

AN ROINN OIDEACHAIS AGUS EOLAÍOCHTA

Leaving Certificate Applied 2002

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 29 May 2002
Morning 10.00 to 12.00

For the Superintendent only

Centre Stamp

General Directions

1. Write your EXAMINATION NUMBER in this space.

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2. Write your answers into this answerbook.
3. Be sure to return all your printouts with this answerbook.

THERE ARE THREE SECTIONS IN THIS EXAMINATION.

Section 1: **General Theory**

Section 2: **Word Processing**

Section 3: **Optional Modules**

For the Examiner only

SECTION		MARK
Section 1		
Section 2		
Section 3	Module 2	
	Module 3	
	Module 4	
	Module 5	
	Module 6	
TOTAL		

Section 1 - General Theory

(80 marks)

Answer all 10 questions in the spaces provided.

1. Name three storage devices.

- (a) _____
- (b) _____
- (c) _____

2. Which three items in the following boxes are *input devices*?

Laser printer	Keyboard	Touch pen	Scanner
Plotter	CD-ROM	Monitor	

- (a) _____
- (b) _____
- (c) _____

3. What type of printer is described below?

*“This printer strikes the ribbon to print one character at a time.
The characters are made up of patterns of individual dots.”*

4. What does each of the following stand for?

- (a) **PPM** _____
- (b) **DPI** _____
- (c) **WYSIWYG** _____

5. Complete the following:

1 byte = _____ bits

1 kilobyte = _____ bytes

6. Explain the term *software*. Give one example.

7. Which one of the following is **not** a type of computer?

Laptop	Monitor
Palmtop	Mainframe

8. Explain the term *local area network (LAN)*.

9. What is the difference between *copying* and *moving* a file?

10. Explain what is meant by *backing up* data.

Section 2 - Module 1: Word Processing

(80 marks)

There are two questions in this section of the examination.

Answer both questions.

11. Word Processing Theory

(10 marks)

(a) Explain the difference between *cut and paste* and *copy and paste*.

(b) Name two types of text enhancement you might use when typing a notice.

1.

2.

12. Practical Word Processing Assignment

(70 marks)

You have been given a word processing file on disk called **TV**.

- (a) Open this file and make the changes shown on **page 6** of this paper.
- (b) Type your Examination Number at the left margin at the top of your document as shown on **page 6**.
- (c) Add the text in the box below to the end of your document, making sure to format it as shown.

To receive copies of the complete survey results, contact:

Dublin	John	01 1889856
Rest of Ireland	Sabrina	099 45698

Alternatively, send an SAE to:

14 Whites Lane
Sycamore Downs
Dublin 32

- (d) Save the document as **TV1** and print one copy.

Be sure to return the printout with your answerbook at the end of the examination.

(National Pastimes?) Centre, Bold and 16pt

ital A recent survey of households in Ireland, by Littlewood Data, showed that watching television is now the most popular family pastime. TV, as it is more commonly known, is a somewhat new technology, with most households purchasing their first TV in the 60s and 70s.

RUN ON It is surprising to note ~~that~~ that the average number of sets per house has rapidly risen to its ⁹ three current height of 3. These were most commonly found in the:

living room,

sitting room and

⊙ main bedroom X

The survey also showed that the average time spent watching TV per week varies greatly with age. Adolescents and young children watch a staggering 19 hours per week, while young n.p. adults (19-26) watch the least, 13 hours per week. [It was agreed by all parents surveyed that ⊙ TV, while entertaining, cannot be a good substitute for the more traditional and healthier S option, like team sports, walking, cycling and dancing.

* Fully justify body text

* Single line spacing throughout

Section 3 - Optional Modules

(240 marks)

There are **five** modules in this section of the examination.
Complete any **three** of these modules.
All modules carry the same number of marks.

Module 2: Spreadsheets

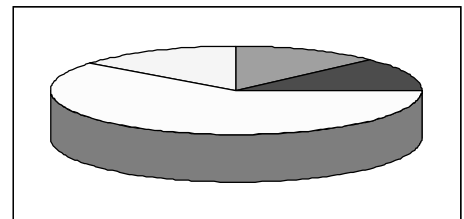
(80 marks)

There are two questions in this module.
Answer both questions.

13. Spreadsheet Theory

(10 marks)

(a) What type of chart is shown on the right?



(b) Circle the correct answer in (1) and (2).

(1) In the spreadsheet below, the content of cell C4 is

right aligned	centred	left aligned
---------------	---------	--------------

(2) Cell A3 is formatted as

date	currency	percentage
------	----------	------------

	A	B	C
1			
2			
3	€5.75		
4			56
5			

14. Practical Spreadsheet Assignment

(70 marks)

- (a) Set up a spreadsheet with the headings shown below.
- (b) Input the data, aligned and formatted, as shown. Adjust column widths as necessary.

	A	B	C	D
1	ICE CREAM	ORDERING	FORM	
2				
3	Ice Cream	Price per Box (€)	Boxes Ordered	Order Cost (€)
4	Almondo	23.50	50	
5	Banana Split	40.60	40	
6	Choco Ice	21.00	19	
7	Lemon Ice	35.00	25	
8	Mint Burger	30.50	10	
9	Nutty Fudge	50.00	20	
10			Total Order Cost (€)	
11	Average Price per Box (€)			
12				
13	Examination Number			

- (c) Calculate the **Order Cost** for each type of **Ice Cream** by multiplying **Price per Box** by the **Boxes Ordered**. This should be displayed in the **Order Cost** column.
- (d) (1) Use a suitable formula, in cell D10, to calculate the **Total Order Cost**.
- (2) Write the formula you used in D10 on the line provided: _____
- (e) Use a suitable formula, in cell B11, to calculate the **Average Price Per Box**.
- (f) Format all cells that contain money amounts to two decimal places.
- (g) Type your Examination Number in cell B13.
- (h) Create a bar chart that shows the **Price per Box** of each variety of **Ice Cream**.
- (i) Insert your Examination Number as the title of the chart.
- (j) Save the file as **ICECREAM**.
- (k) Print one copy of both the spreadsheet and the chart.

Be sure to return the printout(s) with your answerbook at the end of the examination.

Module 3: Databases

(80 marks)

There are two questions in this module.

Answer both questions.

15. Database Theory

(10 marks)

(a) Explain the term *sort ascending*.

(b) Study the database below and then complete the database structure table.

Employee	DateofBirth	EmployeeNo
Doe, John	05/05/73	523654
Marshall, Tom	12/12/82	256418
Molloy, Mary	06/09/81	259561

Database Structure Table

Field Name	Data Type
Employee	
DateofBirth	
EmployeeNo	

16. Practical Database Assignment

(70 marks)

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

- (a) Open this file.
- (b) Add the following records to the database.

IDNum	FirstName	LastName	DateofBirth	Wage(€)	Department
8	Mick	Murphy	09/09/73	274.00	Accounts
9	Nancy	Nerney	06/06/66	280.00	Engineering
10	Barry	Brighton	25/01/72	330.00	Marketing
11	Linda	Lillis	10/12/79	236.00	Engineering

- (c) Cathal Connors has decided to leave the firm. Delete his record from the database.
- (d) Tracey Tanner has been promoted and is now in the Marketing **Department**. Her wage has increased to €525.00. Amend the database to show these changes.
- (e) Sort the database in *descending* order according to **Wage**.
- (f) Having made the above changes, print the database. Make sure to write your Examination Number clearly on this printout.
- (g) Select the records of everyone in the Marketing **Department**. Sort these by **LastName** and print. Make sure to write your Examination Number clearly on this printout.
- (h) Save this file/query as **MARKETING**.

Be sure to return the printouts with your answerbook at the end of the examination.

Module 4: Desktop Publishing

(80 marks)

There are two questions in this module.

Answer both questions.

17. Desktop Publishing Theory

(10 marks)

- (a) Name two input devices that would be suitable for putting photographs into a desktop publishing document.

1. _____

2. _____

- (b) What is meant by *text orientation*?

18. Practical Desktop Publishing Assignment (70 marks)

You have been given a text file on disk called **BREAKFAST** and a piece of clipart called **SUN**.

- (a) Use the text and the clipart from your disk to create the document as shown on **page 13** (the clipart on your disk may not be the same as the clipart shown). Make sure the layout is the same as shown.
- (b) Type your Examination Number at the left margin at the top of your document as shown on **page 13**.
- (c) Use Arial font (size 36 pt) for the headline. Use a different font for the remaining text.
- (d) Resize the clipart to approximately the size shown and insert it in the position shown.
- (e) Draw the clock, made up of a circle and two arrows and insert it as shown.
- (f) Save the document as **WAKEUP** and print one copy.

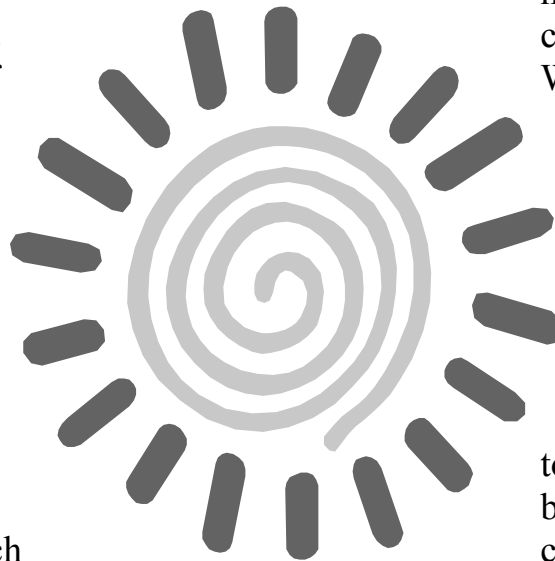
Be sure to return the printout with your answerbook at the end of the examination.

Do you hate getting up?

The reason many people are tired and irritable in the mornings is because blood sugar is low after the long overnight fast and the body needs refuelling. A nourishing breakfast will provide this fuel – which is why breakfast is probably the most important meal of the day. If we skip breakfast, we deprive the body of food when it most needs it.

Remember, most of our day's work is done in the morning. Research has shown that those who miss a proper breakfast find it is hard to concentrate, work

less efficiently and are more accident prone. Those who skip breakfast will be tempted to fill up mid morning with sugary snacks. It is particularly important to have a good breakfast if you are only having a packed lunch at midday.



If you find you can't face food first thing in the morning, start with grapefruit or orange

juice – its sharp taste will sharpen your appetite and wake you up.

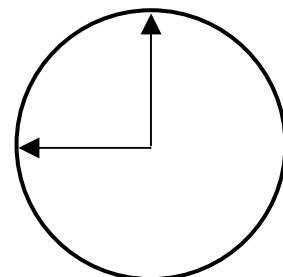
Choose from these:

Fruit: tomato, orange, grapefruit juice, grapefruit segments, grilled grapefruit, stewed fruit, e.g. rhubarb, prunes, melon.

Cereal: porridge, muesli, breakfast cereals, e.g. Wheatflakes.

Main course: grilled fish, eggs, bacon, liver, grilled tomato, Welsh rarebit, French toast.

Finish off with a carbohydrate food – toast, brown or white bread or scones, waffles, croissants – and a hot drink, such as tea or coffee. Children should have a milky drink.



Module 5: The Internet

(80 marks)

There are two questions in this module.

Answer both questions.

19. Internet Theory

(10 marks)

(a) What does each of the following stand for?

1. **ISP** _____

2. **HTML** _____

(b) What is a *bookmark*?

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open the site for any **one** of the following Irish websites.
 - www.examiner.ie
 - www.ireland.com
 - www.independent.ie
 - www.online.ie
- (c) Go to the sports page.
- (d) Open any sports story. Save it on your examination disk as **SPORT**. Print the first page of the story. Make sure you write your Examination Number on the printout.

TASK 2

- (a) Use any search engine to open a web page for a hotel in California.
- (b) Save it on your examination disk as **HOTEL**. Print the first page of the site. Make sure you write your Examination Number on the printout.

TASK 3

- (a) Open your email programme and compose the following email message.

John

Glad to hear that you enjoyed the party on Saturday. I'll give you a ring soon.

Signed: (Your Examination Number)

- (b) The subject of the email is *Saturday*.
- (c) Send it to the email address given on form **EM1** and send a Carbon Copy (CC) to your own email address.
- (d) Open the email you have sent to yourself and print one copy.

Be sure to return the three printouts with your answerbook at the end of the examination.

Module 6: Text Entry

(80 marks)

There are two questions in this module.

Answer both questions.

21. Text Entry Theory

(10 marks)

The following passage has at least 10 errors in it. These include spelling, punctuation and layout errors. Proof-read the document and mark the errors with your pen.

17 May 20002

Thankyou for your receent letter asking about cottage accommodation in our complex in Florida. I am glad to ofer the following rates, which I hope you find agreeable. The rate for seven adults for a week is \$500. This includes use of our swimming pool, jacuzzi, sauna and steam bath. We also have a fully equipped gym

we are just five miles from Ballyantin,a major seaside town. Their is a local bus service available during theday and a taxi service available in the evenings.

Should you wish to book, you Can contact me on the mane switchboard, as you did yesterday or you can ring me direct on 099 568421.

22. Practical Text Entry Assignment

(70 marks)

TASK 1 Data Entry Test

- (a) Type your Examination Number at the left margin at the top of your document.
- (b) Type the following passage in double line spacing.
- (c) Save it on your examination disk as **DENTRY** and print one copy.

The text entry module will develop the students' keyboard skills so that they can input data into documents accurately. Students will learn how to operate the keyboard using the correct techniques with confidence. They will learn to produce attractively displayed documents and develop their proof-reading skills. They will also be able to input superscript and subscript text, e.g., H₂O and 2x².

General Recommendations

The Teacher Guidelines provide suggestions in relation to classroom practice. The guidelines are not prescriptive. There is scope for teachers to exercise their own professional judgement based on the interests, needs and abilities of the group. However, it is essential that the fundamental principles of the Leaving Certificate Applied be upheld. A methodology that is student centred and activity based is required. The candidates will be expected to perform 2 or 3 tasks in this module, along with 4 key assignments.

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TASK 2 Creating a Menu

- (a) Type your Examination Number at the left margin at the top of your document.
- (b) As receptionist in The Abbey View Lodge Hotel you have been asked to create the dinner menu from the following information given to you.

Starter: Chilled Melon Wedge or Smoked Salmon Salad

Main course: Roast Sirloin of Beef, Poached Lemon Sole, Chicken Supreme
or Vegetarian Lasagne

Dessert: Citrus Cheesecake or Apple Pie

- (c) Include the hotel name, the title "Dinner Menu" and today's date at the top of the menu.
- (d) Centre all items on the menu.
- (e) Choose fonts, spacing, text enhancement, etc., to produce an attractive layout to fit on one A4 page.
- (f) Save the file as **MENU** and print one copy.

Be sure to return the printout with your answerbook at the end of the examination.