

Paper Reference(s)

**5331/01**

# **Edexcel GCSE**

## **Applied Information and Communication Technology**

**Unit 1: ICT Tools and Applications**

**12–16 January 2009**

**Time: 2 hours 30 minutes**

**Materials required for examination**

Short treasury tag

**Items included with question papers**

Cover Sheet

### **Instructions to Candidates**

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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**

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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**

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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:

<b>Activity</b>	<b>Marks</b>
1: Using Word Processing Software (WP)	16
2: Using Spreadsheet Software (SP)	31
3: Using Presentation Software (MM)	14
4: Using Database Software (DB)	28
5: Using Desktop Publishing (DTP) / Word Processing Software (WP)	11
<b>Total Marks:</b>	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**, **DB3** and **DB6** you may use any sensible method.

For tasks **DB4**, **DB5** and **DB7** 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 a screen shot of your results.**

**You MUST print directly from the word processing software.**

In June, the Smarts Kidz Club celebrates its fifth anniversary. Joe McCrae is the Manager of the Smarts Kidz Club.

Joe wants to have a party on Saturday 2 May 2009 to celebrate this occasion.

Alex Harraway was a student on work experience and helped to set up the club. Alex is now at University in Southampton. His name and address are:

Alex Harraway, 1 Mount Crescent, SOUTHAMPTON, SO9 5XY

### Task WP1

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

**READ THE WHOLE OF THE TASK BEFORE YOU START.**

Joe wants to write a letter to Alex to invite him to the party. Joe has produced a draft of the letter; it is saved in the file **CONTENT**.

Use the file **CONTENT** to prepare the letter to Alex. You will also need the file **LETTERHEAD**.

- Open the file **LETTERHEAD**.
- Open the file **CONTENT**:
  - copy the text from the file **CONTENT** to an appropriate place in the file **LETTERHEAD**
- Add Alex's name and address to the letter in an appropriate position.
- Enter today's date in an appropriate position and in a suitable format.
- Use an appropriate salutation for a business letter.
- Use the appropriate complimentary closure for the letter.
- Add the name and position of the sender.
- Make sure the letter is fit for purpose:
  - check the alignment of the text is consistent
  - check the font, size and style are consistent
- 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 with the file name **WP1**.
- Print a copy of the document on **one A4 sheet**.

(9)

## Task WP2

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

Joe needs to send a memo to Max Smarts, the owner of Smarts Leisure. Joe wants to let Max know that he has invited Alex Harraway to the party on Saturday 2 May 2009.

- Create a memo from Joe to Max Smarts. It must include:
  - today's date
  - all standard components of a memo
  - a message telling Max Smarts about the invitation to Alex
- Make sure the content, style, and layout are fit for purpose. Remember that the document is a memo.
- Enter **WP2** 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 with the file name **WP2**.
- Print a copy of the document on **one A4 sheet**.

(7)

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**TOTAL FOR ACTIVITY 1: 16 MARKS**

## Activity 2: Using Spreadsheet Software

Joe has created a spreadsheet to keep a record of tickets sold for the party. He has entered some test data to check that the spreadsheet works correctly.

The spreadsheet is saved as **PARTY**.

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

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>1</b>					
<b>2</b>					
<b>3</b>	<b>Name</b>	<b>Tickets to sell</b>	<b>Number sold</b>		
<b>4</b>	Barbara	50	18		
<b>5</b>	Grace	60	22		
<b>6</b>	Ian	80	27		
<b>7</b>	Paul	40	12		
<b>8</b>					
<b>9</b>					

- Enter the heading **KIDZ CLUB TICKETS** in cell **A1**:
  - make the heading bold, 16 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

Joe wants a pie chart to show the number of tickets sold by the Club members. He wants to put the chart on the notice board.

- Create a suitable pie chart to show this information.
- The chart must have:
  - a suitable title
  - a legend with the names of the Club members selling tickets
  - data labels showing the number of tickets sold by each Club member
  - segments which will be clearly seen when printed
- Remember that the chart is for the notice board. Make sure it is fit for purpose:
  - do not include any unnecessary information
- Save your chart as a separate sheet called **TICKETS**. (You will need this chart for Activity 5.)
- Enter **SP2** in the header.
- Enter your name, candidate number and centre number in the footer **BEFORE PRINTING**.
- Save the spreadsheet as **SP2**.
- Print a copy of your chart:
  - make sure the page setup is landscape
  - make sure it fits on one A4 sheet
  - do **NOT** produce a screen shot

(6)

### Task SP3

Joe has managed to get two more Club members, Khalid and Mahina, to help with selling the tickets.

- Insert two new rows between Ian and Paul (rows 6 and 7).
- Enter the following data for Khalid and Mahina:
  - Khalid has been given 65 tickets and has sold 27
  - Mahina has been given 45 tickets and has sold 19
- 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 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 all the information
  - make sure it fits on **one A4 sheet**

(3)

## Task SP4

Joe wants to know how many tickets are left unsold.

- Enter the label **Tickets unsold** in cell **D3**. Make sure the label is the same format as the other labels.
- In cell **D4**, enter a formula which will calculate how many tickets Barbara has left unsold.
- Copy the formula for the other Club members.
- Enter the label **Total** in cell **A11**:
  - format the label bold
  - change the font size to Arial 14
  - make sure the label is left aligned
- Enter a formula in cell **B11** which uses a function to calculate the total number of tickets to be sold by the Club members.
- Copy this formula across for the columns **Number sold** and **Tickets unsold**.
- 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**

(9)



## Task SP5

Joe wants to calculate the income from the sale of tickets. He wants to do this in the next available column.

- Enter the value **£5.00** in the cell **E1**:
  - show 2 decimal places
  - show the £ symbol
- Enter the label **Ticket price** in an appropriate cell.
- Enter the label **Income** in a suitable cell in column E.
- Enter a formula in cell **E4** to calculate the income for tickets sold by Barbara (tickets sold multiplied by the ticket price):
  - use an absolute cell reference for the ticket price
- Copy this formula down for the other Club members.
- Enter a formula in a suitable cell which uses a function to calculate the total income.
- Format the values in the **Income** column to currency:
  - show 2 decimal places
  - show the £ symbol
- 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 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 SP6

Joe has a budget of £550 for the party. He wants to know what the minimum ticket price needs to be to make sure that the party does not lose money.

- Enter different values for the ticket price until you find one that gives you a total income of £550.
- 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:
  - show values not formulae
  - 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)

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**TOTAL FOR ACTIVITY 2: 31 MARKS**

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### ACTIVITY 3: Using Presentation Software

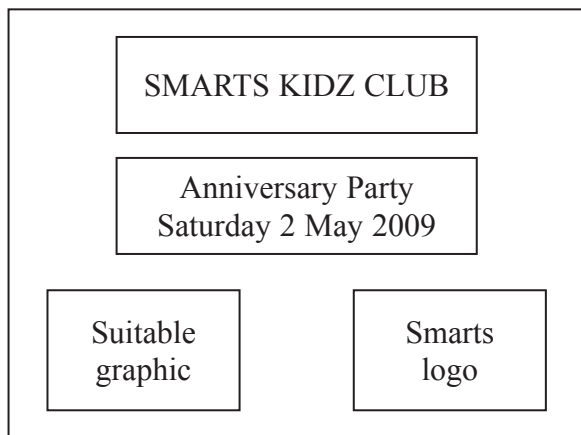
Do **NOT** produce screen shots of your results.

You **MUST** print directly from presentation software.

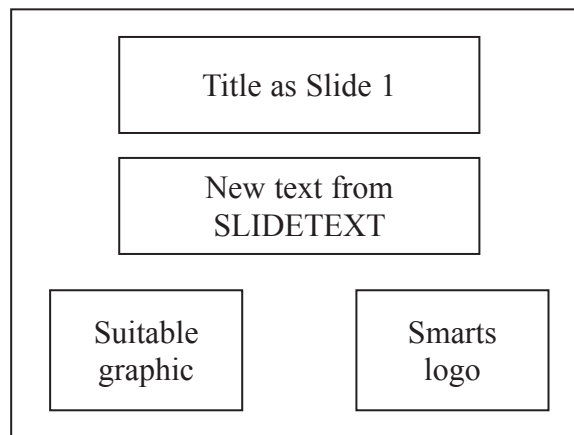
Joe wants to visit local schools to encourage children to attend the Kidz Club party on Saturday 2 May 2009.

Here is his storyboard.

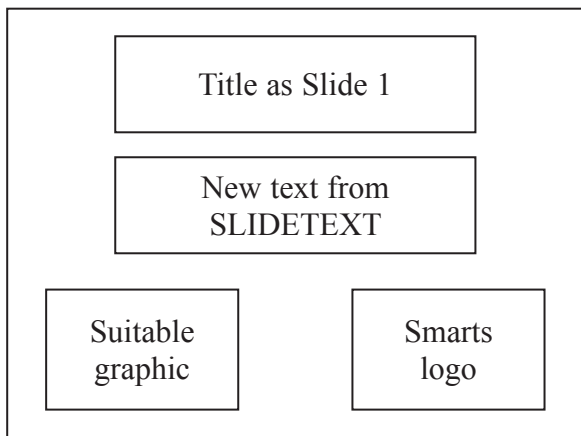
Slide 1



Slide 2



Slide 3



Joe has created the first slide of the presentation.

The presentation is stored as **SLIDESHOW**.

You will also need information from the files **SLIDETEXT** and **GRAPHICS**.

**Print ONLY** when you have finished your presentation.

**Do NOT** print each slide separately.

## Task MM1

**You MUST use presentation software for this task.**

- Open the file **SLIDESHOW**.
- Produce Slide 2 for the presentation. It must include:
  - the same title as Slide 1
  - the text for Slide 2 from the file **SLIDETEXT**
  - a suitable graphic from the **GRAPHICS** file or clipart
  - the Smarts Leisure Park logo
  - a plain white background
- Make sure that your slide matches the storyboard.
- Enter your name, candidate number and centre number in the slide footer.
- Save the presentation as **SLIDES**.
- Do **NOT** print at this stage.

(4)

## Task MM2

**You MUST use presentation software for this task.**

- Produce Slide 3 for the presentation. It must include:
  - the same title as Slide 1
  - the text for Slide 3 from the file **SLIDETEXT**
  - a suitable graphic from the **GRAPHICS** file – do **NOT** use clip art
  - the Smarts Leisure Park logo
  - a plain white background
- Make sure that your slide matches the storyboard.
- Enter your name, candidate number and centre number in the slide footer.
- Re-save the presentation.
- Do **NOT** print at this stage.

(4)

### Task MM3

**You MUST use presentation software for this task.**

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

- Make sure the presentation is fit for purpose. Remember it will be shown in local schools.
- Check:
  - that it matches the storyboard
  - spelling
  - layout
  - all three slide backgrounds are white
  - consistency of style
- 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 your presentation with **two slides on each A4 sheet**.

**(6)**

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**TOTAL FOR ACTIVITY 3: 14 MARKS**

#### Activity 4: Using Database Software

Joe has started to create a database to store details of the Kidz Club members who will attend the fifth anniversary events.

The table **KIDZ** contains a list of original members of Kidz Club who have indicated that they will attend.

The table **ACTIVITY** contains details of the activities which are available on the day. The three available activities are Snowboarding (S), Trampolining (T) and Quad biking (Q).

#### Task DB1

- Open the database **ANNIVERSARY**.
- Open the table **KIDZ** to see a list of original Club members who will attend. Here is the design:

Field Name	Data Type /Validation	Description
KidzID	Numeric – long integer	An ID number for each member
LName	Alphanumeric/Text – 25 characters	The member’s last name
FName	Alphanumeric/Text – 15 characters	The member’s first name
Gender	Alphanumeric/Text – 1 character <i>Validation:</i> = “M” or “F”	Gender M – Male or F - Female
DOB	Date (dd/mm/yyyy)	The member’s date of birth
Area	Alphanumeric/Text – 25 characters	Where the member lives
Activity	Alphanumeric/Text – 1 character <i>Validation:</i> = “S” or “T” or “Q”	Activity chosen by member

Another original Club member has indicated that she will attend. Here are her details:

<b>KidzID</b>	<b>LName</b>	<b>FName</b>	<b>Gender</b>	<b>DOB</b>	<b>Area</b>	<b>Activity</b>
7	Svensson	Sofia	F	31/12/1994	BITTERNE	T

- Create a new record for this member.
- Sort the **KIDZ** table in ascending order of **DOB**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the sorted table on **one A4 sheet**. Show all fields.

(4)

### Task DB2

Joe wants a list of those Club members attending who live in the WESTON area.

- Use database software to run a search/query on the **KIDZ** table to find all Club members attending who live in the WESTON area.
- Save the results of the search/query as **DB2**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**. Show all fields.

(2)

### Task DB3

Joe wants details of the Club members who will be less than 16 years old on the day of the events (ie those who were born after 2 May 1993) and want to take part in the Quad biking activity.

- Use database software to run a search/query on the **KIDZ** table to find all Club members born after 2 May 1993 who have chosen the Quad biking activity:
  - show only the fields FName, LName, Gender, DOB and Activity **in that order**
- Save the results of the search/query as **DB3**.
- Make sure that 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 DB4

You must use database software for this task.

Joe wants to set up a table of the staff who will be helping on the day.

- Create a new table in the database **ANNIVERSARY** using this structure:

Field Name	Data type	Field size	Validation Rule	Description
StaffID	Number	Integer (whole number)		Staff identity code
StaffLName	Text	25		Staff last name
StaffFname	Text	25		Staff first name
ActCode	Text	1	“Q” or “S” or “T”	Activity Code

- Make **StaffID** the primary key.
- Save the table as **STAFF**.
- Make sure that you can see the validation rule for the field **ActCode**.
- Produce a screen shot of your table design:
  - paste the screen shot into a word processing document
  - make sure that all field names and the validation rule for the **ActCode** field are big enough to read
- Enter **DB4** 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 **DB4**.
- Print the screen shot on **one A4 sheet**.
- Close the **STAFF** table.

(6)

### Task DB5

Joe wants to use a data entry form to enter details of the staff.

- Use database software to create a data entry form for the **STAFF** table.
- Save the form as **STAFFFORM**.
- Make sure that the form is clear and easy to use.
- Produce a screen shot of your data entry form:
  - paste the screen shot into a new word processing document
  - make sure that you can see the whole of the form and that it is big enough to read
- Enter **DB5** 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 **DB5**.
- Print the screen shot on **one A4 sheet**.

(4)

### Task DB6

- Enter this data into the **STAFF** table:

StaffID	StaffLName	StaffFName	ActCode
2	CAPTURE	Mark	Q
7	ACHEBE	Chinedu	T
9	BARROW	Si	S

- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the **STAFF** table on **one A4 sheet**.

(2)

## Task DB7

The **KIDZ** table and the **ACTIVITY** table are related so that they can be searched at the same time.

Joe wants a list of Club members attending from PORTSWOOD with details of their chosen activity and its location.

- Use database software to run a search/query on the **KIDZ** and **ACTIVITY** tables to find the Club members from PORTSWOOD:
  - show Activity, LName, FName and Location only in this order
  - sort the query results by ascending order of LName within ascending order of Activity
- Show the design view of your search/query. Make sure that the sort and search criteria are visible.
- Produce a screen shot of your query/search design:
  - paste the screen shot into a new word processing document
  - make sure that you can see the necessary parts of the query design and that it is big enough to read
- Enter **DB7** 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 **DB7.**
- Print the screen shot on **one A4 sheet.**

**Note:** You may be using software which does not allow you to show the required query design in one screen shot. If so, you should produce two or more screen shots to show the design.

(6)

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**TOTAL FOR ACTIVITY 4: 28 MARKS**

### Activity 5: Using word processing/DTP software

Joe wants to create a report for a meeting with Max Smarts. The meeting is to discuss the fifth anniversary of the Smarts Kidz Club. He has already started to produce his report. It is saved in the file **TEXT**.

#### Task DP1

- Use the information in the following table to produce the report:

Position	Content	Format/Style
Header	Report for Max Smarts	Italics, right aligned, font size 10
Footer	Candidate name, number and centre number	Font size 10
Title	KIDZ CLUB FIFTH ANNIVERSARY	Bold, centred, font size 16
Subheadings	Subheadings from the file <b>TEXT</b>	Underlined, left aligned, font size 14
Body of report	Body text from the file <b>TEXT</b>	Font size 10

- Open a new word processing/publishing document.
- Enter the information shown above using a suitable font style.
- Your report must also include:
- the chart you created for task **SP2**
  - the results of your query from task **DB2**
- Make sure that your report has a suitable layout. It must fit on **one A4 sheet**.
- Make sure that the report is fit for its purpose. Remember it is a report to Max Smarts, the owner of Smarts Leisure.
- Make sure your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the document as **REPORT**.
- Print your report on **one A4 sheet**.

(11)

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**TOTAL FOR ACTIVITY 5: 11 MARKS**

**TOTAL FOR PAPER: 100 MARKS**

**END**