

Candidate Name	Centre Number	Candidate Number
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**GCSE**

631/01

**APPLIED INFORMATION AND  
COMMUNICATION TECHNOLOGY  
(DOUBLE AWARD)**

A.M. TUESDAY, 18 January 2011

2 hours

Examiner's Use Only	
<b>Total Mark</b>	

**ADDITIONAL MATERIALS**

In addition to this paper you will need Resource Material for use with Question 7.

**INSTRUCTIONS TO CANDIDATES**

Use black ink or black ball-point pen.

Write your name, centre number and candidate number in the spaces at the top of this page.

Answer **all** questions.

Write your answers in the spaces provided in this booklet. Where the space is not sufficient for your answer, continue the answer at the back of the book, taking care to number the continuation correctly.

**INFORMATION FOR CANDIDATES**

The number of marks is given in brackets at the end of each question or part-question.

Answer **all** questions in the spaces provided.

Questions in this paper are based on the context of the 'Hotspots Holidays'.

1. *Hotspots Holidays* use Word Processing software to produce some of their documents..

Tick (✓) **one** box in **each** case to show which feature could be used to **best** complete the following tasks:

- (a) Make the text thicker and darker so that it stands out. [1]

- Shadow  
 Font colour  
 Bold  
 Italics

- (b) Make a page number appear automatically at the bottom of each page. [1]

- Header  
 Footer  
 Line break  
 Indent

- (c) Create a list of points with a small black circle to the left of each point. [1]

- Bullet points  
 Automatic numbering  
 Point size  
 PowerPoint

- (d) Align text so that it has a straight edge on both the left and right hand margins. [1]

- Fully justify  
 Tabulate  
 Line spacing  
 Right align

(e) Look for an alternative word with the same meaning.

[1]

- Autocorrect
- Thesaurus
- Find
- Word count

(f) Give **ten** actions that could be made using the toolbar shown below.



Example: *Spelling and Grammar check. Do not use this example in your answer.*

- (i) ..... [1]
- (ii) ..... [1]
- (iii) ..... [1]
- (iv) ..... [1]
- (v) ..... [1]
- (vi) ..... [1]
- (vii) ..... [1]
- (viii) ..... [1]
- (ix) ..... [1]
- (x) ..... [1]

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2. *Hotspots Holidays* use a spreadsheet to calculate the cost of a holiday for Mr. Jones.

	A	B	C	D	E	F	G	H	I
1	<b>Mr CJ Jones - Blue Bay, Corralejo - Holiday Start date 16/06/2011</b>								
2									
3		Adult Cost	No. of Adults	Total Adult Cost	Child Cost	No. of Children	Total Child Cost	<i>Discount</i>	Total
4	Flight	£450.00	2	£900.00	£450.00	3	£1,350.00		£2,250.00
5	Flight supplement	£30.00	2	£60.00	£30.00	3	£90.00		£150.00
6	In flight meals	£15.00	1	£15.00	£10.00	3	£30.00		£45.00
7	Hotel per week	£1,200.00	2	£2,400.00	£600.00	3	£1,800.00		£4,200.00
8	Airport bus	£35.00	2	£70.00	£30.00	3	£90.00		£160.00
9	Insurance	£120.00	2	£240.00	£0.00	3	£0.00		£240.00
10	Excursions	£350.00	2	£700.00	£350.00	3	£1,050.00		£1,750.00
11							Sub total		£8,795.00
12							Less discount	5%	£439.75
13							<b>Total Cost</b>		<b>£8,355.25</b>

Look carefully at the spreadsheet above and then answer the following questions:

- (a) Give the **column** containing the label *Adult cost*. ..... [1]
- (b) Give the **row** containing the label *In Flight meals*. ..... [1]
- (c) Give the **cell** containing the *Child Cost* for *In flight meals*. ..... [1]
- (d) Give the **cell** that **shows** the *Total Cost* of the holiday. ..... [1]
- (e) Give **three** formatting features used in cell H3. [3]
- .....
- .....
- (f) The cell range A1:I1 has been merged. Name **one** other *cell range* that has also been merged. [1]
- .....
- (g) State which **one** of the following formulas could be used to calculate the *Total Adult Cost* for *Hotel per week*, contained in cell D7. [1]
- (i) =B7+C7
- (ii) =B7\*C7
- (iii) =B7/C7
- (iv) =B7-C7

(h) Give a suitable formula to calculate the *Total Child Cost for Hotel per week*, contained in Cell G7. [1]

.....

(i) Give a suitable formula to calculate the total *Airport bus costs* for the family. [1]

.....

(j) Give a suitable formula to calculate the *Total Holiday Cost* for the whole family. [1]

.....

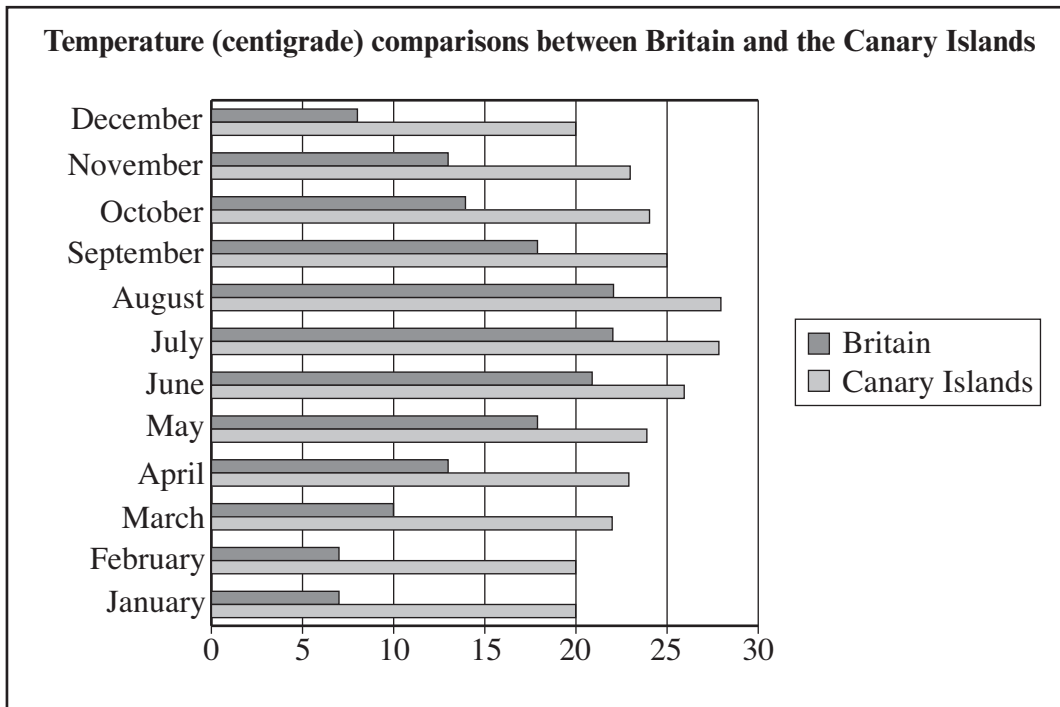
(k) The cost of **adult Insurance** goes up to £130.

(i) State which cell needs to be manually changed. .... [1]

(ii) State which **five other** cells will automatically recalculate. [5]

Cell ..... Cell ..... Cell ..... Cell ..... Cell .....

(l) *Hotspots Holidays* supply the chart shown below so customers can compare the temperature in the Canary Islands throughout the year with the temperature in Britain.



(i) State the type of chart used above. .... [1]

(ii) Give **one** advantage of displaying information in a chart. [1]

.....

3. *Hotspots Holidays* keep details of holidays on a database. Below is part of the table showing special offers for the coming week.

Holiday Code	Tour Operator	Country	Resort	Hotel	All Inclusive	Price
74997	More Sun	Portugal	Alvor	Oasis	No	£690
66974	Excursions	Spain	Benidorm	Dunas Club	No	£690
33508	Excursions	America	Orlando	Altantis	No	£950
49961	Travel Land	Spain	Benidorm	Villa del Sol	Yes	£950
33496	More Sun	America	Florida	Palace	No	£990
97459	Choice	Fuerteventura	Corralejo	Blue Bay	No	£1,200
21792	Travel Land	Cyprus	Sorrento	Duna Park	Yes	£1,330
66396	Travel Land	Majorca	Camp de Mar	Beach Hotel	Yes	£1,330
51247	Travel Land	Lanzarote	Playa Blanca	Arena	Yes	£1,450

(a) State the number of *records* shown in this database. .... [1]

(b) State **one** reason why *Hotspots Holidays* would add a record to the database. [1]

.....

(c) State the number of *fields* shown in this database. .... [1]

(d) Give **two** examples of *other* suitable fields that *Hotspots Holidays* might want to add to this database. [2]

.....

.....

(e) Tick (✓) **one** box to indicate the way that this database has been sorted. [1]

- Ascending, by *Country* then *Price*
- Descending, by *Country* then *Price*
- Ascending, by *Price* then *Country*
- Descending, by *Price* then *Country*
- None of these

(f) State the **four** data types used in this database. [4]

1. .... 2. ....

3. .... 4. ....

(g) A customer wants a holiday in America. Write down the *field* and *criteria* that would find **only** these records. [1]

.....

(h) Another customer wants a holiday that costs less than £500. Write down the *field* and *criteria* that would find **only** these records. [1]

.....

(i) Another customer wants an *All Inclusive* holiday in *Spain*. Write down the *field* and *criteria* that would find **only** these records. [3]

.....

.....

.....

(j) The holiday database shown on the opposite page is part of a *relational database*. Suggest **one other** table that might also be included in this database. [1]

.....

(k) Give **two** advantages of using a *relational database* rather than a flat file. [2]

.....

.....

(l) *Hotspots Holidays* often use *validation* in their database to avoid errors. Give a definition of *validation*. [1]

.....

.....

4. *Hotspots Holidays* office staff use *standard ways of working* to prevent data loss.

(a) State **three** ways in which data might be lost (risk) and give a different appropriate *standard way of working* to show how this might be prevented in each case. [6]

Risk 1 .....

Prevention 1 .....

.....

Risk 2 .....

Prevention 2 .....

.....

Risk 3 .....

Prevention 3 .....

.....

(b) *Hotspots Holidays* staff are also aware that they must keep within the law when working. Give **two** *Acts* that relate to computer use and for **each** give a brief explanation of the type of offence they cover. [4]

Act 1 .....

Type of offence covered .....

.....

.....

Act 2 .....

Type of offence covered .....

.....

.....



- 5. *Hotspots Holidays* make extensive use of *graphical images* in their promotional brochures. Discuss the potential methods of *data capture, manipulation* and *storage* that are available to them. [10]

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6. Staff at *Hotspots Holidays* often use the Internet to find information.

(a) Tick (✓) **one** box to indicate the **best** criteria to use when searching for information on the holiday resort ‘Disneyland Paris’. [1]

- Disneyland Paris
- Disneyland
- Paris
- “Disneyland Paris”

(b) A member of staff finds the relevant website and wants to go back to it often. State which feature of the browser software could help her to do this easily. [1]

.....

(c) (i) *Hotspots Holidays* employees use various e-mail facilities. Give an example of how they might **use** the following:

Mailing List: ..... [1]

.....

Attachments: ..... [1]

.....

(ii) *Apart from mailing list and attachments*, give **two** advantages of using e-mail for enquiries rather than using the traditional postal services. [2]

Advantage 1 .....

.....

Advantage 2 .....

.....

**When answering the following questions, you should refer to the ‘Hotspots Holidays’ documents in your Resource Material.**

- 7. (a) Identify the three types of business documents shown in the supplement and state the purpose of each of them.

**Document 1**

Document name: ..... [1]

Purpose: ..... [1]

**Document 2**

Document name: ..... [1]

Purpose: ..... [1]

**Document 3**

Document name: ..... [1]

Purpose: ..... [1]

- (b) *Hotspots Holidays* uses a *logo* on all their business documents. State the *purpose* of a *company logo*. [1]

.....

.....

- (c) Give **six** formatting features that have been used to create the *Hotspots Holidays* logo. [6]

.....

.....

.....

.....

.....

.....

(d) Give **one** formatting feature used in **Document 2** that is not used in **Document 1**. [1]

.....

(e) Give **two** formatting features used in **Document 3** that are not used in **Document 1** or **Document 2**. [2]

.....

.....

(f) *Hotspots Holidays* also use itineraries and invoices. State the purpose of **each**. [2]

Purpose of an itinerary: .....

.....

Purpose of an invoice: .....

.....

(g) (i) *Hotspots Holidays* use *verification* to avoid making mistakes when creating documents. Give a definition of *verification*. [1]

.....

.....

(ii) Give an **example** of *verification* that they might use. [1]

.....

.....

**For continuation only.**

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