![cea logo]
Rewarding Learning

Applied Information and Communication Technology Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

GDJ11

MONDAY 13 JANUARY – FRIDAY 17 JANUARY

**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	6		
P3	2		
D1	4		
D2	4		
D3	8		
D4	3		
D5	8		
S1	5		
S2	12		
S3	4		
S4	6		
MM1	5		
MM2	9		
MM3	6		
MM4	2		
MM5	3		
FM2	6		
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:
J14images   J14logo   J14McClean   J14invoice
J14cleaning   J14contact

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 –

        promotions
        business

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

Using Word Processing/DTP software

ACTIVITY P1

- Open appropriate software to allow you to produce a newspaper advertisement.
- The advertisement should be **A5** in size.
- Add the following text:

> **Professional Cleaning Service**
> **Jim McClean**
> **Tel: 02694 2243634**

- Add suitable graphics from **J14images**.
- Add the graphic **J14logo**.
- Make sure the advertisement has a professional appearance and is suitable for the purpose.
- Save this document in the **promotions** folder with the file name **advert**.
- Print a copy of the document on one A4 page.
- Label the printout **ADVERT**.

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

The database **J14McClean** has been provided for you and the information you need to produce a job card is in the table called **bookings**.

- Create a job card which is no bigger than 10 cm by 15 cm.
- Add the company logo, **J14logo**, to the job card.
- Using mail merge insert the following fields from the **bookings** table in an appropriate place:

> **Job ID**
>
> **Job Date**
>
> **Start Time**

- Add text to give the job card meaning.
- Select only jobs which have a Job ID less than 10.
- Print a copy of the job card on one A4 page, showing the **merge fields**. This may be done as a screen shot.
- Save the job card in the **business** folder as **job**.
- Label the printout **JOB**.

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 P3

- Complete the mail merge by merging the data from the database into the job card.
- Print a copy of the **first** and **last** job card only.
- Save this document in the **business** folder as **job card update**.
- Label these printouts **JOB1** and **JOB9**.

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 **J14McClean** has been provided. The database contains 3 tables:
  customers contains details of all customers.
  bookings contains details of current bookings.
  services contains details of the services available.

services			
Service ID	**Type**	**Set Fee**	**Hourly Rate**
1	Pressure Washing	A	£15.00
2	Graffiti Removal	B	£12.00
3	Sand Blasting	A	£15.00
4	Window Cleaning	C	£10.00
5	Steam Cleaning	B	£12.00
6	Infection Control	D	£8.00

Table of services (**fig. 1**)

ACTIVITY D1

- Open the database file called **J14McClean**.
- Use the table called **services** (see fig. 1).
- Create a lookup in the field called **Set Fee** (see fig. 1) so that the following letters can be selected:

  A
  B
  C
  D

- Complete the **Set Fee** field using the information in **fig. 1**.
- Take a screen shot of the lookup table while it is being used.
- Close and save the changes in the table.
- Save this screen shot in the **business** folder with the file name **lookup**.
- Print a copy of the document.
- Label the printout **LOOKUP**.

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 D2

Using the database file called **J14McClean**.

- Create a form for the table called **services** which will allow you to enter the details of a new service.
- Use this form to enter the following details:

    Service ID: 7
    Vehicle washing, set fee category D and £12.00 per hour

- Save this form as **addservice**.
- Print a copy of the form on one A4 page showing only the new details added. You may use a screen shot for this.
- Label this printout **SERVICE7**.

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 D3

Using the database file called **J14McClean**.

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

    - **Contact Name, Tel** and **Post Code** (from the **customers** table)
    - **Job Date** and **Hours** (from the **bookings** table)

- Save the query as **hours**.
- Select only those jobs taking less than 6 hours.
- Sort the query in ascending order of **Contact Name**.
- Print a copy of the design of your query on one A4 page. You may use a screen shot for this.
- Label the printout **HOURS**.

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 **hours**.
- Print the results on one A4 page. You may use a screen shot for this.
- Label the printout **6HOURS**.

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 **J14McClean**.

- Prepare a report which contains information from both the **customers** and **services** table.
- Select only the following fields:

    - **Contact Name, Company, Tel** (from the **customers** table)
    - **Type, Set Fee** and **Hourly Rate** (from the **services** table)

- Group the records according to **Type**.
- Sort the information in **ascending** order of **Contact Name**.
- Save the report as **type**.
- 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 **TYPE**.

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.

ACTIVITY S1

- Open the spreadsheet file called **J14invoice**.
- Make the following changes to the spreadsheet.

> Go to cell **B10** and enter the text "**Sand Blasting**".
> In cell **E9** change the value to "**4**".
> In cell **A5** enter the text "**BT43 3WD**"

- Save the spreadsheet in the **business** folder as **invoice243**.
- 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 **INVOICE243**.

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 S2

Using the file **invoice243.**

- To calculate the cost for each job enter a formula in cell **F8** which will multiply cell **E8** with cell **D8** and then add cell **C8**.
- Replicate this formula for each of the cells **F9** to **F11**.
- To calculate the **Exc. VAT** for all the jobs enter a formula in cell **F12** which will add from cell **F8** to cell **F11**.
- To calculate the **VAT** enter a formula in cell **F13** which will multiply cell **F12** by **0.2**.
- To calculate the **Total** for all the jobs enter a formula in cell **F14** which will add cell **F12** to cell **F13**.
- To calculate the **Payment Plan** options enter a formula in cell **F18** which will multiply the total in cell **F14** by cell **A18**. You may use absolute cell referencing for this formula.
- Replicate this formula for each of the payment options in cells **F19** to **F21**.
- 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. Make sure all the information is visible and include gridlines and cell references.
- Label the printout **CALCULATION**.

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 S3

Using the file **invoice243.**

- Format all the money values to currency.
- Change the value in cell E8 to "**5**".
- 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 and include gridlines and cell references.
- Label the printout **INVOICE TOTAL**.

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 file **invoice243**.

- Use the chart function of your software to produce a pie chart.
- The pie chart should display the **Set Fee** for each item contained in cells **C8** to **C11**.
- Add the following titles –

Chart title –	Invoice 243
Sections –	Suitable label from B8 to B11
and	Value of **Set Fee**

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

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

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**.
- 2 information slides (ACTIVITY MM2), **SLIDE TWO** and **SLIDE THREE**.
- A contact slide (ACTIVITY MM3), **SLIDE FOUR**.

Produce a presentation of FOUR slides. Your slides should be professionally presented with appropriate font, graphics and layout styles.

The first slide should be an introduction slide with three buttons linking to the other slides.

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

   Jim McClean
   Industrial Cleaning Services

- Add suitable graphics selected from the file **J14images**.
- Save the presentation in the **promotions** folder as **display**.
- Print a copy of **SLIDE ONE** on one A4 page.
- Label this printout **DISPLAY**.

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 MM2

Slides TWO and THREE should contain some information about the business.

- Prepare **SLIDE TWO** which should contain the following information, including bullet points:

  - **Specialist in all industrial cleaning**
  - **No job too big!**

- Add suitable graphics selected from the file **J14images**.

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

  Many local customers

- Add the pie chart saved in **Activity S4**.
- Add the graphic called **J14cleaning** to the top left of the slide.
- Save changes to the presentation.
- Print a copy of slides **TWO** and **THREE** only on one A4 page.
- Label this printout **SLIDES**.

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 MM3

Slide FOUR should contain some information about the business.

- Prepare **SLIDE FOUR** which should contain contact information for Jim McClean.
- This information can be found in the file called **J14contact**.
- Add suitable graphics selected from the file **J14images**.
- Add the graphic **J14logo** to the top left of the slide.
- Save changes to the presentation.
- Print a copy of slide **FOUR** on one A4 page.
- Label this printout **CONTACT**.

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 MM4

- On SLIDE ONE add buttons which link to each of the other slides.
- Take a screen shot of the dialogue box which shows **how** a link is added to a button.
- Save the screen shot in the **promotions** folder as **buttons**.
- Print a copy of the screen shot.
- Label this printout **BUTTONS**.

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 ONE add suitable text to each button.
- Take a screen shot of the dialogue box which shows **how** text is added to a button. Make sure the buttons are visible in the screen shot.
- Save the screen shot in the **promotions** folder as **text**.
- Print a copy of the screen shot.
- Label this printout **TEXT**.

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 multimedia activities are now complete.

Using File Management Software

ACTIVITY FM2

- Move the file called **advert** from the **promotions** folder to the **business** 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 **promotions** folder. Make sure all the files and filenames are visible.
- Save the screen shot in the **business** folder as **move**.
- Print a copy of this document.
- Label the printout **MOVE**.

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

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
P1.	**ADVERT**	
P2.	**JOB**	
P3.	**JOB1**	
P3.	**JOB9**	
D1.	**LOOKUP**	
D2.	**SERVICE7**	
D3.	**HOURS**	
D4.	**6HOURS**	
D5.	**TYPE**	
S1.	**INVOICE243**	
S2.	**CALCULATION**	
S3.	**INVOICE TOTAL**	
S4.	**PIECHART**	
MM1.	**DISPLAY**	
MM2.	**SLIDES**	
MM3.	**CONTACT**	
MM4.	**BUTTONS**	
MM5.	**TEXT**	
FM2.	**MOVE**	

THIS IS THE END OF THE QUESTION PAPER

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