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**OXFORD CAMBRIDGE AND RSA EXAMINATIONS
ADVANCED SUBSIDIARY GCE**

G061

**INFORMATION AND COMMUNICATION
TECHNOLOGY**

Information, Systems and Applications

THURSDAY 13 JANUARY 2011: Afternoon

DURATION: 2 hours

SUITABLE FOR VISUALLY IMPAIRED CANDIDATES

Candidates answer on the question paper.

OCR SUPPLIED MATERIALS:

None

OTHER MATERIALS REQUIRED:

None

READ INSTRUCTIONS OVERLEAF

INSTRUCTIONS TO CANDIDATES

- **Write your name, centre number and candidate number in the boxes on the first page. Please write clearly and in capital letters.**
- **Use black ink. Pencil may be used for graphs and diagrams only.**
- **Read each question carefully. Make sure you know what you have to do before starting your answer.**
- **Write your answer to each question in the space provided. Additional paper may be used if necessary but you must clearly show your candidate number, centre number and question number(s).**
- **Answer ALL the questions.**

INFORMATION FOR CANDIDATES

- **The number of marks is given in brackets [] at the end of each question or part question.**
- **The total number of marks for this paper is 120, of which marks are allocated to the assessment of the quality of written communication where an answer requires a piece of extended writing.**
- **No marks will be awarded for using brand names of software packages or hardware.**

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Miss Jones has recently retired and is thinking of setting up a landscape gardening company.

1 Miss Jones is currently researching landscape gardening services and the prices charged by her competitors.

(a) Give examples of THREE different direct sources Miss Jones could use to collect the data.

1 _____

2 _____

3 _____

_____ **[3]**

- (b) Using an example, show how structure, context and meaning can be added to the data collected about landscape gardening to turn it into information.**

Data _____

Structure _____

Context _____

Meaning _____

_____ [4]

- (c) Using an example related to landscape gardening, describe the difference between information and knowledge.**

_____ [2]

2 Miss Jones is going to enter the data she has collected into a spreadsheet so that she can analyse it.

(a) The data needs to be validated.

What is the purpose of validation?

[1]

(b) The data needs to be verified.

Describe TWO different verification methods that Miss Jones could use.

1 _____

2 _____

[4]

3 Having decided to go ahead with the landscaping gardening business, Miss Jones wants to produce an advertising leaflet.

(a) Identify TWO different consumable costs that will be incurred in the production of the leaflet.

1 _____

2 _____

_____ **[2]**

(b) Miss Jones will need to use hardware and software to produce the leaflet.

Using examples, describe the difference between hardware and software.

_____ **[4]**

(c) Miss Jones has purchased a desktop publisher and a database.

Place each task from the list below under the most appropriate application she should use to complete the task.

- Create a business card**
- Store customer records**
- Create calendar**
- Create report of customers sales**

Desktop Publisher	Database

[2]

(d) (i) Identify an appropriate input device for creating on-screen sketches of gardens to show to the customer.

_____ [1]

(ii) Identify an appropriate input device for adding images into the brochures.

_____ [1]

(e) (i) Identify TWO differences between vector and bitmap graphics.

1 _____

2 _____ [2]

(ii) Explain why a vector image is suitable for use in the leaflet.

_____ [2]

(f) Some of Miss Jones' employees are physically disabled.

Identify and describe TWO items of specialist software that physically disabled employees could use.

1 _____

2 _____

_____ **[4]**

4 Miss Jones wants to set up a database about her customers, services, jobs and jobcards.

- **Customers are people who own the gardens.**
- **Services are the different tasks that the company can perform; for example, mowing the lawn or weeding.**
- **Jobs are where an appointment has been booked for a customer.**
- **Jobcards are the details of the services for a particular job.**

The data structure needs to be normalised.

(a) Describe TWO advantages of normalisation.

1 _____

2 _____

_____ **[4]**

Four of the entities in the database will be CUSTOMER, SERVICE, JOB and JOBCARD.

(b) (i) What is the degree of the relationship between CUSTOMER and JOB?

_____ [1]

(ii) What is the degree of the relationship between SERVICE and JOBCARD?

_____ [1]

(c) Explain THREE advantages of creating the database by tailoring a generic database application.

1 _____

2 _____

3 _____

_____ **[6]**

(d) A customer form has been created to enter customer details.

Using examples related to the customer form, describe THREE different form controls that could be used.

1 _____

2 _____

3 _____

_____ **[6]**

5 Over time, the landscape gardening business has grown and Miss Jones wants to take over a local competitor.

(a) Miss Jones has been advised to use software to model the expansion of her business.

Give TWO reasons why Miss Jones should use a model to predict this expansion.

1 _____

2 _____

_____ **[2]**

(b) Using examples related to the landscape gardening business, describe how Miss Jones could make use of workbooks and ranges.

Workbooks _____

Ranges _____

_____ **[4]**

(c) Using examples related to the landscape gardening business, describe how Miss Jones could use absolute and relative cell references.

Absolute _____

Relative _____

_____ **[4]**

- 6 Miss Jones needs to write a report for the bank about the expansion of the business.**
- (a) The data for the report comes from different applications with no common format.**

Identify the steps involved in transferring data between application A and application C without using cut/copy/paste. Application A and application C have no common format. The first and last steps have been given.

DATA TO BE TRANSFERRED IS OPENED IN APPLICATION A

DATA HAS BEEN TRANSFERRED AND IS OPENED IN APPLICATION C

[4]

(b) Identify TWO advantages of using styles in the finished report.

1 _____

2 _____

_____ [2]

(c) (i) Identify TWO characteristics of wizards.

1 _____

2 _____

_____ [2]

(ii) Give an example of how Miss Jones could make use of a macro when writing the report.

_____ [1]

(d) Describe how Miss Jones could make use of sections, frames and footnotes in the finished report.

Sections _____

Frames _____

Footnotes _____

[6]

(e) The report needs to fit onto one side of A4.

Identify **FOUR** different changes Miss Jones could make to the report to fit it onto one side of A4 without losing any content.

1 _____

2 _____

3 _____

4 _____

_____ [4]

- 7 Having expanded her business by taking over a local landscape gardening company, Miss Jones finds that the standards used in the two different ICT systems are not compatible.**

Explain the impact on the business of having two different standards.

[4]

8 Miss Jones is aware of the need to secure her ICT system.

(a) Identify THREE software methods Miss Jones could use to secure her ICT system. For each method, explain how it prevents data being stolen.

1 _____

2 _____

3 _____

_____ **[6]**

- (b) (i) The data in the system needs to be backed up and archived.
Describe the difference between backing up and archiving of data.**

[2]

- (ii) Give an example of data that should be archived.**

[1]

9 Miss Jones wants to put together a presentation that can be used at her local County Show.

(a) Describe how the presentation could make use of sound to attract an audience.

[2]

(b) Compare the use of automatic and manual transition in the presentation for the County Show.

[3]

10 Miss Jones is concerned about health problems that she might get from working with ICT.

Identify THREE health problems that Miss Jones might get from working with ICT.

For each health problem give an appropriate different solution.

1 _____

Solution _____

2 _____

Solution _____

3 _____

Solution _____

_____ [6]

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