Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving Certificate Applied

Information and Communication Technology

Marking Scheme

2004

Section 1 - General Theory

(80 marks)

(10 x 8 marks)

* Below are some of the answers that may arise. There are other correct answers.
** Ignore spelling if it is clear what the candidate is trying to express.

1. Name two computer *input devices*. (4, 4 – Hit or Miss)

- Mouse
- Keyboard
- Voice Data Entry
- Touch Screen

- Light Pen
- Joystick
- Modem
- Scanner

2. Explain why you would format a floppy disk? (8 marks)

- Prepare the floppy disk for use   8 marks

- Erase all data **or**   4 marks
- Be able to write data onto it   4 marks

3. What does each of the following stand for? (4, 4 – Hit or Miss)

(All three words correct for marks)

(a) **CPU**   Central Processing/Processor Unit
(b) **VDE**   Voice Data Entry

4. Which one of the following is computer hardware? (8 – Hit or Miss)

Microsoft Word	Virus Guard
Mouse	Windows

5. In terms of using computers, name two common *housekeeping* functions? (4, 4 – Hit or Miss)

- Any two DOS functions for full marks (Copy, Delete, Move, Rename etc)
- Downloading to other storage media such as CD-R
- Diagnostic Software
- Scan Disk
- Windows Explorer
- Disk Formatting
- Printer Upkeep
- Back up
- File Compression
- Disk Partition

6. Name two *storage devices.* (4, 4 – Hit or Miss)

- Magnetic Tape
- Floppy Disk/3½" Disk
- Hard/Computer Disk
- Compact Disk/CD/CDR/CDRW
- DVD/DVDR/Digital Versatile Disk
- Memory Key/Disgo/USB Memory
- Memory Stick/Flash Disk
- Zip Disk

7. You are buying a computer and see the following advertisement in a newspaper. What does each of the underlined terms stand for? (3, 3, 2 – Hit or Miss)

(sequence irrelevant)

> ## PC Special
> 17" Flatscreen Monitor
> 80 **Gb** Hard Drive
> **DVD** and CD Writer Combo Drive
> 2.26 **GHz** Processor
> 300 dpi Printer 12 **ppm**

(a) Gb   Gigabyte

(b) GHz   Giga Hertz

(c) PPM   Pages Per Minute

8. List two ways to protect your computer files. (4, 4)

- Install anti virus software
- Update your anti virus software regularly
- Backup regularly
- Password protect files
- Use logon name to access system

9. Which one of the following is **not** a type of printer? (8 – Hit or Miss)

Inkjet	Laser
Toner	Dot Matrix

10. Name the software package often used by each of the following? (3, 3, 2 marks)

(sequence irrelevant)

(a) **Accountant**   Spreadsheet or Excel/Works Spreadsheet/Sage/Tasbooks
(b) **Journalist**   Word Processor or Word/Word Pro/Word Star or Works document
(c) **Stock Controller**   Database or Access/Superbase/Dbase or Works Database

MS Office/Works/Lotus SmartSuite as answer for a, b & c – 3 marks (considered one correct)

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 advantages of using a word processing package.   (2, 2 marks)

- Spell check facility

- Text enhancement

- Mail merge

- Saving and editing facility

- Email file to email address

(b) Explain the following terms.   (3, 3 marks)

(1)   **Fully Justified Text (any effort at explaining concept)**
- Text is blocked on/hits the right and left hand margins

(2)   **Footer**
- Text on the <u>end of a page</u> (of a document that can tell the page number, date, file name or other document info).
- Full marks if footer indicated on exam paper or clear example given

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

(a) Open file   3 marks

- Left, **Bold** and 14pt in title x 3 marks each   9 marks

- Make 8 editing changes x 3 marks each   24 marks
  (-2 per error as below to a max of 5 errors in this section thus giving 24 – 10 = 14 marks)

  i)   Word 'hrs' changed to 'hours'
  ii)   Word 'some' inserted, after 'it will result in'
  iii)   'This will spread…' paragraph joined
  iv)   'There will still be some…' moved to new paragraph
  v)   Word 'the' deleted
  vi)   Space inserted in 'willbe'
  vii)   *'Outlook'* in italics
  viii)   Last paragraph moved to become 2nd last paragraph

  (Deduct 2 marks if no free line/double return after '*Outlook*')

  (Deduct 2 marks for any of (i) – (viii) if it incurs an input error not asked for.

  Example: 8 edits performed correctly = 24 marks but no spaces after full stop where

  paragraph was joined is 24 – 2 = 22 marks.)

  A maximum of 5 input errors can be taken from the editing marks

  o   Deduct 2 marks per error to a maximum of 5 errors (10 marks) in the <u>editing section</u>
      of the question. This means that the candidate can perform 8 edits (24 marks) and
      then make errors that they were not asked to perform. They will only be penalised
      for a maximum of 5 of these errors, thus gaining (24 – 10) marks = 14 marks. This
      is not valid for the additional text where all 20 marks can be lost.

- Single line spacing throughout - Hit or Miss   3 marks

- Replace 'bright' with 'sunny' throughout   8 marks
  (Full marks for all correct, including case, otherwise 2 marks per correct replacement.
  Deduct 2 marks for input/case error – once only if consistently incorrect casing)

(b) Type your examination number

(c) Table added to end of document (see notes below)   20 marks

(d) Print   3 marks

Deduct 2 marks per error (column width, spacing, caps, input error, spelling)
Deduct 2 marks if table is on separate page
Deduct 2 marks if full table has no gridlines/accept any type of gridline (Hit or Miss)
Deduct 2 marks if Row 1 headings not bold (Hit or Miss)
Deduct 2 marks for items not centred in Column 1 (Hit or Miss)
Deduct 4 marks for each column or row omitted

Section 3 - **Optional Modules** **(240 marks)**

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

Module 2: Spreadsheet **(80 marks)**

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

12. **Spreadsheet Theory** **(10 marks)**

(a) In spreadsheets, which one of the following symbols is used for multiplication? (5 marks)

^	/
*	X

- Accept answer marked or indicated in some way

(b) In the spreadsheet below write down the answer to the function =SUM(B1:B4). Write your answer in **cell C4.** (5 marks)

	A	B	C
1		3	
2		5	
3		5	
4		4	
5		1	**17**
6			

- Accept answer marked or indicated in some way

- Answer in wrong cell – deduct 2 marks
- Answer includes B5 (answer = 18) – deduct 2 marks
- Accept answers as text (seventeen/eighteen etc)
- Answer is written as 3 + 5 + 5 + 4 = any number <20 – deduct 2 marks for numerical slip

14. Practical Spreadsheet Assignment (70 marks)

(a) Setup spreadsheet (-2 per error)   10 marks
- Deduct 2 marks per error to a max of 5 errors (all marks lost)
- All Caps used for <u>all</u> headings – treat as one error
- <u>All</u> labels without Initial Caps - deduct 5 marks
- Deduct 2 marks for each column not wide enough
- Deduct 2 marks for starting data in incorrect cell
- If inconsistent case errors, treat as separate errors
- Consistent apostrophe/space error – treat as one error (e.g. Kim OBrien or Kim O Brien)

(b) Input the data, aligned and formatted as shown. Adjust column widths as necessary
- data aligned as shown(deduct 1 mark per error to a max of 3)   3 marks
- Bold (1 marks for each row, Hit or Miss)   3 marks

(c) Calculate **Commission**   (3, 1, 1, 1, 1, 1, 1, 1) 10 marks
                                              (3 marks for first correct instance)

(d) Calculate **Gross Wage**   (3, 1, 1, 1, 1, 1, 1, 1) 10 marks
                                              (3 marks for first correct instance)

(e) Calculate **Total Wages**   5 marks

(f) (1) Calculate **Average Items Sold** (Hit or Miss)   5 marks

(f) (2) Formula "=average(C2:C9)" or "=(C2+C3+C4+C5+C6+C7+C8+C9)/8" or =sum(C2:C9)/8
                                              2 marks
- Full marks if = sign omitted
- Brackets needed for marks
- Spreadsheet printed (2nd copy) with formulas displayed - full marks
- Answer of 9.75 etc given = 0 marks

(g) Format all money amounts to currency   4 marks
- 2 marks for **any** currency symbol used (Hit or Miss)
- 2 marks for two decimal places (Hit or Miss)
- Deduct 2 marks if Items Sold has two decimal places or currency symbol (once only)

(h) Type your Examination Number

(i) Bar Chart of Item Sold for each Sales Person (accept column or bar)   15 marks, Att 5

- Deduct 3 marks if pie chart or other relevant chart is presented that displays all required data
- Deduct 3 each for each missing element (Labels on axis (once only), Legend, Exam Number)
- Deduct 3 marks each for each extra column of data in chart (to a max of 6 marks)
- Accept Bar chart as separate sheet

(j) Exam number as title of chart

(k) Save

(l) Print   3 marks

Module 3: Databases   (80 marks)

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

15.   Database Theory   (10 marks)

(a) This database is sorted by a *field.* Name the *field*.   (5 marks)

Firstname	Surname	PPSNumber	Smoker	Age
Mary	Brennan	3356821E	Yes	33
Sean	Gunn	3544387E	No	19
Anne	Codd	3754417E	Yes	25

- Accept answer marked or indicated in some way

(b) Which one of the following is most likely to be produced using a database package   (5 marks)

Magazine	House design
Pie chart	**Telephone directory**

- Accept answer marked or indicated in some way

16.   **Practical Database Assignment**   **(70 marks)**

(a) Open GARDEN file   3 marks

(b) Add 4 records   20 marks

- Deduct 2 marks per input error
- Deduct 5 marks per record or field omitted
- Deduct 2 marks if entered in separate database

(c) Delete Birdfeeders record (Hit or Miss)   8 marks
- If record 14 is still present with all fields empty, 0 marks

(d) Greenhouse Price amended to 421.00 & 6 in stock (3 marks each, Hit or Miss) 6 marks

(e) Sort ascending by ReorderDate   10 marks
- Allow 5 marks if ReorderDate sorted descending,
- Allow 3 marks if other field sorted ascending (other than 'Code' field)

(f) Print amended database   3 marks

(g) Query of Price(€) greater than 200.00 sorted by Price(€) descending   20 marks
- Deduct 5 marks if not sorted descending by Price(€)
- Deduct 5 marks if sorted descending by other field
- Has to be consistent with printout from (f) above
- Deduct 2 marks for each field omitted
- Accept any incorrect data entry from (b) above

- Birdfeeders will appear on this query if (d) not attempted or incomplete - Full marks as this has already been penalised

(h) Save

Module 4: Desktop Publishing   (80 marks)

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

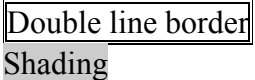## 17.   Desktop Publishing Theory   (10 marks)

(a) Name two ways in which a text frame can be enhanced.   (2 marks each - 4 marks)

- Border/Double line border
- Shadowed Border
- Shading in textbox
- Background colour
- Clipart used as watermark
- 0 marks if taken as text enhancement (Bold, Centre, Font Change etc.)

(b) Arial is a popular font. Name two other popular fonts.   (Hit or Miss – 3 marks each)

- Times New Roman
- Tahoma
- Arial Black
- Papyrus
- Comic Sans Ms etc

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

(a) Text inserted into new document	4 marks	(8 marks)
Correct number of columns	4 marks	
(b) Type Examination Number		
(c) Heading in one column (0 marks if in two columns)	2 marks	(10 marks)
Change heading to Arial font	2 marks	
Change heading to **bold**	2 marks	
Change heading 28pt	2 marks	
Change alignment to centre	2 marks	
(d) Double line border	2 marks	(4 marks)
Shading	2 marks	
(e) Draw Oval	2 marks	(14 marks)
Shade Oval	2 marks	
Border Oval	2 marks	
Draw Rectangle	2 marks	
Border Rectangle	2 marks	
Text entered correctly	2 marks	
Rectangle and Oval correctly layered/positioned with text box within	2 marks	
(f) Clipart inserted into document	4 marks	(12 marks)
Re-size clipart	4 marks	
Correct position	2 marks	
Correct wrapping	2 marks	
(g) Increase body text size to fill both columns (Hit or Miss for <u>all</u> body text)	2 marks	(2 marks)
(h) Increase sub-headings font and bold as shown (1 mark each x 6 changes)	6 marks	(6 marks)
(i) Shade Tidy Towns paragraph	2 marks	(4 marks)
Border Tidy Towns paragraph	2 marks	
(j) Print	3 marks	(3 marks)
Pleasing/Suitable layout	7 marks (0, 4, 7)	(7 marks)

- Deduct 2 marks per layout error or extra input errors not asked on paper, to a max of 5 errors. Examples are: text covered by graphic or vice versa, columns not filled in as per exam paper, columns not equal width, initial caps in title, text moving onto second page etc.

Module 5: The Internet   (80 marks)

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

19.   Internet Theory   (10 marks)

(a) Explain the term *Virus* and *Virus Software*?   (2 x 3 marks each)

Virus

(any three of the following to a max of 3 marks)

- Example of Virus given

- Program/Piece of Code/Bug

- Enters/loads into system against your knowledge

- Corrupts files/data or crashes system/pc/computer

- Can be received over the web or email or floppy disk

Virus Software

(any three of the following to a max of 3 marks)

- Norton's/McAfee/Dr Solomon's/other known virus software

- Load Virus Software Package onto system

- Searches memory for virus

- To keep virus out/clean virus

- Keep updating virus software regularly/download patches/auto updates from websites

- Some email packages automatically check attachments for viruses

(b) Explain the term *hyperlink*.   (4 marks)

   (any two of the following at 2 marks each)

- Click on hyperlink to activate/follow it

- Most common in World Wide Web

- Links to a web page or links to another area of document

- Underlined text that is formatted a different colour

- Example given where web address is underlined   (www.google.com)

20. Practical Internet Assignment (70 marks)

Task 1

(a) Log on to the Internet (home page printed or any page and no more)   5 marks

(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) Print first page of loan information   20 marks

* Deduct 10 marks each if banking institution doesn't appear on page
* Deduct 10 marks each if loan information doesn't appear on page

Task 2

(a) Use search engine to find a hotel in Helsinki, Finland for under €250 per night.

(b) Print first page   20 marks

* 10 marks for Helsinki
* 5 marks for Finland only (not Helsinki)
* 5 marks for any hotel
* 5 marks for rate under €250 – accept any currency

* Award 20 marks if the candidate has performed any search that includes the words Hotel, Helsinki, Finland and 250 on page. Do not look for € as a lot of hotel websites are in $ etc.

Task 3

(a) 'To' field correct (address given on form EM1)   5 marks
    (may incur input error)

(b) 'CC' field correct   5 marks
    (may incur input error)

(c) 'Subject' field correct (*List* – italics not necessary)   4 marks
    (may incur input error)

(d) Compose email as per given text   6 marks
    (Deduct 2 marks per input error to a max of 3 errors. Ignore double returns as email communication is casual, ignore colon and exam number as this is for id purposes only)

> Steve
>
> The names of those who should receive copies of the memo are Paul, Mary, Kevin and June.
>
> Signed: (Your Examination Number)

(e) Send email

(f) Print email (Full marks if printed before sent)   5 marks

Module 6: Text Entry   (80 marks)

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

21.   Text Entry Theory   (10 marks)

- Hit or Miss – 1 mark for each error identified to a maximum of 10 errors
- Accept passage retyped with all errors corrected or identified

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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 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


                          Too many returns

Next year it is planned that the sumer camp will be even bigger and better. The new swimming

pool will b finished by then and lots 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.

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22.   Practical Text Entry Assignment   (70 marks)

TASK 1   Data Entry Test   (35 marks)

(a) Type your Examination Number

(b) Double Line Spacing throughout (Hit or Miss)   2 marks

- Type passage: Text entered accurately   20 marks
- If one space after full stop used <u>consistently</u>, do <u>not</u> penalise
- Deduct 2 marks per error including spelling, caps, paragraphs etc. to a max of ten errors

(c) Format text as shown below.
- Centre first line   2 marks
- **Bold** first line (all three words – Hit or Miss)   2 marks
- *Italics 'global warming'* (both words – Hit or Miss)   2 marks
- Superscript 0.3 ^{o}C (Spacing needs to be correct)   2 marks
- <u>Underline</u> 'slowed down' (both words – Hit or Miss)   2 marks

(d) Print   3 marks

⬌
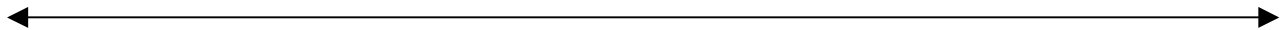
TASK 2   Creating an Advertisement   (35 marks)

(a) Type your Examination Number

(b) *Weekend Breaks* at top of Page   4 marks

(c) Five details of hotel inserted on Advert at 2 marks each   10 marks
- Accept $ or other currency symbol

(d) Three details also included (2 marks each)   6 marks

(e) Change font, spacing etc to produce attractive document   6 marks
- Looking for at least three enhancements, borders, graphic, Word art etc. – 2 marks each)

- Attractive Layout/Balance of presentation   6 marks (0, 3, 6)
- Deduct 2 marks per error/consistency/layout

(f) Print   3 marks

- Deduct 2 marks per input error as per marking scheme