



**General Certificate of Secondary Education
2012**

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 14 MAY–FRIDAY 18 MAY

**MARK
SCHEME**

Word Processing

AVAILABLE
MARKS

Activity P1 POSTER

Details added	[1]
Accurately	[1]
Suitable graphics from M12images.doc	[1]
Professional appearance	[1]
A4 in size	[1]

Total marks for activity P1

5

Activity P2 LABEL

Label no bigger than 10 x 10	[1]
Information added	[1]
Accurately	[1]
Title font larger	[1]
Title font style changed	[1]
Merged fields added	[1]
Correct fields in correct place	[1]
Correct logo added	[1]
Logo in correct place	[1]
Professional appearance	[1]

Total marks for activity P2

10

Activity P3 LABELFIRST LABELLAST

Correct first document	[1]
Correct last document	[1]

Total marks for activity P3

2

Databases

Activity D1 NEWSTOCK

Form created	[1]
New data added	[1]
Accurately	[1]
All information visible	[1]
One A4 page	[1]

Total marks for activity D1

5

Activity D2 STOCK

Only stock less than 20	[1]
Ascending order of description	[1]
All information visible on one A4 page	[1]

Total marks for activity D2

3

Activity D3 QUERYDESIGN

Create a query	[1]
Correct fields from stock table	[1]
Correct fields from suppliers table	[1]
Correct query name	[1]
Only Armagh	[1]
Ascending order of Company	[1]
In design view	[1]
All data and field names visible on one A4 page	[1]

Total marks for activity D3

8

Activity D4 STOCKCHECK

Correct results	[1]
All data visible	[1]
On one A4 page	[1]

Total marks for activity D4

3

Activity D5 CHARGES

A report created	[1]
Correct fields	[1]
Grouped by Town	[1]
Descending order of Del Charge	[1]
Correct title	[1]
All visible on one A4 page	[1]

Total marks for activity D5

6

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MARKS

Spreadsheets

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Activity S1 WEEK46

Correct text in B1 and E1	[1]
Correct text in F1 and J1	[1]
Correct text in A10 and E2	[1]
Correct text in A12 and B12	[1]
All data visible with gridlines and cell references	[1]

Total marks for activity S1 5

Activity S2 FORMULA

Formula in B10	[1]
Correct formula in B10	[1]
Correct formula in J10	[1]
Correct formula in F2	[1]
Correct formula in cells F3 to F7	[1]
Correct formula in F10	[1]
Correct text in E11	[1]
Formula in F11	[1]
Correct formula in F11	[1]
In formula view with all relevant data visible	[1]
Gridlines and cell references	[1]

Total marks for activity S2 11

Activity S3 PROFIT

Correct text in H12	[1]
Value in J12	[1]
Correct value in J12	[1]
Format currency	[1]
On one A4 page with all data visible	[1]
Gridlines and cell references	[1]

Total marks for activity S3 6

Activity S4 GRAPH

Chart type (bar-chart)	[1]
Correct data used from F2 to F7	[1]
Correct title	[1]
Correct x-axis title	[1]
Correct y-axis title	[1]
Only chart on one A4 page	[1]

Total marks for activity S4 6

Multimedia

Activity MM1 MENU

Text added	[1]
Accurately	[1]
Suitable graphic added from M12images.doc	[1]
Logo added – M12bean.jpg	[1]
Logo added in correct place	[1]
Professional appearance	[1]

Total marks for activity MM1

6

Activity MM2 SLIDES

Slide 2 text added	[1]
Accuracy of text	[1]
Suitable graphic added	[1]
Slide 3 text added accurately	[1]
Suitable graphic added	[1]
Slide 4 text added accurately	[1]
Suitable graphic added	[1]
Button added to each slide	[1]
Suitable button	[1]
Professional appearance	[1]
All four on one A4	[1]

Total marks for activity MM2

11

Activity MM3 LINKS

On slide one	[1]
Dialogue box showing how links were added	[1]
Three buttons visible on screen shot	[1]

Total marks for activity MM3

3

Activity MM4 TEXT

Text added to each button	[1]
Correct text on each button	[1]
Dialogue box showing how text was added	[1]

Total marks for activity MM4

3

Activity MM5 ANIMATION

Animation added	[1]
Added to correct file	[1]

Total marks for activity MM5

2

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File Management

Activity FM2 FILES

Correct file moved out of shop folder	[1]
Moved to correct folder (promotions)	[1]
Contents of shop folder (label,merged label, menu, links, text, animation)	[1]
Contents of promotion folder (advert)	[1]
All data visible	[1]

Total marks for activity FM2

5

Total

100

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