

ADVANCED SUBSIDIARY GCE
INFORMATION AND COMMUNICATION TECHNOLOGY

2514

Practical Applications of ICT using Standard/Generic Applications Software

MONDAY 14 JANUARY 2008

Afternoon

Time: 1 hour 30 minutes

Candidates answer on the question paper.

Additional materials: No additional materials are required



Candidate Forename

Candidate Surname

Centre Number

Candidate Number

INSTRUCTIONS TO CANDIDATES

- Write your name in capital letters, your Centre number and Candidate number in the boxes above.
- Use blue or black ink. Pencil may be used for graphs and diagrams only.
- Read each question carefully and make sure that you know what you have to do before starting your answer.
- Answer **all** the questions.
- Do **not** write in the bar codes.
- Do **not** write outside the box bordering each page.
- Write your answer to each question in the space provided.

INFORMATION FOR CANDIDATES

- The number of marks for each question is given in brackets [] at the end of each question or part question.
- The total number of marks for this paper is **90**, of which 4 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.

FOR EXAMINER'S USE		
1		21
2		18
3		16
4		10
5		13
6		8
QWC		4
TOTAL		90

This document consists of **11** printed pages and **1** blank page.

A driving school offers courses for existing drivers. These courses include motorway skills, off-road and defensive driving.

1 The logo of the driving school is stored as a bitmap graphic.

(a) Describe bitmap graphics.

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.....
.....
.....
.....
.....[4]

(b) A presentation is to be created to advertise the courses.

Explain why the logo should be included on the presentation.

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.....[4]

(c) Describe how the use of a master slide template can aid the production of the presentation.

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.....
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.....
.....[4]

(d) Explain how the following features could be used in the presentation, giving an example for each.

(i) Sound
.....
.....
Example
.....[3]

(ii) Video
.....
.....
Example
.....[3]

(e) Describe how a user could navigate the presentation using buttons.
.....
.....
.....
.....
.....[3]

2 A style sheet, to be applied to all documentation for the driving school, is to be created.

(a) Describe **two** advantages and **one** disadvantage of style sheets.

Advantage 1.....
.....
.....
.....

Advantage 2.....
.....
.....
.....

Disadvantage.....
.....
.....
.....[6]

(b) A word processed letter is to be created and sent to previous customers of the driving school to advertise these courses.

Describe the following features of word processing.

(i) Word wrap.....
.....
.....[2]

(ii) Paragraph styles.....
.....
.....[2]

(iii) Wizards.....
.....
.....[2]

(c) The word processed letter contains a header, a footer and footnotes.

Describe

(i) Header
.....
.....
.....[2]

(ii) Footer
.....
.....
.....[2]

(iii) Footnotes
.....
.....
.....[2]

3 The customer records are held on a database that is normalised to third normal form (3NF).

(a) Describe **three** advantages of normalisation.

Advantage 1.....
.....
.....
.....

Advantage 2.....
.....
.....
.....

Advantage 3.....
.....
.....
.....[6]

(b) Queries can be run on the database.

Describe the following queries and give an example of when the driving school could use them.

(i) Cross-tab.....
.....
.....
.....

Example
.....[3]

(ii) Parameter.....
.....
.....
.....

Example
.....[3]

(c) A query is run on the database. The result of this query is presented as a tailored report.

Explain **two** design considerations that could be considered during the design of the tailored report.

Consideration 1.....
.....
.....
.....

Consideration 2.....
.....
.....
.....[4]

4 The driving school is holding an off-road driving competition. A mail merge letter is to be sent to all customers who have successfully completed the off-road driving course.

(a) Word fields can be used during the mail merge process.

Describe each of the following word fields.

(i) FILL-IN
.....
.....
.....[2]

(ii) IF...THEN...ELSE
.....
.....
.....[2]

(b) Personalised envelopes are to be produced.

Describe how merge fields could be used during this process.

.....
.....
.....
.....[2]

(c) A map of the competition route is to be produced and included in the letters.

Explain how graphic libraries could be used to produce this map.

.....
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.....[4]

5 The driving school is going to use a spreadsheet to work out the entry fee for the competition.

(a) Variables are one feature of spreadsheet modelling software.

(i) Identify and describe **two** other features of spreadsheet modelling software.

Feature 1

.....

.....

.....

Feature 2

.....

.....

.....[4]

(ii) Identify **two** variables that the driving school could change in the spreadsheet model.

Variable 1

Variable 2[2]

(b) Macros have been used to customise the spreadsheet modelling software.

(i) Define a macro.

.....

.....

.....

.....[2]

(ii) Identify **three** examples of the use of a macro in a spreadsheet.

Example 1

.....

Example 2

.....

Example 3

.....[3]

(c) State the type of chart most suitable to display the following.

(i) The number of people completing the defensive driving course for each month over a one-year period.

.....[1]

(ii) The number of males and females completing each of the three different courses.

.....[1]

6 The driving school is considering implementing an on-line booking system for the courses.

Describe how an on-line booking system could be used.

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[86]
Quality of Written Communication [4]
Total [90]

11
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