



Rewarding Learning

General Certificate of Secondary Education  
2016

Centre Number

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Candidate Number

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# Applied Information and Communication Technology Double Award

Unit 1  
ICT Tools and Applications

[GDJ11]

MONDAY 9 MAY – FRIDAY 13 MAY



GDJ11

### 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:

M16tickets      M16seats      M16images      M16logo  
M16race      M16rally      M16map

For Examiner's  
use only

Tasks	Marks available	Marks	Remark
P1	11		
P2	3		
P3	2		
D1	5		
D2	5		
D3	3		
D4	7		
D5	3		
D6	8		
S1	6		
S2	8		
S3	6		
S4	6		
MM1	13		
MM2	4		
MM3	2		
MM4	2		
MM5	1		
FM2	5		

<b>Total</b>	<b>100</b>		
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Number of printouts attached (to be completed at the end of the examination)

## 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 –

**media**

**bookings**

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

## Using Word Processing/DTP software

### ACTIVITY P1

- Open appropriate software to allow you to produce a ticket.
- The ticket should be no bigger than 15 cm by 12 cm.
- Add the following text:

**Ticket Time**

**27 Dock Road**

**Belfast**

**BT2 3TT**

**Artist:**

**Location:**

**Date:**

**Time:**

- Add the graphic **M16logo** to the top right of the ticket.
- Make the title 'Ticket Time' a noticeably different font and size.
- Underline the address including Post Code.
- Add a border around the information.
- Make sure the ticket has a professional appearance and is suitable for the purpose.
- Save this document in the **media** folder with the file name **event ticket**.
- Print a copy of the document on **one** A4 page.
- Label the printout **EVENT TICKET**.

**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 P2

The database **M16tickets** has been provided for you and the information you need for the ticket is in the table called events.

Use the file **event ticket**.

- Using mail merge insert the following fields from the events table in an appropriate place:

**Artist**

**Location**

**Event Date**

**Event Time**

- Print a copy of the ticket on **one** A4 page, showing the merge fields.
- Save the ticket in the **bookings** folder as **merged**.
- Label the printout **MERGED**.

**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 P3

- Complete the mail merge by merging the data from the database onto the ticket.
- Add only events starting before 8 pm.
- Print a copy of the **first** and **last** ticket only.
- Save this document in the **bookings** folder as **ticket**.
- Label these printouts **TICKET1** and **TICKET2**.

**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 **M16tickets** has been provided. The database contains 3 tables –  
**customers** contains details of all the customers.  
**bookings** contains details of current bookings.  
**events** contains details of the different events.

### ACTIVITY D1

Using the database file called **M16tickets**.

- Create a form for the table called **customers** which will allow you to enter all the details of a new customer.
- Use this form to enter the following details:

**Customer ID: 25**

**Jonathan Harvey, 67 Main Street, Antrim, BT54 3DE, Tel 02843564327,  
Mobile 07467836454, jharvey@ptinternet.com, Not a member**

- Save this form as **new customer**.
- Print out a copy of the form on **one** A4 page showing the new details added. You may use a screen shot for this.
- Label this printout **NEW CUSTOMER**.

**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

Using the database file called **M16tickets**.

Open the table called **events**.

- Create a look-up in the field called **Type** (see **Fig. 1**) so that Music, Theatre, Sport, Comedy and Special Interest, from the events table, can be selected.
- Complete the **Type** field for the records shown in **Fig. 1** below.

Event ID	Type	Artist	Location
1241	Sport	Biking High	City Square
1242	Theatre	Wheel of Fear	Mill Theatre
1243	Comedy	Crystal Clear	Olympus
1244	Sport	Fit Pro	City Square
1245	Music	Broken Tiles	Mill Theatre
1246	Sport	Arm Strong	City Square
1247	Special Interest	Gamers Fair	Linen Green
1248	Sport	Wheeler Dealers	Olympus

Part of the events table (**Fig. 1**)

- Take a screen shot of the look-up while it is being used.
- Save this screen shot in the **media** folder with the file name **list**.
- Close and save the changes in the table.
- Print a copy of the screen shot.
- Label the printout **LIST**.

**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 D3

Using the database file called **M16tickets**.

- Open the table called **events**.
- Use the filter feature to show all the events which are Sport.
- Print the results of this filter on **one** A4 page. You may use a screen shot for this.
- Label the printout **SPORT EVENTS**.

**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 D4

Using the database file called **M16tickets**.

- Create a query using two data tables (**customers** and **events**).
- Include information from the following fields –
  - **Forename, Surname, Tel, Mobile** and **Town** (from the **customers** table)
  - **Event Date** and **Location** (from the **events** table)
- Save the query as **belfast**.
- Select only those customers who live in **Belfast**.
- Sort the query in **ascending** order of **Surname**.
- Print a copy of the design of your query on **one** A4 page. You may use a screen shot for this.
- Label the printout **BELFAST**.

**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 D5

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

**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 D6

Using the database file called **M16tickets**.

- Prepare a report which contains information from both the **customers** and **bookings** table.
- Select only the following fields:

**Surname, Town** and **Post Code** from the **customers** table  
**Event ID, No of Tickets** and **Paid** from the **bookings** table

- Group the records according to **Town**.
- Sort the information in **ascending** order of **Event ID**.
- Save the report as **town**.
- 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 **TOWN**.

**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 **M16seats**.
- Make the following changes to the spreadsheet.

Go to cell **E2** and enter the text “**Seats Available**”.

Go to cell **A12** and enter the text “**Total Seats**”.

Go to cell **C12** and enter the text “**Total Tickets Sold**”.

Go to cell **C14** and enter the text “**Percentage Tickets Sold**”.

- Save the spreadsheet in the **bookings** folder as **april sales**.
- 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 **APRIL SALES**.

**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

Using the file **april sales**.

- To calculate the total seating capacity, enter a formula in the cell **B12** which will add from cell **B4** to cell **B10**.
- To calculate the total tickets sold, enter a formula in cell **D12** which will add from cell **D4** to cell **D10**.
- To calculate the seats available for the Olympus enter a formula in cell **E4** which will subtract cell **D4** from cell **B4**.
- Replicate this formula for each of the cells **E5** to **E10**.
- To calculate the percentage of tickets sold, enter a formula in cell **C15** which will divide cell **D12** by cell **B12** and multiply by 100.
- 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 **FORMULA**.

**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 S3

Using the file **april sales**.

- Change the value in cell **D5** to “**990**”.
- Format all the numeric values as bold.
- Merge the cells **A1** to **E1**.
- Add the title “**April Ticket Sales**”.
- Centre the title in the merged cells.
- 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 **APRIL SUMMARY**.

**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

Using the file **april sales**.

- Use the graph function of your software to produce a bar chart.
- The bar chart should display the seating capacity for each venue, contained in cells **B4** to **B10**.
- Add the following titles –

<b>Chart title</b> –	April Seating Capacity 2016
<b>x-axis</b> –	Venue
<b>y-axis</b> –	Number of Seats

- Add appropriate labels to the *x*-axis using the data in cells **A4** to **A10**.
- Save the changes 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

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

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

The presentation must include the following:

- A title slide and four information slides (**ACTIVITY MM1**).
- **SLIDE ONE**, **SLIDE TWO**, **SLIDE THREE**, **SLIDE FOUR** and **SLIDE FIVE**.

### ACTIVITY MM1

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

**Ticket Time**

**Event Guide**

- Add suitable graphics selected from the file **M16images**.
- Prepare **SLIDE TWO** which should contain the following information:

**Rally Cross Special**

**Family Entertainment at its best**

- Add the graphic **M16rally** to the bottom left of the slide.
- Add the graphic **M16race** to the bottom right of the slide.
- Prepare **SLIDE THREE** which should contain the following information (including bullet points):

**Tickets include access to:**

- **Time trials**
- **Off road stages**
- **Special spectator stages**
- **Tarmac stages**

- Add suitable graphics selected from the file **M16images**.
- Prepare **SLIDE FOUR** which should contain the following information:

**The event is located near the town centre**

- Add the graphic **M16map** below the text and make the graphic a suitable size.

- Prepare SLIDE **FIVE** which should contain the following information (including table format):

**Competitors include:**

<b>Car</b>	<b>Driver</b>
<b>1</b>	<b>Joe White</b>
<b>2</b>	<b>Jenna Sloan</b>
<b>3</b>	<b>Graham Best</b>
<b>4</b>	<b>Arthur Williamson</b>

- Add suitable graphics selected from the file **M16images**.
- Save the presentation in the **media** folder as **rally**.
- Print a copy of all five slides on **one** A4 page.
- Label this printout **RALLY**.

**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 MM2**

In this activity you are asked to make improvements to the presentation.

- Using slide master add the graphic **M16logo** to the top right of each of the slides.
- Take a screen shot to show how the master slide was created.
- Save the screen shot in the **media** folder as **master**.
- Print a copy of the screen shot.
- Label this printout **MASTER**.

**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 MM3

- Use SLIDE FOUR.
- Add animation to the graphic **M16map** on SLIDE FOUR.
- Take a screen shot to show **how** this animation has been set up.
- Save the screen shot in the **media** folder as **animate**.
- Print a copy of the screen shot.
- Label the printout **ANIMATE**.

**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

In this activity you are asked to add automatic timing to the presentation.

- Set SLIDE TWO to start 4 seconds after SLIDE ONE.
- Take a screen shot to show **how** this timing has been set up.
- Save the screen shot in the **media** folder as **timing**.
- Print a copy of the screen shot.
- Label the printout **TIMING**.

**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 **media** 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.*

## Using File Management Software

### ACTIVITY FM2

- Open the file called **event ticket** saved in the **media** folder.
- Save the document in the **bookings** folder as **backup ticket**, using the password “**backup**”.
- Take a screen shot of the password dialogue box, showing clearly where the password has been entered.
- Take a screen shot of the contents of the **bookings** folder. Make sure all the files and filenames are visible.
- Add another screen shot to the same document showing the contents of the **media** folder. Make sure all the files and filenames are visible.
- Save the screen shots in the **bookings** folder as **backup**.
- Print a copy of this document.
- Label this printout **BACKUP**.

**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 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.

<b>Activity</b>	<b>Print Label</b>	<b>Completed</b>
<b>P1.</b>	<b>EVENT TICKET</b>	
<b>P2.</b>	<b>MERGED</b>	
<b>P3.</b>	<b>TICKET1</b>	
<b>P3.</b>	<b>TICKET2</b>	
<b>D1.</b>	<b>NEW CUSTOMER</b>	
<b>D2.</b>	<b>LIST</b>	
<b>D3.</b>	<b>SPORT EVENTS</b>	
<b>D4.</b>	<b>BELFAST</b>	
<b>D5.</b>	<b>BELFAST CUSTOMERS</b>	
<b>D6.</b>	<b>TOWN</b>	
<b>S1.</b>	<b>APRIL SALES</b>	
<b>S2.</b>	<b>FORMULA</b>	
<b>S3.</b>	<b>APRIL SUMMARY</b>	
<b>S4.</b>	<b>GRAPH</b>	
<b>MM1.</b>	<b>RALLY</b>	
<b>MM2.</b>	<b>MASTER</b>	
<b>MM3.</b>	<b>ANIMATE</b>	
<b>MM4.</b>	<b>TIMING</b>	
<b>MM5.</b>	<b>LOOP</b>	
<b>FM2.</b>	<b>BACKUP</b>	



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