

Paper Reference(s)

5331/01

Edexcel GCSE

Applied Information and Communication Technology

Unit 1: ICT Tools and Applications

19–23 May 2008

Time: 2 hours 30 minutes

Materials required for examination

Short treasury tag

Items included with question papers

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.

Printer's Log. No.

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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 Desktop Publishing/Word Processing Software	12
2: Using Database Software	33
3: Using Word Processing Software	10
4: Using Spreadsheet Software	29
5: Using Word Processing/Database Software	16
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 DB7** you may use any sensible method.

For tasks **DB5 and DB6** you should paste into a word processing document as instructed.

For **all** other tasks, including **DB3**, you must print directly from the software you use for the task.

Activity 1: Using DTP/Word Processing Software

SmartsIssues will be a monthly magazine for Smarts Leisure Park. It is for all ages and will include articles, competitions and advertisements.

Jane Brandon is the Editor. Maurice Major is the Advertising Manager.

Jane is looking for volunteers to write articles.

Task DP1

Do NOT produce a screen shot of your results.

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

READ THE WHOLE OF THE TASK BEFORE YOU START.

Jane wants a poster to display in the Leisure Park. The poster will ask for volunteers to write articles for the magazine. Jane has stored information she wants included on the poster in the file **FACTS**.

Your task is to make the document suitable for use as a poster. You will also need the file **GRAPHICS**.

- Open the file **FACTS**.
- Make changes to the document so that it becomes a poster:
 - you do not need to include any more words
 - make sure the important information stands out
- Open the file **GRAPHICS**:
 - add **two** suitable graphics to the poster
 - you must also include the Smarts Leisure Park logo
- Make sure the poster layout and style are fit for purpose:
 - it must be readable, clear **and** informative
 - remember that it is for all ages
- Save the document as **DP1**.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Print a copy of the document on **one A4 sheet**.
- Label the document **DP1**.

TOTAL FOR ACTIVITY 1: 12 MARKS

Activity 2: Using Database Software

Some people have already offered to write articles. Some advertisements have been booked. Details are stored in the database **SMARTSISSUES**.

You MUST use database software for this activity.

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

Task DB1

The **ARTICLE** table stores details of articles that have been offered.

- Open the database **SMARTSISSUES**.
- Open the table **ARTICLE**.

Note that:

- **NoWords** is the number of words offered
- **WriterRef** is the reference number of the writer
- **SmartsDept** is the department of Smarts Leisure the article is about:

TC = Smarts Teenz Club

KC = Smarts Kidz Club

OC = Onion Café

FS = Fitness Suite

SA = SmartAparts

SP = Swimming Pool

EC = Education Centre

OT = Other

- A new article has been offered. Here are the details:

Ref	0019
Title	Night Nature Trailing
SmartsDept	Smarts Teenz Club
NoWords	250
WriterRef	026
DateOffered	10/05/2008

- Create a new record for this article:
 - make sure you use the correct code for **SmartsDept**
- Sort the **ARTICLE** table in ascending order of **Title**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.

- Print the sorted table on **one A4 sheet**:
 - make sure the page setup is landscape
 - show all fields
 - make sure all columns of your table are wide enough to read the information.
- (5)**

Task DB2

Jane wants a list of articles that have been offered that are 300 words or longer.

- Use database software to run a search/query on the **ARTICLE** table to find this information:
 - show all fields
 - make sure all columns are wide enough to read all the contents
 - Save the results of the search/query as **DB2**.
 - Make sure your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
 - Print the results of your search on **one A4 sheet**.
- (4)**

Task DB3

Jane wants to give a list of articles that are 300 words or longer to Maurice to help plan pages. She could use the results of the search/query from task **DB2**.

You MUST print directly from database software.

- Create the report using database software:
 - use landscape
 - show all fields
 - enter a suitable title
 - use suitable column headings so that they are easy to understand
 - Enter your name, candidate number, centre number and task name in the footer at the bottom of the page **BEFORE PRINTING**.
 - Save your report as **DB3**.
 - Print a copy of your report, using database software, on **one A4 sheet**.
- (7)**

Task DB4

The tables **ARTICLE** and **WRITER** are related so that they can be searched at the same time.

Jane wants details of writers who have offered articles about SmartAparts (**SmartsDept** = SA).

- Use database software and the related tables to run a search/query to find this information:
 - show only **Title, DateOffered, LastName** and **MobilePhone** in that order
- Save the results of your search/query as **DB4**.
- Make sure your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**.

(4)

Task DB5

Maurice wants to use two new tables to store information about advertisements. One new table will contain details of advertisers.

Your task is to create a new table **ADVERTISER**.

- The table must have this structure:

Field Name	Data Type	Description	Input Mask
AdvertiserRef	Alphanumeric/text (4 characters)	Reference number of advertiser	
CoName	Alphanumeric/text (25 characters)	Company name	
PCode	Alphanumeric/text (10 characters)	Postcode	
MobilePhone	Alphanumeric/text (11 characters)	Mobile phone number	00000 000000

- You do not need to enter the field descriptions.
- Make **AdvertiserRef** the primary key.
- Save the table as **ADVERTISER**.
- Display the design of your table on the screen:
 - make sure you can see the primary key and the input mask for the **MobilePhone** field
- Produce a screen shot:
 - paste the screen shot into a word processing document
 - make sure you can see the primary key and the input mask for the **MobilePhone** field
- Enter **DB5** in the header of the document.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save the document as **DB5**.
- Print the screen shot on **one A4 sheet**.

(5)

Task DB6

Maurice has already created a new table, **ADVERTBOOKING**, to contain the details of booked advertisements.

Here is the structure:

Field Name	Data Type	Description
AdRef	Alphanumeric/text (4 characters)	Reference number of advertisement
IssueNo	Alphanumeric/text (4 characters)	SmartsIssues issue number
Page	Alphanumeric/text (2 characters)	Page advertisement to appear on
Size	Alphanumeric/text (20 characters)	Size of advertisement
AdvertiserRef	Alphanumeric/text (4 characters)	Reference number of advertiser

AdRef is the primary key.

The **ADVERTBOOKING** table must be related to the **ADVERTISER** table.

- Use database software to create a relationship between the tables **ADVERTBOOKING** and **ADVERTISER**.
- Produce a screen shot to show the relationship you have created:
 - paste the screen shot into a word processing document
 - make sure that all the information is 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 the screen shot on **one A4 sheet**.
- **Note:** You may be using software that does not allow you to show the relationship you have created on one screen shot. If so, you should produce two or more screen shots to show the relationship.

(3)

Task DB7

Maurice wants you to test that the relationship you have created works. To test this you must first enter one record into each table.

- Open the table **ADVERTISER**.
- Enter data for this company:

Field name	Data
AdvertiserRef	0110
CoName	Jacobs Williams
PCode	SO86
MobilePhone	07765 712345

- Save and close the table.
- Open the table **ADVERTBOOKING**.
- Enter data for this advertisement:

Field name	Data
AdRef	0712
IssueNo	0001
Page	2
Size	Quarter page
Advertiser Ref	0110

- Save and close the table.
- Use database software and the related tables to run a search/query to show all the details for Advertiser Reference 0110:
 - show all fields **once** only
- Save the results of your search/query as **DB7**.
- Make sure your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**.

(5)

TOTAL FOR ACTIVITY 2: 33 MARKS

ACTIVITY 3: Using Word Processing Software

Do NOT produce screen shots of your results.

You MUST print directly from word processing software.

Jane and Maurice have arranged a meeting with other staff of Smarts Leisure Park to discuss the launch of the new magazine, SmartsIssues. They have met before. The meeting is to be held on Wednesday 6 June at 10.00 am in the Boardroom.

Task WP1

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

Your task is to prepare the agenda for the meeting. You will need the file **NOTES**. Use these notes to prepare the agenda.

- Open the file **NOTES**.
- Add the company logo.
- Add the title **AGENDA** using a suitable font and style.
- Add a suitable title for the meeting.
- Put the agenda items into a sensible order.
- Number the agenda items.
- Make sure that the standard components of an agenda are in the correct order.
- Make sure that the agenda contains all necessary information.
- 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 a copy of the document on **one A4 sheet**.

TOTAL FOR ACTIVITY 3: 10 MARKS

Activity 4: Using Spreadsheet Software

Maurice has created a spreadsheet to keep a record of costs and payments for advertisements booked for the first issue of SmartsIssues.

The spreadsheet is saved as **ADVERTISING**.

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 **ADVERTISING**. It should look like this:

	A	B	C	D	E
1					
2					
3	Issue Number	Advertiser Ref	Size of Advertisement	Cost (£)	Amount Paid (£)
4	0001	0001	Quarter page	50.00	25.00
5	0001	0011	Full page	200.00	200.00
6	0001	0021	Half page	100.00	25.00
7	0001	0031	Quarter page	50.00	25.00
8	0001	0041	Full page	200.00	100.00
9	0001	0051	Quarter page	50.00	50.00

- Enter the heading **SmartsIssues Advertisements** in cell **A1**:
 - make the heading bold, 12 pt
- Enter the header **SP1**.
- 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 showing the data:
 - make sure the page setup is landscape
 - show the gridlines
 - show the row and column headers
 - make sure all columns are wide enough to see all the data
 - make sure it fits on **one A4 sheet**.

(3)

Task SP2

Row 11 of the spreadsheet will be used to calculate totals.

- Enter the label **Totals:** in **C11**.
- Enter a formula in **D11** that uses a function to calculate the total cost of advertisements.
- Enter a formula in **E11** that uses a function to calculate the total amount paid.
- Change the header to **SP2**.
- Enter your name, candidate number and centre number in the footer **BEFORE PRINTING**.
- Save the spreadsheet as **SP2**.
- 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 all the formulae and information including the heading in **A1**
 - make sure it fits on **one A4 sheet**

(6)

Task SP3

Maurice wants to check which advertisements have been paid for in full. This is calculated by comparing the Cost (£) with the Amount Paid (£).

- Enter a formula in **F4** for the first advertisement that uses the IF function:
 - IF the Cost (£) equals the Amount Paid (£), it must display “Yes”. If not, it must display “No”.
- Copy this formula down for the other advertisements.
- Enter the label **Paid in Full?** in **F3**:
 - make sure the label is word-wrapped
- Change the header to **SP3**.
- Make sure your name, candidate number and centre number are in the footer of the document **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**

(6)

Task SP4

Maurice wants to calculate how much is still to be paid for each advertisement.

- Enter a formula in **G4** that calculates any outstanding amount. This should use the IF function.
 - IF the advertisement has been paid in full, it must be blank. If not, it must calculate the amount still to be paid (Cost – Amount Paid).
- Copy this formula down for the other advertisements.
- Check that your formulae display the correct message for each advertiser.
- Enter the heading **Amount Outstanding (£)** in a suitable cell in column **G**.
- Enter a formula in **G11** that uses a function to calculate the total amount outstanding.
- Change the header to **SP4**.
- Make sure your name, candidate number and centre number are in the footer of the document **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**

(7)

Task SP5

Maurice thinks it would be better to use a separate spreadsheet for each issue of SmartsIssues. The spreadsheet will need to be changed.

- Move the heading in **A1** to **B1**.
- Delete column **A** of the spreadsheet.
- Insert 2 new rows above row 3.
- Enter a new heading **Issue 0001** in **A3**.
- Change the page setup to portrait.
- Change the header to **SP5**.
- Make sure your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP5**.
- Print a copy of your spreadsheet showing cells **A1:E7 only**:
 - show the data not the 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 the complete data
 - make sure it fits on **one A4 sheet**

(4)

Task SP6

Maurice wants to create a new spreadsheet for the second issue.

- Create a new spreadsheet (or separate sheet).
- This must contain the information from the first 5 rows of the spreadsheet for Issue 0001.
- Change the heading in **A3** to **Issue 0002**.
- Enter the header **SP6**.
- Make sure your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP6**.
- Print a copy of your spreadsheet:
 - 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 information
 - make sure it fits on **one A4 sheet**

(3)

TOTAL FOR ACTIVITY 4: 29 MARKS

Activity 5: Using Word Processing/Database Software

The first issue of SmartsIssues will be published in July.

Jane wants to include all the articles already offered. She wants to write to everyone who has offered an article.

Your task is to create a mailmerge letter. Details of writers are stored in the **WRITER** table of the database **SMARTSISSUES**.

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

Task MG1

- Open the file **DRAFTLETTER**.
- Use the draft letter to create a standard letter to each writer. The letter must include:
 - today's date
 - all the given text
 - suitable merge fields from the **WRITER** table
 - a suitable complimentary close
 - name and position of sender
- Do **NOT** add any unnecessary text.
- Make sure the content, layout and style are fit for purpose. Remember that the document is a business letter.
- Enter your name, candidate number, centre number and task name in the footer **BEFORE PRINTING**.
- Save the document as **MG1**.
- Print a copy of the standard letter showing the merge fields. Make sure it fits on **one A4 sheet**.
- **Note:** You may be using mailmerge software that does not allow you to show the merge fields in a printout of the standard letter. If so, you should produce a screenshot of your complete letter showing the merge fields.

(13)

Task MG2

You need to use mailmerge software to print the letters to the writers.

- Use mailmerge software to merge the standard letter **MG1** with the **WRITER** table.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the merged letters as **MG2**.
- Print **one** of the letters.

(3)

TOTAL FOR ACTIVITY 5: 16 MARKS

TOTAL FOR PAPER: 100 MARKS

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