Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 12 JANUARY – FRIDAY 16 JANUARY

GDJ11

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

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.

File names to be used in the completion of this examination:
J15dancefloor   J15dancer   J15images   J15letter
J15logo   J15profits

For Examiner's use only			
Tasks	Marks available	Marks	Remark
P1	12		
P2	4		
P3	2		
D1	4		
D2	3		
D3	8		
D4	3		
D5	8		
S1	6		
S2	7		
S3	10		
S4	6		
MM1	5		
MM2	11		
MM3	2		
MM4	3		
FM2	6		
Total	**100**		

Using File Management Software

ACTIVITY FM1

In this task you are asked to create 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 –

    admin
    promotions

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

Using Word Processing/DTP software

ACTIVITY P1

- Open the document **J15letter**.
- Make the following amendments.

  - Centre the title at the top of the letter.
  - Make the title a noticeably different font and size.
  - Align the address to the right.
  - Add today's date below the address.
  - Fully justify the body of the letter.
  - Embolden the name 'Joel Torres' at the bottom of the letter.
  - Add the text 'Manager' below Joel Torres.
  - Align the web address, email address and telephone number to the centre.

- Save a copy of the letter in the **admin** folder with the file name **letter2**.
- Print a copy of the letter on one A4 page.
- Label the printout **LETTER2**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [12]

ACTIVITY P2

The database **J15dancefloor** has been provided for you and the information you need for the letter is in the table called **bookings**.

- Use the file **letter2**.
- Using mail merge insert the following fields from the **bookings** table in an appropriate location:

  Booking Ref

  Start Date

  Weeks

- Print a copy of the letter, on one A4 page, showing the **merge fields**. This may be done as a screen shot.
- Save the letter in the **admin** folder as **letter3**.
- Print a copy of the document.
- Label the printout **LETTER3**.

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 P3

- Complete the mail merge by merging the data from the database into the letter.
- Print a copy of the **first** and **second** letter only.
- Save this document in the **admin** folder as **letter4**.
- Label these printouts **FIRST** and **SECOND**.

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 **J15dancefloor** has been provided. The database contains 3 tables –
    customers contains details of all the customers.
    bookings contains details of current bookings.
    dances contains details of the dances taught.

dances		
Dance ID	**Dance Name**	**Type**
1	Ballet	Basic
2	Ballet	Advanced
3	Jazz	Basic
4	Jazz	Advanced
5	Line	Basic
6	Salsa	Basic
7	Salsa	Advanced
8	Hip-Hop	Basic
9	Hip-Hop	Advanced

Table of Dances (**fig. 1**)

ACTIVITY D1

- Open the database file called **J15dancefloor**.
- Use the table called dances (see **fig. 1**).
- Create a lookup table in the field called **Type** so that only the following types can be selected:

        Basic
        Advanced

- Complete the **Type** field using the information in **fig. 1**.
- Take a screen shot of the lookup table while it is being used.
- Close and save the changes in the table.
- Save this screen shot in the **admin** folder with the file name **lookup**.
- Print a copy of the document.
- Label the printout **LOOKUP**.

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 D2

- Open the database file called **J15dancefloor**.
- Use the table called bookings.
- Use the filter feature to show all the bookings for **Irene**.
- Print the results of this filter on one A4 page.
- Label the printout **IRENE**.

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 database file called **J15dancefloor**.

- Create a query using two data tables (**dances** and **bookings**).
- Include information from the following fields –

    - Dance Name and Type (from the dances table)
    - Booking Ref, Start Date, Weeks and Instructor (from the bookings table)

- Select only those bookings where the dance Type is **Advanced**.
- Sort the query in ascending order of **Dance Name**.
- Save the query as **advanced**.
- Print a copy of the design of your query on one A4 page. You may use a screen shot for this.
- Label the printout **ADVANCED**.

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 **advanced**.
- Print the results on one A4 page. You may use a screen shot for this.
- Label the printout **ADVANCED DANCES**.

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

Using the database file called **J15dancefloor**.

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

  - **Dance Name**, **Type**, **Start Date, Weeks** and **Instructor**

- Group the records according to **Dance Name**.
- Sort the information in **ascending** order of **Start Date**.
- Save the report as **instructor**.
- 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 **INSTRUCTOR**.

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

The database activities are now complete.

Using Spreadsheet Software

PLEASE NOTE – all spreadsheets should be printed with gridlines and cell references.

ACTIVITY S1

- Open the spreadsheet file called **J15profits**.
- Make the following changes to the spreadsheet.

> Go to cell **B16** and enter the text "**Total**".
> Go to cell **E16** and enter the text "**Total**".
> Go to cell **B17** and enter the text "**Profit**".
> Go to cell **B18** and enter the text "**Tax**".
> Go to cell **G2** and enter the text "**Interest**".

- Save the spreadsheet in the **admin** folder as **profit2015**.
- Print a copy of the spreadsheet on one A4 page. Make sure all the information is visible and include gridlines and cell references.
- Label the printout **PROFIT2015**.

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 S2

Use the file **profit2015**.

- To calculate the **Total Expenditure** enter a formula in the cell **C16** which will add from cell **C3** to cell **C14**.
- To calculate the **Total Income** enter a formula in the cell **F16** which will add from cell **F3** to cell **F14**.
- To calculate the **Profit** enter a formula in cell **C17** which will subtract cell **C16** from cell **F16**.
- To calculate the **Tax** enter a formula in cell **C18** which will multiply cell **C17** by 0.20.
- 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. Make sure all the information is visible and include gridlines and cell references.
- Label the printout **CALCULATIONS**.

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

ACTIVITY S3

Use the file **profit2015**.

- Go to cell **F18** and enter the text "Interest Rate".
- Go to cell **F19** and enter the text "Total Interest".
- Go to cell **G18** and enter the value "0.05".
- To calculate the **Interest** for January enter a formula in cell **G3** which will multiply cell **F3** by cell **G18**. You may use absolute cell referencing for this formula.
- Replicate this formula for each month from cell **G4** to cell **G14**.
- To calculate the **Total Interest** enter a formula in the cell **G19** which will add from cell **G3** to cell **G14**.
- 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 values. Make sure all the information is visible and include gridlines and cell references.
- Label the printout **INTEREST**.

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 S4

Use the file **profit2015**.

- Use the graph function of your software to produce a bar graph (column chart).
- The bar chart should display the Revenue for each month, contained in cells **F3** to **F14**.
- Add the following titles –

Chart title –	Monthly Revenue – 2015
x-axis –	Month
y-axis –	Revenue (£)

- Add appropriate labels to the x-axis
- Save the changes you have made to the spreadsheet.
- Print a copy of your graph only on one A4 page.
- Label the printout **MONTHLY REVENUE**.

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

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

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

The presentation must include the following:

- A title slide (ACTIVITY MM1), **SLIDE ONE**.
- 2 information slides (ACTIVITY MM2), **SLIDE TWO** and **SLIDE THREE**.
- A contact slide (ACTIVITY MM3), **SLIDE FOUR**.

ACTIVITY MM1

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

    The Dance Floor Company

- Add suitable graphics selected from the file **J15images**.
- Save the presentation in the **promotions** folder as **advert**.
- Print a copy of **SLIDE ONE** on one A4 page.
- Label this printout **ADVERT**.

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 MM2

- Prepare **SLIDE TWO** which should contain the following information, including bullet points:

  - **Training in various types of dance**
  - **From beginners to advanced level**

- Add suitable graphics selected from the file **J15images**.

- Prepare **SLIDE THREE** which should contain the following information (including bullet points).

  We are currently tutoring in the following dance styles:

  - **Ballet**
  - **Salsa**
  - **Jazz**
  - **Hip-Hop**
  - **Line**

- Add the graphic **J15dancer** to the top left of the slide.

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

  For more details please contact us:
  Website: www.dancefloor.biz
  Email: joel@dancefloor.biz
  Tel: 026 1212 3434

- Add the graphic **J15logo** to the top right of the slide.

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

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 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.
- Save the screen shot in the **promotions** folder as **links**.
- Print a copy of the screen shot.
- Label this 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. [2]

ACTIVITY MM4

- On **SLIDE ONE** add the text "Contact Us" to the appropriate button.
- Take a screen shot of the dialogue box which shows **how** text is added to the button. Make sure the button is visible in the screen shot.
- Save the screen shot in the **promotions** folder as **contact**.
- Print a copy of the screen shot.
- Label this printout **CONTACT**.

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

The Multimedia activities are now complete.

Using File Management Software

ACTIVITY FM2

- Move the file called **letter3** from the **admin** folder to the **promotions** folder.
- Take a screen shot of the contents of the **admin** folder. Make sure all the files and filenames are visible.
- Add another screen shot to the same document showing the contents of the **promotions** folder. Make sure all the files and filenames are visible.
- Save the screen shots in the **admin** folder as **document**.
- Print a copy of this document.
- Label the printout **DOCUMENT**.

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

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

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
P1.	LETTER2	
P2.	LETTER3	
P3.	FIRST	
P3.	SECOND	
D1.	LOOKUP	
D2.	IRENE	
D3.	ADVANCED	
D4.	ADVANCED DANCES	
D5.	INSTRUCTOR	
S1.	PROFIT2015	
S2.	CALCULATIONS	
S3.	INTEREST	
S4.	MONTHLY REVENUE	
MM1	ADVERT	
MM2	FOUR	
MM3	LINKS	
MM4	CONTACT	
FM2	DOCUMENT	

THIS IS THE END OF THE QUESTION PAPER

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