Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving Certificate Applied 2003

Vocational Specialism –
Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 28 May 2003
Morning 10.00 to 12.00

For the Superintendent only

Centre Stamp

General Directions

1.   Write your EXAMINATION NUMBER in this space.

2.   Write your answers into this answerbook.

3.   Be sure to return all of 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

1. Total of end of page totals		
2. Aggregate totals of all disallowed question(s)		
3. Total mark awarded (1 minus 2)		

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

Section 1 - General Theory Questions   (80 marks)

Answer all 10 questions in the spaces provided.

1. Name three computer *output devices*.

(a) _____

(b) _____

(c) _____

2. A computer's memory is measured in Mb. What does Mb stand for?

_____

3. Name three types of printer.

(a) _____

(b) _____

(c) _____

4. A word processing package is mainly used for writing text.

A _____ package is mainly used for calculating numbers.

5. In terms of using computers, explain what is meant by *housekeeping*?

_____

_____

_____

_____

6. Which one of the following is **not** used for storing data?

Jazz disk	Metal disk
Floppy disk	Magnetic tape

_____

7. Explain the difference between a *stand alone* computer and a computer *network*.

_____

_____

_____

_____

8. Name two *peripheral devices*.

(a) _____

(b) _____

9. You are buying a computer and see the following advertisement in a newspaper. What does each of the underlined terms stand for?

<div style="border:1px solid black; text-align:center;">

PC Special

17" Colour Monitor
40 Gb Hard Drive
256 Mb **RAM**
2.26 **GHz** Processor
300 **dpi** Printer

</div>

_____

_____

_____

_____

10. What does each of the following stand for?

(a) **CPU** _____

(b) **VDU** _____

(c) **ROM** _____

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) Give two symbols, other than letters, that can be typed using the shift key.

(1) _____

(2) _____

(b) Explain the following terms.

(1) **Font** _____

(2) **Bold** _____

12.   **Practical Word Processing Assignment**   **(70 marks)**

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

(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.

The following are some useful security tips.

-     <u>Always</u> use a good password.
-     Use an <u>up-to-date</u> virus guard on your computer.
-     <u>Only</u> use your credit card with sites that display a padlock symbol.

(d) Save the document as **SHOP1** and print one copy.

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

(Shopping on the Internet) *Centre, Bold and CAPS*

The use of the Internet has increased enormously in the last ten years. Most people now have

Workplace, regular access to it either in their own home, local library or school. [The question that must   NP

be asked however is, what do they use it for?

¶   Many people use the ~~the~~ Internet for shopping and there is no doubt that you can buy almost

Product anything from the comfort of your own home. It is very easy to search for the ~~item~~ you want

and this is particularly useful if you want to buy something that is unusual or difficult to locate

in this country.

RUN
ON   Don't forget that you are also likely to have a much greater choice of products. The fact that

the supplier does not need to pay rent on an expensive street in a major city makes it more

ital likely that you will be able to get some bargains. <u>There are some drawbacks however.</u> You

Caps cannot touch or examine the product as you can in a normal shop. many people are

concerned about sending their credit card details over the Internet.

✳ REPLACE Internet WITH world wide web THROUGHOUT

✳ CHANGE LINE SPACING to SINGLE 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) In a spreadsheet, a vertical line of boxes is called a column.

A single box is called a _____.

(b) Name two types of chart that you can draw using a spreadsheet package.

(1) _____

(2) _____

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	**Club Member**	**Fee**	**Paid**	**Owed**
2	Peter O'Brien	80.00	35.00	
3	Colin Ryan	60.00	45.00	
4	Sophie Burke	60.00	30.00	
5	Stephen Murray	80.00	60.00	
6	John McKeown	80.00	0.00	
7	Marie Duffy	80.00	80.00	
8	Katie Maguire	80.00	20.00	
9	Alison O'Gorman	60.00	30.00	
10			**Total Owed**	
11	**Average Fee**			
12				
13	**Examination Number**			

(c) Calculate the amount **Owed** for each **Club Member** by subtracting the amount **Paid** from the **Fee**. This should be displayed in the **Owed** column.

(d) (1) Use a suitable formula, in cell D10, to calculate the **Total Owed**.

   (2) Write the formula you used in D10 on the line provided: _____

(e) Use a suitable formula, in cell B11, to calculate the **Average Fee**.

(f) Format all cells that contain money amounts to currency (e.g. €80.00).

(g) Type your Examination Number in cell B13.

(h) Create a bar chart that shows the amount **Owed** by each **Club Member**.

(i) Insert your Examination Number as the title of the chart.

(j) Save the file as **MEMBERS**.

(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) What is the difference between a *field* and a *record*?

_____

_____

_____

_____

(b) Explain the term *query*.

_____

_____

_____

_____

16.   Practical Database Assignment   (70 marks)

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

(a) Open this file.

(b) Add the following records to the database.

IDNum	FirstName	LastName	Specialty	Fee(€)	DateofBirth
7	Breda	O'Malley	High Jump	45.00	12/03/70
8	Paul	Greene	Long Jump	15.00	31/03/73
9	Alan	Fehan	Javelin	25.00	20/08/67
10	Joseph	Knowles	High Jump	45.00	02/02/69

(c) *Vincent Davidson* has decided to leave the club. Delete his record from the database.

(d) *Mary Williams* has been entered for the wrong **Specialty**. Her **Specialty** is the Long Jump and her **Fee** is €15.00. Amend the database to show these changes.

(e) Sort the database in *descending* order according to **DateofBirth**.

(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 all members whose **Specialty** is the **High Jump**. Sort these by **LastName** in *ascending* order and print. Make sure to write your Examination Number clearly on this printout.

(h) Save this file/query as **HJUMP**.

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) What is a *text frame*?

_____

_____

_____

_____

(b) Desktop publishing uses both text and photographs. Name two devices for putting photographs into a desktop publishing document.

(1) _____

(2) _____

18.   Practical Desktop Publishing Assignment   (70 marks)

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

(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) Insert the heading as shown using Arial font (size 36 pt, bold). The heading should have a border and be shaded as shown on **page 13**.

(d) Draw the four shaded rectangles to the right of the heading as shown on **page 13**.

(e) Insert the clipart in the position shown and resize it to approximately the size shown. Make sure that the text wraps around the clipart.

(f) Make sub-headings bold and increase their font size as shown on **page 13**.

(g) Increase body text size to fill both columns as shown on **page 13**.

(h) Save the document as **CLIMATE** and print one copy.

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

What is Global Warming?

A lot has been written about global warming in recent years. So what is it all about? Certain gases are retained in the atmosphere above the earth and these keep in some of the heat that the earth radiates, in the same way that a greenhouse retains heat. These gases include carbon dioxide and methane.

Since the industrial revolution the amount of these gases in the atmosphere has increased a lot, resulting in more heat being retained in the earth's atmosphere. This has caused temperatures to rise. Our modern living has caused these gases to increase at a faster rate. One example is the use of fossil fuels such as petrol, which has added a lot of carbon dioxide to the atmosphere. Other examples include deforestation and intensive industry.

Climatic Change

Temperatures have increased by almost 1°C in the last century. There is increasing evidence that the ice is melting more rapidly in the Arctic Ocean, resulting in a rise in the sea level worldwide. Many people are also concerned that our weather patterns have begun to change, with more droughts in some regions and extreme rainfall in others becoming more common.

The balance of the world's climate is very sensitive and scientists are very concerned at the rate of global warming. It is up to the governments of the world to take responsibility and make decisions that will protect our future generations.
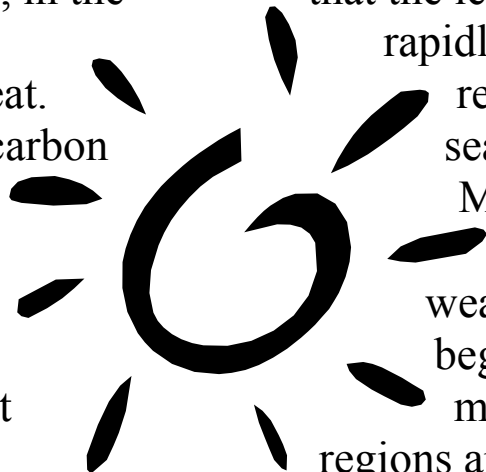
Module 5: The Internet   (80 marks)

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

19.   Internet Theory   (10 marks)

(a) Name three things you need in order to connect to the Internet.

(1) _____

(2) _____

(3) _____

(b) What is a *wide area network* (*WAN)*?

_____

_____

_____

_____

20.   Practical Internet Assignment   (70 marks)

TASK 1

(a) Log on to the Internet.

(b) Open the site for any **one** of the following TV channels.

- www.rte.ie
- www.tv3.com
- www.tg4.ie
- www.bbc.co.uk

(c) Find the TV schedule for today.

(d) Save it on your examination disk as **TV**. Print the first page of the schedule. Make sure you write your Examination Number on the printout.

TASK 2

(a) Use any search engine to open a web page that has today's weather forecast for Tampa, Florida.

(b) Save it on your examination disk as **TAMPA**. Print the first page. Make sure you write your Examination Number on the printout.

TASK 3

(a) Open your email programme and compose the following email to the address given on form **EM1**.

(b) Carbon Copy (CC) the email to your own email address.

(c) The subject of the email is *Meeting*.

(d) The text of the email is:

> **Mary**
> **I would be delighted to attend the meeting on Friday morning as per yesterday's conversation.**
>
> **Signed: (Your Examination Number)**

(e) Send the email.

(f) 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.

Weekly Report

5 May 2003

Monday: I spent all day in the officeanswering the telephone and meeting customers.

Tuesday: I did the weekly deliveries. There were seventeen and   I had fore returned telephone calls. two of these customers were still not at home when I called back later, so I brought the goods back to the office.

Wednesday: I Went to the meeting in head office.It was worthwhile because I learned a lot about how the company works and about the different departments that exist

Thursday: I spent all morning in the office answering the telephone and meeting customers. In the afternoon I did the deliveries to the the two customers still outstanding from Tuesday. (I rang them first to make sure they were in. I'm going to do that with them all in future.

Fri: I spent all day in the office answering the telephone and meeting costomers.

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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) Format text as shown below.

(d) Save it on your examination disk as **KEEPFIT** and print one copy.

KEEPING FIT

Much has been written about the change in attitudes to health and fitness among our young people. Statistics show that school children are spending more and more time in front of the TV. So what should <u>you</u> do to improve? Firstly, you must change your habits: change your diet and increase your physical activity.

If you can manage this, even in a small way, you will begin to feel much better and it will help you, both in school and when you are relaxing. *It is important that you start today!*

Start by doing something really simple like eating one piece of fruit or walking a little bit extra. If you take the bus, just get off one stop early and walk the rest. You don't have to give up the things you normally do, just do a little extra.

GOOD LUCK!

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

TASK 2   Creating an Agenda

(a) Type your Examination Number at the left margin at the top of your document.

(b) You have been asked to create an agenda for a meeting with the following details:

   Date: 15 June 2003
   Time: 2.30pm – 5.00pm
   Venue: Conference room 3

(c) The following heading should be at the top of the page:
   Team Meeting Agenda

(d) The following items are to be included in the agenda:
   Minutes of last meeting, Monthly reports, New customers, Holidays, Any other business.

(e) All items on the agenda should be numbered.

(f) Choose fonts, spacing, text enhancement, etc., to produce an attractive layout to fit on one A4 page.

(g) Save the file as **AGENDA** and print one copy.

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

Blank Page

Blank Page