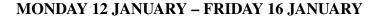![cea Rewarding Learning]

General Certificate of Secondary Education

January 2009

Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 12 JANUARY – FRIDAY 16 JANUARY

GDJ11

Candidate Number

Number of printouts attached (to be completed at the end of the examination)

For Examiner's use only			
Tasks	**Marks Available**	**Marks**	**Re-mark**
P1	6		
P2	11		
P3	2		
D1	3		
D2	5		
D3	9		
D4	3		
D5	4		
D6	2		
S1	8		
S2	9		
S3	6		
S4	5		
MM1	6		
MM2	10		
MM3	3		
MM4	2		
MM5	2		
FM2	4		
Total	**100**		

TIME

2 hours 30 minutes.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page.
Save each document using the name specified in each task.
Always add your Candidate Number, Centre Number, Activity Number and Printout Label to every printout produced.
All printouts may be labelled by hand.
All printouts must be attached to the examination paper at the end of the examination in the correct order.
Use the treasury tag provided to attach your printouts to the examination paper.
You **may not** take the examination paper with you.

INFORMATION FOR CANDIDATES

The total mark for this paper is 100.
Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question.

Filenames to be used in the completion of this examination:

J09icon.jpg   J09meals.xls
J09image.doc   J09redridge.mdb
J09letter.doc

4222

File Management and Standard Ways of Working

ACTIVITY FM1

In this task you are asked to set up a set of folders to help organise your work. On completing the exam you will be asked to produce a printout of the folders and their contents. This may be done as a screen shot/dump. You will be reminded at the end of this paper to print out the contents of these folders.

- Create a new folder on the desktop or in your working area.
- Name this folder **exam**, followed by your candidate number. (e.g. – if your candidate number is 1234 then your folder should be named **exam1234**)
- Add the following sub-folders to the exam folder –

    office
    finance

All the files you produce must be saved in these folders.

4222

Using Word Processing/DTP software

Sean would like to advertise Redridge Outdoor Activity Centre in the local newspapers.

ACTIVITY P1

- Open appropriate software to allow you to produce an advertisement for a newspaper.
- The advertisement should be A5 in size.
- The following information should be included.

  - The company address

    Redridge Outdoor Activity Centre
    12 Drumderg Road
    Loughside
    Armagh
    Co. Armagh
    BT62 7JH

    E   sean@redridgeoutdoor.com
    W www.redridgeoutdoor.com
    T   028 3792332

- Add the company logo which is saved as **J09icon.jpg** to the top right of the flyer.
- You may add other suitable graphics from **J09image.doc**
- Make sure the advertisement has a professional appearance and is suitable for the purpose.
- Save this document in the **office** folder with the file name **advert**.
- Print a copy of the document on **one** A4 page.
- Label the printout **ADVERT**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [6]

Jim wishes to send a letter of confirmation to all those groups who have booked activities in July.

ACTIVITY P2

The database **J09redridge.mdb** has been provided for you and the information you need for the letter is in the table called **admin**.

- Open the file called **J09letter.doc**
- Make the company name at the top of the letter more noticeable by changing the font and the size.
- Move the email address, website and telephone number to the top of the letter just below the title.
- Add today's date below the address.
- Right align the address and date.
- Move the company logo to the top right of the page, make sure that it does not cover any text.
- Using mail merge select **only** those groups who have booked the centre in the month of July.
- Insert the following fields from the **admin** table in an appropriate place –

    Booking Ref
    Group No

- Print a copy of the letter, on **one** A4 page, showing the **merged fields**. This may be done as a screen shot.
- Save this letter in the **office** folder with the file name **letterjuly**.
- Print a copy of the document.
- Label the printout **LETTERJULY.**

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [11]

ACTIVITY P3

- Complete the mail merge by merging the data from the database into the letter.
- Print a copy of the first and last letter only.
- Save this document in the **office** folder as **julymerge**.
- Label these printouts **JULYFIRST** and **JULYLAST**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

The word processing activities are now complete

Using Database Software

ACTIVITY D1

- Use the database **J09redridge.mdb**
- Open the table called **contacts**.
- Use the filter feature to show all groups who have booked from **County Down**.
- Sort the table by **Leader** in descending order.
- Print the results of this filter on **one** A4 page, make sure all the data is visible. You may take a screen shot if you wish.
- Label the printout **DOWN**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

ACTIVITY D2

- Use the database **J09redridge.mdb**
- Create a form for the table called **contacts** which will allow you to enter all the details of a new booking.
- Use this form to enter the following details:

Group No	Group	Leader	Address 1	Address 2	Town	County	Post Code	Tel	Mobile
3023	North Wave Players	William Browne	12 Main Street		Killylea	Armagh	BT60 3TW	028 3759814	0775 447863

- Print out a copy of the form showing the details of this new contact only on **one** A4 page. You may use a screen shot for this.
- Save this form as **newgroup**.
- Label this printout **NEWGROUPS**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [5]

ACTIVITY D3

- Create a query using both data tables, **contacts** and **admin**.
- Include information from the following fields from the **contacts** table –
  - **Leader**
  - **Tel**
  - **Mobile**

- Add information from the following fields from the **admin** table –
  - **Paid**
  - **Booking Ref**
- Save the query as **notpaid**.
- Set up the query to include only groups who have **not** paid.
- Sort the query in ascending order of **Booking Ref**.
- Print a copy of the **design** of your query on **one** A4 page. You may use a screen shot for this.
- Label the printout **NOTPAID**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.   [9]

ACTIVITY D4

- Run the query **notpaid**.
- Print the results on **one** A4 page, make sure all the data is visible. You may use a screen shot for this.
- Label the printout **RESULTS**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.   [3]

ACTIVITY D5

- Use the database file called **J09redridge.mdb**
- Use the table called **admin**.
- Add a validation rule to the **Special Diet** field so that only numbers less than 30 can be entered.
- Enter the following validation text "**The maximum number of special meals is less than 30**".
- Take a screen shot of the design layout showing the new validation rule and the validation text.
- Save the screen shot in the **office** folder as **special**.
- Print a copy of this document.
- Label the printout **SPECIAL**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.   [4]

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ACTIVITY D6

- Use the table called **admin**.
- Try changing the data for Booking Ref **2820** in the **Special Diet** field to **30**.
- Take a screen shot of the error message.
- Save this screen shot in the **office** folder as **error**.
- Print a copy of the screen shot.
- Label the printout **ERROR**.
- Change the **30** back to the original value of **9**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

The database activities are now complete

Using Spreadsheet Software

PLEASE NOTE – All spreadsheets should be printed with gridlines and cell references.

ACTIVITY S1

- Open the spreadsheet file called **J09meals.xls**
- Make the following changes:

    Go to cell C1 and enter the text "Time (hours)".
    Go to cell D1 and enter the text "Wages".
    Go to cell F1 and enter the text "Number of people".
    Go to cell I1 and enter the text "Average".
    Go to cell A7 and enter the text "Wage per hour".
    Go to cell E4 and change the value from "0.18" to "0.22".

- Save the spreadsheet in the **finance** folder as **mealcost**.
- Print the data in the spreadsheet on **one** A4 page, make sure all the data is visible.
- Label the printout **MEALCOST**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [8]

ACTIVITY S2

- Use the file **mealcost.xls**
- To calculate **Wages** for each worker enter a formula in the cell D2 which will multiply cell B2 by cell C2 and also by the **Wage per hour** in cell B7. You may use an absolute cell reference for this formula.
- Replicate this formula for each of the meals from cell D3 to D4.
- To calculate the **Sub Total** for the meals enter a formula in the cell G2 which will multiply cell E2 by cell F2.
- Replicate this formula for each of the cells G3 to G4.
- To calculate the **Total** for each meal enter a formula in cell H2 which will add cells D2 and G2.
- Replicate this formula for each of the cells H3 to H4.
- To calculate the **Average** cost of a meal for each person enter a formula in cell I2 which divides cell H2 by cell F2.
- Replicate this formula for each of the cells I3 to I4.
- Save the spreadsheet in the **finance** folder as **wages**.
- Print a copy of the spreadsheet showing clearly all the **formulae** that have been used on **one** A4 page.
- Label this printout **FORMULAE**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [9]

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Change the details of the spreadsheet to calculate the meal cost for a different group.

ACTIVITY S3

*   Use the file **wages.xls**
*   Make the following changes:

    Go to cell F2 and change the 74 to 92
    Go to cell F3 and change the 68 to 53
    Go to cell F4 and change the 41 to 32

*   Make sure all the money values are formatted as currency.
*   Save the spreadsheet in the **finance** folder as **values**.
*   Print a copy of the spreadsheet showing clearly all the new **values** on **one** A4 page.
*   Label this printout **VALUES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [6]

ACTIVITY S4

*   Insert a row at the top of the spreadsheet.
*   Merge the cells in the new row, from **A1** to **I1**.
*   Go to cell A1 and enter the text "**Meal Costs**".
*   Centre the title across the cells **A1** to **I1**.
*   Save the spreadsheet in the **finance** folder as **changes**.
*   Print a copy of the spreadsheet showing clearly all the new **values** on **one** A4 page.
*   Label this printout **CHANGES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [5]

The spreadsheet activities are now complete

Using Multimedia Software

Jim has been given the opportunity to set up a display at a local tourism exhibition, he wants to have a presentation on show in the background.

ACTIVITY MM1

In this activity you are asked to set up a multimedia presentation.

The presentation must include the following
- A title slide (ACTIVITY MM1), **SLIDE ONE**.
- 4 information slides (ACTIVITY MM2), **SLIDE TWO**, **SLIDE THREE**, **SLIDE FOUR** and **SLIDE FIVE**.
- A contact slide (ACTIVITY MM3), **SLIDE SIX**.

Produce a presentation of SIX slides. Your slides should be professionally presented with appropriate font, graphics and layout styles.

The first slide should be an introduction slide.

- Prepare **SLIDE ONE** (TITLE SLIDE) which should contain the title:

Redridge – Welcome!

Information Evening
2nd Feb 2009

- Add suitable graphics selected from the file **J09image.doc**
- Save the presentation in the **office** folder as **show**.
- Print a copy of your first slide on **one** A4 page.
- Label this printout **SHOW**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [6]

ACTIVITY MM2

- Prepare **SLIDE TWO** which should contain the following information:

  High Ropes

  Assault Course

- Add suitable graphics selected from the file **J09image.doc** to the top left of the slide

- Prepare **SLIDE THREE** which should contain the following information:

  Climbing

  Archery

- Add suitable graphics selected from the file **J09image.doc** to the bottom right of the slide

- Prepare **SLIDE FOUR** which should contain the following information:

  Kayaking

  Banana Boat

- Add suitable graphics selected from the file **J09image.doc** to the left of the slide

- Prepare **SLIDE FIVE** which should contain the following information:

  White Water Raft

  Bouldering

- Add suitable graphics selected from the file **J09image.doc** to the right of the slide

- Prepare **SLIDE SIX** which should contain the following contact information:

  For further details contact us:

  E   **sean@redridgeoutdoor.com**
  W   **www.redridgeoutdoor.com**
  T   **028 3792332**

- Add suitable graphics selected from the file **J09image.doc**
- Save the changes to the presentation.
- Print out a copy of **all** your slides on **one** A4 page.
- Label your printouts **SLIDES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.   [10}

ACTIVITY MM3

● Using slide master add the graphic **J09icon.jpg** to the top right of each of the slides.
● Take a screen shot to show how the master slide was created.
● Save the screen shot in the **office** folder as **master**.
● Print a copy of the screen shot.
● Label this printout **MASTER**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

ACTIVITY MM4

● Set SLIDE TWO to start 5 seconds after SLIDE ONE.
● Take a screen shot to show how this timing has been set up.
● Save the screen shot in the **office** folder as **time**.
● Print a copy of the screen shot.
● Label the printout **TIME**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

ACTIVITY MM5

● Set up the presentation so that it plays in a continuous loop.
● Take a screen shot to show how the loop was created.
● Save the screen shot in the **office** folder as **continuous**.
● Print a copy of the screen shot.
● Label this printout **CONTINUOUS**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

This is the end of the multimedia activities

Using File Management Software

Jim would like to make the information stored on the office computer more secure.

ACTIVITY FM2

- Open the file called **advert.doc** saved in the **office** folder.
- Save the document in the **finance** folder as **advertcopy**, using the password "**redridge**".
- Take a screen shot of the password dialogue box, showing clearly where the password has been entered.
- On the same document include a screen shot of the **finance** folder showing clearly all the files and filenames.
- Save the screen shots in the **office** folder as **password**.
- Print a copy of this document.
- Label this printout **PASSWORD**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [4]

This is the end of the file management activities and the end of the examination

You should use the check list to make sure you have all the printouts and that they are in the correct order.

Each printout should include your Candidate Number, Centre Number, Activity Number and the Label.

Final Check

Indicate that you have completed the task by ticking the appropriate box in the table below.

Activity	Print Label	Completed
1. P1	**ADVERT**	
2. P2	**LETTERJULY**	
3. P3	**JULYFIRST**	
4. P3	**JULYLAST**	
5. D1	**DOWN**	
6. D2	**NEWGROUPS**	
7. D3	**NOTPAID**	
8. D4	**RESULTS**	
9. D5	**SPECIAL**	
10. D6	**ERROR**	
11. S1	**MEALCOST**	
12. S2	**FORMULAE**	
13. S3	**VALUES**	
14. S4	**CHANGES**	
15. MM1	**SHOW**	
16. MM2	**SLIDES**	
17. MM3	**MASTER**	
18. MM4	**TIME**	
19. MM5	**CONTINUOUS**	
20. FM2	**PASSWORD**	

THIS IS THE END OF THE QUESTION PAPER