

Paper Reference(s)

5331/01

Edexcel GCSE

Applied Information and Communication Technology

Unit 1: ICT Tools and Applications

17–21 May 2010

Time: 2 hours 30 minutes

Materials required for examination

Short treasury tag

Items included with question papers

Cover Sheet

Unfinished Leaflet

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)	15
2: Using Database Software (DB)	30
3: Using Multimedia Software (MM)	14
4: Using Spreadsheet Software (SP)	26
5: Using Desktop Publishing/Word Processing (DP)	15
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 **DB5** you may use any sensible method.

For **all** other tasks, including **DB3** and **DB6**, you must print directly from the software you use for the task.

Caitlin Donavon is the Manager of Smarts Leisure Park. She has organised a celebration weekend for students who have just completed their examinations. The celebration weekend will take place from Friday 2 July to Sunday 4 July 2010.

ACTIVITY 1: Using Word Processing Software (WP)

Do NOT produce screen shots of your results.

You MUST print directly from word processing software.

Caitlin has decided to write to the headteachers who have made a booking for the weekend. She has produced a draft letter.

The contact details for one of the headteachers are given below.

Mr P O'Brien, Principal, Drogheda Academy, Ballynahinch Road, Drogheda, Co Louth, IRELAND.

Your task is to make the letter ready for signing.

You will need the files **LETTERTEXT** and **TEMPLATE**.

Task WP1

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

READ THE WHOLE OF THE TASK BEFORE YOU START.

- Open the file **TEMPLATE**.
- Open the file **LETTERTEXT**:
 - copy the text for the letter from the file **LETTERTEXT** to a suitable place in the file **TEMPLATE**.
- In an appropriate position add:
 - Mr O'Brien's name and address
 - today's date in a suitable format
 - a salutation for a business letter
 - a sensible subject line
 - the appropriate complimentary close for the letter
 - the name and job title of the sender.
- Fully justify the content of the letter.

- Make sure the letter is fit for purpose:
 - remember it is a formal letter
 - check the font, size and style are consistent.
- 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.**

(15)

TOTAL FOR ACTIVITY 1: 15 MARKS

ACTIVITY 2: Using Database Software (DB)

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

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

Caitlin has created a database to store details of the students attending the weekend. She has called the database **WEEKEND**.

Task DB1

- Open the database **WEEKEND**.
- Open the table **STUDENTS** to see the records of students who are booked to attend.

The **STUDENTS** table has the following structure:

Field Name	Data Type	Description	Validation/format
ID	AutoNumber	A unique number for each student booked for the weekend	Primary Key
FName	Text	Student's first name	
LName	Text	Student's last name	
Gender	Text	Male or Female	M or F
SchName	Text	The name of the school attended by the student	
DoB	Date/Time	Date of birth of student	Short date
ApartRef	Text	Apartment reference – linked to apartment table	
SatAct	Text	Activity chosen for Saturday morning	
SunAct	Text	Activity chosen for Sunday morning	

Caitlin has used codes for the activities available. These are:

Archery	ARC
Canoeing	CAN
Fishing	FIS
Fitness	FIT
Karting	KAR

Quad biking	QUA
Snowboarding	SNO
Swimming	SWI
Trampolining	TRA

A new student has made a booking. Her details are as follows:

Name	Alisha McDONALD
Gender	Female
School	Edinburgh Grammar
Date of Birth	7 February 1994
Apartment	Magpie (reference PR01)
Saturday Activity	Canoeing
Sunday Activity	Karting

- Add this new record to the **STUDENTS** table.

Connor Wilkinson is unable to attend.

- Delete the record for this student.
- Sort the **STUDENTS** table into ascending order on **LName**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the sorted **STUDENTS** table on **one A4 sheet**. Show all fields.

(5)

Task DB2

Caitlin wants to know which students have chosen fishing (**FIS**) for the activity on Saturday.

- Use database software to run a search/query on the **STUDENTS** table to find students who have chosen fishing on Saturday.
- 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

Caitlin wants a report of the students who have chosen fishing on Saturday. 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 portrait
 - show fields **FName**, **LName**, **SchName** and **DoB** only
 - sort the table in ascending order on **DoB**
 - enter a suitable title
 - use sensible column headings so that they are easy to understand
 - make sure the information is appropriately 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**.

(7)

Task DB4

Caitlin wants to know which boys were born on or after 1 April 1994.

- Use database software to run a search/query on the **STUDENTS** table to find male students who were born on or after 1 April 1994
 - Show fields **LName**, **FName**, **DoB** and **SchName** 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 on **one A4 sheet**.

(5)

Task DB5

The **STUDENTS** and **APARTMENTS** tables are related so they can be searched at the same time.

Caitlin wants the details of students who have chosen the snowboarding (**SNO**) activity on either Saturday or Sunday. She can use a search on the related tables in the database.

- Use database software to run a search/query on the **STUDENTS** and **APARTMENTS** tables to find the relevant students.
 - Show fields **SchName**, **ApartName**, **FName**, **LName**, **DoB**, **SatAct**, **SunAct** only, in this order
 - Sort the list in ascending order on **LName** within ascending order on **SchName**.
- Save the results of the search/query as **DB5**.
- 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**.

(5)

Task DB6

Caitlin wants to send a report about students who have chosen the snowboarding activity to Si Barrow, the ski slope instructor. She could use the results of the search/query from task **DB5**.

You MUST print directly from database software.

- Create the report using database software:
 - use landscape
 - show fields **FName**, **LName**, **DoB**, **SchName** and **ApartName** only, in this order
 - enter a suitable title
 - use sensible column headings so that they are easy to understand
 - make sure the information is appropriately 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 **DB6**.
- Print a copy of your report, using database software, on **one A4 sheet**.

(6)

TOTAL FOR ACTIVITY 2: 30 MARKS

ACTIVITY 3: Using Multimedia Software (MM)

Do NOT produce screen shots of your work.

You MUST print directly from multimedia software.

READ THE WHOLE OF THE TASK BEFORE YOU START.

Caitlin is producing a slide show for her introduction to the “getting to know you” session on Friday evening.

She has produced the first two slides and saved it as **KNOWYOU**.

She wants you to complete the slide show.

You will need the file **TIMETABLE** for the details of the timetable.

Task MM1

- Open the file **KNOWYOU**.
- Produce Slide 3 for the presentation. It must include:
 - a sensible title
 - the timetable for Friday from the file **TIMETABLE**
 - a suitable graphic from the file **GRAPHICS**
 - the Smarts Leisure Park logo.
- Do NOT print at this stage.**

(4)

Task MM2

- Produce Slide 4 for the presentation. It must include:
 - a sensible title
 - the timetable for Saturday from the file **TIMETABLE**
 - the Smarts Leisure Park logo
 - a suitable graphic from the file **GRAPHICS**.
- Indent the activities for the morning and afternoon sessions.
- Do NOT print at this stage.**

(4)

Task MM3

- Produce Slide 5 for the presentation. It must include:
 - a sensible title
 - the timetable for Sunday from the file **TIMETABLE**
 - the Smarts Leisure Park logo
 - a suitable graphic from the file **GRAPHICS**.
- Rearrange the activities so that they are in correct order of time.
- Do NOT print at this stage.**

(4)

Task MM4

- Make sure that the slides are consistent.
 - Check the layout
 - Check the font and style
 - Check the backgrounds.
- Save the presentation as **INTRODUCTION**.
- Enter your name, candidate number centre number and task name in the footer of the document **BEFORE PRINTING**.
- Print a copy of the presentation with **two slides on each A4 sheet showing slide borders**.

(2)

TOTAL FOR ACTIVITY 3: 14 MARKS

ACTIVITY 4: Using Spreadsheet Software (SP)

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

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

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

Caitlin has created a spreadsheet for calculating the income from the celebration weekend.

She has saved her spreadsheet as **CELEBRATION**.

Your task is to complete the spreadsheet.

Task SP1

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

	A	B	C
1			
2			
3	School	Boys	Girls
4	Ballantrae High	17	25
5	Crofton College	27	17
6	Keithley High	12	18
7	Drogheda Academy	16	9
8	Raines High	19	18
9	Tavistock Academy	7	9

- Enter the title **CELEBRATION WEEKEND** in cell **A1**
 - Make the title bold, 20 pt.
- Format the column labels
 - Make them bold
 - Underline them.
- 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 columns are wide enough to show all the information
 - make sure it fits on **one A4 sheet**.

(3)

Task SP2

- Enter the label **Students** in cell **D3**. Format it to be consistent with the other column labels.
- Enter a formula in cell **D4** which calculates the total number of students for Ballantrae High.
- Copy this formula down for all schools.
- Enter the label **Total:** in cell **A11**.
- Enter a formula in cell **D11** which uses a function to calculate the total number of students.
- 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
 - make sure it fits on **one A4 sheet**.

(7)

Task SP3

Another school has made a booking for the weekend. The details are as follows:

School	Maghull Grammar
Boys	27
Girls	19

- Insert one new row between rows 7 and 8.
- Enter the data for the booking in the new row.
- Enter a formula to calculate the total students for Maghull Grammar.
- Make sure that the formula for the total number of students gives the correct result.
- 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 data:
 - 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 information.

(3)

Task SP4

Caitlin wants to know the total income from the weekend.

- Enter the value **£33.50** in cell **E1**.
- Enter the label **Cost per student:** in cell **D1**.
- Enter the label **Cost** in cell **E3**.
- Enter a formula in cell **E4** which calculates the cost for Ballantrae High.
(**Cost = Students × Cost per student**)
 - Use an absolute cell reference for the **Cost per student**.
- Copy the formula down for the other schools.
- 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.

(5)

Task SP5

Caitlin wants to offer a reduction for schools sending more than 30 students. The discount is 20% of the cost.

- Enter the label **Discount** in cell **F3**.
- Enter a formula in cell **F4** which uses an **IF** statement to calculate the discount.
 - If the total in cell **D4** is greater than 30, it must calculate 20% of the cost (**E4**). If not, it must display 0.
- Copy the formula down for the other schools.
- Enter the label **Charge** in cell **G3**.
- Enter a formula which calculates the charge to Ballantrae High. (**Cost – Discount**)
- Copy the formula down for other schools.
- Enter a formula which uses a function in cell **G12** to calculate the total charge.
- 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 columns **A, F** and **G** only
 - 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.

(8)

TOTAL FOR ACTIVITY 4: 26 MARKS

ACTIVITY 5: Using Desktop Publishing/Word Processing Software (DP)

Do NOT produce screen shots of your results.

You MUST print directly from desktop publishing/word processing software.

READ THE WHOLE OF THE TASK BEFORE YOU START.

Jane Brandon, Publicity Manager at Smarts Leisure Park, wants to produce a leaflet for students about the Celebration Weekend.

The completed leaflet will consist of:

- Page 1 Title page
- Page 2 Information about the activities
- Page 3 Itinerary
- Page 4 Information about Smarts and a map of the site.

Pages 1 and 4 have already been created. You have a copy of the unfinished leaflet in your examination paper. This will be folded in half to make an A5 leaflet with 4 pages.

Your task is to design and create the **inside** of the leaflet only.

After printing do NOT fold the page.

Task DP1

- You may use the unfinished leaflet to sketch your design for the inside pages. You do **not** need to submit the sketch.
- Open a new desktop publishing/word processing document in order to create pages 2 and 3 of the leaflet.

Page 2: Information about the activities

- You must include this information:
 - the title **ACTIVITIES**
 - the information about the activities from the file **FACTS**
 - **one** suitable graphic from the file **GRAPHICS**.
- The text should be fully aligned (justified).
- The text should wrap around the picture.

Activity 5 continues on next page.

Page 3: Itinerary

- You must include this information:
 - the title **ITINERARY**
 - the information about the itinerary from the file **FACTS**
 - **one** suitable graphic from the file **GRAPHICS**.
- Remember that the document will form the inside pages of the leaflet:
 - make sure the layout and style are fit for purpose
 - make sure the text and layout are consistent.
- Make sure your name, candidate number, centre number and task name are in the footer of the document **BEFORE PRINTING**.
- Save the document as **DP1**.
- Print a copy of the document on **one A4 sheet**:
 - Do **NOT** fold the printout.

(15)

TOTAL FOR ACTIVITY 5: 15 MARKS

TOTAL FOR PAPER: 100 MARKS

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