

Surname	Centre Number	Candidate Number
Other Names		0



GCSE

0631/01

**APPLIED INFORMATION AND
COMMUNICATION TECHNOLOGY**

(DOUBLE AWARD)

UNIT 1

A.M. TUESDAY, 17 January 2012

2 hours

Examiner's Use Only	
Total Mark	

0631
010001

ADDITIONAL MATERIALS

In addition to this paper you will need Resource Material for use with Question 7.

INSTRUCTIONS TO CANDIDATES

Use black ink or black ball-point pen.

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.

Answer all questions in the spaces provided.

Questions in this paper are based on the context of 'Dragon Stores'.

1. Staff at *Dragon Stores* use a *word processing program* to create letters and other documents.

(a) Tick (✓) **four** boxes to indicate which of the following features would help with *page setup*. [4]

- Record
- Start up
- Header/footer
- Page orientation
- Animation
- Sort
- Margins
- Paper size

(b) Tick (✓) **four** boxes to indicate which of the following would help *prevent errors* when typing a word processed document. [4]

- Spell check
- Range check
- Grammar check
- Check digit
- Autocorrect
- Presence check
- Double data entry
- Data type

(c) Tick (✓) **two** boxes to indicate which of the following features would be found in *tabulation settings*. [2]

- Decimal
- Leader
- Row
- Column

2. *Dragon Stores* office staff use *standard ways of working* to prevent data loss.

(a) State **three** ways in which data might be lost and give a different appropriate *standard way of working* to show how this might be prevented in each case. [6]

Risk 1

Prevention 1

Risk 2

Prevention 2

Risk 3

Prevention 3

(b) *Dragon Stores* staff are also aware that they must keep within the law when working. Give **two Acts** that relate to computer use and for each give a brief explanation of the type of offence they cover. [4]

Act 1

Type of offence covered

Act 2

Type of offence covered

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3. Part of the staff database for *Dragon Stores* is shown below:

Payroll No.	Surname	First Name	Title	Job Description	DOB	Full/Part-time	Available for extra shifts
120922	Davies	Ffion	Miss	Clerk	14/05/1966	F	No
140671	Davies	William	Mr	Stacker	20/10/1995	F	Yes
130096	James	John	Mr	Checkout Operator	01/12/1989	P	Yes
110012	Jones	Helen	Miss	Manager	05/05/1972	F	Yes
140822	Khan	Abdul	Mr	Stacker	15/09/1990	P	No
130745	Lewis	Rosie	Miss	Stacker	31/05/1992	P	Yes
130492	Owens	Mair	Mrs	Checkout Operator	10/03/1991	F	No
110134	Price	Carl	Mr	Assistant Manager	25/02/1991	F	No
120626	Rosenburg	Rebecca	Miss	Clerk	06/11/1985	P	No
130073	Williams	Nia	Mrs	Checkout Operator	05/11/1969	P	Yes
110201	Williams	Owen	Mr	Personnel Manager	22/06/1979	F	No

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

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

.....

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

.....

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

.....

(e) Apart from contact details, suggest **one additional** field that *Dragon Stores* might use in this database. [1]

.....

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

Ascending by *First Name*

Ascending by *Surname* then *First Name*

Descending by *Surname* then *First Name*

Descending by *Surname*

None of these

(g) The data in the field *Full/Part-time* is coded 'F' for full-time, and 'P' for part-time. State **two** advantages of using *coded data* in a computer database. [2]

(i)

(ii)

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

1. 2.

3. 4.

(i) The Personnel Manager wants a list of the *Stackers*. Write down the *field* and *criteria* that would find **only** these records. [1]

.....

(j) Due to a staff shortage, the Manager wants a list of the *Checkout Operators* who are *Available for Extra Shifts*. Write down the *fields* and *criteria* that would find **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

.....

4. The monthly branch costs for *Dragon Stores* are shown below.

	A	B	C	D	E	F
1	JANUARY					
2		Cost £	VAT £	Total Cost £		
3	<i>Office Costs</i>				<i>VAT</i>	<i>17.50%</i>
4	Rent	4,000.00		4,000.00		
5	Stationery	250.00	43.75	293.75		
6	Electricity	90.00		90.00		
7	Telephone	290.00		290.00		
8	Other	50.00	8.75	58.75		
9	Total Office Costs	£4,680.00	£52.50	£4,732.50		
10	<i>Staff Costs</i>					
11	Salaries	24,400.00		24,400.00		
12	Training	1,000.00		1,000.00	Total Monthly Costs	£53,468
13	Total Staff Costs	£25,400.00		£25,400.00		
14	<i>Stock</i>					
15	Household goods	4,820.00	843.50	5,663.50		
16	Food items	15,040.00	2,632.00	17,672.00		
17	Total New Stock	£19,860.00	£3,475.50	£23,335.50		

(a) State the *type* of application that would be **best** used to create the accounts shown above. [1]

.....

(b) Give **four** *data* types used in the above accounts. [4]

1. 2.

3. 4.

(c) Give **three** formatting features used in the range A1:F1. [3]

.....

(d) Apart from the features used in the range A1: F1, give **five** other *different* formatting features that have been used in these accounts. [5]

(i)

(ii)

(iii)

(iv)

(v)

(e) Select which **two** of the following formulas could have been used to calculate the *Total Office Costs* shown in cell B9. [2]

(i) =SUM(B4+B8)

(ii) =B4+B5+B6+B7+B8

(iii) =B4:B8

(iv) =SUM(B4:B8)

(f) The formula used in cell C15 to calculate the VAT for *Household goods* is =B15*\$F\$3. Give a suitable formula to calculate the VAT for *Food items*. [1]

.....

(g) Give a suitable formula to find the Total Cost of *Stationery*. [1]

.....

(h) Give a suitable formula to find the *Total Monthly Costs*. [1]

.....

(i) Give **two** advantages of using a spreadsheet to calculate company accounts. [2]

(i)

(ii)

5. *Dragon Stores* 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** advantages of using multimedia software when giving a presentation. [2]

Advantage 1:

Advantage 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:

When answering the following questions, you should refer to the ‘Dragon Stores’ documents in your Resource Material Supplement

7. Document 1 and Document 2 incorporate *Dragon Stores* house style.

(a) Give **two** features of their *house style*. [2]

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

(b) Give **one** purpose of using a house style. [1]

.....
.....

(c) Give **one** formatting feature which has been used in **Document 1** but **not** in **Document 2**. [1]

.....

(d) Give **five** formatting feature which has been used in **Document 2** but **not** in **Document 1**. [5]

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

(e) **Document 2** is a data capture form. Give **two other** examples of data capture forms that *Dragon Stores* might use. [2]

(i)

.....

(ii)

.....

(f) In addition to the letter and the data capture form, *Dragon Stores* uses other types of documents.

Give the purpose of the following documents. [4]

(i) Compliments slip:
.....
.....

(ii) Invoice:
.....
.....

(iii) Business Card:
.....
.....

(iv) Agenda:
.....
.....

(g) Give **two** other types of document that *Dragon Stores* might use, and state their purpose. [4]

Document:
Purpose:
.....

Document:
Purpose:
.....



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Resource Material for use with Question 7.

INFORMATION FOR CANDIDATES

This supplement contains two documents for use with question 7.

DOCUMENT 1 and **DOCUMENT 2** 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

Dragon Stores

**High Street,
Newtown, SY48 6QG.
Telephone: 02670 433600
Fax: 02670 433606**

**www.dragonstores.co.uk
email: enquiries@dragonstores.co.uk**



2nd December 2011

Dear Miss Hopkins,

Thank you for your interest in the post of Part-time Store Assistant. As stated in our advertisement, we are looking to add an additional member to our friendly team.

Full training will be given to the successful applicant, who will possess good numeracy and communication skills. We are looking for a punctual and reliable person who is able to work well with others.

Please find enclosed an application form. Please complete this form and return it to us at the above address. You should also write a short letter stating why you think you are suited to this job. May I remind you that the closing date for this post is Thursday 15th December.

We look forward to hearing from you.

Yours sincerely,

Nia Willimas (Mrs),
Personnel Manager.

Enc.

DOCUMENT 2

Dragon Stores

**High Street,
Newtown, SY48 6QG.
Telephone: 02670 433600
Fax: 02670 433606**



**www.dragonstores.co.uk
email: enquiries@dragonstores.co.uk**

JOB APPLICATION FORM

1. VACANCY DETAILS

Job Title: _____

2. PERSONAL DETAILS

Surname: _____

Forenames: _____

Address: _____

Postcode: _____

Telephone number: _____ Mobile Number: _____

E-mail address: _____

EDUCATION AND ACHIEVEMENTS

Schools attended

From	To	School	Qualifications (inc. grades)

Signature: _____ Date: _____