



Rewarding Learning

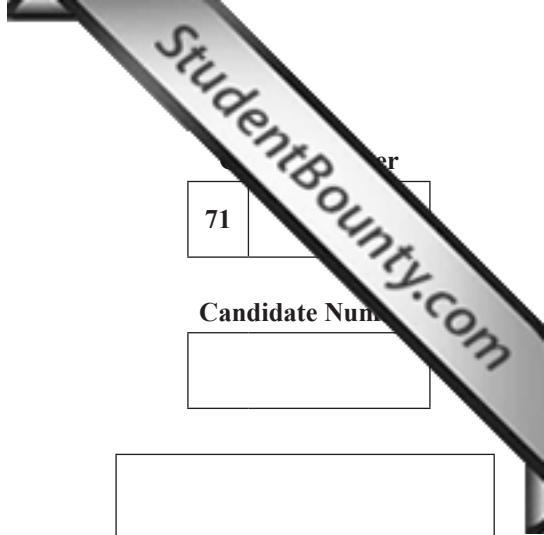
General Certificate of Secondary Education
January 2013

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 7 JANUARY – FRIDAY 11 JANUARY



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	2		
P3	10		
D1	3		
D2	3		
D3	8		
D4	3		
D5	8		
S1	7		
S2	8		
S3	6		
S4	6		
MM1	4		
MM2	12		
MM3	3		
MM4	2		
MM5	2		
MM6	1		
FM2	5		
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.

Filename to be used in the completion of this examination:

- J13photos2u J13hotel J13sales J13logo
- J13brushed J13shore J13silver J13wooden

7889

File Management and Standard Ways of Working

ACTIVITY FM1

In this task you are asked to create 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
media

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

Using Word Processing/DTP software

Sandra has decided to produce a product information card to help promote the different products. The database **J13photos2u** has been provided for you and the information you need for the product information card is in the table called **formats**.

ACTIVITY P1

- Open appropriate software to allow you to produce a product information card.
- The card should be no bigger than 10 cm by 10 cm.
- Add the following information.

Photos2u
www.photos2u.biz
sales@photos2u.biz
Photo Format:
Cost £

- Add the company logo which is saved as **J13logo**.
- Make sure the product information card has a professional appearance and is suitable for purpose.
- Using mail merge insert the following fields from the **formats** table in an appropriate place –

Format

Cost

- Save this document in the **business** folder with the file name **card**.
- Print a copy of the document on **one** A4 page showing the **merge fields**.
- 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]

ACTIVITY P2

- Complete the mail merge by merging the data from the database into the card.
- Save this document in the **business** folder as **mergedcard**.
- Print a copy of the first and second card 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]

Sean wants to book some hotel venues to host Gallery Evenings.

ACTIVITY P3

- Open the document saved as **J13hotel**.
- Make the following amendments.
 - Make the title of the letter “**Photos2u**” a noticeably different font and size.
 - Centre the title “**Photos2u**” at the top of the letter.
 - Move the address only to the right.
 - Add today’s date below the address.
 - Fully justify all the body text of the letter.
 - Move the telephone number to the bottom of the letter below the name “Sam White”.
- Save a copy of the letter in the folder called **business** and call it **hotelupdate**.
- Print a copy of the letter on **one** A4 page.
- Label the printout **HOTELUPDATE**.

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

[10]

The word processing activities are now complete.

Using Database Software

Use the database file called **J13photos2u**. The database contains 2 tables –
customers contains details of all the customers and contact details.
formats contains details of all the current photo format packages available.

ACTIVITY D1

- Open the database file called **J13photos2u**.
- Use the table called **formats**.

Formats				
Format ID	Format	Size	Cost	P&P
AD3	Acrylic Display	A3	£12.95	£4.50
CF3	Chrome Frame	A3	£38.95	£6.95
CF4	Chrome Frame	A4	£34.95	£5.95
CV3	Canvas Effect	A3	£6.95	£3.50
CV4	Canvas Effect	A4	£4.50	£2.95
GP3	Glossy Print	A3	£3.50	£2.50
GP4	Glossy Print	A4	£2.95	£1.95
MP3	Matt Print	A3	£2.95	£2.50
MP4	Matt Print	A4	£2.50	£1.95

Details of format packages currently available (**Fig. 1**)

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

A3
A4

- Complete the **Size** field 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 **printsize**.
- Print a copy of the document.
- Label the printout **PRINTSIZE**.
- 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. [3]

ACTIVITY D2

Using the database file called **J13photos2u**.

- Open the table called **formats**.
- Use the filter feature to show all the **A3** formats.
- Print the results of this filter on **one** A4 page. You may use a screen shot for this.
- Label the printout **A3FORMATS**.

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 D3

Using the database file called **J13photos2u**.

- Create a query using both data tables (**customers** and **formats**).
- Include information from the following fields:

First Name, Last Name, House No, Street, Town, County (from the **customers** table),
Size, Cost (from the **formats** table).

- Set up the query to only include customers from **Co Down**.
- Sort the query in ascending order of **Last Name**.
- Save the query as **codown**.
- Print a copy of the design of your query on **one** A4 page. You may use a screen shot for this.
- Label the printout **CODOWN**.

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 **codown**.
- Print the results on **one** A4 page. You may use a screen shot for this.
- Label the printout **ORDERSCODOWN**.

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

Using the database file called **J13photos2u**.

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

First Name, Last Name, Size, Cost

- Group the records according to **Size**.
- Sort the information in ascending order of **Cost**.
- Name the report **Print Format** and save the changes.
- 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 **SIZE**.

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

The database activities are now complete.

Using Spreadsheet Software

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

Sean has set up a spreadsheet to calculate the sales for each week.

ACTIVITY S1

- Open the spreadsheet file called **J13sales**.
- Make the following changes to the spreadsheet.

Go to cell **E2** and enter the text “**Delivery**”.

In cell **F2** enter the text “**Delivery Cost**”.

Centre the text in cells **E2** and **F2**.

In cell **C16** enter the value “**4.95**”.

In cell **G2** enter the text “**Total**”.

- Save the spreadsheet in the **business** folder as **week18**.
- Print a copy of the spreadsheet on **one** A4 page. Make sure all the information is visible. Include gridlines and cell references.
- Label the printout **WEEK18**.

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 S2

- Use the file **week18**.
- To calculate the cost for delivery, enter a formula in the cell **F3** which will multiply cell **C16** and **E3**. You may use an absolute cell reference for this.
- Replicate this formula for each of the cells **F4** to **F12**.
- To calculate the total for each product enter a formula in cell **G3** which will add **D3** and **F3**.
- Replicate this formula for each of the cells **G4** to **G12**.
- To calculate the weekly total enter a formula in cell **D14** which will add the cells from **D3** to **D12**.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet showing clearly all the **formulae** used on **one** A4 page. Include gridlines and cell references.
- 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. [8]

ACTIVITY S3

Using the spreadsheet file **week18**.

- In cell **F14** enter the text “**Total Inc. Del.**”
- Right align the text in **F14**.
- To calculate the total including delivery, enter a formula in the cell **G14** which will add the cells from **G3** to **G12**.
- The invoice has changed for one of the customers, change the invoice for Eleanor Deans in cell **D12** to “**24.50**”.
- Format all the money values only as currency.
- Make the text in cells **A1** and **B1** bold.
- 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. Include gridlines and cell references.
- Label the printout **SALESWEEK18**.

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

Using the spreadsheet file **week18**.

- Use the graph function of your software to produce a bar chart (column chart).
- The bar chart should display the invoice total for each person, contained in cells **D3** to **D12**.
- Add appropriate labels to the *x*-axis
- Add the following titles –

Chart title –	Invoice Totals
x-axis –	Customer Surname
y-axis –	Total

- Save the changes you have made to the spreadsheet.
- Print a copy of your graph **only** on **one** A4 page.
- Label the printout **CUSTOMERS**.

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

Sam has decided to advertise his business on the new multimedia display in the Post Office.

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**.

Your slides should be professionally presented with appropriate font, graphics and layout styles.

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

Photos2u Professional Photography

- Add the graphic file, **J13logo** to the middle of the slide.
- Save the presentation in the **media** folder as **promotion**.
- Print a copy of your slide on **one** A4 page.
- Label the printout **PROMOTION**.

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

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

Matt or glossy prints in A3 or A4

- Add the graphic, **J13shore** to the middle of the slide.
- Add the graphic, **J13logo** to the top right of the slide.
- Prepare **SLIDE THREE** which should contain the following information:

With old style wooden frame

- Add the graphic, **J13wooden** to the middle of the slide.
- Resize the graphic appropriately.
- Prepare **SLIDE FOUR** which should contain the following information:

Authentic looking brushed prints with silver frame.

- Add the graphic, **J13brushed** to the left of the slide.
- Add the graphic, **J13silver** to the right of the slide.
- Prepare **SLIDE FIVE** which should contain the following information:

Best customers last month.

- Add the bar chart from the spreadsheet file **week18** created in Activity S4 to the centre of the slide.
- Save the changes to the presentation.
- Print a copy of all five sides 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.

[12]

ACTIVITY MM3

- Using a slide master add the graphic **J13logo** to the top left of each slide.
- Take a screen shot to show how the slide master was created.
- Save the screen shot in the **media** folder as **design**.
- Print a copy of the screen shot.
- Label the printout **DESIGN**.

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

- Use SLIDE FIVE.
- Add animation to the text, “Best customers last month”.
- Take a screen shot to show how this animation has been set up.
- Save the screen shot in the **media** folder as **movement**.
- Print a copy of the screen shot.
- Label the printout **MOVEMENT**.

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 SLIDE FOUR to start **3** seconds after SLIDE THREE.
- Take a screen shot to show how this timing has been set up, make sure the timing value is visible in this screenshot.
- Save the screen shot in the **media** folder as **delay**.
- Print a copy of the screen shot.
- Label the printout **DELAY**.

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 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 **media** folder as **loop**.
- Print a copy of the screen shot.
- Label the printout **LOOP**.

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

ACTIVITY FM2

- Take a copy of the file called **hotelupdate** in the **business** folder and save it as **hotelupdate2** in the same folder.
- Take a screen shot of the contents of the **business** folder. Make sure all the files and filenames are visible.
- Add another screen shot to the same document showing the contents of the **media** folder. Make sure all the files and filenames are visible.
- Save these screen shots in the **business** folder as **folders**.
- Print a copy of this document.
- Label the printout **FOLDERS**.

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.

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	CARD	
2. P2	FIRST	
3. P2	SECOND	
4. P3	HOTELUPDATE	
5. D1	PRINTSIZE	
6. D2	A3FORMATS	
7. D3	CODOWN	
8. D4	ORDERSCODOWN	
9. D5	SIZE	
10. S1	WEEK18	
11. S2	FORMULAE	
12. S3	SALESWEEK18	
13. S4	CUSTOMERS	
14. MM1	PROMOTION	
15. MM2	FIVE	
16. MM3	DESIGN	
17. MM4	MOVEMENT	
18. MM5	DELAY	
19. MM6	LOOP	
20. FM2	FOLDERS	

THIS IS THE END OF THE QUESTION PAPER

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