cea

Rewarding Learning

General Certificate of Secondary Education
2013

Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 13 MAY – FRIDAY 17 MAY

GDJ11

Candidate Num

**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	9		
P3	2		
D1	5		
D2	7		
D3	2		
D4	4		
D5	2		
D6	6		
S1	6		
S2	10		
S3	4		
S4	6		
MM1	6		
MM2	10		
MM3	3		
MM4	2		
MM5	2		
MM6	2		
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.

Filenames to be used in the completion of this examination:

M13logo	M13photos2u	M13letter	M13costs
M13images	M13camera	M13sunset	M13tripod

7920

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
    finance

All files you produce must be saved in these folders.

7920

ACTIVITY P1

- Open appropriate software to allow you to produce an A4 poster.
- Add the following information to the poster.

> **Photos2u**
> **Website: www.photos2u.biz**
> **Email: sales@photos2u.biz**
> **Tel: 02894 2345634**

- Add the company logo which is saved as **M13logo**, to the top right of the poster.
- Add suitable graphics from the document **M13images**.
- Make sure the poster has a professional appearance and is suitable for the purpose.
- Save this document in the **business** folder with the file name **poster**.
- Print a copy of the document on **one** A4 page.
- Label the printout **POSTER**.

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

One of the orders sent to Armagh has been lost in the post. Sam wants to send a letter to any customers in Armagh to confirm their contact details.

ACTIVITY P2

The database **M13photos2u** has been provided for you and the information you need for the letter is in the table called **customers**.

- Open the file called **M13letter**.
- Add the text **"Managing Director"** in bold below the name **Sam White**.
- Add the company logo, **M13logo**, to the top right of the page.
- Using mail merge insert information from the **customers** table.
- Select only **Armagh** in the **Town** field.
- Add the following fields in an appropriate place-

    Mobile

    Email

- Print a copy of the letter, on **one** A4 page, showing the **merge fields**.
- Save this letter in the **finance** folder as **updateletter**.
- Label the printout **UPDATELETTER**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [9]

ACTIVITY P3

- Complete the mail merge by merging the data from the database into the letter.
- Print a copy of the **first** and **second** letter only.
- Save this document in the **finance** folder as **lettermerged**.
- Label these printouts **LETTERFIRST** and **LETTERSECOND**.

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 **M13photos2u** has been provided. The database contains two tables –
   customers contains details of the customers.
   products contains details of each product available.

ACTIVITY D1

- Open the database file called **M13photos2u**.
- Use the table called **products**.
- Use the filter feature to show all products related to the season of **Spring**.
- Sort the table in ascending order of **Price**.
- Print the results of this filter on **one** A4 page. You may use a screen shot for this.
- Label the printout **SPRING**.

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

ACTIVITY D2

Using the database file called **M13photos2u**.

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

   First Name, Last Name, Mobile (from the **customers** table),
   Title, Location (from the **products** table).

- Set up the query to only include **Markethill** in the **Location** field.
- Sort the query in ascending order of **Title**.
- Save the query as **markethill**.
- Print a copy of the design of your query on **one** A4 page. You may use a screen shot for this.
- Label the printout **MARKETHILL**.

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 D3

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

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 D4

Using the database file called **M13photos2u**.

- Use the table called **products**.
- Add a validation rule to the **Price** field so that only values less than 35 can be entered.
- Enter the following validation text "**Please enter a price less than £35.00**".
- Take a screen shot of the design layout showing the new validation rule and the validation text.
- Save the screen shot in the **business** folder as **price**.
- Print a copy of this document.
- Label the printout **PRICE**.

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

Using the database file called **M13photos2u**.

- Use the table called **products**.
- Try changing the data for **Mountain Mist** in the **Price** field to **35.50**.
- Take a screen shot of the error message.
- Save this screen shot in the **business** folder as **error**.
- Print a copy of the screen shot.
- Label the printout **ERROR**.
- Change the **35.50** back to the original value of **34.50**.

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 **markethill** query.
- Select only the following fields:

    First Name, **Last Name**, **Mobile** and **Title**

- Group the records according to **Last Name**.
- Sort the information in ascending order of **Mobile**.
- Save the report as **Markethill Customers**.
- 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 **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 database activities are now complete.

[Turn over

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 materials and running costs.

ACTIVITY S1

- Open the spreadsheet file called **M13costs**.
- Make the following changes to the spreadsheet.

  - Go to cell **A1** and enter the text "**COSTS**".
  - Go to cell **B1** and enter the text "**Jan**".
  - Go to cell **G1** and enter the text "**PROFIT**".
  - Go to cell **G4** and enter the text "**Investment**".
  - Go to cell **H2** and enter the value "**5674.89**".

- Save the spreadsheet in the **finance** folder as **jancost**.
- 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 **JANCOST**.

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

Using the spreadsheet file **jancost**.

- To calculate the total cost for materials, enter a formula in the cell **B11** which will add the cells from **B3** to **B8**.
- To calculate the total running costs, enter a formula in the cell **E11** which will add the cells from **E3** to **E10**.
- To calculate the total expenses, enter a formula in cell **H3** which will add **B11** to **E11**.
- Go to cell **H4** and enter the value "**1250**".
- To calculate the profit, enter a formula in cell **H5** which will subtract **H3** and **H4** from **H2**.
- Go to cell **D13** and enter the text "**Highest**".
- To calculate the highest running cost, enter a formula in cell **E13** which will find the maximum value from cells **E3** to **E10**.
- 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 **FORMULA**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [10]

ACTIVITY S3

Using the spreadsheet file **jancost**.

- Make the following changes to the spreadsheet.

    - Go to cell **E8** and change the value to "**54.45**".
    - Go to cell **B7** and change the value to "**173.50**".

- Format all the money values only as currency.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet on **one** A4 page showing all the values. Include gridlines and cell references.
- Label this printout **JANTOTAL**.

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 S4

Using the spreadsheet file **jancost**.

- Use the graph function of your software to produce a bar chart (column chart).
- The bar chart should display the cost of each material, contained in cells **B3** to **B8**.
- Add appropriate labels to the *x*-axis from the cells **A3** to **A8**.
- Add the following titles –

    Chart title - Material Costs Jan 2012
    x-axis - Material
    y-axis - Cost (£)

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

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 been asked by the local amateur photography club to give a talk on taking successful photographs.

In this activity you are asked to set up a multimedia presentation.
The presentation must include the following:
- 4 information slides **SLIDE ONE**, **SLIDE TWO**, **SLIDE THREE** and **SLIDE FOUR**.

The first slide should be about the choice of camera.

ACTIVITY MM1

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

  Importance of camera choice

- Add the graphic **M13camera** to the top right of the slide.
- Add one suitable graphic from the file **M13images**.
- Save the presentation in the **business** folder as **club**.
- Print a copy of your slide on **one** A4 page.
- Label your printout **CLUB**.

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

7920

ACTIVITY MM2

Slides TWO, THREE and FOUR should contain some information for the photography club talk.

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

  A tripod is necessary for
  - **long exposure**
  - **scenic shots**

- Use bullet points as shown above.
- Add the graphic **M13tripod** to the top right of the slide.

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

  Light levels can reduce the quality of the photograph

- Add the graphic **M13sunset** to the bottom of the slide.

- Prepare **SLIDE FOUR** which should contain the following information. Use a table as shown.

  For indoor portrait shots use the following settings

Flash	On
Focus	Auto
Resolution	8 Megapixel

- Add one more graphic from the file **M13images** to enhance the appearance of the slide.
- Save the changes to the presentation.
- Print a copy of all four slides on **one** A4 page.
- Label the printout **CLUBPRESENTATION**.

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 Sam wants to add the company logo to each slide.

ACTIVITY MM3

● Using a slide master add the graphic **M13logo** to the top left of each of the slides.
● Take a screen shot to show how the slide master was created.
● Save the screen shot in the **business** folder as **master**.
● Print a copy of the screen shot.
● Label this printout **MASTER**.

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 Sam would like to have each slide change with a transition.

ACTIVITY MM4

● Use SLIDE THREE.
● 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 **business** folder as **transition**.
● Print a copy of the screen shot.
● Label the printout **TRANSITION**.

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 FOUR add a button which links back to the first slide (SLIDE ONE).
● Take a screen shot of the dialogue box which shows **how** a link is added to a button.
● Save the screen shot in the **business** folder as **button**.
● Print a copy of the screen shot.
● Label this printout **BUTTON**.

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

- On SLIDE FOUR add the title "**START**" to the button.
- Take a screen shot of the dialogue box which shows **how** text is added to a button.
- Save the screen shot in the **business** folder as **start**.
- Print a copy of the screen shot.
- Label this printout **START**.

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.

Using File Management Software

ACTIVITY FM2

- Open the file called **poster** saved in the **business** folder.
- Save a copy of the document in the **finance** folder as **posterbackup**, using the password "**photos2u**".
- Take a screen shot of the password dialogue box, showing clearly where the password has been entered.
- Save the screen shot in the **business** folder as **password**.
- 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.
- Add another screen shot to the same document of the contents of the folder called **business**. Make sure all the files and filenames are visible.
- Save the document
- Print a copy of the document.
- Label the printout **BACKUP**.

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.

7920

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	POSTER	
2. P2	UPDATELETTER	
3. P3	LETTERFIRST	
4. P3	LETTERSECOND	
5. D1	SPRING	
6. D2	MARKETHILL	
7. D3	MARKETHILLPHOTOS	
8. D4	PRICE	
9. D5	ERROR	
10. D6	CUSTOMERS	
11. S1	JANCOST	
12. S2	FORMULA	
13. S3	JANTOTAL	
14. S4	COSTS	
15. MM1	CLUB	
16. MM2	CLUBPRESENTATION	
17. MM3	MASTER	
18. MM4	TRANSITION	
19. MM5	BUTTON	
20. MM6	START	
21. FM2	BACKUP	

THIS IS THE END OF THE QUESTION PAPER

113189