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Rewarding Learning

71

Candidate Number

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

General Certificate of Secondary Education
January 2011

Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

GDJ11

MONDAY 10 JANUARY – FRIDAY 14 JANUARY

For Examiner's use only			
Tasks	**Marks Available**	**Marks**	**Re-mark**
P1	6		
P2	8		
P3	4		
P4	2		
D1	4		
D2	5		
D3	8		
D4	3		
D5	7		
S1	6		
S2	9		
S3	6		
S4	6		
MM1	4		
MM2	13		
MM3	2		
MM4	2		
MM5	2		
FM2	3		
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:

J11mobiles2u.mdb	**J11contract.doc**	**J11tomsung.gif**
J11logo.jpg	**J11tariff.xls**	**J11tokiatouch.gif**
J11images.doc	**J11picav11.gif**	**J11alpha.gif**

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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 –

                      business
                      promotions

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

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Using Word Processing/DTP software

Eileen has asked one of the employees to set up a flyer to help promote the business.

ACTIVITY P1

- Open appropriate software to allow you to produce an advertisement in the form of a flyer.
- The flyer should be A5 in size.
- The following information.

> **Mobiles2u**
> **37A East Park**
> **Portadown**
> **Co Armagh**
> **BT72 3RB**

- Add the company logo which is saved as **J11logo.jpg**
- Add a suitable graphic from **J11images.doc**
- Make sure the flyer has a professional appearance and is suitable for purpose.
- Save this document in the **business** folder with the file name **flyer**.
- Print a copy of the document on one A4 page.
- Label the printout **FLYER**.

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

To help make the business more efficient Sue has been working on a mail merge to print out monthly bills.

ACTIVITY P2

- Open the document saved as **J11contract.doc**
- Make the following amendments.
    - Make the font of the title noticeably different and larger.
    - Move the **business** address only to the right.
    - Fully justify all the body text of the letter.
    - Add today's date below the **business** address.
- Save a copy of the letter in the folder called **business** and call it **contract933**.
- Print a copy of the letter on one A4 page.
- Label the printout **CONTRACT933**.

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 P3

The database **J11mobiles2u.mdb** has been provided for you and the information you need for the letter is in the table called **packages**.

- Use the document **contract933.doc**
- Using mail merge insert the following fields from the **packages** table in an appropriate place –

Tariff

Service Charge (£)

- 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 **business** folder as **yourcontract**.
- Print a copy of the document.
- Label the printout **YOURCONTRACT**.

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

ACTIVITY P4

- Complete the mail merge by merging the data from the database into the letter.
- Save this document in the **business** folder as **mergedcontract**.
- Print a copy of the first and second letter only.
- Label these printouts **FIRST** and **SECOND**.

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.

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Using Database Software

A database file called **J11mobiles2u.mdb**. The database contains 2 tables –

    names contains details of all the customers.
    packages contains details of all the current tariff packages available.

Sue is trying to add extra features to the database to help reduce errors.

ACTIVITY D1

- Open the database file called **J11mobiles2u.mdb**
- Use the table called **packages**.

packages						
Tariff	**Same Net**	**Other Net**	**Text**	**Land**	**Service Charge (£)**	**Mobile Code**
Average	500	350	520	330	19.50	B1
Business	800	500	650	490	22.00	A2
Deal	250	140	300	220	16.50	C1
Executive	1300	660	1100	700	29.50	A1
Lite	160	90	170	100	11.00	C2

Details of tariff packages currently available (Fig. 1)

- Create a look-up in the field called **Mobile Code** (see **Fig. 1**) so that only the following Mobile Codes can be selected:

<div align="center">

A1
A2
B1
C1
C2

</div>

- Complete the **Mobile Code** field for each tariff using the information in **Fig. 1**.
- Take a screen shot of the look-up table while it is being used.
- Save this screen shot in the **business** folder with the file name **mobilecode**.
- Print a copy of the document.
- Label the printout **MOBILECODE**.
- Close and save the changes in the table.

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

To make the database more user friendly Eileen has asked one of the office staff to create a form.

ACTIVITY D2

- Use the database file called **J11mobiles2u.mdb**
- Create a form for the table called **names** which will allow you to enter all the details of a new customer.
- Use this form to enter the following details:

  John Jenkins, 18 Bridge St, Banbridge, Co Down, BT85 7PU
  Mobile No: 0245796532
  Tariff: Business
  Date: 21/01/2011

- Print out a copy of the form for the new customer only on **one** A4 page (you may use a screen shot for this).
- Save this form as **customer**.
- Label the printout **CUSTOMER**.

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

A mobile update is available for those customers on the Executive tariff.

ACTIVITY D3

- Use the database file called **J11mobiles2u.mdb**
- Create a query using both data tables (**names** and **packages**).
- Include information from the following fields:

  First Name, Last Name, Post Code (from the **names** table),
  Text, Service Charge (£) (from the **packages** table).

- Set up the query to only include the **Text** greater than 500.
- Sort the query in ascending order of **Last Name**.
- Save the query as **charge**.
- Print a copy of the design of your query on one A4 page. You may use a screen shot for this.
- Label the printout **CHARGE**.

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 D4

- Run the query **charge**.
- Print the results on one A4 page. You may use a screen shot for this.
- Label the printout **SERVICECHARGE**.

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

Sue is organising a leaflet drop and wishes to target the towns that her customers are from.

ACTIVITY D5

- Use the database file called **J11mobiles2u.mdb**
- Prepare a report which contains information from both the tables (names and tariffs).
- Select only the following fields:

      First Name, Last Name, Mobile (from the **names** table)
      Tariff, Service Charge (£) (from the **packages** table)

- Group the records according to **Tariff**.
- Sort the information in ascending order of **Mobile**.
- Save the report as **mobile**.
- Print a copy of the report on one A4 page. Ensure that all the information is fully visible and that no fields are cut off.
- Label the printout **MOBILE**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.   [7]

The database activities are now complete.

Using Spreadsheet Software

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

To help customers decide which tariff to chose Eileen has started designing a spreadsheet to calculate tariff charges.

ACTIVITY S1

- Open the spreadsheet file called **J11tariff.xls**
- Make the following changes to the spreadsheet.

    - Go to cell **B2** and enter the text "**Units Used**".
    - Go to cell **C2** and enter the text "**Package (mins)**".
    - Go to cell **F2** and enter the text "**Excess Cost**".
    - Go to cell **D2** and enter the text "**Extra Units**".
    - In cell **B6** change the value to "**285**".

- Save the spreadsheet in the **business** folder as **tariffcalc**.
- Print a copy of the spreadsheet on one A4 page. Make sure all the information is visible and include gridlines and cell references.
- Label the printout **TARIFFCALC**.

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 S2

- Use the file **tariffcalc.xls**.
- Calculate the excess minutes for each type of call. To do this enter a formula in cell **D3** which will subtract **C3** from **B3**.
- Replicate this formula for each of the cells **D4** to **D6**.
- Calculate extra costs for each call type. To do this enter a formula in cell **F3** which will multiply **E3** by **D3**.
- Replicate this formula for each of the cells **F4** to **F6**.
- Calculate the total extra charge. To do this enter a formula in cell **F7** which will add the cells from **F3** to **F6**.
- Save the changes made to the spreadsheet.
- Print a copy of spreadsheet showing clearly all the **formulae** used on **one** A4 page.
- Label the 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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ACTIVITY S3

- In cell **A11** enter the text "**Invoice Total**".
- To calculate the invoice total, enter a formula in the cell **B11** which will add the cells **B9** and **F7**.
- Change the cost of a text message in cell **E3** to "**0.11**".
- In cell **A8** enter the text "**Average Calls**".
- Use the Average function in cell **B8**, to calculate the average calls from cells **B4** to **B6**.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet on **one** A4 page showing all the values. Make sure all the information is visible and include gridlines and cell references.
- Label the printout **INVOICE**.

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.
- Enter the title in cell **A1** "**Contract Month: November 2010**".
- Merge the cells in the new row, from **A1** to **F1**.
- Centre the title across the cells **A1** to **F1**.
- Format all the money values as currency.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet on **one** A4 page showing all the values. Make sure all the information is visible and include gridlines and cell references.
- Label the printout **NOVEMBER2010**.

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

The spreadsheet activities are now complete.

Using Multimedia Software

Eileen and Sue have been discussing the need for an interactive presentation that will allow customers to select their new mobile.

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**.

Produce a presentation of 5 slides. Your slides should be professionally presented with appropriate font, graphics and layout styles.

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

    Mobiles2u
    Mobile Selection

- Add the graphic file, **J11logo.jpg** to the top right of the slide.
- Save the presentation in the **promotions** folder as **selector**.
- Print a copy of your slide on one A4 page.
- Label the printout **SELECTION**.

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 MM2

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

   Mobile: Alpha – Basic

   (available on all tariffs)

- Add the graphic, **J11alpha.gif** to the bottom right of the slide.
- Add a suitable button to the top left of the slide which links to **SLIDE ONE**.
- Prepare **SLIDE THREE** which should contain the following information:

   Available on all tariffs
   Mobile: Pica V11 – with MP3 player
   Mobile: Tomsung – upgrade model!

- Add the graphic, **J11picav11.gif** to the bottom left of the slide.
- Add the graphic, **J11tomsung.gif** to the bottom right of the slide.
- Add a suitable button to the top left of the slide which links to **SLIDE ONE**.
- Prepare **SLIDE FOUR** which should contain the following information, including bullet points:

   Executive tariff
   Mobile: Tokia Touch –
   - **multifunction**
   - **PDA**
   - **Full QWERTY Keyboard**

- Add the graphic, **J11tokiatouch.gif** to the centre of the slide with the text visible over the top of the graphic.
- Add a suitable button to the top left of the slide which links to **SLIDE ONE**.
- Prepare **SLIDE FIVE** which should contain the following information:

   Select the tariff to suit your needs
   Sample tariff

- Insert the spreadsheet saved as **tariffcalc.xls** to the middle of the slide.
- Add a suitable button to the top left of the side which links to **SLIDE ONE**.
- Save the changes to the presentation.
- Print a copy of all five slides on one A4 page.
- Label the printout **FIVE**.

**Do not forget to include your Candidate Number, Centre Number and Activity Number
in the header or footer when printing the above document.** [13]

ACTIVITY MM3

- Use SLIDE TWO.
- Add animation to the graphic, **J11alpha.gif**
- Take a screen shot to show how this animation has been set up.
- Save the screen shot in the **promotions** folder as **animation**.
- Print a copy of the screen shot.
- Label the printout **ANIMATION**.

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 MM4

- On SLIDE ONE add buttons which link to each of the other slides.
- Take a screen shot of the dialogue box which shows **how** a link is added to a button, make sure the buttons are also visible.
- Save the screen shot in the **promotions** folder as **action**.
- Print a copy of the screen shot.
- Label the printout **ACTION**.

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

- On SLIDE ONE add suitable text to each button.
- Take a screen shot of the dialogue box which shows **how** text is added to a button. Make sure each button and the dialogue box are visible.
- Save the screen shot in the **promotions** folder as **buttontext**.
- Print a copy of the screen shot.
- Label the printout **BUTTONTEXT**.

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 multimedia activities are now complete.

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Using File Management Software

Eileen would like to rename some files and have a hard copy list of all the company's files for her records.

ACTIVITY FM2

- Take a copy of the file called **contract933.doc** in the **business** folder and save it as **backupcontract933** in the same folder.
- Take a screen shot of the contents of the folder called **business**. Make sure all the files and filenames are visible.
- Add another screen shot to the same document showing the contents of the folder called **promotions**. Make sure all the files and filenames are visible.
- Save this document in the **business** folder as **screenshots**.
- Print a copy of this document.
- Label the printout **SCREENSHOTS**.

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

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	FLYER	
2. P2	CONTRACT933	
3. P3	YOURCONTRACT	
4. P4	FIRST	
5. P4	SECOND	
6. D1	MOBILECODE	
7. D2	CUSTOMER	
8. D3	CHARGE	
9. D4	SERVICECHARGE	
10. D5	MOBILE	
11. S1	TARIFFCALC	
12. S2	FORMULAE	
13. S3	INVOICE	
14. S4	NOVEMBER2010	
15. MM1	SELECTION	
16. MM2	FIVE	
17. MM3	ANIMATION	
18. MM4	ACTION	
19. MM5	BUTTONTEXT	
20. FM2	SCREENSHOTS	

THIS IS THE END OF THE QUESTION PAPER

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