

2

1 For each task shown draw a line to the most suitable type of software.

One has been done for you.

Task	Software type
To check appointment availability	Word processor
To develop <i>Our Future</i> website	Diary software
To produce a folded leaflet	Web authoring software
To send an email	Desk Top Publishing
To store member records	Database
To work out travel costs	Email software
To write a letter	Spreadsheet

[6]

2 The computers in *Our Future's* office are connected in a network.

Our Future restricts access to certain parts of the network.

(a) Give **one** reason why this is done.

.....
..... [1]

(b) Give **two** ways that access can be restricted.

Way 1
.....
Way 2
..... [2]

3

3 *Our Future* communicates with most of its members by the use of email and text messaging.

State **two** other electronic methods that could be used to communicate with members who have no email or mobile phone.

Method 1

.....

Method 2

..... [2]

4 Tick **one** box in each row to show whether the statement is true or false.

Statement	True (✓)	False (✓)
A blog is a real time online conversation between many computer users		
Online discussion forums are designed to create online communities of people with similar interests		
When an email is sent via a browser, both people have to be online at the same time		
When an email is sent via a browser, it is saved on the sender's system		
To send an SMS, the receiver has to have their phone switched on		
When you take part in a chat, a record is automatically saved on your system		

[6]

- 5 When a letter is printed, the orientation could be Portrait or Landscape.

Use diagrams to show what is meant by Portrait and Landscape.

Portrait

Landscape

[2]

- 6 *Our Future's* database contains thousands of records.

A section of the database is shown below:

Surname	First Name	Mobile Number	E-mail	Address	Postcode	Date of Birth	Reference
Smith	John		Jsmith@OurFuture.com	Not known		02/07/46	004a
Williams	Gill	07632 698522	WiliamsG@OurFuture.com	22 East View, Littletown	DD7 8QA	15/03/52	006a
Wu	Jack	07459 668123	WuJ@Ourfuture.com	12 The Lane, Wordsworth	DE6 6DD	08/02/55	001a
Koski	Brad	07652 555486	KoskiB@OurFuture.com	15 High Street, Wordsworth	DE4 4FD	16/08/65	005a
Wu	Jack	07884 335478	No email	The Mill, Trumpton	FD5 6NB	16/08/68	002a
Smith	Sally	07996 451735	Ssmith@OurFuture.com	13 Hill View, Hampton	HH5 8UH	07/09/68	003a

- (a) How many fields are shown in this section of the database?

..... [1]

(b) How many records are shown in this section of the database?

..... [1]

(c) Which field would be used as the key field?

..... [1]

(d) Explain why a key field is important.

.....
.....
.....
..... [2]

(e) State the field that has been used to sort the data.

..... [1]

(f) Give **three** ways in which *Our Future* could use the data in their database.

1
.....
2
.....
3
..... [3]

PLEASE TURN OVER FOR THE NEXT QUESTION

(g) *Our Future* collects the data for their database using a web form.

Design a database entry form for use by *Our Future*.

Your form should contain all the essential data required.

9 *Our Future* stores information gathered on people and companies in a large database. It is vital that the information stored is accurate.

(a) Give **four** reasons the data in the database might be inaccurate.

- 1
-
- 2
-
- 3
-
- 4
- [4]

(b) Give **three** ways in which *Our Future* could reduce the risks of inaccurate data being stored on their computer system.

- 1
-
-
- 2
-
-
- 3
-
- [3]

END OF QUESTION PAPER



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