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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 2005.

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Ref: ICT-L2-S1_B-P8-v7.0-URN:378

Questions 1 to 6 are about this document.

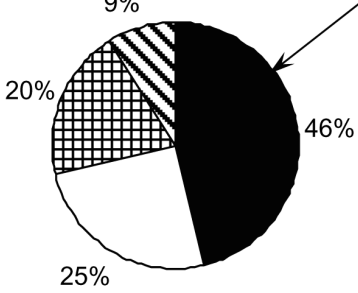
WESTWAY COMPUTER CLUB
MONTHLY NEWSLETTER
January 2005

RESEARCH

WHO REALLY PLAYS INTERNET GAMES

The stereotype of internet games players as teenagers has been dashed by research from Nottingham University. In the first study of its kind, researchers found that almost half of those involved in role-playing or interactive games on the internet were aged 21-30, with a further fifth represented by 31 to 40 year olds.

Ages of Online Games Players



Age Group	Percentage
21 to 30	46%
31 to 40	25%
10 to 20	20%
41 Plus	9%

■ 21 to 30 □ 10 to 20 ▨ 31 to 40 ▩ 41 Plus

A quarter said that they played between 21 and 30 hours every week, while 15 per cent admitted giving more than 50 hours each week to their online hobby.

Net Access for All Investigated

According to a recent report the Disability Rights Commission (DRC) has begun the UK's first formal investigation into web accessibility for people with disabilities. The aim is to help the DRC develop clearer guidelines. The charity, Ability Net has stated that 90 per cent of sites pose access problems.

Even the Government is not immune – its own investigation in April last year estimated that 78 per cent of public sector websites – about 800 in total – failed to meet standards required by the Disability Discrimination Act (DDA) 1995.

This states that companies and organisations must make "reasonable efforts" to ensure that public services, and this includes web access, can be used by those who have any one of a variety of disabilities. Failure to comply could have some very serious repercussions.



Watch out for details of seminars on this topic in the near future. This is very important for all web designers.

Westway Computer Club Newsletter
Page 1 of 8

- 1 To place the image at **R** into another document as well, the user should
- A cut and paste
 - B crop the image
 - C copy and paste
 - D find and replace

- 2 The image at **P** has been positioned
- A in a table
 - B behind text
 - C using text wrap
 - D in front of text
- 3 The paragraphs at **S** have inconsistent
- A line spacing
 - B alignments
 - C indents
 - D fonts
- 4 The age group represented by 46% of the pie chart at **Q** is
- A 10 to 20
 - B 21 to 30
 - C 31 to 40
 - D 41 plus
- 5 The only way to check that the facts stated in this document are correct is to
- A use print preview
 - B use a spell checker
 - C use a grammar checker
 - D verify the source information
- 6 The way to position the text as shown below the title 'Net Access for All Investigated' is to use
- A columns
 - B left tabs
 - C right tabs
 - D centre alignment

Questions 7 to 12 are about this spreadsheet. Formulas are used to calculate values in columns F, H and I and rows 9 and 10.

	A	B	C	D	E	F	G	H	I
1	GARDENS UNLIMITED PAYROLL – WEEK ENDING 1 MAY 2004								
2	Employee	Basic Hours	Basic Rate	Overtime Hours	Overtime Rate	Standard Pay	Bonus Rate	Bonus	Gross Pay
3	Bingham S	36	£8.00	6	£12.50	£363.00	100%	£42.00	£405.00
4	Vergori L	18	£7.00	4	£11.00	£170.00	75%	£16.50	£186.50
5	Khan P	38	£7.50	8	£11.50	£377.00	50%	£23.00	£400.00
6	Connor K	26	£8.00	10	£12.50	£333.00	100%	£36.00	£369.00
7	Thomas W	35	£7.00	5	£11.00	£300.00	75%	£30.00	£330.00
8	Wolkoski J	25	£7.00	2	£11.00	£197.00	50%	£13.50	£210.50
9	Total	178		35		£1740.00		£161.00	£1,901.00
10	Average			5.83		£290.00		£26.83	£316.83

7 **Bonus** is **Basic Hours** plus **Overtime Hours** with the result multiplied by the **Bonus Rate**. The formula in cell **H4** is

- A =B4+D4*G4
- B =(B4+D4)*G4
- C =B4+(D4*G4)
- D =B4+D4*(G4)

8 The formula =F3+H3 was placed in cell **I3** and replicated to cell range **I4:I8**. The formula in cell **I7** is

- A =F3+H3
- B =F3+H7
- C =F7+H7
- D =I4:I7

9 A formula in cell **H10** to find the average **Bonus** is

- A =SUM(H3:H8)/5
- B =AVERAGE(H3:H8)
- C =AVERAGE(H3:H9)
- D =AVERAGE(H3+H4+H5+H6+H7)

- 10 If the formula in cell **D9** is changed to $=\text{MIN}(\text{D3:D8})$ the value in **D9** will change automatically to
- A 10
 - B 8
 - C 6
 - D 2
- 11 **Standard Pay** is **Basic Hours** multiplied by **Basic Rate** plus **Overtime Hours** multiplied by **Overtime Rate**. The formula in cell **F6** is
- A $=\text{B6}*\text{C6}*\text{D6}*\text{E6}$
 - B $=\text{B6}+\text{C6}+\text{D6}*\text{E6}$
 - C $=\text{B6}*\text{C6}+\text{D6}*\text{E6}$
 - D $=\text{B6}*(\text{C6}+\text{D6})*\text{E6}$
- 12 The cell ranges required to produce a bar chart to compare **Basic Rate** with **Overtime Rate** for each employee are
- A A3:A8 and C3:E8
 - B A3:A8, B3:B8 and D3:D8
 - C A3:A8, C3:F8 and E3:E8
 - D A3:A8, C3:C8 and E3:E8

Please go on to the next page

Questions 13 to 18 are about this database.

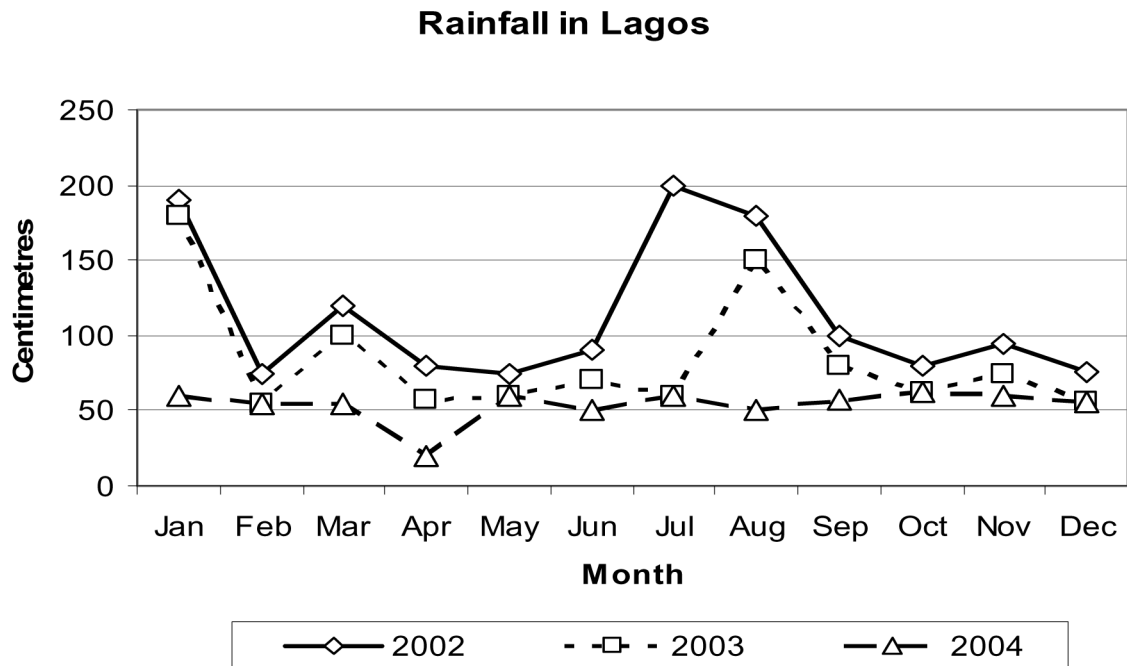
Sales Position	Book Title	Author	Category	Price	Book Ref	Type	Date Published
1	Evening Lookout	Pritchett	Biography	£15.95	0 234 56	HB	01/02/00
2	The Stone	Beech	Fiction	£14.99	0 345 27	HB	12/07/00
3	Moss: A Life	Moss	Biography	£5.99	0 134 76	PB	15/03/01
3	Sally	Beech	Biography	£12.50	0 134 77	HB	12/05/02
5	How to Dress	Wodine	Non-fiction	£19.99	0 365 21	HB	31/12/00
6	The Mermaid	Beech	Fiction	£15.45	0 234 32	HB	15/12/00
7	Your Garden	Mason	Non-fiction	£5.99	0 584 32	PB	12/05/02
7	A Year of Sport	Kennedy	Leisure	£12.50	0 238 47	HB	30/05/02
9	Your Garden	Beech	Non-fiction	£5.99	0 284 56	PB	12/06/01
10	Home of Horror	Stead	Sc. Fiction	£4.99	0 281 31	PB	13/02/02

- 13** The search criteria to find the Biography books, excluding all PB types, are
- A** Category ="Biography" AND Type ="PB"
 - B** Category ="Biography" AND Type <>"PB"
 - C** Category ="Biography" OR Type <>"PB"
 - D** Category ="Biography" OR Type ="HB"
- 14** A search criterion that will find all the books published on or before 30 June 2001 is
- A** Date Published <30/06/01
 - B** Date Published <>30/06/01
 - C** Date Published <=30/06/01
 - D** Date Published >=30/06/01
- 15** The data type of the **Book Ref** field is
- A** date
 - B** text
 - C** number
 - D** currency
- 16** To list the database in A to Z order of author, showing the most expensively priced book first within each author, the user should sort
- A** descending on Price and then descending on Author
 - B** ascending on Author and then descending on Price
 - C** ascending on Author and then ascending on Price
 - D** ascending on Price and then ascending on Author

- 17 The only field suitable as the primary key is
- A Date Published
 - B Sales Position
 - C Book Title
 - D Book Ref
- 18 A query to find the titles of all the PB type books published before 12 May 2002 must contain the fields
- A Book Title and Type only
 - B Author, Date Published, Price
 - C Book Title, Type, Date Published
 - D Book Title, Author, Date Published

Please go on to the next page

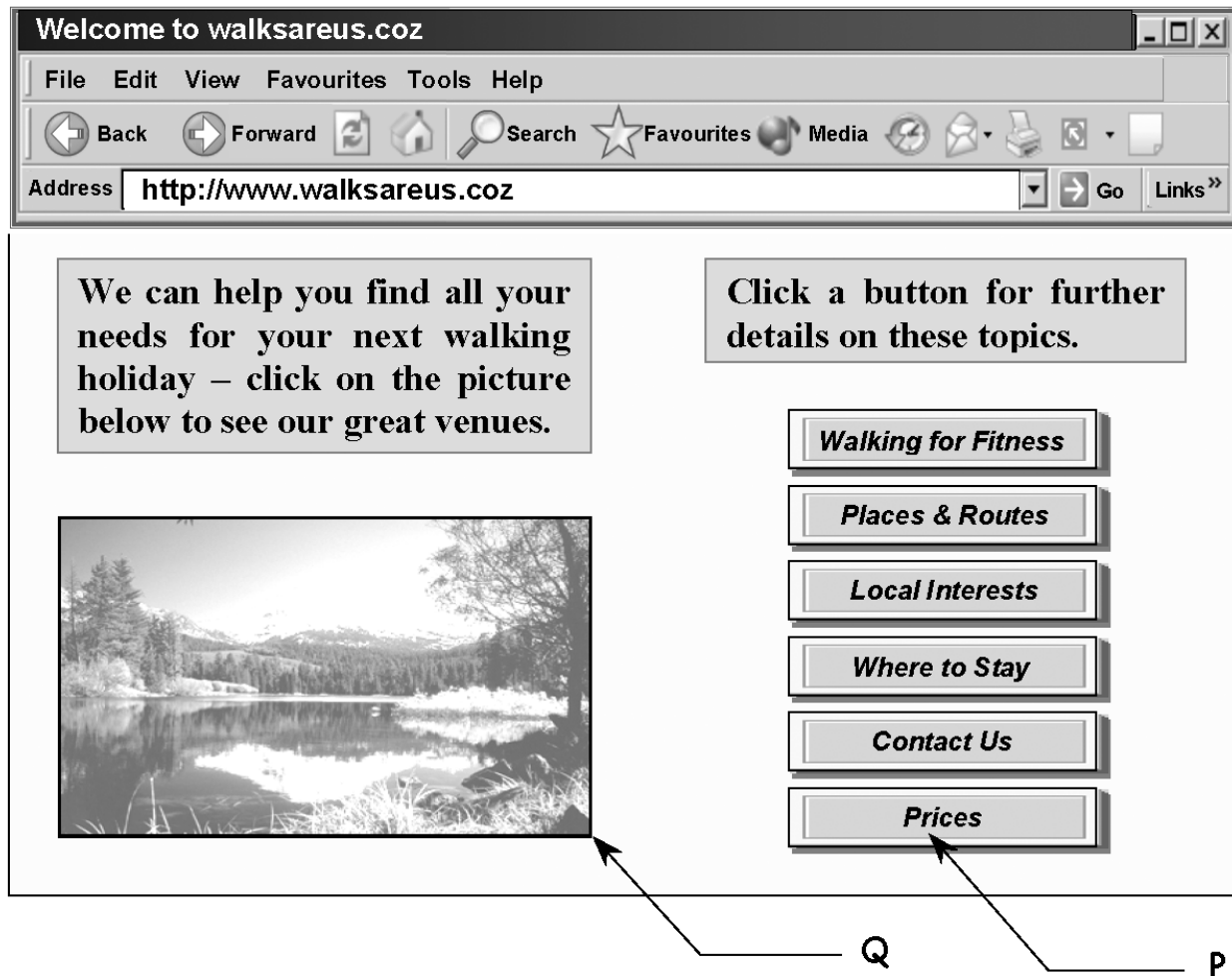
Questions 19 to 22 are about this chart.



- 19 The chart title lets the reader know
- A whether rainfall is increasing each year
 - B which was the wettest month in 2004
 - C where the rainfall was measured
 - D how much rain fell each month
- 20 The months with the highest rainfall for 2003 are
- A Jan and Mar
 - B May and Jul
 - C Jan and Aug
 - D Feb and Jul
- 21 The trends on the chart show that
- A rainfall is constant over the three years
 - B rainfall, over the years, is decreasing
 - C rainfall, over the years, is increasing
 - D August is always wetter than July
- 22 A suitable graphical way to present the percentage rainfall in each month during 2004 is a
- A numbered list
 - B line graph
 - C pie chart
 - D table

Please go on to the next page

Questions 23 to 27 are about this web page.



- 23 The button at P is
- A a link
 - B a bookmark
 - C a search engine
 - D an email address
- 24 The user has bookmarked this web page. This means the web page can be
- A printed
 - B used as an email address
 - C accessed with specialist equipment
 - D easily located during future sessions on the internet
- 25 The picture at Q could be copied from a printed photograph and placed in this web page using a
- A colour printer
 - B microphone
 - C browser
 - D scanner

- 26** During a session on the internet the Back button can be used to move to
- A** a new website
 - B** a new web page
 - C** the next line of text
 - D** web pages already viewed
- 27** To view this web page on the internet the user needs
- A** a word processing application
 - B** a graphics application
 - C** browser software
 - D** an email address

Please go on to the next page

Questions 28 to 31 are about this document.

Our new range of flower gifts

FLOWERS-DIRECT-TO-YOU
- solving all your gift ideas

BRAND NEW WEB SITE, BRAND NEW WEB SITE, BRAND NEW
WEB SITE, BRAND NEW WEB SITE, BRAND NEW WEB SITE,
BRAND NEW WEB SITE, BRAND NEW WEB SITE, BRAND NEW
WEB SITE

REGISTER TODAY

After fifteen very successful years of trading, we are moving into the world of e-commerce by opening our brand new web site. This means that you can now order our flowers through the web site and see our latest special offers and our current prices.

Our full range of flowers is available whichever method of ordering you select.

There are 4 ways to order:

- 1 By post – Complete the Order form in the brochure and post it to us with your payment.
- 2 By telephone – Credit card or Switch card holders can ring our telephone number and place an order directly.
- 3 By fax – Credit card or Switch card holders can complete the order form and fax it to us.
- 4 By internet – Visit our website at www.flowersdirect.coz and follow the instructions.

Contact:

Flowers-Direct-to-You
43 Westwood Way
SPALDING
KL12 5HT

Telephone: 01775 328901
www.flowersdirect.coz

28 The text at P has a border around it to make it

- A stand out
- B align vertically
- C centred on the page
- D appear in the header

29 The list at R has inconsistent

- A fonts
- B numbering
- C indentation
- D line spacing

- 30** The text at **Q** has been placed on top of other text by using a
- A** text box
 - B** right tab
 - C** left tab
 - D** cell
- 31** The way to position the telephone number and web address as shown at **S** is to use
- A** a right tab
 - B** right alignment
 - C** full justification
 - D** centre alignment

Please go on to the next page

Questions 32 to 36 are about this document.

www.streamtech.coz

mail@streamtech.coz

StreamTech

Exciting opportunities for computer professionals

P

StreamTech is a recruitment agency that specialises in recruiting computer professionals and finding the right job for them within the industry.

Thousands of organisations, all around the country, have registered their vacancies with us so that we can recruit the right person for the job they have on offer.

We are currently looking for computer professionals to fill these vacancies.

If you think you have the following skills you might be the right person to join us.

- Project Management
- Budget Control
- Resource Allocation
- Technical Skills
- Problem Solving
- Working with Others

You can register with us by filling in the form below.

Q

Complete and return this tear-off slip if you want to be placed on our mailing list. You will then receive monthly updates of current vacancies.

First Name	
Last Name	
Address	
Postcode	

Please tick to indicate interest

Systems Analysis

System Architecture

Desktop Support

R

32 The text in the table at Q is vertically aligned

- A top
- B left
- C centre
- D bottom

33 The way to make the cell at R into three tick boxes is to

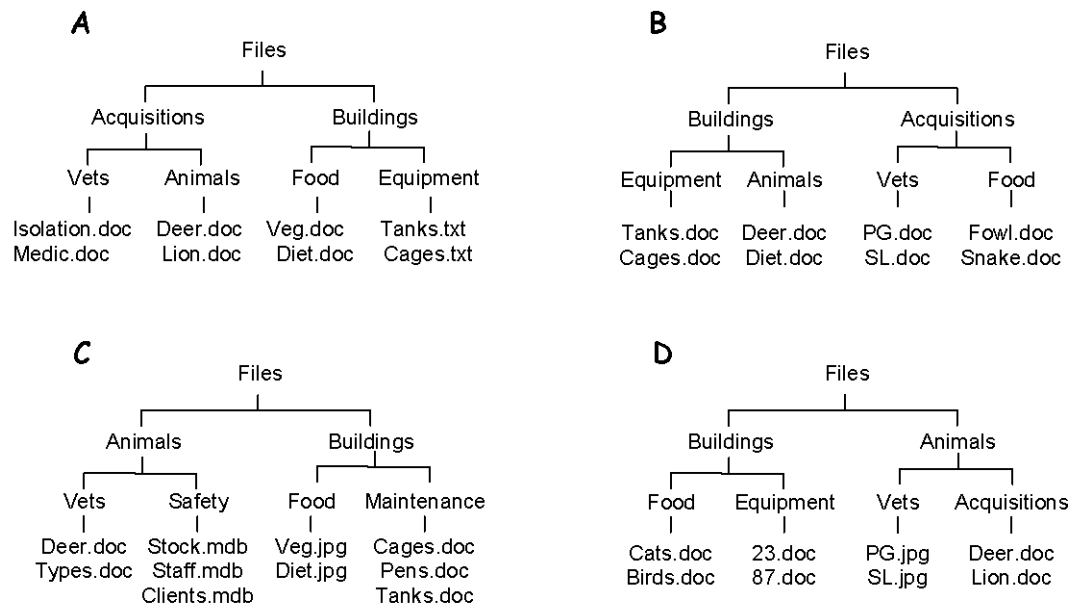
- A split the cell into three columns
- B split the cell into three rows
- C horizontally align the cell
- D vertically align the cell

- 34** The purpose of the document is to
- A** advertise computers
 - B** advertise computer courses
 - C** obtain information from people seeking jobs
 - D** get people to subscribe to a monthly publication
- 35** Shading has been used in the table at **Q** to
- A** fill in gaps in the table
 - B** make the document print correctly
 - C** make sure that the information is accurate
 - D** indicate areas where data should not be entered
- 36** The way to position the text as shown at **P** is to use
- A** centre alignment
 - B** left alignment
 - C** right tabs
 - D** left tabs

Please go on to the next page

Questions 37 to 40 are general questions

37 The file named **Deer.doc** is stored in the **Acquisitions** subdirectory that is in the **Animals** subdirectory. Which diagram shows this structure?



38 To avoid complete loss of data if a disk is corrupted the user should

- A** backup frequently to a secure medium
- B** copyright all information
- C** use password protection
- D** use anti-virus software

39 Information from visitors to a website can be collected by using

- A** a password
- B** an online form
- C** a search engine
- D** a word processor

40 A document that is copyright can only be reproduced

- A** if it is kept confidential
- B** within the year it is written
- C** on one page of a document only
- D** with the permission of the copyright holder

End of test

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