

Candidate Name	Centre Number	Candidate Number

WELSH JOINT EDUCATION COMMITTEE
General Certificate of Secondary Education



CYD-BWYLLGOR ADDYSG CYMRU
Tystysgrif Gyffredinol Addysg Uwchradd

631/01

GCSE

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

(DOUBLE AWARD)

A.M. TUESDAY, 24 January 2006

(2 Hours)

Examiner's Use Only	
Total Mark	

ADDITIONAL MATERIALS

Resource Material for use with Questions 9-11.

INSTRUCTIONS TO CANDIDATES

Write your name, centre number and candidate number in the spaces at the top of this page.

Answer **all** questions.

Write your answers in the spaces provided in this booklet. Where the space is not sufficient for your answer, continue the answer at the back of the book, taking care to number the continuation correctly.

INFORMATION FOR CANDIDATES

The number of marks is given in brackets at the end of each question or part-question.

No certificate will be awarded to a candidate detected in any unfair practice during the examination.

Answer **all** questions in the spaces provided.

Questions in this paper are based on the context of a travel agent called 'Top Trips'.

1. *Top Trips* use Desktop Publishing (DTP) software to produce some of their documents. Tick **one** box in **each** case to show which feature could be used to **best** complete the following tasks:

- (a) Put a fancy pattern around the edge of a page. [1]

3D

Justify

Border

Tabulate

- (b) Cancel the last action. [1]

Redo

Undo

Find

Replace

- (c) Add a graphic image. [1]

Clipart

Text wrapping

Mail merge

Shading

- (d) Create more white space between each line of text. [1]

Gutter

Indent

Orphan

Line spacing

(e) Create a second identical version of a paragraph while keeping the original one. [1]

- Paste and cut
- Cut and paste
- Copy and paste
- Copy and cut

(f) Commands for altering text are often shown as menus or icons on a toolbar, like the one shown below.



Give **four** alterations that can be made to text using only the menus and icons shown on this toolbar. *An example has been done for you.*

- (i) *Automatic numbering*
- (ii) [1]
- (iii) [1]
- (iv) [1]
- (v) [1]

2. The *Top Trips* secretary uses the features of his Desktop Publishing (DTP) software package to check documents for errors.

Look at the examples of errors shown below and for **each one** state which feature would detect the error. [2]

- (a) We are happy to receive your booking.

Type of error detection:

- (b) We are sorry to inform you there are no vacancy in your first choice hotel.

Type of error detection:

3. *Top Trips* keeps information secure. Using words from the list below, fill in the gaps in the following paragraph. [3]
Do not use any words more than once.

anti-virus	dated	hard disk
storage media	printer-driver	online

One way of keeping information secure and organised is to keep separate


..... back-up copies. Files are regularly backed-up onto

....., such as CD ROMs or

4. (a) *Top Trips* use software to *manipulate and enhance graphic images*. Look at the way the images below have been displayed in relation to the text and use the list of features below to label them. [3]
Use each feature only once.

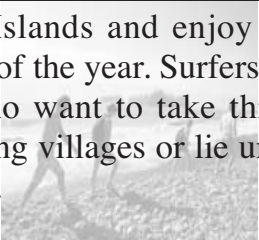
See through Behind Text wrapping Watermark Layout

Come to the Canary Islands and enjoy a warm and relaxing holiday ... at any time of the year. Surfers can enjoy the exciting waves while those who want to take things easy can wander around the sleepy fishing villages or lie under the sun and enjoy the sound of the waves.



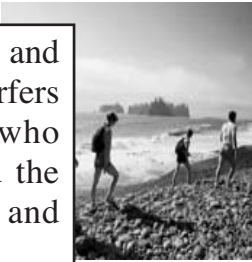
Feature 1:

Come to the Canary Islands and enjoy a warm and relaxing holiday ... at any time of the year. Surfers can enjoy the exciting waves while those who want to take things easy can wander around the sleepy fishing villages or lie under the sun and enjoy the sound of the waves.



Feature 2:

Come to the Canary Islands and enjoy a warm and relaxing holiday ... at any time of the year. Surfers can enjoy the exciting waves while those who want to take things easy can wander around the sleepy fishing villages or lie under the sun and enjoy the sound of the waves.



Feature 3:

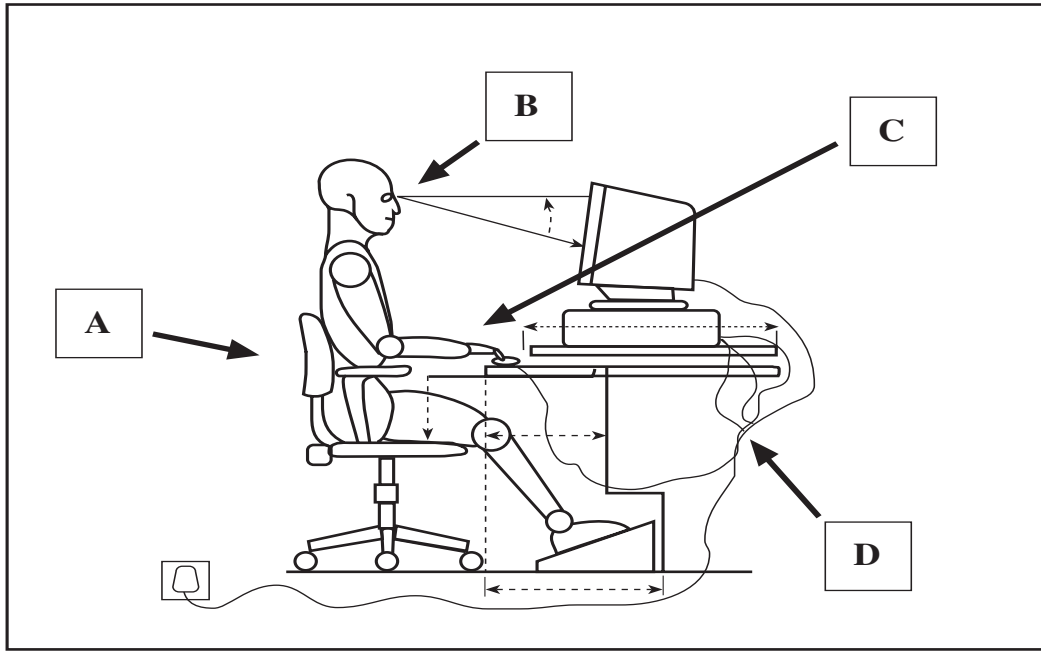
- (b) Give **two other** examples of the way graphic images could be manipulated or enhanced. [2]

(i)

(ii)

5. *Top Trips'* employees must follow standard ways of working.

(a) The company provides health and safety guidelines for its staff with regard to using computer equipment. Look at the image below, and complete the table by identifying the potential health hazards and give a suitable prevention for **each** of them. 4 x [2]



	Potential Hazard	Prevention
A		
B		
C		
D		

(b) The company takes measures to protect itself against computer crime.

Name **one** computer crime and give **one** method for its prevention.

[2]

Computer crime:

Method of prevention:

.....

.....

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6. *Top Trips* use a spreadsheet to calculate the cost of a holiday. An example of this is shown below

	A	B	C	D	E	F	G	H	I	
1	<i>Holiday Costs</i>									
2										
3		<i>Adult Cost</i>	<i>No of Adults</i>	<i>Total Adult Cost</i>	<i>Child Cost</i>	<i>No of Children</i>	<i>Total Child Cost</i>		<i>Total</i>	
4	<i>Flight</i>	£250.00	2	£500.00	£100.00	3	£300.00		£800.00	
5	<i>Flight supplement</i>	£30.00	2	£60.00	£30.00	3	£90.00		£150.00	
6	<i>In flight meals</i>	£10.00	1	£10.00	£5.00	3	£15.00		£25.00	
7	<i>Hotel per week</i>	£400.00	2	£800.00	£200.00	3	£600.00		£1,400.00	
8	<i>Airport bus</i>	£25.00	2	£50.00	£20.00	3	£60.00		£110.00	
9	<i>Insurance</i>	£120.00	2	£240.00	£0.00	3	£0.00		£240.00	
10	<i>Excursions</i>	£300.00	2	£600.00	£200.00	3	£600.00		£1,200.00	
11							Sub total		£3,925.00	
12								Credit card charge	2%	£78.50
13	<i>Total Holiday Cost</i>								£4,003.50	

Look carefully at the spreadsheet above and then answer the following questions:

- (a) Give the **column** containing the label *Adult Cost*. [1]
- (b) Give the **row** containing the label *In flight meals*. [1]
- (c) Give the **cell** containing the *Child Cost* for *In flight meals*. [1]
- (d) Give the **cell** that **shows** the total cost of the holiday. [1]
- (e) Give **two** formatting features used in Cell F3. [2]
-
-
- (f) The cell range A1:I12 has been merged. Name any other *cell range* that has also been merged. [1]
-
- (g) State which **one** of the following formulas could be used to calculate the *Total Adult Cost* for *Hotel per week*, contained in cell D7. [1]
- (i) =B7+C7
- (ii) =B7*C7
- (iii) =B7/C7
- (iv) =B7-C7

Answer:

(h) Give a suitable formula to calculate the *Total Child Cost* for *Hotel per week*, contained in cell G7. [1]

.....

(i) Give a suitable formula to calculate the total *Airport bus* costs for the family. [1]

.....

(j) Give a suitable formula to calculate the *Total Holiday Cost* for the whole family. [1]

.....

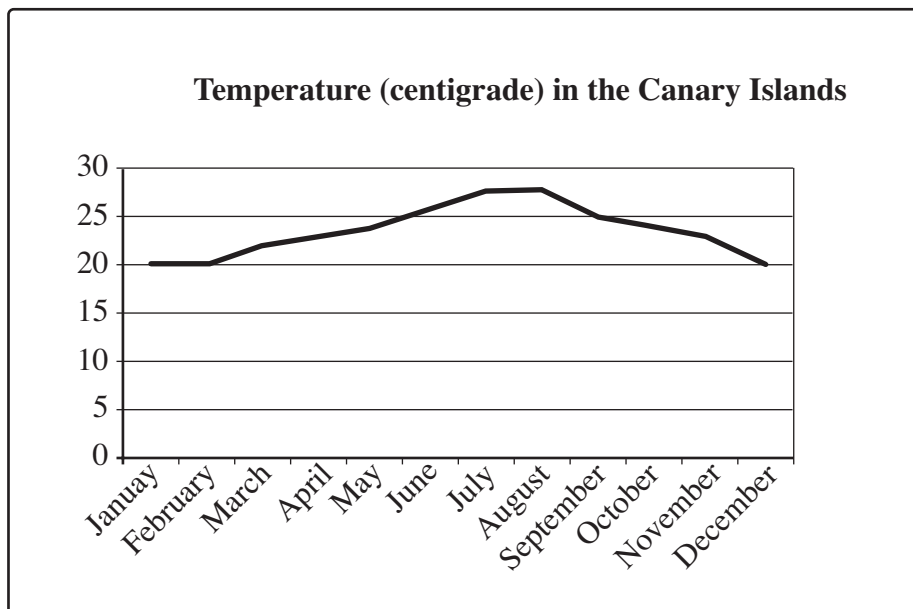
(k) The *Adult Cost* for *Insurance* goes up to £130.

(i) State which cell needs to be manually changed. [1]

(ii) State which **five** other cells will *automatically* recalculate. [5]

Cell Cell Cell Cell Cell

(l) *Top Trips* supply the graph shown below so customers can see the temperature in the Canary Islands throughout the year.



(i) State the type of graph used above [1]

(ii) Give **one** advantage of displaying this information in a graph, rather than in a table. [1]

.....

7. *Top Trips* keep details of holidays they offer on a database. Below is part of the table showing special offers for the coming week.

Holiday Code	Tour Operator	Destination	Departure Date	Hotel	Full Board	Inclusive Price
H33496	Travelmate	America	30/01/06	Disney	No	£990
K33508	Holiday First	America	30/01/06	Plaza	Yes	£950
H74997	Portman	Portugal	01/02/06	Vilanova	No	£690
PT14475	Holiday First	Italy	03/02/06	Picelli Plaza	Yes	£690
FC49961	Our Choice	Goa	30/01/06	Nanu	No	£690
FC87459	Our Choice	Lanzarote	01/02/06	Royal	Yes	£550
D565282	Our Choice	Spain	03/02/06	Dunas Hotel	No	£490
BG68842	Portman	Cyprus	31/01/06	The Sands	Yes	£490
K66974	Travelmate	Spain	01/02/06	Sun Club	No	£450
P66396	Portman	Spain	03/02/06	Flamingo	Yes	£380
P21792	Portman	Cyprus	01/02/06	Beach	Yes	£330
S55774	Our Choice	Cyprus	01/02/06	Sea View	No	£290

- (a) State the number of *records* shown in this database. [1]
- (b) State **one** reason why *Top Trips* would add a record to the database. [1]
.....
- (c) State the number of *fields* shown in this database. [1]
- (d) Give **two** examples of *other* suitable fields that *Top Trips* might want to add to this holiday database. [2]
.....
.....
- (e) Tick **one** box to indicate the way that this database has been sorted. [1]
- Ascending, by *Destination* then *Inclusive Price*
- Descending, by *Destination* then *Inclusive Price*
- Ascending, by *Inclusive Price* then *Destination*
- Descending, by *Inclusive Price*, then *Destination*
- None of these

(f) State the **four** data types used in this database. [4]

- 1.
- 2.
- 3.
- 4.

(g) A customer wants a holiday in Cyprus. Write down the field and criteria needed to find *only* these records. [1]

.....

(h) Another customer wants a holiday that costs less than £500. Complete the grid below to show how you would find *only* these records. [3]

Field	Logical Operator	Criteria

(i) Another customer wants a full board holiday in Spain. Describe how *Top Trips* could find *only* these records in this database. [3]

.....
.....
.....

(j) State **two** types of validation which could be applied to the *Departure Date* field in order to prevent errors in data entry. [2]

.....
.....

(k) As well as the holiday database shown opposite, *Top Trips* also have a Tour Operator database. Suggest **one other different** database that *Top Trips* might also have. [1]

.....

(l) Give **two** advantages to *Top Trips* of using a computer database. [2]

.....
.....

8. *Top Trips* have created a multimedia presentation using a variety of font styles, sizes, clipart and formatting techniques to enhance their presentation.

Give **three** *other* features of this software they could use, and for **each** one describe, using an example, how this will enhance the presentation. 3 x [3]

(i) Software feature:

Example:

How it enhances the presentation:

.....

.....

(ii) Software feature:

Example:

How it enhances the presentation:

.....

.....

(iii) Software feature:

Example:

How it enhances the presentation:

.....

.....

When answering the following questions, you should refer to the ‘Top Trips’ documents in your Resource Material Supplement.

9. Name the **three** types of document given in the supplement and state the purpose of **each** one.

Document 1

Name: [1]

Purpose:

..... [1]

Document 2

Name: [1]

Purpose:

..... [1]

Document 3

Name: [1]

Purpose:

..... [1]

10. *Top Trips* use a company *logo* on all their business documents. State the purpose of a company *logo*. [1]

.....

.....

11. (a) Name **three** formatting features used in **Document 2** that are **not** used in **Document 1**. [3]

Feature 1:

Feature 2:

Feature 3:

- (b) Name **four** formatting features used in **Document 3** that are **not** used in **Document 1** and **Document 2**. [4]

Feature 1:

Feature 2:

Feature 3:

Feature 4:

- (c) Tick **one** box to indicate which of the following layout has been used in **Document 2** and **Document 3**. [1]

Portrait

Landscape

Banner

Gutter

- (d) *Top Trips* also use *invoices* and *itineraries*. State the purpose of **each**. [2]

Purpose of an invoice:

.....

Purpose of an itinerary:

.....

- (e) Complete the grid, giving the names of the standard documents to match the descriptions given. [4]

Description of Document	Name of document
A document to collect details of a person who is applying to join an organisation to judge if they are suitable for the job.	
Used when a letter is not required but the company want to include a short note and contact details.	
A template for a handwritten message to be passed internally, (between colleagues or departments) with a record of who has sent the message, to whom and when.	
A standard form that is used to order goods for the organisation, with a reference number.	

For continuation only.

A series of horizontal dotted lines for writing continuation.

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Resource Material for use with Questions 9 to 11.

Document 1



Chapel Walk,
Oakford,
Cardiff, CF99 2PG.

Home or abroad, we've got a holiday for you!

Phone: 020 189297 Fax: 020 189299

www.toptrips.co.uk

Document 2



SPECIAL LAST MINUTE OFFERS!!

Destination	Departure date	Inclusive Price
America	30/01/05	£990
America	30/01/05	£950
Goa	31/01/05	£690
Portugal	01/02/05	£690
Lanzarote	01/02/05	£550
Spain	01/02/05	£450
Spain	03/02/05	£380
Cyprus	01/02/05	£330

And these are only a selection!

**Come inside and let one of our
expert agents find the
perfect holiday for you.**

Document 3



Staff Meeting

Room 412

Wednesday 1st February 2006 at 10.00 a.m.

- 1. Welcome and apologies for absence.**
- 2. Acceptance of the minutes of the previous meeting.**
- 3. Matters arising.**
- 4. Manager's report.**
- 5. New Health and Safety policy.**
- 6. Office refurbishments.**
 - Computers.**
 - Chairs (in compliance with Health and Safety)**
 - Blinds.**
- 7. Special Offers.**
- 8. Staff targets.**
- 9. AOB.**
- 10. Date of next meeting.**

Document reference: TopTrips/MC/401/Jan