



**General Certificate of Secondary Education  
January 2012**

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**Applied Information and  
Communication Technology**

**Double Award**

Unit 1: ICT Tools and Applications

**[GDJ11]**

**MONDAY 16 JANUARY – FRIDAY 20 JANUARY**

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**MARK  
SCHEME**

## Word Processing

AVAILABLE  
MARKS

### Activity P1 FLYER

Details added	[1]
Accurately	[1]
The company logo	[1]
Suitable graphics from J12images.doc	[1]
Professional appearance	[1]
A5 in size	[1]

**Total marks for activity P1**

6

### Activity P2 LETTER

Correct document used	[1]
Company name centred	[1]
Title font larger	[1]
Title font style changed	[1]
Body text fully justified	[1]
Name added to bottom left	[1]
Correct logo added to top right	[1]
Merged fields added	[1]
All information on one A4 page (not screen shot)	[1]

**Total marks for activity P2**

9

### Activity P3 THANKS1 THANKS2

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

**Total marks for activity P3**

2

## Databases

		AVAILABLE MARKS
<b>Activity D1 TOWN</b>		
Lookup used	[1]	
In correct field	[1]	
Correct data used	[1]	
<b>Total marks for activity D1</b>		3
<b>Activity D2 ORDERDESIGN</b>		
Query created	[1]	
Correct fields from orders table	[1]	
Correct fields from suppliers table	[1]	
Correct title order	[1]	
Only greater than 20	[1]	
Ascending order of Order Date	[1]	
In design view	[1]	
All data and field names visible on one A4 page	[1]	
<b>Total marks for activity D2</b>		8
<b>Activity D3 ORDER1</b>		
Correct results	[1]	
All data visible	[1]	
On one A4 page	[1]	
<b>Total marks for activity D3</b>		3
<b>Activity D4 DAYS</b>		
Correct table used	[1]	
Validation added	[1]	
To correct fields	[1]	
Correct validation rule	[1]	
Error message added	[1]	
<b>Total marks for activity D4</b>		5
<b>Activity D5 ERROR</b>		
Error message displayed	[1]	
Correct error message	[1]	
<b>Total marks for activity D5</b>		2

## Spreadsheets

		AVAILABLE MARKS
<b>Activity S1 ORDER139</b>		
Correct text in A7	[1]	
Correct text in A9	[1]	
Correct text in A10	[1]	
Correct text in C1, G1 and K1	[1]	
Values changed in C4 and J5	[1]	
All data visible with gridlines and cell references	[1]	
<b>Total marks for activity S1</b>		<b>6</b>
<b>Activity S2 FORMULA</b>		
Formula in D2	[1]	
Correct formula in D2	[1]	
Correct formula in cells D3 to D5	[1]	
Correct formula in H2	[1]	
Correct formula in cells H3 to H6	[1]	
Correct formula in L2	[1]	
Correct formula in cells L3 to L5	[1]	
Correct formula in D7	[1]	
Correct formula in H7	[1]	
Correct formula in L7	[1]	
In formula view with all relevant data visible	[1]	
Gridlines and cell references	[1]	
<b>Total marks for activity S2</b>		<b>12</b>
<b>Activity S3 TOTAL</b>		
Correct text in E9	[1]	
Value in F9	[1]	
Correct text in E10	[1]	
Correct value in F10 (5.28/£5.28)	[1]	
Correct text in E11	[1]	
Correct value in F11 (192/£192.00/191.56/£191.56)	[1]	
On one A4 page with all data visible	[1]	
Gridlines and cell references	[1]	
<b>Total marks for activity S3</b>		<b>8</b>
<b>Activity S4 CHANGES</b>		
New row inserted	[1]	
Text added	[1]	
Accurately	[1]	
Cells merged	[1]	
Title centred	[1]	
Only money formatted as currency	[1]	
All values printed on one A4 page	[1]	
<b>Total marks for activity S4</b>		<b>7</b>

## Multimedia

		AVAILABLE MARKS
<b>Activity MM1 MENU</b>		
Text added	[1]	
Accurately	[1]	
Suitable graphic added from J12images.doc	[1]	
Professional appearance	[1]	
<b>Total marks for activity MM1</b>		4
<b>Activity MM2 FIVE</b>		
Slide 2 text added with bullets	[1]	
Accuracy of text	[1]	
Correct graphic added	[1]	
In correct place	[1]	
Slide 3 text added accurately	[1]	
Correct graphic added in correct place	[1]	
Slide 4 text added accurately	[1]	
Correct graphic added in correct place	[1]	
Slide 5 text added accurately	[1]	
Correct graphic added in correct place	[1]	
Professional appearance	[1]	
All five on one A4	[1]	
<b>Total marks for activity MM2</b>		12
<b>Activity MM3 MASTER</b>		
Use slide master	[1]	
Add correct graphic	[1]	
In correct place	[1]	
<b>Total marks for activity MM3</b>		3
<b>Activity MM4 TIMINGS</b>		
How timing was added	[1]	
Time added	[1]	
Correct time added (3 seconds)	[1]	
<b>Total marks for activity MM4</b>		3
<b>Activity MM5 LOOP</b>		
How loop was added	[1]	
<b>Total marks for activity MM5</b>		1

## File Management

### Activity FM2 PASSWORD

Correct file used [1]  
Password added [1]

**Total marks for activity FM2**

2

### Activity FM3 FOLDERS

Both folders displayed [1]  
Correct contents of sales folder [1]  
Correct contents of admin folder [1]  
All information visible [1]

**Total marks for activity FM3**

4

**Total**

**100**