![CEA logo]

Rewarding Learning

Candidate Num...

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

**General Certificate of Secondary Education
2012**

Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

GDJ11

MONDAY 14 MAY – FRIDAY 18 MAY

For Examiner's use only			
Tasks	**Marks Available**	**Marks**	**Re-mark**
P1	5		
P2	10		
P3	2		
D1	5		
D2	3		
D3	8		
D4	3		
D5	6		
S1	5		
S2	11		
S3	6		
S4	6		
MM1	6		
MM2	11		
MM3	3		
MM4	3		
MM5	2		
FM2	5		
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:
**M12images.doc   M12bean.jpg   M12profit.xls
M12beanthere.mdb**

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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 –
  - **promotions**
  - **shop**

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

Using Word Processing/DTP Software

Alison wants to print a number of posters to advertise the coffee shop around the town.

ACTIVITY P1

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

  Bean There Coffee Shop
  NOW OPEN
  Special Offers all this week

- Add suitable graphics from **M12images.doc**
- Make sure the advertisement has a professional appearance and is suitable for the purpose.
- Save this document in the **promotions** folder with the file name **advert**.
- 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. [5]

To help promote the café's produce Sean is designing a label for each product.

ACTIVITY P2

The database **M12beanthere.mdb** has been provided for you and the information you need for the label is in the table called **stock**.

- Set up a label no bigger than 10 cm by 10 cm.
- Include the following information:

  Bean There Coffee Shop

  Item ID:

  Description of item:

- Make the title "Bean There Coffee Shop" a noticeably larger font size and a different font style.
- Add the company logo, **M12bean.jpg** to the top right of the label.
- Using mail merge, insert the following fields from the **stock** table in an appropriate place –

  Item ID

  Description

- Print a copy of the label, on one A4 page, showing the **merge fields**. This may be done as a screen shot.
- Save this document in the **shop** folder as **label**.
- Label the printout **LABEL**.

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

ACTIVITY P3

- Complete the mail merge by merging the data from the database into the label.
- Print a copy of the **first** and **last** label only.
- Save this document in the **shop** folder as **mergedlabel**.
- Label these printouts **LABELFIRST** and **LABELLAST**.

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

A database file called **M12beanthere.mdb** has been provided. The database contains 2 tables –
stock contains details of what stock is held in the coffee shop.
suppliers contains details of the companies that the coffee shop purchases from.

ACTIVITY D1

- Open the database saved as **M12beanthere.mdb** that has been provided for you.
- Create a form for the table called **stock** which will allow you to enter all the details of a new stock item.
- Use this form to enter the details of the new item in **Fig. 1**.

stock				
Item ID	Supplier ID	Description	Stock Available	Average units per week
C1002	C1	napkins	480	140

Fig. 1

- Print out a copy of the form showing the details of the new item only on one A4 page (you may use a screen shot for this).
- Save this form as **newstock**.
- Label the printout **NEWSTOCK**.

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 D2

- Use the database **M12beanthere.mdb**
- Use the table called **stock**.
- Use the filter feature to show all items where **Stock Available** is less than **20**.
- Sort the table by **Description** in ascending order.
- Print the results of this filter on one A4 page. You may take a screen shot if you wish.
- Label the printout **STOCK**.

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

- Use the database **M12beanthere.mdb**.
- Create a query using both data tables (**suppliers** and **stock**).
- Include information from the following fields –

Item ID, **Description** and **Stock Available** (from the **stock** table),
Company, **Address1**, **Address2**, **Town** and **Post Code** (from the **suppliers** table).

- Save the query as **stockcheck**.
- Set up the query to only include the Town **Armagh**.
- Sort the query in ascending order of **Company**.
- Print a copy of the design of your query on one A4 page. You may use a screen shot for this.
- Label the printout **QUERYDESIGN**.

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 D4

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

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 D5

- Use the database **M12beanthere.mdb**.
- Prepare a report which contains information from the **suppliers** table.
- Select only the following fields:

Company, Town, Tel, Email, Website, Delivery Charge

- Group the records according to **Town**.
- Sort the information in descending order of **Delivery Charge**.
- Save the report as **charges**.
- 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 the printout **CHARGES**.

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.

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Using Spreadsheet Software

To simplify the calculation of wages a spreadsheet has been set up. Although the spreadsheet is almost complete there are some improvements to be made.

ACTIVITY S1

- Open the spreadsheet file called **M12profit.xls**.
- Make the following changes to the spreadsheet.

  - Go to cell **B1** and enter the text "Income".
  - Go to cell **E1** and enter the text "Hours".
  - Go to cell **F1** and enter the text "Pay".
  - Go to cell **J1** and enter the text "Invoice".
  - Go to cell **A10** and enter the text "Total".
  - Go to cell **E2** and change the value to "25".
  - Go to cell **A12** and enter the text "Wage per hour".
  - Go to cell **B12** and enter the value "6.75".

- Save the spreadsheet in the **shop** folder as **week46**.
- Print the data in the spreadsheet on one A4 page. Include gridlines and cell references.
- Label the printout **WEEK46**.

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 **week46.xls**.
- To calculate the total income, enter a formula in cell **B10** which will add from cells **B2** to **B8**.
- To calculate the invoice total enter a formula in cell **J10** which will add from cells **J2** to **J9**.
- To calculate the wages for Jenny, enter a formula in **F2** that will multiply the hours worked in cell **E2** by the wage per hour in cell **B12**. You may use an absolute cell reference for this formula.
- Replicate this formula for each of the other staff in cells **F3** to **F7**.
- To calculate the total wages, enter a formula in cell **F10** which will add cells **F2** to **F7**.
- Go to cell **E11** and enter the text "Top Wage".
- In cell **F11** use the MAX function to display the figure for the greatest wage from cells **F2** to **F7**.
- 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 the 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. [11]

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ACTIVITY S3

- Use the file **week46.xls**.
- Go to cell **H12** and enter the text "Profit".
- Calculate the profit by entering a formula in cell **J12**, which takes the total wages in **F10** and total expenses in **J10** away from the total income in **B10**.
- Make sure all the numbers are appropriately formatted with all the money values displayed as currency.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet on **one** A4 page showing all the values. Include gridlines and cell references.
- Label the printout **PROFIT**.

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 S4

- Use the file **week46.xls**.
- Use the graph function of your software to produce a bar chart.
- The bar chart should display wages, contained in cells **F2** to **F7**.
- Add the following titles –

  Chart title - Week 46 Wages
  x-axis - Staff
  y-axis - Wage (£)

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

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

Alison wants to experiment with using small portable display units to replace the need for a paper menu.

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**.
- 3 information slides (ACTIVITY MM2), **SLIDE TWO, SLIDE THREE** and **SLIDE FOUR**.

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

The first slide is an introduction slide.

ACTIVITY MM1

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

  Bean There Coffee Shop
  Please Make Your Selection

- Add the graphic **M12bean.jpg** to the top right of the slide.
- Add suitable graphics from **M12images.doc**
- Save the presentation in the **shop** folder as **menu**.
- Print a copy of the slide on one A4 page.
- Label the printout **MENU**.

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 MM2

Slides TWO, THREE and FOUR should contain some information about the products available.

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

  A selection of scones with cream, buns and biscuits.

- Add suitable graphics selected from the file **M12images.doc**
- Add a suitable button which links back to SLIDE ONE.
- Prepare **SLIDE THREE** which should contain the following information:

  Cold: Sandwiches, rolls or salad wraps
  Hot: sausage rolls

- Add suitable graphics selected from the file **M12images.doc**
- Add a suitable button which links back to SLIDE ONE.
- Prepare **SLIDE FOUR** which should contain the following information:

  Drinks,
  Coffee, Tea, Latte
  Cans and Bottled Water

- Add suitable graphics selected from the file **M12images.doc**
- Add a suitable button which links back to SLIDE ONE.
- Save the changes to the presentation.
- Print a copy of all four slides on one A4 page.
- Label the printout **SLIDES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [11]

ACTIVITY MM3

- On SLIDE ONE add three buttons which link to each of the other slides.
- Take a screen shot of the dialogue box which shows **how** a link is added to a button, making sure the **three buttons** are visible.
- Save the screen shot in the **shop** folder as **links**.
- Print a copy of the screen shot.
- Label the printout **LINKS**.

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 the following text to each button.

  Savoury
  Sweet
  Drinks

- Take a screen shot of the dialogue box which shows **how** text is added to a button, making sure that the **three buttons** are also visible.
- Save the screen shot in the **shop** folder as **text**.
- Print a copy of the screen shot.
- Label the 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. [3]

ACTIVITY MM5

- Use SLIDE ONE.
- Add animation to the graphic called **M12bean.jpg**
- Take a screen shot to show how this animation has been set up.
- Save the screen shot in the **shop** 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]

The Multimedia Activities are now complete.

Using File Management Software

Some files have been saved in the wrong place and have to be reorganised.

ACTIVITY FM2

- Move the file called **week46.xls** from the **shop** folder into the **promotions** folder.
- Take a screen shot of the contents of the folder called **shop**. Make sure all the files and filenames are visible.
- Add another screen shot to the same document of the contents of the folder called **promotions**. Make sure all the files and filenames are visible.
- Save this document in the **promotions** folder as **files**.
- Print a copy of this document.
- Label the printout **FILES**.

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

This is the end of the file management activities proceed to final check.

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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	LABEL	
3. P3	LABELFIRST	
4. P3	LABELLAST	
5. D1	NEWSTOCK	
6. D2	STOCK	
7. D3	QUERYDESIGN	
8. D4	STOCKCHECK	
9. D5	CHARGES	
10. S1	WEEK46	
11. S2	FORMULA	
12. S3	PROFIT	
13. S4	GRAPH	
14. MM1	MENU	
15. MM2	SLIDES	
16. MM3	LINKS	
17. MM4	TEXT	
18. MM5	ANIMATION	
19. FM2	FILES	

THIS IS THE END OF THE QUESTION PAPER

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