Rewarding Learning

General Certificate of Secondary Education
2014

Applied Information and Communication Technology
Double Award

Unit 1: ICT Tools and Applications

[GDJ11]

GDJ11

MONDAY 12 MAY–FRIDAY 16 MAY

Number of printouts attached
(to be completed at the end of
the examination)

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:

M14followup	**M14logo**	**M14payslip**	**M14pressure**
M14images	**M14McClean**	**M14window**	

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For Examiner's use only			
Tasks	**Marks Available**	**Marks**	**Re-mark**
P1	11		
P2	3		
P3	2		
D1	3		
D2	7		
D3	3		
D4	5		
D5	2		
D6	7		
S1	6		
S2	10		
S3	7		
S4	6		
MM1	13		
MM2	4		
MM3	3		
MM4	1		
FM2	2		
FM3	5		
Total	**100**		

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 –
  management
  media

All files you produce must be saved in these folders.

Using Word Processing/DTP Software

ACTIVITY P1

- Open the document saved as **M14followup**.
- Make the following amendments.

  - Centre the title at the top of the letter.
  - Make the title a noticeably different font and size.
  - Align the address only to the right.
  - Add today's date below the address.
  - Fully justify the first paragraph.
  - Add bullet points to each of the three special offers.
  - Embolden the Special Offer reference code.
  - Align the web address, email address and telephone number to the left.

- Save a copy of the letter in the **management** folder and call it **followupmay**.
- Print a copy of the letter on one A4 page.
- Label the printout **FOLLOWUPMAY**.

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 P2

The database **M14McClean** has been provided for you and the information you need for the letter is in the table called **customers**.

● Use the file called **followupmay**
● Using mail merge insert the following field from the **customers** table above the phrase 'Thank you for your custom' –

      Contact Name

● Print a copy of the letter, on one A4 page, showing the **merge fields**. This may be done as a screen shot.
● Save this letter in the **management** folder as **followupcontact**.
● Print a copy of the document.
● Label the printout **FOLLOWUPCONTACT**.

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 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 **management** folder as **contacts**.
● 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]

The Word Processing activities are now complete.

Using Database Software

A database file called **M14McClean** has been provided. The database contains 3 tables:
    customers contains details of all the customers.
    bookings contains details of current bookings.
    services contains details of the services provided.

ACTIVITY D1

- Open the database file called **M14McClean**.
- Use the table called **customers**.
- Use the filter feature to show all the customers who live in **Belfast**.
- Print the results of this filter on one A4 page. You may use a screen shot for this.
- Label the printout **BELFAST**.

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 **M14McClean**.

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

  - **Customer ID**, **Contact Name**, **County** and **Post Code** (from the **customers** table)
  - **Job Date** and **Start Time** (from the **bookings** table)

- Save the query as **antrim**.
- Select only those jobs in county **Antrim**.
- Sort the query in ascending order of **Customer ID**.
- Print a copy of the design of your query on one A4 page. You may use a screen shot for this.
- Label the printout **ANTRIM**.

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

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 D4

Using the database file called **M14McClean**.

- Use the table called **bookings**.
- Add a validation rule to the **Hours** field so that only bookings of 12 hours or less can be entered.
- Enter the following validation text "**Maximum job duration – 12 hours**".
- Take a screen shot of the design layout showing the new validation rule and the validation text.
- Save the screen shot in the **management** folder as **duration**.
- Print a copy of this document.
- Label the printout **DURATION**.

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 D5

Using the database file called **M14McClean**.

- Use the table called **bookings**.
- Try changing the data for **Job ID 1** in the **Hours** field to **13**.
- Take a screen shot of the error message.
- Save this screen shot in the **management** folder as **error**.
- Print a copy of the screen shot.
- Label the printout **ERROR**.
- Change the **13** back to the original value of **11**.

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

Using the database file called **M14McClean**.

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

        Customer ID, **Contact Name**, **Start Time** and **Job Date**

● Group the records according to **Start Time**.
● Sort the information in **ascending** order of **Job Date**.
● Save the report as **start**.
● 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 **START**.

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.

ACTIVITY S1

- Open the spreadsheet file called **M14payslip**.
- Make the following changes to the spreadsheet.

  - Go to cell **B8** and enter the value "**72**".
  - Go to cell **B9** and enter the value "**7**".
  - Go to cell **B10** and enter the value "**13**".
  - In cell **C9** change the value to "**9.25**".

- Save the spreadsheet in the **management** folder as **payslip12443**.
- 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 **PAYSLIP12443**.

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 **payslip12443**.

- To calculate the Normal Gross pay enter a formula in cell **D8** which will multiply cell **B8** by **C8**.
- Replicate this formula for each of the cells **D9** to **D10**.
- To calculate the **Gross Total** enter a formula in cell **D12** which will add from cell **D8** to cell **D10**.
- To calculate the **Tax** enter a formula in cell **D13** which will multiply cell **D12** by **C18**.
- To calculate the **NI** contributions enter a formula in cell **D14** which will multiply cell **D12** by **C19**.
- In cell **C15** enter the text "**Net Pay**".
- To calculate the **Net Pay** enter a formula in cell **D15** which will subtract both cells **D13** and **D14** from **D12**.
- 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 **CALCULATIONS**.

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

Use the file **payslip12443**.

- Merge the cells from A1 to D1.
- Centre and highlight the name 'Smyth, Joel'.
- Format all the money values **only** to currency.
- In cell **C18** change the Current Tax Rate to "**22%**".
- 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 **VALUES**.

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 S4

Use the file **payslip12443**.

- Use the graph function of your software to produce a bar graph (column chart).
- The bar chart should display the hours worked, contained in cells **B8** to **B10**.
- Add the following titles:

  Chart title - Hours Worked – May 2014
  x-axis - Work Rate
  y-axis - Hours

- Add appropriate labels to the x-axis.
- Save the changes you have made to the spreadsheet.
- Print a copy of your graph **only** on one A4 page.
- 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. [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 and four information slides (Activity MM1).
- **SLIDE ONE**, **SLIDE TWO**, **SLIDE THREE**, **SLIDE FOUR** and **SLIDE FIVE**.

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

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

    Jim McClean – Cleaning Services

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

    Steam Cleaning
    For fragile surfaces

- Add suitable graphics selected from the file **M14images**.

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

    Pressure Washing
    Most exterior surfaces

- Add the graphic **M14pressure** to the left of the slide.

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

    Vehicle Washing
    All vehicle types

- Add suitable graphics selected from the file **M14images**.

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

    Window Cleaning Services

- Add the graphic **M14window** to the bottom of the slide.

- Save the presentation in the **media** folder as **services**.
- Print a copy of all five slides on one A4 page.
- Label this printout **SERVICES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [13]

ACTIVITY MM2

In this activity you are asked to make improvements to the presentation.

- Using a slide master add the graphic **M14logo** to the top right of each slide.
- Take a screen shot to show **how** the master slide was created.
- Save the screen shot in the **media** 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. [4]

ACTIVITY MM3

In this activity you are asked to add automatic timing to the presentation.

- 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 screen shot.
- Save the screen shot in the **media** folder as **timing**.
- Print a copy of the screen shot.
- Label the printout **TIMING**.

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

- 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 **replay**.
- Print a copy of the screen shot.
- Label this printout **REPLAY**.

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

- Open the file called **followupmay** saved in the **management** folder.
- Save the document in the **management** folder as **followupmay2**, using the password "**backup**".
- Take a screen shot of the password dialogue box, showing clearly where the password has been entered.
- Save the screen shot in the **management** folder as **password**.
- Print a copy of this document.
- Label this printout **PASSWORD**.

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 FM3

- Take a screen shot of the contents of the **management** 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 **management** folder as **contents**.
- Print a copy of this document.
- Label the printout **CONTENTS**.

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
P1	FOLLOWUPMAY	
P2	FOLLOWUPCONTACT	
P3	FIRST	
P3	SECOND	
D1	BELFAST	
D2	ANTRIM	
D3	COANTRIM	
D4	DURATION	
D5	ERROR	
D6	START	
S1	PAYSLIP12443	
S2	CALCULATIONS	
S3	VALUES	
S4	HOURS	
MM1	SERVICES	
MM2	MASTER	
MM3	TIMING	
MM4	REPLAY	
FM2	PASSWORD	
FM3	CONTENTS	

THIS IS THE END OF THE QUESTION PAPER

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