CONTENTS

Cambridge Career Awards in ICT - Foundation

INFORMATION AND COMMUNICATIONS TECHNOLOGY

The scheme showed 440% growth in entries between 2001 and 2002 including entries in Spanish and Greek.

```
┌─────────────────────┐
│   Module 5181       │
│                     │
│      Core           │
└─────────────────────┘
```

The most common errors included:

- The failure to understand the generic terms serif, and sans-serif. Many candidates tried to locate these as font styles rather than understanding that fonts such as Times New Roman contain short strokes or serifs on each letter, and that sans-serif fonts are without these.

- The failure to produce formulae printouts from the spreadsheet. The most common package used was Excel and many candidates did not know how to use Tools, Options and tick the Formulas box prior to printing.

- The loss of data integrity during sorts. Several candidates failed to highlight all the data prior to sorting by a specified field which meant that the data became irrelevant to the task in hand.

```
┌─────────────────────┐
│   Module 5182       │
│                     │
│  Creating Charts    │
└─────────────────────┘
```

The most common errors included:

- Selecting the wrong data series, especially when the data is not in adjacent rows or columns.

- Careless errors in the labelling of the charts or axis, sometimes where candidates are allowing the software (wizards) to generate the charts, without consideration of the requirements of the question paper.

```
┌─────────────────────┐
│   Module 5183       │
│                     │
│ Desktop Publishing  │
└─────────────────────┘
```

The most common errors included:

- The failure to understand the generic terms serif, and sans-serif. Many candidates tried to locate these as font styles rather than understanding that fonts such as Times New Roman contain short strokes or serifs on each letter, and that sans-serif fonts, are without these.

- The failure to align text as specified.

- The failure to place and resize graphics as specified.

- The omission of page numbering.

- The ability to maintain a graphic images aspect ratio (some candidates had distorted images as they tried to resize the image/s).

- Missing or erroneous column breaks.

- The failure to set the page orientation as specified.

- The failure to set up all four margins as specified.

- The failure to set up column spacing as specified.

Module 5184

Computer Graphics

The most common errors included:

- The ability to maintain a graphic images aspect ratio (some candidates had distorted images as they tried to resize the image/s).

- The failure to copy, manipulate and paste elements of the image.

- The failure to understand the generic terms serif, and sans-serif. Many candidates tried to locate these as font styles rather than understanding that fonts such as Times New Roman contain short strokes or serifs on each letter, and that sans-serif fonts, are without these.

- The introduction of spelling errors.

- The failure to follow the prescribed colour scheme/s from the question paper.

Module 5185

Database Operations

The most common errors included:

- The failure to select the correct search criteria.

- The failure to sort the required data as specified. A number of candidates had transposed the sort orders.

- The failure to edit the data as specified in the question paper.

- The failure to show all fields, or only specified fields in the printouts as required by the particular question.

Module 5186

Website Design

Only the candidates who did not complete the paper were unsuccessful; those candidates who did complete the paper in the time allocated all attained certification.