



**Coimisiún na Scrúduithe Stáit
State Examinations Commission**

Leaving Certificate Applied

Information and Communication Technology

Marking Scheme 2007

Section 1 - General Theory

(80 marks)
(10 x 8 marks)

* Below are some of the answers that may arise. Accept other correct answers.

** Ignore spelling if you know what the candidate is trying to express.

1. Which one of the following is an external storage device? (8 marks)

- Flash disk

2. List two web browsers that can be used to access the Internet. (4, 4 marks)
(any two)

- (Internet) Explorer
- (Netscape) Navigator
- (Mozilla) Firefox
- Opera

3. List two ways of connecting to the Internet. (4, 4 marks)
(any two)

- Dial (up)/phone line
- Wireless/wifi/bluetooth
- Broadband
- Wired broadband
- Mobile phone/WAP
- Blackberry/3G card
- ISDN

4. What is the command used to change the name of a file? (8 marks)

- Rename

5. List two types of printers. (4, 4 marks)
(any two)

- Laser/laserjet
- Inkjet/bubblejet/deskjet
- Dot Matrix/line printer
- Plotter

6. What does each of the following stand for? (4, 2, 2 marks)

- PC Personal Computer (All words correct for marks) (4)
- CD-RW Compact Disk (Both words correct for marks) (2)
- Read Write (Both words correct for marks) (2)

7. Give two advantages of a networked system over a stand-alone system. (4, 4 marks)
(any two)

- File sharing
- Automatic software updates
- Printer/peripheral sharing
- Less upkeep/maintenance
- More security
- Record keeping
- Faster/quicker

8. List two input devices that are used to input text? (4, 4 marks)
(any two)

- Keyboard
- Scanner
- Microphone
- Touch screen
- PDA/palm pilot/Blackberry/Examples of PDAs

9. Which one of the following is system software? (8 marks)

- Windows 2000

10. You are buying a computer and see the following advertisement in a newspaper. What does each of the underlined terms stand for? (4, 4 marks)

<p style="text-align: center;">Special Offer Printer Prints/Scans/Copies</p> <p style="text-align: center;">Compatible only with MS Windows XP</p> <p style="text-align: center;">Prints up to 20 A4 <u>ppm</u></p> <p style="text-align: center;">Scan resolution 19200 <u>dpi</u></p>

- (a) ppm pages per minute (All words correct for marks)
- (b) dpi dots per inch (All words correct for marks)

Section 2 - Module 1: Word Processing

(80 marks)

11. Word Processing Theory

(10 marks)

(a) List two ways of aligning text.

(3, 3 marks)

- Left
- Centre
- Right
- Justified/Full (Justification)
- Decimal tab
- Accept drawn examples

(b) What menu options are used to put a header on a word processing document?

(4 marks)

- View, Header/(Footer) or
- Inert, Autotext, Header/(Footer)

12. Practical Word Processing Assignment (70 marks)

- (a) Open file 3 marks
- (b) Type Exam Number (ID purposes only - marks not deducted if error) 0 marks
- (c) Date as footer (accept any format – doesn't have to be autofield, ignore cap errors.) 3 marks

- **Bold**, Centre, 20pt, all words in title x 3 marks each 9 marks
- Make 7 editing changes x 3 marks each 21 marks
 - i) New Paragraph after 'their music' on line 3.
 - ii) Bold 'All' (now in 2nd paragraph)
 - iii) Run on 'That's a big difference'
 - iv) Change '3' to 'three'
 - v) Auto numbered last paragraph (1, 2, 3 / a, b, c – any format of numbers, not bullets)
 - vi) Change 'in' to 'on'
 - vii) Delete the word 'popular'
 - Deduct 2 marks if no free line/double return after 'their music'
 - Deduct 2 marks for any of (i) – (vii) if it incurs input errors not asked for. *Example:* 7 edits performed correctly = 21 marks but no spaces after full stop where paragraph was joined is 21 – 2 = 19 marks.
 - Deduct 2 marks per error to a maximum of 5 errors (10 marks) in the editing section of the question. The candidate can perform 7 edits (21 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 (21 – 10) marks = 11 marks.
 - This is not valid for the additional text where all marks can be lost.
- 1.5 line spacing (entire document – if correct it should fit on one page) 3 marks

- (d) Table added to end of document (see text box below) 20 marks

Deduct 2 marks per error (caps, centre, bold, column width, border style, extra row/column)
 Deduct 2 marks if text is on separate page
 Deduct 2 marks for item not aligned correctly (if tabs used instead of table)
 Deduct 4 marks for each line/column omitted

- (e) Spell check document, (4 spelling errors) 8 marks
- 'playr' changed to 'player'
 - didgital' changed to 'digital'
 - 'auddio' changed to 'audio'
 - 'kards' changed to 'cards'
- (f) 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 7 edits. Put a line under the final 3 or 0 and add to get a total (21 for example). Next add the errors and take this away from 21, example $21 - 8 = 13$ marks.
- 20 marks are awarded for inputting the table correctly. The candidate loses 2 marks per error. These errors include punctuation, capitals, spaces, paragraph returns, bold not performed etc. A candidate may lose **all** 20 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) Examine the spreadsheet below.

(4 marks)

	A	B	C	D	E
1	2007 Spring Test Results				
2	Name	Test 1	Test 2	Test 3	Average
3	Tom	20	50	50	<i>Formula</i>
4	Mary	21	44	55	
5	Ger	18	46	57	
6	Ann	21	48	50	

Write a suitable formula for cell **E3** that would calculate Tom's **Average** Test Result.

- =average(B3:D3) or
- =sum(B3:D3)/3 or
- =sum(B3+C3+D3)/3 or
- =(B3+C3+D3)/3
- Calculated answer of 40 = 0 marks
- 120/3 = 0 marks
- Accept ÷ in formula for full marks
- Accept formula with no =

(b) How many rows and columns are on the spreadsheet above? (3, 3 marks)

(1) Number of rows = 6

(2) Number of columns = 5

- If 'spreadsheet' is interpreted as 'table' and answer of:
Rows = 7,
Columns = 6,
Deduct 2 marks = 4 marks

14. Practical Spreadsheet Assignment (70 marks)

- (a) (b) Setup spreadsheet (-2 per error) 15 marks
Input the data, aligned and formatted as shown. Adjust column widths as necessary
- Deduct 2 marks per error to a max of 8 errors (all marks lost)
 - All Caps used for all headings, no Initial Caps – treat as one error
 - If inconsistent case errors, treat as separate errors
 - Deduct 2 marks for each column not wide enough
 - Deduct 2 marks for starting data in incorrect cell
 - Align as shown (deduct 2 marks per error)
 - Bold (deduct 2 marks per error)
- (c) Calculate **Units Used** (335) 5 marks
(negative answer of -335 is an error so 5 – 2 marks = 3 marks)
- (d) Calculate **Cost of Electricity Used** (€40.20) 5 marks
- (e) Calculate **Sub Total** (€49.34) 5 marks
- (f) (1) Calculate **VAT (13.5%)** (€6.66) 5 marks
(2) Formula =B10*13.5% or B10*13.5/100 2 marks
- Full marks if = sign omitted
 - % symbol needed for marks
 - Spreadsheet printed (2nd copy) with formulas displayed - full marks
 - Answer given = 0 marks
- (g) Calculate **Total Due** (€56.00) 5 marks
- (h) Format all money amounts to currency with 2 decimal places 5 marks
- 3 marks for **any** currency symbol used (Hit or Miss)
 - 2 marks for two decimal places (Hit or Miss)
- (i) Type your Examination Number 0 marks
- (j) Column Chart of **A8:B12** 15 marks, Attempt 5
- Deduct 2 marks if line/bar/pie chart/other chart is presented displaying all required data
 - Deduct 2 each for each missing element (Labels on axis or exam number title on chart)
 - Deduct 2 marks each for each extra data in chart or each cell missing
 - Accept chart as separate printout
- (k) Delete Row 2 in the spreadsheet 5 marks
- (l) Saved as **ESBBILL** 0 marks
- (m) Print 3 marks

Module 3: Databases

(80 marks)

15. Database Theory

(10 marks)

(a) Use two of the following words to complete the definitions below.

(4 marks)

2, 2 marks

Record	Key field	Query
--------	-----------	-------

(1) A database is sorted using a Key field.

(2) A Query uses criteria to search a database.

(b) Study the database below. For each **Field Name** write a suitable **Data Type** in the space provided as shown above.

(6 marks)

2, 2, 2 marks

Field Name	Data Type
Surname	Text
Salary	Currency
Date of Birth	Number/Numeric Or Date/Time

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

- (a) Open file 3 marks
- (b) Add new field (currency with 2 decimal places) 10 marks
- Deduct 2 marks if field not after **Format** field or in wrong position/new database/table
 - Deduct 2 marks if incorrectly named (input errors, caps, spelling)
 - Deduct 2 marks if incorrect data type
 - Deduct 2 marks if entered in separate database
- (c) Add data to the new field 10 marks
- Deduct 2 marks per input error or per cell omitted to a max of 5 errors
- (d) Delete record **ID 79** (Hit or Miss) 5 marks
- If record is still present with all fields empty, 0 marks
- (e) Add 2 records 10 marks
- Deduct 2 marks per input error
 - Deduct 2 marks if entered in separate database
 - Deduct 5 marks per record omitted
- (f) Amend record **ID 87** (change JBC to JCB) 5 marks
- (g) Sort ascending by **Name** 5 marks
- -2 if sorted descending
- (h) Print amended database 3 marks
- (i) Query of Format = Wallpaper, sorted by **Price** descending 14 marks
- Consistent with printout from (h) above
 - Deduct 2 marks for each field omitted
 - Accept any incorrect data entry from (e) above
- Sorted descending by Price 5 marks
- -2 if sorted ascending
- ID 79, Garfield record will appear on this query if record not deleted in (d) above. Full marks as this has already been penalised
 - ID 13 and ID 14 will not appear on this query if (e) not attempted or attempted incorrectly - Full marks as this has already been penalised
 - Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only
- (j) Save 0 marks

Module 4: Desktop Publishing**(80 marks)****17. Desktop Publishing Theory****(10 marks)**

- (a) A *letterhead* is one type of publication that can be creating using a Desktop Publishing package. Name **two** other publications that can be created.

3, 3 marks

- Compliments slip
- Newsletter
- Poster
- Flyer
- Postcard
- Business card
- Greeting card
- Website
- Menu
- Calendar
- Banner

- (b) Which one of the following is a file extension for images?

(4 marks)

.doc	.jpeg
.xls	.ini

18. Practical Desktop Publishing Assignment

(70 marks)

- (a) Text inserted into new document 4 marks (4 marks)
- (b) Type Examination Number 0 marks
- (c) Heading: (8 marks)
 - Arial 2 marks
 - Bold** 2 marks
 - 36pt 2 marks
 - Centre 2 marks
- (d) Double line black border (do not accept single or treble borders) 2 marks (2 marks)
- (e) Clipart inserted into document 2 marks (8 marks)
 - Re-size clipart 2 marks
 - Correct position 2 marks
 - Correct wrapping 2 marks
- (f) Autoshapes (10 marks)
 - Draw two 'explosion' autoshapes (2 marks each) 2, 2 marks
 - Size 2 marks
 - Position 2 marks
 - Shading 2 marks
- (g) Text inserted: '30% off cartridges' & '50% off cartridges' (10 marks)
 - Times New Roman 2 marks
 - 12 pt 2 marks
 - Bold** 2 marks
 - Text fits fully in the autoshape (2 marks each) 2, 2 marks
- (h) Wordart (10 marks)
 - Position 2 marks
 - 3 lines of text 2 marks
 - Correct shape (deflate or similar) 2 marks
 - Correct font (Cooper Black) 2 marks
 - Correct size (36pt) 2 marks
- (i) Remaining Text: (6 marks)
 - Arial 2 marks
 - 20 pt 2 marks
 - Centre 2 marks
- (j) **Opening Hours** bolded 2 marks (2 marks)
- (k) Print 3 marks (3 marks)
 - Pleasing/Suitable layout 7 marks (0, 4, 7) (7 marks)

-2 in each of (c) .. (j) for input errors in that section

Module 5: The Internet

(80 marks)

19. Internet Theory

(10 marks)

(a) Explain the term *Internet Service Provider*.

(4 marks)

- Company/business/firm
- Provides internet service
- Monthly or pay as you go/use fee
- Dial up or broadband

2 x 1 mark

Name an *Internet Service Provider*.

- Eircom, IOL, AOL, ESAT, UTV Talk, BT, Perlico, Clearwire, Magnet etc 2 marks

(b) What does each of the following stand for?

(6 marks)

- | | | | |
|----------|---------------------------|-------------------------------|---------|
| (1) WWW | World Wide Web | (All words correct for marks) | 3 marks |
| (2) HTML | Hypertext Markup Language | (All words correct for marks) | 3 marks |

20. Practical Internet Assignment**(70 marks)****Task 1****25 marks**

- (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 10 marks
- www.dunnesstores.cm
 - www.tesco.ie
 - www.superquinn.ie
 - www.aldi.ie
- (c) Find a page that gives information on *special offers*. 10 marks
- (d) Print first page of broadband information.
- Deduct 10 marks if one of the websites above doesn't appear on page.
 - Deduct 10 marks if special offers information doesn't appear on page.

Task 2**20 marks**

- (a) Use search engine to find information on weather in New Zealand.
- (b) Print first page
- Weather 10 marks
 - New Zealand 10 marks
 - Award 20 marks if candidate has performed any search that includes the words weather & New Zealand (Example: song with lyric 'Weather in New Zealand is great' etc).

Task 3**25 marks**

- (a) 'To' field correct (address given on form EM1)
(Deduct 2 marks for input error) 5 marks
- (b) 'CC' field correct
(Deduct 2 marks for input error) 5 marks
- (c) 'Subject' field correct (*Typing speed* – italics not necessary)
(Deduct 2 marks for input error) 4 marks
- (d) Compose email as per given text 8 marks
(Deduct 2 marks per input error to a max of 4 errors. Ignore double returns, as email communication is casual, ignore colon and exam number as this is for id purposes only.)

Ger
I've corrected your speed test and I am pleased to inform you that you have a typing speed of 45 wpm. This is an excellent result.
Signed: (Your Examination Number)

- (e) Send email 0 marks
- (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 of a possible 13
- Accept passage retyped with all errors corrected or identified

Driving licence

The driver theory test was introduced in Ireland in 2001. Before this, people in Ireland didn't have to undergo a test of their knowledge of either the rules of the road or motoring laws in Ireland before they applied for a driving license, or completed their driving test.

EU legislation now requires that citizens undergo a practical test of their knowledge of the rules of the road and motoring legislation.

The theory test will cheque knowledge of areas such as:

- the rules of the road
- risk perception
- hazard awareness
4. good driving behaviour

The test is conducted at 41 test locations throughout the country. The test can be offered in Irish and on English and candidates with special needs are are catered for.

The test is scored automatically and results are made available 2 you immediately. You will receive a certificate for your theory test at the test centre.

22. Practical Text Entry Assignment**(70 marks)****TASK 1 Data Entry Test****(35 marks)**

- (a) Type your Examination Number 0 marks
- (b) Double Line Spacing throughout (Hit or Miss) 2 marks
- Type passage: Text entered accurately 14 marks
 - If one space after full stop or hyphen used consistently, do not penalise
 - Deduct 2 marks per error including spelling, caps, paragraphs etc. to a max of 7 errors
 - Double or single return between paragraphs is acceptable as long as consistent, other penalise as an input error.
- (c) Format text as shown below.
- Centre first line (Hit or Miss) 2 marks
 - **Bold** first line (All words – Hit or Miss) 2 marks
 - **Increased font size** first line (All words – Hit or Miss) 2 marks
 - Bold **2004** (Full word – Hit or Miss) 2 marks
 - Superscript A² (no spaces between A and 2 – needs to be correct) 2 marks
 - Italics & Bold '***anti-virus researchers***' (All words – Hit or Miss) 2 marks
 - Underline 'Only smart-phones' (All words – Hit or Miss) 2 marks
 - Italics last full sentence (All words – Hit or Miss) 2 marks
- (d) Print 3 marks

TASK 2 Creating a schedule

(35 marks)

- (a) Type your Examination Number 0 marks
- (b) Text as per examination paper 6 marks
- Deduct 2 marks per error. This includes Initial Caps in heading, Centre alignment, spelling errors, spacing (full marks if consistent) etc.
 - Deduct 2 marks per line missing.
- (c) 'ICT Conference' at top of page
- Arial 2 marks
 - Centre 2 marks
 - 28pt 2 marks
 - **Bold** 2 marks
- (d) Date & Admission Fee, centred (hit or miss) 2 marks
- Arial (hit or miss) 2 marks
 - 16pt (hit or miss) 2 marks
- (e) Word 'Programme' is emphasised 2 marks
- (f) Tabs correctly aligned 5 marks
- (-2 per tab error)
- (g) Attractive Layout/Balance of presentation 5 marks
- 0, 3, 5 depending on quality of layout
- (h) Print 3 marks

Word Processing Solution

(Examination Number)

Digital Audio Players

Comment [O1]: Bold, Centre, 20pt

A digital audio player (DAP) is a device that stores, organises and plays digital music files. It is also called an MP3 **player**. The MP3 player is the most recent in an evolution of music formats that have helped consumers enjoy their music.

Records, eight-track tapes, cassette tapes and CDs – none of these earlier music formats provided the convenience and control that MP3 players give music lovers. With an MP3 in hand or pocket, a consumer can create personalised music lists and carry thousands of songs wherever they go. **All** of that stored music and the MP3 player itself fit in to a device about the size of deck of cards. **That's** a big difference in size as opposed to carrying a CD player and CD storage case. MP3 players come in many different shapes and sizes as manufacturers try to appeal to wide audiences.

Comment [O2]: New Paragraph

Comment [O3]: Bold

Comment [O4]: Run On

There are **three** main types of **digital** audio players:

Comment [O5]: Edit, 3 to three

1. **MP3 CD** players are devices that play CDs. Often, they can be used to play both audio CDs and homemade data CDs containing MP3 or other digital **audio** files.
2. **Flash-based** players are devices that hold digital audio files on internal or external media, such as memory **cards**.
3. **Hard drive based** players or digital jukeboxes are devices that read digital audio files from a hard drive. Thousands of songs, perhaps an entire music collection, can be stored **on one** MP3 player. Due to their capacity and physical size, image and video media are becoming standard among hard drive based players. The Apple iPod and Creative Zen are examples of digital **jukeboxes**.

Comment [O6]: Edit, in to on

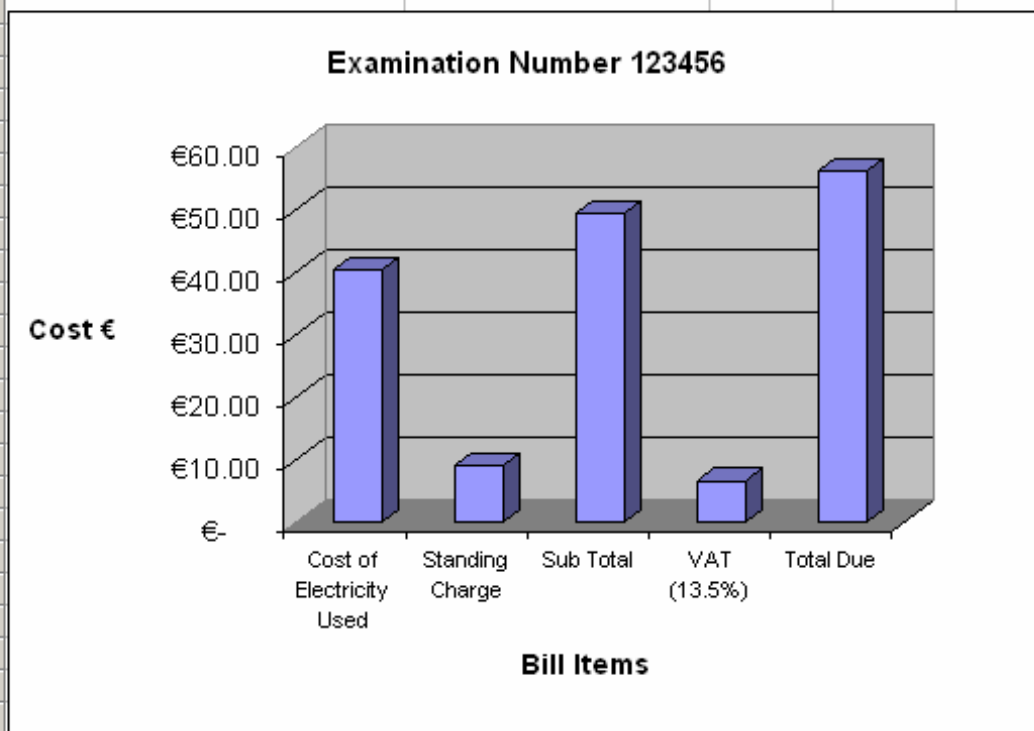
Comment [O7]: Popular deleted

Comment [O8]: Auto number

Product	Cost (€)	Storage Capacity
iPod Nano	250.00	4 GB
Sony	400.00	20 GB
iRiver	495.00	30 GB

Spreadsheet Solution

	A	B	C	D	E
1	Electricity Bill Calculator				
2	Present Reading	16601			
3	Previous Reading	16266			
4					
5	Units Used	335			
6	Cost Per Unit	€ 0.12			
7	Cost of Electricity Used	€ 40.20			
8	Standing Charge	€ 9.14			
9	Sub Total	€ 49.34			
10	VAT (13.5%)	€ 6.66			
11	Total Due	€ 56.00			
12					
13	Examination Number				



Database Solution

Table input by teacher and sorted by ID (8 records, 5 fields)

ID	Name	Artist	Released	Format
16	Fireworks	Jamster	11/08/05	Wallpaper
22	World Hold On	Bob Sinclar	30/09/04	Ring Tone
43	Sun	DHT	03/01/01	Ring Tone
72	Pink Panther	Theme	12/05/99	Ring Tone
79	Garfield	Mobi	12/01/04	Wallpaper
87	JBC Song	Nizlopi	14/10/05	Wallpaper
88	Crazy Dog	Jamster	25/09/05	Wallpaper
90	That's My Goal	Shane Ward	23/05/06	Ring Tone

Price field and data input by candidate (8 records, 6 fields)

ID	Name	Artist	Released	Format	Price
16	Fireworks	Jamster	11/08/05	Wallpaper	€4.99
22	World Hold On	Bob Sinclar	30/09/04	Ring Tone	€4.99
43	Sun	DHT	03/01/01	Ring Tone	€5.99
72	Pink Panther	Theme	12/05/99	Ring Tone	€2.99
79	Garfield	Mobi	12/01/04	Wallpaper	€3.99
87	JBC Song	Nizlopi	14/10/05	Wallpaper	€2.99
88	Crazy Dog	Jamster	25/09/05	Wallpaper	€5.99
90	That's My Goal	Shane Ward	23/05/06	Ring Tone	€3.99

Printout, records added, amended & deleted, sorted by name ascending (9 records, 6 fields)

ID	Name	Artist	Released	Format	Price
88	Crazy Dog	Jamster	25/09/05	Wallpaper	€5.99
16	Fireworks	Jamster	11/08/05	Wallpaper	€4.99
87	JCB Song	Nizlopi	14/10/05	Wallpaper	€2.99
13	Love Hearts	DHT	10/03/99	Wallpaper	€3.99
14	My Dream	DHT	16/04/06	Wallpaper	€4.99
72	Pink Panther	Theme	12/05/99	Ring Tone	€2.99
43	Sun	DHT	03/01/01	Ring Tone	€5.99
90	That's My Goal	Shane Ward	23/05/06	Ring Tone	€3.99
22	World Hold On	Bob Sinclar	30/09/04	Ring Tone	€4.99

Query, Format = Wallpaper, sorted by price descending (5 records, 6 fields)

ID	Name	Artist	Released	Format	Price
88	Crazy Dog	Jamster	25/09/05	Wallpaper	€5.99
16	Fireworks	Jamster	11/08/05	Wallpaper	€4.99
14	My Dream	DHT	16/04/06	Wallpaper	€4.99
13	Love Hearts	DHT	10/03/99	Wallpaper	€3.99
87	JCB Song	Nizlopi	14/10/05	Wallpaper	€2.99

Q12: Word Processing	Maximum	Mark
Open	3	
Date/Footer	3	
Heading: Bold	3	
Centre	3	
20 pt	3	
7 edits @ 3 marks each	21	
1.5 line spacing (all)	3	
4 spelling errors x 2 marks	8	
Added table	20	
Print	3	
Total mark Q12	70	

Q18: DTP	Maximum	Mark
Insert text	4	
Heading: Arial, Size 36pt	2, 2	
Bold & Centre	2, 2	
Double line border	2	
Insert clipart, resize clipart	2, 2	
Position, Wrapping	2, 2	
Draw 2 shapes (2m each)	2, 2	
Position, Size, Shading	2, 2, 2	
Text fits into each autoshapes:	2, 2	
TNR, 12pt, Bold	2, 2, 2	
Wordart: 3 lines of text	2	
Position, Size (circa 36pt)	2, 2	
Shape (deflate), Font (Cooper blk)	2, 2	
Remaining text: Centre	2	
Arial, 20pt	2, 2	
Last line formatted - bold	2	
Print	3	
Layout (0, 4, 7)	7	
Total mark Q18	70	

Q14: Spreadsheet	Maximum	Mark
Setup spreadsheet	15	
Calculate Units Used (335)	5	
Calculate Cost of Elec. Used (€40.20)	5	
Calculate Subtotal (€49.34)	5	
Calculate VAT @13.5% (€6.66)	5	
Formula	2	
Calculate Total Due (€56.00)	5	
Currency (any)	3	
Two decimal places (hit or miss)	2	
Column chart	15	
Row deleted	5	
Print	3	
Total mark Q14	70	

Q20: Internet	Maximum	Mark
Log on	5	
Supermarket Website	10	
Special Offers	10	
Weather	10	
New Zealand	10	
Email address	5	
cc	5	
Subject: <i>Typing speed</i>	4	
Text correct	8	
Print	3	
Total mark Q20	70	

Q16: Database	Maximum	Mark
Open file	3	
Add field	10	
Add data	10	
Delete record ID 79 (Hit or Miss)	5	
Empty row = 0 marks		
Add two records (-2 per input error, -5 per record/field omitted)	10	
Edit record 87 to <i>JCB</i>	5	
Sort ascending: Name	5	
Print database	3	
Query correct, -2 each field omitted	14	
Sorted descending: Price	5	
Total mark Q16	70	

Q22: Text Entry	Maximum	Mark
Double line spacing	2	
Text correct	14	
Heading: Centre/Bold/font size	2, 2, 2	
Bold 2004	2	
Superscript 'A ² '	2	
Bold + Italic <i>anti-virus researchers</i>	2	
U/line ' <u>Only smart phones</u> '	2	
Ital last sentence ' <i>MMS .. phonebook</i> '	2	
Print	3	
Total Task 1	35	
Text (-2 per error)	6	
Arial/Centre	2, 2	
28pt/bold	2, 2	
Date/Fee: Arial/16pt/centre	2, 2, 2	
Programme emphasised	2	
Tabs correct	5	
Layout (0, 3, 5)	5	
Print	3	
Total Task 2	35	
Total mark Q22	70	