

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

2377/02

Unit 1
(Higher Tier)

Candidates answer on the Answer Sheet

OCR Supplied Materials:

- Answer Sheet (MS4)

Other Materials Required:

- Eraser
- HB 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 web page.

Welcome to The Skate Shop

File Edit View Favourites Tools Help

Back Forward Search Favourites Media

Address Go Links»

The Skate Shop

*Find us at ...
Buckton Leisure Centre,
Birmingham*

Email: 9011@skateshop.coz

**The Skate Shop
Skates for Sale**

Griff 206	£55
Griff 306	£75
Kona KaKa 1	£85
Lightning 4	£80
Buaha SK47	£95
Zing 111	£50
Zing 211	£65

 [Click here to see a full price list](#)

P →

Q →

- During this session on the internet clicking on the Back button allows the user to
 - move to web pages already accessed
 - add this web address to favourites
 - move across the web page
 - access a new website
- The software that allows the user to view this web page is
 - browser
 - graphics
 - spreadsheet
 - word processing
- Bookmarking this web page will allow the user to
 - copy and paste it
 - use a search engine
 - make use of the back arrow
 - access the web page more easily in the future

- 4 By clicking on the link at Q the user can
- A send an email
 - B edit information
 - C exit the internet
 - D view additional information
- 5 The email address '9011@skateshop.coz' at P should be 'info@skateshop.coz'. This is an error of
- A grammar
 - B content
 - C spelling
 - D layout
- 6 A suitable way for the Skate Shop to get precise information about customers' interests is to ask them to
- A keep a diary
 - B send an invoice
 - C produce a flyer
 - D complete a form

Please go on to the next page

Questions 7 to 12 are about this document.

London Advertiser **May 2005**

Key Agency is running three weekend workshops on the Key Factors in getting that job!

- 25-26 June
- 9-10 July
- 16-17 July


KEY Agency

Office Vacancies

A Personal Assistant is wanted for a Property Company seeking to recruit an experienced administrator to be involved in all aspects of the business. £23,000

A Legal Secretary is required for a well known blue-chip communications company. The company is looking for an experienced secretary to work in their legal department. £26,000

An Administrative Assistant is wanted. If you are flexible and cheerful, can type at 60 wpm then contact us. £16,000

Contact Clare at SelectaSec, 5 Downs Road, London, SW8 5BB, telephone 0171 889 0001.

Job of the Week

International Travel Agency is looking for a second jobber to join its team. Duties will include meeting and greeting customers, dealing with couriers and making holiday bookings. The right person will have a friendly manner and, above all, good typing skills. Starting salary £23,950. Contact us at personnel@ita.coz



Loco Weekly

Media Sales Job

Loco Weekly is looking for an enthusiast to join its team.
CV to info@loco.coz

7 The way to position the text as shown below the line at Q is to use

- A left tabs
- B right tabs
- C three equal columns
- D three unequal columns

8 The image of the key at S has been positioned

- A behind the text
- B with a large font
- C in front of the text
- D using vertical alignment

9 The image at R has been inserted using

- A tabs
- B indents
- C text wrap
- D a text box

- 10 The paragraph at **T** is formatted with
- A no indent
 - B a hanging indent
 - C a first line indent
 - D a whole paragraph indent
- 11 The line of text at **P** was entered on this page and appears automatically on every other page of this document because it is
- A in a text box
 - B aligned right
 - C in a header
 - D in bold
- 12 The purpose of this document is to
- A advertise London
 - B apply for a new job
 - C describe what the Key Agency does
 - D provide information for people seeking jobs

Please go on to the next page

Questions 13 to 18 are about this spreadsheet. Formulas are used to calculate values in columns F and G and row 12.

	A	B	C	D	E	F	G
1	TRACTOR SALES 2004						
2	Stock ID	Make	Model	US Sales	UK Sales	Total Sales	Sold in UK
3	R132	Tork	4610H	3000	1200	4200	28.57%
4	R332	Tork	4110	250	45	295	15.25%
5	R333	Kimble	3910	180	125	305	40.98%
6	R341	Kimble	2120	900	10	910	1.10%
7	R135	Kimble	L4150	600	350	950	36.84%
8	R239	Kimble	L1501	660	170	830	20.48%
9	R221	Iskea	TS1510	1000	500	1500	33.33%
10	R090	TM	2OF	350	35	385	9.09%
11	R091	TM	352	200	15	215	6.98%
12			Average	793	272	1066	

13 The formula to find the average of **US Sales** of Kimble tractors is

- A =AVERAGE(D3:D5)
- B =AVERAGE(D5:D8)
- C =AVERAGE(E5:E8)
- D =AVERAGE(D3:D11)

14 The cell ranges to produce a bar chart to compare **US Sales** with **Total Sales** are

- A A3:A12, D3:D12 and F3:F12
- B A3:A11, D3:D11 and E3:G11
- C A3:A11, D3:D11 and F3:F11
- D A3:A11, D3:F11 and F3:f11

15 The **Stock ID** and **Make** of the tractors that have higher than average **Total Sales** are

- A R221 Iskea, R135 Kimble
- B R341 Kimble, R221 Iskea
- C R132 Tork, R135 Kimble
- D R132 Tork, R221 Iskea

- 16 If the formula in cell **F12** is changed to =MAX(F3:F11), the value in **F12** would change automatically to
- A 10
 - B 215
 - C 272
 - D 4200
- 17 To display the text in cell **G2** on one line, the user should
- A merge the cell range F2:G2
 - B increase the height of row 2
 - C reduce the width of column F
 - D increase the width of column G
- 18 Entries in cell range **D12:F12** could have been completed by entering a formula in cell **D12** and then
- A merging cell D12 with cell F12
 - B merging cell D12 with cell range E12:F12
 - C replicating the contents of cell D12 to cell F12
 - D replicating the contents of cell D12 to cell range E12:F12

Please go on to the next page

Questions 19 to 24 are about this database.

Product Name	Pack Quantity	Product ID	Category	Supplier	Contract Start Date	Trade Price
Chocolate Shell	60	WA01	Cones & Wafers	Wardleys	12/04/96	£4.00
Chunky Choc	5	WA02	Desserts	Wardleys	30/09/99	£4.50
Chunky Choc	20	RO01	Desserts	Roberto	30/09/99	£14.50
Duo Cones	100	RO02	Cones & Wafers	Roberto	12/04/96	£9.62
Frosty	60	SH06	Children's Lines	Shelley & Co	07/10/97	£7.00
Heavenly Choc	5	IC02	Ice Cream Cones	Ices R Us	03/02/03	£8.39
Heavenly Plum	4	IC03	Ice Cream Cones	Ices R Us	03/02/03	£8.39
Purple Pops	50	SH04	Children's Lines	Shelley & Co	07/10/97	£8.00
Vanilla Treat	4	WA03	Desserts	Wardleys	30/09/00	£7.04

- 19 To list the product details in Z to A order of supplier, showing the product name in Z to A order for each supplier, the user should sort
- A ascending on Supplier and then ascending on Product Name
 - B descending on Supplier and then ascending on Product Name
 - C ascending on Product Name and then ascending on Product ID
 - D descending on Supplier and then descending on Product Name
- 20 The number of characters that can be entered in the **Category** field will be restricted by the
- A font size
 - B field size
 - C row height
 - D text alignment
- 21 The search criterion to list all products with a **Pack Quantity** of 10 or more is
- A Pack Quantity <10
 - B Pack Quantity >10
 - C Pack Quantity <=10
 - D Pack Quantity >=10
- 22 The only field suitable as the primary key is
- A Product Name
 - B Product ID
 - C Category
 - D Supplier

- 23 The search criteria to find all products from the supplier Wardleys except those in the Cones & Wafers category are
- A Supplier ="Wardleys" AND Category <>"Cones & Wafers"
 - B Supplier ="Wardleys" OR Category <>"Cones & Wafers"
 - C Supplier ="Wardleys" OR Category <"Cones & Wafers"
 - D Supplier ="Wardleys" AND Category <>"Desserts"
- 24 The set of fields required in a query to list the suppliers of desserts with a trade price under £5 is
- A Supplier, Category
 - B Trade Price, Supplier
 - C Supplier, Trade Price, Category
 - D Supplier, Product Name, Category

Please go on to the next page

Questions 25 to 30 are about this letter.

Glamourise

FASHION ACCESSORIES
 1a Old Brompton Street
 London WE2 7UA

18 November 2004

Ms T Blenkins
 36 Westmorland Road
 West Mooring
 Caperton
 CA6 4DU

Dear Ms Blenkins

Welcome to your new look statement. As you will be aware, during the month of October we were giving double reward points on all purchases made - and that means even more vouchers for you to offset against further purchases. You could use your vouchers to help towards a few Christmas presents.

As a reward cardholder you are invited to a special 10% off night on 12 December 2004. Any purchases made during this evening will have 10% off the marked price and you will also receive double reward points.

Your statement	
Statement Date: 15 November 2004	
Total Points on this statement	300
Reward issued this statement	£3.00
Spend on this statement	£78.90
Double Points earned	118

Don't forget - January Sale starts 2 January. Don't forget - January Sale starts 2 January. Don't forget - January Sale starts 2 January. Don't forget - January Sale starts 2 January.

We look forward to seeing you again soon. Thank you for shopping with us – we wish you a very Merry Christmas and a Happy and Prosperous New Year.

Yours sincerely

M Edwards
 M Edwards

You are on savings level 1 and now only need to spend another £39.99 to receive your next money-off voucher.

P

Q

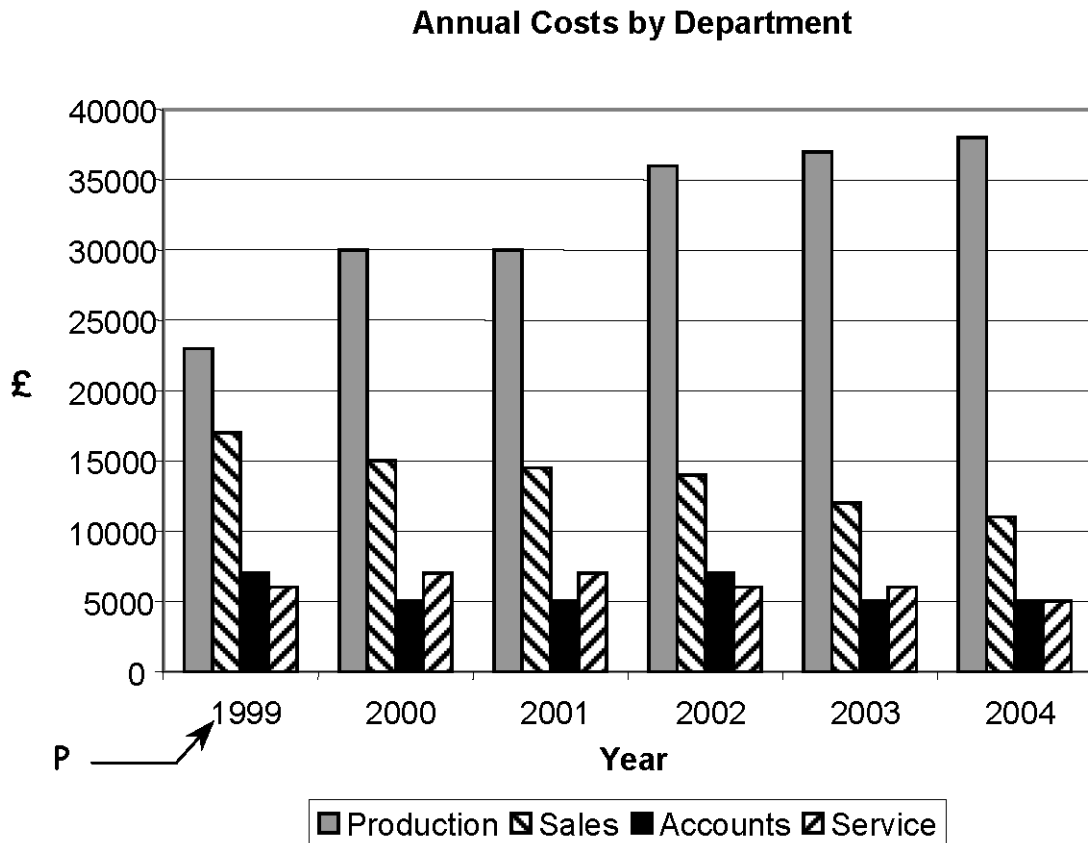
R

S

T

- 25 The text at **T** has a border around it to
- A indent it
 - B centre it
 - C make it stand out
 - D change the page orientation
- 26 The word 'has' at **Q** should be 'have'. This error can be found automatically with software by using
- A proof reading
 - B a spell checker
 - C find and replace
 - D a grammar checker
- 27 The paragraphs at **P** and **Q** have different
- A alignments
 - B indentation
 - C font styles
 - D line spacing
- 28 The text at **S** has been placed on top of other text by using
- A a border
 - B a text box
 - C centre tabs
 - D copy and paste
- 29 The text in the table at **R** is vertically aligned
- A top
 - B left
 - C right
 - D centre
- 30 Shading has been used in the table at **R** to make
- A the row heights the same
 - B the information appear in two columns
 - C the information fit the cells in the table
 - D it easier to read each single line of information

Questions 31 to 34 are about this chart.



- 31 The trends on this chart indicate that Department Costs are
- A increasing for Production and increasing for Sales
 - B decreasing for Production and increasing for Sales
 - C increasing for Production and decreasing for Sales
 - D decreasing for Production and decreasing for Sales
- 32 The item at P is
- A the x-axis title
 - B the y-axis title
 - C an x-axis label
 - D a y-axis label
- 33 This data has been presented as a chart to
- A collect data on Department Costs for 2005
 - B compare Department Costs over a 6 year period
 - C show the profits made by the company over a 6 year period
 - D explain why the costs in the production department are so high

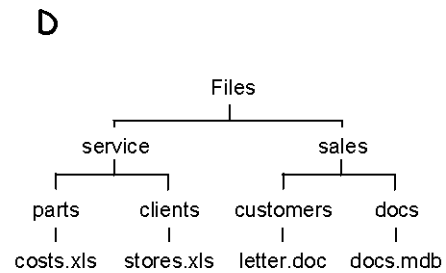
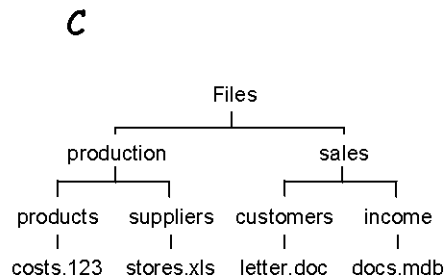
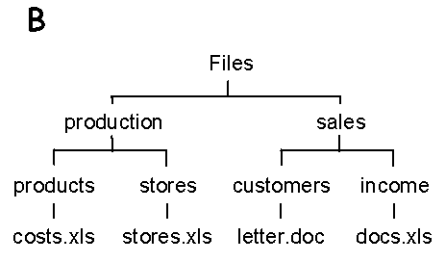
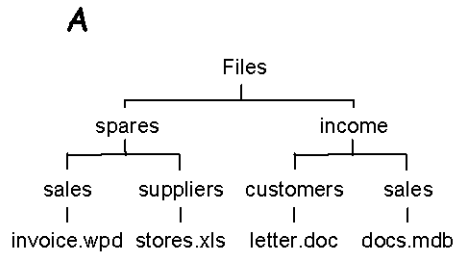
- 34** The legend on the chart shows
- A** the year each bar represents
 - B** that 2004 has the highest costs
 - C** the department each bar represents
 - D** units that department costs are measured in

Please go on to the next page

Questions 35 to 40 are general questions.

- 35 The file search criterion ***Memo??** will find the file named
- A FebMemo06
 - B 06MemoFeb
 - C FebMemo
 - D MemoFeb
- 36 A company can help prevent access to confidential files by using
- A copyright
 - B passwords
 - C backup files
 - D anti-virus software
- 37 To check the accuracy of the facts stated in a newsletter, the user should
- A save and print
 - B use print preview
 - C use a spell checker
 - D verify the source information
- 38 To ensure that some data can be recovered if a file becomes corrupted, the user should
- A backup frequently to a secure medium
 - B use a password to keep it secure
 - C lock the computer after use
 - D use anti-virus software
- 39 Mail merge is often used to
- A produce personalised letters
 - B overlay text in a document
 - C wrap text round an image
 - D merge cells in a table

- 40 The file named **docs.mdb** is stored in the **income** subdirectory that is within the **sales** subdirectory. Which diagram shows this structure?



End of test

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