

Paper Reference(s)

5331

Edexcel GCSE

Applied Information and Communication Technology

Unit 1: ICT Tools and Applications

12 – 16 January 2004

Time: 2 hours 30 minutes

Materials required for examination

Short treasury tag

Items included with question papers

Cover sheet

Leaflet

Instructions to Candidates

Your candidate details are printed on the cover sheet provided. Check that these are correct and sign your name on the cover sheet.

If your candidate details are incorrect, or missing, then complete ALL the boxes on the cover sheet.

At the end of the examination use a treasury tag to attach your printouts to Page 2 of the cover sheet.

Information for Candidates

There are **five** activities in this examination paper totalling **100** marks.

The marks for parts of activities are shown in round brackets: e.g. **(2)**.

A further 30 minutes is available at the end of the examination to allow you to finish printing out and collating your work.

Advice to Candidates

Read the instructions on Page 2.

Work through the activities in order.

Attempt **ALL** activities.

Take breaks away from the computer from time to time.

Label your printouts clearly as instructed in each task.

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Turn over

Edexcel
Success through qualifications

INSTRUCTIONS

This paper consists of **FIVE** activities.

Work through the activities in order.

You **MUST** enter your name, candidate number and centre number **BEFORE** printing, unless otherwise instructed.

You **MUST** print from the software you are using for the activity.

Do **NOT** paste into a word processing document unless asked to do so.

Do **NOT** produce screen shots unless asked to do so.

Do **NOT** spend too much time on each activity.

The marks for each activity are as follows:

Activity	Marks
1: Using WP Software	10
2: Using Spreadsheet Software	23
3: Using WP/Mailmerge Software	17
4: Using Database Software	32
5: Using Publications/WP Software	18
Total Marks	100

Activity 1: Using Word Processing Software

DO NOT produce screen shots of your results.

Smarts Leisure Park needs a new letterhead. It will be used for all business letters.

Task WP1

Your task is to create the new letterhead for Smarts.

You will need information from the file **COMPANYINFO** and the new logo from the file **GRAPHICS**.

- The letterhead will be used on **A4 paper**.
- You must include the following information:
 - Company name
 - Company address
 - Company contact details
 - The new company logo
- Make sure the style and layout are suitable for a business letter.
- Enter your name, candidate number and centre number on the document **BEFORE PRINTING**.
- Save the document with the filename **WP1**.
- Print a copy of your letterhead on **one A4 sheet**.
- Label this printout **WP1**.

Total for Activity 1: 10 marks

Activity 2: Using Spreadsheet Software

DO NOT produce screen shots of your results.

There will be an Open Day at the Leisure Park on 31 January.

The final event will be a snowboarding display on the new dry ski slope. Ten snowboarders have taken part in a competition for a place in the men's display.

Each snowboarder made two runs down the slope. The points scored for each run are stored in the spreadsheet file **SNOWCOMP**.

Task SP1

You MUST use spreadsheet software for this task.

- Open the spreadsheet file **SNOWCOMP**. It should look like this:

	A	B	C
1	Snowboarder	Run 1	Run 2
2	Warren Miller	8.7	8
3	Vik Azurdia	7	8
4	Sheff Britner	9.1	8.4
5	Si Barrow	9	8.7
6	Matt Kendal	6.4	7
7	Abe O'Shea	6.8	7
8	Li Chong	8	8
9	Manjet Tignes	7	7.8
10	Ross Freeman	7.7	8.2
11	Kurt Pennington	6.6	6.9

- Use column D to calculate the total score for each snowboarder. Label this column '**Total**'.
- The total score is calculated by adding the points for Run 1 and Run 2. Insert the formula for Warren Miller. Do not use a function.
- Copy this down for all other snowboarders.
- Enter **SP1** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP1**.

- Print a copy of your spreadsheet
 - Show the formulae used
 - Show the gridlines
 - Show the row and column headings
 - Make sure it fits on **one A4 sheet**

(5)

Task SP2

The spreadsheet will be used in a leaflet advertising the Open Day.

You MUST use spreadsheet software for this task.

- Insert a new row at the top of the spreadsheet.
- Enter the title '**COMPETITION RESULTS**' in the new row.
- Format all figures:
 - numeric, 1 decimal place
 - centre
- Make sure that the spreadsheet is suitable for use in the leaflet.
- Change the header to **SP2**.
- Make sure that your name, candidate number and centre number are in the footer **BEFORE PRINTING**.
- Save the spreadsheet as **SP2**.
- Print a copy of your spreadsheet as it will look in the leaflet, showing values (NOT formulae). Make sure it fits on **one A4 sheet**.

(5)

Task SP3

Mike Redhead is the manager of Smarts Leisure Park. He wants a chart to show the two scores (not the total) for each snowboarder. It will be displayed on the noticeboard in reception.

You MUST use spreadsheet software for this task.

- Create a suitable column chart to display this information clearly.
- The chart must have a suitable title.
- The chart should have enough gridlines to show the points for each run clearly.
- The chart will be displayed in reception. Make sure that it is fit for purpose.
- Save your chart as a separate sheet called **SCORES**.
- Enter **SCORES** in the header.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP3**.
- Print a copy of your chart as it will look on the noticeboard. It must be printed on **one A4 sheet** and be big enough to read. Do not produce a screen shot.

(8)

Task SP4

Use spreadsheet **SP2** to show who will take part in the display. Snowboarders who score 15 or more will be selected.

You MUST use spreadsheet software for this task.

- Use column E to show who will take part in the display. Enter a suitable label for this column.
- The formulae in column E will use the IF function. If the total score is less than 15, it must display the message “Reserve”. If not, it must display “Selected”.
- Enter the formula for Warren Miller.
- Copy this formula down for all the snowboarders.
- Check that your formulae display the correct message for each snowboarder.
- Change the header to **SP4**.
- Make sure that your name, candidate number and centre number are in the footer **BEFORE PRINTING**.
- Save the spreadsheet as **SP4**.
- Print a copy of **column E only**, showing the formulae and the row and column headings.

(5)

Total for Activity 2: 23 marks

Activity 3: Using Word Processing/Mailmerge software

DO NOT produce screen shots of your results.

Mike Redhead wants to send a letter to local business people inviting them to the Open Day.

Task MG1

Create a mailmerge letter. Contact details for the businesses are stored in the database file **CONTACTS**.

- Open your file **WP1**.
- Use this letterhead to create a mailmerge letter. Use merge fields from the database file **CONTACTS**.
- Your letter must show today's date.
- Your letter must also include information from the file **DETAILS**
 - subject of letter
 - opening paragraphs
 - details of prizes donated so far
- Use bullet points to format the list of prizes.
- Use a suitable complimentary close.
- Make sure the style and layout are suitable for a business letter.
- Make sure that your name, candidate number and centre number are on the document **BEFORE PRINTING**.
- Save the letter as **MG1**.
- Print a copy of your letter showing the merge fields.
- Label this printout **MG1**.

(14)

Task MG2

The letter is to be sent to all the businesses in the file **CONTACTS**.

- Merge your standard letter (**MG1**) with the database file **CONTACTS**.
- Save the merged letters as **MG2**.
- Make sure that your name, candidate number and centre number are on the document **BEFORE PRINTING**.
- Print **one** of the letters.
- Label this printout **MG2**.

(3)

Total for Activity 3: 17 marks

Activity 4: Using Database Software

DO NOT produce screen shots of your results unless asked to do so.

Anil Patel is the organiser for the Open Day. The events are free but must be booked in advance.

Anil stores details of events and bookings in the database file OPENDAY.

Task DB1

You MUST use database software for this task.

- Open the database **OPENDAY**.
- Open the **EVENTS** table to see what is on offer.
- Enter your initials in the StaffID field for these events.
 - Event Code BA1
 - Event Code PT2
 - Event Code FA1
- Sort the **EVENTS** table in ascending order of EventName.
- Print the sorted table on **one A4 sheet**. Show all fields.
- Label this printout **DB1**.
- Write your name, candidate number and centre number in the footer of the document.

(3)

Task DB2

Anil wants a list of all events on the ski slope.

You MUST use database software for this task.

- Run a search/query on the **EVENTS** table to find these events. Show all fields.
- Save the results of the search/query as **DB2**.
- Print the results of your search on **one A4 sheet**. Show all fields.
- Label this printout **DB2**.
- Write your name, candidate number and centre number in the footer of the document.

(2)

Task DB3

Anil wants a database report for Mike Redhead showing the results of the search from Task DB2.

You MUST use database software for this task.

- Create the report
 - Show only StartTime, EventName, EventType and StaffID
 - Enter the title **'Open Day Ski Slope Events'**
 - Enter **DB3** in the header of the document
 - Enter your name, candidate number and centre number in the footer at the bottom of the page **BEFORE PRINTING**
 - Make sure the report fits on **one A4 sheet**
- Save your report.
- Print a copy of your report on **one A4 sheet**.

(7)

Task DB4

Anil wants a list of all events in the forest.

You MUST use database software for this task.

- Run a search/query on the **EVENTS** table
 - Show all fields
 - Find only those events held in the forest
 - Sort in ascending order of start time
 - For each start time, sort in ascending order of event type
- Save the results of the search/query as **DB4**.
- Print the results of your search on **one A4 sheet**. Show all fields.
- Label this printout **DB4**.
- Write your name, candidate number and centre number in the footer of the document.

(5)

Task DB5

The sports hall and the pool are used for some of the events.
Anil wants a list of these events.

You MUST use database software for this task.

- Run a search/query to find these details
 - You will need to use a logical operator
 - Show all fields for each of these events
- Save the results of the search/query as **DB5**.
- Print the results of your search on **one A4 sheet**. Show all fields.
- Label this printout **DB5**.
- Write your name, candidate number and centre number in the footer of the document.

(2)

Task DB6

- Produce a screen shot showing the design of your search/query for Task DB5.
 - Paste the screen shot into a word processing document
 - Make sure that the field you searched on and the search criterion are big enough to read
- Enter **DB6** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the document as **DB6**.
- Print a copy of the document on **one A4 sheet**.

(5)

Task DB7

The BOOKINGS table stores details of bookings for the Open Day. The BOOKINGS table is related to the EVENTS table so that they can be searched at the same time.

Anil needs to contact all people who have booked events that start at 10:00.

You MUST use database software for this task.

- Run a search/query to find these bookings
 - Show only the full name, telephone number, event name and staff ID for each booking.
- Save the results of the search/query as **DB7**.
- Print the results of your search on **one A4 sheet**.
- Label this printout **DB7**.
- Write your name, candidate number and centre number in the footer of the document.

(4)

Task DB8

Anil needs details of children under 16 years old who are booked for events on the ski slope.

You MUST use database software for this task.

- Run a search/query to find this information
 - Show only the full name, age, event code, event name and staff ID for each child
- Save the results of the search/query as **DB8**.
- Print the results of your search on **one A4 sheet**.
- Label this printout **DB8**.
- Write your name, candidate number and centre number in the footer of the document.
- Close the database file **OPENDAY**.

(4)

Total for Activity 4: 32 marks

Activity 5: Using Publications/WP Software

DO NOT produce screen shots of your results.

In this activity you will complete the advertising leaflet for the Open Day. It will be sent to local businesses.

The completed leaflet will consist of:

- Page 1 Title page
- Inside pages Snowboarding Display and Grand Charity Raffle
- Page 4 Information about Smarts

Pages 1 and 4 have already been designed and created. You have a copy of the unfinished leaflet in your exam paper. This will be folded in half.

Your task is to design and create the **inside** of the leaflet only.

Task DP1

You will need information from the files **SNOWINFO**, **RAFFLE** and **GRAPHICS**.

READ THE WHOLE OF THE TASK BEFORE YOU START.

- You may use the unfinished leaflet to sketch your design for the inside pages. You may use any suitable layout.
- Open a new DTP/WP document.

SNOWBOARDING DISPLAY

- You must include this information:
 - Details of the Snowboarding Display using information from the file **SNOWINFO**
 - A suitable picture for the Snowboarding Display
 - The spreadsheet you created for Task **SP2**
- The text should wrap around the picture.
- The text should be fully justified.

GRAND CHARITY RAFFLE

➤ You must also include this information:

- Details of the Grand Charity Raffle from the file **RAFFLE**
- A suitable picture for the 1st prize from the file **GRAPHICS**

➤ The information about prizes should be clearly presented.

- Make sure the layout and style are fit for purpose. Remember that the document is for the inside pages of the leaflet.
- Enter your name, candidate number and centre number on the document **BEFORE PRINTING**.
- Save the document with the filename **DP1**.
- Print a copy of the document on **one A4 sheet**.
- Label this printout **DP1**.

(18)

Total for Activity 5: 18 marks

TOTAL FOR PAPER: 100 MARKS

END

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