



General Certificate of Secondary Education
2011

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 16 MAY – FRIDAY 20 MAY

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:

M11logo.jpg M11info.doc M11graphics.doc
M11mobiles2u.mdb M11items.xls M11mobile.gif

6857.06R

Centre Number
71

Candidate Number
[]

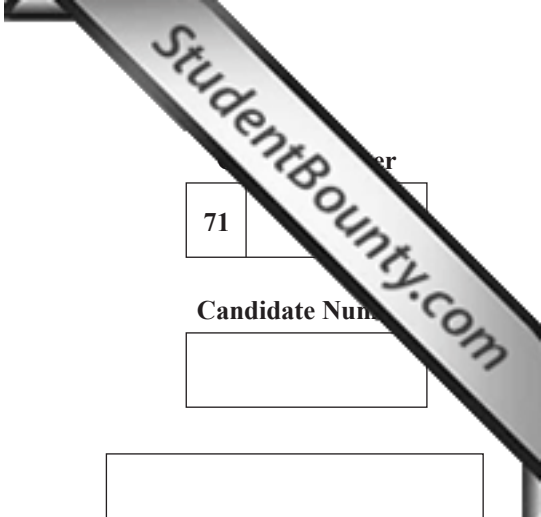
[]

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	7		
P2	11		
P3	2		
D1	3		
D2	8		
D3	3		
D4	4		
D5	2		
D6	7		
S1	6		
S2	7		
S3	6		
S4	6		
MM1	4		
MM2	10		
MM3	3		
MM4	2		
MM5	3		
MM6	1		
FM2	5		

Total	100		
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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 –

company

finance

All files you produce must be saved in these folders.

Using Word Processing/DTP software

To help promote the company Sue has decided to produce some company cards.

ACTIVITY P1

- Open appropriate software to allow you to produce a company card.
- The business card should be no more than 10 cm by 8 cm.
- Add the following information to the business card.
 - **Mobiles2u**
 - **T 02355634451**
 - **E sue@mobiles2u.com**
 - **W www.mobiles2u.com**
- Add the company logo which is saved as **M11logo.jpg**, to the top right of the card.
- Add a suitable graphic from the file **M11graphics.doc**
- Make sure the business card has a professional appearance and is suitable for the purpose.
- Save this document in the **company** folder with the file name **card**.
- Print a copy of the document on one A4 page.
- Label the printout **CARD**.

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

[7]

Eileen has been learning how to set up and use mail merge to help reduce the number of duplicate letters she has to produce.

ACTIVITY P2

The database **M11mobiles2u.mdb** has been provided for you and the information you need for the letter is in the table called **names**.

- Open the file called **M11info.doc**
- Make the company name at the top of the letter more noticeable by changing the font and the size.
- Left align the address.
- Add today's date to the bottom of the letter.
- Add the company logo, **M11logo.jpg**, to the bottom right of the page.
- Using mail merge insert information from the **names** table.
- Select only **Business** in the **Tariff** field.
- Add the following fields in an appropriate place –

Mobile

Tariff

- 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 **finance** folder as **tariffinfo**.
- Label the printout **TARIFFINFO**.

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 **company** folder as **tariffmerged**.
- Label these printouts **TARIFFFIRST** and **TARIFFLAST**.

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

A database file called **M11mobiles2u.mdb** has been provided. The database contains 2 tables –

names contains details of the customers.

mobiles contains details of different mobile models available.

Eileen would like to write to customers who live in Belfast.

ACTIVITY D1

- Open the database file called **M11mobiles2u.mdb**
- Use the table called **names**.
- Use the filter feature to show all customers who live in **Belfast**.
- Sort the table in ascending order of **Post Code**.
- Print the results of this filter on one A4 page. You may use a screen shot for this.
- Label the printout **TOWN**.

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

The order for the new Omega10 phones has arrived. Sue has asked one of the employees to find out which customers ordered this mobile.

ACTIVITY D2

- Use the database file called **M11mobiles2u.mdb**
- Create a query using both data tables (**names** and **mobiles**).
- Using fields from the following tables:

First Name, Last Name (from the **names** table),

Tariff, Selection, Contract (months) (from the **mobiles** table).

- Set up a query to only include the **Omega10** mobile selection.
- Sort the query in ascending order of **Last Name**.
- Save the query as **omega10**.
- Print a copy of the design of your query on one A4 page. You may use a screen shot for this.
- Label the printout **OMEGA10**.

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 D3

- Run the query **omega10**.
- Print the results on one A4 page. You may use a screen shot for this.
- Label the printout **MOBILESELECTION**.

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

Eileen wished to add extra features to the database to reduce errors.

ACTIVITY D4

- Use the database file called **M11mobiles2u.mdb**
- Use the table called **mobiles**.
- Add a validation rule to the **Contract (months)** field so that only values between 6 and 24 can be entered.
- Enter the following validation text “**min term 6 months, max term 24 months**”.
- Take a screen shot of the design layout showing the new validation rule and the validation text.
- Save the screen shot in the **finance** folder as **contract**.
- Print a copy of this document.
- Label the printout **CONTRACT**.

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 D5

- Use the database file called **M11mobiles2u.mdb**
- Use the table called **mobiles**.
- Try changing the data for **Average** in the **Contract (months)** field to **25**.
- Take a screen shot of the error message.
- Save this screen shot in the **company** folder as **months**.
- Print a copy of the screen shot.
- Label the printout **MONTHS**.
- Change the **25** back to the original value of **12**.

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 D6

- Prepare a report which contains information from the **omega10** query.
- Select only the following fields:

Last Name, Tariff, Selection, Contract (months)

- Group the records according to **Contract**.
- Sort the information in ascending order of **Last Name**.
- Save the report as **contract2**.
- 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 this printout **CONTRACT2**.

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.

The company's financial advisor has asked for records of recent expenditure on mobile phone accessories.

ACTIVITY S1

- Open the spreadsheet file called **M11items.xls**
- Make the following changes to the spreadsheet.

Go to cell **D1** and enter the text “**Number**”.

Go to cell **F1** and enter the text “**Including packing**”.

Go to cell **B9** and enter the text “**Packing Charge (£)**”.

Go to cell **C9** and enter the value “**1.05**”.

- Save the spreadsheet in the **company** folder as **update**.
- 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 **UPDATE**.

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 **update.xls**
- To calculate the **cost** for each item, enter a formula in the cell **E2** which will multiply cell **C2** by cell **D2**.
- Replicate this formula for each of the cells **E3** to **E6**.
- To calculate costs including **packing** charges, enter a formula in cell **F2** which will add **E2** to **C9**. You may use an absolute cell reference in this formula.
- Replicate this formula for each of the cells **F3** to **F6**.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet showing clearly all the formulae that have been used on **one** A4 page. Include gridlines and cell references.
- Label this printout **CALCULATE**.

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

ACTIVITY S3

- Use the file **update.xls**
- Make the following changes to the spreadsheet.

Go to cell **E8** and enter the text “**Total**”.

Go to cell **B8** and enter the text “**Average**”.

- To calculate the total, enter a formula in the cell **F8** which will add from cell **F2** to **F6**.
- To calculate the average for each type of item, enter a formula in the cell **C8** which will find the average from cell **C2** to **C6**.
- 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.
- Label this printout **ITEMS**.

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

- Use the file **update.xls**
- Use the graph function of your software to produce a bar chart (column chart).
- The bar chart should display the cost of each type of item, contained in cells **C2** to **C6**.
- Add appropriate labels to the *x*-axis from the cells **B2** to **B6**.
- Add the following titles:

Chart title –	Mobile Accessories
x-axis –	Item Type
y-axis –	Cost

- Save the changes you have made to the spreadsheet. You will need this chart for another activity.
- Print a copy of your graph **only** on one A4 page.
- Label the printout **CHART**.
- Save the changes you have made to the spreadsheet.

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

To help advertise each tariff Sue would like to set up a presentation that can be displayed in the shop window to attract new customers.

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.

The first slide should be an introduction slide.

ACTIVITY MM1

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

Welcome to Mobiles2u Call Plan Selection Guide

- Add suitable graphics from the file **M11graphics.doc**
- Save the presentation in the **finance** folder as **callplan**.
- Print a copy of your slides on one A4 page.
- Label your printout **CALLPLAN**.

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 MM2

Slides TWO, THREE, FOUR and FIVE should contain some information about the company.

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

Tariff: Lite

Up to 400 mins and 150 texts each month for only £10.00

Tariff: Deal

Up to 700 mins 250 texts for only £16.00

- Add suitable graphics from the file **M11graphics.doc**
- Prepare **SLIDE THREE** which should contain the following information:

Tariff: Average

Over 1100 free minutes and 450 texts each month for only £18.50

Tariff: Company

Over 1700 mins of calls and 700 texts each month for only £22.00

- Add suitable graphics from the file **M11graphics.doc**
- Prepare **SLIDE FOUR** which should contain the following information:

Tariff: Executive

Our premium rate tariff with 1100 free minutes of same network calls.

- Add the graphic file **M11mobile.gif** to the top right of the slide.
- Prepare **SLIDE FIVE** which should contain the following information:

Company Expansion Plan: Promotional Expenditure

- Insert the bar chart saved in the file **update.xls** in the **company** folder.
- Save the changes to the presentation.
- Print a copy of all five slides on one A4 page.
- Label the printout **PRESENTATION**.

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

[10]

To give the presentation a professional appearance and consistency Sue has asked the design team to set up the presentation with the house style of the company.

ACTIVITY MM3

- Using slide master add the graphic **M11logo.jpg** to the bottom right of each of the slides.
- Take a screen shot to show how the master slide was created.
- Save the screen shot in the **company** folder as **housestyle**.
- Print a copy of the screen shot.
- Label this printout **HOUSESTYLE**.

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

To improve the appearance of the presentation Sue would like to have each slide change with a transition.

ACTIVITY MM4

- Use SLIDE TWO.
- Add a transition to this slide.
- Take a screen shot to show how this transition has been set up.
- Save the screen shot in the **company** folder as **appearance**.
- Print a copy of the screen shot.
- Label the printout **APPEARANCE**.

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

To allow the presentation to run automatically each slide needs to be set to run a few seconds after the previous slide.

ACTIVITY MM5

- Set each slide to start 2 seconds after the previous slide.
- Take a screen shot to show how this timing has been set up on SLIDE ONE.
- Save the screen shot in the **company** folder as **automatic**.
- Print a copy of the screen shot.
- Label the printout **AUTOMATIC**.

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 MM6

- 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 **company** folder as **continue**.
- Print a copy of the screen shot.
- Label this printout **CONTINUE**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [1]

The multimedia activities are now complete.

Using File Management Software

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

ACTIVITY FM2

- Open the file called **tariffinfo.doc** saved in the **finance** folder.
- Save a copy of the document in the **company** folder as **passwordfile**, using the password “**mobiles2u**”.
- Take a screen shot of the password dialogue box, showing clearly where the password has been entered.
- Save the screen shot in the **company** folder as **security**.
- Add another screen shot to the same document of the contents of the folder called **company**. Make sure all the files and filenames are visible.
- Add another screen shot to the same document of the contents of the folder called **finance**. Make sure all the files and filenames are visible.
- Save the document
- Print a copy of the document.
- Label the printout **SECURITY**.

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

[5]

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.

Final Check

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

Activity	Print Label	Completed
1. P1	CARD	
2. P2	TARIFFINFO	
3. P3	TARIFFFIRST	
4. P3	TARIFFLAST	
5. D1	TOWN	
6. D2	OMEGA10	
7. D3	MOBILESELECTION	
8. D4	CONTRACT	
9. D5	MONTHS	
10. D6	CONTRACT2	
11. S1	UPDATE	
12. S2	CALCULATE	
13. S3	ITEMS	
14. S4	CHART	
15. MM1	CALLPLAN	
16. MM2	PRESENTATION	
17. MM3	HOUSESTYLE	
18. MM4	APPEARANCE	
19. MM5	AUTOMATIC	
20. MM6	CONTINUE	
21. FM2	SECURITY	

THIS IS THE END OF THE QUESTION PAPER
