



Coimisiún na Scrúduithe Stáit State Examinations Commission

Leaving Certificate Applied 2005

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 25 May 2005
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.

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| |
|--|

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 | |
| | Module 6 | |
| TOTAL | | |

Section 1 - General Theory Questions

(80 marks)

Answer all 10 questions in the spaces provided.

1. Name two computer *output devices*.

(a) _____

(b) _____

2. Explain the terms *hardware* and *software*. Give an example of each.

3. What does each of the following stand for?

(a) ROM _____

(b) VDU _____

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

| | |
|----------------|-------|
| Windows | DVD |
| Microsoft Word | Mouse |

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

(a) _____

(b) _____

6. List two advantages of a computer network.

(a) _____

(b) _____

7. Which one of the following tasks is most suitable for a word processor?

| | |
|---------------------|-------------------|
| Calculating numbers | Drawing a picture |
| Typing a C.V. | Protecting files |

8. What type of printer is described here?

“Remove the ink cartridge from its protective bag. Next, remove the tape seal from the cartridge. Place the ink cartridge gently into the cartridge holder.”

9. 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;">PC Special 17” Flatscreen Monitor 80 Gb Hard Drive 512 <u>Mb</u> <u>RAM</u> DVD and CD Writer Combi Drive 2.26 GHz Processor 300 <u>dpi</u> Printer</p> |
|--|

(a) **Mb** _____

(b) **RAM** _____

(c) **dpi** _____

10. List two security issues when using the World Wide Web.

(a) _____

(b) _____

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 single line spacing and double line spacing.

(b) Explain the following terms.

ClipArt _____

Header _____

12. Practical Word Processing Assignment

(70 marks)

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

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

Before you go skiing, you should have the following items in your backpack:

- Sunscreen
- Water in leak-proof bottle
- Raingear with an extra coat
- Extra pair of wool socks

- (d) Save the document as **SKIING1** and print one copy.

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

(Examination Number)

(Skiing Holidays) Centre, Bold, 16pt

an After a day of skiing have the concierge make you appointment with one of the on-staff massage therapists. If you like, repose in our vapour cave, or in one of our 5 hot tubs. five
We keep the outdoor hot tubs on all year round.

run on
N.P. Join us for breakfast, lunch, and dinner. Experience our dining room's unspoilt view of Mineral Mountain as you enjoy your meal. Our head master chef, Suki Black, has Suzi
created all of the entrees by mixing French fare with cowboy cuisine. Who would have guessed that such a marriage would have brought rave reviews from food critics all over the world?

We hope your stay will be pleasurable. if you have any questions, or requests, please feel free to ask at the front desk. We are at your service! caps

move If you like, you can have a private waiting person serve you in the comfort of your suite. Don't forget to request the violinist for dinner.

- * Double line spacing throughout
- * Fully justify body text

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, a value will automatically move to what area of a cell?

| | | |
|------|-------|--------|
| Left | Right | Centre |
|------|-------|--------|

(b) Name two tasks that are most suitable for spreadsheets.

(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 | Part Name | Quantity | Unit Price | Cost |
| 2 | Spark Plug | 4 | 12.99 | |
| 3 | Oil | 1 | 25.29 | |
| 4 | Air Filter | 1 | 14.65 | |
| 5 | Brake Pad | 4 | 9.48 | |
| 6 | Oil Filter | 1 | 7.95 | |
| 7 | Wiper Blade | 2 | 6.24 | |
| 8 | Screen Wash | 1 | 9.75 | |
| 9 | Hub Cap | 2 | 25.00 | |
| 10 | | | Total Cost | |
| 11 | | | Discount | 25.00 |
| 12 | | | Net Cost | |
| 13 | Examination Number | | | |

- (c) Calculate the **Cost** for each item by multiplying the **Quantity** by the **Unit Price**. This should be displayed in the **Cost** column.
- (d) (1) Use a suitable formula, in cell D10, to calculate the **Total Cost** for all of the items.
- (2) Write the formula you used in D10 on the line provided: _____
- (e) A discount of €25.00 is allowed. Calculate the **Net Cost** by subtracting the **Discount** from the **Total Cost**.
- (f) Format all cells that contain money amounts to currency (e.g. €200.00).
- (g) Type your Examination Number in cell B13.
- (h) Create a column chart that shows the **Cost** for each **Part Name**. The chart should have a legend and label each axis.
- (i) Insert your Examination Number as the title of the chart.
- (j) Save the file as **PARTS**.
- (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 data type *logical*.

(b) Study the database below.

| Location | Distance | Accommodation |
|----------|----------|---------------|
| Clare | 80 | Yes |
| Cork | 153 | No |
| Galway | 94 | Yes |

What field is this database sorted by?

16. Practical Database Assignment

(70 marks)

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

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

| IDNum | Item | NoOfWeeks | Price(€) | Hired |
|-------|-------------|-----------|----------|----------|
| 7 | Mini Digger | 1 | 145.00 | 07/04/05 |
| 8 | Nailgun | 2 | 48.00 | 12/04/05 |
| 9 | Compressor | 1 | 70.00 | 05/04/05 |
| 10 | Spray Can | 3 | 12.00 | 17/05/05 |

- (c) The tool hire shop has decided to stop hiring *Lawnmowers*. Delete this record from the database.
- (d) The **Price(€)** of a *Circular Saw* has increased to 58.00. The **NoOfWeeks** has increased to 4. Edit the database to show these changes.
- (e) Sort the database in *ascending* order according to **Item**.
- (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 **50.00**. Sort these by **Hired** 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 *text effects* that can be used in Desktop Publishing.

(1) _____

(2) _____

(b) The drawing tool draws rectangles. Name two other shapes it can draw.

(1) _____

(2) _____

18. Practical Desktop Publishing Assignment (70 marks)

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

- (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) Format the heading using Arial font (centred, size 28 pt, bold).
- (d) The heading should be shaded and bordered as shown on **page 13**.
- (e) Centre and bold the text *Book Early!* Draw the shapes around the text as shown on **page 13**.
- (f) Insert the clipart in the position shown and resize it to approximately the size shown. Make sure that the text wraps around the clipart.
- (g) Make the sub-headings bold and increase their font size as shown on **page 13**.
- (h) Increase body text size to fill both columns as shown on **page 13**.
- (i) Shade and border the *Magic* paragraph as shown.
- (j) Save the document as **SUMMER** and print one copy.

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

Summer Shows

**Book
Early!**

Come one, come all! We have a fabulous line-up of evening entertainment for the month of August. The Amphitheatre will be hosting two concerts, a play, a comedy night and a magic show. See our schedule for times and dates. Don't miss out on the fun!

Music

Solo guitarist, Donna Funk, will dazzle you with her two-hand-tapping new age music and traditional Irish arrangements. We are fortunate enough to have her stop at Lakewood Mountains Resort during her Fluorescent Orange tour. Zazzy and the Fliptown Jazzers are on the bill, and plan to get you swinging to their big band and swing jams.

Theatre

The Bronx Theatre Company presents Reed Koch's comedy-hit

'Rumours'. We guarantee lots of laughter as you watch our Bronx cast transport you to the hustle and bustle of the Big Apple.

Comedy

Thursday nights are comedy nights! Jane Jamison the juggling comedian, the strange Lennie Zuvela, the political comedian Karl Kennedy, and last but not very tall, the cute kid-comedian Rob Young will be working hard for your laughs.

Magic

Don't miss out on this show! The amazing Matthew Gambardella, master of illusions, will entertain you with his slight of hand. With twenty years experience he will perform card tricks, pulling rabbits from hats and hypnosis.

Module 5: The Internet

(80 marks)

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

19. Internet Theory

(10 marks)

(a) Give two advantages of using email instead of normal mail (snailmail).

(1) _____

(2) _____

(b) What is a *local area network* (LAN)?

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open any **one** of the following sites.
 - www.carlow.ie
 - www.clare.ie
 - www.kildare.ie
 - www.monaghan.ie
- (c) Find a page that gives information on *libraries* or *library services*.
- (d) Save it on your examination disk as **LIBRARY**. Print the **first** page on library information. Make sure you write your Examination Number on the printout.

TASK 2

- (a) Use any search engine to open a web page about fishing in Galway.
- (b) Save it on your examination disk as **GALWAY**. Print the **first** page. Make sure you write your Examination Number on the printout.

TASK 3

- (a) Open your email programme and compose the email below 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 *Debate*.
- (d) The text of the email is:

Mary

I would be delighted to attend next Monday's debate. My team members are Gerard, Frank and Olivia.

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.

What is the Leaving Certificate Applied?

The Leaving Certificate Applied is a two-year programme aimed at at preparing students for adult and working life. The programme puts an emphasis on achievement and excellence, Which the established Leaving Certificate has not recognised in THE past.

Why was the Leaving Certificate Applied introduced?

The Leaving Certificate Applied was introduced too recognise the talents of all students. It is an innovative programe in the way students learn, in what they learn and in the way their achievements are assessed

Who would benefit most from the Leaving Certificate Applied

the Leaving Certificate Applied is intended to meet the needs of those students who are not adequately catered 4 by other Leaving Certificate programmes and ho choose not to opt for such programmes.

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 **NEWTOWN** and print one copy.

(Examination Number)

FOR SALE

Located on a sloping, south-facing site, *Cois na Mona* is an exclusive development of eighteen, two-storey townhouses on the outskirts of Newtown village. Each house is 180 m² in area and is overlooking the harbour. Situated less than 10 km from the city centre, with frequent bus and train services, Newtown is a community ideal for singles, families and retired people.

Local amenities include a library, school, children's playground and excellent seafood restaurants.

Sports facilities include a tennis club, golf course and water sports centre. The houses are designed to the highest standard, with bright spacious interiors and private landscaped gardens.

Downstairs, the accommodation consists of an entrance hall, living room, kitchen, utility room and guest w.c. Upstairs there are 3 bedrooms and a bathroom. The master bedroom has an ensuite shower room.

Prices start from €250,000.

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

TASK 2 **Creating a Menu**

You have been asked to produce an evening dinner menu using the following details and format.

- (a) Type your Examination Number at the left margin at the top of your document.
- (b) Type the menu as shown below.

| |
|--|
| Examination Number |
| Travellers Rest Bistro |
| 25 May 2005 |
| Dinner Menu |
| Tossed Salad of Smoked Chicken with Caesar Dressing Chilled Melon Wedge |
| *.*.*.* |
| Roast Sirloin of Prime Irish Beef Oven Baked Fillet of Salmon Vegetarian Lasagne |
| *.*.*.* |
| Lemon Cheesecake Chef's Dessert Selection |
| *.*.*.* |
| Freshly Brewed Tea or Coffee Mint Assortment |
| *.*.*.* |
| Price €2.95 |

- (c) Choose fonts, spacing, text enhancement, etc., to produce an attractive layout to fit on one A4 page.
- (d) Border the menu using a suitable style.
- (e) Save the file as **MENU** and print one copy.

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

Blank Page

Blank Page