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QUALIFICATIONS,
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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

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Questions 1 to 6 are about this document.

Qualify for Success



Are you tired of your job?

Are you looking for something more interesting and challenging?

Maybe we can help you to find something more satisfying. Many people are looking for something different but lack essential qualifications to improve their career prospects.

Many students have already increased their salaries and opened up a wider field of job opportunities by following our range of courses.

Details of our courses follow. Please do not hesitate to contact our Student Services Office for further details.

CHECK INSIDE FOR MORE INFORMATION ON THE FOLLOWING COURSES:

BUSINESS:

Business Management	page 4
Human Resources	page 16
Accounting	page 38
Hospitality	page 79

COMPUTING:

Computer Maintenance	page 101
Basic Computer Skills	page 111
Advanced Computer Skills	page 144
Web Page Design	page 163

HEALTH AND BEAUTY:

Hairdressing	page 171
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Continued over

Qualify for Success

Page 2

P

Q

- The shading in the document has been used to
 - left align the text
 - improve the document layout
 - draw attention to the heading
 - insert an image with text wrap
- The correct way to position the text at P so that it is aligned with the other page numbers is to
 - fully justify the text 'page 79'
 - right align the text 'page 79'
 - use a right tab
 - insert spaces
- The line of text at Q, entered on page 1, appears automatically on every page because it is in a
 - table
 - footer
 - text box
 - small font

- 4 The layout of this document is short and wide. The page layout for it should be set to include
- A two pages
 - B wide margins
 - C portrait orientation
 - D landscape orientation
- 5 A picture of a library for inserting into the document could be taken using a
- A printer
 - B CD ROM
 - C microphone
 - D digital camera
- 6 The paragraphs in the left hand column are formatted with
- A right whole paragraph indents
 - B left whole paragraph indents
 - C first line indents
 - D hanging indents

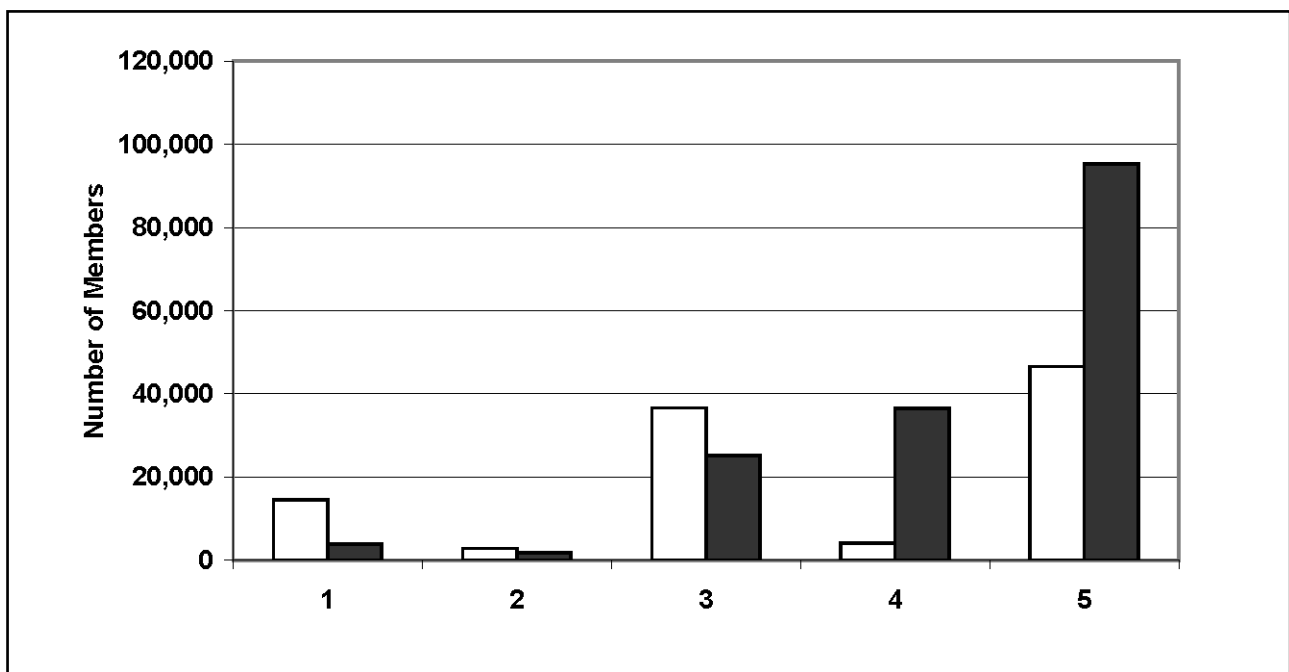
Please go on to the next page

Questions 7 to 12 are about this spreadsheet. Formulas are used to calculate values in column F and rows 9, 10 and 11.

	A	B	C	D	E	F
1	REVENUE FROM HEALTH CLUB 2005					
2	Activity	Number		Fee		Income
3		Adult	Child	Adult	Child	
4	Swimming	14,562	3,954	£5.00	£3.75	£87,637.50
5	Tennis	2,843	1,852	£4.95	£3.71	£20,943.77
6	Bowls	36,594	25,196	£3.50	£2.63	£194,344.48
7	Yoga	4,159	36,548	£8.00	£6.00	£252,560
8	Aerobics	46,523	95,326	£4.50	£3.38	£531,555.38
9	Total	104,681	162,876			£1,087,041.13
10	Minimum	2,843	1,852			
11	Maximum	46,523	95,326			

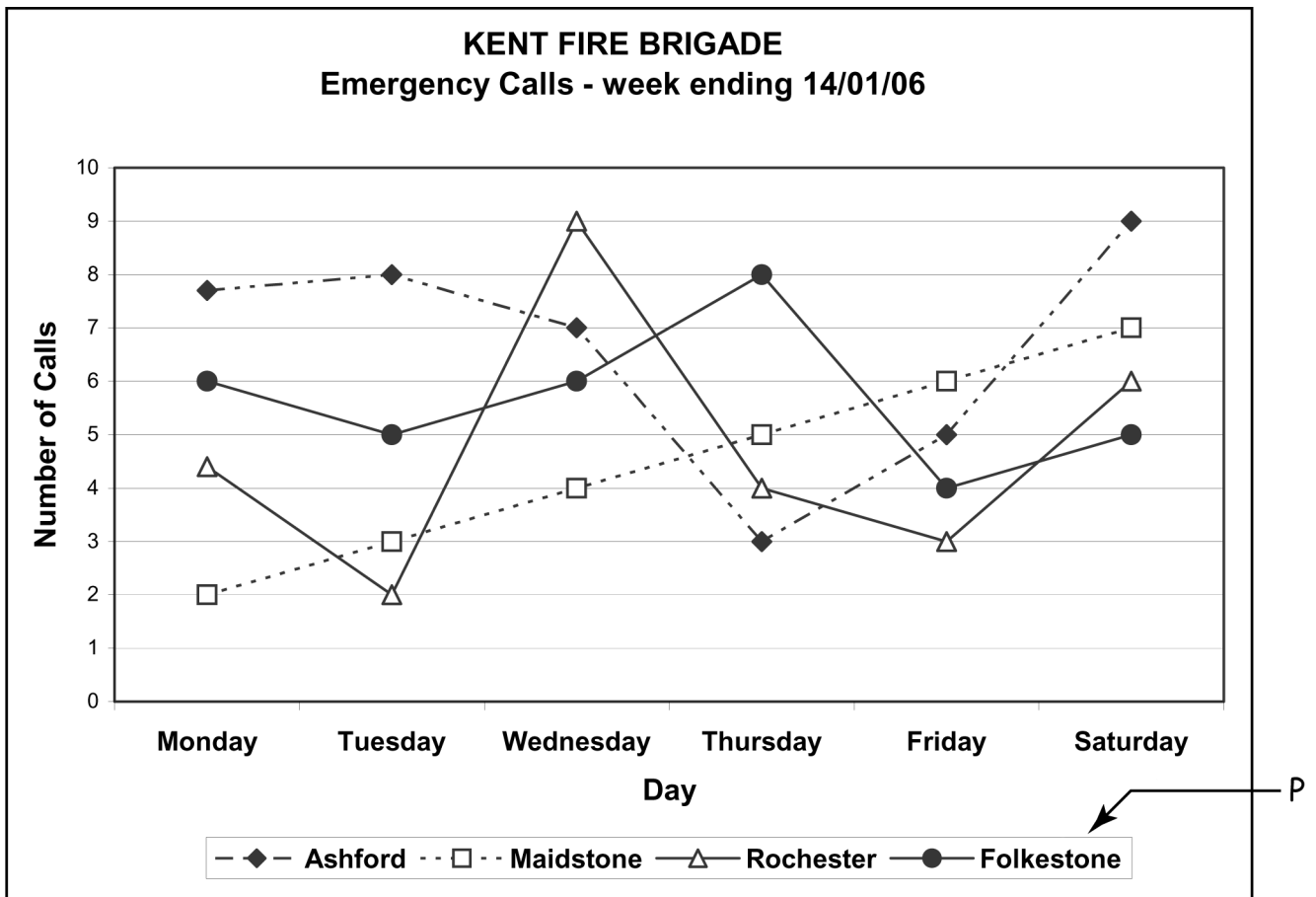
- 7 The heading **Income** has been positioned by merging cell range
- A A2:A3
 - B A1:F1
 - C F2:F3
 - D A2:F3
- 8 A formula to find the average adult fee would be
- A =AVERAGE(B4:B8)
 - B =AVERAGE(F4:F8)
 - C =AVERAGE(D4:D8)
 - D =SUM(D4:D8)/6
- 9 **Income** is the **number of adults** multiplied by the **adult fee**, plus the **number of children** multiplied by the **child fee**. The formula in cell F5 is
- A =B5*D5+C5*E5
 - B =D5*E5+B5*E5
 - C =B5+D5*C5+E5
 - D =D5+E5*B5+E5

- 10 The values in cell range **F4:F9** are presented with inconsistent
- A currency formatting
 - B horizontal alignment
 - C vertical alignment
 - D indentation
- 11 If the formula in cell **C10** is changed to **=MIN(C6:C8)** the value in cell **C10** will change to
- A 3,954
 - B 25,196
 - C 36,548
 - D 95,326
- 12 The cell range used to produce the chart below is



- A B4:C8
- B B4:C9
- C B4:C10
- D B4:C11

Questions 13 to 16 are about this graph.



- 13 The item at P is
- A the y-axis title
 - B an x-axis label
 - C a data label
 - D the legend
- 14 Over the six days the only clear trend is that the number of emergency calls is increasing for
- A Ashford
 - B Maidstone
 - C Rochester
 - D Folkestone

- 15** The number of emergency calls which Ashford had on Friday is
- A** 3
 - B** 4
 - C** 5
 - D** 6
- 16** The x-axis title of this graph is
- A** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
 - B** Ashford, Maidstone, Rochester, Folkestone
 - C** Number of Calls
 - D** Day

Please go on to the next page

Questions 17 to 22 are about this document.

Fresh Flowers
Beautiful bouquets straight to your door

Fresh Flowers is based in Guernsey. We make deliveries of flowers to every part of the UK and guarantee that our flowers will arrive fresh.

Flowers are the perfect gift. You simply place an order and we do the rest.

You can place your order by post, fax or telephone or you can visit us at www.freshflowers.coz and order online.

If you would like to join our mailing list and receive all of our latest catalogues when they are published, please complete and return the form below and post it or fax it to us. If you wish you can complete the form on our website.

There is so many reasons to send flowers.

Date of delivery guaranteed

At **Fresh Flowers** we offer you:

- Stunning flower arrangements
- Personalised greeting cards
- Day of delivery guaranteed
- Next day delivery if require
- FREE delivery for orders over £25

Order our catalogues and choose your flowers in the comfort of your own home.

To: Fresh Flowers, 10 Blossom Hill, Flowerfields FL0 3WR
Tel: 01212 238943, Fax: 01212 238944

Please add my name to your mailing list.

Title			
First Name			
Last Name			
Address			
Phone		Postcode	

17 The bulleted list in the document is presented with inconsistent

- A font styles
- B indents
- C bullets
- D fonts

- 18 The purpose of the form below the line at **S** is to
- A explain how to order fresh flowers
 - B give information about delivery charges
 - C collect information from potential customers
 - D provide information about flower arrangements
- 19 The best way to position the text between the lines at **Q** and **S** is to use
- A columns
 - B left tabs
 - C merged cells
 - D right whole paragraph indents
- 20 The image at **P** has been positioned
- A behind the text
 - B using a centre tab
 - C in front of the text
 - D using right alignment
- 21 The word 'is' in the paragraph at **R** should be 'are'. This error can be found automatically with software using
- A a browser
 - B proof reading
 - C a spell checker
 - D a grammar checker
- 22 The way to create seven cells from the one shown at **T** to enter the postcode is to
- A border the cell
 - B merge all the cells in the table
 - C split the cell at **T** into seven columns
 - D split the cell at **T** into seven columns and seven rows

Questions 23 to 28 are about this database.

LastName	FirstName	StaffCode	StartDate	Department	LeavingDate	FinalSalary
Andrews	Barry	ST231	01/01/2000	Marketing	11/01/2004	£22,000
Bairstow	Harry	GD102	12/03/1993	Accounts	01/05/2005	£21,000
Ballard	Helma	SV222	18/09/1999	Production	19/09/2004	£19,500
Baldwin	Barry	SV345	10/04/2001	Production	10/04/2005	£27,600
Baldwin	Sally	GD231	10/04/2001	Accounts	10/04/2005	£18,000
Crosland	Sandra	ST123	14/12/1999	Marketing	31/12/2005	£25,000
Hellawell	Marcus	GD198	23/05/2001	Accounts	27/05/2004	£25,500
Helliwell	Matthew	SV129	15/09/2001	Production	15/09/2004	£32,000
Helliwell	Marilyn	ST289	15/09/2001	Marketing	15/09/2004	£37,000
Morris	Chandrar	ST290	22/08/2001	Marketing	22/08/2004	£22,000
Rostampour	Rambir	ST383	25/11/2000	Marketing	25/11/2004	£22,600
Storah	Vera	GD222	24/10/2001	Accounts	24/10/2004	£17,000
Storah	Flavia	ST452	24/10/2001	Marketing	24/10/2004	£22,000
Vesta	Ethan	SV102	13/06/2001	Production	13/06/2005	£25,000

23 The only field suitable as the primary key is

- A StartDate
- B LastName
- C StaffCode
- D Department

24 To list the staff in A to Z order of department, showing those who started most recently first within each department, the user should sort

- A ascending on StartDate and then ascending on Department
- B ascending on Department and then ascending on StartDate
- C descending on Department and then ascending on LastName
- D ascending on Department and then descending on StartDate

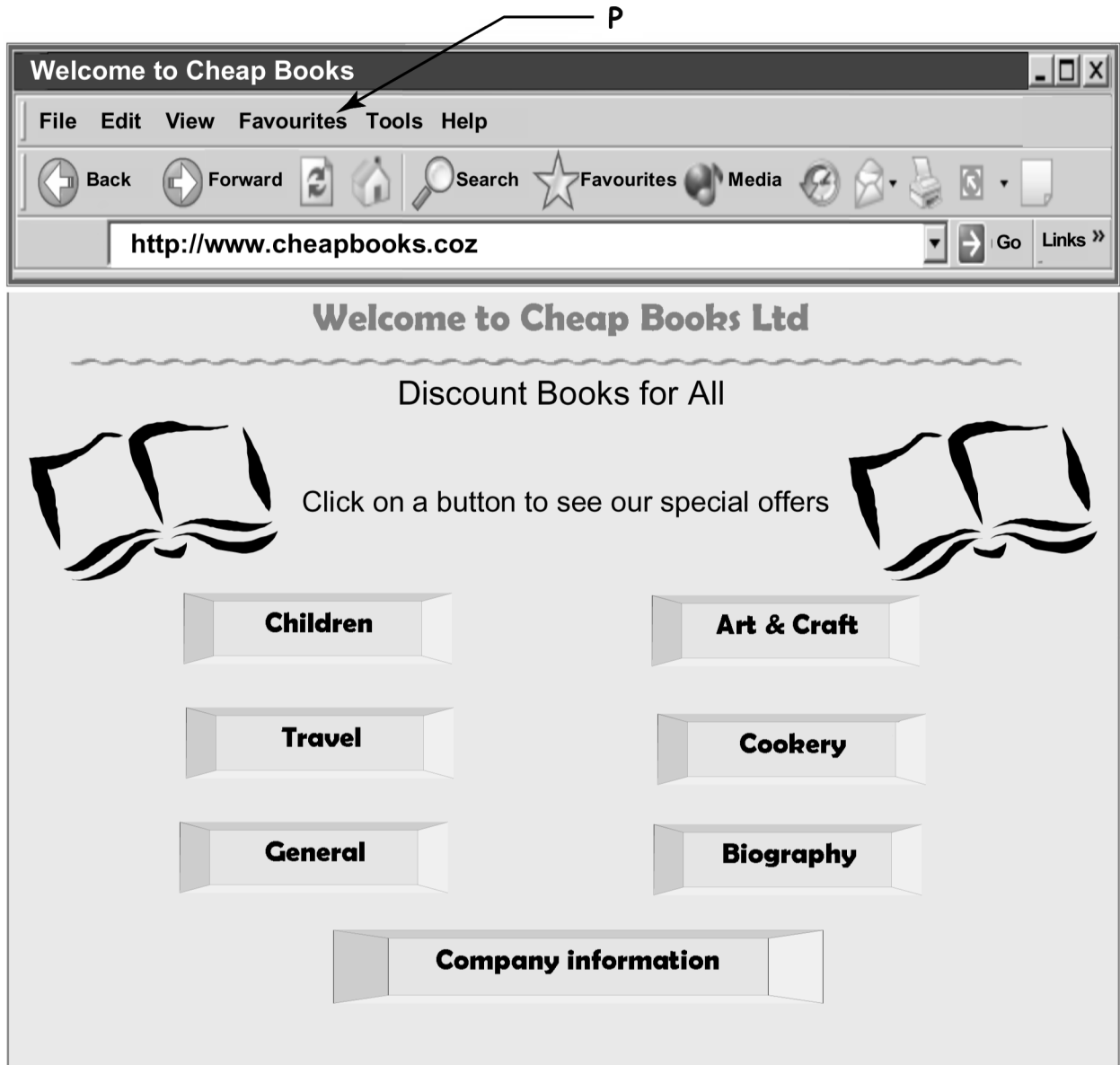
25 The search criteria to find only the staff who left in April 2005 are

- A LeavingDate <=01/04/2005
- B LeavingDate >=01/04/2005
- C LeavingDate >=01/04/2005 AND LeavingDate <=30/04/2005
- D LeavingDate <=01/04/2005 AND LeavingDate <=30/04/2005

- 26** The search criteria to find the staff who started in the company after 01/01/2004, excluding those in the marketing department, are
- A** StartDate >01/01/2004 OR Department <>"Marketing"
 - B** StartDate <01/01/2004 AND Department <>"Marketing"
 - C** StartDate >01/01/2004 AND Department <>"Marketing"
 - D** StartDate >01/01/2004 OR Department ="NOT Marketing"
- 27** The fields required in a query to find the first and last names of staff in the accounts department, with a final salary under £25,000, are
- A** LastName, Department, FinalSalary
 - B** StaffCode, LastName, FirstName, Department
 - C** LastName, FirstName, Department, FinalSalary
 - D** StaffCode, FirstName, Department, FinalSalary
- 28** If the database held the address details for 1000 staff, personalised letters could be produced automatically for each of them by using
- A** find and replace
 - B** copy and paste
 - C** mail merge
 - D** cell merge

Please go on to the next page

Questions 29 to 32 are about this web page.



- 29 The address of this website is
- A Welcome to Cheap Books
 - B Discount Books for All
 - C Company information
 - D www.cheapbooks.coz
- 30 The menu at P can be used to
- A send an attachment to a mailing list
 - B copy and paste the information
 - C save the page on a disk
 - D bookmark the web page

- 31** To use the internet to find other websites on books the user should use
- A** directory search tools
 - B** find and replace
 - C** a search engine
 - D** a catalogue
- 32** The type of software application used to view this web page is
- A** browser
 - B** database
 - C** spreadsheet
 - D** word processing

Please go on to the next page

Questions 33 to 37 are about this spreadsheet. Formulas are used to calculate values in columns D and F and rows 10, 11 and 12.

	A	B	C	D	E	F
1	PLEASURE BOAT HIRE WEEK ENDING 7 MAY 2005					
2	Boat	Daily Hire	Insurance	VAT @ 17.5%	Days Hired	Price
3	Black Swan	£25	£7.00	£5.60	3	£112.80
4	Crazy Sue	£30	£6.00	£6.30	4	£169.20
5	High Flier	£27	£5.50	£5.69	7	£267.31
6	Eventide	£42	£6.75	£8.53	5	£286.41
7	Golden Girl	£50	£10.50	£10.59	2	£142.18
8	Fire Dragon	£35	£6.75	£7.31	3	£147.17
9	Gemini	£40	£8.00	£8.40	1	£56.40
10	Minimum	£25				
11	Maximum	£50				
12	Total Income					£1,181.76

33 The text in row 12 is vertically aligned

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

34 VAT @ 17.5% is Daily Hire plus Insurance with the result multiplied by 17.5%. The formula in cell D4 is

- A =B4+C4*17.5%
- B =(B4+C4)*17.5%
- C =(B4+C4)*17.5*100
- D =(B4+C4)*17.5%/100

35 Insurance is used in formulas to calculate VAT @ 17.5% and Price. If the value in cell C5 is changed, the values that will change automatically are in cells

- A D5, E5, F5
- B D5, F5, F12
- C B5, D5, E5, F5
- D D5, E5, F5, F12

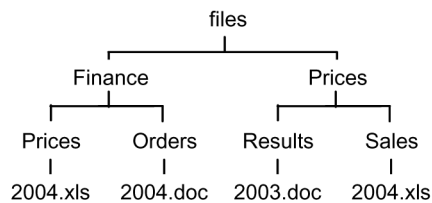
- 36** Entries in cell range **F4:F9** could have been completed by entering a correct formula into cell **F3** and then
- A** cutting the formula in F3 and pasting it to cell F9
 - B** merging the contents of cell F3 with cell range F4:F9
 - C** replicating the contents of cell F4 to cell range F5:F9
 - D** replicating the contents of cell F3 to cell range F4:F9
- 37** To check that all the data entered into the spreadsheet is the correct data to be used the user should
- A** verify the source information
 - B** use a grammar checker
 - C** use a spell checker
 - D** proof read it

Please go on to the next page

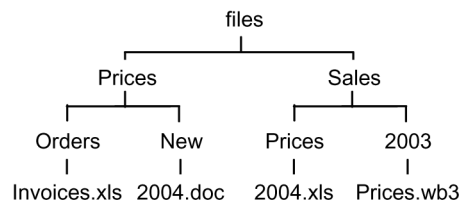
Questions 38 to 40 are general questions.

38 The file named **2004.xls** is stored in the **Prices** subdirectory that is within the **Sales** subdirectory. Which diagram shows this structure?

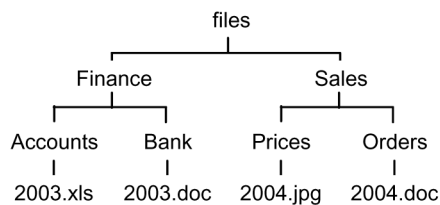
A



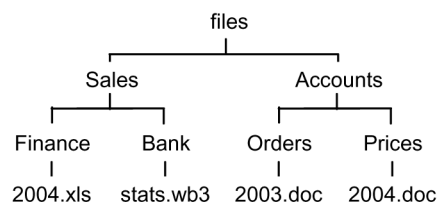
B



C



D



39 The wildcard search criterion that would find all files named Flather, Flesher or Fletcher is

- A** Fl??her
- B** Fl*her
- C** *ther
- D** Fle*

40 Information that is copyright can be used only

- A** with permission from the copyright owner
- B** with copyright protection
- C** in any printed material
- D** in books

End of test