

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. WEDNESDAY, 6 June 2007

(2 Hours)

Examiner's Use Only	
Total Mark	

ADDITIONAL MATERIALS

In addition to this paper you will need Resource Material for use with Question 9.

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 chain of hotels called 'Holiday Hotel'.

1. *Holiday Hotel* often uses the Internet for research. Tick **one** box in **each** case to show which feature could be used to **best** complete the following tasks:

- (a) View the last web page you have just been looking at. [1]

Undo

Reverse

Back

Forward

- (b) Keep a link to a frequently used website for easy access. [1]

Formulas

Friends

Frequent

Favourites

- (c) Look for a particular website using key words. [1]

Search

Find

Go

Run

- (d) Reload a page that has not downloaded properly. [1]

Rescind

Refresh

Repel

Recharge

2. *Holiday Hotel* publishes a newsletter for their staff.

- (a) State which *software application* would be **best** suited to produce the *Holiday Hotel* newsletter. [1]
-

- (b) They want to include the following information in an advertisement in the newsletter:

Receptionist required for our Cardiff South hotel. Good communication and IT skills essential. Experience an advantage, but full training will be given. Salary on *Holiday Hotel* national scale; negotiable dependent on experience and qualifications. For further details and an application form, contact The Manager, *Holiday Hotel*, Park Gardens, Cardiff. Telephone 029 2056 1212.

Suggest **four** *different* formatting techniques that could be used to improve the appearance of the above advertisement. *Be specific as to their use*. An example has been done for you, do not use this example in your answer. [4 × 1]

Formatting Technique	Where could it be used?
Italic	'Good communication and IT skills essential'
(i)	
(ii)	
(iii)	
(iv)	

3. *Holiday Hotel* works out the profit for each month using a table as shown below.

	A	B	C	D	E	F	G	
1		Room Costings for November						
2								
3	<i>Room Type</i>	Single	Twin	Double	Single En suite	Twin En suite	Double En suite	
4	<i>Price</i>	35	45	50	45	55	60	
5	<i>Occupancy (nights)</i>	10	20	15	20	10	10	
6	<i>Income</i>	350	900	750	900	550	600	
7					Total Income		£4,050.00	
8								
9	<i>Expenditure for Month</i>							
10	Electricity	£850.00						
11	Water	£150.00						
12	Refreshments	£75.00			Profit		£1,275.00	
13	Cleaning	£1,600.00						
14	Bathroom supplies	£100.00						
15	Total Expenditure	£2,775.00						

- (a) State the most suitable *type* of software program to produce this table and to analyse the data. [1]
Type of software program:
- (b) Give the row containing the label *Occupancy (nights)*. [1]
- (c) Give the column containing the label *Double*. [1]
- (d) Give the cell containing the *Price* for a *Single En suite* room. [1]
- (e) Give the cell that shows the *Profit figure*. [1]

- (f) Using words from the boxes, complete the table below to show the type of data in **each** of the cells listed. **Each** word should appear in the table **only once**. [4]

Currency
Text
Formula
Number

Cell	Type of data
B4	
A15	
F6	
B14	

- (g) The cell range B1:F1 has been merged. Name **two other cell ranges** that have also been merged. [2]

(i) (ii)

- (h) State which **one** of the following formulas could be used to calculate the *Income* for a *Twin* room. [1]

- (i) =F4+F5
- (ii) =C4*C5
- (iii) =SUM(C4:C5)
- (iv) =C4+C5

Answer:

- (i) Give **one** suitable formula to calculate the *Income* for a *Double En suite* room. [1]

.....

- (j) Give **two** suitable formulas to calculate the *Total Expenditure*. [2]

(i)

(ii)

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

.....

- (l) The *Price* for a *Double* room is increased.

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

(ii) State which **three other** cells would *automatically* change. [3]

Cell Cell Cell

4. Part of the guest database held by *Holiday Hotel* is shown in the table below.

Guest No.	Title	First Name	Surname	Room No.	Board	Arrival Date	Offer	No. of Nights
05123	Ms	Briony	Addams	14	HB	18/02/2005	Y	5
05128	Mr	Gareth	Addams	12	HB	28/03/2005	N	12
09675	Mrs	Dawn	Davies	11	FB	10/04/2005	N	3
06324	Miss	Nia	Evans	9	BB	10/04/2005	Y	2
17551	Mr	Peter	James	7	HB	23/02/2006	Y	7
16852	Miss	Linda	Jones	8	FB	23/02/2006	Y	14
16921	Mr	Ali	Jan	9	BB	02/03/2006	Y	2
19578	Mr	Paul	Lewis	4	BB	24/06/2006	N	3

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

(b) State the *key field*. [1]

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

.....
.....

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

(e) State **one** reason why *Holiday Hotel* would *add* a record to this database. [1]

.....

(f) State **one** reason why *Holiday Hotel* would *edit* a record in this database. [1]

.....

(g) Name the **four** *data types* used in this database. [4]

(i) (ii)

(iii) (iv)

(h) A code is used in the *Board* field to show whether the guest has booked full board (FB), half board (HB) or bed and breakfast (BB). Give **two** advantages of using *coded data*. [2]

Advantage 1:

Advantage 2:

- (i) A *Holiday Hotel* manager needs a list of customers who have booked *full board*. Give the **field** and **criteria** needed to find *only* these records from the database. [1]

.....

- (j) A *Holiday Hotel* manager needs the details of customers staying for *more than 7 nights*. Give the **field** and **criteria** needed to find *only* these records. [1]

.....

- (k) A *Holiday Hotel* manager needs the details of bed and breakfast customers who are on an *Offer*. Give the **fields** and **criteria** needed to get *only* these records from the database. [3]

.....

.....

.....

- (l) A *Holiday Hotel* secretary wants to use mail merge to send a standard letter to customers who have stayed at the hotel since 1st January 2005.

- (i) Give the fields and criteria needed to select *only* these customers. [1]

.....

- (ii) State which **two** fields they would use at the start of the letter, following the salutation 'Dear'. [2]

Field 1: Field 2:

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

By Arrival Date then Surname

By Surname then Arrival Date

By Surname then First Name

By Surname then Guest No.

None of these

5. *Holiday Hotel* managers use *multimedia presentations* when training staff.

(a) State the function of the following features.

Loop
..... [1]

Slide transition
..... [1]

Hotspot
..... [1]

(b) Apart from *loop*, *slide transition* and *hotspot*, state **two** other features used specifically in multimedia software. [2]

Feature 1:
.....

Feature 2:
.....

(c) State **three** different formats in which the presentation may be printed and give the *purpose* of *each* of them. [6]

(i) Format:
Purpose:

(ii) Format:
Purpose:

(iii) Format:
Purpose:

7. The following graphics are used in *Holiday Hotel* brochures. Choosing words from the list below, state how these graphics have been manipulated. **No** word should be used **more than once**. [4]

Clip

Rotate

Sketch

Flip

Re-size

Crop



ORIGINAL GRAPHIC



(i)



(ii)



(iii)



(iv)

8. *Holiday Hotel* staff use standard ways of working when using computers.

(a) Give a *different* method of prevention for **each** of the following potential health problems. [3]

(i) Eye strain

(ii) RSI

(iii) Back ache

(b) Give a *different* method of prevention for **each** of the following security problems. [3]

(i) Getting a virus on the computer system

(ii) Hackers

(iii) Accidental loss of data

When answering the following question, you should refer to the ‘Holiday Hotel’ documents in your Resource Material Supplement.

9. (a) 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]

- (b) **Document 1** and **Document 3** contain the company logo as part of their house style. State the purpose of a *company logo*. [1]

.....

.....

- (c) Apart from a company logo, give **one other** feature that might be part of a house style. [1]

.....

(d) Give **four** formatting features that are used in **Document 2** but **not** in **Document 1**. [4]

Feature 1:

Feature 2:

Feature 3:

Feature 4:

(e) **Document 3** contains a footer. State what you understand by the term *footer*. [1]

.....

.....

(f) Apart from a footer, give **four other** features used in **Document 3** but not in **Document 1** or **Document 2**. [4]

Feature 1:

Feature 2:

Feature 3:

Feature 4:

(g) Give **two** examples of *data capture forms* that *Holiday Hotel* might use. [2]

(i)

(ii)

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A.M. WEDNESDAY, 6 June 2007

Resource Material for use with Question 9.

INFORMATION FOR CANDIDATES

This supplement contains three documents for use with question 9.

DOCUMENT 1

DOCUMENT 2

 and

DOCUMENT 3

 are labels for identification only.

These words, and the boxes around them are **not** part of the document.

You should **not** refer to them in your answers.

Document 1



Holiday Hotel

With Compliments

The Promenade, Llandudno, LL5 7PQ Tel: 01726 654132 Fax: 01726 654139
reservations@holidayhotel.co.uk www.holidayhotel.co.uk

Document 2



HAPPY HOUR

All drinks
HALF PRICE

every night
5.00pm – 6.00pm
in the
Sunset Bar

Document 3



Holiday Hotel

The Promenade, Llandudno, LL5 7PQ Tel: 01726 654132 Fax: 01726 654139
 reservations@holidayhotel.co.uk www.holidayhotel.co.uk

Mr Paul Lewis,
 5 The Grove,
 Churchtown,
 Cardiff,
 CF51 4RR.

Invoice: 16640
 Guest No: 19578
 Date: 27th June 2006
 Room No: 4
 Board: BB
 Nights: 3

Date	Sales	Qty	Item Cost	Total Ex VAT	VAT	Total Inc VAT
24/06/2006	Restaurant dinner	2	24.30	48.60	8.51	57.11
25/06/2006	Restaurant dinner	1	22.50	22.50	3.83	26.33
26/06/2006	Trip code: SY557	2	137.00	274.00	47.95	321.95
24/06/2006	Bar		27.31	27.31	4.78	32.09
25/06/2006	Telephone		11.56	11.56	2.02	13.58
27/06/2006	Newspapers	3	0.75	2.25	0.39	2.64
27/06/2006	Total due					453.70

Payment due on departure

Registration No. 1010678

Service included

Please remember to leave your key at reception on checkout. Thank you!