

Paper Reference(s)

5331/01

Edexcel GCSE

Applied Information and Communication Technology

Unit 1: ICT Tools and Applications

11–15 May 2009

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 **four** 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 3.

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.

N34075A



N 3 4 0 7 5 A

Turn over

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This paper consists of **four** 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 (DTP/WP)	12
2: Using Database Software (DB)	30
3: Using Word Processing Software (WP)	33
4: Using Spreadsheet Software (SP)	25
Total Marks:	100

LABELLING AND PRINTING OF TASKS

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

For tasks **DB1**, **DB3** and **DB6** you may use any sensible method.

For task **DB2** and **DB4** 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.

Smarts Leisure Park is to hold Summer Activity Weekends which will be managed by Caitlin Donavon, the Centre Manager.

Anil Patel (Open Day Organiser) and Sian Zalick (Teenz Club Coordinator) will organise the events.

Publicity will be arranged by Jane Brandon, the Editor of SmartsIssues.

Activity 1: Using Desktop Publishing/Word Processing Software

Jane wants a poster to send to headteachers. The poster will give details of the Summer Activity Weekends starting in July 2009. Jane has stored information she wants included on the poster in the file **ACTIVITYTEXT**.

Task DP1

Your task is to design and create an A4 poster, using the information and graphics Jane has collected.

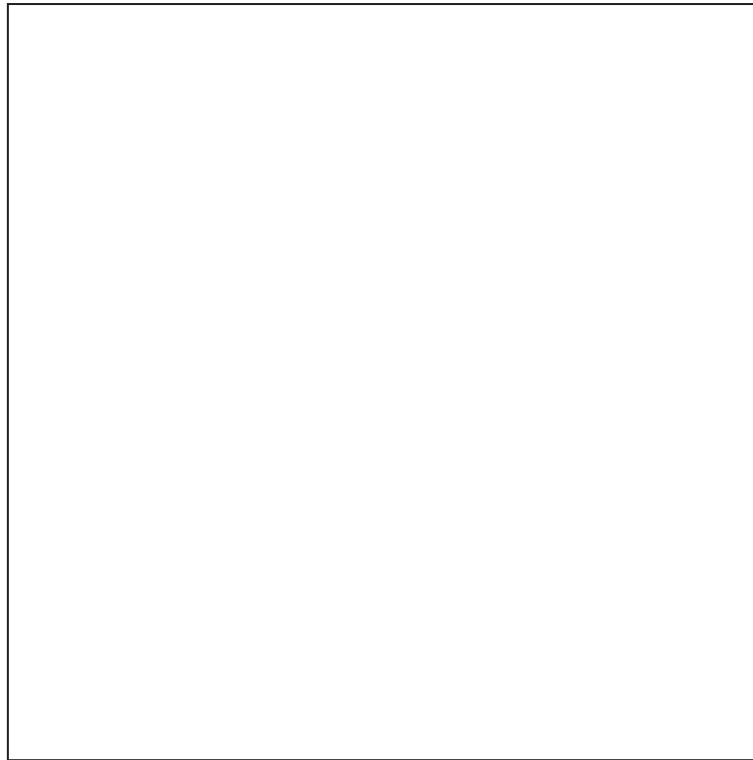
Do NOT produce a screen shot of your results.

Do NOT spend too long on this task.

READ THE WHOLE OF THE TASK BEFORE YOU START.

You will need the files **ACTIVITYTEXT** and **GRAPHICS**.

- Open a new DTP/WP document.
- Choose from the list below the information that you think should go on the poster. Choose only **seven** items. This information is in the text file **ACTIVITYTEXT**.
 - 20% off for opening weekend
 - Summer Activity Weekends at Smarts Leisure Park
 - Facilities for refreshments open as usual
 - Free parking for 100 cars
 - Many exciting activities including quad biking, karting and archery
 - No alcohol permitted on site
 - No pets
 - No smoking on site
 - Onion Café open for lunches
 - Rentals of SmartAparts from £30 per person
 - Special reductions for families
 - Start on 3 July 2009
 - Telephone for more details
 - Winter activities include snowboarding
- Open the file **GRAPHICS** and choose **two** suitable graphics for the poster:
 - you must also include the Smarts Leisure Park logo.
- You may want to plan a design for your poster using the box on the next page
 - make sure your poster will be attractive **and** informative.



- Copy the seven items you have chosen from the file **ACTIVITYTEXT** to your new document.
- Add the logo and the two graphics you have selected from the file **GRAPHICS**.
- Format the text:
 - you may use any suitable font and size for the text
 - make sure the most important information stands out
 - do **NOT** use WordArt
 - use consistent alignment.
- Make sure the poster layout and style are fit for purpose:
 - remember that this is a poster for 13 to 17-year-olds.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save the document as **DP1**.
- Print a copy of the document on **one A4 sheet**.

(12)

TOTAL FOR ACTIVITY 1: 12 MARKS

Activity 2: Using Database Software

Kate Maddison, the Manager of SmartAparts, stores details of bookings for the Activity Weekends in the database **ACTIVITY**.

You MUST use database software for this activity.

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

Task DB1

The **CUSTOMERS** table stores details of the customers who have booked an Activity Weekend at Smarts Leisure Park.

- Open the database **ACTIVITY**.
- Open the table **CUSTOMERS**.

Note that:

- CustCode** means the Customer Code; it is an Autonumber
 - Title** is the Customer's title and is one of Mr, Mrs or Ms
 - Addr1** is the first line of the customer's address
 - Addr2** is the second line of the customer's address.
- There is a new record to add. Here are the details:

CustCode	Autonumber
Title	Ms
LastName	Smythe
FirstName	Allyson
Addr1	1 Threadneedle St
Addr2	Wetherby

- Create a new record for this member.
- Sort the **CUSTOMERS** table in ascending order of **LastName**.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Print the sorted table on **one A4 sheet**:
 - make sure the page setup is portrait
 - show all fields
 - make sure all columns of your table are wide enough to display the information.

(5)

Task DB2

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

- Use database software to create a data entry form for the **BOOKINGS** table.
- Save the form as **BOOKINGSFORM**.
- Enter a suitable title and labels.
- Make sure that the layout is clear.
- Make sure 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
 - make sure the form is in data entry view
 - make sure that it is big enough to read.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save the document as **DB2**.
- Print the screen shot on **one A4 sheet**.

(6)

Task DB3

The **APARTMENTS** table stores details of the SmartAparts at Smarts Leisure Park.

Kate needs to know which apartments have at least three bedrooms.

- Use database software and the **APARTMENTS** table to design a search/query to find this information:
 - show all fields
 - make sure all columns are wide enough to show all the contents.
- Save the results of the search/query as **DB3**.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**.

(4)

Task DB4

Kate needs to know which apartments sleep at least six people and have a barbecue.

- Use database software and the **APARTMENTS** table to run a search/query to find this information:
 - show all fields.
- Save the results of the search/query as **DB4**.
- Display the design view of your search/query on the screen.
- Produce a screen shot:
 - paste the screen shot into a word processing document
 - make sure that the search criteria are shown and are big enough to read.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save the document as **DB4**.
- Print the screen shot on **one A4 sheet**.

(4)

Task DB5

Kate wants to send a copy of the list of apartments that have a barbecue and sleep at least six people to a customer. She could use the results of the search/query from task **DB4**.

You MUST print directly from database software.

- Create the report using database software:
 - use portrait
 - show fields **ApartmentName**, **Beds** and **Rent** only
 - enter an appropriate title
 - use sensible column headings so they are easy to understand
 - make sure the information is suitably spaced.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save your report as **DB5**.
- Print a copy of your report, using database software, on **one A4 sheet**.

(7)

Task DB6

The **BOOKINGS** table stores details of each booking for the Smarts Leisure Park Activity Weekends. The three tables (**CUSTOMERS**, **BOOKINGS** and **APARTMENTS**) in the database are linked so they can be searched together.

Kate wants to find details of the bookings for the weekend beginning 3 July 2009.

- Use database software and the related tables to run a search/query to find this information:
 - show only **FirstName**, **LastName**, **ApartName** and **Rent** in that order.
- Save the results of your search/query as **DB6**.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**.

(4)

TOTAL FOR ACTIVITY 2: 30 MARKS

Activity 3: Using Word Processing Software

Do NOT produce screen shots of your results.

You MUST print directly from word processing software.

Task WP1

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

Caitlin has been thinking about activities for the weekends. She would like a meeting to discuss her ideas with Anil Patel (Open Day Organiser) and Sian Zalick (Teenz Club Coordinator). The meeting will be on Tuesday June 16 at 1.30 p.m. in the Education Centre Meeting Room.

Caitlin needs to send a memo to Anil and Sian to arrange the meeting.

- Create a memo from Caitlin to Anil and Sian.
- The memo must include:
 - today's date
 - all standard components of a memo
 - a message telling Anil and Sian 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 your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING.**
- Save the document as **WP1.**
- Print one copy of the document on **one A4 sheet.**

(9)

Task WP2

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

Your task is to prepare the agenda for the meeting. You will need the file **IDEAS**. Use these notes and the information above to prepare the agenda.

- Open the file **IDEAS**.
- Add the Smarts Leisure Park logo.
- Add the title **AGENDA** using a suitable font and style.

- Add an appropriate 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 your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save the document as **WP2**.
- Print a copy of the document on **one A4 sheet**.

(10)

Task WP3

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

Jane has decided to write to the headteachers of local schools. She wants to let them know about the Summer Activity Weekends and to ask them to promote the Weekends in their schools. She will enclose a copy of the poster for the event. Roxanne, a Teenz Club member has produced a draft of the letter to Tricia Ricketts (Dr P. Ricketts), Headteacher at St Giles Roman Catholic School.

The letter is stored in the file **DRAFTLETTER**.

- Open the file **DRAFTLETTER**.
- Roxanne has used the incorrect logo for the letterhead. Replace the logo in the file **DRAFTLETTER** with the correct Smarts Leisure Park logo.
- Edit the recipient's details:
 - position and align the name and address correctly.
- Enter today's date in a suitable format.
- Replace the text "Hi there" with a correct form of salutation for Tricia Ricketts.
 - remember that Tricia Ricketts is the Headteacher at St Giles Roman Catholic School.
- Add the subject Smarts Leisure Park Activity Weekends in a suitable location.
- Correct the four spelling mistakes in the body of the letter.

The first Activity Weekend will start on Friday 3 July 2009.

- Change the date of the first Activity Weekend given in the file **DRAFTLETTER** to the date shown above:
 - make sure the date is correctly formatted.
- Delete the complimentary close and replace it with one that is appropriate for the opening salutation.
- Delete Roxanne's details and replace them with Jane's full name and her job title.
- Indicate at the end of the letter that the poster is included.
- Make any other necessary changes:
 - check the alignment of the text
 - check that the font, size and style are consistent.
- Make sure that the letter is fit for purpose. Remember the letter is to go to a headteacher.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save the document as **WP3**.
- Print a copy of the document on **one A4 sheet**.

(14)

TOTAL FOR ACTIVITY 3: 33 MARKS

Activity 4: Using Spreadsheet Software

Kate has begun to create a spreadsheet to monitor the use of apartments for the Summer Activity Weekends.

The spreadsheet is saved as **WEEKENDS**.

You MUST use spreadsheet software for this activity.

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

Task SP1

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

	A	B	C	D	E
1					
2					
3	BookingRef	Apartment	Date	Rent	Tickets
4	2	Finch	10/07/2009	45	4
5	3	Robin	03/07/2009	55	3
6	4	Oak 1	10/07/2009	60	6
7	5	Pine 1	10/07/2009	40	4
8	6	Ash 1	03/07/2009	30	2
9	7	Oak 4	14/08/2009	40	2
10	8	Oak 5	14/08/2009	40	3
11	9	Ash 2	03/07/2009	30	5
12	10	Oak 1	03/07/2009	60	5
13	11	Oak 4	17/07/2009	40	3

- Enter the heading **Activity Weekend Bookings** in cell **A1**:

- make the heading bold, 12 pt.

The booking for Ash 2 on 3 July (BookingRef 9) has been cancelled.

- Delete the row which contains this booking.

- Format the data in the Rent column to show currency:

- show the £ symbol
- show the figures with no decimal places.

- Enter your name, candidate number, centre number and task name 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 show all the data
 - make sure it fits on **one A4 sheet**.

(5)

Task SP2

Kate wants to calculate the income from each customer.

- Enter the label **Income** in cell **F3**.
- Use a formula to calculate the income from the first booking (Rent multiplied by Tickets).
- Copy this formula down for the other bookings.

Kate wants to calculate the average income from bookings.

- In a suitable cell in column F, enter a formula that uses a function to calculate the average income from all the bookings.
- Enter your name, candidate number, centre number and task name in the footer of the document **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

Kate wants to calculate a discount for bookings made for 3 July 2009. The discount will be 20% of the income.

- Enter the label **Discount Date** in cell **F1**.
- Enter the date **3 July 2009** in cell **G1**.
- Enter the label **Discount** in a suitable cell in column **G**.
- Enter a formula in **G4** that uses the IF function:
 - IF the date in cell **C4** equals the date in **G1**, it must calculate 20% of the income. If not, it must display 0
 - Use an absolute cell reference for **G1**.
- Copy this formula down for the other bookings.
- Enter your name, candidate number, centre number and task name 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 all the formulae and information including the heading in **A1**
 - make sure it fits on **one A4 sheet**.

(9)

Task SP4

Kate wants to know the total income for each booking.

- Enter the label **Total Income** in a suitable cell in column **H**.
- Enter a formula in cell **H4** which calculates the total income from the first booking (Income – Discount).
- Copy this formula down for the other bookings.
- Enter a formula in a suitable cell which uses a function to calculate the overall total of the Total Income column.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP4**.
- Print a copy of your spreadsheet showing **columns B, F, G and H only**:
 - show 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 formulae
 - make sure it fits on **one A4 sheet**.

(5)

TOTAL FOR ACTIVITY 4: 25 MARKS
TOTAL FOR PAPER: 100 MARKS

END