

AN ROINN OIDEACHAIS AGUS EOLAÍOCHTA

Leaving Certificate Applied 2001

Vocational Specialism — Information Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 30th May, 2001

Morning 10.00 am to 12.00 noon

**Marking
Scheme**

General Directions

1. Write your EXAMINATION NUMBER in this space:
2. Write your answers into this answer book.
3. Be sure to return your **four** printouts with this answer book.

THERE ARE FOUR PARTS IN THIS EXAMINATION.

- Part One:* **Word Processing Practical Test.**
Complete all tasks required.
- Part Two:* **Spreadsheet Practical Test.**
Complete all tasks required.
- Part Three:* **Database Practical Test.**
Complete all tasks required.
- Part Four:* **Theory Questions.**
Answer 14 questions – ten from Section 1
and four from Section 2.

For the Examiner only

PART	MARK
Part 1	
Part 2	
Part 3	
Part 4	
TOTAL	

Part One—Word-processing Exercise

(80 marks)

ATTEMPT ALL TASKS

You have been given a document file on disk called CRECHE1.

1. Load this file and type your Examination Number and today's date at the left margin at the top of your document as shown on page 3.
2. Make the other changes shown on page 3 of this paper.
3. Add the text below to the end of your document, making sure to centre and italicise as shown.

For more information on *Kiddies Creche*, contact
Mary or Eileen at 099 54126

or call to our offices at:

5 Green Terrace
Mapstown
Ballyvale

We would be delighted to hear from you.

4. Change the line spacing to 1.5 (one and a half) for the whole document.
5. Save the document on your disk as CRECHE2.
6. Print out one copy of the revised document.

Be sure to return the printout with this answer book at the end of the examination.

1. Load file 3 marks

2. Centre, **Bold**, undo underline and **24pt** x 3 marks each 12 marks

Make 10 editing changes x 3 marks each

- i. *Kiddies Creche* in italics (paragraph 1 and 3) (-2 if only performed once)
 - ii. Change **nw** to **new**
 - iii. Change *proivde* to *provide*
 - iv. Join..... "**level locally to All of our staff**".....
 - v. Change **3 years** to **5 years**
 - vi. Create new paragraph at "*In the next few weeks ...*"
 - vii. Change *willbe* to *will be*
 - viii. Change *froms* to *forms*
 - ix. Change *com plete* to *complete*
 - x. Change *Primery* to *Primary*
- 30 marks**

Deduct 2 marks per error in this section:

i.e. Ran on paragraphs but forgot spaces after full stop 3 marks – 2 marks = 1 mark

3 Add additional text (-2 per error) 20 marks
(Penalise by 2 marks if extra text is on separate page)
(Penalise if extra lines between text are not inserted)
(Penalise -5 if last line or any other line missing)

Centre paragraphs of inserted text 3 marks

Italics "*Kiddies Creche...*"
(if only one word is in Italics = 3 - 2 = 1 mark) 3 marks

Change to 1.5 line spacing
(Penalise by 2 marks if full page is not in 1.5 line spacing) 3 marks

Fully justify paragraphs 1-3
(Penalise by 2 marks if 3 paragraphs are not fully justified) 3 marks

Print 3 marks

Total 80 marks

Examination Number:

Today's Date

Kiddies Creche

Kiddies Creche is a new facility that is opening shortly in the Ballyvale region. We have a new purpose built premises on Green Terrace, which is convenient to the town and school. We hope to provide space for 30-40 children, depending on the interest level locally. All of our staff will be suitably qualified and have a minimum of 5 years experience working with children.

Run on

New Par

In the next few weeks, we will be circulating application forms to all of the houses in the area and would like to complete this form if you are interested in using the creche.

Kiddies Creche can be used on a weekly, daily or afternoon basis. We also have a minibus that collects children from Ballyvale Primary School.

For more information on *Kiddies Creche*, contact

Mary or Eileen at 099 54126

or call to our offices at:

5 Green Terrace

Mapstown

Ballyvale

We would be delighted to hear from you.

Part Two—Spreadsheet Exercise

(80 marks)

ATTEMPT ALL TASKS

1. Set up a spreadsheet with the data as shown below. The first cell, (WEEKLY) should be in cell A1 of your spreadsheet, and your examination number in cell A18. Adjust column widths as necessary.

WEEKLY	WAGE	SHEET			
EMPLOYEE	HOURS	RATE PER	GROSS	TAX	TAKE-HOME
NAME	WORKED	HOUR	PAY	PAID	PAY
Ann O'Donovan	20	4.75	£ 95.00	£22.80	£72.20
John Roche	25	4.75	£ 118.75	£28.50	£90.25
Ted Wellington	35	4.75	£ 166.25	£39.90	£126.35
Joe Small	45	4.75	£ 213.75	£51.30	£162.45
Hugh Murphy	20	4.75	£ 95.00	£22.80	£72.20
Mary O'Keeffe	30	5.50	£165.00	£39.60	£125.40
Siobhan Doyle	50	5.50	£ 275.00	£66.00	£209.00
Tom Pitts	40	6.75	£ 270.00	£64.80	£205.20
TOTAL GROSS PAY:			£1,398.75		
AVERAGE TAKE-HOME PAY:					£132.88
(Exam Number)					

* Column suitably widened

15 marks (– 2 per error)

Alignments

2 marks

(Hit or Miss)

Centre

2 marks

(2 marks for all correct)

Left

2 marks

(2 marks for all correct)

Right

2 marks

(2 marks for all correct)

2. Format the cells (alignment, bold) as shown. Format the last four columns to *currency* (Pound sign with 2 decimal places. Example: £34.56 or IR£56.45).

Format 4 columns, TOTAL GROSS PAY & AVERAGE TAKE-HOME PAY for currency

(5 marks for all done, 2 marks if only some done)

5 marks

(accept £, IR£ or \$)

3. Calculate the GROSS PAY for each employee by multiplying the HOURS WORKED by the RATE PER HOUR. This should be displayed in the column GROSS PAY. 10 marks (3 marks for 1st formula and one each thereafter)
4. Calculate the TAX PAID by multiplying the GROSS PAY by 24% (or 0.24). This should be displayed in the column TAX PAID. 10 marks
5. Calculate the TAKE HOME PAY by subtracting the TAX PAID from the GROSS PAY. This should be displayed in the column TAKE HOME PAY. 10 marks
6. Calculate the total of the GROSS PAY for all the employees. This should be displayed in Cell D15. 8 marks
7. Calculate the AVERAGE TAKE-HOME PAY. This should be displayed in Cell F16. 8 marks
8. In this box, write down the formula you used in cell F6 (to find Ann O'Donovan's Take-home Pay): 2 marks "=D6-E6"
9. In this box, write down the formula you used in cell D15 (to find the Total Gross Pay): 2 marks
 "=SUM(D6:D13)" or
 "=SUM(D6:D14)" or
 "=SUM(D6:D15)"

10. Save the file to your floppy disk as WAGES.

11. Make sure your Examination Number is in cell A18. Print out one copy of the spreadsheet. 2 marks

Be sure to return the printout with the answer book at the end of the examination.

Part Three–Database Exercise

(80 marks)

ATTEMPT ALL TASKS

1. You have been given a database file on disk called **RESULTS**

2. Load this file.

5 marks

3. Add these new records to the database:

20 marks (-2 per error)

[ID	FORENAME	SURNAME	CLASS	RESULT]
8	Brigid	Kiely	St. Enda's	45
9	Andrew	Brack	St. Mary's	69
10	Mary	Maxwell	St. Mary's	90
11	Peter	Hanley	St. Ann's	37

4. Delete *Eoin O'Leary's* record from the database.

10 marks (Hit or Miss)

(Has to delete the record in full, will not suffice to delete the entries in the record)

5. The database needs to be updated. *Sheila Dwyer* has changed class from *St. Mary's* to *St. Ann's*. Amend her record to show this change.

10 marks

6. Sort the data base in alphabetical order by SURNAME.

10 marks (Hit or Miss)

ID	Forename	Surname	Class	Result
9	Andrew	Brack	St. Mary's	69
3	Carol	Dineen	St. Enda's	65
4	Sheila	Dwyer	St. Ann's	42
5	Anne	Enright	St. Ann's	48
2	John	Flynn	St. Ann's	75
6	Aidan	Gallwey	St. Enda's	17
11	Peter	Hanley	St. Ann's	37
8	Brigid	Kiely	St. Enda's	45
10	Mary	Maxwell	St. Mary's	90
7	Amy	Sutton	St. Enda's	58

7. Print out one copy of the full database (sorted by surname).

5 marks (Hit or Miss)

ID	Forename	Surname	Class	Result
3	Carol	Dineen	St. Enda's	65
6	Aidan	Gallwey	St. Enda's	17
7	Amy	Sutton	St. Enda's	58
8	Brigid	Kiely	St. Enda's	45

8. Select and print out all the records for students that are in the class *St. Enda's*.

20 marks (Hit or Miss)

9. By hand, write your Examination Number on BOTH printouts at the top left.

10. Save the file on your disk as **RESULTS**

Be sure to return both of these printouts with this answer book at the end of the examination.

Part Four—Theory Questions

(160 marks)

Section 1 – (80 marks)

10 x 8 marks = 80 marks
Take best 10

ANSWER TEN QUESTIONS

Tick the correct box in each question.

1. Which one of the following is NOT an input device?

- keyboard
- mouse
- printer
- light pen

2. Which one of the following gives the best quality print?

- line printer
- laser printer
- dot matrix printer
- inkjet printer

3. Which one of the following is NOT an operating system?

- Windows 98
- MS Office
- MS-DOS
- Mac OS 9

4. The amount of memory in a computer is measured in?

- VDU
- MB
- DPI
- MHz

5. A company has all of their clients' names and addresses in a data file. They are going to send the same letter to all of the clients, but addressed to each individually. What word processing procedure would be used to do this?

- letter wizard
- customise
- mail merge
- autoformat

6. Which one of the following is a storage device?

- hard drive
- mouse
- cpu
- scanner

7. A spreadsheet would be most suitable for which one of the following?

- typing a book
- designing a poster
- drawing a bar chart
- enhancing a photograph

8. Which one of the following changes to a word-processing document will result in fitting the largest amount of text on one page?

- increase the margins and increase the line spacing
- increase the margins and decrease the line spacing
- decrease the margins and decrease the line spacing
- decrease the margins and increase the line spacing

9. Look at the text in the box. The text on the second line differs from the rest in which one of the following ways?

- a different font
- a different point size
- different line spacing
- different alignment

A computer has many parts.
One is the cpu.
There are also input and
output devices.

10. In which one of the following is the word “Little” in superscript?

Three LITTLE Pigs

Three ^{Little} Pigs

Three Little Pigs

Three _{Little} Pigs

11. The number of bits in a byte is:

2

8

64

1024

12. Which one of the following is NOT associated with the internet:

http

html

vdu

www

Section 2 – (80 marks)

4 x 20 marks = 80 marks
Take best 4

ANSWER FOUR QUESTIONS

1. Explain what the initials VDU and CPU stand for. Write a short note describing what each does.

4 x 5 marks (0,2,5 marks)

V.D.U. **Visual Display Unit**

This is a monitor that is hooked up to your computer system. Also called a screen. It is like a television. It is an output device. It is commonly between 14" and 17" in size.

C.P.U. **Central Processing Unit**

This is the brain of the computer. It is where all calculations and manipulations are carried out. It is on a tiny circuit or microchip. The speed of the CPU is measured in Mhz. The CPU contains the memory of the computer.

2. Give an example of an *input device* and an *output device* that are used in a post office. Write a short note on what each would be used for.

4 x 5 marks (0,2,5 marks)

Input device: Example **Light Pen, Touch Screen, Mouse, Card Swipe etc...**

Used for: **Used to input information to the computer, to input details with social welfare card, to click on options, to input bar codes from registered letters etc...**

Output device: Example **Printer, Screen etc...**

Used for: **To print receipts, to give certificate of postage of registered letter, to print posters.**

3. Write out what any four of the following five abbreviations stand for: **4 x 5 marks (0,2,5 marks)**

CD-ROM Compact Disk - Read Only Memory (accept CD Read Only Memory)

Gb Giga Byte

LAN Local Area Network

CAD Computer Aided Design

DVD Digital Video Disk / Digital Versatile Disk

4. List three advantages and one disadvantage of using e-mail instead of ordinary letter post to circulate documents among workers in an organisation. **4 x 5 marks (0,2,5 marks)**

Advantages: 1. • Speed. It's very fast, E-Mails sent instantly.

• Employees can work from home and still receive their e-mails. Can also pick up e-mails while on holidays etc...

2. • Can attach documents. • Don't have to print a copy for each person, thus saving paper

• Don't have to hand write envelopes. • Can create a mailing list of all employees.

3. • Cost. Very cost effective. Cheaper than employing a person to hand deliver post.

• Encourages a quick response.

Disadvantage: • If computer system breaks down, people cannot access their correspondence.

• Can encourage employees to spend a lot of time writing emails to their friends.

5. Outline four precautions that can be taken in a computer environment for the benefit of health and safety. 4 x 5 marks (0,2,5 marks)

1. • Use a chair of a suitable height with adjustable back. • User should take frequent breaks.

• Use a screen guard on your VDU.

2. • Don't have any stray wires on ground to trip over.

• Don't drink or eat at your workstation.

3. • Have ample ventilation.

• Have ample lighting.

4. • Monitor should be adjustable height.

• Footrest provided if required.

6. Explain each of the following word-processing terms: 4 x 5 marks (0,2,5 marks)

Print Preview: A preview of the page that you are about to print. Can preview more than one page at a time.

Tab stops: A way of aligning numbers and text. The cursor moves horizontally to the right to align. You can set these on the ruler line or in the format menu. Not used very much anymore, tables are more popular.

Hanging indent: This is a paragraph of text where the first line is on the left-hand margin and subsequent lines are indented. This paragraph is setup as a hanging indent. To do this, go to the Format, Paragraph menu. This paragraph is a hanging indent of 2.5cm.

Header: This is some text on the top of your page that gives information about the document. It frequently contains the date, page number, Author name, Chapter name in a book or the time of printing. In web documents the header is usually the web address of the page.

N.B. Please write in this box the number of pages of printout you are enclosing:

Pages enclosed:

**If all tasks are completed, there should be FOUR:
One word-processing; one spreadsheet; two database**