![OCR RECOGNISING ACHIEVEMENT]

H

GENERAL CERTIFICATE OF SECONDARY EDUCATION   **2377/02**

INFORMATION AND COMMUNICATION TECHNOLOGY

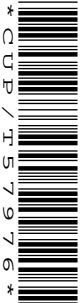Unit 1 (Higher Tier)

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 **19** printed pages and **1** blank page.

Questions 1 to 6 are about this document.

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- By fax – Credit card or Switch card holders can complete the order form and fax it to us

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SPALDING
KL12 5HT

Telephone: 01775 328901
www.flowersdirect.coz

1 The text at **P** has a border round it to make it

A indented
B stand out
C centred on the page
D part of the background

2   The paragraphs at **S** are formatted with a

    A   hanging indent
    B   first line indent
    C   left whole paragraph indent
    D   right whole paragraph indent

3   The text at **X** has inconsistent

    A   fonts
    B   indents
    C   paragraphs
    D   line spacing

4   The text at **Q** has been placed on top of other text using a

    A   text box
    B   right tab
    C   left tab
    D   cell

5   The word 'is' at **R** should be 'are'. This error can be found automatically with software using

    A   cut and paste
    B   a spellchecker
    C   find and replace
    D   a grammar checker

6   The way to position the text as shown at **Y** is to use

    A   tabs
    B   right alignment
    C   full justification
    D   centre alignment

Questions 7 to 9 are about this chart.

Visitors to Trust Properties 2003
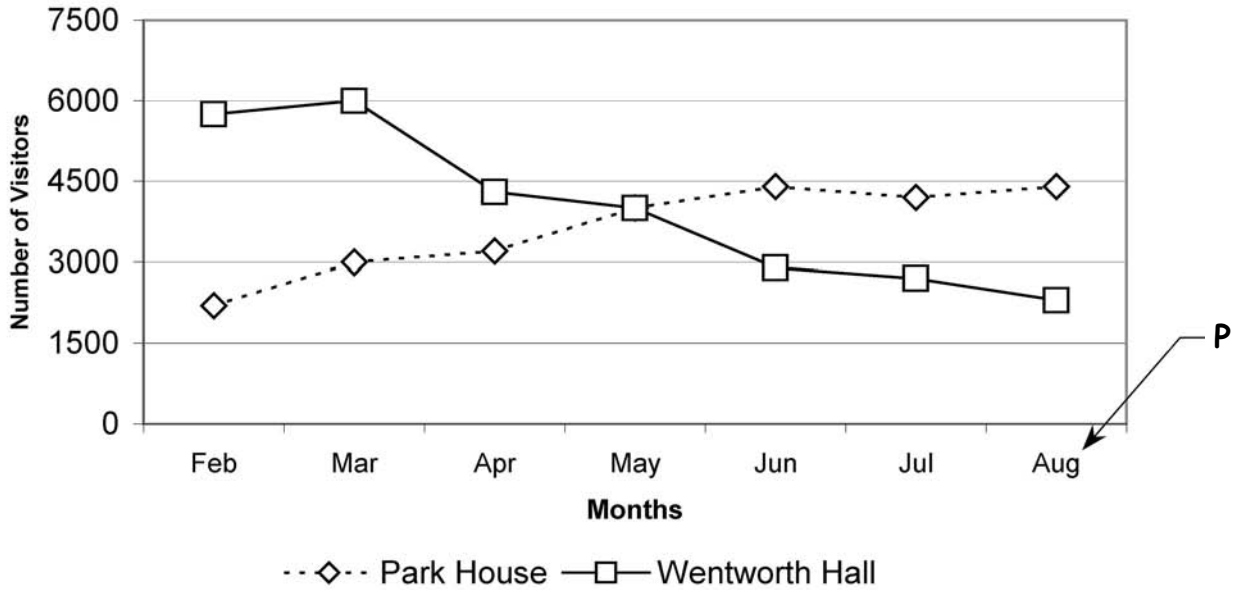
7   The arrow at **P** is pointing at

  A   the y-axis title
  B   the x-axis title
  C   an x-axis label
  D   the chart title

8   The chart shows that in August

  A   Park House had 6,000 visitors
  B   Wentworth Hall had 3,000 visitors
  C   Wentworth Hall had more visitors than Park House
  D   Wentworth Hall had fewer visitors than Park House

9   The chart shows that the trend for the number of visitors is

  A   increasing for both properties
  B   decreasing for both properties
  C   increasing for Park House and decreasing for Wentworth Hall
  D   decreasing for Park House and increasing for Wentworth Hall

Please go on to the next page

Questions 10 to 14 are about this spreadsheet. Formulas are used to calculate values in columns E and H and in rows 9, 10 and 11.

	A	B	C	D	E	F	G	H
1	Gifts Direct – Sales Report 2002							
2	Item Code	Opening Stock	Stock Received	Number Sold	Closing Stock	Purchase Price	Mark Up %	Total Sales
3	SE235	204	3500	2956	748	£4.99	10%	£16,225.48
4	AC289	301	2500	2010	791	£5.49	5%	£11,586.65
5	FG891	698	4000	3991	707	£6.99	5%	£29,291.94
6	HG720	1298	5500	1245	5553	£7.99	10%	£10,942.31
7	JK896	349	6500	6534	315	£8.50	12%	£62,203.68
8	LK218	539	8000	7895	644	£12.99	10%	£112,811.66
9			Maximum	7895			Maximum	£112,811.66
10			Minimum	1245			Minimum	£10,942.31
11							Total	£243,061.72

10 The text in row **1** could have been positioned as shown by

    A   splitting cell range A1:H1
    B   splitting cell range A1:F1
    C   merging cell range C1:E1
    D   merging cell range A1:H1

11 **Total Sales** is **Purchase Price** plus **Purchase Price** multiplied by **Mark Up %** with the result multiplied by **Number Sold**. The formula in cell **H4** is

    A   = F4+F4*G4*D4
    B   = (F4+F4*G4)*D4
    C   = F4+(F4*G4*D4)
    D   = (F4+F4)*G4*D4

12 The text in row **1** is vertically aligned

    A   bottom
    B   centre
    C   right
    D   top

13 The cell ranges to produce a bar chart comparing **Opening Stock** with **Number Sold** are

   A   B3:B8 and D3:D8
   B   A3:A8 and D3:D8
   C   B3:B8 and D3:D10
   D   A3:A8 and D3:D10

14 A formula to calculate the average **Total Sales** would be

   A   =AVERAGE(H3:H11)
   B   =AVERAGE(H3:H10)
   C   =AVERAGE(H3:H9)
   D   =AVERAGE(H3:H8)

Please go on to the next page

Questions 15 to 20 are about this database.

Membership ID	Last Name	First Name	Date of Birth	Date of Joining	Membership Type
B234	Maroney	Peter	27/07/1984	30/07/2002	Social
B145	Maroney	Michael	27/07/1984	20/09/1996	Social
B197	Adat	Michael	12/03/1982	20/09/1996	Life
B211	Maragh	Denis	17/10/1982	19/10/2000	Life
B110	Priaulx	Gavin	25/01/1977	26/01/1995	Standard
B103	Colins	Graham	03/08/1976	12/10/1994	Standard
B198	Ajaib	Mohammed	12/04/1982	19/04/2000	Life
B229	Piela	Keith	23/11/1982	24/12/2000	Social
B201	Hayman	Joshua	15/09/1980	21/10/1999	Standard

15 The member born in 1982 who has a social membership is

   A   Mohammed Ajaib
   B   Denis Maragh
   C   Michael Adat
   D   Keith Piela

16 The search criteria to find those who were born before 1 January 1980 and who joined on or after 1 January 2000 are

   A   Date of Birth =01/01/80 AND Date of Joining =01/01/2000
   B   Date of Birth <01/01/80 AND Date of Joining >=01/01/2000
   C   Date of Birth <01/01/80 AND Date of Joining <=01/01/2000
   D   Date of Birth <=01/01/80 AND Date of Joining >=01/01/2000

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

   A   Membership ID
   B   Date of Joining
   C   Date of Birth
   D   Last Name

18 To list the database in A to Z order of **Membership Type**, showing members with the earliest joining date first within each membership type, the user should sort

    A ascending on Membership Type and then ascending on Last Name
    B ascending on Membership Type and then ascending on Date of Joining
    C ascending on Date of Joining and then ascending on Membership Type
    D descending on Membership Type and then ascending on Date of Joining

19 If this database contained postal addresses, a personalised letter could be produced automatically for each member using

    A cell merge
    B mail merge
    C bookmarking
    D copy and paste

20 The fields required in a query to find the first and last names of those who have life membership and who joined after 1 January 2000 are

    A Last Name, First Name and Date of Birth
    B Membership ID, Date of Birth and Membership Type
    C Last Name, First Name, Date of Joining and Membership Type
    D Membership ID, Last Name, First Name and Membership Type

Questions 21 to 25 are about this spreadsheet. Formulas are used to calculate values in column F and rows 9, 10 and 11.

	A	B	C	D	E	F
1	**MONTHLY PROFIT SHEET – DECEMBER 2003**					
2	Route	Number of Flights	Flight Income	Administration Costs	Airport Charges	Profit
3	BW121	24	£9,900	£5,000	£145	£232,455
4	BW122	24	£9,600	£4,500	£167	£225,733
5	BW137	36	£5,500	£7,500	£210	£190,290
6	BW138	36	£5,000	£7,000	£240	£172,760
7	BW378	48	£1,350	£6,500	£120	£58,180
8	BW379	48	£1,450	£6,500	£100	£63,000
9	**Total Flights**	216				
10					**Total Profit**	£942,418
11					**Average Profit per Flight**	£4,363

21 To find the lowest **Flight Income** the formula would be

    A   =AVERAGE(C3:C8)
    B   =MAX(C3:C8)
    C   =MIN(C3:C8)
    D   =SUM(B3:C8)

22 **Profit** is **Number of Flights** multiplied by **Flight Income** less the result of **Administration Costs** added to **Airport Charges**. The formula in cell **F3** is

    A   =B3*C3-D3+E3
    B   =B3*C3-(D3+E3)
    C   =(B3*C3)-D3+E3
    D   =(B3*C3-D3+E3)

23 If the formula in cell **F11** is changed to =MAX(F3:F8), the value in cell **F11** would change to

   A £942,418
   B £232,455
   C £63,000
   D £4,363

24 A suitable way to present graphically the percentage of **Total Profit** made by each **Route** is to use a
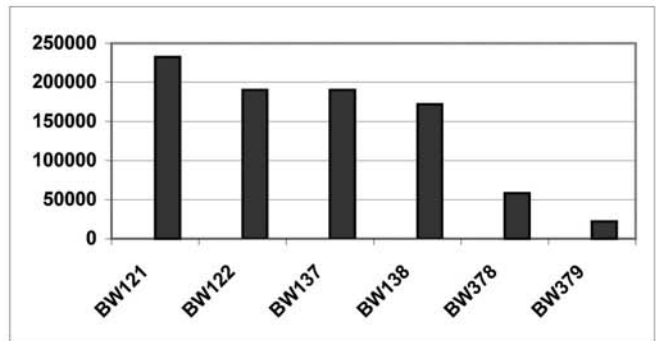
   A table
   B text box
   C pie chart
   D line graph

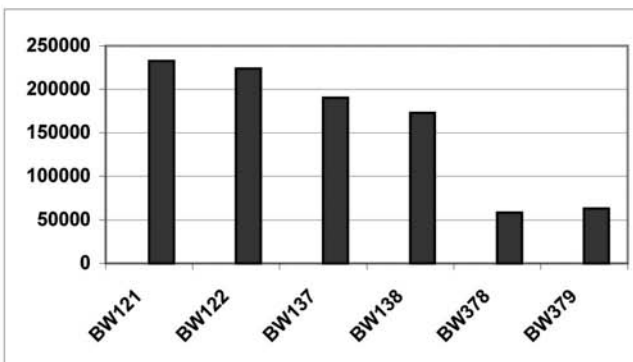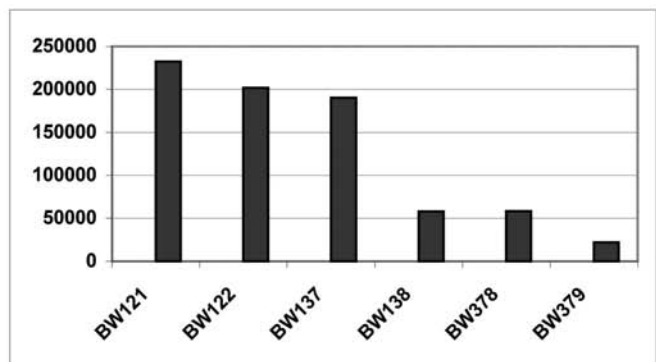**25** The chart that accurately represents the **Profit** is
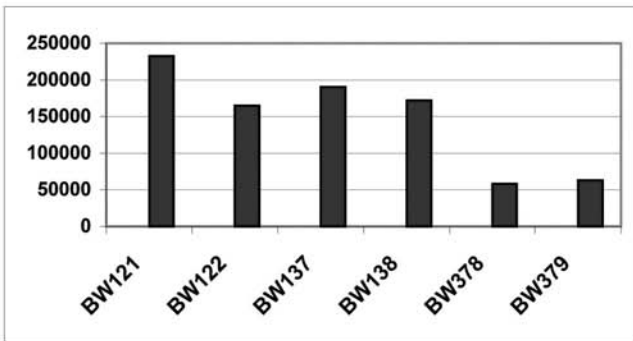
Questions 26 to 31 are about this document.

26 The two paragraphs at **P** are formatted with

    A   a first line indent
    B   a hanging indent
    C   right alignment
    D   a right tab

27 The purpose of the form at **Q** is to collect

    A   money from customers
    B   debts owed to customers
    C   information from potential customers
    D   e-mail addresses from customers of the company

28 The error in the text at **R** is one of

    A   layout
    B   content
    C   spelling
    D   grammar

29 The way to position the text as shown between the lines at **S** and **U** is to use

    A   left and centre tabs
    B   centre alignment
    C   left indentation
    D   three columns

30 The image at **T** has been inserted

    A   on top of the text
    B   without text wrap
    C   behind the text
    D   with text wrap

31 The document has been saved as **collections** but the user cannot remember where it is. To find the file the user should use

    A   a folder
    B   bookmarking
    C   find and replace
    D   directory search tools

Questions 32 to 34 are about this web page.

P

Welcome to Summerscale Vets

File   Edit   View   Favourites   Tools   Help

Back   Forward   Search   Favourite   Media

Address http://www.summerscalevets.coz   Go   Links »

Welcome to Summerscale Vets
92 Friendly Avenue
Triangle
West Moreton
West Yorkshire
LS12 5TG

Services	We offer a full range of veterinary services
Staff	Check out the qualifications of our staff
To contact us	e-mail us on mail@vets.coz

32 To view this web page the user needs

   A a word processing application
   B a graphics application
   C browser software
   D an e-mail address

33 This website can be quickly accessed during future sessions on the internet
if the user

   A buys additional specialist equipment
   B sets up an e-mail address
   C creates a hotspot on it
   D adds it to favourites

34 During this session on the internet the feature at **P** can be used to move to

    A   a new website
    B   a new web page
    C   the next line of text
    D   web pages previously viewed
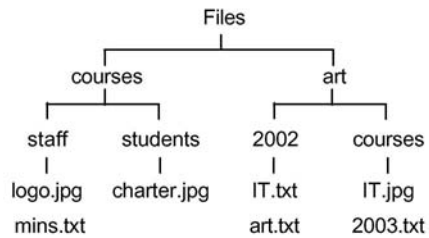
Please go on to the next page

Questions 35 to 40 are general questions.

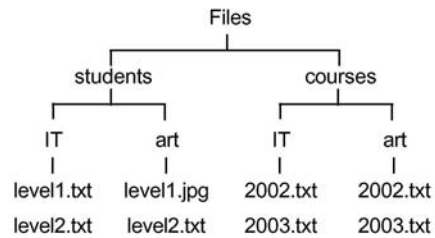**35** The application software best suited to develop numbers and the production of charts is

    A browser
    B graphics
    C spreadsheet
    D word processing

36 The file named **2003.txt** is stored in the **art** sub-directory that is within the **courses** sub-directory. Which diagram shows this file and its directory structure?
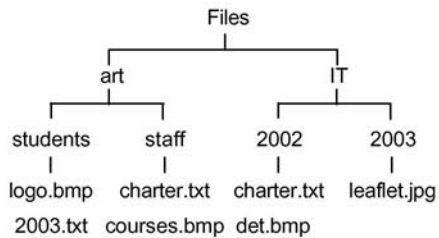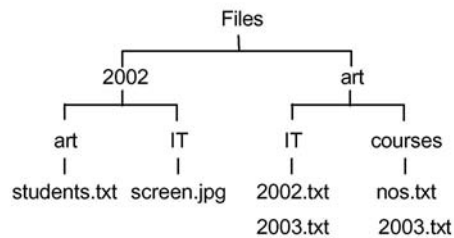
A

```
                    Files
        ┌─────────────┴─────────────┐
     courses                       art
   ┌────┴────┐                  ┌───┴────┐
 staff   students            2002    courses
   │        │                  │        │
logo.jpg charter.jpg        IT.txt    IT.jpg
mins.txt                    art.txt  2003.txt
```

B

```
                    Files
        ┌─────────────┴─────────────┐
    students                     courses
   ┌────┴────┐                  ┌───┴────┐
  IT        art                IT        art
   │          │                 │         │
level1.txt level1.jpg        2002.txt  2002.txt
level2.txt level2.txt        2003.txt  2003.txt
```

C

```
                    Files
        ┌─────────────┴─────────────┐
      art                          IT
   ┌────┴────┐                  ┌───┴────┐
students   staff             2002      2003
   │         │                 │         │
logo.bmp charter.txt       charter.txt leaflet.jpg
2003.txt courses.bmp       det.bmp
```

D

```
                    Files
        ┌─────────────┴─────────────┐
     2002                          art
   ┌────┴────┐                  ┌───┴────┐
  art        IT                IT       courses
   │          │                 │         │
students.txt screen.jpg      2002.txt   nos.txt
                             2003.txt   2003.txt
```

37 The wildcard search criterion to find only **Kevlin** and **Kelvin** from this list of names is

```
Kenneth
Kendall
Kelly
Kevlin
Kelvin
Kerry
Keith
Kent
```

 A Ke*

 B Ke??in

 C Kel*??n

 D Ke???in

38 To avoid the complete loss of data if a disk is corrupted the user should

 A backup frequently to a secure medium

 B use virus protection software

 C copyright all information

 D use password protection

39 Information that is copyright can only be used

 A if it is kept confidential

 B on one page of a document

 C within the year it was written

 D with the acknowledgement of the author

Please go on to the next page

40 Pictures could be copied from a magazine for insertion into an electronic document file using a

    A   photocopier
    B   microphone
    C   browser
    D   scanner

END OF TEST

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