Edexcel GCSE

Applied Information and Communication Technology

Unit 1: ICT Tools and Applications

9–13 January 2012

Time: 2 hours 30 minutes

Materials required for examination	**Items included with question paper**
Short treasury tag	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.

Turn over

P40896A

PEARSON

Instructions to Candidates

- 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)	16
2.	Using Database Software (DB)	28
3.	Using Word Processing / DTP software (DP)	12
4.	Using Spreadsheet Software (SP)	28
5.	Using Word Processing / Database Software (MG)	16
	Total for paper	**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**, **DB5** and **DB6** you may use any sensible method.

For task **DB3** you should paste into a word processing document as instructed.

For all **other** tasks, including task **DB4**, you must print directly from the software you use for the task.

The SmartAparts Woodland apartments are being redecorated for the new summer season.

Kate Maddison is the Manager of SmartAparts.

ACTIVITY 1 – Using Word Processing Software (WP)

Do NOT produce screen shots of your results.

You MUST print directly from word processing software.

Kate has arranged a meeting to discuss the redecoration of SmartAparts. The next meeting is to be held on Wednesday 8 February at 10.00 am in the Boardroom.

Task WP1

Your task is to prepare the agenda for the meeting. Kate has prepared a list of items and has stored them in the file **MEETING**. Use the file to prepare the agenda. You will need the files **MEETING** and **GRAPHICS**.

- ❑ Open the file **MEETING**.

- ❑ Add the SmartAparts logo from the file **GRAPHICS**.

- ❑ Add a suitable title for the meeting.

- ❑ Add the heading **Agenda** using a suitable font and style.

- ❑ Put the agenda items into a sensible order.

- ❑ Number the agenda items.

- ❑ Make sure that the document:

    - ➢ contains all necessary information in a sensible order

    - ➢ is suitable for use as an agenda.

- ❑ 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**.

(9)

Task WP2

Jane Brandon is the Editor of the magazine SmartsIssues. Kate needs to send a memo to Jane to tell her about the meeting.

- ❑ Create a memo from Kate to Jane.

- ❑ The memo must include:

  - ➢ today's date

  - ➢ all standard components of a memo

  - ➢ a message telling Jane the date, time and venue of the meeting.

- ❑ Make sure the content, style and layout are fit for purpose.

- ❑ 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**.

(7)

TOTAL FOR ACTIVITY 1: 16 MARKS

ACTIVITY 2 – Using Database Software (DB)

You MUST use database software for this activity.

Kate has data about SmartAparts stored in the file **APARTS**.

Task DB1

❑ Open the file **APARTS**.

❑ Open the **APARTMENT** table.

Kate needs a list of the apartments in order of increasing rent.

❑ Sort the **APARTMENT** table in ascending order of **Rent**.

❑ Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.

❑ Print a copy of the sorted table on **one A4 sheet**:

➢ make sure the page setup is portrait

➢ show all fields

➢ make sure all columns are wide enough to show all the contents.

❑ Circle the cheapest of the Oak apartments on the printout.

(4)

Task DB2

Kate needs to know which apartments are 100 metres or less from Reception. The distance from Reception is stored in the **Dist** field.

❑ Use database software and the **APARTMENT** 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 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**.

(3)

Task DB3

Kate needs to know which apartments sleep four people, have a cot and have a barbecue (BBQ).

- ❑ Use database software and the **APARTMENT** table to run a search/query to find this information:

  - ➢ show all fields.

- ❑ Save the search/query as **DB3**.

- ❑ 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 area of the document **BEFORE PRINTING**.

- ❑ Save the document as **DB3**.

- ❑ Print the screen shot on **one A4 sheet**.

(5)

Task DB4

Kate wants to send a customer the list of apartments which can sleep four people, have a cot and a BBQ. She could use the results of the search/query from **Task DB3**.

You MUST print directly from database software.

- ❑ Create a report using database software:

  - ➢ use portrait

  - ➢ show fields **ApartName**, **Rent** and **Dist** 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 page footer **BEFORE PRINTING**.

- ❑ Save your report as **DB4**.

- ❑ Print your report, using database software, on **one A4 sheet**.

(7)

Task DB5

Kate has stored in the **CUSTOMER** table details of some customers who have stayed in the apartments.

The **APARTMENT** table and the **CUSTOMER** table have been linked.

Kate needs a list of customers who have rented apartments which did not have a BBQ and paid no more than £400.

❑ Use database software and the **APARTMENT** and **CUSTOMER** tables to run a search/query to find this information:

➢ show the fields **FirstName, LastName, Phone**, **BBQ** and **Rent** only in this order.

❑ Save the search/query as **DB5**.

❑ 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)

Task DB6

Kate needs a list of customers who have stayed in apartments which sleep two people.

❑ Use database software and the **APARTMENT** and **CUSTOMER** tables to run a search/query to find this information:

➢ show the fields **ApartName, Title, Initial, FirstName, LastName, Addr1, Addr2,** and **PCode** only in this order.

❑ Save the search/query as **DB6**.

❑ You will need the results of this search/query later in this examination.

❑ 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)

TOTAL FOR ACTIVITY 2: 28 MARKS

ACTIVITY 3 – Using Word Processing / DTP software (DP)

Kate has typed some suggestions about the redecorated apartments to include in a full page advert in the next edition of SmartsIssues. She has saved her work as **OPENING**.

Do NOT produce a screen shot of your results.

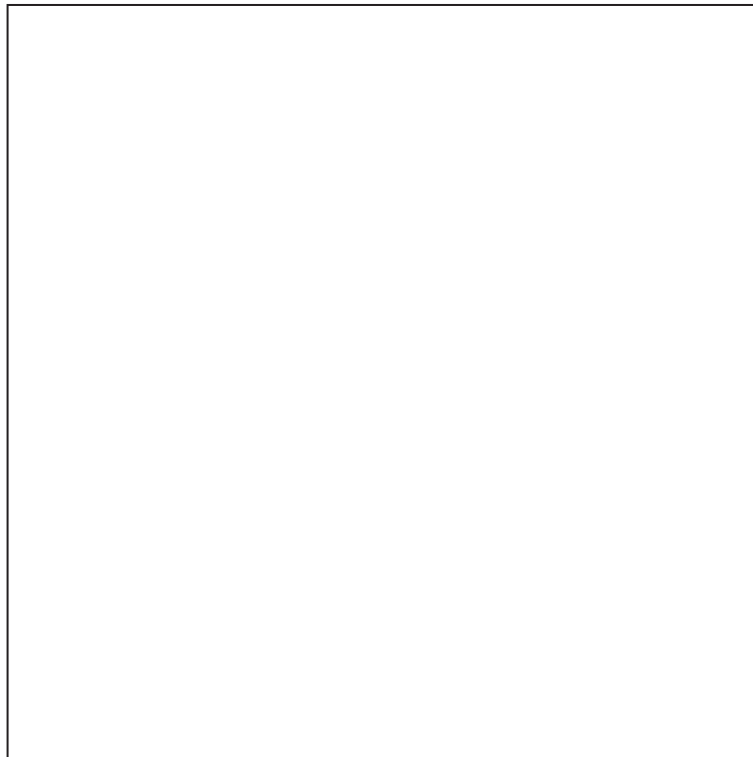**Do NOT spend too long on this task.**

READ THE WHOLE OF THE TASK BEFORE YOU START.

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

Task DP1

Your task is to create the advert.

- ❑ You may wish to plan a design for your advert using this box:

  - ➢ make sure your advert is attractive **and** informative.

- ❑ Open a new DTP/WP document.

- ❑ Open the file **OPENING** and select appropriate items to include in the advert.

- ❑ Copy and paste the items you have selected into your DTP/WP document.

- ❑ Open the file **GRAPHICS** and choose **two** suitable graphics for the advert.

- ❑ Add the SmartAparts logo.

❑ 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.

❑ Make sure the advert layout and style are fit for purpose.

❑ 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 3: 12 MARKS

ACTIVITY 4 – Using Spreadsheet Software (SP)

You MUST use spreadsheet software for this activity.

Some guests use the SmartCard to pay for items they have purchased during their stay in the Premier apartments.

Kate has created a spreadsheet to record SmartCard spending. The spreadsheet is stored as **CARD**. It contains test data.

Task SP1

Open the spreadsheet **CARD**. It should look like this.

	A	B	C	D	E	F	G
1	SmartCard Spending Summary						
2				Apartment			
3	Items	Finch	Magpie	Robin	Thrush	Wren	Income
4	Activities	75	50	0	50	25	200
5	Cleaning	8	4	4	2	0	18
6	Gift Shop	8.5	8.5	25.5	0	0	42.5
7	Groceries	16.1	2.01	3.08	19.1	14.88	55.17
8	Movie Hire	7.18	9.58	0	10.32	18.25	45.33
9	Newspaper	3.16	4.04	2.22	3.81	6.25	19.48
10	Onion Café	39.75	67.86	39.35	3.08	88.72	238.76
11	SmartPhon	25	5.02	0	0	4.18	34.2
12							
13	Total	182.69	151.01	74.15	88.31	157.28	653.44
14							
15	People						

❑ Make the title in row 1 size 16, bold.

❑ Format all apartment labels in row 3:

  ➢ italic

  ➢ centred.

❑ Format all numeric values to currency showing 2 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 values**:

  ➢ make sure the page setup is landscape

  ➢ make sure the columns are wide enough to show all the information

  ➢ show the gridlines

  ➢ show the row and column headers

  ➢ make sure it fits on **one A4 sheet**.

(4)

Task SP2

Guests can pay for a babysitter using the SmartCard.

❑ Insert a new row between **Activities** and **Cleaning**. Label this row **Babysitting**.

❑ Add this test data for **Babysitting**:

   ➢ **Robin**: £20.00   **Finch**: £25.00   **Thrush**: £27.50

   ➢ Enter £0.00 for the other apartments.

❑ Enter a formula in column G to calculate the total income from babysitting.

❑ Format all values in this row to currency showing 2 decimal places.

❑ Check that your formula works correctly.

❑ Make sure your name, candidate number, centre number and task name are 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 the complete formulae

   ➢ make sure it fits on **one A4 sheet**.

(4)

Task SP3

Kate wants a chart that compares the **Income** from each of the items listed in column A.

❑ Create a suitable chart or graph to display this information clearly.

❑ Give the chart a suitable title.

❑ Make sure that the chart is clear and easy to read.

❑ Save your chart as **SP3**.

❑ Enter your name, candidate number, centre number and task name in the footer **BEFORE PRINTING**.

❑ Print a copy of your chart, using spreadsheet software, on **one A4 sheet**:

➢ make sure that it is big enough to read

➢ do **NOT** produce a screen shot.

(5)

Task SP4

Kate would like to calculate the spend per person in each apartment. The number of people in each apartment is shown in the table:

Finch	4 people
Magpie	8 people
Robin	6 people
Thrush	2 people
Wren	8 people

❑ Enter the number of people for each apartment in row 16

➢ format the values to numeric, 0 decimal places.

❑ Enter the label **Per person** in cell **A18**.

❑ The spend per person is calculated by dividing the **Total** by the **People** in the apartment.

❑ Enter a formula in **B18** to calculate the spend per person for Finch apartment.

❑ Copy this formula across for the other apartments.

❑ 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:

➢ 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**.

(4)

Task SP5

Kate has decided to give a discount when the spend **Per person** is greater than £30.

- ❑ Enter a formula in **B20** which uses the IF function:

  - ➢ If the spend **Per person** is more than £30, the cell should display "Discount". If not, it should display "None".

- ❑ Copy this formula across for the other apartments.

- ❑ Check that your formulae display the correct message for each apartment.

Kate wants to allow a discount of 9% of the **Total** when the spend **Per person** is over £30.

- ❑ Enter a formula in **B22** which uses the IF function:

  - ➢ If the spend **Per person** is greater than £30, it must calculate and display 9% of the **Total** shown in **B14**. If not, it must be blank.

- ❑ Copy this formula across for the other apartments.

- ❑ 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:

  - ➢ 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**.

(8)

Task SP6

Kate needs a summary of the SmartCard information for each apartment.

❑ Format the values in rows 18 and 22 to currency showing 2 decimal places.

❑ Make sure your name, candidate number, centre number and task name are in the footer of the document **BEFORE PRINTING**.

❑ Save the spreadsheet as **SP6**.

❑ Print a copy of **rows 3** and **14 to 22** only showing the values:

➢ 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 data

➢ make sure it fits on **one A4 sheet**.

(3)

TOTAL FOR ACTIVITY 4: 28 MARKS

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

Kate is writing to customers who have rented the apartments which sleep two people.

Kate has produced a draft letter which she has saved as **CUSTOMER**.

Your task will be to create a mail merge letter to the appropriate customers. Details of the customers are stored in the results of the search/query **DB6**.

You will need the file **CUSTOMER** and the results of your query **DB6**.

Task MG1

❑ Open the file **CUSTOMER**.

❑ Use the draft letter to create a standard letter to each customer. The letter must include:

➢ today's date

➢ the given text

➢ the subject line **Special offer on SmartAparts rentals**

➢ suitable merge fields from the **DB6** query results

➢ 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 letter showing the merge fields. Make sure it fits on **one A4 sheet**.

• **Note:** You may be using mail merge 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 mail merge software to print the letter to the customers.

- ❑ Use mail merge software to merge the standard letter **MG1** with the **DB6** search/query results.

- ❑ Change the task name in the footer. Make no other changes.

- ❑ Make sure that your name, candidate number, centre number and task name 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

END