

**GENERAL CERTIFICATE OF SECONDARY EDUCATION
INFORMATION AND
COMMUNICATION TECHNOLOGY**

2377/01

Unit 1
(Foundation Tier)

Candidates answer on the Answer Sheet

OCR Supplied Materials:

- Answer Sheet (MS4)

Other Materials Required:

- Eraser
- Pencil

**Tuesday 19 May 2009
Afternoon**

Duration: 1 hour



INSTRUCTIONS TO CANDIDATES


- **Do not open this booklet until you are told to do so.**
- Write your name clearly in capital letters, your Centre Number and Candidate Number in the spaces provided on the Answer Sheet unless this has already been done for you.
- Read each question carefully and make sure that you know what you have to do before starting your answer.
- There are **forty** questions in this paper. Attempt as many questions as possible. For each question there are four possible answers, **A, B, C** and **D**. Choose the **one** you consider correct and record your choice in **soft pencil** on the separate Answer Sheet.
- **Read the instructions on the Answer Sheet very carefully.**
- Do **not** write in the bar codes.

INFORMATION FOR CANDIDATES

- Each correct answer will score one mark. A mark will not be deducted for a wrong answer.
- The total number of marks for this paper is **40**.
- This document consists of **16** pages. Any blank pages are indicated.

Questions 1 to 6 are about this document.

THE FLAMINGO



P → **Starters – all £3.50**

Q → {
 Fan of melon
 Soup of the day
 Caesar salad
 Stuffed beef tomatoes

Prawn cocktail

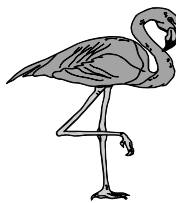
Main Courses

Surf 'n' turf	£17.95	} → S
Mexican dip combo	£11.50	
Vegetarian mixed grill	£9.95	
Pork chops	£11.50	

Desserts (See separate menu) From £2.95

Book Now Telephone: 10102 911312
or
E-mail: stork@flamingo.coz

R → {
 The Flamingo
 121 Fly Street
 Midtown
 Storkley
 ST24 3QQ



T →

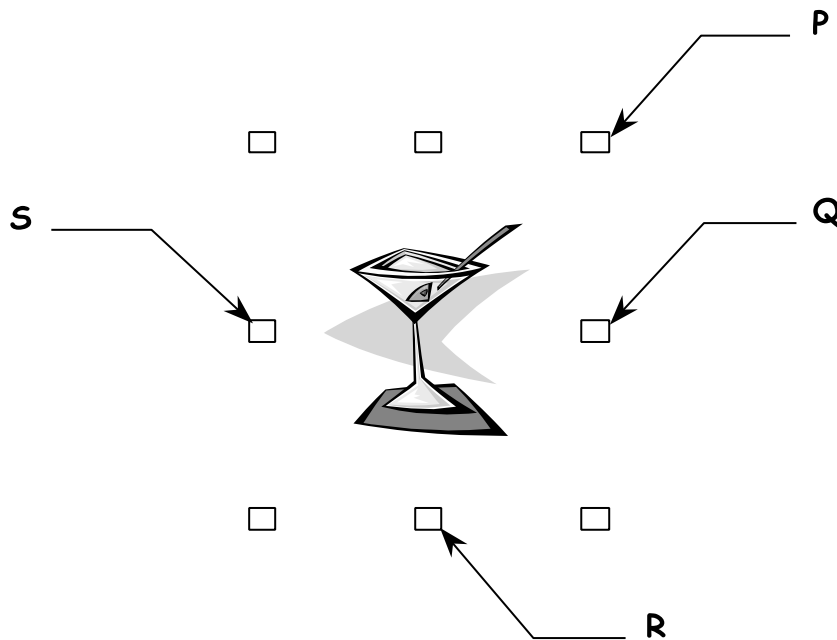
1 The text at **R** is aligned

- A left
- B right
- C centre
- D fully justified

2 The list at **Q** has been presented with inconsistent

- A alignment
- B font sizes
- C text fonts
- D font styles

- 3 The text style at **P** is
- A bold
 - B italic
 - C bold italic
 - D underlined
- 4 The way to position the prices as shown at **S** is to use
- A left tabs
 - B right tabs
 - C centre tabs
 - D centre alignment
- 5 The image at **T** can be placed at the top of the document as well by using
- A cut and paste
 - B crop and paste
 - C copy and paste
 - D find and replace
- 6 To make the image below taller but not wider, the user should drag the handle at



- A P
- B Q
- C R
- D S

Questions 7 to 11 are about this spreadsheet. Formulas are used to calculate values in column F and row 10.

	A	B	C	D	E	F
1	Sheet Music Orders – January 2004					
2	Customer Last Name	Customer First Name	Invoice Date	Order Value	Payment Received	Payment Outstanding
3	Choo	Joanna	24/01/04	£20.84	£0.00	£20.84
4	Evans	Charles	10/01/04	£32.50	£15.50	£17.00
5	Goodrum	Boris	19/01/04	£8.95	£8.95	£0.00
6	Stephens	Don	05/01/04	£43.50	£40.00	£3.50
7	Swan	Dianne	11/01/04	£28.95	£28.95	£0.00
8	Fender	Bethan	12/01/04	£16.50	£15.00	£1.50
9	Manfred	Leonora	17/01/04	£19.00	£18.00	£1.00
10	Totals for Sheet Music Orders			£170.24	£126.40	£43.84

7 The **Payment Outstanding** value for Don Stephens is shown in cell

- A E6
- B F6
- C E7
- D F7

8 The formula in cell **E10** is

- A =SUM(F3:F9)
- B =SUM(E3:E9)
- C =SUM(E3:E10)
- D =SUM(E3:E12)

9 The values in cell range **F3:F10** are formatted as

- A number to 1 decimal place
- B currency to 1 decimal place
- C number to 2 decimal places
- D currency to 2 decimal places

10 **Payment Outstanding** is **Order Value** minus **Payment Received**. If the value in cell **E9** is changed, the other values that will automatically change are in cells

- A** F8, F9, F10
- B** D9, F9, F10
- C** E10, F9, F10
- D** D10, E10, F10

11 The column headings are aligned

- A** left
- B** right
- C** centre
- D** fully justified

Please go on to the next page

Questions 12 to 16 are about this database.

Sausage ID	Sausage Name	Filling	Country of Origin	Type
BE100	Sucuk	Beef	Turkey	Cured
BE103	SalamiB	Beef	Poland	Cured
PO104	Bratwurst	Veal	Germany	Fresh
PO108	Chipolata	Beef	UK	Fresh
PO111	Salami	Veal	Poland	Cured
PO113	Bologna	Beef	Italy	Smoked
PO118	Wiener	Veal	Germany	Smoked
PO119	Liver	Veal	UK	Fresh
PO120	Liver	Veal	France	Fresh
VE101	VeggieS	Soya	UK	Fresh
VE102	VeggieN	Nuts	UK	Fresh

12 The search criterion to find all sausages of Cured type is

- A Filling ="Beef"
- B Type ="Cured"
- C Cured ="Type"
- D Sausage Name ="Sucuk, Salami, SalamiB"

13 To list the database so that the Wiener sausage comes first and Bologna sausage comes last, the user should sort

- A ascending on Sausage ID
- B descending on Sausage ID
- C ascending on Sausage Name
- D descending on Sausage Name

14 The **Sausage ID** of the VeggieN sausage is

- A PO113
- B BE100
- C PO119
- D VE102

- 15** The data type of the **Sausage ID** field is
- A** text
 - B** date
 - C** number
 - D** currency
- 16** To include the price for each sausage, the user should
- A** add the prices to the Sausage Name field
 - B** edit the Sausage ID field
 - C** add a new record
 - D** add a new field

Please go on to the next page

Questions 17 to 21 are about this web page.

Want to get your message across?
No need to shout - just wear it instead!

I am perfect
I love Chocolate
SAVE THE DOLPHIN

Click a shirt for more information

Recommended shirt stockists
www.the-t-shirt.coz
www.sweaterbarn.coz
www.tophole.coz

Contact us at
cozyshirts@telltheworld.coz

© telltheworld.coz

17 The text at P is

- A a website address
- B an e-mail address
- C a search engine
- D a link

18 The symbol © at S tells the user that the information on this web page cannot be

- A deleted
- B changed
- C sent as an e-mail
- D reproduced without permission

- 19 The image at Q, which allows users to move to another web page, is known as a
- A hotspot
 - B website
 - C wildcard
 - D search criterion
- 20 The link at R allows the user to contact the company by
- A post
 - B e-mail
 - C teletext
 - D telephone
- 21 The internet can be used to find other websites about T-shirts by using
- A a CD-ROM
 - B a search engine
 - C find and replace
 - D an encyclopaedia

Please go on to the next page

Questions 22 to 27 are about this letter.

The Wheelhouse Hotel
 38 Canal Lane
 Bridgeford
 Watsire
 WA16 9QQ
 Tel: 10929 630712

Mr A Knot
 Prows Cottage
 Pier Lane
 Bowville
 North Yorks
 BO61 8YT

Dear Mr Knot

Reservation for 19 – 28 July 2004

I am pleased to confirm your reservation of a single room for the dates 19–28 July 2004. Your package will include breakfast, evening meal and a packed lunch. The total cost (not including extras) is confirmed as £325 including VAT.

I have also provided you with details of activities in the local area that might interest you. We are more than happy to make bookings for you in advance. There is a wide variety of activities in this area and we are sure you will find plenty to suit your interests.

Yours sincerely

Donna Green
 Donna Green

Mr Knot, confirmation letter

Page 1 of 3

P

Q

R

S

22 The standard item of information missing from this letter is the

- A receiver's name
- B sender's address
- C date of the letter
- D receiver's address

- 23 The text on the line at **S** was entered on page 1 but appears on every page because it is in a
- A numbered list
 - B paragraph
 - C margin
 - D footer
- 24 The space at **Q** between the text and the edge of the paper is the
- A page orientation
 - B right margin
 - C page footer
 - D left margin
- 25 To remove the underlining from the text at **P**, the user should
- A delete the text
 - B change the font size
 - C change the font style
 - D insert a full stop at the end of the line
- 26 The word 'aree' at **R** should be 'area'. This error can be found automatically with software using
- A a spellchecker
 - B print preview
 - C proofreading
 - D a footer
- 27 The main paragraphs in the letter are formatted with different
- A margins
 - B alignment
 - C font sizes
 - D line spacing

Questions 28 to 33 are about this spreadsheet. Formulas are used to calculate values in columns E and F and rows 10, 11 and 12.

	A	B	C	D	E	F
1	SALES TO 29 FEBRUARY 2004					
2	Item	Item Price	January Orders	February Orders	Total Orders	Total Value
3	3.5" Floppy Disk	£1.99	64	98	162	£322.38
4	CDR 650Mb 74 mins	£6.99	89	75	164	£1,146.36
5	CDR 700Mb 80 mins	£7.99	112	92	204	£1,629.96
6	CDRW 650Mb 70 mins	£14.99	55	56	111	£1,663.89
7	CDRW 700Mb 80 mins	£17.99	53	78	131	£2,356.69
8	DVD+R 4.7Gb	£49.99	190	201	391	£19,546.09
9	DVD+RW 4.7Gb	£109.99	134	167	301	£33,106.99
10	Final Totals		697	767	1464	£59,772.36
11	Minimum Orders		53	56	111	£322.38
12	Maximum Orders		190	201	391	£33,106.99

28 Total Value is Item Price multiplied by Total Orders. The formula in cell F5 is

- A =B2*E2
- B =B3*B3
- C =B5*C5
- D =B5*E5

29 The formula in cell E12 is

- A =MAX(E3:E11)
- B =MAX(E3:E10)
- C =MAX(E2:E11)
- D =MAX(E3:E9)

30 To include the details of orders for March, the user should

- A insert a row
- B insert a column
- C increase the height of row 9
- D increase the width of column A

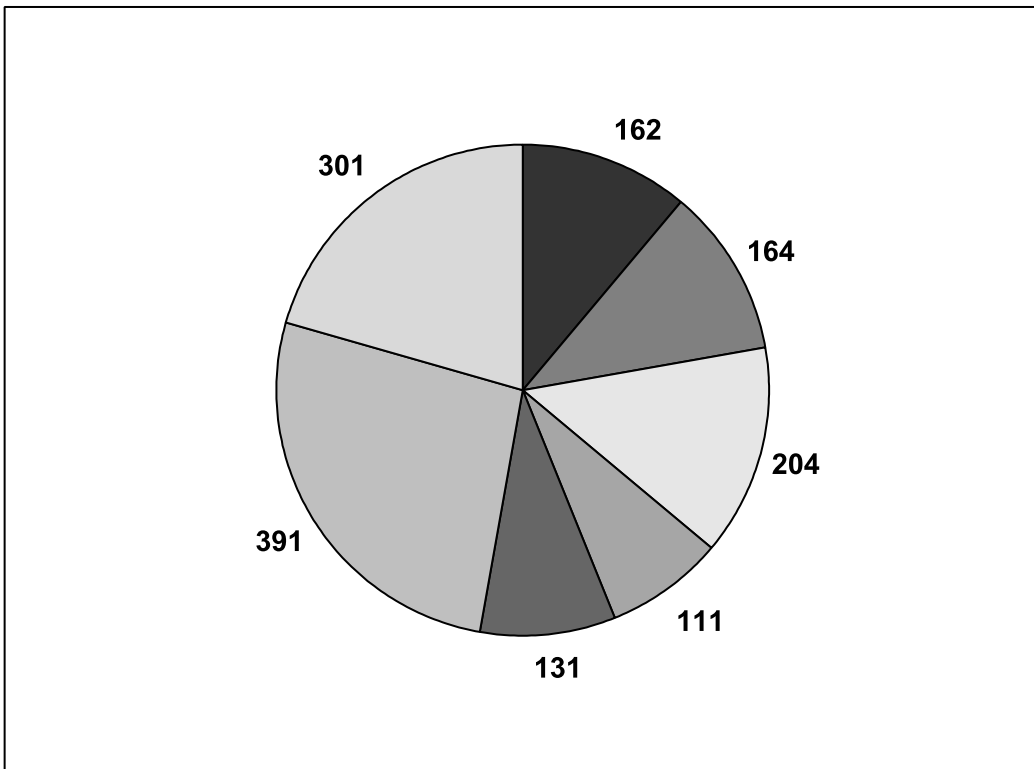
31 The item with the fewest orders in February is

- A CDRW 700Mb 80 mins
- B CDRW 650Mb 70 mins
- C CDR 650Mb 74 mins
- D 3.5" Floppy Disk

32 To arrange the spreadsheet in order of the Item Price, starting with the most expensive item, the user should sort

- A ascending on Item
- B descending on Item
- C ascending on Item Price
- D descending on Item Price

33 The chart below shows the values for



- A February Orders
- B January Orders
- C Total Orders
- D Total Value

Questions 34 to 37 are about this database.

Hotel Code	Hotel Name	Star Rating	Number of Rooms	Location	Tariff Band	Weekend Discount
BB23	Pingle	3	16	Inner	4	0%
BB31	Skylark	5	10	Inner	6	5%
BB38	Sherrilee	4	20	Outer	5	5%
BB80	Egremont	3	12	Outer	4	0%
BB84	Barry's	2	16	Central	6	5%
HL23	Pinetop	3	19	Outer	4	0%
HL41	Lawton	5	286	Central	8	10%
HL42	Shambles	5	67	Central	8	15%
HL66	Plombiers	2	150	Central	2	25%
HL98	Chorley	5	120	Inner	8	15%

- 34** The search criterion to find all the hotels with more than 100 rooms is
- A Number of Rooms =100 - 200
 - B Number of Rooms =100
 - C Number of Rooms <100
 - D Number of Rooms >100
- 35** The data type of the **Weekend Discount** field is
- A text
 - B number
 - C currency
 - D percentage
- 36** To change the star rating of the Pinetop Hotel from 3 to 4, the user should
- A insert a record
 - B sort the records
 - C amend the record
 - D delete the record
- 37** To check that the data has been entered correctly into this database, the user should
- A proof read
 - B use a password
 - C use a spellchecker
 - D save the file frequently

Questions 38 to 40 are general questions.

- 38 The wildcard search criterion to find the files named Hughes, Haynes and Haves is
- A Hu*
 - B *Ha
 - C H*es
 - D H*u*a*es
- 39 Users of IT systems can help reduce the possibility of eye strain by
- A using the correct cable layout
 - B making frequent backup files
 - C using their passwords
 - D taking regular breaks
- 40 If a computer hard drive has been damaged, the user should be able to recover some information if they have
- A copyrighted it
 - B used a virus checker
 - C password protected it
 - D made frequent backup copies

End of test

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