

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 checked="" 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 is an output device?

- A data logger
- B joystick
- C scanner
- D plotter

(Total 1 mark)

Q1

2. VDU stands for

- A Visual Display Unit
- B Virtual Display Unit
- C Virtual Digital Unit
- D Visual Digital Unit

(Total 1 mark)

Q2

3. A spreadsheet is an example of

- A an input device
- B hardware
- C software
- D storage

(Total 1 mark)

Q3



4. The type of software used to produce and run a slide show is

- A desktop publishing
- B presentation
- C graphics
- D framing

(Total 1 mark)

Q4

5. CPU stands for

- A Central Peripheral Unit
- B Central Processing Unit
- C Control Processing Unit
- D Control Peripheral Unit

(Total 1 mark)

Q5

6. In a spreadsheet which formula would be used to divide the contents of cell D5 by 4?

- A =D5/4
- B D5/4
- C =D4*5
- D =5/D4

(Total 1 mark)

Q6

7. Writing an e-mail, when not connected to the internet, is known as

- A working in-line
- B forwarding
- C working off-line
- D working on-line

(Total 1 mark)

Q7

8. Which one of these would **not** prevent loss of data?

- A backup onto a floppy disc
- B spellcheck
- C autosave
- D password protected files

(Total 1 mark)

Q8



9. The two pieces of software used to produce a mail merged letter are

- A word processor and database
- B word processor and mail merge
- C database and spreadsheet
- D database and mail merge

(Total 1 mark)

Q9

10. RAM stands for

- A Read Any Memory
- B Random Access Memory
- C Read Access Memory
- D Random Area Memory

(Total 1 mark)

Q10

11. When entering data into a database Newcastle is abbreviated to NCL.
This is an example of

- A encryption
- B formatting
- C encoding
- D analysis

(Total 1 mark)

Q11

12. The key field in a database **must** be

- A unique
- B numerical
- C encoded
- D text

(Total 1 mark)

Q12

13. Operating systems that can run more than one program at a time are known as

- A multi tasking
- B utility programs
- C networking
- D multi system

(Total 1 mark)

Q13



14. The Act introduced to make hacking illegal is the

- A Data Protection Act
- B Copyright, Designs and Patents Act
- C Computer Misuse Act
- D Hacking Protection Act

(Total 1 mark)

Q14

15. The correct order for the data capture process is

- A collection, preparation, input, verification
- B verification, preparation, collection, input
- C preparation, input, collection, verification
- D collection, input, preparation, verification

(Total 1 mark)

Q15

16. Which one of these is **not** an optical storage medium?

- A CD-R
- B CD-ROM
- C USB pen drive
- D DVD

(Total 1 mark)

Q16

17. ROM and RAM are both types of computer memory. Identify the correct row in the table

	ROM	RAM
<input type="checkbox"/> A	volatile memory	volatile memory
<input type="checkbox"/> B	volatile memory	permanent memory
<input type="checkbox"/> C	permanent memory	volatile memory
<input type="checkbox"/> D	permanent memory	permanent memory

(Total 1 mark)

Q17



18. Customers buying goods on the internet can pay by credit card.
The process of transferring money in this way is known as

- A EFT
- B COM
- C BACS
- D FAST

(Total 1 mark)

Q18

19. Which one of these is **not** an operating system utility program?

- A backup
- B print manager
- C file renaming
- D file saving

(Total 1 mark)

Q19

20. Pilots are trained to fly aeroplanes using flight simulators.
Which of the statements is **not** true for a flight simulator?

- A a variety of weather conditions can be simulated
- B it is cheaper than flying real aeroplanes
- C all conditions can be simulated accurately
- D trainees are put in less danger

(Total 1 mark)

Q20

TOTAL FOR SECTION A: 20 MARKS



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TURN OVER FOR SECTION B



SECTION B

1. Details of stocks of standard furniture are held in the **STAND-FURN** spreadsheet. Part of the **STAND-FURN** spreadsheet is shown.

	A	B	C	D	E	F	G	H
1	STOCK NUMBER	STOCK NAME	OPENING STOCK	CLOSING STOCK	NUMBER SOLD	COST PRICE	PROFIT (10%)	SELLING PRICE
2	YBC600	York 600cm Bookcase	57	22	35	£345.00	£34.50	£379.50
3	YBC500	York 500cm Bookcase	49	32	17	£124.00	£12.40	£136.40
4	CWR600	Chester 600cm Wine Rack	65	50	15	£229.00	£22.90	£251.90
5	CCB600	Chester 600cm Cabinet	68	35	33	£425.00	£42.50	£467.50
6	YWR500	York 500cm Wine Rack	143	57	86	£189.00	£18.90	£207.90
7	CCB500	Chester 500cm Cabinet	27	22	5	£367.00	£36.70	£403.70

- (a) (i) State the contents of cell D5.

.....
(1)

- (ii) State the address of the cell that contains stock number CWR600.

.....
(1)

- (iii) State the address of the cell which gives the COST PRICE of the Chester 500cm Cabinet.

.....
(1)

- (b) The COST PRICE column has been set to show values as currency.

Identify the function of the software that has been used to do this.

.....
(1)



- (c) The NUMBER SOLD is calculated by subtracting CLOSING STOCK from OPENING STOCK.

Write down the formula used to calculate the NUMBER SOLD for York 500cm Wine Rack.

..... (1)

- (d) The SELLING PRICE is calculated by adding the PROFIT to the COST PRICE. The PROFIT is 10% of the COST PRICE.

- (i) Write down the formula used in cell G3 to calculate the PROFIT for a York 500cm Bookcase.

..... (1)

- (ii) Write down the formula used in cell H3 to calculate the SELLING PRICE for a York 500cm Bookcase.

..... (1)

- (e) The company would like to create a bar chart showing CLOSING STOCK for each item of standard furniture.

Write down the instructions to create this bar chart.

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

(6)

(Quality of Written Communication: 3 marks)

(Total 16 marks)

QB1

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2. 'Pineforyou' manufactures furniture designed to suit the individual requirements of customers.

(a) Identify the type of specialised software that 'Pineforyou' would use to create these designs.

.....
(1)

(b) Identify a device, other than a printer, that could be used to produce hard copies of these designs.

.....
(1)

(c) 'Pineforyou' writes letters to inform customers when their designs are ready.

(i) Name the most appropriate software to use.

.....
(1)

(ii) One way to reduce errors in the letters is to use the spellcheck function of the software. A spellcheck would not always identify spelling mistakes in the names of customers.

Give two other spelling mistakes that the spellcheck would not identify.

Mistake 1

.....
.....

Mistake 2

.....
.....
(2)

(iii) Identify another function of the software that could be used to reduce errors in the letters.

.....
.....
(1)



(iv) Verification can also be used to make sure the letters are accurate.

Give **one** method of verification.

.....
.....

(1)

(d) This table shows some hardware devices.

Put a tick in the correct column to show whether the device is used for input, output or storage.

	Input	Output	Storage
Monitor			
Mouse			
Floppy Disk Drive			
Scanner			
Keyboard			
Hard Drive			

(6)

QB2

(Total 13 marks)

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3. Customer details are held in the **CUSTOMER-FILE** database.

Part of this file is shown.

REF. NO.	SURNAME	TITLE	INITIAL	POST CODE	LAST PURCHASE DATE
06086	Jones	Mr	S	SR4 9JK	01/02/07
98103	Sangha	Mr	G	NE24 6HY	05/06/05
97065	Durran	Mrs	E A	NS54 81H	06/12/08
02105	Courr	Mr	B	DH2 7HG	16/10/08
05076	Jackson	Miss	G	SR6 9PF	06/12/06
97067	Barkley	Miss	D G	ST56 9JH	21/09/07
99043	Vandber	Mrs	K H	DS21 8TS	19/01/09
98120	McKay	Mr	M	NE30 7HA	30/11/07

(a) (i) State how many fields are shown.

.....
(1)

(ii) Identify the key field.

.....
(1)

(b) Records in the database may be added, deleted or amended.

Give a reason for making each change.

Add a record

.....

Delete a record

.....

Amend a record

.....

(3)



(c) 'Pineforyou' wants to produce a list showing **only** the customers who have bought furniture in 2008.

A search is carried out on the database.

(i) Identify the field that would be searched to produce this list.

..... (1)

(ii) Identify the function of the software that would be used to produce an alphabetical list of customers.

..... (1)

(d) Validation rules have been set on the REF. NO. field.

A presence check makes sure that data is entered in this field.

Give **two** other types of validation check that could be used for this field.

Check 1

Check 2 (2)

(Total 9 marks)

QB3



4. 'Pineforyou' has installed a Local Area Network (LAN) with workstations in all areas.

(a) Give **three advantages** of using a LAN rather than stand-alone machines.

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

(b) Give **two disadvantages** of using a LAN rather than stand-alone machines.

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

QB4

(Total 5 marks)

TOTAL FOR SECTION B: 43 MARKS

TOTAL FOR PAPER: 63 MARKS

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