

**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

**Monday 11 January 2010
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 letter.

Catalogue Orders by Phone
67 Old Street
Dundem
DD23 8DP
Phone: 0808 345345


P

Ordering available 7 days a week – 24 hours a day

25 November 2003

Mrs J Patel
 105 Mill Lane
 High Dundem
 DD22 5LL

Dear Mrs Patel

Thank you for your recent enquiry about our terms and conditions. Delivery of all goods is within 2 working days of your placing your order if it is placed before 5pm. There is free delivery if your order value exceeds £75. All major debit and credit cards are accepted.

We have pleasure in detailing below how you can make your order using our catalogue. To ensure that your order is dealt with efficiently make sure you have the following details ready before you phone to place your order:

1. the catalogue page number and code number of the items
2. the size and colour of each item you wish to order
3. the quantity you wish to order of each item
- IV. your telephone number and your address
5. your debit or credit card number, expiry date and issue number

Q
R

We look forward to receiving your order in the near future. If you have any queries feel free to phone our helpline: 0808 346346.

Yours sincerely

A Andrews

Sales Manager

1 To check the document layout before printing, the user should

- A use a spellchecker
- B use print preview
- C save the file
- D proof read

- 2 The text at **R** is presented with inconsistent
- A fonts
 - B spacing
 - C alignment
 - D numbering
- 3 Every instance of the words 'your order' can be changed to 'YOUR ORDER' automatically with software using
- A amend
 - B a spellchecker
 - C find and replace
 - D delete and insert
- 4 The text at **Q** is
- A centred
 - B aligned left
 - C aligned right
 - D fully justified
- 5 The paragraphs in the letter are formatted with different
- A line spacing
 - B font styles
 - C text fonts
 - D alignments
- 6 To move the image from **P** to the bottom of the letter, the user should
- A find and replace
 - B copy and paste
 - C crop and paste
 - D drag and drop

Questions 7 to 12 are about this spreadsheet. Formulas are used to calculate values in columns D and F and rows 10, 11 and 12.

	A	B	C	D	E	F
1	Wellton Rangers – 2003 Budget Details					
2	Budget Heading	2002 Balance	2003 Budget	Total Budget	2003 Expenditure	Balance
3	Team strip	£150	£750	£900	£850	£50
4	Nets	£450	£650	£1,100	£1,000	£100
5	Balls	£50	£250	£300	£180	£120
6	Refreshments	£20	£200	£220	£190	£30
7	League Subscriptions	£0	£450	£450	£450	£0
8	Programmes	£12	£125	£137	£120	£17
9	Advertising	£32	£300	£332	£297	£35
10	Total			£3,439	£3,087	£352
11	Maximum				£1,000	£120
12	Minimum				£120	£0

- 7 **Total Budget** is **2002 Balance** plus **2003 Budget**. The formula =B6+C6 is used in cell
- A D3
 - B D6
 - C E6
 - D F6
- 8 To display the text in cell **A7** fully while keeping it on two lines, the user should
- A decrease the width of column A
 - B decrease the height of row 6
 - C increase the height of row 7
 - D increase the height of row 8
- 9 To list the spreadsheet on **2003 Expenditure** with the highest value first, the user should select the correct cell range and sort
- A ascending on Budget Heading
 - B descending on Budget Heading
 - C ascending on 2003 Expenditure
 - D descending on 2003 Expenditure

10 To add the details for another **Budget Heading**, the user should

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

11 The formula in cell **E12** is

- A =MIN(E3:E12)
- B =MIN(E3:E10)
- C =MIN(E3:E11)
- D =MIN(E3:E9)

12 The formula to calculate the **Total** for **2003 Expenditure** in cell **E10** is

- A =SUM(C3:C9)
- B =SUM(D3:D9)
- C =SUM(E3:E9)
- D =SUM(C3:E9)

Please go on to the next page

Questions 13 to 15 are about this web page.

Welcome to hotHouse

File Edit View Favourites Tools Help

Back Forward Search Favourites Media

Address Go Links»

Home Gossip Bands Shop Radio TV Charts

Click one of the above to find out hot news!!

hotHouse

Surf the net with us to some of the hottest sites around.
Eeezee Access to sites like

www.fanfair.coz
www.koolkan.coz
www.albaross.coz

contact us EeezeeAccess@hotmail.coz

© 2000 hotHouse plc

13 The web address of this page is

- A www.fanfair.coz
- B www.koolkan.coz
- C www.albaross.coz
- D www.hotHouse.coz

14 The text at P is

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

15 The symbol in the text at Q means that this web page is

- A password protected
- B confidential
- C copyright
- D sensitive

Questions 16 to 20 are about this database.

Test Code	Key Skill	Level	Date	Candidates
156T	Application of Number	1	12/05/03	225
276C	Application of Number	3	19/05/03	78
289P	Information Technology	1	14/05/03	311
321T	Communication	3	20/05/03	89
349C	Communication	2	13/05/03	245
446E	Communication	1	13/05/03	127
728C	Application of Number	2	12/05/03	178
881E	Information Technology	2	14/05/03	202

16 To list the database in order of candidates, starting with the lowest number, the user should sort

- A ascending on Test Code
- B ascending on Candidates
- C descending on Test Code
- D descending on Candidates

17 A search criterion used on the **Test Code** field to find the details for all test codes ending with the letter C would be

- A *C
- B C*
- C 000C
- D Code C

18 The level 1 Information Technology test took place on

- A 12/05/03
- B 13/05/03
- C 20/05/03
- D 14/05/03

19 The search criterion to find all tests before 14 May 2003 is

- A Date <14/05/03
- B Date >14/05/03
- C Date =14/05/03
- D Date ="before 14/05/03"

20 The data type of the **Test Code** field is

- A date
- B text
- C number
- D currency

Questions 21 to 26 are about this document.

Account Number
SN2345 0134

T2U...

Miss V R Chang
35 Swan Close
Ramsdon
WN3 4KM

T2U... Preferred Customer
Bill for telephone number 10234 563489 at 1 March 2004

Call Costs	£28.58
Standing Charge	£30.25
Bonus	£8.34
VAT	£8.84
Outstanding Balance	£0.00
Total Due	£59.33

- Payment due 23 March 2004
- For details of bonuses see page 3
- For enquiries about this bill, telephone: 0808 432567

Finance Reference T2U 102315

Charges for February

Page 2 of 4

21 The currency values in the table at X are horizontally

- A centred
- B aligned left
- C aligned right
- D fully justified

- 22 To print this document on paper that is tall and narrow, the page orientation is
- A portrait
 - B landscape
 - C numbered
 - D centre aligned
- 23 The font style for the line of text at Q is
- A bold
 - B italic
 - C underlined
 - D left aligned
- 24 The line of text at Z was entered on page 1 but appears automatically on every page because it is in a
- A footer
 - B margin
 - C table cell
 - D paragraph
- 25 Bullets are used in the document at
- A Z
 - B T
 - C S
 - D R
- 26 The space at P between the text and the edge of the paper is the left
- A tab
 - B margin
 - C column
 - D alignment

Questions 27 to 31 are about this spreadsheet. Formulas are used to calculate values in column G.

	A	B	C	D	E	F	G
1	ORDER NUMBER: 349812						
2	Item Code	Description	Size	Colour	Item Price	Quantity	Item Total Price
3	NKA134	Travel Trousers	34	Black	£41.99	2	£83.98
4	NKF985	Travel Shirt	M	Black	£36.99	3	£110.97
5	NKW458	Jungle Hat	L	Khaki	£14.99	2	£29.98
6	NKW082	Desert Cap	XL	Black	£10.99	2	£21.98
7	NKF284	Easy Care Shirt	M	Jade	£26.99	2	£53.98
8	NKA098	Rugged Trousers	36	Khaki	£38.99	1	£38.99
9	NKF342	Tough Shirt	L	Red	£32.99	1	£32.99
10	NKA110	Waterproof Trousers	L	Red	£33.99	1	£33.99
11	Order Total						£406.86

27 **Item Total Price** is **Item Price** multiplied by **Quantity**. If the value in cell **E5** is changed, the other values that will change automatically are in cells

- A F5, G5
- B G5, G11
- C F5, G5, G11
- D F5, G5, G10

28 The formula in cell **G11** is

- A =G3+G10
- B =SUM(G3:G11)
- C =SUM(G3:G10)
- D =SUM(F10*G10)

29 Cell range **G3:G11** is formatted as currency to

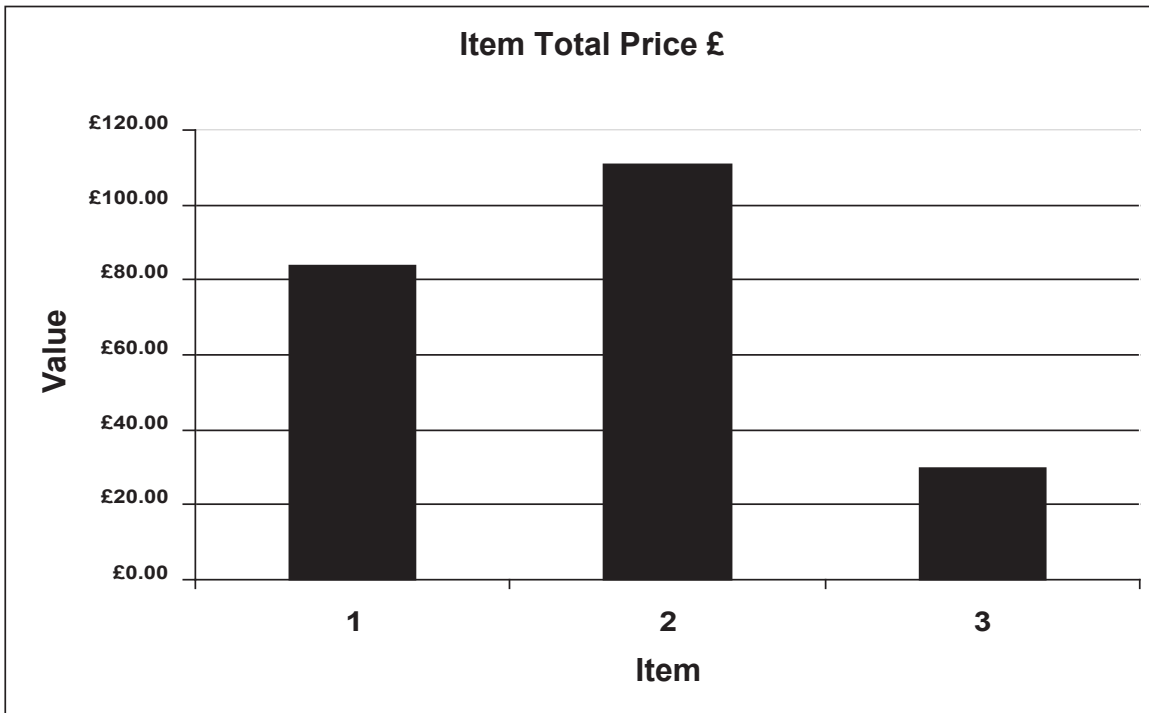
- A two decimal places
- B four decimal places
- C zero decimal places
- D three decimal places

30 The colour in cell **D3** should be 'Red'. To correct this error, the user should

- A amend the data in the cell
- B crop the data in the cell
- C insert a column
- D delete the cell

31 The chart below shows the **Item Total Price** values for

- A Rugged Trousers, Tough Shirt, Waterproof Trousers
- B Desert Cap, Easy Care Shirt, Rugged Trousers
- C Travel Trousers, Travel Shirt, Jungle Hat
- D Jungle Hat, Desert Cap, Easy Care Shirt



Questions 32 to 35 are about this database.

Day	Date	Event	Venue	Town	Entry Fee
Tuesday	15/06/04	Wellton 10K Run	Leisure Centre	Wellton	£5.50
Wednesday	22/09/04	Memorial Half Marathon	Town Hall	Vanley	£15.00
Thursday	13/05/04	Millers Games	Playing Fields	Lea	£1.50
Saturday	22/05/04	Ramsford Combined Meet	Central Park	Ramsford	£15.00
Wednesday	19/05/04	Dairyfarm District 10K	Harding Park	Westgrange	£7.00
Sunday	25/07/04	Brewers Cross Country	Dixon Gardens	Lemnington	£5.75

32 To remove the details of one event from the database, the user should delete the

- A field
- B record
- C password
- D data type

33 The search criterion Entry Fee >£5.00 will find

- A the Wellton 10K Run only
- B all records with an Entry Fee equal to £5.00
- C all records with an Entry Fee less than £5.00
- D all records with an Entry Fee more than £5.00

34 To check that the information has been entered correctly into the database, the user should

- A use a wildcard search
- B use a spellchecker
- C save the file
- D proof read

35 The event on a Saturday in May takes place in the town of

- A Lea
- B Wellton
- C Ramsford
- D Westgrange

Questions 36 to 40 are general questions.

- 36 A company only sells products via their website. This disadvantages those who do not have
- A a catalogue
 - B a telephone
 - C a television
 - D internet access
- 37 Access to confidential information in a computer database may be restricted by
- A passwords
 - B virus checks
 - C proof reading
 - D headers and footers
- 38 Frequent backup makes sure that
- A files are always accurate
 - B physical stress is reduced
 - C power failure is less likely
 - D some data can be recovered if a disk fails
- 39 A suitable source for displaying rapidly changing information is
- A a book
 - B teletext
 - C a CD-ROM
 - D an encyclopedia
- 40 When using the internet a good way to find websites on a particular topic is to use
- A a telephone directory
 - B a computer magazine
 - C a search engine
 - D yellow pages

End of test

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