

**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
- 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 document.

Chorkin Enterprises Employee Newsletter April 2003 Page 4

**EMPLOYEE TRANSPORT SURVEY**

Even though most of our employees live within walking distance of our factory our survey showed that fewer and fewer people choose to walk or cycle to work but prefer to come by car, motorcycle or bus.

As part of our ongoing conservation policy we wish to encourage more of our employees to walk or cycle to work. This will benefit their own health and the environment.

From 1 June 2003 we will be providing changing rooms and shower facilities for those who wish to walk or jog to work. For the cyclists we will also provide lockable cycle racks.

We would also like to promoted the use of car pools and car sharing and will be using the staff notice board to facilitate this.

**HELP THE ENVIRONMENT AND WALK**

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**Employees who walk to work – by age category**

Age Category	Percentage
16-25	10%
26-35	20%
36-45	29%
over 45	41%

**ICT TRAINING PROGRAMME**

The ICT Training Programme for new employees will start at the end of this month. The starting dates, times and locations are as stated below.

Last Name	Start Date	Time	Location
A – E	2 April	10.00 am	C568
F – J	22 April	9.30 am	T891
K – O	23 April	1.30 pm	C568
P – T	4 May	10.00 am	P124
U – Z	5 May	9.00 am	T891

1 The paragraphs at P are presented with inconsistent

- A font size
- B font style
- C indentation
- D line spacing

- 2 The word 'promoted' at **S** should be 'promote'. This error can be found automatically with software using
- A a grammar checker
  - B a spellchecker
  - C proof reading
  - D bookmarking
- 3 The text at **Q** has been presented with variations in
- A font
  - B font size
  - C alignment
  - D borders and shading
- 4 The way to position the 'Start Date' and 'Time' information in the lines of text at **V** is to use
- A centre alignment
  - B two right tabs
  - C two left tabs
  - D centre tabs
- 5 The way to position the text between the lines at **R** and **T** is to use
- A left tabs
  - B centre tabs
  - C two columns
  - D right alignment
- 6 To collect details about how its employees travel to work, the company should ask every employee to
- A browse the internet
  - B design a leaflet on transport
  - C write a report to their manager
  - D complete a specially designed form

Questions 7 to 12 are about this spreadsheet. Formulas are used to calculate values in columns G and H and row 11.

	A	B	C	D	E	F	G	H
1	<b>FOURNIER COMPUTERS – SALES – 1ST QUARTER 2004</b>							
2	Item	Sales			Item Price	Discount	Discount Price	Income
3		April	May	June				
4	24 Speed CD-ROM	11	9	7	£38.55	5%	£36.62	£988.74
5	32 Speed CD-ROM	31	36	44	£87.44	7.5%	£80.88	£8,977.68
6	1Mb Graphics Card	8	6	5	£18.02	0%	£18.02	£342.38
7	2Mb Graphics Card	69	72	86	£20.86	0%	£20.86	£4,735.22
8	Mini Tower Case	57	55	49	£25.15	5%	£23.89	£3,846.29
9	15" Monitor	26	28	31	£99.99	10%	£89.99	£7,649.15
10	17" Monitor	40	44	47	£105.89	10%	£95.30	£12,484.30
11	<b>Totals</b>	<b>242</b>	<b>250</b>	<b>269</b>				<b>£39,023.76</b>
12	<b>Average Income for Items Listed</b>							<b>£5,574.82</b>

7 **Discount Price** is **Item Price** less **Item Price** multiplied by **Discount**.  
The formula in cell G8 is

- A =E8-E8\*F8
- B =E8\*F8-E8
- C =E8-E8-F8
- D =(E8-E8)\*F8

8 The heading **Sales** has been positioned by merging

- A cell range B2:D2
- B cell range B2:D3
- C cell range A2:A3
- D cell B2

9 A formula to display the highest **May** sales for any item would be

- A =SUM(C4:C10)
- B =SUM(A4:C10)
- C =MAX(C4:C10)
- D =MAX(C4:C11)

10 **Income** is the total of **Sales** for **April**, **May** and **June** multiplied by **Discount Price**. The formula in cell **H4** is

- A =B4+C4+D4\*G4
- B =G4-SUM(B4:D4)
- C =G4+SUM(B4:D4)
- D =SUM(B4:D4)\*G4

11 The formula =AVERAGE(D4:D10) would give the value for

- A Average Sales
- B Average Sales in June
- C Average Discount Price
- D Average Monthly Income

12 The formula in cell **G4** can be automatically placed in cell range **G5:G10** by

- A formatting cell range G5:G10
- B increasing the row height of row 4
- C merging cell G4 with cell range G5:G10
- D replicating the contents of cell G4 to cell range G5:G10

Questions 13 to 18 are about this database.

Item	Serial Number	Purchased	Guarantee End	Make	Price
Dishwasher	P24653215	05-Feb-03	05-Feb-06	Welbourne	£300.00
DVD	K18954322	05-Feb-03	17-Dec-03	AOC Computers	£300.00
DVD	K34421567	17-Dec-02	17-Dec-03	Flashnet	£80.00
Kettle	T28873621	01-Jul-02	01-Jul-04	Flashnet	£22.50
Microwave	S96682344	22-Aug-00	22-Aug-03	Welbourne	£225.00
Television	R21554189	17-Dec-02	12-Dec-05	Flashnet	£650.00
Toaster	T54467788	23-Apr-03	23-Apr-04	Speedflow	£15.75
Washing Machine	P32165677	10-May-01	10-May-02	Welbourne	£455.00

13 The only field suitable for selection as the primary key is

- A Guarantee End
- B Serial Number
- C Make
- D Item

14 The search criteria to find items whose guarantee ends before 01-Jan-04 and whose make is not Welbourne are

- A Guarantee End <01-Jan-04 AND Make <>"Welbourne"
- B Guarantee End <01-Jan-04 AND Make ="Welbourne"
- C Guarantee End >01-Jan-04 OR Make ="Welbourne"
- D Guarantee End <01-Jan-04 OR Make <>"Welbourne"

15 The make of the lowest priced item is

- A Flashnet
- B Speedflow
- C Welbourne
- D AOC Computers

16 To list the items in A to Z order of the make showing the most expensive first for each make, the user should sort

- A ascending on Make and then ascending on Price
- B ascending on Price and then descending on Make
- C descending on Price and then ascending on Make
- D ascending on Make and then descending on Price

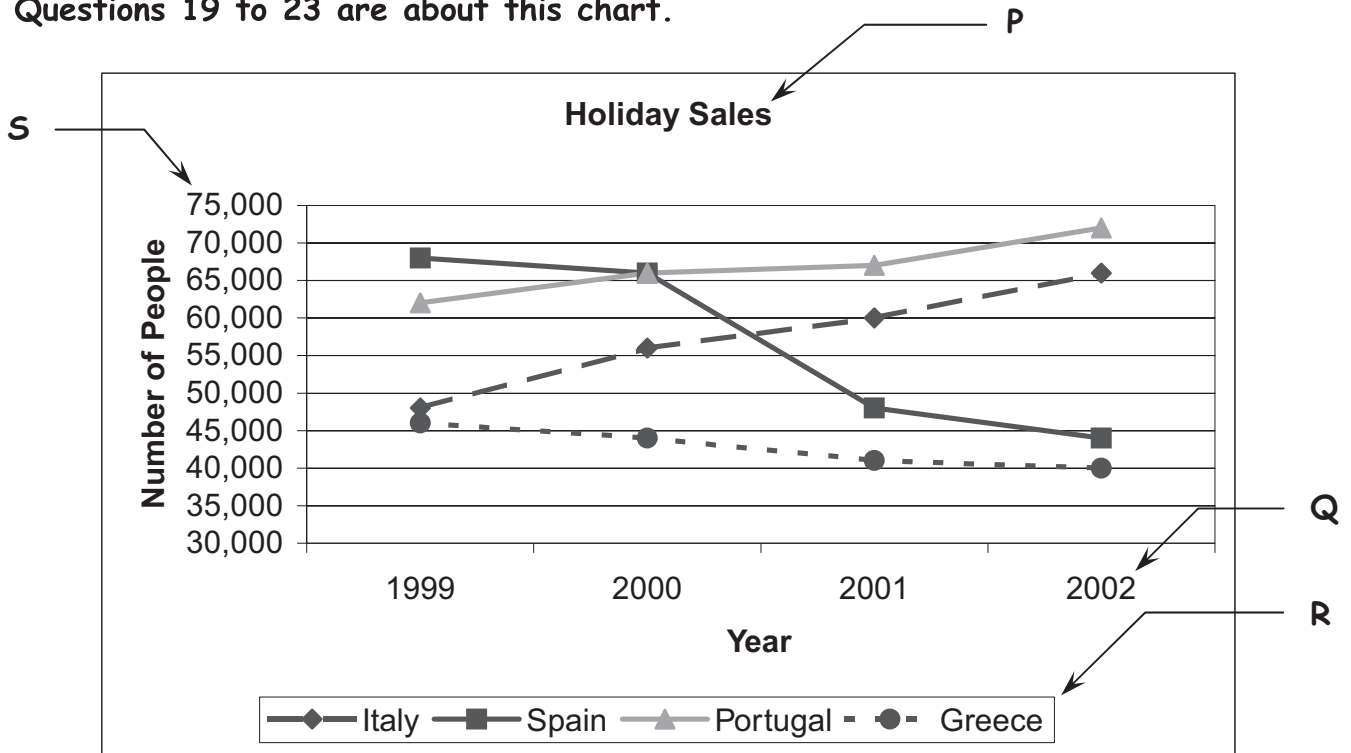
17 The search criterion to find all those items purchased on or after 15 December 2002 is

- A Purchased =15-Dec-02
- B Purchased <=15-Dec-02
- C Purchased >=15-Dec-02
- D Purchased ="on or after 15-Dec-02"

18 A query to identify items purchased after 1 December 2002 and priced over £100 should contain the fields

- A Purchased, Price
- B Make, Purchased
- C Item, Purchased, Make
- D Item, Purchased, Price

Questions 19 to 23 are about this chart.



19 The chart title is at

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

20 Without the y-axis title on this chart the reader would not know

- A what the value at Q represents
- B what 70,000 represents for holiday sales
- C the years that the holiday sales were made
- D the countries that the holiday sales are for

21 Trends that can be seen from this chart are that the number of people going on holiday to

- A all countries is increasing
- B Italy and Greece is increasing
- C Italy and Portugal is increasing
- D Portugal and Spain is increasing



22 The number of people going to Italy in 2001 was around

- A 40,000
- B 50,000
- C 60,000
- D 70,000

23 A suitable graphical way to show the percentage of people going to Portugal each year as a percentage of the total over the four-year period is a

- A line chart
- B text box
- C pie chart
- D table


Questions 24 to 30 are about this document.

**ALL DVDS**  
**82 Mill Road**  
**London**  
**SW4 9PP**  
**www.alldvds.coz**

Date: 30 June 2003

**STATEMENT**

Customer Account: DG33271  
 Period End: 31 May 2003  
 Customer Address: Mr Dai Thomas  
 105 Beach Lane  
 Colwyn Bay  
 PC12 8BB

P → 

Q →

DATE	TRANSACTION	DETAILS	AMOUNT
30 April		Balance at 30 April	£54
2 May	477323	3 DVDs	£45
2 May	477323	Discount awarded	£2.25
26 May	38825	Payment received	-£54
<b>Postage and Packing</b>			£3.50
<b>Total Due</b>			£46.25

R →

DVDs online DVDs online DVDs online DVDs online  
 DVDs online DVDs online DVDs online DVDs online  
 DVDs £5 off your next order when you order online  
 DVDs – just quote reference number: BR38885758  
 DVDs online DVDs online DVDs online DVDs online  
 DVDs online DVDs online DVDs online DVDs online

24 To place the image at P in another document as well, the user should

- A cut and paste
- B use a text box
- C copy and paste
- D find and replace

25 The image at P was created from a picture in a magazine for insertion into this document using

- A a photocopier
- B a browser
- C a scanner
- D a piece of clip art

- 26 The text at **R** has been placed on top of other text using
- A text wrap
  - B a text box
  - C centre tabs
  - D centre alignment
- 27 The headings in the table at **Q** have been vertically aligned
- A top
  - B left
  - C centre
  - D bottom
- 28 The **AMOUNT** information in the table at **Q** has been presented with inconsistent
- A font style
  - B text format
  - C decimal places
  - D horizontal alignment
- 29 The way to check the accuracy of the content of this document is to
- A use a password
  - B use a spellchecker
  - C use a grammar checker
  - D verify the source information
- 30 The purpose of this document is to
- A show what a DVD looks like
  - B provide details of DVDs on offer
  - C collect information about Mr Thomas
  - D inform Mr Thomas how much he owes

Questions 31 to 33 are about this web page.

**Welcome to The Davidson Chain of Hotels**

File Edit View Favourites Tools Help

Back Forward Search Favourites Media

Address  Go Links»

Home Leisure Breaks Meetings and Business World Special Offers

**Find/Book a Hotel**

Town/City Country

Find Hotel

**A warm welcome**

Thank you for visiting our website. A warm welcome is also waiting for you and all our guests in all of our hotels. We pride ourselves on our customer service – just ask us and we will endeavour to make sure we can meet your requirements.

**Our guarantee**

We guarantee that the prices you are quoted on this website will be the cheapest prices available and will not be subject to change after your booking has been made.

Sign up for email offers  Submit

31 The Back arrow allows the user to

- A move to recently accessed web pages
- B find a hotel in a particular town or city
- C send an email to one of the Davidson hotels
- D add the address of this web page to favourites

32 This web page can be accessed during future sessions on the internet if the user

- A prints it
- B bookmarks it
- C submits their email address
- D adds it to an email address list

33 To view this web page the user needs

- A a hotspot
- B a browser
- C a search engine
- D an email address

Questions 34 to 40 are general questions.

34 If a database included 1,000 names and postal addresses, personalised letters could be produced automatically using

- A text wrap
- B cell merge
- C mail merge
- D text format

35 The exact location of a file is not known. The way to find the file is to

- A save the file regularly
- B use directory search tools
- C make a backup copy of the file
- D move the file to another folder

36 To make sure that data can be recovered in the event of a disk failure, IT users should

- A backup their work to a secure medium
- B install virus protection software
- C copyright all their work
- D use passwords

37 If a document is protected by copyright this means that it

- A has been written by the copyright holder
- B cannot be reproduced without permission
- C must be updated on a regular basis
- D can be reproduced freely

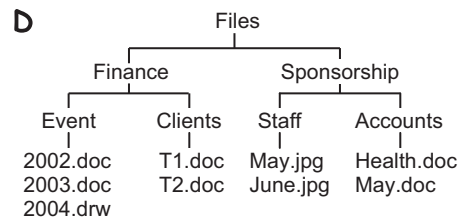
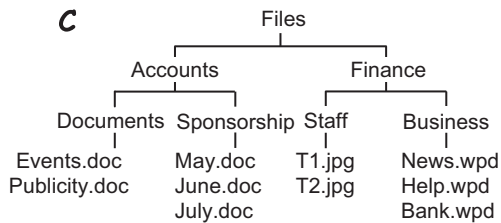
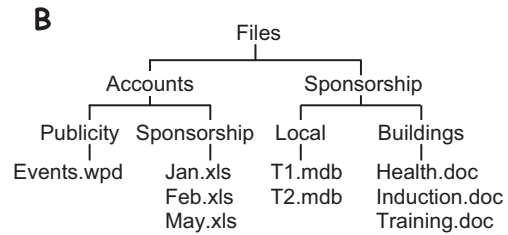
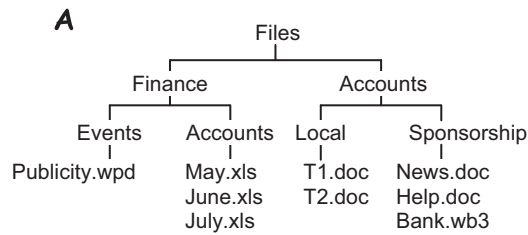
38 The file search criterion \*Sales?? will find the file named

- A MaySales
- B MaySales01
- C 01SalesMay
- D MaySales2001

39 The application software best suited to carry out numerical calculations is

- A graphics
- B browser
- C spreadsheet
- D word processing

40 The file named **May.doc** is stored in the **Sponsorship** sub-directory that is within the **Accounts** sub-directory. Which diagram shows this structure?



**End of test**

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