

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. THURSDAY, 18 January 2007

(2 Hours)

Examiner's Use Only	
<b>Total Mark</b>	

**ADDITIONAL MATERIALS**

Resource Material for use with Question 7.

**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 Horse Riding Club called 'Riders United'.

1. (a) *Riders United* use a word processor to produce many of their documents. Using words from the list below, complete the table with the words which best describe **each** style of text. *The first one has been done for you.* 5 × [1]

**lower case**      **bold text**      **upper case**      **underline**      **strikethrough**      **italics**

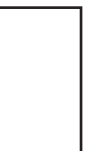
		<i>Style of text used</i>
	riding club news	lower case
(i)	RIDING CLUB NEWS	
(ii)	<del>Riding Club News</del>	
(iii)	<i>Riding Club News</i>	
(iv)	<b>Riding Club News</b>	
(v)	<u>Riding Club News</u>	

- (b) The Club Secretary uses *Print Preview* before producing a hard copy of a document. State the purpose of *Print Preview*. [1]

- (c) The Club Secretary checks documents for errors. Apart from *Print Preview*, state **two** other facilities in a word processing package that would help her to correct errors. [2]

(i) .....

(ii) .....



- (d) Commands for altering document layout are often found in dialog boxes such as the one below.

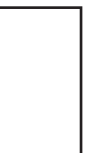


State the purpose of the following:

- (i) Tab stop position; ..... [1]
- (ii) Decimal alignment; ..... [1]
- (iii) Leader. .... [1]

- (e) Sometimes the Club Secretary uses a *thesaurus* when composing letters. State the purpose of a *thesaurus*. [1]

.....



2. Part of the *Riders United* membership computer database is show below.

First Name	Surname	DOB	Tel Number	Own Transport	Member No.	Member Type	Own Horse
Anna	Bond	14/02/1987	01744 291549	Yes	5230705	F	Yes
Jane	Bond	05/10/1985	01651 699412	No	5230711	F	Yes
Kylie	Bowen	18/09/1995	01744 294589	Yes	5230712	J	Yes
Halima	Begum	30/08/1989	01781 513441	No	5230708	A	No
Tamara	Cordero	16/11/1992	01651 699412	No	5230707	J	No
Martin	Davies	24/12/1994	01744 291549	Yes	5230702	F	Yes
Sioned	Davies	01/01/1993	01744 291549	Yes	5230709	F	Yes
Shirley	Fowden	15/05/1983	01781 513441	Yes	5230710	A	Yes
James	Jones	17/06/1986	01232 291475	Yes	5230701	A	Yes
Ben	James	19/05/1992	01781 513441	No	5230703	J	No
Daniel	Marks	01/03/1985	01744 291549	Yes	5230706	A	Yes
Sally	Richards	11/07/1991	01651 699412	Yes	5230704	J	Yes

(a) State the number of records shown in this database. .... [1]

(b) State **one** reason why *Riders United* would **add** a record. .... [1]

(c) State **one** reason why *Riders United* would **edit** a record. .... [1]

(d) State **one** reason why *Riders United* would **delete** a record. .... [1]

(e) The data in the field *Member Type* is coded 'F' for Family, 'J' for Junior and 'A' for adult. State **two** advantages of using *coded data* in a computer database. [2]

(i) .....

(ii) .....

(f) Apart from contact details, suggest **one** additional field that *Riders United* might use in this database. [1]



(g) Tick **one** box to indicate the way that this database has been sorted. [1]

Ascending, by *Surname* then *First Name*

Ascending, by *Surname*

Ascending, by *Member No.* then *Surname*

Ascending, by *Member No.*

None of these

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

1. .... 2. ....

3. .... 4. ....

(i) The Club Secretary wants to contact members who own a horse. Write down the search criteria she could use to find **only** those records in this database. [1]

.....

(j) The Club Secretary is organising a team and wants to contact Junior Members who have their own transport. Write down the search criteria she could use to select **only** these records.

[3]

.....

.....

.....

(k) State the *key field* used in this database. [1]

.....

(l) State the *purpose* of the key field. [1]

.....

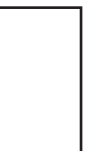
(m) Give **two** advantages of keeping customer records on a database. [2]

Advantage 1: .....

.....

Advantage 2: .....

.....



3. *Riders United* has to produce annual accounts, as shown below.

	A	B	C	D	E
1	<b>Annual Income and Expenditure 2006</b>				
2					
3	<b>Costs</b>			<b>Income</b>	
4	Equipment	£250.00		Member fees	£650.00
5	Affiliation fees	£175.00		Show entries	£850.00
6	Newsletter	£45.00		Training fees	£475.00
7	Postage	£35.00		Fundraising	£265.75
8	Entries	£185.00		<b>Total Income</b>	£2,240.75
9	Training	£850.00			
10	Insurance	£275.75			
11	Other	£58.50			
12	<b>Total Costs</b>	£1,874.75		<b>Annual Profit</b>	£366.00
13					
14	<i>Club accounts run from January to December</i>				

(a) Name the *type* of software best suited to create and analyse the above accounts. [1]

(b) Give the **row** containing the *Annual Profit*. [1]

(c) Give the **column** containing the label *Costs*. [1]

(d) Give the **cell** containing the label *Total Income*. [1]

(e) Give the **cell** that **shows** the annual profit figure for the club. [1]

(f) The cell range A1:E1 has been merged. Name another *cell range* that has also been merged. [1]

(g) State which **two** of the following formulas could be used to calculate the *Total Costs*, contained in cell B12. [2]

- (i) =SUM(B4:B12)
- (ii) =SUM(B4:B11)
- (iii) =B4+B5+B6+B7+B8+B9+B10+B11+B12
- (iv) =B4+B5+B6+B7+B8+B9+B10+B11

(h) Give **two** suitable formulas to calculate the *Total Income*. [2]

- (i) Give **one** suitable formula to calculate the *Annual Profit*. [1]

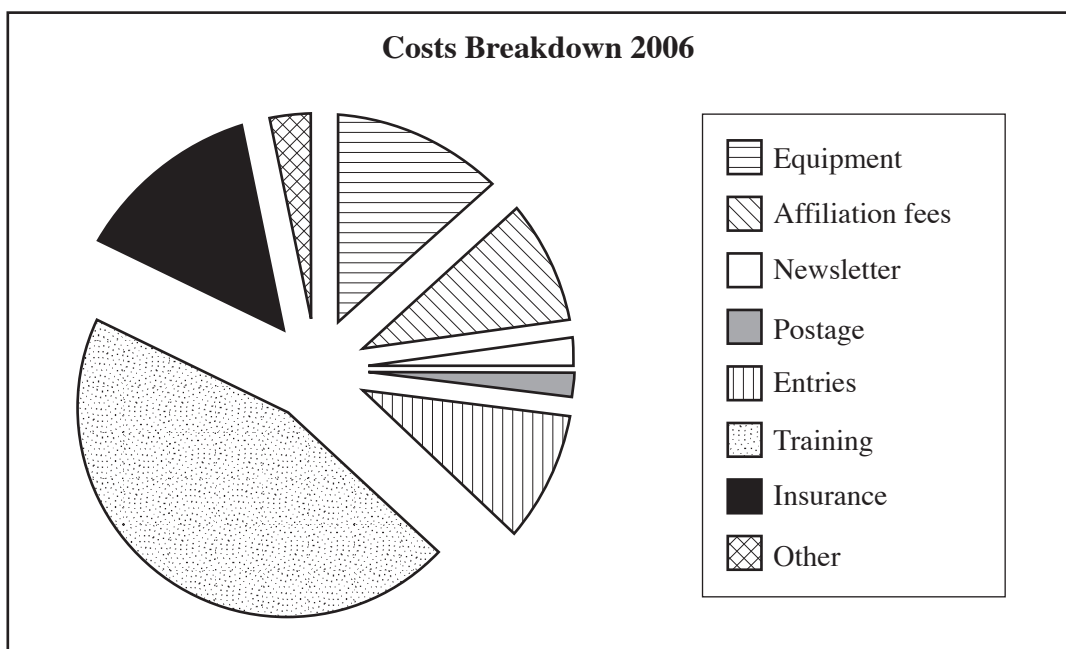
- (j) Tick **one** box to indicate how many formulas in the accounts contain an *absolute* reference. [1]

<input type="checkbox"/>	None
<input type="checkbox"/>	One
<input type="checkbox"/>	Two
<input type="checkbox"/>	Three

- (k) The Secretary of *Riders United* realises that she has not included costs of £100, so she changes the figure in cell B11 to £158.50. State which **two** other cells will *automatically* recalculate. [2]

- (l) There is a *template* for the *Riders United* accounts. State the purpose of a *template*. [1]

- (m) The Secretary produces the chart shown below so members can see a breakdown of costs.



- (i) State the *type* of chart used above. [1]
- (ii) Give **one** advantage of displaying this information in a chart, rather than in a table. [1]

4. (a) The Secretary of *Riders United* saves her work using either the ‘*save as*’ command or the ‘*save*’ command.

(i) When would the Secretary use the ‘*save as*’ command? [1]

.....  
.....

(ii) When would the Secretary use the ‘*save*’ command? [1]

.....  
.....

(b) The Secretary is cautious about the risk of data loss. State **two** ways that data may be lost and outline appropriate standard methods for their prevention.  $2 \times [2]$

Risk 1: .....

.....

Prevention 1: .....

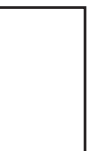
.....

Risk 2: .....

.....

Prevention 2: .....

.....







(b) Committee members of *Riders United* are also considering launching a website. Give **two** advantages to the club of having a website. [2]

(i) .....  
.....  
.....

(ii) .....  
.....  
.....

(c) The Committee of *Riders United* is considering distributing their monthly newsletter by e-mail (electronic mail).

(i) Give **two** advantages *to the club* of sending the newsletter electronically. [2]

Advantage 1: .....  
.....

Advantage 2: .....  
.....

(ii) Give **two** advantages *to the members* of sending the newsletter electronically. [2]

Advantage 1: .....  
.....

Advantage 2: .....  
.....

(iii) Give **one** *disadvantage* of sending the newsletter electronically. [1]

.....  
.....



6. *Riders United's* Secretary is aware that she could be fined if she were to break the *Data Protection Act 1998*.

(a) Give **two** principles of the Data Protection Act. [2]

(i) .....

.....

.....

(ii) .....

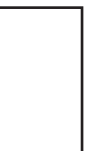
.....

.....

(b) Apart from the *Data Protection Act*, name **two other** examples of legislation (Acts) relevant to computer use. [2]

(i) .....

(ii) .....



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

7. Document 1 is a *standard letter* using the *mail merge* facility.

(a) What do you understand by the term *mail merge*? [2]

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

(b) There is a page number printed in the *footer* of the document. State what you understand by the term *footer*. [1]

.....  
.....

(c) Give **two** types of *alignment* that have been used in **Document 1** but **not** in **Document 2**. [2]

(i) ..... (ii) .....

(d) Give **six** formatting features used in **Document 2** but **not** in **Document 1**. [6]

- Feature 1: .....
- Feature 2: .....
- Feature 3: .....
- Feature 4: .....
- Feature 5: .....
- Feature 6: .....

(e) State the *page orientation* of both **Document 1** and **Document 2**. [1]

.....

(f) *Riders United* use a *logo* on all their documents. State the purpose of a *logo*. [1]

.....  
.....



(g) Name **seven** features that have been used to create the *Riders United* logo. [7]

Feature 1: .....

Feature 2: .....

Feature 3: .....

Feature 4: .....

Feature 5: .....

Feature 6: .....

Feature 7: .....

(h) Apart from the logo, state **one other** feature of the *Riders United* **house style**. [1]

.....

(i) Data from the membership form is entered into the *Riders United* database. Suggest a suitable **input mask** for the *Date of Birth*. [1]

.....

(j) *Riders United* use both validation and verification to ensure their documents are accurate.

(i) Give a definition of *validation*. [1]

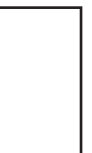
.....

.....

(ii) Give a definition of *verification*. [1]

.....

.....





WELSH JOINT EDUCATION COMMITTEE  
General Certificate of Secondary Education



CYD-BWYLLGOR ADDYSG CYMRU  
Tystysgrif Gyffredinol Addysg Uwchradd

631/01-A

GCSE

**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

**(DOUBLE AWARD)**

A.M. THURSDAY, 18 January 2007

**Resource Material for use with Question 7.**



# Riders United



Secretary: Lucinda Brown, Chapel Farm, Halfway, Penarth, ST55 8PL  
Phone: 01744 296633

21 January 2007

Dear «First Name»

Happy New Year! I hope you have been coping with the cold weather and enjoy the enclosed newsletter.

As you will see in our Newsletter, we have a number of exciting events planned for the spring. These include the Spring Show at High Trees, with plenty of classes to suit all types of horses and their owners! Please come along and support the Club.

We will be continuing with our training programme. Jumping lessons will be held on Monday evenings between 6pm and 9pm and dressage lessons on Thursdays between 5pm and 8pm. We are also trying to organise a cross-country training day, date to be confirmed.

Folowing the AGM we have a number of new committee members. Our thanks go to the outgoing members who have worked so hard during the past year. Please note that subscriptions were due in November. If you have not sent your payment, this will be the last newsletter that you receive until you renew your membership. Don't forget!

If you would like to be on one of the club teams, please contact Shirley Fowden, our new Training Officer, to let her know. All dates and details are in the newsletter.

Happy riding!

Lucinda Brown  
Secretary

Enc.





# Riders United



Secretary: Lucinda Brown, Chapel Farm, Halfway, Penarth, ST55 8PL  
Phone: 01744 296633

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Do you have your own horse? Yes  No  No of horses: \_\_\_\_\_

Do you have horse transport? Yes  No

Are you interested in competing on club teams? Yes  No

Which disciplines interest you? (tick all that apply)

Show jumping  Horse trials  Showing

Hunter trials  Endurance  Western

Gymkhana  Other

Are you willing to help at shows? Yes  No  Sometimes

**Please note that membership runs from 1<sup>st</sup> January until 31<sup>st</sup> December 2007**

Adult membership £25    Junior membership £15    Family membership £60

I/we agree to accept the rules as stated in both the Club's Constitution and that of the BHS Riding Clubs' National Constitution and agree to be bound by such.

Signed: ..... Date: .....