



Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving Certificate Applied

2005

Information and Communication Technology

Marking Scheme

Section 1 - General Theory

(80 marks)
(10 x 8 marks)

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

- Screen/VDU
- Speaker
- Printer (accept inkjet/laser etc)
- Plotter
- Modem (input and output device)
- Any other relevant device

2. Explain the terms *hardware* and *software*. Give an example of each. (2 marks x 4)

- Hardware - Refers to objects that you can actually touch/physical objects/outside the pc.
 - Examples are printer, screen, speaker, modem, gaming console, floppy drive, etc.
- Software – is a set of instructions written in code/a program/package/inside the pc. Anything that can be stored electronically.
 - Examples are Word/Excel/Access/MS Office/Paint/drivers/gaming software products/Windows/Dos/Unix/Linux, etc.

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

(All three words correct for marks)

- (a) **ROM** Read Only Memory
 (b) **VDU** Visual Display Unit

4. Which one of the following is a storage device? (8 – Hit or Miss)

Windows	DVD
Microsoft Word	Mouse

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

- Any two DOS functions for full marks, e.g. Copy, Delete, Move, Rename
- 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
- Disk/Harddisk Cleanup
- Any other relevant function

Section 2 - Module 1: Word Processing

(80 marks)

11. Word Processing Theory

(10 marks)

(a) Explain the difference between single line spacing and double line spacing. (4 marks)

(1 mark x 4)

- Single line spacing – one line between each line of text
- Double line spacing – 2 lines free between each line of text
- Example drawn of both – full marks if clear
- Example given on paper – full marks if clear (e.g. page 17 body text is Double Line Spaced.)
- Menu commands to perform SLS & DLS = full marks

(b) Explain the following terms. (6 marks)

(3 marks x 2)

(1) **Clipart (any effort at explaining concept)**

- A wide variety of pictures, photographs, sounds, and video clips that you can insert in your documents.
- Example given on paper – full marks if clear (e.g. page 13 picture is a clipart).
- File extensions such as jpeg, bmp, wmf or tif mentioned.

(2) **Header (any effort at explaining concept)**

- Text on the top of a page (of a document that can tell the page number, date, file name or other document info).
- Full marks if drawn or indicated on exam paper or clear example given (name of book on top of each page etc).

12. Practical Word Processing Assignment (70 marks)

(a) Open file 3 marks

• Centre, **Bold** and 16pt in title x 3 marks each 9 marks

• Make 8 editing changes x 3 marks each 24 marks

- i) Word 'an' inserted, after 'make you'
- ii) Number '5' changed to 'five'
- iii) 'Join us for breakfast...' paragraph joined
- iv) 'Our head master chef...' moved to new paragraph
- v) Word 'Suki' changed to 'Suzi'
- vi) Space inserted in 'wouldhave'
- vii) 'if' capitalised
- viii) Last paragraph moved to become 2nd last paragraph

- Deduct 2 marks if no free line/double return after 'enjoy your meal'
- 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.

Deduct 2 marks per error to a maximum of 5 errors (10 marks) in the editing section 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 23 marks can be lost.

• Double line spacing throughout 4 marks
 ○ Deduct 2 marks if only some of the text is in DLS.

• Fully justify body text - Hit or Miss 4 marks
 ○ Deduct 2 marks if only some of the text justified.

(b) Type your examination number

(c) Text added to end of document (see text box below) 23 marks

- **Accepts Single Line Spacing for additional text**

Deduct 2 marks per error (spacing, caps, input error, spelling, centre justify, tabs not aligned etc)
 Deduct 2 marks if text is on separate page
 Deduct 2 marks for each word not underlined (each time)
 Deduct 2 marks for each line not bulleted (each time)
 Deduct 4 marks for each line omitted
 Exam Number is for ID purposes only - marks are not deducted if input error or in wrong position

(d) Print 3 marks

Marking

- Circle input errors with red pen and count up before multiplying by 2
- Mark '3' in red biro in right hand margin beside each correct edit and a '0' in right hand margin beside each edit not performed correctly. This means that there will be a 3 or a 0 in the right margin beside each of the eight edits.
- 23 marks are awarded for inputting the additional text correctly. The candidate loses 2 marks per error. These errors include punctuation, capitals, spaces, paragraph returns, underline not performed etc. A candidate may lose **all** 23 marks in this section if there are too many errors. It is a copying task and therefore accuracy is of key importance.
- Similar procedure for other practical assignments.

Module 2: Spreadsheet**(80 marks)****13. Spreadsheet Theory****(10 marks)**

(a) In spreadsheets, a value will automatically move to what area of a cell?

(4 marks)

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

(6 marks)

3 marks x 2

- Wages
- Graphs/Charts
- Calculating values/doing calculations
- Calculating repayments
- Accounts/Accounting/Accountancy
- Analysing data
- Bank statement
- Getting averages/max/min/sum/total/count
- Function named
- Any other relevant task

14. Practical Spreadsheet Assignment (70 marks)

- (a) Setup spreadsheet (-2 per error) 8 marks
- Deduct 2 marks per error to a max of 4 errors (all marks lost)
 - All Caps used for all headings – treat as one error
 - All text entries without Initial Caps - deduct 2 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
- (b) Input the data, aligned and formatted as shown. Adjust column widths as necessary
- Align as shown (deduct 2 marks per error to a max of 4) 4 marks
 - Bold (deduct 2 marks per error to a max of 4) 4 marks
- (c) Calculate **Cost** (3, 1, 1, 1, 1, 1, 1, 1) 10 marks
(3 marks for first correct instance, doesn't have to be Row 2)
- (d) (1) Calculate **Total Cost** (€210.00) 10 marks
- (d) (2) “=sum(d2:d9)” or “=sum(d2:d9)” or =sum(d2:d9
or “=d2+d3+d4+d5+d6+d7+d8+d9” 2 marks
- Full marks if = sign omitted
 - Brackets needed for marks
 - Spreadsheet printed (2nd copy) with formulas displayed - full marks
 - Answer of €210.00 given = 0 marks
- (e) Calculate **Net Cost** (€185.00) 10 marks
- (f) 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 ‘**Quantity**’ has two decimal places or currency symbol (once only)
- (g) Type your Examination Number
- (h) Column Chart of Cost for each Part Name (accept column or bar) 15 marks, Attempt 5
- Deduct 2 marks if pie chart or other relevant chart is presented that displays all required data
 - Deduct 2 each for each missing element (Labels on axis (once only), Legend, Exam Number)
 - Deduct 2 marks if Exam Number not title of chart – an element of the chart so it is needed
 - Deduct 2 marks each for each extra column of data in chart (to a max of 4 marks)
 - Accept chart as separate printout
- (i) Exam number as title of chart (see 3rd bullet in (h) above)
- (j) Save
- (k) Print 3 marks

Module 3: Databases**(80 marks)****15. Database Theory****(10 marks)**(a) Explain the data type *logical*.

(4 marks)

(0, 2, 4 marks)

- A data type that has two possible values: (any of these examples worth 4 marks)
- Binary number system used by a computer and how it is related to *logical*
- True/False
- Yes/No
- On/Off
- 1/0
- Male/Female
- Valid example
- Accept answer marked in some way for full marks. Accommodation field in (b) below is logical, etc.

(b) Study the database below. What field is the database sorted by?

(6 marks)

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

- Accept answer marked or indicated in some way.
- Accepts answer of Clare, Cork or Galway.

16. Practical Database Assignment (70 marks)

- (a) Open TOOLHIRE file 3 marks
- (b) Add 4 records 20 marks
- Deduct 2 marks per input error
 - Deduct 2 marks if entered in separate database
 - Deduct 5 marks per record or field omitted
- (c) Delete *Lawnmower* record (Hit or Miss) 8 marks
- If record 6 is still present with all fields empty, 0 marks
- (d) *Circular Saw* **Price** amended to 58.00 6 marks
NoofWeeks amended to 4 (3 marks each, Hit or Miss)
- (e) Sort ascending by *Item* 10 marks
- Allow 5 marks if *Item* sorted descending
 - Allow 3 marks if other field sorted ascending (other than *Item* field)
- (f) Print amended database 3 marks
- (g) Query of *Price*(€) greater than 50.00 sorted by *Hired* descending 20 marks
- Deduct 5 marks if not sorted descending by *Hired*
 - Has to be consistent with printout from (f) above
 - Deduct 2 marks for each field omitted
 - Accept any incorrect data entry from (b) above
 - *Lawnmower* will appear on this query if (d) not attempted or incomplete - Full marks as this has already been penalised
 - Don't penalise if Examination Number added as additional record on the database as this is for ID purpose only
- (h) Save

Module 4: Desktop Publishing

(80 marks)

17. Desktop Publishing Theory

(10 marks)

(a) Name two text effects that can be used in DTP.

(4 marks)

2 marks x 2

- Bold
- Italic
- Underline
- Shadow
- Emboss
- Outline
- Drop Cap
- Font/different style writing
- Font Size
- Strikethrough
- Superscript/subscript
- Any other relevant text effect

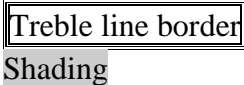
(b) The drawing tool draws rectangles.
Name two other shapes it can draw.

(6 marks)

3 marks x 2

- Circle/Oval
- Square
- Arrow
- Diamond
- Triangle
- Octagon
- Cross
- Cube
- Heart
- Sun
- Smiley Face
- Any other relevant drawing tool

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)  (accept double line border but <u>not single</u>) | 2 marks | (4 marks) |
| Shading | 2 marks | |
| (e) Draw Star | 2 marks | (14 marks) |
| Shade Star | 2 marks | |
| Border Star | 2 marks | |
| Draw Rectangle | 2 marks | |
| Border Rectangle | 2 marks | |
| Text entered correctly | 2 marks | |
| Rectangle and Star correctly layered/positioned with text box within | 2 marks | |
| (f) Clipart inserted into document | 4 marks | (10 marks) |
| Re-size clipart | 2 marks | |
| Correct position | 2 marks | |
| Correct wrapping | 2 marks | |
| (g) Increase sub-headings font and bold as shown (1 mark each x 8 changes) | 8 marks | (8 marks) |
| (h) Increase body text size to fill both columns (Hit or Miss for <u>all</u> body text) | 2 marks | (2 marks) |
| (i) Shade 'Magic' paragraph | 2 marks | (4 marks) |
| Single line border on 'Magic' paragraph (double line = 0 marks) | 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, no initial caps in title, text moving onto second page etc.

Module 5: The Internet

(80 marks)

19. Internet Theory

(10 marks)

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

(6 marks)

3 marks x 2

- Faster/quicker
- Cheaper
- Record of mails sent
- Can be sent at any time 24/7
- Can send to many at same time
- Can attach documents to be edited
- Online collaboration can be used without travel
- You can reply online
- Any other relevant advantage

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

(4 marks)

2 marks x 2

- Series of computers connected/wired/joined
- Usually in a small area like a room or a building
- Each computer is called a workstation or node
- An example given, e.g. Peer to peer

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.carlow.ie
 - www.clare.ie
 - www.kildare.ie
 - www.monaghan.ie
- (c) Find a page that gives information on *libraries* or *library services*.
- (d) Print first page of library information. 20 marks
- Deduct 10 marks if Carlow/Clare/Kildare or Monaghan doesn't appear on page.
 - Deduct 10 marks if library information doesn't appear on page.

Task 2

- (a) Use search engine to open a web page about fishing in Galway.
- (b) Print first page 20 marks
- 10 marks for Galway
 - 10 marks for fishing/fish/fished
 - Award 20 marks if the candidate has performed any search that includes the words fishing and Galway on page. (Example: Mr John Galway enjoys fishing on his holidays.)

Task 3

- (a) 'To' field correct (address given on form EM1) 5 marks
(Deduct 2 marks for input error)
- (b) 'CC' field correct 5 marks
(Deduct 2 marks for input error)
- (c) 'Subject' field correct (*Debate* – italics not necessary) 5 marks
(Deduct 2 marks for input error)
- (d) Compose email as per given text 7 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.)

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 email
- (f) Print email (Full marks if printed before sent). 3 marks

Module 6: Text Entry**(80 marks)****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

What is the Leaving Certificate Applied?

The Leaving Certificate **Applied**¹ is a two-year programme aimed at **at**² preparing students for adult and working life. The programme puts an emphasis on achievement and excellence, **W**³hich the established Leaving Certificate has not recognised in **THE**⁴ past.

Why was the Leaving Certificate Applied introduced?

The Leaving Certificate Applied was introduced **too**⁵ recognise the talents of all students. It is an innovative **rogramme**⁶ in the way students learn, in what they learn and in the way their achievements are assessed **(no full stop**⁷)

(Too many returns)⁸

Who would benefit most from the Leaving Certificate Applied **(no ?)**⁹

the¹⁰ Leaving Certificate Applied is intended to meet the needs of those students who are not adequately catered **4**¹¹ by other Leaving Certificate programmes and **ho**¹² choose not to opt for such programmes.

¹ Spelling of 'Applied'

² Repeated word

³ 'which' - lowercase

⁴ 'the' - lowercase

⁵ 'to', not 'too'

⁶ spelling of 'programme'

⁷ full stop missing

⁸ too many returns

⁹ ? missing

¹⁰ Capital T in 'The'

¹¹ 'four', not '4'

¹² 'who', not 'ho'

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 18 marks
 - If one space after full stop used consistently, do not penalise
 - Deduct 2 marks per error including spelling, caps, paragraphs etc. to a max of 9 errors
- (c) Format text as shown below.
- Centre first line (Hit or Miss) 2 marks
 - **Bold** first line (both words – Hit or Miss) 2 marks
 - *Italics* 'Cois na Mona' (Hit or Miss) 2 marks
 - Superscript m² (no spaces between M and 2 – needs to be correct) 2 marks
 - Underline 'highest' 2 marks
 - Centre last line (Hit or Miss) 2 marks
- (d) Print 3 marks
- Double or single return between paragraphs is acceptable as long as consistent

TASK 2 Creating an Menu (35 marks)

- (a) Type your Examination Number
- (b) Menu typed as per examination paper 20 marks
- Deduct 2 marks per error. This includes Initial Caps in heading, Centre alignment, spelling errors, spaces between each course (full marks if consistent), symbols between each course, €symbol, border etc.
 - Deduct 2 marks per line missing.
 - Deduct 2 marks if asterisks between courses not exactly as shown. (once only)
- (c) Change font, spacing etc to produce attractive document 6 marks
- Looking for at least three enhancements, bold, font, word art etc. – 2 marks each)
 - Attractive Layout/Balance of presentation 6 marks (0, 3, 6)
- (d) Print 3 marks

Practical Word Processing Solution

(Examination Number)

Skiing Holidays

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

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.

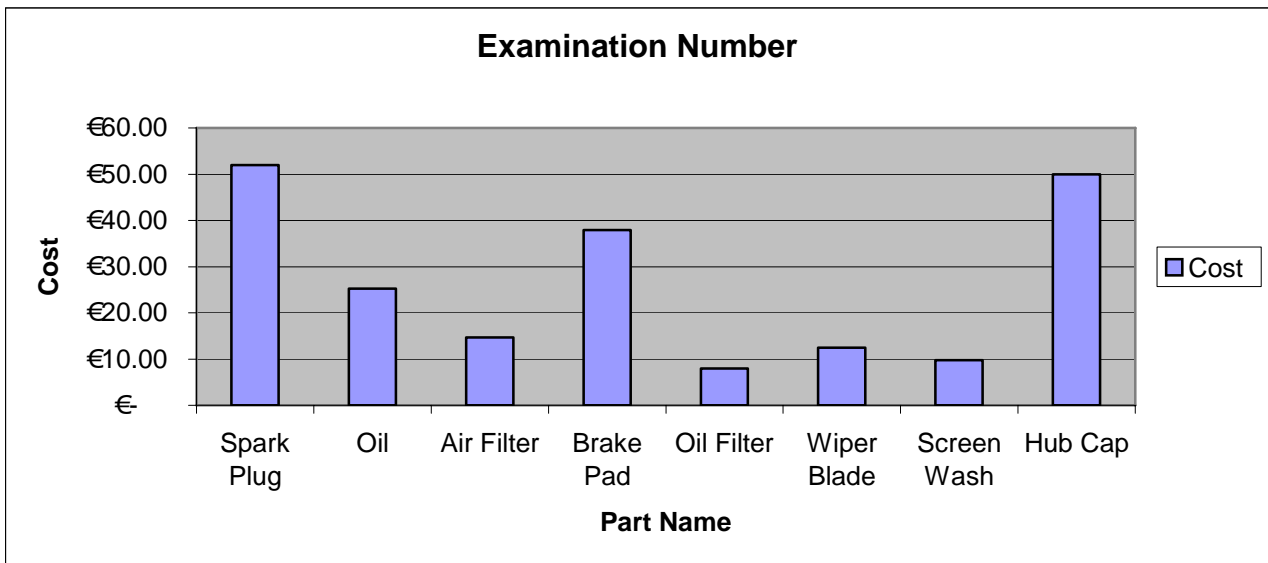
We hope your stay will be pleasurable. if you have any questions, or requests, please feel free to ask at the front desk. We are at your service!

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

- Sunscreen
- Water in leak proof canteen
- Rain gear with extra coat
- Extra pair of wool socks

Practical Spreadsheet Solution

Part Name	Quantity	Unit Price	Cost
Spark Plug	4	€ 12.99	€ 51.96
Oil	1	€ 25.29	€ 25.29
Air Filter	1	€ 14.65	€ 14.65
Brake Pad	4	€ 9.48	€ 37.92
Oil Filter	1	€ 7.95	€ 7.95
Wiper Blade	2	€ 6.24	€ 12.48
Screen Wash	1	€ 9.75	€ 9.75
Hub Cap	2	€ 25.00	€ 50.00
Total Cost			€ 210.00
Discount			€ 25.00
Net Cost			€ 185.00



Practical Database Solution

Database with 4 records added

IDNum	Item	NoOfWeeks	Price(€)	Hired
1	Cement Mixer	6	220.00	23/04/05
2	Circular Saw	1	38.00	15/04/05
3	Electric Plane	2	26.00	02/04/05
4	Tile Cutter	5	22.00	14/05/05
5	Hedge Cutter	1	68.00	19/05/05
6	Lawnmower	1	57.00	21/05/05
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

Updated Database: Lawnmower deleted, 2 edits and sorted by Item a..z

IDNum	Item	NoOfWeeks	Price(€)	Hired
1	Cement Mixer	6	220.00	23/04/05
2	Circular Saw	4	58.00	15/04/05
9	Compressor	1	70.00	05/04/05
3	Electric Plane	2	26.00	02/04/05
5	Hedge Cutter	1	68.00	19/05/05
7	Mini Digger	1	145.00	07/04/05
8	Nailgun	2	48.00	12/04/05
10	Spray Can	3	12.00	17/05/05
4	Tile Cutter	5	22.00	14/05/05

Lawnmowers deleted

Query: Price >50.00 and sorted by Hired z..a
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IDNum	Item	NoOfWeeks	Price(€)	Hired
5	Hedge Cutter	1	68.00	19/05/05
1	Cement Mixer	6	220.00	23/04/05
2	Circular Saw	4	58.00	15/04/05
7	Mini Digger	1	145.00	07/04/05
9	Compressor	1	70.00	05/04/05