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### 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:

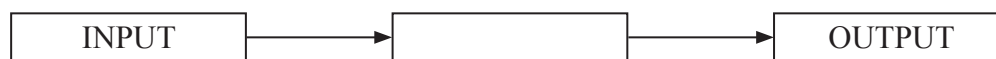
<input type="checkbox"/> A
<input type="checkbox"/> B
<input checked="" type="checkbox"/> C <i>This shows your answer</i>
<input type="checkbox"/> D

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. This diagram shows how a computer system works.

Which word is missing from the diagram?



- A program
- B process
- C feedback
- D record

Q1

(Total 1 mark)

2. Which **one** of these is an input device?

- A scanner
- B speakers
- C monitor
- D printer

Q2

(Total 1 mark)

3. A set of data stored on a disk is called a:

- A report
- B record
- C file
- D field

Q3

(Total 1 mark)



<p>4. The most appropriate storage device for a feature film is a:</p> <p><input type="checkbox"/> A floppy disk</p> <p><input type="checkbox"/> B drawing package</p> <p><input type="checkbox"/> C DVD</p> <p><input type="checkbox"/> D presentation package</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Leave blank</p> <p>Q4</p> <input type="text"/>
<p>5. CDs are:</p> <p><input type="checkbox"/> A hardware</p> <p><input type="checkbox"/> B software</p> <p><input type="checkbox"/> C internal memory</p> <p><input type="checkbox"/> D backup storage</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Q5</p> <input type="text"/>
<p>6. CPU stands for:</p> <p><input type="checkbox"/> A Central Processing Unit</p> <p><input type="checkbox"/> B Central Programming Unit</p> <p><input type="checkbox"/> C Computer Processing Unit</p> <p><input type="checkbox"/> D Computer Programming Unit</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Q6</p> <input type="text"/>
<p>7. A motor is:</p> <p><input type="checkbox"/> A an input device</p> <p><input type="checkbox"/> B a storage device</p> <p><input type="checkbox"/> C an output device</p> <p><input type="checkbox"/> D a processing device</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Q7</p> <input type="text"/>
<p>8. A saved document cannot be changed if it is:</p> <p><input type="checkbox"/> A compressed</p> <p><input type="checkbox"/> B write only</p> <p><input type="checkbox"/> C read only</p> <p><input type="checkbox"/> D archived</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Q8</p> <input type="text"/>





<p>9. Drawing packages allow images to be cropped. Cropping will always:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A increase the size of the whole image</li><li><input type="checkbox"/> B remove part of the image</li><li><input type="checkbox"/> C change the colour of the image</li><li><input type="checkbox"/> D reduce the height of the whole image</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	Leave blank  <b>Q9</b> <input type="text"/>
<p>10. Which data type is used for data which is either true or false?</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A logical</li><li><input type="checkbox"/> B alphanumeric</li><li><input type="checkbox"/> C date</li><li><input type="checkbox"/> D text</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q10</b> <input type="text"/>
<p>11. A CAD package could be used to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A scan a photograph</li><li><input type="checkbox"/> B measure rainfall</li><li><input type="checkbox"/> C create a scaled drawing</li><li><input type="checkbox"/> D simulate an experiment</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q11</b> <input type="text"/>
<p>12. A keyboard that is designed to be comfortable to use is:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A a concept keyboard</li><li><input type="checkbox"/> B a QWERTY keyboard</li><li><input type="checkbox"/> C an alphanumeric keyboard</li><li><input type="checkbox"/> D an ergonomic keyboard</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q12</b> <input type="text"/>



<p><b>13.</b> Which <b>one</b> of these uses magnetic storage?</p> <p><input type="checkbox"/> <b>A</b> CD ROM</p> <p><input type="checkbox"/> <b>B</b> DVD</p> <p><input type="checkbox"/> <b>C</b> Hard disk</p> <p><input type="checkbox"/> <b>D</b> CD RW</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p>Leave blank</p> <p><b>Q13</b></p> <input type="text"/>
<p><b>14.</b> RAM memory is volatile.</p> <p>Data in RAM is:</p> <p><input type="checkbox"/> <b>A</b> stored permanently</p> <p><input type="checkbox"/> <b>B</b> saved when the computer is switched off</p> <p><input type="checkbox"/> <b>C</b> stored externally</p> <p><input type="checkbox"/> <b>D</b> lost when the computer is switched off</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p><b>Q14</b></p> <input type="text"/>
<p><b>15.</b> Which one of these is a principle of the Data Protection Act?</p> <p><input type="checkbox"/> <b>A</b> data cannot be kept for more than one year</p> <p><input type="checkbox"/> <b>B</b> data should be kept secure</p> <p><input type="checkbox"/> <b>C</b> data should not be shown to anyone</p> <p><input type="checkbox"/> <b>D</b> data may be given out for marketing purposes</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p><b>Q15</b></p> <input type="text"/>
<p><b>16.</b> A series of commands developed to solve a problem is:</p> <p><input type="checkbox"/> <b>A</b> an algorithm</p> <p><input type="checkbox"/> <b>B</b> a decision</p> <p><input type="checkbox"/> <b>C</b> a process</p> <p><input type="checkbox"/> <b>D</b> a formula</p> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<p><b>Q16</b></p> <input type="text"/>





<p>17. Automatic backup is a type of:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A security software</li><li><input type="checkbox"/> B application package</li><li><input type="checkbox"/> C communication software</li><li><input type="checkbox"/> D operating system utility</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	Leave blank  <b>Q17</b> <input type="text"/>
<p>18. In a database 'Newcastle' is encoded as 'NCL'.</p> <p>One reason for encoding the data is that it:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A cannot be read by hackers</li><li><input type="checkbox"/> B will be more difficult to understand</li><li><input type="checkbox"/> C is impossible to verify</li><li><input type="checkbox"/> D is easier to validate</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q18</b> <input type="text"/>
<p>19. Some Internet sites contain information unsuitable for children.</p> <p>Parents can restrict the sites that their children access by using a:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> A filter</li><li><input type="checkbox"/> B firewall</li><li><input type="checkbox"/> C browser</li><li><input type="checkbox"/> D virus checker</li></ul> <p style="text-align: right;"><b>(Total 1 mark)</b></p>	<b>Q19</b> <input type="text"/>

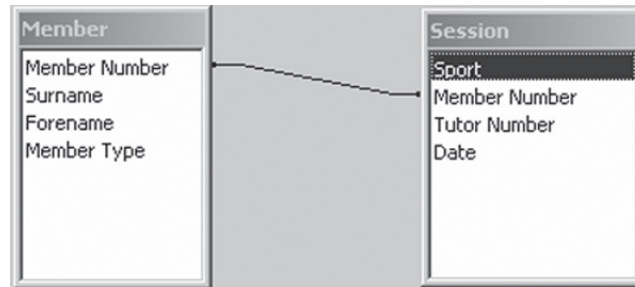


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20. The diagram shows two tables that have been linked in a relational database.

The Member Number is the primary key in the Member table.

What is the term used to describe Member Number in the Session table?



- A foreign key
- B secondary key
- C master key
- D subsidiary key

(Total 1 mark)

Q20

TOTAL FOR SECTION A: 20 MARKS



7

Turn over

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**SECTION B**

1. Information relating to sales and stocks of books is recorded in the **BOOK\_SALES** spreadsheet.

Part of the **BOOK\_SALES** file is shown.

	A	B	C	D	E
1	Ref. No.	Purchase Price	Selling Price	Opening Stock	Closing Stock
2	JTH7262	£6.00	£6.60	35	13
3	FAU1524	£8.00	£8.80	100	41
4	FCO1053	£12.50	£13.75	65	30
5	GCO3162	£6.00	£6.60	105	75
6	JSC0423	£12.00	£13.20	90	45
7	GAU0042	£15.50	£17.05	75	45
8	JTH1932	£8.50	£9.35	120	37
9	FSC0076	£20.00	£22.00	80	42
10	JTH1965	£6.00	£6.60	105	65

(a) State the address of a cell that contains numeric data.

..... (1)





Leave  
blank

(b) State the address of the cell which gives the **Opening Stock** for GC03162

.....  
(1)

(c) State the address of the cell that shows the **Purchase Price** of the most expensive book.

.....  
(1)

(d) The **Selling Price** is calculated by adding 10% to the **Purchase Price**.

(i) Write down the formula that has been entered in cell C2 to calculate the **Selling Price** for JTH7262.

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

(ii) Name the process that can be used to copy the formula in cell C2 for use in cells C3 to C10.

.....  
(1)

(e) The **Purchase Price** values have been formatted as currency.

Write down how this was done.

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



Leave blank

(f) A bar chart has been produced for 'Bobbies Bookstore' to show the **Closing Stock** for each book. The chart is saved as CS\_CHART for later use.

Here is the chart.



The manager would like to insert the chart into a word processed sales report.

Explain how the manager would do this.

.....

.....

.....

.....

.....

.....

.....

(4)

(Quality of Written Communication: 3 marks)

(Total 15 marks)

QB1



Leave blank

2. Sales at 'Bobbies Bookstore' are processed through the EPOS system.

(a) The table shows the steps that are carried out by the EPOS system. They are not in the correct order.

Put them in the correct order by putting a number next to each step. The first one is done for you.

Steps in the EPOS process	Step No.
The price is sent to the till.	
The bar code is scanned.	1
An itemised receipt is printed.	
The item price is found.	
The information is sent to the computer database.	

(4)

(b) The EPOS system has advantages for both 'Bobbies Bookstore' and its customers.

(i) Identify **two** advantages for 'Bobbies Bookstore'.

Advantage 1 .....

Advantage 2 .....

(2)

(ii) Identify **two** advantages for customers.

Advantage 1 .....

Advantage 2 .....

(2)

QB2

(Total 8 marks)



3. Hugo Stanton, a well known author, is visiting 'Bobbies Bookstore' to sign his latest book for customers. One of the administration staff has produced a flyer to hand out to local people.

Here is the first draft of the flyer.

Bobbies Bookstore

May Book Signing

*How to Pass Your Exams*

Hugo Stanton

Published by Helinson

£6.95

The author for May's book signing will be Hugo Stanton. He will be in the store to sign his new book *How to Pass Your Exams*. As a retired headmaster, Hugo Stanton has a lot of experience in supporting students through their exams and is keen to pass this on to others.

The book signing will begin at 10am on Saturday, 26 June at our bookstore in Sunderland. It will finish at 12.30pm or before if we sell out of his books!

Future book signing authors will include Harriet Hartwell, James Greenwood and Cheryl Lampeter.

For more details please telephone 0191 1267896 or email [signings@bbookstore.co.uk](mailto:signings@bbookstore.co.uk)

- (a) Identify the type of software that has been used to produce the flyer.

..... (1)



Leave blank

(b) Two features of the software that could be used to improve the flyer are changing the font style and font size of the title.

Identify **three** other features of the software that can be used to improve the flyer. For each feature give an example of how it can be used in the flyer.

Feature 1 .....

Use .....

.....

Feature 2 .....

Use .....

.....

Feature 3 .....

Use .....

.....

(6)

(c) A keyboard and a mouse are input devices used in producing the flyer.

Give **one** other input device and an example of how it could be used in the flyer.

Device .....

Use .....

.....

(2)

(d) The information in the flyer should be accurate.

Give **two** methods that can be used to check that the information is accurate.

Method 1 .....

.....

Method 2 .....

.....

(2)

(Total 11 marks)

QB3

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4. 'Bobbies Bookstore' has decided to introduce an on-line ordering facility on its website.

(a) Give **two** advantages for customers of using an on-line ordering facility.

Advantage 1 .....

.....

Advantage 2 .....

.....

(2)

(b) Give **three** advantages for 'Bobbies Bookstore' of customers ordering on-line.

Advantage 1 .....

.....

Advantage 2 .....

.....

Advantage 3 .....

.....

(3)

(c) 'Bobbies Bookstore' sends an automatic confirmation e-mail to a customer when an order is received.

(i) Describe the process of sending an automatic e-mail to a customer.

.....

.....

.....

.....

(3)

(ii) Identify the device the customer would use to produce a hard copy of the email.

.....

(1)

QB4

(Total 9 marks)

TOTAL FOR SECTION B: 43 MARKS  
TOTAL FOR PAPER: 63 MARKS

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