



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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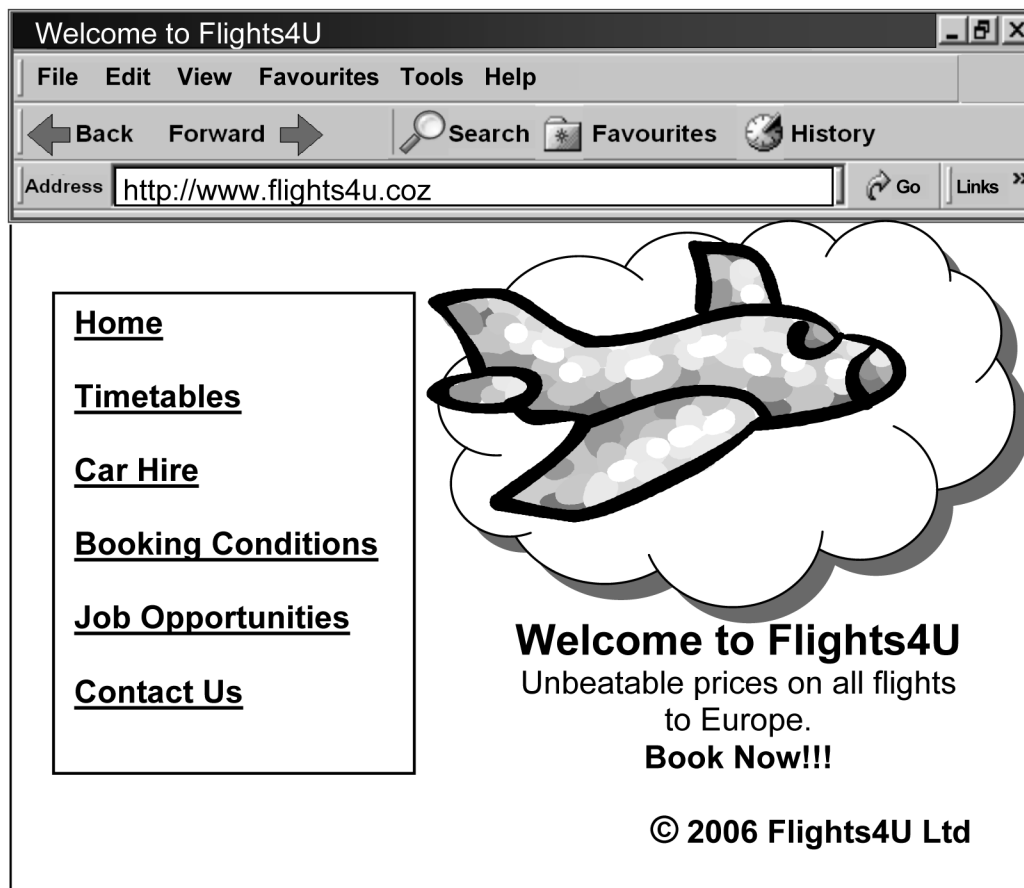
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Questions 1 to 3 are about this web page.

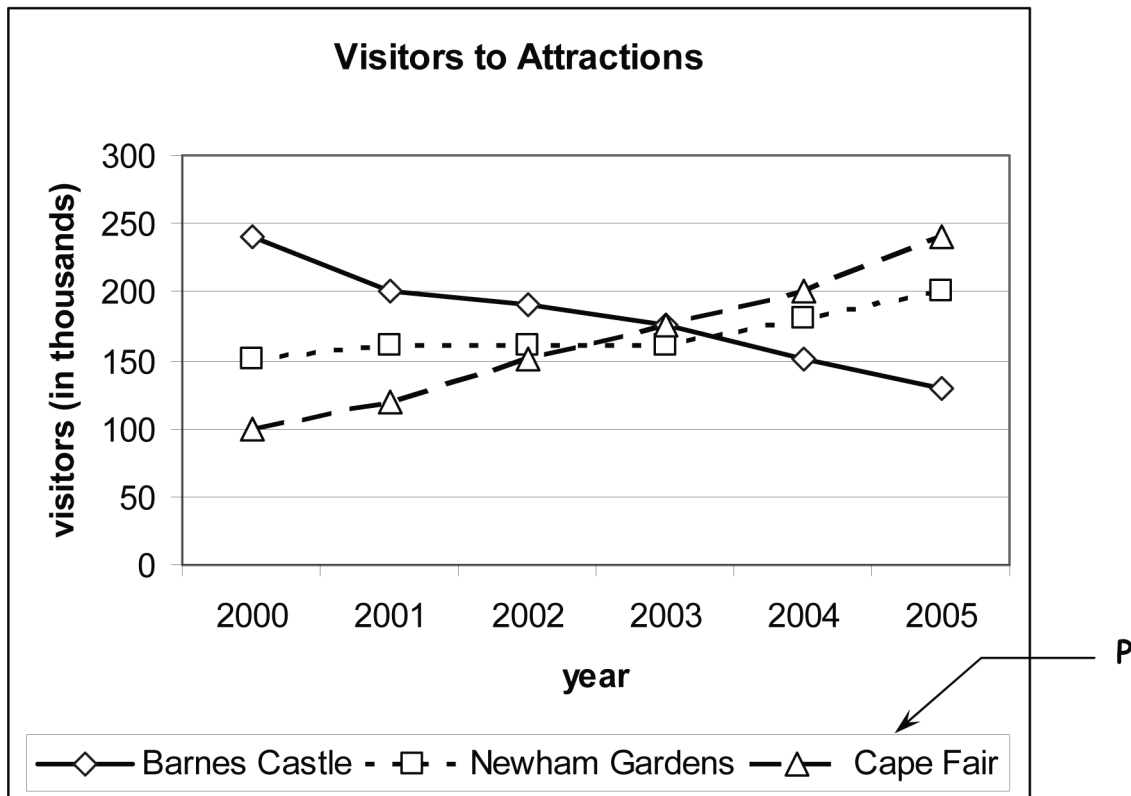


- 1 The type of application software used to view this website is
 - A browser
 - B graphics
 - C database
 - D spreadsheet

- 2 Saving the address of this web page in **Favourites**, means that the user can
 - A copyright this web page
 - B send an email to Flights4U more easily
 - C open the website using a search engine
 - D access this web page more easily in the future

- 3 During this session on the internet, the **Back** button can be used to
 - A bookmark this website
 - B move quickly to a new website
 - C move to the top of the web page
 - D return to web pages viewed during this session

Questions 4 to 6 are about this graph.



- 4 In 2002 the number of visitors was
- A the same for all three attractions
 - B fewer for Cape Fair than for Barnes Castle
 - C the same for Barnes Castle and for Cape Fair
 - D greater for Cape Fair than for Newham Gardens
- 5 The item at P is
- A the legend
 - B an x-axis label
 - C the chart title
 - D the y-axis title
- 6 From the graph, it can be seen that the numbers of visitors are
- A decreasing for Newham Gardens
 - B neither increasing nor decreasing for Cape Fair
 - C decreasing for Barnes Castle and increasing for Cape Fair
 - D decreasing for Barnes Castle and decreasing for Newham Gardens

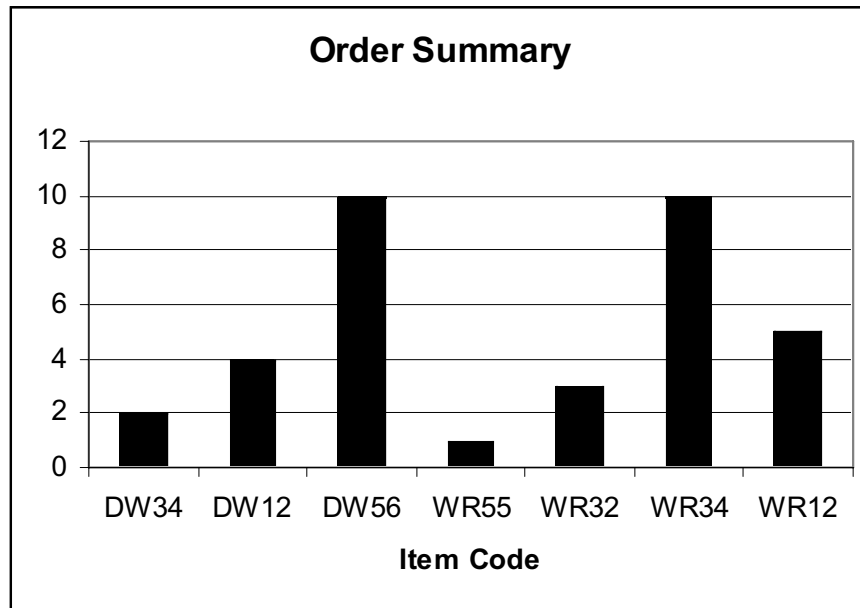
Questions 7 to 12 are about this spreadsheet. Formulas are used to calculate values in columns D and F and rows 10, 11 and 12.

	A	B	C	D	E	F
1	Budget Spares Ltd – Order Summary					
2	Item Code	Quantity Ordered	Item Price	Order Price	Discount	Price to Pay
3	DW34	2	£9.99	£19.98	10%	£17.98
4	DW12	4	£14.00	£56.00	10%	£50.40
5	DW56	10	£5.00	£50.00	0%	£50.00
6	WR55	1	£45.00	£45.00	0%	£45.00
7	WR32	3	£38.50	£115.50	0%	£115.50
8	WR34	10	£23.75	£237.50	5%	£225.63
9	WR12	5	£6.00	£30.00	20%	£24.00
10	Total	35	£142.24	£553.98		£528.51
11	Maximum	10	£45.00	£237.50	20%	£225.63
12	Average	5	£20.32	£79.14	6.43%	£75.50

- 7 The formula in cell **D10** is **=SUM(D3:D9)**. When this is replicated to cell **F10**, the formula in cell **F10** is
- A =SUM(F3:F9)
 - B =SUM(D3:D9)
 - C =SUM(D3:F10)
 - D =SUM(D10:F10)
- 8 The **Price to Pay** is **Order Price** minus **Order Price** multiplied by **Discount**. The formula in cell **F3** is
- A =D3-E3*E3
 - B =E3*D3-E3
 - C =E3*D3-D3
 - D =D3-D3*E3
- 9 The formula in cell **F12** that calculates the average **Price to Pay** is
- A =SUM(F3:F11)
 - B =SUM(F3:F9)/6
 - C =AVERAGE(F3:F9)
 - D =AVERAGE(F3:F11)

- 10 If the formula in cell **C11** is changed to **=MIN(C6:C9)**, the value in cell **C11** will be
- A £5.00
 - B £6.00
 - C £9.99
 - D £45.00

- 11 A suitable y-axis title for the chart below can be found in cell



- A A1
 - B A2
 - C B2
 - D B10
- 12 A suitable graphical way to present the **Price to Pay** for each **Item Code**, as a percentage of the total price to pay, is a
- A table
 - B pie chart
 - C bar chart
 - D line graph

Questions 13 to 18 are about this database.

Last Name	Initials	Member ID	Address 1	Town	Postcode	Join Date	Member Type
Allott	R A	13489	4 Lane Top	Halifax	HX1 3RF	11/07/1994	Family
Arana	W	21587	17 Albany Terrace	Elland	HX4 1QA	14/04/2000	Family
Atta	W	23156	5 Albert Road	Halifax	HX2 2QW	21/01/2001	Single
Aziz	T	27680	1 William Street	Halifax	HX5 1YU	11/07/1994	Joint
Banerjee	A S	25213	3 Mirey Lane	Bradford	BD2 6TY	23/06/2002	Joint
Banks	A P	27431	88 Haigh Street	Elland	HX4 7UJ	08/10/2003	Joint
Banks	R A	28563	2 Range Lane	Leeds	LS7 5TR	15/04/2000	Family
Belgrave	P	36723	12 Copley Dean	Leeds	LS7 5RE	01/02/2004	Single
Bloem	P R	42109	11 Stocks Lane	Bradford	BD2 8YS	13/10/2003	Joint
Bodrozic	H	49012	28 Hirst Grove	Leeds	LS13 7HD	22/12/2005	Single
Bodrozic	W	50126	28 Hirst Grove	Leeds	LS13 7HD	09/09/2005	Single
Bould	A F	50763	3 Forest Green	Bradford	BD2 8GH	25/11/2002	Single

13 The search criteria to find all members who have a family member type and who joined on or before 01/02/2004, are

- A Member Type ="Family" OR Join Date <=01/02/2004
- B Member Type ="Family" OR Join Date >=01/02/2004
- C Member Type ="Family" AND Join Date >=01/02/2004
- D Member Type ="Family" AND Join Date <=01/02/2004

14 To list the members in A to Z order of the town, showing those who joined most recently first within each town, the user should sort

- A ascending on Town and then ascending on Join Date
- B descending on Town and then ascending on Join Date
- C ascending on Town and then descending on Join Date
- D descending on Town and then descending on Join Date

15 The only field in this database suitable as the primary key is

- A Postcode
- B Last Name
- C Member ID
- D Member Type

- 16 The search criteria to find members who live in Halifax, as well as those who live in Bradford, are
- A Town <>"Elland" AND Town ="Leeds"
 - B Town ="Halifax" OR Town ="Bradford"
 - C Town ="Halifax" AND Town ="Bradford"
 - D Town ="Elland" AND NOT Town ="Leeds"
- 17 The only fields required in a query to find the last names of those who joined before 01/01/2000 and who have a Joint member type are
- A Member ID, Last Name, Town, Join Date, Member Type
 - B Member ID, Last Name, Join Date, Member Type
 - C LastName, Join Date, Member Type
 - D LastName, Town, Member Type
- 18 As this database includes postal addresses for each member, a personalised letter could be produced automatically for each member by using
- A find and replace
 - B cut and paste
 - C mail merge
 - D cell merge

Please go on to the next page

Questions 19 to 24 are about this document.

P →

FIRE SAFETY

New regulations for owners of non-domestic premises



Q → ***Did you know?***

From 1st October 2006 you have some new legal obligations. You must:

- carry out a fire risk assessment
- equip your building with fire detectors and alarms
- provide appropriate fire fighting equipment indicated by signs.

This is to comply with the Regulatory Reform Order for England and Wales.

R →

S → {

On our website, www.firesafeforall.co.uk, we have a range of fire safety equipment, including risk assessment DVDs, fire extinguishers, fire and smoke alarms and fire safety signs to help you and your company comply with the new legislation.

If your company has any training needs, then we can help you. Our qualified and experienced trainers run courses on all aspects of fire safety. Contact us through our website or complete the form below and we will be in touch to help you.

T →

Firesafeforall 228 Hill Street Westchester WT8 6LR

Name			
Address			
Postcode		Telephone	

19 Shading has been used in the paragraph at **Q** to

- A** be able to set up a bulleted list
- B** draw attention to the information in the paragraph
- C** make sure the paragraph fits between the page margins
- D** indicate that the information in the paragraph is protected by copyright

- 20 The paragraphs at **S** are formatted with
- A hanging indents
 - B first line indents
 - C left whole paragraph indents
 - D right whole paragraph indents
- 21 The word 'has' at **R** should be 'have'. This error can be found automatically with software by using
- A print preview
 - B a spell checker
 - C a grammar checker
 - D directory search tools
- 22 The text in the table in the form at **T** is presented with inconsistent
- A fonts
 - B font styles
 - C vertical text alignment
 - D horizontal text alignment
- 23 The image at **P** is positioned
- A behind text
 - B with text wrap
 - C in front of text
 - D on top of the text
- 24 The purpose of the form at **T** is to
- A order fire fighting equipment
 - B survey opinions on the new legislation
 - C make sure customers have the company's address details
 - D collect information from potential customers for training

Questions 25 to 29 are about this spreadsheet. Formulas are used to calculate values in columns E and G and rows 12 and 13.

	A	B	C	D	E	F	G
1	Painting Workshops						
2	Date	Students	Charges		Income	Expenses	Profit/Loss
3			Fee	Materials			
4	14 September	17	£22.50	£6.75	£497.25	£210.00	£287.25
5	21 September	12	£35.00	£10.00	£540.00	£195.50	£344.50
6	5 October	22	£15.00	£5.25	£445.50	£240.00	£205.50
7	19 October	10	£25.75	£6.75	£325.00	£197.75	£127.25
8	17 November	4	£40.00	£10.00	£200.00	£230.00	-£30.00
9	24 November	20	£10.00	£2.50	£250.00	£220.66	£29.34
10	1 December	9	£25.50	£6.75	£290.25	£135.85	£154.40
11	4 December	18	£45.00	£12.50	£1,035.00	£180.00	£855.00
12	Total Charges			£279.25			
13	Average	14	£27.34	£7.56	£447.88	£201.22	£246.66

- 25 The workshop that did not make a profit was held on
- A 5 October
 - B 17 November
 - C 1 December
 - D 4 December
- 26 To add details of a workshop on 5 January to the spreadsheet, the user should
- A insert a row
 - B insert a column
 - C increase the height of row 11
 - D increase the width of column A
- 27 The formula in cell D12, that calculates the total of all the charges shown, is
- A =SUM(C4:C11)
 - B =SUM(C4:D11)
 - C =SUM(C4:D13)
 - D =SUM(C4:G11)

28 A suitable formula to find the highest expenses is

- A =MAX(F4:F11)
- B =MAX(F4:F13)
- C =SUM(E4:F11)
- D =SUM(F4:G11)

29 **Income** is **Students** multiplied by the result of **Fee** plus **Materials**. The formula in cell **E4** is

- A =B4*C4+D4
- B =(B4*C4)+D4
- C =(B4*C4+D4)
- D =B4*(C4+D4)

Please go on to the next page

Questions 30 to 34 are about this document.

Training News September 2007

Online Learning (UK)

Online Learning (UK) has hundreds of online courses in a variety of subject areas, and they specialise in IT. They also have programmes that will help you improve your maths skills, English skills, and job interview skills. All the courses are designed so that you can learn at a time, place and pace that suit your needs.

Online Learning also have a number of centres around the country so that you can learn near to your home.

Online Learning provides a careers and guidance service. This involves an assessment of your strengths, weaknesses, opportunities and threats.

The cost of £50.00.

Now FREE!

Look at what happened last year!

21,000 – English; 19,000 – Maths; 32,000 – IT; 24,000 – Computer science; 13,000 – Computer repair; 9,000 – Network analysis; 15,000 – Programming; 26,000 – Web design; 7,000 – Web servers.

All these people were successful in our courses and gained a qualification.

Join us now and have a better future.

Q

P

R

S

T

U

30 The information at T would be easier to read and understand if it were presented as a

- A form
- B text box
- C bar chart
- D justified paragraph

31 The image at Q has been positioned

- A behind text
- B with text wrap
- C in front of text
- D without text wrap

- 32 The text between the lines at **P** and **S** has been positioned using
- A columns
 - B headers
 - C centre tabs
 - D right alignment
- 33 The text at **R** has been placed on top of other text by using
- A text wrap
 - B a text box
 - C copy and paste
 - D a left and a right tab
- 34 The text at **U** has a border round it to
- A centre align the text
 - B make the text stand out
 - C describe the text more clearly
 - D explain what qualifications there are

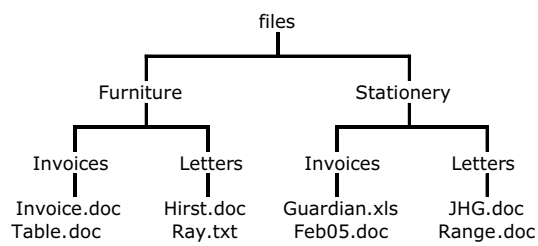
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Questions 35 to 40 are general questions.

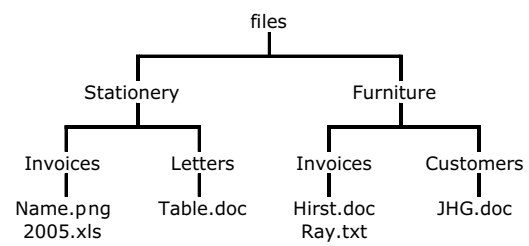
- 35 Passwords are used on files to
- A protect information from viruses
 - B help keep information confidential
 - C be able to send them as attachments
 - D make sure there is no breach of copyright
- 36 A file named **T-Grade.txt** can be found using the wildcard search criterion
- A ?.txt
 - B ?-*.txt
 - C T-?.txt
 - D T-G???.txt
- 37 A way to collect information from visitors to a website is to use
- A a hotspot
 - B a bookmark
 - C an online form
 - D a search engine
- 38 To make sure that some data can be recovered in the event of a complete disk failure, users should
- A save files frequently
 - B use passwords on all files
 - C scan the disk daily for viruses
 - D back up files frequently to a secure medium
- 39 Material that is copyright protected should be reproduced only
- A once within a document
 - B by scanning copyright information
 - C with permission of the copyright owner
 - D if the file uses the password 'copyright'

- 40 The file **Table.doc** is stored in the **Letters** subdirectory that is within the **Furniture** subdirectory. Which diagram shows this structure?

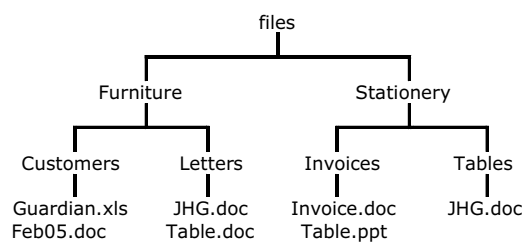
A



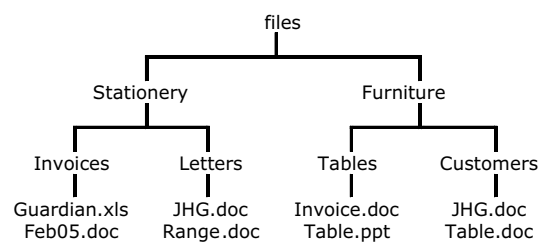
B



C



D



End of Test

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