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CYMRU
QUALIFICATIONS,
CURRICULUM &
ASSESSMENT AUTHORITY
FOR WALES



Key skills

Information and communication technology

Level 1

Test Paper

YOU NEED

- This test paper
- An answer sheet

You may use a bilingual dictionary

Do NOT open this paper until you are told to do so by the supervisor

THERE ARE 40 QUESTIONS IN THIS TEST

Total marks available: 40

Try to answer ALL the questions

YOU HAVE 1 HOUR TO FINISH THE TEST

INSTRUCTIONS

- Make sure your personal details are entered correctly on the answer sheet
 - Read each question carefully
 - Follow the instructions on how to complete the answer sheet
 - At the end of the test, hand the test paper, your answer sheet and all notes to the supervisor
-

REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST

INSTRUCTIONS TO CENTRES

- This paper must not be photocopied

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Ref: IT/L1/2.2/P3/URN:70

Questions 1 to 8 are about this letter.

RITEPRICE CATALOGUE SALES
25 Riteprice Lane
Dolminster
DL23 8BT
Telephone: 0872 876542

25 March 2003

Mrs Jean Rees

Dear Mrs Rees

ACCOUNT NO: PER65489T

Thank you for choosing to order goods from us. Enclosed you will find a payments slip that customers must use when they make their payment for goods they accept and a returns slip should you wish to return the goods. Details of how to complete the forms are shown below and on the next page.

HOW TO MAKE A PAYMENT:

NAME		1
POSTAL ADDRESS		2
ACCOUNT NUMBER		3
PAYMENT AMOUNT		4

1. Enter your full name at 1
2. Enter your address (including postcode) at 2
3. Enter your account number (see details on this letter) at 3
4. Enter the amount you are paying at 4

If you have any questions do not hesitate to contact our Customer Service Helpline on 0196 7432176. You can write to us at the address above, visit our website at www.ritepricesales.coz or phone through on the telephone number above and our receptionist will transfer your call. Everyone at Riteprice wishes to ensure ordering goods from us is straightforward.

Page 1 of 2

New Customer Letter

W

P

Q

R

S

T

1 The text at R is presented as a

- A price list
- B bulleted list
- C shopping list
- D numbered list

- 2 The style of the text at **W** is
- A bold
 - B italic
 - C bold italic
 - D underlined
- 3 The text at **P** is aligned
- A left
 - B right
 - C centre
 - D fully justified
- 4 The standard item of information missing from this letter is the
- A date
 - B receiver's name
 - C sender's address
 - D receiver's address
- 5 The way to change the word 'goods' to 'clothes' automatically by using software is to
- A drag and drop
 - B copy and paste
 - C find and replace
 - D delete and insert
- 6 The text at **T** entered on page 1 of the letter automatically appears on the next page because it was entered in
- A a footer
 - B a header
 - C the top margin
 - D the bottom margin
- 7 To move the text at **S** to the bottom of the second page of the letter, the user should
- A copy
 - B delete
 - C cut and paste
 - D find and replace
- 8 The paragraphs at **Q** and **S** are presented inconsistently due to
- A font
 - B alignment
 - C font style
 - D line spacing

Questions 9 to 17 are about this spreadsheet. Formulas calculate values in column F and rows 10, 11 and 12.

	A	B	C	D	E	F
1	Item Code	Bicycle Model	Colour	Item Price	Order Quantity	Total Item Price
2	R612	Spirit	Green	£359.99	23	£8,279.77
3	R734	Speedy	Red	£339.99	32	£10,879.68
4	M678	Rough6	Silver	£129.99	14	£1,819.86
5	T629	Pixie	Yellow	£65.99	16	£1,055.84
6	M124	Rough1	Green	£89.99	22	£1,979.78
7	M679	Rough6	Green	£129.99	11	£1,429.89
8	R613	Spirit	Silver	£359.99	33	£11,879.67
9	T628	Pixie	Red	£65.99	22	£1,451.78
10	MINIMUM ORDER QUANTITY				11	
11	MAXIMUM ORDER QUANTITY				33	
12	TOTAL ORDER PRICE					£38,776.27

9 What quantity of green Rough6 bicycles were ordered?

- A 11
- B 14
- C 16
- D 22

10 **Total Item Price** is **Item Price** multiplied by **Order Quantity**. If the value in cell D8 is changed, the other values that will automatically change are in cells

- A E8, F8, F12
- B E8, E11, F12
- C F8, F9, F12
- D F8, F12

11 **Total Item Price** is **Item Price** multiplied by **Order Quantity**. The formula in cell **F5** is

- A** =D5:E5
- B** =D5*E5
- C** =SUM(D5+E5)
- D** =SUM(D5:E5)

12 The formula in cell **F12** is

- A** =SUM(D2:F9)
- B** =SUM(E10:E11)
- C** =SUM(F1:F12)
- D** =SUM(F2:F9)

13 Cell range **D2:D9** has been formatted as

- A** text
- B** currency
- C** number to 2 decimal places
- D** number to 99 decimal places

14 To make sure all the data has been entered accurately, the user should

- A** use a spellchecker
- B** make a backup
- C** virus check it
- D** proof read it

15 To enter details of an order for a new bicycle model, the user should

- A** insert a row
- B** insert a column
- C** adjust the row height of row 9
- D** adjust the row height of row 10

16 The data in cell range **A2:A9** is

- A** text
- B** number
- C** currency
- D** formatted to zero decimal places

17 The chart that accurately shows the quantity ordered for each bicycle is

Chart A

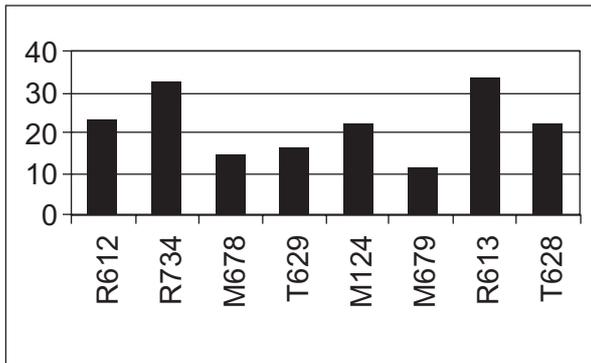


Chart B

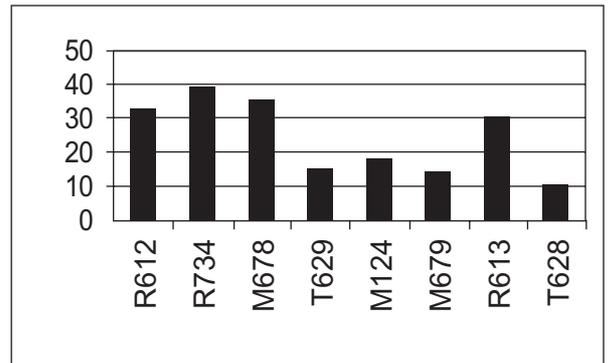


Chart C

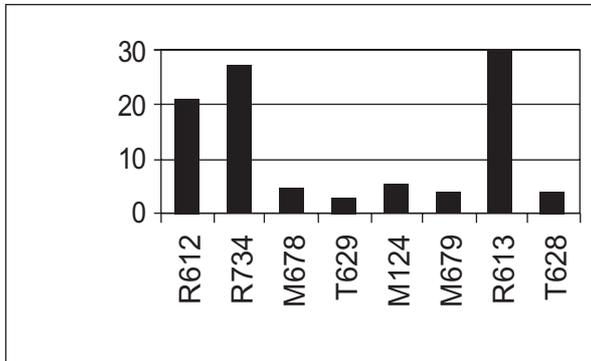
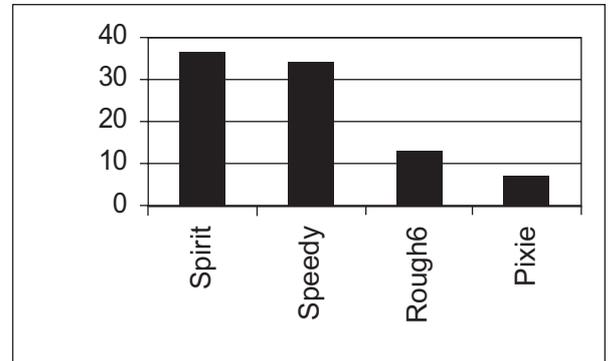


Chart D



Please go on to the next page

Questions 18 to 23 are about this document.

S → {

MICROWAVE VV-T-01-T
MODEL – M65VTTX
INSTRUCTION SHEET



P →

- To get the best results from your cooking using your new microwave follow the table below.
- Remember to wash the inside of your microwave regularly as some items may splash and leave a coating on the inside of your microwave.
- In the unlikely event of smoke coming out of your microwave – press the STOP/CLEAR button and turn the microwave off at the socket. Call our helpline immediately.

Q → }

POWER LEVEL SETTINGS	TYPICAL USE OF POWER SETTING
HIGH	Cooking fish, vegetables, sauces, preserves
MEDIUM	Cooking eggs, heating milk, cooking sponge cakes
LOW	Chicken casseroles, quiches
DEFROST	Defrosting frozen foods

R → }

T →

© The Microwave Company

18 To place the image at **P** at the bottom of the document as well, the user should

- A** cut
- B** cut and drag
- C** cut and paste
- D** copy and paste

19 The list at **Q** has inconsistent

- A** alignment
- B** text fonts
- C** font styles
- D** line spacing

- 20 The text in the table at **R** is aligned
- A left
 - B right
 - C centre
 - D fully justified
- 21 The symbol at **T** indicates that the document is
- A saved
 - B password protected
 - C copyright protected
 - D a copy of the original
- 22 The way to position the text as shown at **S** is to use
- A left tabs
 - B centre tabs
 - C left alignment
 - D centre alignment
- 23 This document is
- A an instruction sheet
 - B an advertisement
 - C an order form
 - D a recipe sheet

Questions 24 to 31 are about this database.

Course Title	Code	Centre	Fee	Day	Weeks	Tutor Last Name	Tutor Initial
Yoga	C589	Tranford	£65	Wed	25	McNaney	J
Web Design	C690	Salmouth	£102	Thurs	36	Edwards	P
Pilates	C747	Tranford	£79	Tues	20	McNaney	J
Jazz Dance	C854	Tranford	£38	Wed	10	Stewart	A
Holiday French	D897	Burtan	£72	Thurs	12	Lacroix	M
Pilates	F134	Burtan	£38	Mon	10	Burns	M
Flower Design	F231	Salmouth	£72	Tues	12	Grattan	P
Gardening	F243	Salmouth	£92	Wed	24	Grattan	P
Photography	P110	Tranford	£92	Thurs	20	Kent	M
Pilates	P451	Salmouth	£102	Wed	30	Burns	P

24 The search criterion to find all those courses that last less than 25 weeks is

- A Weeks =25
- B Weeks <25
- C Weeks >25
- D Weeks =less than 25 weeks

25 The search criterion to find all those courses where Grattan is the tutor, is

- A Tutor Initial ="P"
- B Course Code ="F231"
- C Course Title ="Gardening"
- D Tutor Last Name ="Grattan"

26 Who is the tutor of the Pilates course held at the Burtan centre?

- A McNaney, J
- B Lacroix, M
- C Burns, M
- D Burns, P

- 27 To list the database in order of course fee, showing the cheapest first, the user should
- A sort ascending on Fee
 - B sort descending on Fee
 - C search ascending on Fee
 - D search descending on Fee
- 28 The data type of the **Code** field is
- A date
 - B text
 - C number
 - D currency
- 29 To add details of the start date for each of the courses, the user should
- A add a new field with a date data type
 - B change the data type of the Day field
 - C enter the date in the Weeks field
 - D add a new record for the date
- 30 To change the day of the Holiday French course from Thursday to Wednesday, the user should
- A format the record
 - B amend the record
 - C delete the record
 - D add a new record
- 31 The data in the **Fee** field should be formatted as
- A price
 - B number
 - C currency
 - D number to zero decimal places

Questions 32 to 35 are about this web page.

Address <http://www.tranfordtourism.coz>

WELCOME TO THE OFFICIAL SITE OF THE TRANFORD TOURISM OFFICE

Click below for information on:

- ☺ **Hotels**
- ☺ **Events at the Odyssey Arena**
- ☺ **Travel**

This year we have seen a rise in the number of visitors to Tranford. In March 2001 there were 2,203 visitors while in March 2002 there were 2,509, in April there were 3,459 in 2001 and 3,769 in 2002, in May there were 4,231 in 2001 and 4,318 in 2002, in June there were 5,689 in 2001 and 6,191 in 2002.

Contact us:
Telephone: 0345 976543
Fax: 0345 976544
Email: info@tranfordtourism.coz
65 Tranford Heights, Tranford TR23 9PQ

32 The features at P enable visitors to this web page to

- A follow links to other web pages
- B phone Tranford Tourism Office directly
- C find out tourism rates in Tranford
- D send an e-mail to Tranford Tourism Office

33 The information at Q would be clearer if presented in

- A a numbered list
- B a pie chart
- C clip art
- D a table

34 The text on this web page has been formatted using

- A** right alignment
- B** different fonts
- C** different font sizes
- D** different font styles

35 The address to contact the Tranford Tourism office by e-mail is

- A** Odyssey Arena
- B** www.tranfordtourism.coz
- C** info@tranfordtourism.coz
- D** 65 Tranford Heights, Tranford

Questions 36 to 40 are general questions.

36 A user on the internet can get a list of websites about tourism by using

- A** a map
- B** e-mail
- C** a timetable
- D** a search engine

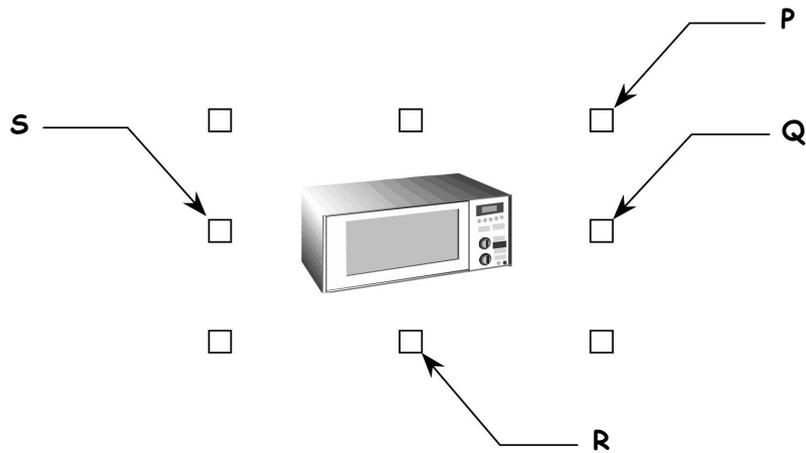
37 Computer users can reduce the problem of eye strain by

- A** using passwords
- B** saving work regularly
- C** taking regular breaks
- D** having no trailing cables

38 To prevent the complete loss of a file in the event of vandalism, the user should

- A** turn off the computer after use
- B** backup to a secure medium
- C** copyright protect the file
- D** use passwords

39 To resize the image below, making it taller but not wider, the user should drag the handle at



- A P
- B Q
- C R
- D S

40 Passwords are used on files to

- A prevent data loss
- B protect copyright
- C avoid visual fatigue
- D stop unauthorised access

END OF TEST