

Paper Reference(s)

5331/01

Edexcel GCSE

Applied Information and Communication Technology

Unit 1: ICT Tools and Applications

11–15 January 2010

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 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.

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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 (WP)	10
2: Using Spreadsheet Software (SP)	30
3: Using Desktop Publishing/Word Processing Software (DTP/WP)	16
4: Using Database Software (DB)	28
5: Using Word Processing/Database Software (MG)	16
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**, **DB2**, **DB4** and **DB6** you may use any sensible method.

For **all** other tasks, including **DB3** and **DB5**, you must print directly from the software you use for the task.

Smarts Leisure Park has built a new sports hall in the grounds.

ACTIVITY 1: Using Word Processing Software (WP)

Do NOT produce screen shots of your results.

You MUST print directly from word processing software.

The management team of Smarts Leisure Park meets each month to discuss the opening of the new sports hall.

The next meeting is to be held on Wednesday 3 February 2010 at 10.00 am in the Boardroom.

Task WP1

Your task is to prepare the agenda for the meeting.

Caitlin Donavon is the Manager of Smarts Leisure Park. She has prepared the list of items to be included in the agenda. Her notes are stored in the file **LIST**. Use these notes to prepare the agenda.

- Open the file **LIST**.
- Add the company logo from the **INITIAL GRAPHICS** file.
- Add an appropriate title for the meeting.
- Add the word **AGENDA** in an appropriate location using a suitable font and style.
- Add the standard items for an agenda.
- Put the agenda items into a sensible order.
- Number the agenda items.
- Make sure that the standard components of an agenda are present and 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 **WP1**.
- Print a copy of the document on **one A4 sheet**.

(10)

TOTAL FOR ACTIVITY 1: 10 MARKS

ACTIVITY 2: Using Spreadsheet Software (SP)

Caitlin has started to create a spreadsheet to calculate staff pay for the temporary staff in the sports hall. Her work is saved in the spreadsheet file called **STAFFING**.

Your task is to help Caitlin complete the spreadsheet.

You MUST use spreadsheet software for this activity.

Do NOT produce screen shots of your results.

Task SP1

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

	A	B	C	D	E	F
1					Uniform Cost	£5.00
2						
3	First Name	Social Fund	Hours per Week	Hourly Rate		
4	Alison	Yes	7	8.8		
5	Anna	No	4	8.5		
6	Christopher	Yes	5	8		
7	Colin	Yes	4	8.5		
8	Daniel	No	6	8.1		
9	Emma	Yes	5	9.4		
10	Fiona	Yes	4	8.4		
11	Jenni	No	6	8.8		
12	John	Yes	7	8		
13	Jonathan	Yes	7	9.5		
14	Kathryn	Yes	3	8.6		
15						
16	Total					

- Enter the title **TEMPORARY PART TIME STAFFING** in cell A1:
 - make the title bold, 16 pt
- Format the data in the **Hourly Rate** column (D) to show currency:
 - show the £ symbol
 - show the figures with two 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 all columns are wide enough to show all the information
 - make sure it fits on **one A4 sheet**.

(3)

Task SP2

- Enter the label **Gross Pay** in cell **E3**.
- Enter a formula in cell **E4** which calculates Alison's gross pay (**Hours per Week** multiplied by **Hourly Rate**).
- Copy this formula down for all staff.
- Enter a formula which uses a function in cell **E16** to calculate the total gross pay of the staff.
- 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 all columns are wide enough to show all the formulae
 - make sure it fits on **one A4 sheet**.

(6)

Task SP3

- Enter the label **Uniform** in cell **F3**.

Staff who work more than 4 hours a week must wear a uniform. Smarts Leisure Park charges them £5 for this. This cost is stored in cell **F1**.

- Enter a formula in **F4** that uses the IF function to calculate the uniform charge for Alison:
 - IF the hours in cell **C4** are greater than 4, the formula must use an absolute cell reference to produce the cost of the uniform in cell **F4**. If not, it must display 0.
- Copy this formula down for the other staff.
- Make sure your name, candidate number, centre number and task name are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP3**.
- Print a copy of your spreadsheet showing the formulae:
 - show all columns
 - 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**.

(9)

Task SP4

Smarts has a social fund which members of staff can choose to join. If they join, they contribute 8% of their pay to the social fund. This allows staff to use all the sports facilities.

- Enter the label **Social Fund** in cell **G3**.
- Enter a formula in **G4** that uses the IF function to calculate the **Social Fund** charge for Alison:
 - IF cell **B4** contains “Yes”, the formula must calculate 8% of the **Gross Pay**. If not, it must display 0.
- Copy this formula down for the other staff.
- Make sure your name, candidate number, centre number and task name are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP4**.
- Print a copy of your spreadsheet showing the formulae:
 - show all columns
 - 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**.

(6)

Task SP5

The spreadsheet is used to calculate the net pay for the staff. This is **Gross Pay** minus all the deductions.

- Enter the label **Net Pay** in cell **H3**.
- Enter a formula in cell **H4** which calculates the net pay for Alison. (**Gross Pay** minus both **Uniform** minus **Social Fund**.)
- Copy the formula down for the other staff.
- Copy the formula in cell **E16** to calculate the totals for columns **F**, **G** and **H**.
- Make sure your name, candidate number, centre number and task name are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP5**.
- Print a copy of your spreadsheet showing the formulae:
 - show all columns
 - 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**.

(3)

Task SP6

Caitlin wants to print the spreadsheet in data view.

- Format the data in columns **E, F, G** and **H** to show currency.
 - show only £ symbol
 - show only figures with two decimal places
- Save the spreadsheet as **SP6**.
- Enter your name, candidate number, centre number and task name in the footer of the document **BEFORE PRINTING**.
- Print a copy of your spreadsheet showing the data:
 - show only columns **A, E, F, G** and **H**
 - make sure the page setup is portrait
 - do not show the gridlines
 - do not show the row and column headers
 - make sure the columns are wide enough to show all the data including the heading in **A1**
 - Print a copy of the document on **one A4 sheet**.

(3)

TOTAL FOR ACTIVITY 2: 30 MARKS

ACTIVITY 3: Using Desktop Publishing/Word Processing Software (DTP/WP)

Caitlin has asked Andrea Hoy, the Fitness Suite Manager, to find out about the popularity of activities for the new sports hall.

Andrea decided to produce a questionnaire to send to local schools.

She has started a questionnaire. Andrea needs to add some information and make it easy for teenagers to use.

Your task is to complete the questionnaire for Andrea.

Do NOT produce screen shots of your results.

You MUST print directly from word processing/DTP software.

Task DP1

The questionnaire is stored as **SURVEY**. You will also need the file **CHOICES**.

READ THE WHOLE OF THE TASK BEFORE YOU START.

- Open the file **SURVEY**.
- Copy information from the file **CHOICES** to the correct position in the questionnaire:
 - Facilities prepared to use
 - Prepared to pay
 - How often.
- Use the tabulation (tab) spacing given in the document.
- Add tick boxes and dotted lines for the information you have copied where appropriate:
 - use the boxes and dotted lines given in the document to help you
- Add three dotted lines for additional comments:
 - use double line spacing for the dotted lines.
- Make 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, 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**.

(16)

TOTAL FOR ACTIVITY 3: 16 MARKS

ACTIVITY 4: Using Database Software (DB)

Caitlin has received several responses to the questionnaire. She has started to enter these responses into a relational database which she has called **SPORTS**. It consists of three related tables: **RESPONSES**, **FACILITIES** and **SCHOOLS**.

You **MUST** use database software for this activity.

Task DB1

- Open the database **SPORTS**.
- Open the table **RESPONSES** to see the records of students who have responded to the questionnaire.

Open the **FACILITIES** and **SCHOOLS** tables to see the contents.

Another response (number 31) must be added to the **RESPONSES** table:

FIRST NAME: Angharad	DATE OF BIRTH: 17 Dec 1994
LAST NAME: Davies	GENDER: Female
SCHOOL NAME: Mark Hall College	DATE: 5 January 2010
1. Which of the following facilities at Smarts Leisure Park have you used in the last 6 months? (Please tick all relevant boxes or write information.)	
Archery:	<input type="checkbox"/>
Canoeing:	<input checked="" type="checkbox"/>
Quad biking:	<input type="checkbox"/>
Ski slope:	<input type="checkbox"/>
Other (please state):	

- Add these details to the **RESPONSES** table.
- Sort the **RESPONSES** table into ascending order of **LastName**.
- 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

Caitlin wants to know which students from Woolston Community College have responded to the questionnaire.

- Use database software to run a search/query on the **RESPONSES** table to find students who attend Woolston Community College.
- Sort the results in ascending order of date of birth (**DoB**).
- 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/query on **one A4 sheet**. Show all fields.

(4)

Task DB3

Students from Woolston Community College who responded to the questionnaire will receive a free ticket to use the facilities in the sports hall. Caitlin wants to send the list of students to the Headteacher. She could use the results of the search/query from task **DB2** to create a report.

You MUST print directly from database software.

- Create the report using database software:
 - use portrait
 - show fields **FirstName**, **LastName** and **DoB** only, in this order
 - enter an appropriate title
 - use sensible column headings so that 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 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**.

(6)

Task DB4

The **RESPONSES**, **FACILITIES** and **SCHOOLS** tables are related so that they can be searched at the same time.

Caitlin wants a list of students who have used the ski slope.

- Use database software to run a search/query on the **RESPONSES**, **FACILITIES** and **SCHOOLS** tables to find students who have used the ski slope.
 - Show fields **FacCode**, **Facility**, **LastName**, **FirstName**, **DoB** and **SchoolName** only, in this order.
- Save the results of the search/query as **DB4**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search/query on **one A4 sheet**.

(3)

Task DB5

Caitlin wants to send a report to Si Barrow, the ski slope instructor. 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 landscape
 - show fields **FirstName**, **LastName**, **DoB** and **SchoolName** only, in this order
 - sort the list in ascending order on **LastName**
 - enter an appropriate title
 - use sensible column headings so that 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 at the bottom of the page **BEFORE PRINTING**.
- Save your report as **DB5**.
- Print a copy of your report, using database software, on **one A4 sheet**.

(7)

Task DB6

Caitlin wants to know the names and school addresses of students who indicated that they have used either the quad biking or archery facilities.

- Use database software to run a search/query on the **RESPONSES**, **FACILITIES** and **SCHOOLS** tables to find the appropriate students.
 - show fields **SchoolName**, **FirstName**, **LastName**, **Address**, **Town**, **Pcode1** and **Pcode2** only, in this order
 - Sort the list in ascending order on **LastName** within ascending order on **SchoolName**.
- Save the results of the search/query as **DB6**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search query on **one A4 sheet**.

(4)

TOTAL FOR ACTIVITY 4: 28 MARKS

ACTIVITY 5: Using Word Processing/Database Software (MG)

The sports hall is opening on Saturday 3 April 2010.

Caitlin wants to write to the headteachers of local secondary schools to invite them to the opening ceremony. She has produced a draft which is saved as **DRAFTLETTER**.

Your task is to create a mailmerge letter. Details of the names and addresses of the headteachers are stored in the **SCHOOLS** table within the database **SPORTS**.

Task MG1

- Open the file **DRAFTLETTER**.
- Use the file to create a standard letter to each headteacher. It must include:
 - today's date
 - all the given text
 - relevant merge fields from the **SCHOOLS** table
 - a suitable complimentary close
 - name and position of sender.
- Do **NOT** add any unnecessary text.
- Make sure you leave enough space for the signature.

- Make sure the content, layout and style are fit for purpose. Remember that the document is a business letter to local headteachers.
- 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 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. Ensure the screenshot is clear so that all the information can be read.

(13)

Task MG2

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

- Merge your letter, **MG1**, with the **SCHOOLS** table.
- Make sure your name, candidate number, centre number and task name are in the footer **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

END