

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

2377/01

Unit 1 (Foundation Tier)

TUESDAY 20 MAY 2008

Afternoon
Time: 1 hour

Additional materials (enclosed): Answer Sheet (MS4)

Additional materials (required):

eraser
HB pencil



INSTRUCTIONS TO CANDIDATES

- **Do not open this booklet until you are told to do so.**
- Write your name, Centre number and Candidate number on the answer sheet in the spaces provided unless this has already been done for you.
- 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.**


INFORMATION FOR CANDIDATES

- Each correct answer will score one mark. A mark will not be deducted for a wrong answer.

This document consists of **15** printed pages and **1** blank page.

Questions 1 to 7 are about this letter.

S



Mr L Dancer
52 Rose Street
Dent
Cheshire
CH7 2RG

Dear Mr Dancer

Concert tickets

Thank you for your enquiry for tickets. The concerts are all proving very popular and the interest from fans has been even better than we thought it would be. The concerts are likely to be sold out, so if you need any more tickets hurry while you have the chance!

We will be sending your tickets to you by first class post. If you would like them to be sent to a different address please contact us at the address above. I am pleased to confirm that tickets have been booked for you as shown below for the following concerts.

June 30th 2003, London Dome, Freezure, 2 tickets
July 3rd 2003, London Dome, Drone 4 tickets
October 12th 2003, Cardiff Apollo, Freezure, 4 tickets
December 20th 2003, Warwick Park, SillySally, 3 tickets.

I trust you really enjoy the concerts. It would be helpful if you would complete the attached survey form after the concerts.

Yours sincerely

Debbie Granger
Debbie Granger, Sales Manager

Page 1 of 2

Debbie Granger

P

Q

T

R

- 1 The text at P is
 - A centred
 - B aligned left
 - C aligned right
 - D fully justified

- 2 The text at R, entered in page 1, appears on page 2 automatically because it is in a
 - A letter
 - B margin
 - C header
 - D footer

- 3 To place the image at **S** at the bottom of the letter as well, the user should
- A move and paste
 - B copy and paste
 - C drag and drop
 - D cut and copy
- 4 The standard feature that is missing from this letter is the
- A receiver's address
 - B sender's address
 - C heading
 - D date
- 5 To present the information at **T** more clearly, the user could
- A use tabs
 - B fully justify it
 - C decrease the font size
 - D decrease the line spacing
- 6 The two paragraphs at **Q** show variation in
- A text alignment
 - B line spacing
 - C tabbing
 - D margins
- 7 The letter is printed on paper with portrait orientation. This means the paper is
- A square
 - B coloured
 - C tall and narrow
 - D short and wide

Questions 8 to 17 are about this spreadsheet. Formulas have been used to calculate values in column G and rows 8, 9 and 10.

	A	B	C	D	E	F	G
1	Venue	Code	Town	Seating	Seats Sold	Price	Income
2	Dome	LDM	London	1500	1000	£18.00	£18,000
3	Warwick Park	WPK	London	2000	700	£15.00	£10,500
4	Epic	NEC	Newcastle	600	475	£12.00	£5,700
5	Empire	NEM	Newcastle	800	625	£12.00	£7,500
6	Apollo	CAP	Cardiff	500	480	£12.00	£5,760
7	Arena	GAR	Glasgow	1000	600	£15.00	£9,000
8	Total Seats available			6400		Total Income	£56,460
9	Minimum Seats			500			
10	Maximum Seats			2000			

8 **Income** is **Seats Sold** multiplied by **Price**. The formula in cell **G7** is

- A =SUM(E7:F7)
- B =E7*F7
- C =E7+F7
- D =E7*D7

9 **Income** is **Seats Sold** multiplied by **Price**. If the value in **F3** changes, the other values that automatically change are in cells

- A D3, G8
- B D9, G3
- C G3, G8
- D D3, G3

10 Cell range **F2:F7** is formatted as

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

- 11 To add details for another venue, the user should
- A insert a row
 - B insert a column
 - C increase row height
 - D increase column width
- 12 Cell range **A1:G1** contains
- A spreadsheet filenames
 - B column headings
 - C formulas
 - D venues
- 13 The venue with the fewest seats sold is
- A Epic
 - B Dome
 - C Arena
 - D Apollo
- 14 The formula to calculate **Total Seats available** in cell **D8** is
- A =SUM(D2:D8)
 - B =SUM(D2:D7)
 - C =SUM(D2:G8)
 - D =(D2+D3+D4+D5+D6)
- 15 The best way to present details of the venues, the seating and the prices to the public is to use a
- A numbered list
 - B bulleted list
 - C pie chart
 - D table
- 16 To present the text in cell **B1** on one line, the user should
- A increase column width
 - B increase row height
 - C change font style
 - D change data type
- 17 To use the spreadsheet to calculate the number of seats unsold at each venue, the user should enter a formula that
- A adds Seats Sold to Seating
 - B divides Seats Sold by Seating
 - C multiplies Seats Sold by Seating
 - D subtracts Seats Sold from Seating

Questions 18 to 24 are about this database.

Booking Reference	Last Name	First Name	Venue	City	Concert Date	Number of Tickets	Ticket Price
AP0578	Jones	David	Apollo	Cardiff	06/07/02	4	£12.00
AR0460	Gregory	John	Arena	Glasgow	07/07/02	6	£15.00
AR0489	Gregory	Michael	Arena	Glasgow	07/07/02	6	£15.00
DO0191	Smith	Jane	Dome	London	03/07/02	1	£18.00
EM0224	Smith	Helen	Empire	Newcastle	22/07/02	4	£12.00
EP0140	Wilson	Stephen	Epic	Newcastle	19/07/02	2	£12.00
WP0123	Carter	Harold	Warwick Park	London	04/07/02	5	£15.00

- 18 The search criterion to find all records where the last name is Smith is
- A Last Name = "Helen Smith"
 - B First Name = "Smith"
 - C First Name = "Helen"
 - D Last Name = "Smith"
- 19 The venue for the concert in London on 3 July 2002 is
- A Empire
 - B Apollo
 - C Dome
 - D Epic
- 20 The city in which there are concerts two days running is
- A Newcastle
 - B Glasgow
 - C Cardiff
 - D London
- 21 The data type of the **Booking Reference** field is
- A text
 - B date
 - C number
 - D currency
- 22 To list records in order of last name so Carter is first, the user should sort
- A ascending on Last Name
 - B ascending on First Name
 - C descending on Last Name
 - D descending on First Name

- 23 To include phone numbers for each person in the database the user should
- A add a record
 - B add a field with text data type
 - C enter it in the Last Name field
 - D add a field with number data type
- 24 The search criterion to find those people who have bought more than 3 tickets is
- A Number of Tickets =3
 - B Number of Tickets >3
 - C Number of Tickets <3
 - D Number of Tickets =4, 5, 6

Please go on to the next page

Questions 25 to 29 are about this memo.

tour.coz

Memo

R {
To: Ahmad Patel
From: John Crabtree
CC: Helen Bates, Roger Kane
Date: 13/05/02

Subject – London concerts, 03/07/02 & 04/07/02 **Q**

S {
 The Drone concert at the Dome on 3rd July has sold far better than the Freezure concert on the 4th at Warwick Park in spite of the efforts we have made in terms of promotion.
 I would suggest that action needs to be taken as soon as possible to get the tickets moving for Warwick Park.

T {
 The reduction of ticket prices at Warwick Park is one idea. What do you think of this?
 Any other suggestions for action?
Please let me have your reply before the end of the day.

Thanks
 John

25 Tabs have been used in each line of the text at **R** to make it easier for the user to

- A change fonts
- B insert images
- C keep text aligned
- D check text accuracy

26 The text at **R** is presented using different

- A font styles
- B text fonts
- C line spacing
- D orientation

- 27 The paragraphs at **S** have inconsistent
- A margins
 - B alignment
 - C font styles
 - D line spacing
- 28 At **Q** the word 'promootion' should be 'promotion'. This error can be found automatically by software using
- A format text
 - B print preview
 - C a spell-checker
 - D a search engine
- 29 The text format at **T** is
- A bold italic
 - B underlined
 - C regular italic
 - D bold underlined

Please go on to the next page

Questions 30 to 32 are about this spreadsheet. Formulas calculate values in column F, and rows 7, 8 and 9.

	A	B	C	D	E	F
1	Salesperson	January Sales	February Sales	March Sales	April Sales	Total
2	Peters, J	£56,000	£62,500	£66,900	£68,450	£253,850
3	Patel, A	£51,300	£64,890	£65,640	£65,300	£247,130
4	Prestn, K	£54,890	£55,870	£58,400	£59,990	£229,150
5	Poots, J	£58,670	£57,900	£55,750	£53,900	£226,220
6	Paulaski, L	£50,950	£59,540	£62,300	£63,300	£236,090
7	Total Monthly Sales	£271,810	£300,700	£308,990	£310,940	£1,192,440
8	Minimum Monthly Sales	£50,950	£55,870	£55,750	£53,900	£226,220
9	Maximum Monthly Sales	£58,670	£64,890	£66,900	£68,450	£253,850

30 The data in cell A4 has been entered incorrectly. The user should

- A format the cell
- B amend the cell entry
- C change the formula in F4
- D change the width of the cell

31 To check that the data has been entered into the spreadsheet accurately, the user should

- A save it
- B format it
- C proof-read it
- D use a grammar checker

32 The graph that accurately shows the sales figures for Poots, J is

Chart A

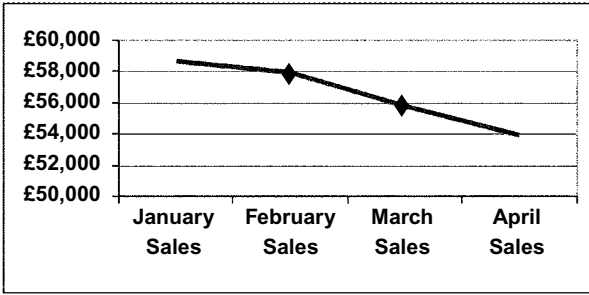


Chart B

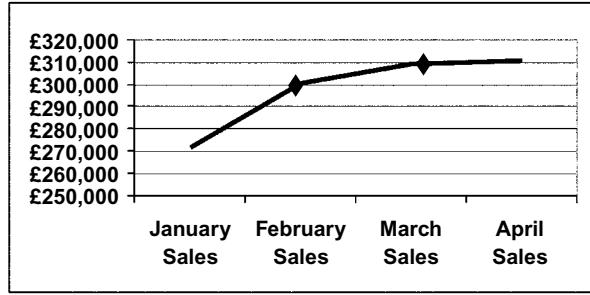


Chart C

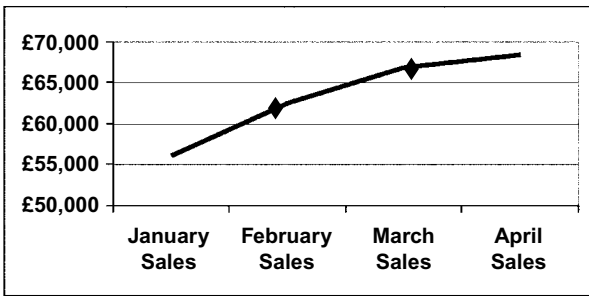
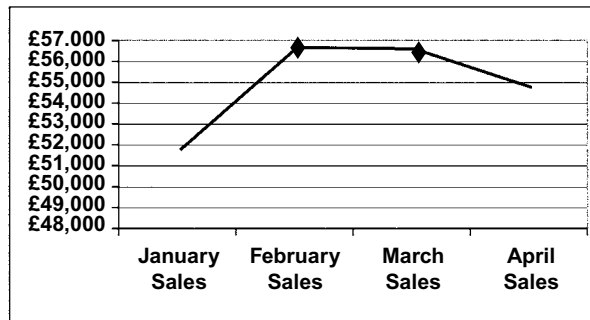


Chart D



- A chart A
- B chart B
- C chart C
- D chart D

Questions 33 to 36 are about this website.

The screenshot shows a web browser window with the following elements:

- Browser Title:** Welcome to website online-booking
- Address Bar:** http://www.tour.coz
- Website Header:**
 - Logo: *tour.coz* ©
 - Email: *online-bookings@tour.coz*
- Main Content:**
 - Section: *Concerts Galore*
 - List of links:
 - *Booking on-line*
 - *London*
 - *Cardiff*
 - *Glasgow*
 - *Newcastle*
 - *Contact Us*
 - *Breaking News*
- Buttons and Text:**
 - Top button: **Click Here** (with arrow pointing right)
 - Text: If you are not sure what's coming up and wish to find details about all concerts
 - Bottom button: **Click Here** (with arrow pointing right)
 - Text: For great last minute deals at www.dealtickets.coz
- Home Page Button:** A circular button labeled **Home Page** with a house icon.

Annotations:

- R:** A bracket on the left side of the browser window points to the logo area.
- Q:** An arrow points from the bottom 'Click Here' button to the letter Q.

- 33** The company logo at **R** is
- A** confidential information
 - B** sensitive information
 - C** virus checked
 - D** copyright
- 34** The link at **Q** will allow the user to
- A** send an e-mail
 - B** close the program
 - C** go to the home page
 - D** move to another website

- 35** To find other websites that can also be used to book concert tickets, the user should use
- A** a search engine
 - B** find and replace
 - C** a wildcard search
 - D** a telephone directory
- 36** The address of this website is
- A** tour.coz@
 - B** www.tour.coz
 - C** www.dealtickets.coz
 - D** online-bookings@tour.coz

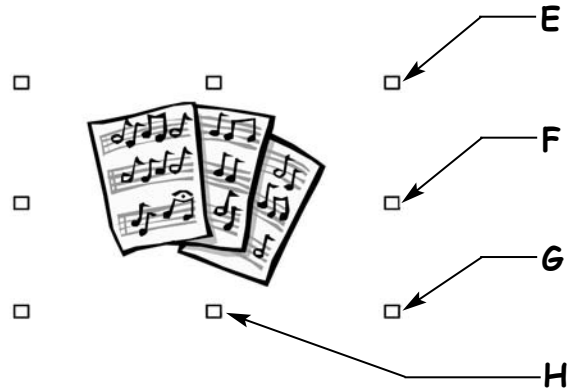
Please go on to the next page

Questions 37 to 40 are general questions.

37 Users should take breaks from using a computer to

- A stop the computer from overheating
- B speed up the computer processing
- C help prevent visual fatigue
- D save their work

38 To make the image below wider, but not taller, the user should drag the handle at



- A E
- B F
- C G
- D H

39 To avoid losing all the data if a computer file is damaged, the user should

- A save the file often
- B proof read the file
- C use password protection
- D keep a backup copy of the file

40 A good way to supply rapidly changing information to a worldwide audience is through

- A posters
- B a mail shot
- C a brochure
- D the internet

END OF TEST

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