

Centre Number						Candidate Number				
Surname										
Other Names										
Candidate Signature										



General Certificate of Secondary Education
Foundation Tier
June 2010

Information and Communication Technology (Specification B)(Short Course)

3528/F
F

Written Paper

Monday 21 June 2010 9.00 am to 10.00 am

You will need no other materials.
You may use a calculator.

Time allowed

- 1 hour

Instructions

- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer **all** questions.
- You must answer the questions in the spaces provided. Do not write outside the box around each page or on blank pages.
- Do all rough work in this book. Cross through any work you do not want to be marked.

Information

- The marks for questions are shown in brackets.
- The maximum mark for this paper is 60.

For Examiner's Use	
Examiner's Initials	
Question	Mark
1	
2	
3	
4	
5	
6	
7	
8	
TOTAL	



J U N 1 0 3 5 2 8 F 0 1

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

- 1 ZoneGem sells watches and jewellery.
A secretary is writing a letter using word processing software. The letter looks like this.

ZoneGem
Universe House
Little Norton
Anderstown
AN12 2ZZ

01288 674765
bn@ZoneGem.com

21/06/2010

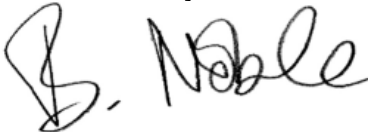
Dear Mr Kowalczyk

Many thanks for your order. We do not have all the items on your order in stock.

You can choose: next day delivery; within 3 working days; or economy.

We have the SWgold watch in stock at a cost of £350.

Yours sincerely



B Noble

} Paragraph A

} Paragraph B

- 1 (a) Tick **two** boxes to show features of word processing software that could be used to improve the letter.

	Tick two boxes
Bar chart	
Bold	
Sound	
Font size	
Wizard	


(2 marks)



- 1 (b) The secretary wants to align some text.
Write **one** label in each box to name the type of alignment shown.


Label	Type of Alignment
A	Left
B	Centred
C	Right
D	Justified
E	Horizontal

- 1 (b) (i)

	Write one label in the box
	

(1 mark)

- 1 (b) (ii)

	Write one label in the box
	

(1 mark)

- 1 (c) The secretary is going to rearrange the letter so that paragraph A is below paragraph B.
Write the labels in order to show how the secretary could do this.

Label	Operation
A	paste
B	cut
C	position the cursor after paragraph B
D	highlight paragraph A

Label

(2 marks)

Question 1 continues on the next page

Turn over ►



- 1 (d) The secretary is designing a logo for ZoneGem to be used in the letter heading. Write **one** label in each box to name the feature used.

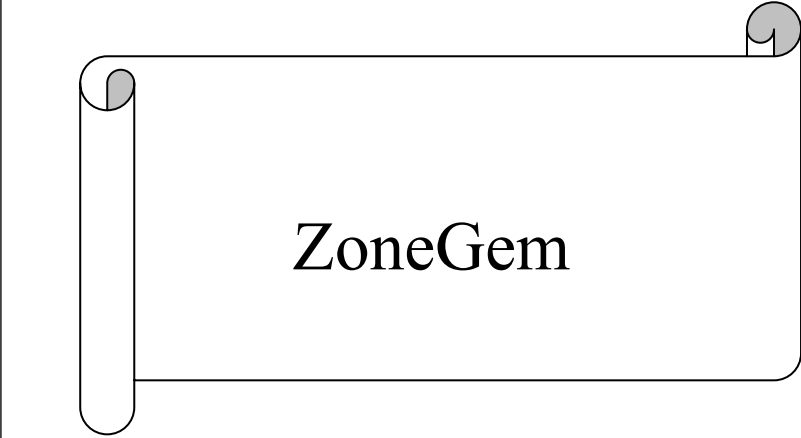
Label	
A	Page layout
B	Wizard
C	Autoshape
D	Template
E	Word art

- 1 (d) (i)

Feature	Write one label in the box
	

(1 mark)

- 1 (d) (ii)

Feature	Write one label in the box
	

(1 mark)



Turn over for the next question

**DO NOT WRITE ON THIS PAGE
ANSWER IN THE SPACES PROVIDED**

Turn over ▶



- 2 A plumber uses a computer to work out the cost of refurbishing a kitchen for a customer. This is known as a quotation. Part of the information displayed on the monitor is shown below.

	A	B	C	D
1	Materials	Unit Cost	Quantity	
2	Sink	£200.00	1	£200.00
3	Sink taps	£50.00	2	£100.00
4	Washing machine	£350.00	1	£350.00
5	Washing machine taps	£25.00	2	£50.00
6	Wall tiles	£2.00	50	£100.00
7	Floor tiles	£5.00	100	£500.00
8	Total cost of materials			£1300.00
9	Labour costs			£500.00
10	Total cost of materials and labour			£1800.00
11	VAT			£270.00
12	Total cost to customer			£2070.00

- 2 (a) Tick **one** box to show the type of software the plumber has used.

	Tick one box
presentation	
e-mail	
graphics	
spreadsheet	
web browser	

(1 mark)

- 2 (b) Write **one** label in each box to show a cell with the feature described.

Label	Cell
A	A6
B	D8
C	C5
D	D5
E	A0

- 2 (b) (i)

Feature	Write one label in the box
Cell content is text	

(1 mark)



2 (b) (ii)

Feature	Write one label in the box
Cell content is number	

(1 mark)

2 (b) (iii)

Feature	Write one label in the box
Cell format is currency	

(1 mark)

2 (b) (iv)

Feature	Write one label in the box
Cell content is the formula =B5*C5	

(1 mark)

2 (c) (i) Tick **one** box to show an advantage to the plumber in using the software.

	Tick one box
The quotation can be edited to produce a similar quotation for another customer	
The plumber must have access to a computer to produce a quotation	
The plumber is also a qualified electrician	
The computer is a laptop	
The plumber wants to attend college to get more qualifications	

(1 mark)

2 (c) (ii) Tick **one** box to show a disadvantage to the plumber in using the software.

	Tick one box
The quotation can be edited to produce a similar quotation for another customer	
The plumber has to have access to a computer to produce a quotation	
The plumber is also a qualified electrician	
The computer is a laptop	
The plumber wants to attend college to get more qualifications	

(1 mark)

7

Turn over ►



- 3** A doctor looks at information about patients on a computer.
This is part of the information displayed on the monitor.

	Patient Number	Surname	Gender	Admission Date	Doctor
	0453	Jackson	M	10/01/2010	Parkinson
	0371	Bolton	F	15/03/2010	Parkinson
	0882	Walton	F	20/03/2010	James
	0061	Singh	M	03/04/2010	Aziz
	0263	Janiak	F	07/04/2010	Parkinson
▶					

- 3 (a)** Tick **one** box to show the type of software the doctor would use.

	Tick one box
presentation	
database	
graphics	
e-mail	
library	

(1 mark)

- 3 (b)** State **one** other field that should be included in a patient's record and give **one** reason why the doctor would find the field useful.

Field that should be included:

.....

Reason why the doctor would find the field useful:

.....

.....

(2 marks)



- 3 (c) Write **one** label in each box to complete the sentences to show why the **Gender** field has been coded.

Label	
A	input
B	control
C	answer
D	storage
E	feedback

- 3 (c) (i) Coded information can be faster to . (1 mark)

- 3 (c) (ii) Coded information takes up less space on the hard disk. (1 mark)

- 3 (d) The information displayed on the monitor has already been sorted. Tick **one** box to show the field the information has been sorted on.

	Tick one box
Patient Number	
Surname	
Gender	
Admission Date	
Doctor	

(1 mark)

- 3 (e) The doctor is searching for patients' information.

Write down the **Surname(s)** in the record(s) selected using this search condition.

Search Condition: **Surname** contains 'Jac'

Surname(s) in the record(s) selected:

..... (1 mark)

7

Turn over ▶



4 E-mail is used at work and at home.

4 (a) Tick **two** boxes to show which of the following could be valid e-mail addresses.

	Tick two boxes
yusuf%20%.sch.nt	
johnp@electro.sch.uk	
customerservices*shopping.com	
paul@collins@man.ac.uk	
admin@hickleyhealth.co.uk	

(2 marks)

4 (b) Tick **two** boxes to show what can be attached to an e-mail.

	Tick two boxes
A spreadsheet	
A hard disk	
A .jpg file	
A star network	
A window	

(2 marks)

4 (c) When you receive an e-mail on a computer, you can reply to it, forward it or delete it. Tick **two** boxes to show which of these statements are true.

	Tick two boxes
When you reply to an e-mail, the e-mail is automatically addressed to the person who sent it to you	
When you forward an e-mail, you have to enter the e-mail address of the person you are sending it to	
When you forward an e-mail, all attachments are removed	
When you have sent an e-mail, you can never look at it again	
You can receive e-mail that is not addressed to you	

(2 marks)



- 4 (d)** A householder is buying the weekly shopping online and discovers a new website for shopping.
The home page is attractively designed with pictures of goods for sale on it.
The householder wants to persuade a friend to use this website. The householder could e-mail the home page to the friend or could send an e-mail with a link to the home page in it.

- 4 (d) (i)** Tick **one** box to show an advantage to the householder in e-mailing the home page.

	Tick one box
When opened, the e-mail shows immediately that the home page is attractive	
The e-mail is automatically virus checked when downloaded	
The e-mail is smaller and will upload and download faster	
The e-mail link is in an attractive font and colour	
The e-mail is larger and will upload and download more slowly	

(1 mark)

- 4 (d) (ii)** Tick **one** box to show an advantage to the householder in sending an e-mail with a link to the home page in it.

	Tick one box
When opened, the e-mail shows immediately that the home page is attractive	
The e-mail is automatically virus checked when downloaded	
The e-mail is smaller and will upload and download faster	
The e-mail link is in an attractive font and colour	
The e-mail is larger and will upload and download more slowly	

(1 mark)

8

Turn over for the next question

Turn over ▶



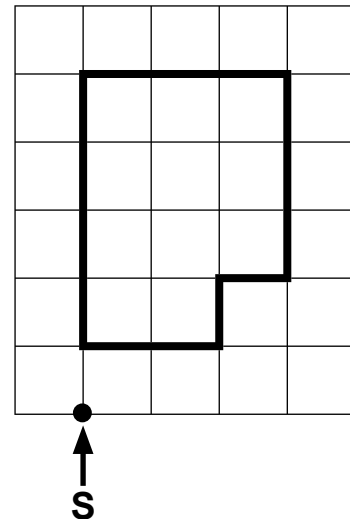
5 A worker is using a computer controlled cutter to cut a shape out of a sheet of rigid plastic.

These are examples of instructions that control the cutter.

Instruction	What the cutter does
Up	The cutter stops cutting and is raised above the plastic sheet
Down	The cutter moves into the cutting position on the plastic sheet
Move 5	Move forward 5 units. In the down position the plastic sheet will be cut but in the up position the cutter moves over the sheet without cutting it
Left	Turn left 90 degrees
Right	Turn right 90 degrees
To start	Returns the cutter to the starting position

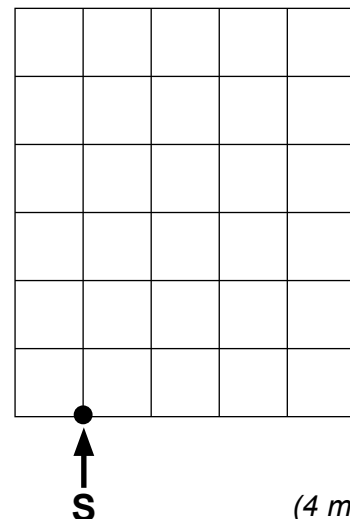
5 (a) These instructions cut out the shape below. The cutter starts at S and is returned to S.

- Up
- Move 1
- Down
- Move 4
- Right
- Move 3
- Right
- Move 3
- Right
- Move 1
- Left
- Move 1
- Right
- Move 2
- Up
- To start



Draw on the grid the shape cut out by the instructions below. You should start at S and return to S.

- Up
- Move 2
- Down
- Move 2
- Right
- Move 3
- Right
- Move 2
- Right
- Move 3
- Up
- To start

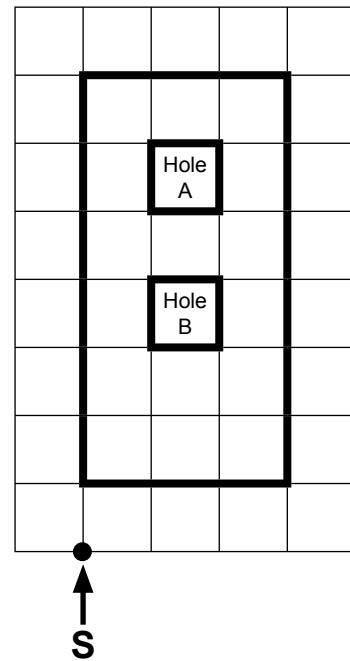


(4 marks)



5 (b) These instructions remove hole A. The cutter starts at S and is returned to S.

- Up
- Move 5
- Right
- Move 1
- Down
- Move 1
- Left
- Move 1
- Left
- Move 1
- Left
- Move 1
- Up
- To start



Write the instructions to remove hole B. The cutter starts at S and is returned to S.

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(4 marks)

Turn over ▶



- 6 SilverDVD is a company that rents out DVDs to its members. SilverDVD use an ICT system to keep track of DVDs rented to members.
- 6 (a) SilverDVD’s employees have user documentation to help them use the ICT system. Employees complain that some of the user documentation is not very good. This is part of the documentation they complain about.

Reports are produced using the report writer feature which is usually in the report menu. If you don’t see the report wizard in the report menu may not be installed click select install click on OK and report and click on OK. Data from archived database files can be included by selecting. Before including fields make sure the field’s match in the source archive file with the report.

- 6 (a) (i) Tick **two** boxes to show why this is not good user documentation.

	Tick two boxes
The documentation is in two columns	
The text is too large to read comfortably	
There are spelling mistakes and grammatical errors	
The documentation has a frame round it	
The font is Arial	

(2 marks)

- 6 (a) (ii) Give **one** other reason why this is not good user documentation.

.....

.....

(1 mark)



6 (b) User documentation can be made available as a printed manual.

Tick **two** boxes to show other ways documentation can be made available.

	Tick two boxes
As help in the software	
As a .mp3 file saved on a USB memory stick	
On a keyboard	
On a webcam	
As a .pdf file saved on a USB memory stick	

(2 marks)

6 (c) SilverDVD are going to introduce a new ICT system.

Write **one** label in each box to show at which stage of the ICT systems life cycle each task is carried out.

Label	
A	Specification
B	Design
C	Implementation
D	Testing
E	Documentation

6 (c) (i) Task: Purchase the hardware and software to be used

(1 mark)

6 (c) (ii) Task: Check that the ICT system works

(1 mark)

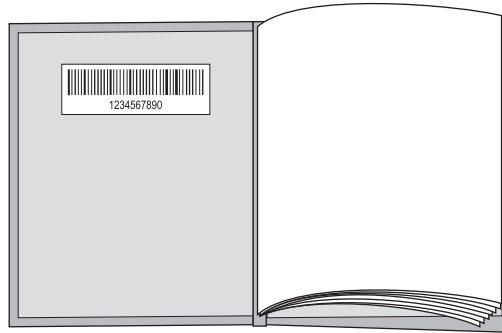
7

Turn over for the next question

Turn over ▶



- 7 A school library uses an ICT system to keep track of books. The librarian puts a bar code in each book.



- 7 (a) Write **one** label in each box to complete the sentences.

Label	
A	pupil
B	bar code reader
C	book
D	word processor
E	keyboard

- 7 (a) (i) Bar codes can be input faster and more accurately using a . (1 mark)
- 7 (a) (ii) The librarian can enter the number printed under the bar code using a . (1 mark)
- 7 (b) Tick **one** box to show why the number is printed under the bar code.

	Tick one box
If the bar code cannot be read by the ICT system the librarian enters the number	<input type="checkbox"/>
The ICT system reads the number not the bar code	<input type="checkbox"/>
Most people can read bar codes	<input type="checkbox"/>
Most people do not read library books	<input type="checkbox"/>
The number has coded information which is not in the bar code	<input type="checkbox"/>

(1 mark)



- 7 (c) Using the school library ICT system can be difficult and documentation is provided to help users.

Write **one** label in each box to complete the sentences.

Label	
A	parents
B	the ICT technician
C	the school secretary
D	Ofsted
E	the librarian

- 7 (c) (i) Technical documentation could be useful to . (1 mark)

- 7 (c) (ii) User documentation could be helpful to . (1 mark)

- 7 (d) Tick **two** boxes to show reasons to justify the use of an ICT system in the library.

	Tick two boxes
There are 50 books in the school library	<input type="checkbox"/>
The school library has over 50,000 books	<input type="checkbox"/>
Pupils only have access to the school library in Citizenship lessons	<input type="checkbox"/>
There are 20 pupils at the school	<input type="checkbox"/>
There are 2,000 pupils attending the school	<input type="checkbox"/>

(2 marks)

7

Turn over for the next question

Turn over ▶



8 People often use ICT at home and when they relax or do leisure activities.

8 (a) A wireless home network includes three laptops and a desktop computer, and these can all use the Internet at the same time.

8 (a) (i) Tick **one** box to show the hardware needed so users can access the Internet over the home network.

	Tick one box
Printer	
Modem	
Webcam	
Web browser	
Digital camera	

(1 mark)

8 (a) (ii) Draw a labelled diagram of the wireless home network. You should include three laptops, a desktop computer and the other essential hardware needed so that users can access the Internet.

(4 marks)



8 (b) Discuss ways in which the use of ICT extends what people can do at home, and when they relax or do leisure activities.

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(3 marks)

8

END OF QUESTIONS



There are no questions printed on this page

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