OCR
RECOGNISING ACHIEVEMENT

GENERAL CERTIFICATE OF SECONDARY EDUCATION   **4872**

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY
(Double Award)

UNIT 1: ICT Knowledge and Understanding

THURSDAY 17 JANUARY 2008
    Morning
    Time: 1 hour 30 minutes

Candidates answer on the question paper
Additional materials: No additional materials are required

Candidate Forename		Candidate Surname	

Centre Number		Candidate Number	

INSTRUCTIONS TO CANDIDATES

- Write your name in capital letters, your Centre Number and Candidate Number in the boxes above.
- Use blue or black ink. Pencil may be used for graphs and diagrams only.
- Read each question carefully and make sure that you know what you have to do before starting your answer.
- Answer **all** the questions.
- Do **not** write in the bar codes.
- Do **not** write outside the box bordering each page.
- Write your answer to each question in the space provided.

INFORMATION FOR CANDIDATES

- The number of marks for each question is given in brackets [ ] at the end of each question or part question.
- The total number of marks for this paper is **100**.
- No marks will be awarded for using brand names of software packages or hardware.

FOR EXAMINER'S USE		
1		**15**
2		**19**
3		**14**
4		**13**
5		**12**
6		**14**
7		**13**
TOTAL		**100**

This document consists of **12** printed pages.

    [Turn over

Kevin Marlow owns a business selling sandwiches and snacks to workers on his local industrial estate. He also provides buffet meals for meetings and special occasions. His business is called *The Lunch Trolley*.

Kevin buys snacks and drinks from a wholesaler. He employs ten staff, who make and pack sandwiches and then deliver and sell the goods to various units on the estate.

Kevin has a computer system in his office, which he uses to help him in the running of his business.

1 Fig. 1 shows a business card Kevin has created to give to customers.

A

The Lunch Trolley

Healthy sandwiches & snacks at your door

Kevin Marlow
Unit 2
Pit Lane Industrial Estate
Anytown   AN6 8TP

☎   01853 455966
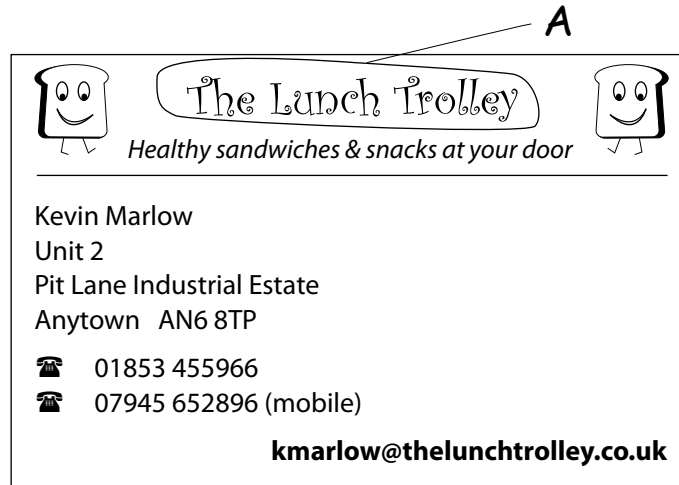☎   07945 652896 (mobile)

kmarlow@thelunchtrolley.co.uk

Fig. 1

(a) Circle the following features on Fig. 1 and label them as shown in the table below. You need only label **one** example for each feature.

The first has been done for you as an example.

A	Centred text
B	Italic text
C	Right justified text
D	A bulleted list

[3]

 (b) Give **two** other formatting features that Kevin has used on his business card to make individual items of text stand out. For each feature give the item of text that has been formatted in this way.

Feature 1 ....

Text ....

Feature 2 ....

Text .... [4]

 (c) Kevin found the graphic in a collection of clip art.

   (i) Describe what Kevin has done to obtain and place the graphic in the two positions as they are shown on the card.

....

....

....

....

....

....

....

.... [4]

   (ii) Give **two** benefits of using clip art to obtain the graphic.

Benefit 1 ....

....

Benefit 2 ....

.... [2]

   (iii) State **one** other method of obtaining a suitable graphic and give **one** advantage to Kevin of using this method rather than clip art.

Method ....

Advantage ....

.... [2]

[Turn over

2 Kevin uses his computer to keep daily records of goods sold by each of his staff. His software also calculates the cost of the goods sold.

Fig. 2 shows Kevin's record sheet for one of his staff, for one day.

	A	B	C	D	E	F
1	Staff member:	Kim				
2	Date:	03/01/08				
3	Item	Price	Number at start	Number left	Number sold	Amount taken
4	Muffin	£1.25	50	10	40	£50.00
5	Baguette	£2.80	40	5	35	£98.00
6	Sandwich	£2.30	50	9	41	£94.30
7	Chocolate bar	£0.65	50	15	35	£22.75
8	Crisps	£0.50	50	13	37	£18.50
9	Fruit juice	£1.00	40	22	18	£18.00
10	Cans	£0.90	40	17	23	£20.70
11						
12	Total cost of goods sold					£322.25

Fig. 2

(a) What type of software is most suitable for this purpose?

.... [1]

(b) Give **two** reasons why this type of software is suitable.

Reason 1 ....

....

Reason 2 ....

.... [2]

(c) (i) Give the formula that should be entered in cell E4.

.... [2]

    (ii) Describe the best way of entering all the other formulas into column E, once the formula has been entered into cell E4.

....

....

....

.... [3]

(iii) The formula in cell E4 uses **relative** cell references. Explain why this is appropriate.

....

....

....

.... [2]

(d) The number of chocolate bars left has been entered incorrectly. There were 14, not 15. Kevin needs to correct this mistake.

(i) Identify the cell that needs to be changed.

.... [1]

(ii) Identify the other cells that will change when he has corrected his mistake.

.... [3]

(e) Kevin wants to compare the amount of money taken by each member of staff at the end of each month. He intends to present the results in a report.

Describe what you would do to create this report.

....

....

....

....

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....

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....

....

.... [5]

[Turn over

3 Kevin uses database software to keep records of the companies he deals with. This includes personal details of his contacts.

(a) Give **three** advantages of storing data on a computer using database software rather than using paper records.

Advantage 1 ....

....

Advantage 2 ....

....

Advantage 3 ....

.... [3]

(b) Kevin's database software allows him to use validation.

Explain what is meant by validation and why it is necessary.

....

....

....

....

....

.... [3]

(c) Give **three** requirements of the Data Protection Act with which Kevin needs to comply.

Requirement 1 ....

....

Requirement 2 ....

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Requirement 3 ....

.... [3]

(d) Explain the purpose of data protection legislation and why it was considered necessary to introduce it.

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.... [5]

[Turn over

4 Kevin has a computer system in his office. This system includes both hardware and software.

 (a) What is meant by the terms hardware and software?

 Hardware ....

 .... [1]

 Software ....

 .... [1]

 (b) The table below shows some of the components of Kevin's computer system.

 Place **one** tick in each row to show whether the item is an input, output, processing or storage device.

 The first row has been completed for you as an example.

Item	Input	Output	Processing	Storage
Processor			✓	
DVD rewriter				
Hard disk drive				
Keyboard				
Mouse				
Printer				
RAM				
Scanner				
Screen				

[8]

 (c) Kevin's computer also has four USB (Universal Serial Bus) ports.

 (i) What is a USB port?

 .... [1]

 (ii) Give **one** use Kevin might make of a USB port.

 .... [1]

 (iii) Why do computers usually have more than one USB port?

 .... [1]

5 Kevin has printed leaflets that he uses to advertise *The Lunch Trolley*. He has just created a site for *The Lunch Trolley* on the World Wide Web.

(a) What is the World Wide Web?

....

....

.... [2]

(b) Give **two** advantages to Kevin of having a site on the World Wide Web rather than relying on printed leaflets.

Advantage 1 ....

....

Advantage 2 ....

.... [2]

(c) Give **two** items, other than a computer, that a customer would need in order to access *The Lunch Trolley*'s website.

Item 1 ....

Item 2 .... [2]

(d) Give **two** reasons why Kevin might continue to use printed leaflets even though he now has a website.

Reason 1 ....

....

Reason 2 ....

.... [2]

(e) The home page of *The Lunch Trolley*'s website contains text and graphics.

(i) Describe the purpose of a home page.

....

....

....

.... [2]

(ii) Give **two** other elements, apart from text and graphics, that a home page might contain.

Element 1 ....

Element 2 .... [2]

[Turn over

6 Kevin often visits local businesses to promote the services provided by *The Lunch Trolley*. He is considering buying **either** a laptop computer or a Personal Digital Assistant (PDA).

(a) Compare the suitability of a laptop computer and a PDA for Kevin's needs.

....

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....

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.... [8]

(b) Explain why Kevin might use the Internet to help him choose and purchase a laptop or PDA.

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....

.... [6]

Turn over for last question

[Turn over

7 Kevin uses his DVD rewriter to make backups of his data.

(a) Explain what a backup is and why it is necessary.

....

....

....

.... [3]

(b) Identify **two** other devices that Kevin could use to make backups of his data.

Device 1: ....

Device 2: .... [2]

(c) Discuss the advantages and disadvantages of DVD rewriters and the two devices you identified in **(b)** above.

....

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.... [6]

(d) Give **two** important pieces of advice Kevin should follow when deciding where to keep the backup media he uses.

1. ....

....

2. ....

.... [2]