

General Certificate of Secondary Education 2011

Information and Communication Technology

Short Course

Paper 1 Higher Tier



G530

[G5302]

MONDAY 13 JUNE, AFTERNOON

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		-01	M	w	600

1 hour 30 minutes.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page.

Write your answers in the spaces provided in this question paper.

Complete in blue or black ink only. **Do not write in pencil or with a gel pen.** Answer all fifteen questions.

INFORMATION FOR CANDIDATES

The total mark for this paper is 140, including a maximum of 7 marks for the quality of written communication.

Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question.

	aminer's only
Question Number	Marks
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
QWC	
Total	

Marks

7016

Examiner Number



For	que	stion	1 insert the appropriate letter in the space provided. Examiner Only Marks Remark
1	(a)	A v	irus is:
		A	Software designed to protect the computer
		В	Software designed to damage the computer
		C	Hardware designed to damage the computer
		D	Hardware designed to protect the computer
			Answer [1]
	(b)	The	e law designed to protect computers from unauthorised access is:
		A	The Computer Management Act
		В	The Computer Misuse Act
		C	The Data Misuse Act
		D	The Data Management Act
			Answer [1]
	(c)	The	e law designed to protect personal data and information is:
		A	The Data Protection Act
		В	The Data Security Act
		C	The Information Protection Act
		D	The Information Security Act
			Answer [1]
7016			



(d)	Wh	nich statement is FALSE about flash memory?	Examin Marks	er Only Remark
	A	It is used in memory sticks		
	В	It cannot be erased		
	C	It is used in mobile phones		
	D	It has no moving parts		
		Answer [1]		
(e)	The	e clipboard on a computer:		
	A	Stores data when the computer is switched off		
	В	Stores data for the operating system		
	C	Stores data when it is being copied		
	D	Stores data when it is being printed		
		Answer [1]		
(f)	We	b pages:		
	A	Are written using HTML and may contain hyperlinks		
	В	Are written using HTTP and may contain hyperlinks		
	C	Can only be viewed online whilst connected to the Internet		
	D	Cannot be sent as attachments		
		Answer [1]		
7016			Tur	n over



(g)	E-c	commerce is: Examiner Only Marks Remark
	A	Using ICT to manage sales and orders
	В	Communicating with customers via the Internet
	C	The buying and selling of goods and services via the Internet
	D	Using networks to link stores electronically
		Answer [1]
(h)	Tex	at-wrapping is:
	A	When text is placed behind images on a printed document
	В	When text scrolls along the top of a web page when it is loaded
	C	When animated text enters a slide on a presentation
	D	When text flows automatically around a graphic
		Answer [1]
(i)	Re	fining the search in a search engine will:
	A	Increase the number of web pages returned in a search
	В	Reduce the number of web pages returned in a search
	C	Lead to web pages automatically being loaded onto the user's screen
	D	Provide increased security for the user when they are using the Internet
		Answer [1]



(j)	TF	T is a type of:			xamine arks	r Only Remark	
	A	Keyboard					
	В	Printer					
	C	Monitor					
	D	Storage					
			Answer	[1]			
				То	tal Que	estion 1	
7016				[Turr	over	•



2 Mrs Maxwell is taking 15 pupils on a trip to London. She has prepared the following spreadsheet showing the costs.

	A	В	С	D	E	F	G
1			Londo	n Trip Co	osts		
2	ITEM	Quantity	Cost	Total Cost	% Discount	Discount £	Total Payable
3	Airporter Bus Ticket	15	£ 20.00	£ 300.00	10%	£ 30.00	£ 270.00
4	Flight Ticket	15	£ 45.00	£ 675.00	5%	£ 33.75	£ 641.25
5	Stansted Express Ticket	15	£ 20.00	£ 300.00	10%	£ 30.00	£ 270.00
6	Wizard of Oz Ticket	10	£ 46.00	£ 460.00	15%	£ 69.00	£ 391.00
7	National Museum Ticket	5	£ 5.00	£ 25.00	5%	£ 1.25	£ 23.75
8	Globe Theatre Ticket	12	£ 18.00	£ 216.00	10%	£ 21.60	£ 194.40
9	Hotel Cost	15	£150.00	£2,250.00	10%	£225.00	£2,025.00
10			£304.00	£4,226.00		£410.60	£3,815.40

							1
(a)	Apart from	the use of	bold, how	v have the	cells in ro	w 1 been 1	formatted?
							[1]

(b) Below is a section of the spreadsheet. Enter the **THREE** formulae you would expect to find in the spaces provided.

	A	В	C	D	E	F	G
1				London Trip	Costs		
2	ITEM	Quantity	Cost	Total Cost	% Discount	Discount £	Total Payable
3	Airporter Bus Ticket	15	£20.00	[1]	10%	[1]	[1]



Examiner Only

Marks Remark



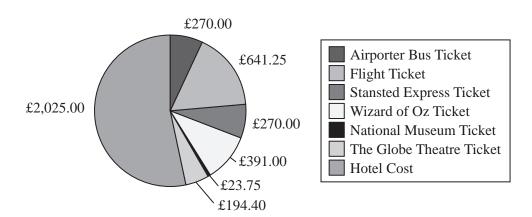
(c)	Mrs Maxwell decides to include validation on the % Discount column.
	In the table below tick (\checkmark) the validation rule which will allow all
	values in the range 0 to 100.

Validation Rule	Tick
>0 and <100	
>=0 and <=100	
<0 and >100	

[1]

Examiner Only

(d) The following chart has been produced from the spreadsheet showing a summary of the costs for the London trip.



(i) Circle the **legend** on the chart.

[1]

(ii) What is the purpose of a legend on any chart?

[1]

(iii) List the **cell references** of the two cell ranges used to produce the chart.

Cell range 1

Cell range 2 ______ [2]

7016

Turn over



	How have data labels improved the chart?	Examii Marks	ner F
	[1]		
(v)	List ONE piece of information that Mrs Maxwell could get from the chart above.		
	[1]		
		Total Q	ue T



3 John is a Year 8 student. He is learning about email in the school. Below is Examiner Only Marks Remark part of an email. ☑ Send 🖫 🗿 🔯 🦈 🖟 🕾 🕴 🖟 Options... ② Help <u>C</u>c... Всс... Subject: Attachments: ▼ A Times New Roman ▼ 12 ▼ A B I U 를 를 를 듣 듣 掉 神 114 (a) Explain to John the difference between Cc and Bcc. [Turn over 7016



(b) John wants to make use of attachments. Describe how he can do this Examiner Only by referring to the Browse and Attach buttons in the window below. Marks Remark 🗿 Attachments -- Web Page Dialog Help Choose a file to attach: Browse... Add the file to the list Attach Current file attachments Remove Close Browse _____ Attach _____ 7016



Describe TWO different ways in which John can send the ten files		Marks	Ren
1			
	[1]		
2			
	Т	Total Qu	iesti



(a) The photogr	raph is a bitmap . List TWO features of a bitmap file.	
Feature 1: _		
	[2]	
(b) Below is a n	nenu from the software package Eamon will use.	
	Auto Correct Ctrl+Q	
	Brightness and Contrast	
	© <u>C</u> olor - ; Crop	
	® Rotate and Flip	
	Red Eye Removal	
	Re <u>s</u> ize	
	Compress Pictures	



In the table below, tick (\checkmark) the **TWO** statements that are **TRUE** about the **Resize** and **Compress Pictures** options.

Statement	Tick (✓)
Resize allows the user to change the height and width of the picture.	
Compress Pictures will increase the storage space required for the pictures.	
Compress Pictures will decrease the storage space required for the pictures.	
Resize allows the user to delete part of the picture.	

I /	

Examiner Only

Marks Remark

(c)	The software package allows pictures to be saved in jpeg format. Give
	ONE reason why Eamon should save the photograph in this format if
	he is going to use it on a website.

F 1 7
 L ^ J

[1]

Total Question 4

[Turn over



5 An accountancy firm has bought so computers.	ftware for its new networked	Examiner Only Marks Remark
(a) In the table below, tick (✓) ON most appropriate to carry out the	TE piece of Software which would be ne Task stated.	
Task	Software	
	Select ONE only	
Perform financial calculations on customer data.	 □ Database □ Spreadsheet □ Desktop Publishing □ Email 	
	Select ONE only	
Store customer records without repeating data.	 □ Database □ Spreadsheet □ Desktop Publishing □ Email 	
	Select ONE only	
Create a flyer to advertise the company.	 □ Database □ Spreadsheet □ Desktop Publishing □ Email 	
	[3]	
7016		



(b)		ate a multimedia presentation.		Marks	Rema
	(i)	Explain the term multimedia .			
			[2]		
	(ii)	List TWO features of a multimedia package that the accountant could use to make the presentation run automatically.			
		1			
	The	accountant has used a wizard to help prepare the presentation.	[-]		
	1116				
	(iii)	What is a wizard?			
	(iii)	What is a wizard?			
	(iii)		[2]	Total Qu	restion



6	Catriona has bought a new computer. Some of the details about the
	computer are listed below.

Examiner Only Marks Remark

Intel® Pentium® Processor E5300 Processor

- 2.6 GHz – 800 MHz

Operating System Genuine Windows® 7 Home Premium 64-bit

2 GB **RAM**

Screen resolution 1366×768

18.5" Screen size

Hard drive 320 GB 7200 rpm

Optical disk drive DVD writer

Memory card reader Yes

USB 6 USB 2.0 ports (2 in front)

Modem/Ethernet Ethernet RJ-45 port

Wi-Fi Yes Bluetooth No

(a) The Operating System Genuine Windows® 7 Home Premium is a GUI.

(i)	Evnand	the	acronym	CIII
(1)	Expand	uic	acronym	GUL

[1]



(i	ii) List and explain TWO features associated with a GUI . Feature 1	Examiner (
	Feature 1 Explanation:	
	Feature 2	
	Explanation: [4]	
	The screen resolution of the computer is 1366×768 . Explain the term esolution in relation to a computer screen.	
- -	[2]	
	The computer has 6 USB ports. What is the purpose of a USB port on my computer?	
_	[1]	
` ′	What is the advantage of having a memory card reader on the omputer?	
_	[1]	
		[Turn



1		
2.		
3.		



Input and output devices are important parts of any computer system. 7 **Examiner Only** Marks Remark (a) Name the input devices shown below and explain ONE way in which they can be used to input data into a computer system. **Device Device Name** Use **(i)** © http://www.teach-ict.com [1] [1] (ii) [1] [1] ©iStockphoto/Thinkstock (iii) [1] [1] ©Hemera/Thinkstock [Turn over 7016



IMPACT	NON IMPACT	HIGH	POOR	
TONER	INK CARTRIDGES	DOT	MATRIX	
INK JET				
A laser printer is	a type of	printer. It pro	duces	
(quality printouts and uses _		to print	
onto paper. A	printer can p	roduce carbor	copies	
because the print	head makes contact with t	he paper.	[4]	



8		k's English teacher has set up a video conference with an international t and the class.	Examir Marks	er Only Remark
	(a)	Apart from a computer, list TWO pieces of hardware that his teacher will require for the video conference.		
		1		
		2[2]		
	(b)	State TWO advantages of using video conferencing in this situation.		
		1		
		2		
		[2]		
	(c)	The school's network manager asks the teacher to run the video conference after school.		
		What impact could running the video conference during school time have on other users of the school network?		
		[1]		
			Total Qu	lestion 8
7016			[Tur	n over



		atabases. (N			plete the						
	report		record		(a) Use the most appropriate words from the list below to complete the information about databases. (Not all words will be used.)						
	•		rccoru	file							
	A database is a	structu	ıred u	ıpdated							
		co	ollection of in	nformation.							
	Each entry about a p	person or ite	m in a datab	ase is called a							
	Data can be input in of the database Aisl				[3]						
Prize ID	Prize Name	Surname	First Name	Year Group							
FIIZE ID	1 ICT Prize	Irwin	I IISLIVAIIIE		Attonding2	.					
		11100111	lone		Attending?						
			Jane	8	~						
	2 Maths Prize	Baird	Jake	8	V V						
	2 Maths Prize 3 English Prize	Baird Coleman	Jake Brian	8 8 8	✓✓						
	2 Maths Prize 3 English Prize 4 Science Prize	Baird Coleman Groves	Jake Brian Simon	8 8 8	>						
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance	Baird Coleman Groves Smith	Jake Brian Simon Leisa	8 8 8 8							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize	Baird Coleman Groves Smith Brown	Jake Brian Simon Leisa Emily	8 8 8 8 8							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize	Baird Coleman Groves Smith Brown Phillips	Jake Brian Simon Leisa Emily Alexander	8 8 8 8 8 8							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades	Baird Coleman Groves Smith Brown Phillips Thomas	Jake Brian Simon Leisa Emily Alexander Cathy	8 8 8 8 8 8 8							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort	Baird Coleman Groves Smith Brown Phillips Thomas Stanley	Jake Brian Simon Leisa Emily Alexander Cathy Peter	8 8 8 8 8 8 8							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort 10 ICT Prize	Baird Coleman Groves Smith Brown Phillips Thomas Stanley Hicks	Jake Brian Simon Leisa Emily Alexander Cathy Peter Myles	8 8 8 8 8 8 8 8							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort 10 ICT Prize 11 Maths Prize	Baird Coleman Groves Smith Brown Phillips Thomas Stanley Hicks Dunlop	Jake Brian Simon Leisa Emily Alexander Cathy Peter Myles Molly	8 8 8 8 8 8 8 8 9							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort 10 ICT Prize 11 Maths Prize 12 English Prize	Baird Coleman Groves Smith Brown Phillips Thomas Stanley Hicks Dunlop	Jake Brian Simon Leisa Emily Alexander Cathy Peter Myles Molly Charlie	8 8 8 8 8 8 8 8 9 9							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort 10 ICT Prize 11 Maths Prize 12 English Prize 13 Science Prize	Baird Coleman Groves Smith Brown Phillips Thomas Stanley Hicks Dunlop Irwin Morris	Jake Brian Simon Leisa Emily Alexander Cathy Peter Myles Molly Charlie Joseph	8 8 8 8 8 8 8 9 9							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort 10 ICT Prize 11 Maths Prize 12 English Prize 13 Science Prize 14 Excellent Attendance	Baird Coleman Groves Smith Brown Phillips Thomas Stanley Hicks Dunlop Irwin Morris Mains	Jake Brian Simon Leisa Emily Alexander Cathy Peter Myles Molly Charlie Joseph John	8 8 8 8 8 8 8 8 9 9 9							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort 10 ICT Prize 11 Maths Prize 12 English Prize 13 Science Prize 14 Excellent Attendance 15 Music Prize	Baird Coleman Groves Smith Brown Phillips Thomas Stanley Hicks Dunlop Irwin Morris Mains Knowles	Jake Brian Simon Leisa Emily Alexander Cathy Peter Myles Molly Charlie Joseph John Michael	8 8 8 8 8 8 8 8 9 9 9 9							
	2 Maths Prize 3 English Prize 4 Science Prize 5 Excellent Attendance 6 Music Prize 7 Athletics Prize 8 Best Grades 9 Effort 10 ICT Prize 11 Maths Prize 12 English Prize 13 Science Prize 14 Excellent Attendance	Baird Coleman Groves Smith Brown Phillips Thomas Stanley Hicks Dunlop Irwin Morris Mains	Jake Brian Simon Leisa Emily Alexander Cathy Peter Myles Molly Charlie Joseph John	8 8 8 8 8 8 8 8 9 9 9							



Aislinn has used the following structure to set up her database.

Field	Data Type
Prize ID	Number
Prize Name	Text
Surname	Text
First Name	Text
Year Group	Number
Attending?	

(c)	Suggest a	suitable	data	type	for	the	Field	Attendin	g?
-----	-----------	----------	------	------	-----	-----	-------	----------	----

[1]

Aislinn wants to search the database for all of the pupils in Year 8 who are attending Prize Day.

(d) Place a tick (✓) in the table below beside the criteria that will return the correct results.

Criteria	Tick (✓)
Year Group = 8 OR Attending = Yes	
Year Group <> 8 AND Attending = Yes	
Year Group = 8 AND Attending = Yes	
Year Group > = 8 OR Attending = Yes	

[1]

[Turn over

Examiner Only

Aislinn creates the following report for her teacher. Examiner Only Marks Remark Prize Day 2011 Prize ID Prize Name Year Group First Name Attending? Surname Baird Jake 2 MathsPrize \checkmark V 6 Brown Emily. Music Prize Coleman Brian 3 English Prize ✓ Science Prize Groves Simon 4 \checkmark ICT Prize Irwin Jane 1 7 \checkmark Phillips Athletics Prize Alexander V Smith Leisa 5 Excellent Attendance 9 Effort Stanley Peter Thomas Cathy 8 Best Grades 9 Cowan Eimer 18 Effort V Dunlop Molly 11 MathsPrize ICT Prize Hicks Myles 10 ✓ Irwin Charlie 12 English Prize ✓ Knowles Michael 15 Music Prize Mains John 14 Excellent Attendance \mathbf{v} McDowell Chris 17 Best Grades ✓ Morris Science Prize Joseph 13 Peters Petra 16 Athletics Prize



(e)	In the table below, tick (\(\stacking \) TWO statements that are TRUE about the
	formatting of this report.

Formatting	Tick (✓)
The report is grouped according to Attending	
The report is grouped according to Year Group	
The report is sorted according to Prize Name	
The report is sorted according to Attending	
The report is sorted according to First Name	
The report is sorted according to Surname	

[2]

Examiner Only

Marks Remark

(f)	List TWO ways (apart from changing font or text colour) in which
	Aislinn could improve the appearance of the report on page 24.

1	Γ	11	ı
1.			1

2	[1]
<i>L</i> .	

Some of the data Aislinn needs for the database has been entered into a text file. She can import this into her database as a **csv** file.

(g)	Expand	the	acronym	csv
(0)			2	

Total Question 9

[Turn over



10			supermarket is trying to decide if they should install a new OS system.		Examin Marks	er Only Remark
	(a)	Exp	pand the acronym EFTPOS .			
				[1]		
	(b)	Naı	me TWO output devices used with an EFTPOS system.			
		1.		[1]		
		2.		[1]		
	(c)	(i)	List TWO advantages to the customer of installing an EFTPC system.	OS		
			1	[1]		
			2	[1]		
		(ii)	List TWO disadvantages to the supermarket of installing an EFTPOS system.			
			1	[1]		
			2	[1]		



EFTPOS systems scan barcodes on products when purchases are made.

(d) In the table below, tick (✓) TWO statements that are TRUE about barcodes on supermarket products.

EFTPOS at a typical supermarket	Tick (✓)
The product barcode is used to search a database for the price of the item	
The product barcode contains details about the sell- by date of the item being purchased	
Barcodes use check digits to validate that they have been entered correctly	
Barcodes contain a description of the product so it can be added to your itemised receipt	

[2]

Total Question 10 [Turn over

Examiner Only

Marks Remark



11	Banks make widespread use of ICT today.	Examiner Only Marks Remark
	Customers can manage their accounts online or using telephone banki	
	(a) List TWO advantages to banks of allowing customers to use only and telephone banking accounts.	ine
	1	[1]
	2	_[1]
	(b) Give ONE reason why some customers may not want to use online banking.	ne
		_[1]
	Customers can withdraw cash from their accounts using ATM (Autom Teller Machines).	nated
	(c) List TWO methods of security used at an ATM.	
	1	[1]
	2	_[1]
	Banks can use a magnetic stripe or a micro chip to store details on customers' bank cards.	
	(d) List TWO differences between magnetic stripe cards and cards u micro chips.	asing
	1	_[1]
	2	_[1]
		Total Question 11
7016		



12 Sarah has bought a new PC but wants to know more about the different storage media she can use.

Examiner Only

Marks Remark

(a) State whether each of the media in the table below is **Magnetic** or **Optical** storage media. The first is completed for you.

Media	Magnetic or Optical?
©iStockphoto/Thinkstock	Magnetic
©iStockphoto/Thinkstock	
©iStockphoto/Thinkstock	
	[2]

[2]

[Turn over



	hard disc main memory CD ROM	
Faste	st 1	[1]
	2	[1]
↓ Slow		[1]
memory (c) (i)	C has a 160 GB hard disc, 2 GB of RAM and 1 GB of cache Explain to Sarah why backup is important and suggest ONE levice which she could use to back up her system.	
	RAM and cache memory are both volatile . What is meant by the erm volatile ?	[2]
(iii)	Give ONE way in which RAM is used when you are operating PC.	[1]
` ′		L*J
-	State the meaning of the term cache memory .	[1]



David needs to record data on weather change over a period He sets up a data logging experiment to record temperature a			Exami Marks	iner C
(a) Apart from a temperature sensor, name ONE other sensor need to use in this experiment.	sor he wou	ıld		
		_ [1]		
David's data logging experiment uses an interface to connet to the computer.	ect the sens	sors		
(b) Why is an interface necessary?				
		_ [1]		
(c) Give ONE advantage of using a computer to log data inste		[1]		
help maintain temperature and humidity levels.		c to		
help maintain temperature and humidity levels.(d) In the table below, tick (✓) the correct explanation of h		ck is		
help maintain temperature and humidity levels.(d) In the table below, tick (✓) the correct explanation of h used in this example.	ow feedba	ck is		
help maintain temperature and humidity levels. (d) In the table below, tick (✓) the correct explanation of h used in this example. Feedback in greenhouse system Sensors record changes in temperature and humidity and if necessary the sensors turn on the heating or	ow feedba	ck is		
help maintain temperature and humidity levels. (d) In the table below, tick (✓) the correct explanation of h used in this example. Feedback in greenhouse system Sensors record changes in temperature and humidity and if necessary the sensors turn on the heating or the sprinklers Sensors record changes in temperature and humidity and if necessary the user will turn on the heating or	ow feedba	ck is		
Feedback in greenhouse system Sensors record changes in temperature and humidity and if necessary the sensors turn on the heating or the sprinklers Sensors record changes in temperature and humidity and if necessary the user will turn on the heating or the sprinklers Sensors record changes in temperature and humidity and if necessary the interface will turn on the	ow feedba	ck is		

(e)	Explain how control systems are used to manage traffic at busy junctions.		Exami Marks	ner Only Remar
		[2]		
(f)	List TWO ways data logging systems are different from control systems.			
	1	_ [1]		
	2	_ [1]		
			Total Qu	estion



(a) L ₁ :	at TWO advantages to the newspaper of using a LAN .	
2.		[2]
	the newspaper can also use the WWW (World Wide Web) to h articles they are writing.	
(b) Ex	plain the difference between the Internet and the WWW .	
		1
(c) (i)	List TWO differences between a LAN and a WAN.	
	1	
		[2]
	1.	[2]
(ii)	1.	
(ii	1	
	1	рг



on		
То	tal Qu	estion
newspaper also uses the LAN to store personal details about oyees. Name ONE method of security they might employ to ensure data of the LAN is kept secure from internal users.	newspaper also uses the LAN to store personal details about oyees. Name ONE method of security they might employ to ensure data on the LAN is kept secure from internal users. [1]	newspaper also uses the LAN to store personal details about loyees. Name ONE method of security they might employ to ensure data on the LAN is kept secure from internal users.



15 Using the terms in the list below, choose **ONE** term that best matches the definition in the left-hand column (not all words in the list will be used).

Modelling Template

Cursor Zoom Scanner Pixel

Font size

Export Absolute Digital History

Mail-merge URL

Backup

Definition	Term
A web address which when typed into the address bar of a browser will take the user to a website	
A document that can be edited and reused over and over again	
The smallest element on a VDU that can be edited	
Allows an area of the screen to be seen more closely	
Data in a format known as binary, which consists of two digits 0 and 1	
An object which tracks the user's screen position	
A spreadsheet cell reference that does not change when copied	
A button on a web browser which shows the websites that have been visited	
Using a database and word processor to create personalised documents	
To convert a document into a format for use in another package	
	[10]

Total Question 15 Quality of Written Communication

Examiner Only

Marks Remark

[10]



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