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QUALIFICATIONS,
CURRICULUM &
ASSESSMENT AUTHORITY
FOR WALES



Key skills

Information and communication technology

Level 2

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

First published in 2004.

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Ref: ICT/L2/3.2/P44/URN:207

Questions 1 to 6 are about this document.

RENOWNED ARTIST PRAISES LOCAL TALENT

At the opening of "The Gallery", Hamilton Sleep praised the collection of pieces and the work of local artists.

"The Gallery" is open to all media, including paintings (oil, acrylic, watercolours, etc), drawings, photography, pottery, sculpture, computer art, cartoons, etc. Its goal is to display some of the finest artwork anywhere while also providing resources all artists and art lovers can find useful in the area. It is constantly updating its collection with the work of fabulous new artists. It is also expanding its "Art and Artists" section to include some great new 'young' talent.

Currently nearly half of the works in "The Gallery" are illustrated on its website, and it is adding more images all the time.

The Collection

The collection of historic art ranges from previous centuries to the present day.

The highlights include works by Gainsborough, Reynolds, Stubbs, Wright, Blake, Palmer and Whistler.

"The Gallery" holds the largest collection of paintings, drawings and watercolours in the area. This collection of international modern art features some important artists such as Spencer, Hepworth, Gabo and, Nicholson. Moore, Bacon, of course, This superb collection also includes works in all media by leading contemporary artists from Britain and from around the world, including, for example, Richter, Horn, Hirst and Whiteread.

Commissioned Work

The two artists commissioned to create works specifically for "The Gallery" are Sidney Patterson and Clive Mongrelle. Both have create new works that were exhibited at the opening to great acclaim.

"The Gallery", 24 Mill Lane, Preton PP3 9YU

OPENING TIMES

Tuesday to Thursday	9.30 am	to	1.30 pm
Friday and Saturday	10.30 am	to	10.00 pm
Sunday	1.00 pm	to	10.00 pm

P

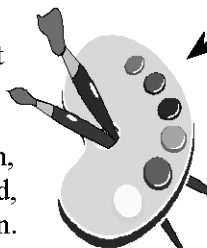
Q

R

S

T

V



- The paragraphs at **R** and **S** are formatted with inconsistent
 - A fonts
 - B alignment
 - C font sizes
 - D indentation
- The word 'create' at **S** should be 'created'. This error could be found automatically with software by
 - A using a grammar checker
 - B using a spell checker
 - C using print preview
 - D changing the font

- 3 The image at **Q** has been inserted
- A with text wrap
 - B using right tabs
 - C using centre tabs
 - D with right alignment
- 4 The paragraphs at **R** and **S** are formatted with
- A left whole paragraph indents
 - B first line indents
 - C hanging indents
 - D right alignment
- 5 The way to position the text as shown between the lines at **P** and **T** is to use
- A centre tabs
 - B two columns
 - C two left tabs
 - D right alignment
- 6 The way to position the information about times as shown in the lines of text at **V** is to use
- A 3 left tabs
 - B 3 right tabs
 - C right alignment
 - D centre alignment

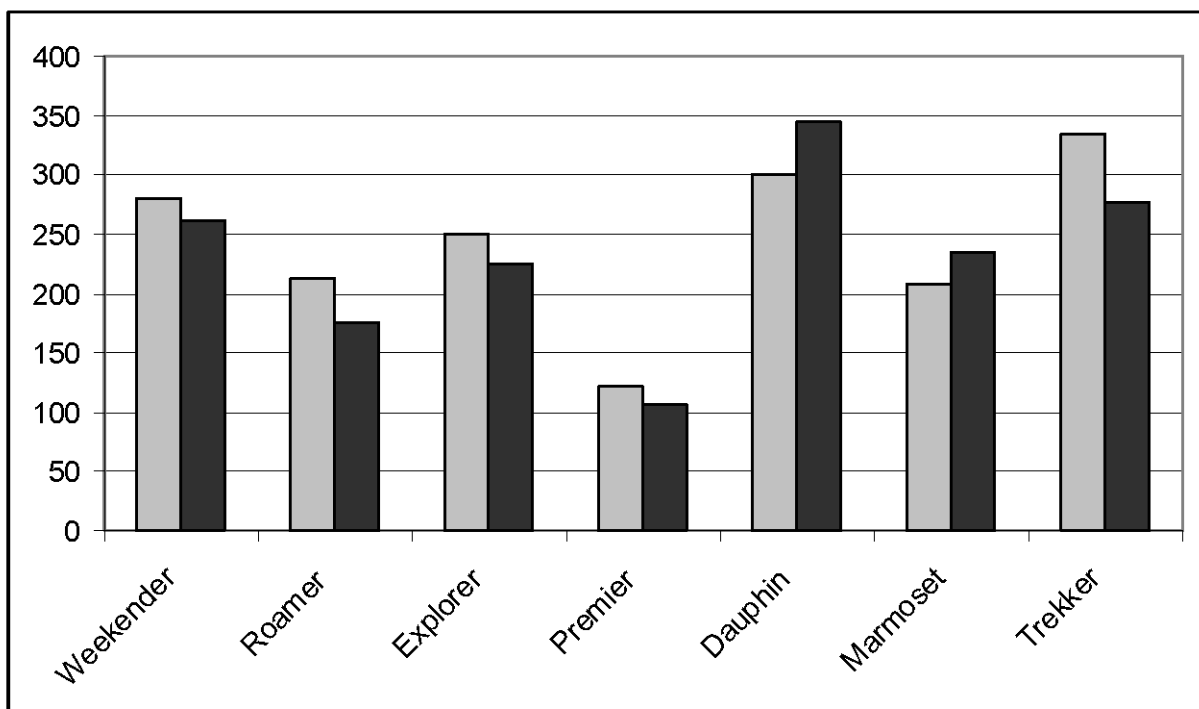
Please go on to the next page

Questions 7 to 12 are about this spreadsheet. Formulas are used to calculate values in columns G and H and rows 11, 12 and 13.

	A	B	C	D	E	F	G	H
1	Mobile Homes – Sales – Year to date 2004							
2	Product	Sales				Item Price	Income	Average Monthly Sales
3		April	May	June	July			
4	Weekender	351	280	265	262	£14,750	£17,080,500	290
5	Roamer	300	213	177	176	£24,998	£21,648,268	217
6	Explorer	312	250	189	225	£21,659	£21,139,184	244
7	Premier	158	122	98	107	£31,999	£15,519,515	121
8	Dauphin	312	300	321	345	£18,750	£23,962,500	320
9	Marmoset	204	207	222	234	£15,250	£13,221,500	217
10	Trekker	301	334	288	276	£22,135	£26,539,865	300
11	Monthly Total	1,938	1,706	1,560	1,625		£139,111,582	
12	Sold for Export	371	258	214	189			
13	% Export	19.14	15.12	13.72	11.63			

- 7 If the formula in cell **G11** was changed to **=MAX(G5:G8)** the value in cell **G11** would change to
- A £26,539,865
 B £23,962,500
 C £21,139,184
 D £21,648,268
- 8 **% Export** is **Sold for Export** divided by **Monthly Total** multiplied by 100. The formula in cell **D13** is
- A =D11/D12*100
 B =D12/D11*100
 C =D11/(D12*100)
 D =SUM(D11:D12)*100
- 9 A formula to calculate the average **% Export** from April to July would be
- A =SUM(B4:E13)/4
 B =SUM(H4:H10)/7
 C =AVERAGE(B13:E13)
 D =AVERAGE(B12:E12)

- 10 **Income** is the total of **Sales** in **April, May, June** and **July** multiplied by **Item Price**. The formula in cell **G9** is
- A $=(B9:E9)*F9$
 - B $=SUM(B9:E9)*F9$
 - C $=SUM(B9:E9*F9)$
 - D $=SUM(B9+E9)*F9$
- 11 **Average Monthly Sales** is the average of the sales for the four months for each product. A suitable formula in cell **H6** would be
- A $=AVERAGE(B6:E6)$
 - B $=AVERAGE(B6:F6)$
 - C $=AVERAGE(B6:G6)$
 - D $=AVERAGE(B6:H6)$
- 12 The cell ranges required to produce the chart below are



- A A4:A10, B4:B10 and C4:C10
- B A4:A10, C4:C10 and D4:D10
- C A4:A10, C4:C10 and E4:E10
- D A4:A10, D4:D10 and E4:E10

Questions 13 to 18 are about this database.

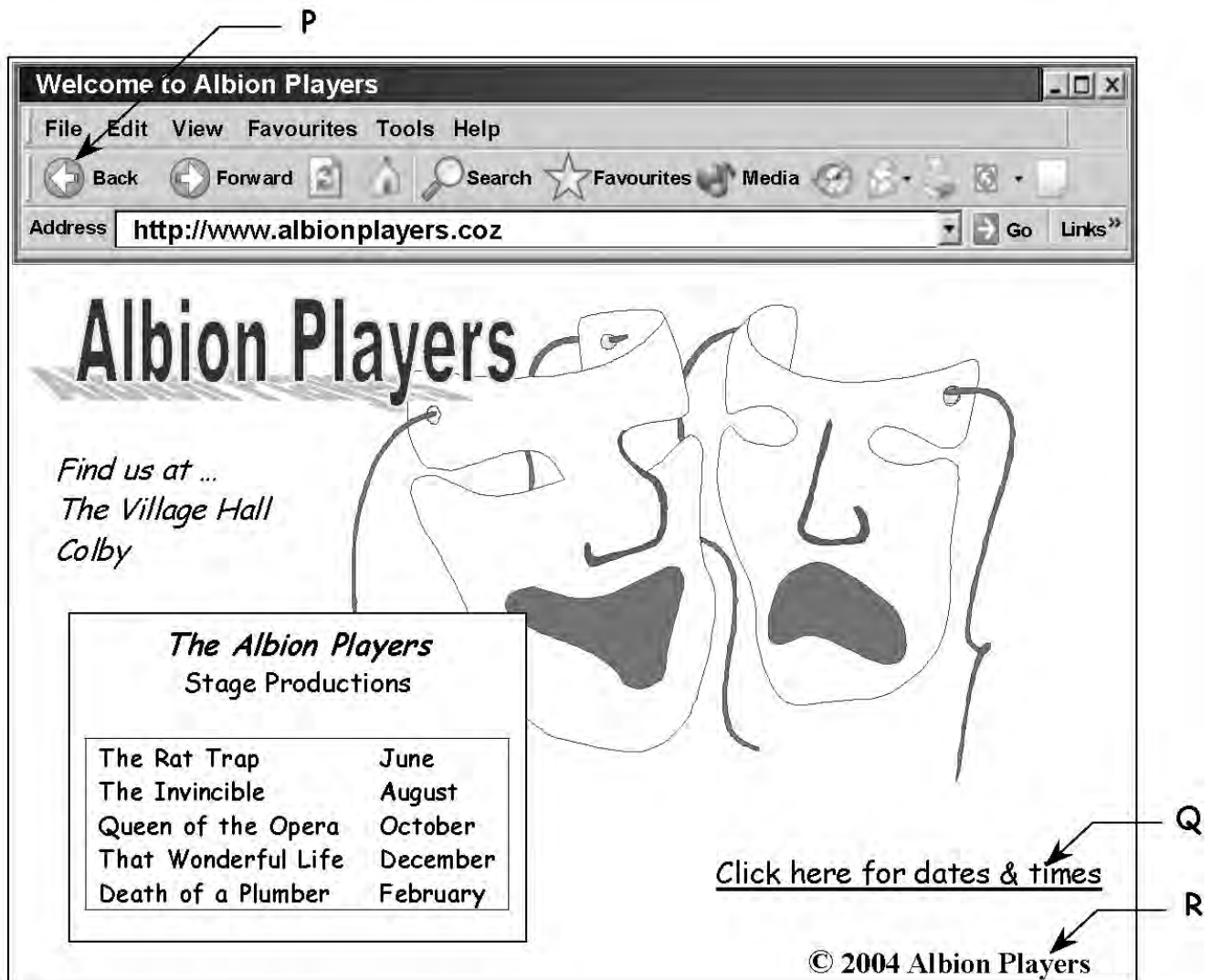
ContractID	Customer	Price	StartDate	FinishDate
C2035	K J Design	£150.00	10/11/2002	25/11/2002
C2039	Stanley Suites	£150.00	09/09/2002	29/09/2002
C2040	Recall Agency	£1,400.00	05/10/2002	25/11/2002
C2404	Noah's Grooming	£750.00	10/09/2002	21/10/2002
C2004	Binks	£400.00	14/09/2002	14/09/2002
C2051	Robco	£400.00	09/11/2002	21/12/2002
C2054	Highland Antiques	£400.00	09/09/2002	14/01/2003
C2059	K J Design	£12,500.00	09/09/2002	09/02/2003
C2464	Shire Cheese	£1,400.00	09/09/2002	30/11/2002
C2071	Croft Warehouse	£12,500.00	09/09/2002	12/02/2003

- 13 The only way to check that the data has been entered accurately into the database is to
- A use a grammar checker
 - B use a spell checker
 - C use print preview
 - D proof read
- 14 The search criterion to find the records for those contracts that finished on or before 30 November 2002 is
- A FinishDate <30/11/2002
 - B FinishDate =30/11/2002
 - C FinishDate >=30/11/2002
 - D FinishDate <=30/11/2002
- 15 **ContractID** is the only field suitable as a primary key because the data in that field
- A includes letter and numbers
 - B is present for each record
 - C is unique
 - D is text
- 16 To list the contracts in order of price with the highest value first, and showing the customers in A to Z order for each price, the user should sort
- A descending on Customer and then ascending on Price
 - B descending on Price and then ascending on Customer
 - C ascending on Price and then descending on Customer
 - D ascending on Customer and then ascending on Price

- 17 The search criteria to find the contracts that are priced at £150 and those at £400 are
- A Price =150 AND Price =400
 - B Price =150 OR Price =400
 - C Price ="150 AND 400"
 - D Price ="150 OR 400"
- 18 The wildcard search *4? on the **ContractID** field would find the record for customer
- A Binks
 - B Recall Agency
 - C Shire Cheese
 - D Noah's Grooming

Please go on to the next page

Questions 19 to 23 are about this web page.



- 19 The production 'Queen of the Opera' takes place in
- A June
 - B August
 - C October
 - D December
- 20 By clicking on the arrow at P the user can
- A add to favourites
 - B move across the web page
 - C access a website not yet visited
 - D move to web pages already accessed
- 21 To access this page easily during a future session on the internet the user should
- A bookmark it
 - B print the web page
 - C save a copy of the page
 - D write down the address of the website

- 22 By clicking on the link at **Q** the user can
- A** move to web pages previously accessed
 - B** add this web page to favourites
 - C** view additional information
 - D** send an email
- 23 The symbol in the text at **R** means that this web page
- A** is confidential
 - B** may be reproduced freely
 - C** may only be accessed by Albion Players
 - D** may be reproduced only if permission is given by Albion Players

Please go on to the next page

Questions 24 to 28 are about this document.

MEMO

To: Tom Roberts
From: Edina Sworowski
Date: 21 April 2004
Subject: Accidents in the Home

With reference to your memo dated 3 April 2004, I have noted below the information you requested. I obtained these statistics from the Accident and Safety Advisory Agency and checked that they are up to date.

I hope the talk goes well next week. If you need any further research done do not hesitate to contact me.

Accidents in the home – type and frequency			
Cause	Category	Serious Injury Risk	% of Domestic Accidents
Kettle	Scald	Medium	3.2%
Stepladders	Fall	Medium	6.1%
Stairs	Fall	High	4.8%
Knife	Laceration	High	7.4%
Cooker	Burn	Medium	8.1%
Lawnmower	Laceration	Medium	6.6%
Paint stripping Burn Low 2.7%			

24 The font style of the text at P is

- A italic underlined
- B underlined
- C italic
- D bold

25 The title and the column headings in the table at Q are made to stand out by

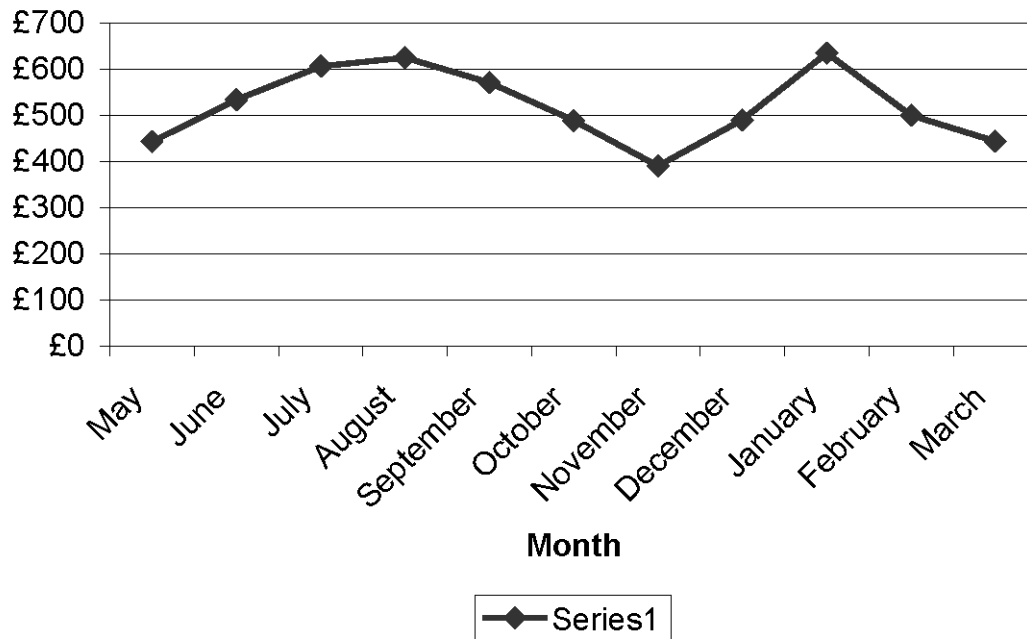
- A putting a border round the text
- B using a different font style
- C using a different alignment
- D using shading in the cells

- 26 The information in the table at **Q** is vertically aligned
- A top
 - B left
 - C right
 - D centre
- 27 To adjust the table so that the column heading 'Serious Injury Risk' appears on one line only the user should
- A insert a new row
 - B increase the height of the row
 - C increase the width of the column
 - D remove the shading from the row
- 28 To format the last line of information in the table at **Q** so that it is presented in the same way as the rows above, the user should
- A split the cell into 4 rows
 - B split the cell into 4 columns
 - C adjust the height of the cell
 - D merge the cell with the cells above

Please go on to the next page

Questions 29 to 34 are about this chart.

Bank Cash Balance



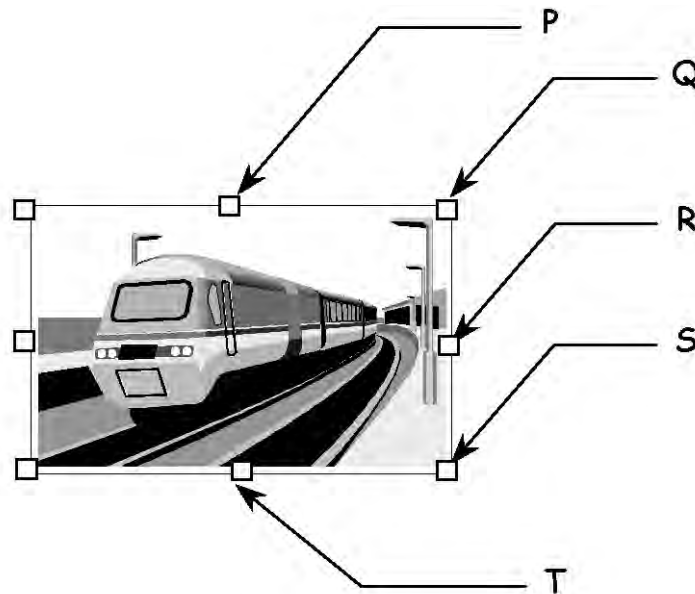
- 29 The item on the chart that is unnecessary is the
- A legend
 - B chart title
 - C x-axis labels
 - D y-axis labels
- 30 The bank cash balance
- A was highest in May
 - B reached £600 in February
 - C varied between £200 and £400
 - D was higher in January than in February
- 31 The item missing from the chart is the
- A gridlines
 - B x-axis title
 - C y-axis title
 - D x-axis labels
- 32 If the trend shown between January and March continues, the Bank Cash Balance in April will be
- A higher than March
 - B the same as March
 - C lower than October
 - D higher than October

- 33** The purpose of this chart is to
- A** collect data on the monthly bank cash balances
 - B** explain why the monthly bank cash balance changes
 - C** calculate the total bank cash balance for the period
 - D** show the changes in the bank cash balance over the months
- 34** The file containing this chart was saved as **cashbalance2003.xls**. To find this file again when the exact location is unknown the user should
- A** use find and replace
 - B** password protect the file
 - C** use directory search tools
 - D** make frequent backups of the file

Please go on to the next page

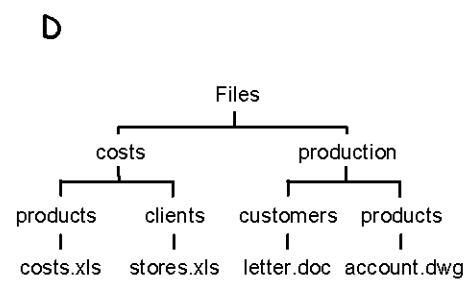
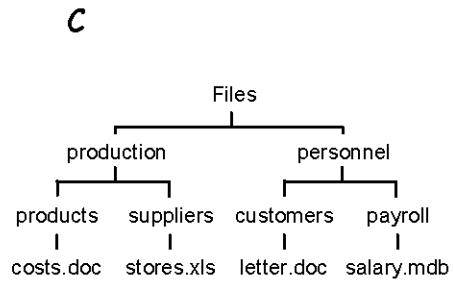
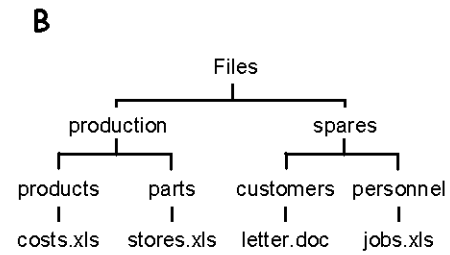
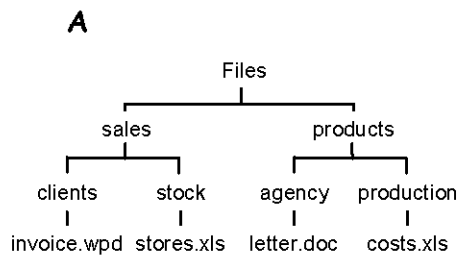
Questions 35 to 40 are general questions.

- 35 To increase the size of the image and maintain the same horizontal and vertical proportions, the user should select one of the handles marked



- A P or R
 - B P or T
 - C T or R
 - D Q or S
- 36 Every instance of a word in a document can be changed automatically with software by using
- A mail merge
 - B find and replace
 - C delete and insert
 - D a grammar checker
- 37 To enable a user to recover previous versions of a document file, the user should
- A save the file frequently with different filenames
 - B save the file frequently with the same filename
 - C password protect the file
 - D keep a log of changes
- 38 To take a photograph of its staff to insert onto its website, a company should use a
- A database package
 - B clipart CD-ROM
 - C digital camera
 - D printer
- 39 Mail merge is a software facility that allows a user to
- A send emails
 - B merge cells in a table of information
 - C copy and paste information from one file to another
 - D personalise letters using database records of customer names and addresses

- 40 The file named **costs.xls** is stored in the **products** sub-directory that is within the **production** sub-directory. Which diagram shows this structure?



End of Test

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