

Coimisiún na Scrúduithe Stáit



State Examinations Commission

*Leaving Certificate Applied 2004*

## Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test  
(400 marks)

Wednesday, 24 May 2004  
Morning 10.00 to 12.00

*For the Superintendent only***Centre Stamp**

|                     |
|---------------------|
| <b>Centre Stamp</b> |
|---------------------|

**General Directions**

- Write your EXAMINATION NUMBER in this space.
- Write your answers into this answerbook.
- 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**

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

*For the Examiner only*

| SECTION   |          | MARK |
|-----------|----------|------|
| Section 1 |          |      |
| Section 2 |          |      |
| Section 3 | Module 2 |      |
|           | Module 3 |      |
|           | Module 4 |      |
|           | Module 5 |      |

|              |                 |  |
|--------------|-----------------|--|
|              | <b>Module 6</b> |  |
| <b>TOTAL</b> |                 |  |

## Section 1 - General Theory Questions

(80 marks)

Answer all 10 questions in the spaces provided.

1. Name two computer *input devices*.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

2. Explain what is meant by the term *disk formatting*.

---

---

---

3. What does each of the following stand for?

(a) CPU \_\_\_\_\_

(b) VDE \_\_\_\_\_

4. Which one of the following is **not** computer software?

|                |             |
|----------------|-------------|
| Microsoft Word | Virus Guard |
| Mouse          | Windows     |

\_\_\_\_\_

5. In terms of computers, name **two** common *housekeeping functions*.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

6. Name two types of *storage device*.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

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

|   |
|---|
| <p style="text-align: center;"><b>PC Special</b><br/>17" Flatscreen Monitor<br/>80 <u>Gb</u> Hard Drive<br/><u>DVD</u> and CD Writer Combi Drive<br/>2.26 GHz Processor<br/>300 dpi Printer 12 <u>ppm</u></p> |
|---|

(a) **Gb** \_\_\_\_\_

(b) **DVD** \_\_\_\_\_

(c) **ppm** \_\_\_\_\_

8. List two things you should do to protect yourself from losing your files.

riches

(a) \_\_\_\_\_

\_\_\_\_\_

(b) \_\_\_\_\_

\_\_\_\_\_

9. Which of the following is **not** a type of printer?

|            |         |
|------------|---------|
| Inkjet     | Laser   |
| Dot matrix | Digital |

\_\_\_\_\_

10. What type of software package are each of the following most likely to use.

(a) **Accountant** \_\_\_\_\_

(b) **Author** \_\_\_\_\_

(c) **Librarian** \_\_\_\_\_

**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) Name two advantages of using a word processing package over hand writing a document.

(1) \_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_

(b) Explain the following terms.

**Fully Justified Text** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Page Footer** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 12. Practical Word Processing Assignment

(70 marks)

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

- (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 table below to the end of your document, making sure to format it as shown.

| <b>Yesterday's Summary</b> | <b>Connacht</b> | <b>Leinster</b> | <b>Munster</b> | <b>Ulster</b> |
|----------------------------|-----------------|-----------------|----------------|---------------|
| Temperature (degrees)      | 12              | 15              | 14             | 13            |
| Sunshine (hours)           | 0               | 0               | 0              | 0             |
| Rainfall (cms)             | 4               | 4               | 5              | 5             |

- (d) Save the document as **WEATHER1** and print one copy.

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

(Examination Number)

(Today's Weather Forecast)

Left Justify  
Bold  
14 pt

Following three days of continuous rain over Ireland the weather is expected to improve over hours the next 24 hrs. A high pressure area is moving in slowly from the Atlantic and it will result some in/bright weather in the west in the morning.

RUN ON

This will spread to the rest of the country in the afternoon with bright spells not reaching the east until late evening. [There will still be some heavy showers in the east in the morning and of people affected by the yesterday's flooding should stay alert and continue to keep all # sandbags in place. The afternoon will be dry and bright across the country with winds strengthening. Temperatures will range from 12° C in the west to 15° C in the east.

ital Outlook:

Tomorrow will start bright in all places but a depression will move in from the south bringing heavy showers to all parts by early afternoon. Temperatures will be noticeably cooler.

move

Tonight will continue to be mainly dry except for occasional showers in the far north of the country.

- \* Single line spacing throughout.
- \* Replace bright with Sunny 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 spreadsheets, which one of the following symbols is used for multiplication?

|   |   |
|---|---|
| ^ | / |
| * | X |

(b) In the spreadsheet below write down the answer to the function =SUM(B1:B4). Write your answer in cell C6.

|   | A | B | C |
|---|---|---|---|
| 1 |   | 3 |   |
| 2 |   | 5 |   |
| 3 |   | 5 |   |
| 4 |   | 4 |   |
| 5 |   | 1 |   |
| 6 |   |   |   |



## 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.

|           | <b>A</b>                  | <b>B</b>                  | <b>C</b>          | <b>D</b>           | <b>E</b>          |
|-----------|---------------------------|---------------------------|-------------------|--------------------|-------------------|
| <b>1</b>  | <b>Sales Person</b>       | <b>Basic Wage</b>         | <b>Items Sold</b> | <b>Commission</b>  | <b>Gross Wage</b> |
| <b>2</b>  | Kim O'Brien               | 200                       | 12                |                    |                   |
| <b>3</b>  | Emer O'Rourke             | 220                       | 8                 |                    |                   |
| <b>4</b>  | Jean O'Reilly             | 200                       | 16                |                    |                   |
| <b>5</b>  | Stephen Kelly             | 200                       | 7                 |                    |                   |
| <b>6</b>  | Gerry Maher               | 200                       | 9                 |                    |                   |
| <b>7</b>  | Kay Murray                | 200                       | 0                 |                    |                   |
| <b>8</b>  | Dick Flanagan             | 220                       | 20                |                    |                   |
| <b>9</b>  | Colin Lynch               | 220                       | 6                 |                    |                   |
| <b>10</b> |                           |                           |                   | <b>Total Wages</b> |                   |
| <b>11</b> |                           | <b>Average Items Sold</b> |                   |                    |                   |
| <b>12</b> |                           |                           |                   |                    |                   |
| <b>13</b> | <b>Examination Number</b> |                           |                   |                    |                   |

- (c) Each sales person is paid a basic wage and also a commission of **8.50** per item sold. Calculate the **Commission** for each sales person by multiplying the **Items Sold** by the commission rate of **8.50**. This should be displayed in the **Commission** column.
- (d) Calculate the **Gross Wage** for each sales person by adding **Basic Wage** to **Commission** for each sales person. This should be displayed in the **Gross Wage** column.
- (e) (1) Use a suitable formula, in cell E10, to calculate the **Total Wages** for all of the sales persons.
- (2) Write the formula you used in E10 on the line provided: \_\_\_\_\_
- (f) Use a suitable formula, in cell C11, to calculate the **Average Items Sold**.
- (g) Format all cells that contain money amounts to currency (e.g. €80.00).
- (h) Type your Examination Number in cell B13.
- (i) Create a bar chart that shows the **Items Sold** by each **Sales Person**.
- (j) Insert your Examination Number as the title of the chart.
- (k) Save the file as **SALES**.
- (l) 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) Study the database below. What is the *key field*?

| Name         | PPSNumber | Smoker |
|--------------|-----------|--------|
| Mary Brennan | 3356821E  | Yes    |
| Sean Gunn    | 3544387E  | No     |
| Anne Codd    | 5454417E  | Yes    |

---

(b) Which one of the following is most likely to be produced using a *database package*?

|                  |                            |
|------------------|----------------------------|
| A magazine       | The design for a new house |
| Company accounts | A telephone directory      |

---

## 16. Practical Database Assignment

(70 marks)

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

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

| Code | Item        | Price(€) | Stock | ReorderDate |
|------|-------------|----------|-------|-------------|
| 16   | Statue      | 129.00   | 5     | 25/08/04    |
| 17   | Shed        | 299.99   | 1     | 20/08/04    |
| 18   | Wheelbarrow | 45.00    | 12    | 06/09/04    |
| 19   | Lawnmower   | 229.00   | 8     | 06/09/04    |

- (c) The garden centre has decided to stop selling *Bird Feeders*. Delete this record from the database.
- (d) The **Price(€)** of a *Greenhouse* has increased to 399.00. There are now 6 of them in **Stock**. Edit the database to show these changes.
- (e) Sort the database in *ascending* order according to **ReorderDate**.
- (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 items whose **Price(€)** is greater than **200.00**. Sort these by **Price(€)** in *descending* order and print. Make sure to write your Examination Number clearly on this printout.
- (h) Save this file/query as **PRICE**.

**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 ways in which a text frame can be enhanced.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(b) Times New Roman is a font frequently used in creating desktop publishing publications. Name two other fonts that are often used.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

## 18. Practical Desktop Publishing Assignment (70 marks)

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

- (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 (centred, size 28 pt, bold).
- (d) The heading should be shaded and bordered with a double line as shown on **page 13**.
- (e) Draw the graphic showing *Volume 1 Issue 1* using a shaded oval and a rectangle as shown on **page 13**.
- (f) Centre this graphic below the heading as shown on **page 13**.
- (g) Insert the clipart in the position shown and resize it to approximately the size shown. Make sure that the text wraps around the clipart.
- (h) Increase body text size to fill both columns as shown on **page 13**.
- (i) Make the three sub-headings bold and increase their font size as shown on **page 13**.
- (j) Shade and border the *Tidy Towns* paragraph as shown.
- (k) Save the document as **DTPNEWS** and print one copy.

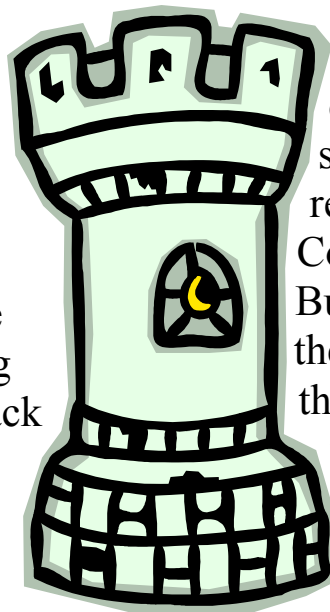
**Be sure to return this printout with your answerbook at the end of the examination.**

# Birchwood Community News

Volume 1 Issue 1

**Welcome:** This is the first edition of our monthly newsletter, which it is hoped will keep all in the village informed on current events. As many of you are aware Birchwood has a long and varied history dating back to the Norman castle on the river. Today it is a thriving community of approximately 350 people (A special welcome to little Kevin, born to Angela and Tony Sweeney on Tuesday 6<sup>th</sup>). This newsletter will be your voice in the community and the committee will welcome all contributions on topics of local interest from young and old alike.

**GAA News:** The club will be holding a race night at the clubhouse on Fri 16<sup>th</sup> starting at



8:30 p.m. in aid of the development fund. There is still a long way to go to reach the €250,000 target. Congratulations to Seanie Burke on being selected for the county team – may he be the first of many. Trials for the Girls under 14s will be held at the pitch on Sat 17<sup>th</sup> at 11:00 sharp.

**Tidy Towns:** The organisers wish to thank everyone who turned up last weekend to help with the cleanup day. It was a marvellous success. The display of flowers on the south road deserves special comment. If anyone can help with the restoration of the old pump outside Murphy's please contact Jean O'Reilly at the post office.

## Module 5: The Internet

(80 marks)

There are two questions in this module.

Answer both questions.

### 19. Internet Theory

(10 marks)

- (a) It is advised that all computer users should use a virus guard. Explain the terms *Virus* and *Virus Guard*.

**Virus** \_\_\_\_\_

---

---

**Virus Guard** \_\_\_\_\_

---

---

- (b) Explain the term *hyperlink*.

---

---

---

## 20. Practical Internet Assignment

(70 marks)

### TASK 1

- (a) Log on to the Internet.
- (b) Open any **one** of the following sites.
  - www.bankofireland.ie
  - www.aib.ie
  - www.ebs.ie
  - www.firstactive.ie
- (c) Find a page that gives information on *loans*.
- (d) Save it on your examination disk as **LOAN**. Print the first page on loan information. Make sure you write your Examination Number on the printout.

### TASK 2

- (a) Use any search engine to find a hotel in Helsinki, Finland for under €250 per night.
- (b) Save it on your examination disk as **HELSINKI**. 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 *List*.
- (d) The text of the email is:

**Steve**

**The names of those who should receive copies of the memo are Paul, Mary, Kevin and June.**

**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.

Birchwood summer Camp

The summer camp was a great success this year.

Held over two weeks in July it was attended by no fewer than 50 children from the locality. It took place at the GAA club from 9:00 am. to 3:30 p.m. daily and was run by Tony Burke and anne Winters. Activities included: tennis, football, nature walks, art, rounders and athletics. The highlight of the fortnight among the younger children was the fancy dress party held on the last day. The older children however agreed that the disco on Thurrsday evening was the best. they are currently organising a petition to make it a a weekly event

Next year it is planned that the sumer camp will be even bigger and better. The new swimming pool will be finished by then and a lot of the activities will be organised around the pool.The age limit is also going to be extended to include those aged over fore instead of the current over six.

## 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 **CLIMATE** and print one copy.

(Examination Number)

#### OUR CHANGING CLIMATE

Much concern has been expressed of late regarding our changing climate. Everyone is familiar with the term *global warming* and many are very concerned that it will cause major problems for us all in the not too distant future. So how serious is the problem?

The earth's climate is always changing. One recent study suggests that average temperatures have increased by 0.3<sup>0</sup> Celsius since 1980. Much of this has been blamed on the huge amount of greenhouse gasses being released and that the damage that this is causing to the ozone layer must be slowed down sooner rather than later.

A lot of research is being carried out at the moment into the development of 'more friendly' energy such as wind farms. This has the potential to produce most of our electricity needs in the future at little or no cost to the environment.

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

## TASK 2      **Creating an Advertisement**

- (a) Type your Examination Number at the left margin at the top of your document.
- (b) You have been asked to design an advertisement offering weekend breaks with the following details:

The heading *Weekend Breaks* should be at the top of the page.

- (c) The following details should also be included:

|             |  |
|-------------|--|
| Hotel:      | <i>River Castle Hotel</i>                            |
| Location:   | <i>Westport, Co. Mayo</i>                            |
| Facilities: | <i>Leisure complex and swimming pool</i>             |
| Price:      | <i>€180 per person for 2 nights BB and 1 Dinner</i>  |
|             | <i>€280 per person for 3 nights BB and 2 Dinners</i> |

- (d) The following additional details should also be included:
  - 18-hole championship golf course
  - Excellent trout fishing nearby
  - Local scenic drives
- (e) Choose fonts, spacing, text enhancement, etc., to produce an attractive layout to fit on one A4 page.
- (f) Save the file as **ADVERT** and print one copy.

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

**Blank Page**

**Blank Page**