



General Certificate of Secondary Education
January 2013

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 7–FRIDAY 11 JANUARY

**MARK
SCHEME**

Word Processing

AVAILABLE
MARKS

Activity P1 CARD

Correct size	[1]
Text added	[1]
Accurately	[1]
Graphic added (logo)	[1]
Merged fields added	[1]
In correct place	[1]
Professional appearance	[1]

Total marks for activity P1 7

Activity P2 FIRST and SECOND

Correct first print	[1]
Correct second print	[1]

Total marks for activity P2 2

Activity P3 HOTELUPDATE

Change font of title	[1]
Change size of title	[1]
Centre the title	[1]
Right align address	[1]
Add date	[1]
Date below address	[1]
Justify body text	[1]
Telephone number at bottom	[1]
On one A4 page	[1]
All information visible	[1]

Total marks for activity P3 10

Databases

Activity D1 PRINTSIZE

Lookup added	[1]
To correct field	[1]
Correct data	[1]

Total marks for activity D1

3

Activity D2 A3FORMATS

Only A3	[1]
On one A4 page	[1]
All data visible	[1]

Total marks for activity D2

3

Activity D3 CODOWN

Create a query	[1]
Correct titles from customers table	[1]
Correct titles from formats table	[1]
Query title – codown	[1]
Only Co Down	[1]
Ascending order of Last Name	[1]
In design view	[1]
All visible on one A4 page	[1]

Total marks for activity D3

8

Activity D4 ORDERSCODOWN

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

Total marks for activity D4

3

Activity D5 SIZE

Report created	[1]
Correct query used	[1]
Correct fields	[1]
Grouped by size	[1]
Ascending order of Cost	[1]
Correct title “Print Format”	[1]
All data and field names visible	[1]
All on one A4 page	[1]

Total marks for activity D5

8

AVAILABLE
MARKS

Spreadsheets

Activity S1 WEEK18

Text added accurately in	E2	[1]
	F2	[1]
Text centred in cells	E2 and F2	[1]
Valued added to	C16	[1]
Text added to	G2	[1]
All data visible on one	A4 page	[1]
Grid lines and cell references		[1]

Total marks for activity S1

7

Activity S2 FORMULAE

Formula in	F3	[1]
Correct formula in	F3	[1]
Similar formula in	F4 – F12	[1]
Correct formula in	G3	[1]
Similar formula in	G4 – G12	[1]
Correct formula in	D14	[1]
All formulae visible		[1]
All on one A4 page with gridlines		[1]

Total marks for activity S2

8

Activity S3 SALESWEEK18

Correct text in	F14	[1]
Text right aligned		[1]
Correct value in	G14	[1]
Data changed to “24.50” in	D12	[1]
Money as currency		[1]
Bold text in cells	A1 and B1	[1]

Total marks for activity S3

6

Activity S4 CUSTOMERS

Bar chart		[1]
Data from	D3 to D12	[1]
Correct labels on x axis		[1]
Correct title		[1]
Correct axis titles		[1]
Bar chart only on one	A4 page	[1]

Total marks for activity S4

6

AVAILABLE
MARKS

Multimedia

Activity MM1 PROMOTION

Text added	[1]
Text added accurately	[1]
Graphic added	[1]
In correct place	[1]

Total marks for activity MM1

4

Activity MM2 FIVE

Slide 2 text added	[1]
Text added accurately	[1]
Correct graphics added	[1]
Both in correct place	[1]
Slide 3 text added accurately	[1]
Correct graphic added and resized appropriately	[1]
Slide 4 text added accurately	[1]
Correct graphics in correct place	[1]
Slide 5 text added accurately	[1]
Bar Chart added	[1]
Correct bar chart in centre of slide	[1]
All five on one A4 page	[1]

Total marks for activity MM2

12

Activity MM3 DESIGN

Slide master used	[1]
Logo added	[1]
Logo in correct place	[1]

Total marks for activity MM3

3

Activity MM4 MOVEMENT

Animation added to text	[1]
On slide five	[1]

Total marks for activity MM4

2

Activity MM5 DELAY

Timing added to slide 4	[1]
Correct time – 3 seconds	[1]

Total marks for activity MM5

2

AVAILABLE
MARKS

Activity MM6 LOOP

How loop was added [1]

Total marks for activity MM6

File Management

Activity FM2 FOLDERS

File copied as hotelupdate2 [1]

Business folder shown [1]

Correct files in business folder – card, mergedcard, printsize, hotelupdate, week18,
hotelupdate2 [1]

Media folder shown [1]

Correct files in media folder – promotion, design, movement, delay, loop [1]

Total marks for activity FM2

Total

AVAILABLE
MARKS

1

5

100