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

2377/01

ICT B (Foundation Tier)

Candidates answer on the answer sheet.

OCR supplied materials:

- Answer sheet (MS4)

Other materials required:

- Eraser
- Pencil

**Monday 10 January 2011
Afternoon**

Duration: 1 hour



INSTRUCTIONS TO CANDIDATES


- **Do not open this booklet until you are told to do so.**
- Write your name, 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. Make sure 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 **12** pages. Any blank pages are indicated.

Questions 1 to 8 are about this document.

SUBWAY SCUBA DIVING MAGAZINE



Here are a few tips from our experience that we can give to older people who might want to take up scuba diving after the age of 40!

Have a TRY DIVE. If you can do that and pass the medical, just book the lessons and go for it.

P Get your own mask - spend time in the shop making sure it fits properly, rather than 30 seconds in the dive-hire shop, which might result in a leaky goggles.

Q Diving is a very friendly activity - expect people to be interested in you (and your experiences), and you should be interested in them. They will probably have more experience, and they'll be willing to share it.

R Learn ways of diving that get you to and from the sea without strain. Only use dive sites with easy access points - find out about the site before you arrive.

Get your own suit! A suit that fits you that you can put on and take off without help gives you confidence.

S Lessons are priced as follows: Starter Course only £100; Open Water Course only £200; Advanced Course only £150 and Rescue Diver only £250.

Finally, diving has so much to offer that, whatever skill level you get to, you will never run out of possibilities because the sea is always changing.

©

1 The word 'goggles' at P should be 'mask'. This error could be found by

- A amending
- B proof reading
- C print preview
- D spell checking

2 The text at Q is

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

3 The font style at T is

- A bold
- B underlined
- C bold and italic
- D larger and underlined

- 4 The paragraphs at **W** have inconsistent
- A justification
 - B emboldening
 - C left margins
 - D font sizes
- 5 The symbol at **S** means that the SUB**WAY SCUBA DIVING MAGAZINE** is
- A a secure website
 - B content checked
 - C confidential
 - D copyright
- 6 The information at **R** could be presented more clearly using
- A centre alignment
 - B right alignment
 - C a pie chart
 - D a table
- 7 To move the image at **X** to the bottom of the document, the user should
- A cut
 - B drag and drop
 - C copy and paste
 - D find and replace
- 8 To put a page number between the text and the top edge of the document that will appear automatically on each page, the user should insert a
- A table
 - B header
 - C left margin
 - D right margin

Questions 9 to 18 are about this spreadsheet. Formulas have been used to calculate values in columns F and G and rows 8, 9 and 10.

	A	B	C	D	E	F	G
1	Monthly Orders						
2	Sofa Name	Item Cost	July Orders	August Orders	September Orders	Total Orders	Total Cost
3	Gallo	£150	449	552	650	1651	£247,650
4	Maxime	£175	32	66	45	143	£25,025
5	Vivienne	£150	148	146	99	393	£58,950
6	MaxLeather	£250	85	72	87	244	£61,000
7	Italianate	£275	82	94	77	253	£69,575
8	Totals		796	930	958		£462,200
9	Minimum Orders		32	66	45		
10	Maximum Orders		449	552	650		

- 9 The sofa that has the lowest orders in September is
- A MaxLeather
 - B Italianate
 - C Vivienne
 - D Maxime
- 10 Total Cost is Item Cost multiplied by Total Orders. If the value in cell B5 is changed, the other cell values that change automatically are
- A G5, G8
 - B G5, G10
 - C C5, D5, E5
 - D C5, D5, E5, G8
- 11 Cell range G3:G8 is formatted as
- A text
 - B date
 - C number
 - D currency
- 12 The formula in cell E10 is
- A =MAX(E3:E7)
 - B =MAX(E3:E9)
 - C =MIN(E3:E7)
 - D =MIN(E8:E9)

- 13 The formula in **D9** is =MIN(D3:D7). If the value in cell **D4** is changed to 54 the value in **D9** will change automatically to
- A 45
 - B 54
 - C 77
 - D 650
- 14 To remove all the details of the Maxime sofa from the spreadsheet, the user should
- A insert a row
 - B delete row 4
 - C insert a column
 - D delete column A
- 15 The formula in cell **C8** is
- A =(C2+C3+C4+C5+C6)
 - B =SUM(C9:C10)
 - C =SUM(C3:C7)
 - D =SUM(C3:C8)
- 16 Cell range **A2:G2** is aligned
- A fully justified
 - B centre
 - C right
 - D left
- 17 To present the information in cell **F2** on one line only, the user should
- A increase the height of row 2
 - B decrease the height of row 3
 - C increase the width of column F
 - D decrease the width of column G
- 18 To graphically present a comparison between the sofas ordered for each of the individual months use a
- A numbered list
 - B bulleted list
 - C bar chart
 - D total

Questions 19 to 23 are about this database.

CustomerID	LastName	FirstName	Telephone	Arrears	DueDate
D07954777	Dougle	Mahmoud	0121709623	£60	01/07/03
E01972888	Evans	Ken	0156477890	£0	01/01/03
E01973489	Edwards	Nicola	0156477890	£40	01/01/03
F01990098	French	Stuart	0156466543	£0	01/06/03
F03988666	Farish	Danielle	0167577653	£60	01/03/03
RG04014677	Goodrum	Rachel	0121654890	£45	01/04/03
VO030147787	Mercieca	Alex	0167626498	£30	01/03/03
SK039857766	Kendall	Pela	0121354781	£40	01/03/03

- 19 The **FirstName** of the customer who has arrears of £30 is
- A Ken
 - B Alex
 - C Rachel
 - D Danielle
- 20 The search criterion to find all customers who have **Arrears** of £40 is
- A Arrears =40
 - B Arrears >45
 - C Arrears <45
 - D Arrears >40
- 21 The search criterion to find the customers with a **DueDate** after 1 April 2003 is
- A DueDate =01/04/03
 - B DueDate <01/04/03
 - C DueDate >01/04/03
 - D 01/04/03 <"DueDate"
- 22 To list the database so that the details for Mahmoud Dougle come last and those for Alex Mercieca come first, the user should sort
- A ascending on LastName
 - B ascending on FirstName
 - C descending on LastName
 - D descending on FirstName
- 23 To remove all details of a customer from the database, the user should delete a
- A password
 - B record
 - C chart
 - D field

Questions 24 to 26 are about this web page.

WELCOME TO homes-4-you
To log into your mortgage account [click here](#)

Last Four Months' Interest

Month	Percentage Interest
January	3.0
February	2.5
March	3.8
April	1.8

Let us know how we can help you:
matt@homes-4-you.coz

[click here to Sign up NOW](#)

24 To use the contact shown at R, the user should

- A send an email
- B access a web page
- C use a web browser
- D make a telephone call

25 The text at P is a

- A web browser
- B password
- C wildcard
- D link


26 The chart at Q shows interest was 3% in

- A February
- B January
- C March
- D April

Questions 27 to 32 are about this document.

S { Miss Elaine Green
44 Madison Avenue
Sheffield
SF8 9BH

P **Q** 16 Barnaby Street
Truro
Cornwall
TR3 5ML



Dear Elaine

John and I are having a barbecue next Saturday 17 July and we shall be delighted to see you there. Do you think you can come? Please let us know. Can you bring some of your latest jazz CDs?

We hope that the weather will hold
but we are putting up a large tent, just in case!
All your friends will be coming and there will be lots to eat and drink.

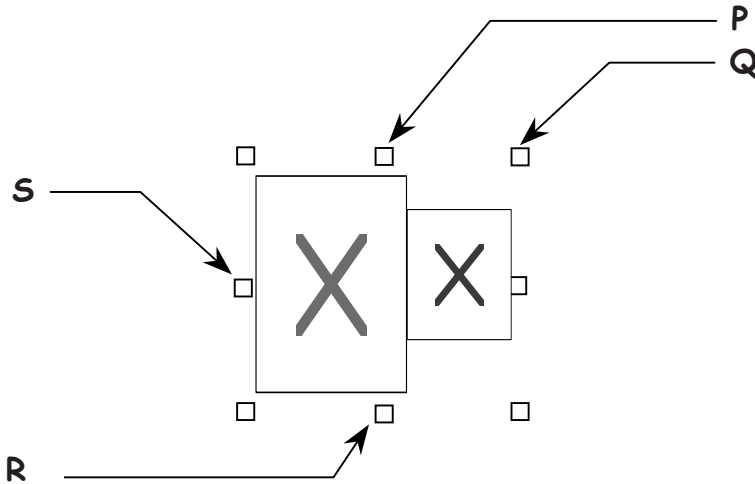
Carmen

R }

- 27 The letter is written on paper which is wide and short. The orientation is
- A centred
 - B portrait
 - C justified
 - D landscape
- 28 The addresses at **Q** and **S** use different
- A paragraph styles
 - B justification
 - C font styles
 - D text fonts
- 29 The clipart at **P** was placed in the letter using
- A resize
 - B insert
 - C a table
 - D find and replace

- 30 A standard item of information which is missing from the document is the
- A receiver's address
 - B sender's address
 - C salutation
 - D date
- 31 In the paragraph at **R**, the sentence starting 'All your friends...' looks different from the rest of the paragraph because it is
- A emboldened
 - B underlined
 - C justified
 - D in italics
- 32 To format the text as shown in the paragraph at **R**, the user should use
- A double line spacing
 - B single line spacing
 - C centre alignment
 - D right tabs

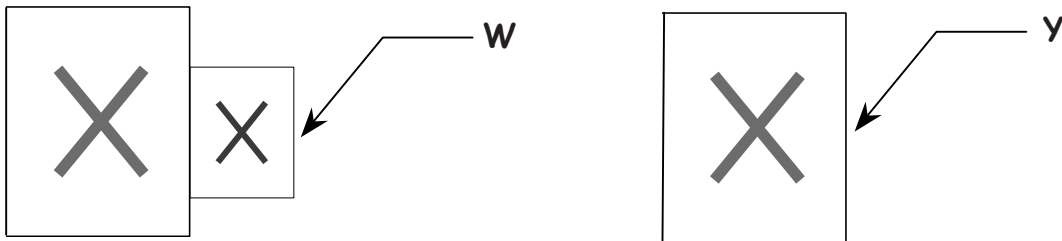
Questions 33 to 40 are general questions.



33 The handle that should be used to adjust both the height and width of this image is

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

34 To change the image at **W** to that shown at **Y**, the user should



- A cut
- B crop
- C resize
- D position

35 If a computer hard disk has been damaged, users 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

- 36 Up to date news about traffic roadwork delays can be found by using
- A an atlas
 - B teletext
 - C a CD-ROM
 - D a catalogue
- 37 The search criterion **Wil*** makes use of
- A a password
 - B a wildcard
 - C copyright
 - D a link
- 38 The use of a password set up on a database file will
- A stop unauthorised users seeing confidential data
 - B run a data-protection program
 - C copyright the information
 - D delete the database
- 39 Computer users take regular breaks away from the computer in order to
- A avoid data loss
 - B let it cool down
 - C help prevent eye strain
 - D avoid breaking copyright
- 40 Page numbers in the header of a document will automatically
- A help keep information confidential
 - B create backup copies of the file
 - C appear at the top of each page
 - D have the correct date

END OF TEST

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