5331/01

Edexcel GCSE

Applied Information and Communication Technology

Unit 1: ICT Tools and Applications

7–11 January 2008

Time: 2 hours 30 minutes

Materials required for examination	**Items included with question papers**
Short treasury tag	Cover Sheet

Instructions to Candidates

Complete your candidate details on the cover sheet provided.
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.
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

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This paper consists of **five** activities.

Work through the activities in order.

Do not spend too much time on each activity.

The marks for each activity are as follows:

Activity	Marks
1: Using Word Processing Software	11
2: Using Spreadsheet Software	32
3: Using Word Processing/DTP Software	16
4: Using Database Software	21
5: Using Word Processing/Presentation Software	20
Total Marks	**100**

LABELLING AND PRINTING OF TASKS

For **all** tasks, you **MUST** enter your name, candidate number and centre number **BEFORE PRINTING** as follows:

For tasks **DB1**, **DB2**, **DB4** and **DB5** you may use any sensible method.

For task **DB3** you should paste into a word processing document as instructed.

For all **other** tasks you must print directly from the software you use for the task.

Activity 1: Using Word Processing Software

Do NOT produce screen shots of your results.

You MUST print directly from word processing software.

SmartAparts, the Smarts woodland apartments, opened in Spring 2006. Bookings for the premier apartments in 2007 were disappointing. Caitlin Donavon (Centre Manager) wants to meet Kate Maddison (Manager of SmartAparts) to discuss bookings. Kate must prepare some information before the meeting.

Task WP1

You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.

Caitlin needs to send a memo to Kate, with a copy to Max Smarts (owner of Smarts Leisure Park), about the meeting. It will be held on 24 January 2008 in the Teenz Club building at 10.30 am.

- ❑ Create a memo from Caitlin to Kate, with a copy to Max.

- ❑ The memo must include:

  - ➢ today's date

  - ➢ all standard components of a memo

  - ➢ a message telling Kate the date, time and venue of the meeting

- ❑ Make sure the content, style and layout are fit for purpose. Remember that the document is a memo.

- ❑ Enter **WP1** 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 **WP1**.

- ❑ Print one copy of the document on **one A4 sheet**.

_____

TOTAL FOR ACTIVITY 1: 11 MARKS

Activity 2: Using Spreadsheet Software

Caitlin wants to compare information about the bookings for some apartments. Kate has created a spreadsheet.

The spreadsheet is stored as **BOOKINGS07**.

You MUST use spreadsheet software for this activity.

You MUST enter your name, candidate number and centre number BEFORE PRINTING.

Task SP1

❑ Open the spreadsheet file **BOOKINGS07**. It should look like this:

	A	B	C	D	E
1					
2				Total weeks available	
3				50	
4	Apartment reference	Apartment name	Rent (£)	Weeks booked	Percentage weeks booked
5	PR01	Magpie	825	30	
6	PR02	Robin	605	32	
7	PR03	Finch	495	36	
8	PR04	Thrush	385	43	
9	PR05	Wren	715	34	
10	ST22	Beech 1	550	45	
11	ST23	Beech 2	550	40	
12	ST24	Beech 3	275	43	
13	ST25	Beech 4	385	44	

❑ **NOTE** that this spreadsheet shows the standard Beech apartments and all premier apartments:

➢ premier apartments are Magpie, Robin, Finch, Thrush, Wren

➢ premier apartment references begin PR

➢ standard Beech apartment references begin ST

❑ Enter the heading **BOOKINGS FOR 2007** in cell **A1**

➢ make the heading bold, 12 pt

❑ Enter the header **SP1**.

❑ Make sure your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.

❑ Save the spreadsheet as **SP1**.

❑ Print a copy of your spreadsheet showing the data:

➢ make sure the page setup is landscape

➢ show the gridlines

➢ show the row and column headers

➢ make sure the columns are wide enough to show the complete data

➢ make sure it fits on **one A4 sheet**

(2)

Task SP2

Kate needs a chart to compare the number of weeks booked for premier and standard Beech apartments. She needs a bar or column chart. She will show the chart to Caitlin.

❑ Create a suitable chart to display this information:

➢ show the apartment names, **not** apartment references

❑ The chart must have:

➢ a suitable title

➢ the axis labels **Apartments** and **Weeks booked**

➢ suitable data labels or legend for the apartments

❑ Remember that the chart is for Caitlin Donavon. Make sure that it is fit for purpose:

➢ do not include any unnecessary information

➢ show suitable gridlines

❑ Save your chart as a separate sheet called **APARTMENTS**.

❑ Enter **SP2** in the header.

❑ Enter your name, candidate number and centre number **BEFORE PRINTING**.

❑ Print a copy of your chart:

➢ use landscape

➢ make sure that it is big enough to read

➢ make sure it fits on **one A4 sheet**

➢ do **NOT** produce a screen shot

(6)

Task SP3

Kate needs to calculate the cost per person for a week in each apartment.

❑ Insert **two** new columns between **Rent (£)** and **Weeks booked** (new columns D and E).

❑ Enter the label **Sleeps** in cell **D4**.

❑ Enter the following numbers in the **Sleeps** column (new column D):

Apartment Name	Sleeps
Magpie	8
Robin	6
Finch	4
Thrush	2
Wren	8
Beech 1	6
Beech 2	6
Beech 3	1
Beech 4	4

The cost per person is calculated by dividing the rent by the number of people the apartment sleeps.

❑ Enter the label **Cost per person (£)** in a suitable cell in new column E.

❑ Enter a formula in cell **E5** which will calculate the cost per person for Magpie.

❑ Copy this formula down for all apartments.

❑ Format all cells using this calculation to show 2 decimal places.

❑ Change the header to **SP3**.

❑ Enter your name, candidate number and centre number **BEFORE PRINTING**.

❑ Save the spreadsheet as **SP3**.

❑ Print a copy of your spreadsheet showing the **formulae**:

➢ make sure the page setup is landscape

➢ show the gridlines

➢ show the row and column headers

➢ make sure the columns are wide enough to show the complete formulae

➢ make sure it fits on **one A4 sheet**

(10)

Task SP4

The total number of weeks available for booking apartments should now appear in cell **F3**.

Caitlin wants to know the percentage of the weeks available that have been booked for each apartment.

- ❑ Enter a formula in cell **G5** to calculate the percentage of weeks available that have been booked for Magpie (weeks booked divided by total weeks available multiplied by 100)

  - ➢ use an absolute cell reference for the total number of weeks available

- ❑ Copy this formula down for all apartments.

- ❑ Change the header to **SP4**.

- ❑ Enter your name, candidate number and centre number **BEFORE PRINTING**.

- ❑ Save the spreadsheet as **SP4**.

- ❑ Print a copy of your spreadsheet showing the **formulae**:

  - ➢ make sure the page setup is landscape

  - ➢ show the gridlines

  - ➢ show the row and column headers

  - ➢ make sure the columns are wide enough to show the complete formulae

  - ➢ make sure it fits on **one A4 sheet**

(3)

Task SP5

Caitlin wants to see which apartments have the most bookings.

❑ Enter a formula in cell **H5** which uses the IF function:

➢ IF the percentage of weeks booked is greater than 80, then the spreadsheet must display "Good". If not, it should display "Poor".

❑ Copy this formula down for the other apartments.

❑ Change the header to **SP5**.

❑ Enter your name, candidate number and centre number **BEFORE PRINTING**.

❑ Save the spreadsheet as **SP5**.

❑ Print a copy of your spreadsheet showing the **formulae**:

➢ make sure the page setup is landscape

➢ show the gridlines

➢ show the row and column headers

➢ make sure the columns are wide enough to show the complete formulae

➢ make sure it fits on **one A4 sheet**

(5)

Task SP6

Caitlin wants to see some of the results of the calculations.

❑   Show the values, not the formulae, in the spreadsheet.

❑   Change the page setup to portrait.

❑   Change the header to **SP6**.

❑   Enter your name, candidate number and centre number **BEFORE PRINTING**.

❑   Save the spreadsheet as **SP6**.

❑   Print a copy of your spreadsheet showing **columns A**, **B**, **E and H only**:

➢   show values, not formulae

➢   make sure the page setup is portrait

➢   show the gridlines

➢   show the row and column headers

➢   make sure the columns are wide enough to show all the data

➢   make sure the values in column E are formatted to show 2 decimal places

➢   make sure it fits on **one A4 sheet**

(6)

TOTAL FOR ACTIVITY 2: 32 MARKS

Activity 3: Using Word Processing/DTP Software

Do NOT produce screen shots of your results.

You MUST print directly from word processing/DTP software.

Kate needs to produce a questionnaire to send to guests who have stayed in SmartAparts. She has started a document. Kate needs to add some information and to make it easy for guests to use.

Your task is to complete the document for Kate.

Task DP1

The document is stored as **SURVEY**. You will also need the file **FACTS**.

READ THE WHOLE OF THE TASK BEFORE YOU START.

- ❑ Open the file **SURVEY**.

- ❑ Copy information from the file **FACTS** to the correct position on this document:

  - ➢ premier apartment facilities

  - ➢ choice of apartment

  - ➢ miles travelled

- ❑ Use the tabulation (tab) spacing already in the document.

- ❑ Add tick boxes and dotted lines for the information you have copied:

  - ➢ use the boxes and lines already in the document to help you

- ❑ Add 3 dotted lines for additional comments:

  - ➢ use double spacing for the dotted lines

- ❑ Make any other changes to the document that will make it easier to use:

  - ➢ you may want to use boxes instead of dotted lines for some of the information at the top of the questionnaire

- ❑ Make sure the document fits on **one A4 sheet**.

❑ The document is a questionnaire. Make sure it is fit for purpose. Check:

➢ consistency of font

➢ font sizes

➢ font styles

➢ text alignment

➢ spelling

➢ layout

❑ Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.

❑ Save the document as **DP1**.

❑ Print a copy of the document **on one A4 sheet**.

❑ Label the document **DP1**.

TOTAL FOR ACTIVITY 3: 16 MARKS

Activity 4: Using Database Software

Information about SmartAparts is stored in the database **SMARTAPARTS**.

You MUST use database software for this activity.

You MUST enter your name, candidate number and centre number BEFORE printing.

Task DB1

❑ Open the database **SMARTAPARTS**.

❑ Open the **APARTMENT** table.

Caitlin wants to know which apartments are closest to the sea.

❑ Sort the **APARTMENT** table in ascending order of distance from the sea (Dist).

❑ Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.

❑ Print a copy of the sorted table on **one A4 sheet**:

➢ make sure the page setup is portrait

➢ make sure all columns are wide enough to read all the contents

➢ show all fields

❑ On your printout circle:

➢ the premier apartment which is closest to the sea (ApartRef begins PR)

➢ the Beech apartment which is closest to the sea

(5)

Task DB2

Kate has already asked some guests about their stay in premier apartments in 2007.
Results are stored in the **REPLY** table.

(4)

❑ Open the **REPLY** table. Here is the design:

Field Name	Data Type/Validation	Description
BookingRef	Alphanumeric/text – 5 characters	Booking reference
ApartRef	Alphanumeric/text – 4 characters	Apartment reference
StartDate	Date (dd/mm/yyyy)	Starting date for booking
SmartPhone	Yes/No	If the guest used the SmartPhone
PlasmaTV	Yes/No	If the guest used the Plasma TV
SmartCard	Yes/No	If the guest used a SmartCard
Reason	Alphanumeric/text – 2 characters *Validation:* = "SO" or "VM" or "OA" or "OT"	Reason for choosing a premier apartment
Miles	Number – long integer *Validation:* = 200 or 100 or 50 or 10	Approximate number of miles travelled to Smarts Leisure Park

❑ Note that:

➢ some fields use the Yes/No data type

➢ one field uses a drop-down box for data entry

➢ **Reason** means the reason for choosing a premier apartment:
  ○ SO = Special occasion
  ○ VM = Value for money
  ○ OA = Only available
  ○ OT = Other

❑ Enter the details for this new record:

BookingRef	34246
ApartRef	PR02
StartDate	28/04/2007
SmartPhone	No
PlasmaTV	Yes
SmartCard	Yes
Reason	Special Occasion
Miles	200

❑ Sort the table in descending order of miles travelled.

❑ Save the table.

❑ Enter your name, candidate number, centre number and task name **BEFORE PRINTING.**

❑ Print a copy of the table:

➢ show all fields

Task DB3

Kate needs a data entry form to enter details of new replies.

❑ Use database software to create a data entry form for the **REPLY** table.

❑ Save the form as **REPLYFORM**.

❑ Enter a suitable title and labels.

❑ Make sure that the layout is clear and the form is easy to use.

❑ Produce a screen shot of your data entry form:

➢ paste the screen shot into a word processing document

➢ make sure you can see the whole form and that it is big enough to read

❑ Enter **DB3** 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 **DB3**.

❑ Print the screen shot on **one A4 sheet**.

(6)

Task DB4

Caitlin wants a list of bookings where guests used a SmartPhone during their stay.

❑ Use database software to run a search/query on the **REPLY** table to find this information:

➢ show all fields

❑ Save the results of your search/query as **DB4**.

❑ Enter your name, candidate number, centre number and task name **BEFORE PRINTING**.

❑ Print the results of your search on **one A4 sheet**.

(2)

Task DB5

Caitlin wants to see the facilities used by guests staying in the Magpie (PR01) and Wren (PR05) apartments.

❑ Use database software to run a search/query on the **REPLY** table to find this information:

➢ show ApartRef, Miles, SmartPhone, PlasmaTV and SmartCard only **in this order**

❑ Save the results of your search/query as **DB5**.

❑ Enter your name, candidate number, centre number and task name **BEFORE PRINTING**.

❑ Print the results of your search on **one A4 sheet**.

(4)

TOTAL FOR ACTIVITY 4: 21 MARKS

Activity 5: Using Word Processing/Presentation Software

Caitlin wants Kate to give a presentation that includes information about SmartAparts bookings.

READ THROUGH THE WHOLE OF THE ACTIVITY BEFORE YOU BEGIN.

Your task is to prepare **three** slides for the presentation:

> ➢ title slide

> ➢ comparison of bookings

> ➢ database information

Kate has prepared a draft storyboard. It is stored as **STORYBOARD**.
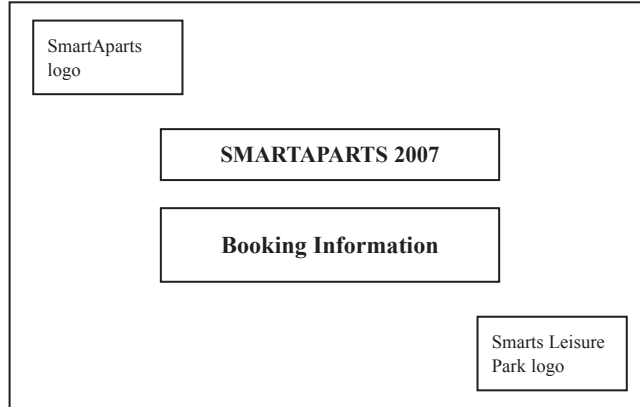
You will also need the file **GRAPHICS**.

Task MM1

- ❑ Open the file **STORYBOARD**. It should look like the printout on page 17.

- ❑ Enter your name, candidate number, centre number and task name in the footer of the page **BEFORE PRINTING**.

- ❑ Print a copy of the file.

- ❑ Read tasks **MM2**, **MM3** and **MM4**.

- ❑ On the printout, annotate, using a pen or pencil:

  > ➢ **one** additional item to be included on slide 1

  > ➢ **two** additional items to be included on each of slides 2 and 3

- ❑ All slides should have a white background and black text:

  > ➢ do **NOT** indicate background or text colour

  > ➢ do **NOT** show a navigation route or animation

- ❑ You **MUST** include this printout with your other printouts at the end of the examination.
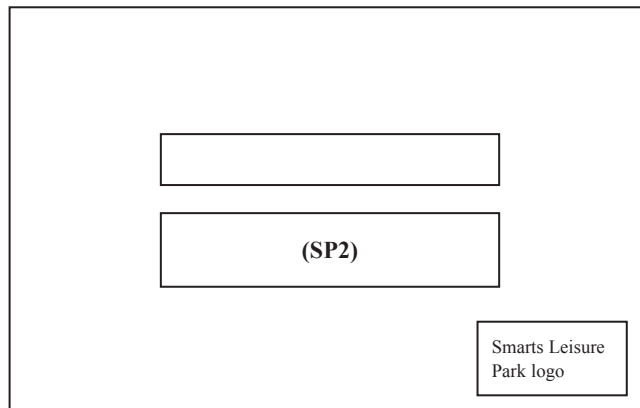
(5)

Slide 1

SmartAparts
logo

SMARTAPARTS 2007

Booking Information

Smarts Leisure
Park logo

Slide 2

(SP2)

Smarts Leisure
Park logo

Slide 3

SmartAparts
logo

(DB5)

Task MM2

You MUST use presentation software for this task.

❑ Create slide 1 – the title slide. It must include:

➢ the SmartAparts logo from the file **GRAPHICS**

➢ the Smarts Leisure Park logo

➢ the title **SMARTAPARTS 2007**

➢ the text **Booking Information**

➢ a suitable picture from clipart or the file **GRAPHICS**

❑ Save the presentation as **SLIDES**.

❑ Do **NOT** print at this stage.

(5)

Task MM3

❑ Create slide 2 – comparison of bookings. It must include:

➢ the same two logos as slide 1

➢ a suitable title

➢ your chart from **SP2**

❑ Re-save the presentation.

❑ Do **NOT** print at this stage.

(3)

Task MM4

❑ Create slide 3 – database information. It must include:

➢ the same two logos as slides 1 and 2

➢ a suitable title

➢ the results of your search/query **DB5**

❑ Re-save the presentation.

❑ Do **NOT** print at this stage.

(3)

Task MM5

❑ Check your presentation:

➢ make sure that the slides match the storyboard

❑ Make sure that the presentation is fit for purpose. Remember that it is for Caitlin Donavon. Check:

➢ layout

➢ consistency

➢ accuracy

❑ Re-save the presentation.

❑ Enter your name, candidate number, centre number and task name in the page footer of the document **BEFORE PRINTING**.

❑ Print a copy of the presentation, **two slides on each A4 sheet**:

➢ make sure that the slides are big enough to read

❑ Remember to include the printout for task **MM1** with this final printout.

(4)

TOTAL FOR ACTIVITY 5: 20 MARKS

TOTAL FOR PAPER: 100 MARKS

END

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