITY P1

- Open appropriate software to allow you to produce a flyer.
- The flyer should be **A5** in size.
- Add the following information:
 - The company name “PCfixit”.
 - The text “PC upgrades and repairs”.
 - The phone number “028 8753423”.
 - The company logo which is saved as **M10symbol.gif**
 - Suitable graphics from **M10graphics.doc**
- Make sure the advertisement has a professional appearance and is suitable for the purpose.
- Save this document in the **sarah** folder with the file name **flyer**.
- Print a copy of the document on **one** A4 page.
- Label the printout **FLYER**.

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

[6]

To help organise delivery of each product, Sarah has set up a delivery docket on the computer.

ACTIVITY P2

- Open the document saved as **M10delivery.doc**
- Make the following amendments.
 - Add the company logo saved as **M10symbol.gif** to the top right of the delivery docket.
 - Add today’s date beside the word ‘sent’.
 - Change the return days from “7” to “14”.
 - Right align the information in the last three lines of the delivery docket; **Contact Name, Returns and Warranty**.
 - Make the address a noticeably larger font size.
 - Add the text “Delivery Status: Active” to the bottom of the delivery docket and make sure it is left aligned.
- Save a copy of the delivery docket in the **orders** folder and call it **delivery**.
- Print a copy of the delivery docket.
- Label the printout **DELIVERY**.

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 P3

The database **M10pcfixit.mdb** has been provided for you and the information you need for the letter is in the table called **customer**.

- Using the file called **delivery.doc**
- Using mail merge, insert the following fields from the **customer** table in an appropriate place:

ID

System

- Select **only** customers with an ID greater than **1030** in the **ID** field.
- Print a copy of the delivery docket, on one A4 page, showing the **merged fields**. This may be done as a screen shot.
- Save this document in the **orders** folder as **delivery145**.
- Print a copy of the document.
- Label the printout **DELIVERY145**.

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 letter.
- Print a copy of the **first** and **last** letters only.
- Save this document in the **orders** folder as **newdelivery**.
- Label these printouts **NEWDELIVERY1** and **NEWDELIVERY2**.

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

The company database has two tables of data, **customer** and **software** which are stored in a database called **M10pcfixit.mdb**

A new software package has been made available.

ACTIVITY D1

- Use the database saved as **M10pcfixit.mdb** that has been provided for you.
- Create a form for the table called **software** which will allow you to enter all the details of a new software package.
- Use this form to enter the following details:

Package: Ultra
Suite: 9 applications
Utility: File Secure
Anti Virus: Yes
Other: Video Edit

- Print out a copy of the form for this new software package **only** on one A4 page (you may use a screen shot for this).
- Save this form as **ultra**.
- Label this printout **ULTRA**.

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

[4]

To help reduce the amount of errors, Sarah wants to set up a validation rule.

ACTIVITY D2

- Use the table called **customer**.
- Add a validation rule to the **Title** field so that only Mr, Mrs, Miss or Ms can be entered.
- Enter the following validation text “Please use Mr, Mrs, Miss or Ms”.
- Take a screen shot of the design layout showing the new validation rule and the validation text.
- Save the screen shot in the **sarah** folder as **title**.
- Print a copy of this document.
- Label the printout **TITLE**.

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 D3

- Using the table called **customer**.
- Try changing the data for **Joan Smith** in the **Title** field to “Dr”.
- Take a screen shot of the error message.
- Save this screen shot in the **sarah** folder as **titleerror**.
- Print a copy of the screen shot.
- Label the printout **TITLEERROR**.
- Change the “**Dr**” back to the original value of “**Miss**”.

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

[2]

Sarah is trying to find out how popular the Raven System is.

ACTIVITY D4

- Create a query using both tables (**customer** and **software**).
- Include information from the following fields –

- From the **customer** table:

Firstname
Surname
System

- From the **software** table:

Package
Suite
Utility
Anti Virus

- Save the query as **system**.
- Set up the query to include only customers who have ordered **Raven** systems.
- Sort the query in ascending order of **Firstname**.
- Print a copy of the design of your query on **one** A4 page. You may use a screen shot for this.
- Label the 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.

[8]

ACTIVITY D5

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

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 check that each customer has the correct software package, Jack has asked that a report is created.

ACTIVITY D6

- Prepare a report which contains information from the **system** query.
- Select **all** fields.
- Group the records according to **Package**.
- Sort the information in ascending order of **Surname**.
- Give the report the title **Software Packages**.
- Save the report as **software**.
- Print a copy of the report on one A4 page. Ensure that all the information is fully visible and that no data or fieldnames are cut off.
- Label this printout **SOFTWARE**.

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

[6]

The Database activities are now complete.

Using Spreadsheet Software

Sarah has asked one of the technicians to set up a spreadsheet to help calculate the cost of each sale.

ACTIVITY S1

- Open the spreadsheet file called **M10invoice.xls**
- Make the following changes to the spreadsheet.
 - In cell F2 enter the text “Delivery charge per mile”.
 - In cell A7 enter the text “Delivery miles”.
 - In cell B9 enter the text “VAT”.
 - In cell B10 enter the title “Gross”.
 - Change the number “45” in the cell C3 to “41”.
- Print a copy of the spreadsheet showing clearly all the information on **one** A4 page. Include gridlines and cell references.
- Save the spreadsheet in the **sarah** folder as **invoice544**.
- Label the printout **INVOICE544**.

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 **invoice544.xls**,
- To calculate delivery costs enter a formula in the cell C7 which will multiply cell B7 by cell F3.
- Enter a formula in cell C8 to calculate the total cost by adding from cell C2 to cell C7.
- Calculate the VAT in cell C9 by multiplying cell C8 by 0.15.
- In cell C10, calculate the total by adding cells C8 and C9.
- 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.

[7]

A recent change in currency values has forced the company to add a 5% surcharge.

ACTIVITY S3

- In cell E5, enter the text “Surcharge factor”.
- In cell E6, enter the number “0.1”.
- In cell D1, enter the text “Surcharge”.
- Enter a formula in cell D2 to calculate the surcharge of the items by multiplying C2 by E6. You may use absolute cell referencing for this formula.
- Replicate this formula to calculate the surcharge of each item in D3 to D6.
- Calculate the total surcharge in cell D7 by adding from cell D2 to D6.
- In cell B11, enter the text “Including Surcharge”.
- In cell C11, enter a formula to calculate the total cost including the surcharge by adding cell C10 and D7.
- Format all 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. [10]

To highlight the impact of the surcharge, one of the retail staff has produced a graph.

ACTIVITY S4

- Use the file **invoice544.xls**
- Use the chart function of your software to produce a pie-chart.
- The chart should display the Surcharge, contained in cells D2 to D6 and the name of each product from cells B2 to B6.
- Add the following title –

2010 Inflation Surcharge

- Show the percentage values for each item on the pie-chart.
- Print a copy of the pie-chart and the spreadsheet data on the same A4 page.
- Label the printout **SURCHARGE**.
- Save the changes you have made to the spreadsheet. **The pie-chart from this spreadsheet will be used in task MM2.**

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

The Spreadsheet activities are now complete.

Using Multimedia Software

Jack and Sarah have been asked to present a brief outline of their business at a local trade show.

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**.
- Three information slides (ACTIVITY MM2), **SLIDE TWO**, **SLIDE THREE** and **SLIDE FOUR**.
- A contact slide, **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.

ACTIVITY MM1

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

PCfixit – Your local PC repairs and upgrade company

- Include a suitable graphic from the file **M10graphics.doc**
- Save the presentation in the **sarah** folder as **business**.
- Print a copy of SLIDE ONE.
- Label this printout **SLIDE1**.

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

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

PCfixit! – was started by Sarah Pollock in 2005 and has been growing steadily every year.

- Add the image **M10growth.jpg** to the top of the slide.
- Prepare **SLIDE THREE** which should contain the following information, including a table:

Our annual turnover has been –

April 06	£34,500
April 07	£46,300
April 08	£55,200
April 09	£67,450

- Add the image **M10money.jpg** to the bottom of the slide.
- Prepare **SLIDE FOUR** which should contain the following information, including the bullets:

Our present workforce consists of –

- **two managers**
 - **five shop staff**
 - **two technicians**
 - **five part time staff**
- Add the image **M10work.jpg** to the bottom of the slide.
 - Prepare **SLIDE FIVE** which should contain the following information:

Surcharges Summary

- Add the pie-chart from the file, **invoice544.xls**
- Centre the pie-chart.
- Save the changes to the presentation.
- Print a copy of **all** five slides on **one** A4 page.
- Label this printout **ALL**.

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

[13]

ACTIVITY MM3

- Use SLIDE TWO.
- Add animation to the graphic, **M10growth.jpg**
- Take a screen shot to show how this animation has been set up.
- Save the screen shot in the **sarah** folder as **animation**.
- Print a copy of the screen shot.
- Label the printout **ANIMATION**.

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 MM4

- Use SLIDE FOUR.
- Set SLIDE FOUR to start 10 seconds after SLIDE THREE.
- Take a screen shot to show how this timing has been set up.
- Save the screen shot in the **sarah** folder as **time**.
- Print a copy of the screen shot.
- Label the printout **TIME**.

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

- Set up the presentation so that it plays in a continuous loop.
- Take a screen shot to show how the loop was created.
- Save the screen shot in the **sarah** folder as **loop**.
- Print a copy of the screen shot.
- Label this printout **LOOP**.

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

[1]

The Multimedia activities are now complete.

File Management and Standard Ways of Working

ACTIVITY FM2

- Change the name of the file, **flyer.doc** in the folder called **sarah** to **flyerbackup**.
- Take a screen shot of the contents of the folder called **sarah**. Make sure all the files and filenames are visible.
- Save this screen shot in the **sarah** folder as **rename**.
- Print a copy of this document.
- Label the printout **RENAME**.

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 FM3

- Move the file called **invoice544.xls** from the **sarah** folder into the **orders** folder.
- Take a screen shot of the contents of the folder called **orders**. Make sure all the files and filenames are visible.
- Save this screen shot in the **orders** folder as **move**.
- Print a copy of this document.
- Label the printout **MOVE**.

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

[3]

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	FLYER	
2. P2	DELIVERY	
3. P3	DELIVERY145	
4. P4	NEWDELIVERY1	
5. P4	NEWDELIVERY2	
6. D1	ULTRA	
7. D2	TITLE	
8. D3	TITLEERROR	
9. D4	SYSTEM	
10. D5	SYSTEMRUN	
11. D6	SOFTWARE	
12. S1	INVOICE544	
13. S2	FORMULA	
14. S3	VALUES	
15. S4	SURCHARGE	
16. MM1	SLIDE1	
17. MM2	ALL	
18. MM3	ANIMATION	
19. MM4	TIME	
20. MM5	LOOP	
21. FM2	RENAME	
22. FM3	MOVE	

THIS IS THE END OF THE QUESTION PAPER
