



General Certificate of Secondary Education
January 2011

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 10 JANUARY – FRIDAY 14 JANUARY

**MARK
SCHEME**

Word Processing**Activity P1 FLYER**

A5 size (approximately)	[1]
Text added	[1]
Accurately	[1]
Graphic added (logo)	[1]
Graphic added from correct file	[1]
Professional appearance	[1]

Total marks for activity P1 6

Activity P2 CONTRACT933

Title font changed	[1]
Title size changed	[1]
Fully justify body text	[1]
Address moved to right	[1]
Date added	[1]
In correct place	[1]
On one A4 page	[1]
All information visible	[1]

Total marks for activity P2 8

Activity P3 YOURCONTRACT

All fields added	[1]
In correct place	[1]
All information visible	[1]
On one A4 page	[1]

Total marks for activity P3 4

Activity P4 FIRST/SECOND

Correct first document [1]
 Correct second document [1]

Total marks for activity P4 2

Databases

Activity D1 MOBILECODE

Correct table used [1]
 Lookup added [1]
 To correct field [1]
 Correct data [1]

Total marks for activity D1 4

Activity D2 CUSTOMER

Create a form [1]
 Personal details added accurately [1]
 Mobile number added accurately [1]
 Tariff type added accurately [1]
 All data visible on one A4 [1]

Total marks for activity D2 5

Activity D3 CHARGE

Create a query [1]
 Correct titles from **names** table [1]
 Correct titles from **tariff** table [1]
 Query title – charge [1]
 Criteria for **Text > 500** [1]
 Ascending order of Surname [1]
 In design view [1]
 All visible on one A4 page [1]

Total marks for activity D3 8

Activity D4 SERVICECHARGE

Correct results	[1]
All data and field names visible	[1]
On one A4 page	[1]

Total marks for activity D4 3

Activity D5 MOBILE

Correct fields from names table	[1]
Correct fields from tariffs table	[1]
Grouped by tariff	[1]
Ascending order of Mobile	[1]
Correct title “mobile”	[1]
All data and field names visible	[1]
All on one A4 page	[1]

Total marks for activity D5 7

Spreadsheets

Activity S1 TARIFFCALC

Text added accurately in	B2	[1]
	C2	[1]
	F2	[1]
	D2	[1]
	B6	[1]
All data visible on one A4 page		[1]

Total marks for activity S1 6

Activity S2 FORMULAE

Formula in D3	[1]
Correct formula in D3	[1]
Similar formula in D4 – D6	[1]
Formula in F3	[1]
Correct formula in F3	[1]
Similar formula in F4 – F6	[1]
Correct formula in F7	[1]
All formulae visible	[1]
All on one A4 page with gridlines	[1]

Total marks for activity S2 9

Activity S3 INVOICE

Correct text in A11	[1]
Correct value in B11	[1]
Data changed to "0.11" in E3	[1]
Correct text in A8	[1]
Correct value in B8	[1]
All information visible on one A4 page.	[1]

Total marks for activity S3 6

Activity S4 NOVEMBER2010

Insert a row	[1]
Title added accurately	[1]
Cells merged	[1]
Title centred	[1]
Format only money values as currency	[1]
All visible on one A4 page, with gridlines and cell references	[1]

Total marks for activity S4 6

Multimedia**Activity MM1 SELECTION**

Text added	[1]
Text added accurately	[1]
Graphic added	[1]
In correct place	[1]

Total marks for activity MM1 4

Activity MM2 FIVE

Slide 2 text added	[1]
Text accurate	[1]
Correct graphic in correct place	[1]
Slide 3 text added accurately	[1]
Correct graphics added (2)	[1]
Both in correct place	[1]
Slide 4 text added accurately	[1]
Bullets used	[1]
Correct graphic in correct place	[1]
Slide 5 text added accurately	[1]
Spreadsheet added	[1]
Button added to each page	[1]
All five on one A4 page	[1]

Total marks for activity MM2 13

Activity MM3 ANIMATION

How Animation added	[1]
To the correct graphic	[1]

Total marks for activity MM3 2

Activity MM4 ACTION

Buttons added	[1]
Link dialogue box shown	[1]

Total marks for activity MM4 2

Activity MM5 BUTTONTTEXT

How text is added	[1]
Suitable text added	[1]

Total marks for activity MM5 2

File Management

Activity FM2 SCREENSHOTS

File copied as backupcontract933 [1]
Both folders shown with correct files [1]
All information visible [1]

Total marks for activity FM2

3

Total

100

AVAILABLE
MARKS