



Leave blank

SECTION A

Answer ALL questions.  
For each question, choose an answer A, B, C or D and put a cross in the box.  
Mark only one answer for each question. If you change your mind, put a line through the box and then mark your new answer with a cross.

eg: Mark the box like this:

<input type="checkbox"/> A
<input type="checkbox"/> B
<input checked="" type="checkbox"/> C <i>This shows your answer</i>
<input type="checkbox"/> D

If you change your mind, mark the boxes like this:

<input checked="" type="checkbox"/> A <i>This shows your final answer</i>
<input type="checkbox"/> B
<input checked="" type="checkbox"/> C <i>First answer</i>
<input type="checkbox"/> D

1. Which of these are **both** output devices?

- A speaker and scanner
- B scanner and mouse
- C scanner and monitor
- D speaker and monitor

(Total 1 mark)

Q1

2. Floppy disks and CD ROMs are examples of :

- A output devices
- B software
- C backing storage
- D input devices

(Total 1 mark)

Q2

3. When using a word processor a title can be centred on the page. This is an example of:

- A justifying
- B text wrapping
- C spacing
- D inserting

(Total 1 mark)

Q3



<p>4. Which of these is <b>both</b> an input and an output device?</p> <p><input type="checkbox"/> A concept keyboard</p> <p><input type="checkbox"/> B touch screen</p> <p><input type="checkbox"/> C scanner</p> <p><input type="checkbox"/> D speaker</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Leave blank</p> <p style="text-align: center;">Q4</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
<p>5. Marina would like to store details of family addresses, telephone numbers and birthdays on her computer. The most appropriate program to use is a:</p> <p><input type="checkbox"/> A database</p> <p><input type="checkbox"/> B spreadsheet</p> <p><input type="checkbox"/> C word processor</p> <p><input type="checkbox"/> D desktop publisher</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;">Q5</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
<p>6. Which of these communication methods would <b>not</b> need an Internet connection?</p> <p><input type="checkbox"/> A telephone</p> <p><input type="checkbox"/> B e-mail</p> <p><input type="checkbox"/> C video conferencing</p> <p><input type="checkbox"/> D chat rooms</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;">Q6</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
<p>7. Jack often uses a word processor. When he types his name it always comes up as an error. To make sure this does not happen again Jack should:</p> <p><input type="checkbox"/> A use a grammar checker</p> <p><input type="checkbox"/> B use find and replace</p> <p><input type="checkbox"/> C ignore the error</p> <p><input type="checkbox"/> D add his name to the dictionary</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;">Q7</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
<p>8. When storing database information which answer shows the order in size from smallest to largest?</p> <p><input type="checkbox"/> A record, file, field</p> <p><input type="checkbox"/> B field, file, record</p> <p><input type="checkbox"/> C field, record, file</p> <p><input type="checkbox"/> D file, field, record</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;">Q8</p> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>





<p>9. A word processor is an example of:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A an applications package</li><li><input type="checkbox"/> B an operating system</li><li><input type="checkbox"/> C an utility program</li><li><input type="checkbox"/> D a graphics package</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	Leave blank  <b>Q9</b> <input type="text"/>
<p>10. The instructions on a data capture form say that a box should be shaded in for each answer chosen.</p> <p>This is an example of:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A bar coding</li><li><input type="checkbox"/> B OCR</li><li><input type="checkbox"/> C MICR</li><li><input type="checkbox"/> D OMR</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q10</b> <input type="text"/>
<p>11. A school has introduced a new network system. Which of these could <b>not</b> be used as the user interface?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A GUI</li><li><input type="checkbox"/> B multi user</li><li><input type="checkbox"/> C menu driven</li><li><input type="checkbox"/> D command line</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q11</b> <input type="text"/>
<p>12. On data entry <i>Manchester</i> is shortened to <i>Man</i>. This is called:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A encrypting</li><li><input type="checkbox"/> B replicating</li><li><input type="checkbox"/> C encoding</li><li><input type="checkbox"/> D compressing</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q12</b> <input type="text"/>



<p><b>13.</b> Multi-copy invoices are printed on self-carbonised paper. The most appropriate type of printer to use is:</p> <p><input type="checkbox"/> <b>A</b> laser</p> <p><input type="checkbox"/> <b>B</b> dot matrix</p> <p><input type="checkbox"/> <b>C</b> inkjet</p> <p><input type="checkbox"/> <b>D</b> bubble jet</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Leave blank</p> <p style="text-align: center;"><b>Q13</b></p> <p style="text-align: center;">□</p>
<p><b>14.</b> Which one of these is <b>not</b> a validation check?</p> <p><input type="checkbox"/> <b>A</b> typical check</p> <p><input type="checkbox"/> <b>B</b> range check</p> <p><input type="checkbox"/> <b>C</b> type check</p> <p><input type="checkbox"/> <b>D</b> length check</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;"><b>Q14</b></p> <p style="text-align: center;">□</p>
<p><b>15.</b> Which one of these is <b>not</b> a true statement when using a bar coding system?</p> <p><input type="checkbox"/> <b>A</b> data input is accurate</p> <p><input type="checkbox"/> <b>B</b> data input is fast</p> <p><input type="checkbox"/> <b>C</b> the bar code is a unique number</p> <p><input type="checkbox"/> <b>D</b> the bar code must include the price</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;"><b>Q15</b></p> <p style="text-align: center;">□</p>
<p><b>16.</b> When an e-mail is received it can be sent on to other e-mail addresses. This is:</p> <p><input type="checkbox"/> <b>A</b> forwarding</p> <p><input type="checkbox"/> <b>B</b> replying</p> <p><input type="checkbox"/> <b>C</b> mailing</p> <p><input type="checkbox"/> <b>D</b> attaching</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;"><b>Q16</b></p> <p style="text-align: center;">□</p>
<p><b>17.</b> Which of these is <b>not</b> a principle of the Data Protection Act?</p> <p><input type="checkbox"/> <b>A</b> data must be kept secure</p> <p><input type="checkbox"/> <b>B</b> data must be relevant and not excessive</p> <p><input type="checkbox"/> <b>C</b> data cannot be copied without permission</p> <p><input type="checkbox"/> <b>D</b> data must be accurate and up to date</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p style="text-align: center;"><b>Q17</b></p> <p style="text-align: center;">□</p>





<p>18. Two formats for graphics files are:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A bitmap and clipart</li><li><input type="checkbox"/> B vector and bitmap</li><li><input type="checkbox"/> C vector and clipart</li><li><input type="checkbox"/> D bitmap and CAD</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	Leave blank  <b>Q18</b> <input type="text"/>
<p>19. Which of these is a true statement about ROM?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A data is lost when the computer is switched off</li><li><input type="checkbox"/> B data can be changed</li><li><input type="checkbox"/> C it is non-volatile</li><li><input type="checkbox"/> D it is volatile</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q19</b> <input type="text"/>
<p>20. Which of these is <b>not</b> a function of the operating system?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A communicating with the system's hardware</li><li><input type="checkbox"/> B managing the system's resources</li><li><input type="checkbox"/> C performing arithmetic calculations</li><li><input type="checkbox"/> D monitoring the performance of the system</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q20</b> <input type="text"/>
<b>TOTAL FOR SECTION A: 20 MARKS</b>	



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**SECTION B**

1. 'Zest for Life' collects personal data from members when they join a studio. This data is entered into the MEMBERS file.

Here is part of the file.

MEMBER-ID	SURNAME	FORENAME	DATE OF BIRTH	GENDER	MEMBER TYPE	LAST VISIT
1036	Briggs	Reece	07/07/93	M	J	06/11/07
0046	McShane	Leanne	09/12/75	F	F	13/05/08
1075	Nannar	Kulbir	25/02/79	M	F	24/02/08
1062	Jones	Carl	16/11/94	M	J	31/12/07
1145	Skirrow	Edmond	15/09/80	M	O	17/04/08
0076	Logan	Justine	16/05/84	F	O	21/10/07
0672	Singh	Amandeep	29/03/89	M	F	14/04/08
1032	Armson	George	12/11/78	M	O	13/03/08

- (a) (i) State how many records are shown.

.....  
(1)

- (ii) Give the **SURNAME** of the youngest member shown.

.....  
(1)

- (iii) Give the **MEMBER-ID** of one of the female members.

.....  
(1)

- (b) The database needs to be sorted in ascending order of **SURNAME**.

State the **DATE OF BIRTH** of the member who will be first on the sorted list.

.....  
(1)





Leave blank

(c) Being able to sort data is one function of database software.

Give **two** other functions of database software that make it suitable for storing members' data.

1 .....

.....

2 .....

.....

(2)

(d) After their data is entered into the database the member is issued with a membership card. The card is swiped each time the member visits a studio.

(i) State what data **must** be stored on the card.

.....

(1)

(ii) State where the data is stored on the card.

.....

(1)

(iii) State what data will be recorded on the database when the card is swiped.

.....

.....

(1)

(e) 'Zest for Life' would like a list of the junior male members.

This search is entered  
MEMBER TYPE equals J OR GENDER equals M

The search produces a list of all the junior male and junior female members.

Write the correct search.

.....

.....

(2)

(Total 11 marks)

QB1





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(c) Contacting members by letter can be expensive.

Other than cost give **one** advantage and **one** disadvantage for each of these forms of communication compared to sending letters.

**E-mail**

Advantage .....

.....

Disadvantage .....

.....

**Telephone**

Advantage .....

.....

Disadvantage .....

.....

(4)

QB2

(Total 14 marks)



3. 'Zest for Life' produces a monthly newsletter.

(a) The outline of the newsletter is saved as a template that can be used each month. This means that fixed information, like the 'Zest for Life' logo, would not need to be entered each time.

Give **two** other benefits of using a template for the newsletter.

- 1 .....
  - .....
  - 2 .....
  - .....
- (2)**

(b) Desktop publishing software is used to create the newsletter.

Give **three** reasons, other than templates, why desktop publishing is chosen for this task rather than word processing software.

- 1 .....
  - .....
  - 2 .....
  - .....
  - 3 .....
  - .....
- (3)**

(c) Give **two** benefits to 'Zest for Life' of making the newsletter available via their website.

- 1 .....
  - .....
  - 2 .....
  - .....
- (2)**



Leave  
blank

(d) (i) Give an input device that could be used to insert a paper-based map into the newsletter.

.....  
(1)

(ii) Give an output device that could be used to produce a hard copy of the newsletter.

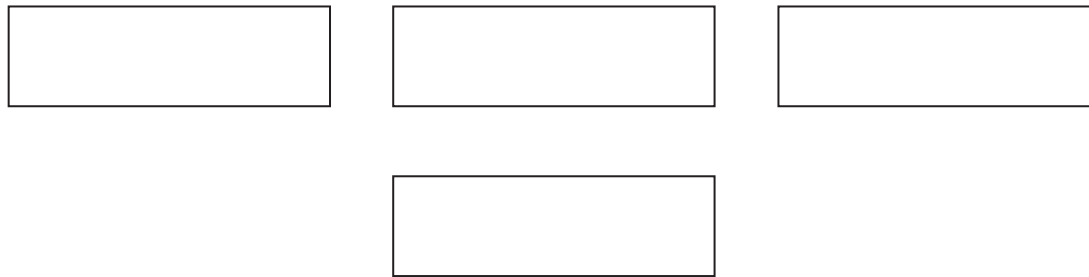
.....  
(1)

(iii) Give an appropriate storage medium for a backup copy of the newsletter.

.....  
(1)

(e) A diagram can be used to show how the components of a computer system are connected.

This diagram is incomplete



Complete the diagram by:

- labelling the components with *backing storage*, *input*, *output* and *process*.
- indicating the flow of data using arrows

(3)

QB3

(Total 13 marks)



4. In order to monitor members' progress, mentors record personal statistics in a spreadsheet.

Here is part of the spreadsheet.

	A	B	C	D	E
1	NAME	WEIGHT(kg)	HEIGHT(m)	BMI	CATEGORY
2	Huckle: Robyn	62.73	1.85	18.3	U
3	McShane: Leanne	63.64	1.64	23.7	A
4	Nannar: Kulbir	60.84	1.77	19.4	A
5	Lackland: Daniel	80.84	1.79	25.2	O
6	Skirrow: Edmond	70.00	1.69	24.5	A
7	Logan: Justine	44.01	1.56	18.1	U
8	Singh: Amandeep	73.18	1.87	20.9	A

(a) One statistic that is used is Body Mass Index (BMI). This is calculated for adults by dividing weight (kg) by height squared (m<sup>2</sup>).

(i) State the address of the cell that contains Edmond Skirrow's BMI.

.....  
(1)

(ii) State the contents of cell C7.

.....  
(1)

(b) Give **two** features of spreadsheet software that make it suitable for recording personal statistics.

1 .....

.....

2 .....

.....  
(2)



(c) Robyn Huckle's weight has been incorrectly entered.  
Identify **one** cell that must change when the error is corrected.

..... (1)

(Total 5 marks)

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QB4

**TOTAL FOR SECTION B: 40 MARKS**  
**(Quality of Written Communication: 3 Marks)**  
**TOTAL FOR PAPER: 63 MARKS**

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