



Coimisiún na Scrúduithe Stáit State Examinations Commission

Leaving Certificate Applied 2008

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 21 May 2008
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**

for the examiner only

1. Running total	
2. Total of extra questions	
3. Total mark (1 minus 2)	

	SECTION	MARK
	Section 1	
	Section 2	
Section 3	Module 2	
	Module 3	
	Module 4	
	Module 5	
	Module 6	
	TOTAL	

Section 1 - General Theory

(80 marks)

Answer all 10 questions in the spaces provided.

1. Name **two** backup storage devices.

(a) _____

(b) _____

2. What does each of the following stand for?

(a) ROM _____

(b) VDU _____

3. List **two** Internet Service Providers in Ireland.

(a) _____

(b) _____

4. What is meant by “formatting a floppy disk”?

5. Which **one** of the following would be needed if two computers are to communicate with each other using the telephone network?

USB	plotter
modem	speaker

6. List **two** *input devices*.

(a) _____

(b) _____

7. List **two** precautions to take when using the World Wide Web (WWW).

(a) _____

(b) _____

8. Explain the term *network*. Give **one** advantage of a *networked system* for a business.

network: _____

advantage: _____

9. Explain the term *software copyright*.

10. You wish to buy a laptop and see the following advertisement in a newspaper. Explain each of the underlined terms.

Laptop Computer

Intel® Core™ 2 Duo T7300 Processor (2.0 GHz, 800 MHz, 4 Mb L2 cache)

Genuine Windows Vista

1024 Mb 667 MHz Dual Channel DDR2 SDRAM

(a) GHz _____

(b) Mb _____

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) List **two** types of page orientation.

(1) _____

(2) _____

- (b) You are typing a document using a word processor and you want the document to fit on one page. However, four lines of text run on to the next page.

Suggest two changes that you could make so that it will all fit on one page?

(1) _____

(2) _____

12. Practical Word Processing Assignment

(70 marks)

There is a word processing file on your external storage device called **PODCAST**.

- (a) Open this file and make the changes shown on page 6.
- (b) Insert your examination number in the position shown on page 6.
- (c) Use today's date as a header in the document.
- (d) Add the following table to the end of your document, making sure to format it as shown.

Podcast	Price
Radio Disney	Free
Joke of the day	Free
Song of the week	€5.00

- (e) Spell check the entire document.
- (f) Insert a suitable clipart at the bottom right of the document beside the table.
- (g) Insert automatic page numbering at the bottom centre of the document.
- (h) Save the document on your external storage device as **PODCAST2** and print one copy.

Be sure to return the printout with your answerbook.

(Examination Number)

Podcasting *Bold, centre, italic, 20 pt*

bold A **podcast** is a digital media file, or a series of such files, that is distributed over the Net for playback on portable media players and personal computers. A podcast is a specific type of webcast on the Net which, like "radio", can mean either the content itself or the method by which it is transmitted. *N.P.* **The** author of a podcast is often called a podcaster. The term "podcast" is made up of the name of Apple's portable music player, the iPod, and broadcast; a "pod" refers to the iPod, and "cast" to the idea of broadcasting.

delete ~~In other words,~~ a podcast is a collection of files (usually audio and video) available at a unique web address. People can "subscribe" to this website. When new episodes become available in the *Join up* podcast they will be automatically "downloaded" to that user's computer. Unlike radio or streaming content on the web, podcasts are not real-time.

run on

The material is pre-recorded and users can check out the material at their leisure, offline.

The following is a list of popular podcasts:

- bullets* {
- English as a second language
 - Radio Disney
 - Story of the day

- * Insert table here
- * Replace Net with Internet throughout the document
- * use full justification throughout the document

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) Examine the spreadsheet below.

	A	B	C	D
1	Rainfall			
2	Jan	Feb	Mar	Average
3	30	60	50	

Write a suitable formula for cell **D3** that would calculate the **Average** rainfall.

Formula: _____

- (b) What is the role of each of the following symbols in spreadsheet calculations?

*	
/	

14. Practical Spreadsheet Assignment

(70 marks)

- (a) Set up a spreadsheet as shown below.

	A	B	C	D	E	F	G
1	Jolly Hotel						
2	Guest	Rate per Person	Persons	Subtotal	VAT	Discount	Total
3	Mr Smith	99	2				
4	Ms Jones	89	4				
5	Mrs Kelly	99	3				
6	Ms Power	79	1				
7	Mrs Wilson	99	3				
8	Mr Sheehan	89	3				
9	Ms Keane	89	2				
10							
11	Average Rate						
12							
13	Examination Number						

- (b) Align and format the spreadsheet as shown. Adjust column widths as necessary.
- (c) Calculate the **Subtotal** by multiplying the **Rate per Person** by the **Persons**. This should be displayed in cell **D3**. Repeat this for every guest.
- (d) Calculate the **VAT** by multiplying the **Subtotal** by **21%**. This should be displayed in cell **E3**. Repeat this for every guest.
- (e) Each guest will get a **Discount** of 10.00 if three or more persons are staying with the guest. Input a discount of 0.00 or 10.00 for each guest. This should be displayed in cell **F3**. Repeat this for every guest.
- (f) (1) Calculate the **Total** by adding the **Subtotal** and **VAT** and subtracting the **Discount**. This should be displayed in cell **G3**. Repeat this for every guest.
 (2) Write the formula you used in cell **G3** on this line.
-
- (g) Calculate the **Average Rate** per person. This should be displayed in cell **B11**.
- (h) Format all cells that contain money amounts to currency with two decimal places. (e.g. €80.00).
- (i) Insert your examination number in cell **A13**.
- (j) Create a bar chart for the cell range **A2:B9**. Use your examination number as the title of the chart.
- (k) Change the page to landscape.
- (l) Save the file on your external storage device as **HOTEL**.
- (m) Print one copy of both the spreadsheet and the chart.

Be sure to return the printout(s) with your answerbook.

Module 3: Databases

(80 marks)

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

15. Database Theory

(10 marks)

- (a) List three different data types that can be used when setting up a database.

(1) _____

(2) _____

(3) _____

- (b) Explain the term *primary key field*.

16. Practical Database Assignment

(70 marks)

You have been given a database file on your external storage device called **DVDS**.

- (a) Open this file.
- (b) Add a new field called **Duration** after the **BonusFeatures** field. This field should be formatted as a number with no decimal places (e.g. 126).
- (c) Add the following data to the **Duration** field.

DVD	Language	Price	Rating	ReleaseDate	BonusFeatures	Duration
Dinosaurs	English	€9.99	General	01/01/2006	Yes	125
Jump In	English	€16.00	PG	05/12/2007	No	77
Peter Pan	English	€14.99	PG	12/08/1999	Yes	85
Moving Mars	French	€10.99	General	23/05/2007	Yes	102
Handy Mandy	English	€9.99	PG	15/06/2005	Yes	95
Jungle Book	English	€14.99	PG	18/07/2006	No	75
Amélie	French	€15.99	15	24/06/2001	Yes	129

- (d) Delete the record for the **DVD** named Moving Mars.
- (e) Add the following records to the database.

DVD	Language	Price	Rating	ReleaseDate	BonusFeatures	Duration
Robocop	English	€9.99	General	01/01/1976	No	115
Fetch	English	€10.99	PG	05/02/1986	Yes	77

- (f) Amend the duration of the **DVD** named Dinosaurs. The duration should be 95.
- (g) Sort the database in ascending order according to **DVD**.
- (h) Having made the above changes, print the database. Make sure to write your examination number on this printout.
- (i) Select all records with a **General** rating. Sort these by **ReleaseDate** in descending order and print. Make sure to write your examination number on this printout.
- (j) Save this file/query on your external storage device as **GENERAL**.

Be sure to return the two printouts with your answerbook.

Module 4: Desktop Publishing

(80 marks)

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

17. Desktop Publishing Theory

(10 marks)

- (a) List two ways of enhancing a text frame.

(1) _____

(2) _____

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

.doc	.gif
.dot	.ppt

18. Practical Desktop Publishing Assignment

(70 marks)

Your external storage device has a text file called **CERT** and a piece of clipart called **SEAL**.

- (a) Use the text and the clipart to create the document as shown on page 13. The supplied clipart may not be the same as the clipart shown on page 13.
- (b) Insert your examination number in the position shown on page 13.
- (c) Format the heading **HOME TOWN SCHOOL** as Arial, 26 pt, bold and centred.
- (d) Use Word Art to enter the text **AWARD CERTIFICATE** using a deflate style as shown on page 13.
- (e) Centre **Student of the Week** and format it as Times New Roman, 28 pt and bold.
- (f) Centre **Presented to:** and format it as Times New Roman, 22 pt.
- (g) Centre **Pat Murphy** and format it as Rage Italic, 36 pt.
- (h) Centre **for** and format it as Times New Roman, 22 pt.
- (i) Centre **Diligence and Effort** and format it as Times New Roman, 22 pt, bold and italics.
- (j) Format **Signed: Mr Principal** as 16 pt and right aligned.
- (k) Format **Signed:** as Times New Roman.
- (l) Format **Mr Principal** as Rage Italic, 22 pt and underline.
- (m) Format **May 2008** as Times New Roman, 16 pt, bold and right aligned.
- (n) Insert the clipart in the position shown. Re-size it approximately to the size shown on page 13.
- (o) Place a border, similar to the border shown, around the full page as shown on page 13.
- (p) Save the document on your external storage device as **CERT** and print one copy.

Be sure to return the printout with your answerbook.

(Examination Number)

HOME TOWN SCHOOL

Award Certificate

Student of the Week

Presented to:

Pat Murphy

for

Diligence and Effort



Signed: *Mr Principal*

May 2008

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 *hyperlink*.

What is the usual colour for a *hyperlink*?

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

- (1) CC _____
- (2) BCC _____

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open any one of the following sites.
 - www.fetac.ie
 - www.hetac.ie
 - www.nqai.ie
 - www.examinations.ie
- (c) Find a page that gives information on *links* or *useful links*.
- (d) Save it on your external storage device as **LINKS**. Print the first page of links information. Make sure you write your examination number on the printout.

TASK 2

- (a) Use any search engine to find information on gigs in Dublin.
- (b) Save it on your external storage device as **GIGS**. Print the first page. Make sure you write your examination number on the printout.

TASK 3

- (a) Type the following email to be sent to the address given on form **EM1**.
- (b) CC the email to your own email address.
- (c) The subject of the email is *Horse sale*.
- (d) The text of the email is:

Hi John!
I have sent you the details of the horse that's for sale. By the way, the horse has won her last two races.

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.

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 a pen.

since it was launched, Bebo has attracted more than 22 million members. It's is aimed at those aged 13–30 but has proved particularly popular with school and college student.

Bebo is a social networking sight that lets members share pictures and messages with frineds that are also on the service. As such, it stands alongside sites such as MySpace, Friends Reunited and many others.

“Four it to be fun, you have to connect with your friends,” Bebo boss Michael Birch told the BBC News. “So you badger them into singing up.”

Often, he said, someone at one skool or college will sign up and soon afterwards loads of other pupils at the same place will join too

But this popularity has come with a price. Sum schools and colleges have stopped pupils form using the site and block access to it.

22. Practical Text Entry Assignment

(70 marks)

TASK 1 Data Entry Test

- (a) Insert your examination number in the position shown.
- (b) Type the following passage in Arial, 12 pt using double line spacing.
- (c) Format text as shown below.
- (d) Save it on your external storage device as **BLOG** and print one copy.

(Examination Number)

Blogs and Wikis

Blog is short for **Weblog** and is a Web page that has short, frequent updates made to it. Similar to a web journal or “what's new” page.

Blogs provide comments or news on a particular subject such as food, politics, or local news; some function as more personal online diaries!

A typical blog combines text, images, links to other blogs, web pages and other media related to its topic.

Wikis are also becoming more popular. A wiki is essentially a website constructed in such a way as to allow users to change content on the site. Wikis have been around for longer than we may imagine – the first wiki was created in 1994 and placed on-line in 1995.

Initially, wikis were used mostly by technical people such as scientists and engineers to develop and maintain dynamic knowledge bases; however, the growth of Wikipedia™ since 2003 has brought with it an awareness of the value of wikis for educational purposes.

Be sure to return the printout with your answerbook.

TASK 2 Creating a Memo

- (a) Insert your examination number at the top of your document.
- (b) You have been asked to create a memo for the staff in an organisation using the following information.

Energy savings from a lower weekend temperature

Reducing the building temperature at weekends is a change that we could make immediately, that would cost nothing and that would cut our energy use.

Lowering the temperature from 20 °C degrees to 15 °C degrees from 4 p.m. on Friday evening to 4 a.m. Monday morning could cut our total energy consumption by 6%.

It is not possible to lower the temperature on weeknights because a great many staff members work late; also, the cleaning crew is on duty from 6 p.m. to midnight.

- (c) Type the Memo as follows:

To: All Staff

From: Buildings Manager

Re: Energy savings from a lower weekend temperature

Date: 21 May 2008

- (d) Insert the Memo text two lines below **Date:**
- (e) Choose fonts, spacing, text enhancement, etc., to produce an attractive layout that fits on one A4 page.
- (f) Save it on your external storage device as **MEMO** and print one copy.

Be sure to return the printout with your answerbook.

Blank Page

Blank Page