



Coimisiún na Scrúduithe Stáit
State Examinations Commission

**Leaving Certificate Applied
Marking Scheme**

Information and Communication Technology

Marking Scheme 2008

Section 1 - General Theory

(80 marks)
(10 x 8 marks)

1. Name **two** backup storage devices. (4, 4 marks)
- Flash disk/USB stick/Jump Drive/(memory) stick
 - Zip (disk)
 - Floppy disk / 3 ½” / 5 ¼”
 - External hard drive
 - Mp3
 - CD
 - (Magnetic) tape
 - DVD
2. What does each of the following stand for? (4, 4 marks)
(all words correct)
- (a) ROM Read Only Memory
(b) VDU Visual Display Unit
3. List **two** Internet Service Providers in Ireland. (4, 4 marks)
(any two)
- AOL
 - BT
 - Chorus
 - Clearwire
 - Digiweb
 - Eircom
 - Esat
 - Gaelic Telecom
 - Imagine
 - IOL
 - Magnet
 - NTL/UPC
 - O2
 - Perlico
 - Three / 3
 - UTV Talk
 - Vodafone
4. What is meant by “formatting a floppy disk” (8 marks)
- Preparing it for use 8 marks
 - Getting it ready to store data onto it 8 marks
 - Erase all data/Cut/delete/rub out/make space 4 marks only
 - Be able to write data onto it 4 marks only
5. Which one of the following would be needed if two computers are to communicate with each other using the telephone network? (8 marks)
- Modem

6. List two input devices? (4, 4 marks)
(any two)
- Keyboard
 - Mouse
 - Scanner
 - Microphone
 - Touch screen
 - Joystick
 - PDA/palm pilot/Blackberry/Examples of PDAs
7. List **two** precautions to take when using the World Wide Web (WWW). (4, 4 marks)
(any two)
- (Install) anti-virus software
 - (Update) anti-virus software regularly
 - Set up a Windows firewall
 - Have a secure connection
 - Don't download from unknown sources
 - Don't open/forward spam mail
 - Avoid websites that may cause offence (child protection issues)
 - Phishing
 - Ignore fraudulent bank/financial emails
 - Award 0 marks for issues relating to time spent at the computer etc
8. Explain the term *network*. (4 marks)
- The idea of **more than one** computer, **joined or connected** (2 marks x 2)
- Give **one** advantage of a *networked system* for a business. (4 marks)
- Hardware or software sharing (2 marks x 2)
 - Increased security
 - Network manageability
 - Better communications
 - Paperless office
 - Cheaper/more cost effective
9. Explain the term *software copyright*. (8 marks)
- Law to prevent the (illegal) copying of software/programs 8 marks
 - Can't be copied 4 marks
 - Without permission 4 marks
 - Owned/ownership/publisher/writer/author 4 marks
 - ©/™ 4 marks
10. You wish to buy a laptop and see the following advertisement in a newspaper.
Explain each of the underlined terms. (4, 4 marks)
- (a) GHZ Gigahertz
(b) Mb Megabyte

11. Word Processing Theory

(10 marks)

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

(3, 3 marks)

- Portrait / tall
- Landscape / wide

(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? (2, 2 marks)

- Make margins smaller / change margins
- Make text smaller/decrease font / change font size
- Change font / change font style / change writing
- Use smaller line spacing/decrease paragraph spacing
- Increase page size
- Fit to one page

- 12. Practical Word Processing Assignment (70 marks)**
- (a) Open file 3 marks
- (b) Type Exam Number (ID purposes only) 0 marks
- (c) Date as header (any format – doesn't have to be autofield, ignore cap errors.) 3 marks
- **Bold, Centre, italics, 20pt x 2 marks each (full word) 8 marks**
 - Make 7 editing changes x 3 marks each 21 marks
 - i) Bold 'podcast'
 - ii) New Paragraph after 'is transmitted'
 - iii) Insert space between 'to the'
 - iv) Delete 'in other words, ' ('A podcast' should now be caps)
 - v) Join up 'Un like'
 - vi) Run on paragraphs from 'real-time' to 'The material'
 - vii) Bullet last three lines (accept all bullet types and indents)
 - Deduct 2 marks if no free line/double return after 'is transmitted'.
 - 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.
- Replace 'Net' with 'Internet' (2 occurrences, 2 marks each) 4 marks
 - Document fully justified (entire document) 3 marks
- (d) Table added to end of document 10 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 or file
 - Deduct 2 marks for columns not aligned correctly (if tabs used instead of table)
 - Deduct 2 marks if the table is right aligned
 - Deduct 2 marks for each row omitted
 - Deduct 4 marks for each column omitted
- (e) Spell check document, (7 errors x 1 mark each) 7 marks
- mediae, thaate, personale, tipye, portabel, Peeople, downloaded,
- (f) Insert clipart 5 marks
- Deduct 2 marks if clipart is not in the bottom right of the document beside the table.
- (g) Auto page numbering 3 marks
- Deduct 2 marks if not aligned cente)
- (h) 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.
- 10 marks are awarded for inputting the table correctly. The candidate loses 2 marks per error. These errors include punctuation, capitals, spaces, bold not performed etc. A candidate may lose **all** 10 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
1	Rainfall			
2	Jan	Feb	Mar	Average
3	30	60	50	

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

- $= (A3 + B3 + C3) / 3$
- $= \text{sum}(A3:C3) / 3$
- $= \text{average}(A3:C3)$
- Accept \div in formula for full marks
- Award full marks if no '=' used
- Award 0 marks for calculated answer of 46.666
- Award 0 marks for 140/3
- Accept AVG or Average

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

(3, 3 marks)

- * multiply / times / X
- / divide / into / divide symbol

Award 3 marks if symbols are listed in reverse order

14. Practical Spreadsheet Assignment

(70 marks)

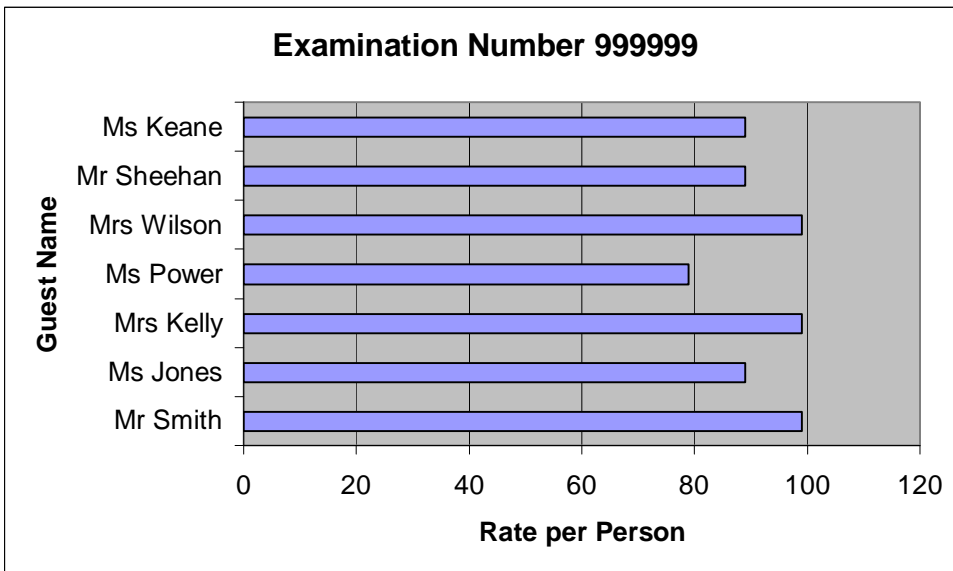
- (a) (b) Setup spreadsheet (-2 per error) 15 marks
 Input the data, aligned and formatted as shown. Adjust column widths as necessary
- Deduct 2 marks per error to a max of 8 errors (all marks lost)
 - All Caps used for all headings, no initial caps – treat as one error
 - If inconsistent case errors, 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 or 2 marks for full row 2 as it's consistent)
 - Bold (deduct 2 marks per error, except if **all** of row 2 not bold, treat as one error)
- (c) Calculate **Subtotal** (198.00 or 198) and copy down 7 x 1 mark
- (d) Calculate **VAT** at 21% (41.58) and copy down 7 x 1 mark
- (e) Fill in the **Discount** for each guest (0, 10, 10, 0, 10, 10, 0) 7 x 1 mark
- (f) (1) Calculate **Total** (239.58) 7 x 1 mark
 (2) Formula =D3+ E3 – F3 or =sum(D3:E3) – F3 2 marks
- Merits full if '=' sign omitted
 - Merits full if spreadsheet printed (2nd copy) with formulas displayed
 - Merits 0 marks if answer of 239.58 given
- (g) Calculate **Average Rate** per person (91.86) 5 marks
- Deduct 2 marks for incorrect cell
- (h) Format all money amounts to currency with 2 decimal places 4 marks
- 2 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

Jolly Hotel						
Guest	Rate per Person	Persons	Subtotal	VAT	Discount	Total
Mr Smith	99	2	€ 198.00	€ 41.58	€ -	€ 239.58
Ms Jones	89	4	€ 356.00	€ 74.76	€ 10.00	€ 420.76
Mrs Kelly	99	3	€ 297.00	€ 62.37	€ 10.00	€ 349.37
Ms Power	79	1	€ 79.00	€ 16.59	€ -	€ 95.59
Mrs Wilson	99	3	€ 297.00	€ 62.37	€ 10.00	€ 349.37
Mr Sheehan	89	3	€ 267.00	€ 56.07	€ 10.00	€ 313.07
Ms Keane	89	2	€ 178.00	€ 37.38	€ -	€ 215.38
Average Rate	€ 91.86					
Examination Number						

(j) Bar Chart of **A2:B9**

10 marks, Attempt 3

- Deduct 2 marks if line/pie chart/other chart is presented displaying all 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
- Legend not required for full marks but don't penalise if it is present
- Accept chart as separate printout



(k) Change page to landscape (at least one of the pages)

3 marks

(l) Saved as **HOTEL**

0 marks

(m) Print

3 marks

-

Module 3: Databases

(80 marks)

15. Database Theory

(10 marks)

- (a) List three data types that can be used when setting up a database. (2, 2, 2 marks)

Alphanumeric/text
Number/numeric
Date / Time (either word)
Currency
Logical or Yes/No

An example of each data type merits ½ marks = 1 mark each
Some text written = 1 mark
A date written = 1 mark
£9 = 1 mark
€ = 0 marks

- (b) Explain the term *primary key field*. (4 marks)
(any two)

It uniquely identifies each record in a table (4 marks)

Unique/only one / once off (2 marks x 2)
Indexed/sorted/listed / ordered

An example such as car reg, PPS number, hospital chart number etc
Date of Birth = 0 marks as it is not unique

16. Practical Database Assignment

(70 marks)

- (a) Open file 3 marks
- (b) Add new field (number with no decimal places) 10 marks
- Deduct 2 marks if field not after **BonusFeatures** field or in wrong position
 - Deduct 2 marks if incorrectly named (input errors, caps, spelling)
 - Deduct 2 marks if incorrect data type
 - Deduct 2 marks if left aligned as number default to the right
 - Deduct 2 marks if number is not a whole number/has decimal places
 - Deduct 2 marks if entered in separate database/table
- (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 Moving Mars record (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
 - Treat as separate errors if initial caps not correct in each cell
- (f) Amend duration of Dinosaurs to **95** (change from 125 to 95) 5 marks
- (g) Sort ascending by **DVD** 5 marks
- -2 if sorted descending
 - 0 marks if sorted ascending on another field
- (h) Print amended database 3 marks
- (i) Query of rating = General, sorted by **ReleaseDate** 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 ReleaseDate

5 marks

- -2 if sorted ascending
- 0 marks if sorted descending on another field

DVD	Language	Price	Rating	ReleaseDate	BonusFeatures	Duration
Dinosaurs	English	€9.99	General	01/01/2006	Yes	95
Robocop	English	€9.99	General	01/01/1976	No	115

- 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) List two ways of enhancing a text frame.

3, 3 marks

- Border
- Colour line
- Shading
- Drop Cap text
- (Background) graphic/watermark/clipart/photo/picture

(Award 0 marks for change font etc as this is the text that is enhanced and not the frame)

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


(4 marks)

.doc	.gif
.dot	.ppt

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 <i>HOME TOWN SCHOOL</i> : | | (8 marks) |
| Arial | 2 marks | |
| Bold | 2 marks | |
| 26 pt | 2 marks | |
| Centre | 2 marks | |
| (d) Wordart of <i>AWARD CERTIFICATE</i> inserted into document | 2 marks | (10 marks) |
| Text correct (don't penalise lowercase or uppercase C in Certificate) | 2 marks | |
| Correct position | 2 marks | |
| Correct size | 2 marks | |
| Deflate style | 2 marks | |
| (e) <i>Student of the Week</i> | | |
| Centre | 1 mark | (4 marks) |
| Times New Roman | 1 mark | |
| 28 pt | 1 mark | |
| Bold | 1 mark | |
| (f) <i>Presented to:</i> | | |
| Centre | 1 mark | (3 marks) |
| Times New Roman | 1 mark | |
| 22 pt | 1 mark | |
| (g) <i>Pat Murphy</i> | | |
| Centre | 1 mark | (3 marks) |
| Rage Italic or similar italic style | 1 mark | |
| 36 pt | 1 mark | |
| (h) <i>for</i> | | |
| Centre | 1 mark | (3 marks) |
| Times New Roman | 1 mark | |
| 22 pt | 1 mark | |
| (i) <i>Diligence and Effort</i> | | |
| Centre | 1 mark | (5 marks) |
| Times New Roman | 1 mark | |
| 22 pt | 1 mark | |
| bold | 1 mark | |
| italics | 1 mark | |
| (j) <i>Signed: Mr Principal</i> | | |
| Right aligned | 1 mark | (2 marks) |
| 16 pt | 1 mark | |
| (k) <i>Signed:</i> | | |
| Times New Roman | 1 mark | (1 mark) |

- | | | | |
|---|--|-------------------|-----------|
| (l) <i>Mr Principal</i> | | | |
| Rage Italic or similar italic style | | 1 mark | (3 marks) |
| 22 pt | | 1 mark | |
| underline | | 1 mark | |
| | | | |
| (m) <i>May 2008</i> | | | |
| Times New Roman | | 1 mark | (4 marks) |
| 16 pt | | 1 mark | |
| Bold | | 1 mark | |
| Right aligned | | 1 mark | |
| | | | |
| (n) Clipart inserted | | 2 marks | (6 marks) |
| Re-size clipart | | 2 marks | |
| Correct position | | 2 marks | |
| | | | |
| (o)  (don't accept single or double) | | 2 marks | (4 marks) |
| Around full page | | 2 marks | |
| | | | |
| (p) Print | | 3 marks | (3 marks) |
| Pleasing/Suitable layout | | 7 marks (0, 4, 7) | (7 marks) |

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

Module 5: The Internet

(80 marks)

19. Internet Theory

(10 marks)

(a) Explain the term *hyperlink*.

(4 marks)

2 x 1 mark each

- Click to open/activate/follow it/download/go to
- Links to a web page or links to another area of document
- Underlined text formatted in a different colour
- (Most common in) World Wide Web/WWW/Web (not internet as it's in module name)
- Example given where web address is underlined (www.google.com)
- Accept visual explanation
- Link = 0 marks

What is the usual colour for a hyperlink.

2 marks

- Blue (if blue is mentioned above give the 2 marks for this part)

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

(6 marks)

- | | | | |
|---------|-------------------|-------------------------------|---------|
| (1) CC | Carbon Copy | (All words correct for marks) | 3 marks |
| (2) BCC | Blind Carbon Copy | (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.fetac.ie
 - www.hetac.ie
 - www.nqai.ie
 - www.examinations.ie
- (c) Find a page that gives information on *links* or *useful links*. 10 marks
- Deduct 10 marks if one of the websites above doesn't appear on page.
 - Deduct 10 marks if *links* information doesn't appear on page.
- (d) Print first page of *links* information.

Task 2

20 marks

- (a) Use search engine to find information on *gigs* in *Dublin*.
- (b) Print first page
- Gigs 10 marks
 - Dublin 10 marks
 - Award 20 marks if candidate has performed any search that includes the words *gigs* & *Dublin* (Example: song with lyric 'I went to five gigs in Dublin').

Task 3

25 marks

- (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 (*Horse sale* – italics not necessary) 4 marks
(Deduct 2 marks for input error)
- (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.)

<p>Hi John!</p> <p>I have sent you the details of the horse that's for sale. By the way, the horse has won her last two races.</p> <p>Signed: (Your Examination Number)</p>

- (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

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 skooool 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 (35 marks)

- (a) Type your Examination Number 0 marks
- (b) Type the passage using:
- Double Line Spacing throughout 2 marks
 - Arial throughout 2 marks
 - 12 pt throughout 2 marks

 - Text entered accurately 12 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 6 errors
 - Deduct 2 marks if full line omitted
 - Double or single return between paragraphs is acceptable as long as consistent, otherwise 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
 - Bold **Blog**, *Weblog* and **Wikis** (All three words – Hit or Miss) 2 marks
 - Italics *Weblog* (Full word – Hit or Miss) 2 marks
 - Italics & Underline ‘change content’ (Both words – Hit or Miss) 2 x 2 marks
 - Superscript TM (Caps, no spaces between T and M – needs to be correct) 2 marks
- (d) Print 3 marks

TASK 2 Creating a Memo

(35 marks)

- (a) Type your Examination Number 0 marks
- (b) (c) Type text as per examination paper 22 marks
- Deduct 2 marks per error.

Type the Memo as follows:

To: All Staff
From: Buildings Manager
Re: Energy savings from a lower weekend temperature
Date: 21 May 2008

- 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.

- Deduct 2 marks per error. This includes initial caps in heading, alignment, spelling errors, tabs, single return after heading, spacing (full marks if consistent) etc.
- Deduct 4 marks per line missing.

- (d) Insert the Memo text two lines below **Date:**
- Position (hit or miss) 3 marks
- (e) Choose fonts, spacing, text enhancement, etc., to produce an attractive layout that fits on one A4 page. 7 marks

Expect at least 3 enhancements for full marks

- Attractive Layout/Balance of presentation 0, 4, 7 depending on quality of layout
- (f) Print 3 marks

Word Processing Solution

21 May 2008

(Examination Number)

Podcasting (B,I, Cen, 20 pt)

A **podcast** is a digital **media** file, or a series of such files, **that** is distributed over the **Internet** for playback on portable media players and **personal** computers. A podcast is a specific **type** of webcast on the **Internet** which, like 'radio', can mean either the content itself or the method by which it is transmitted.

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.

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 podcast they will be automatically "**downloaded**" to that user's computer. **Unlike** radio or streaming content on the web, podcasts are not real-time. **The** material is pre-recorded and users can check out the material at their leisure, offline.

The following is a list of popular podcasts:

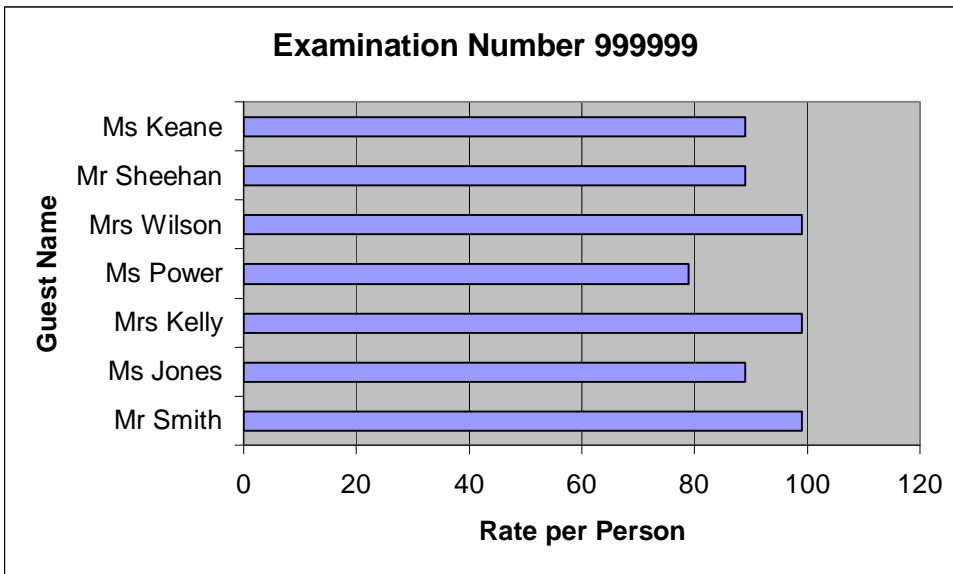
- English as a second language
- Radio Disney
- Story of the day

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



Spreadsheet Solution

Jolly Hotel						
Guest	Rate per Person	Persons	Subtotal	VAT	Discount	Total
Mr Smith	€ 99.00	2	€ 198.00	€ 41.58	€ -	€ 239.58
Ms Jones	€ 89.00	4	€ 356.00	€ 74.76	€ 10.00	€ 420.76
Mrs Kelly	€ 99.00	3	€ 297.00	€ 62.37	€ 10.00	€ 349.37
Ms Power	€ 79.00	1	€ 79.00	€ 16.59	€ -	€ 95.59
Mrs Wilson	€ 99.00	3	€ 297.00	€ 62.37	€ 10.00	€ 349.37
Mr Sheehan	€ 89.00	3	€ 267.00	€ 56.07	€ 10.00	€ 313.07
Ms Keane	€ 89.00	2	€ 178.00	€ 37.38	€ -	€ 215.38
Average Rate	€ 91.86					
Examination Number						



Database Solution

Table input by teacher (7 records, 6 fields)

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

Duration field and 2 records input by candidate (9 records, 7 fields)

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
Robocop	English	€9.99	General	01/01/1976	No	115
Fetch	English	€10.99	PG	05/02/1986	Yes	77

Printout, records added, amended & deleted, sorted by name ascending (8 records, 7 fields)

DVD	Language	Price	Rating	ReleaseDate	BonusFeatures	Duration
Amélie	French	€15.99	15	24/06/2001	Yes	129
Dinosaurs	English	€9.99	General	01/01/2006	Yes	95
Fetch	English	€10.99	PG	05/02/1986	Yes	77
Handy Mandy	English	€9.99	PG	15/06/2005	Yes	95
Jump In	English	€16.00	PG	05/12/2007	No	77
Jungle Book	English	€14.99	PG	18/07/2006	No	75
Peter Pan	English	€14.99	PG	12/08/1999	Yes	85
Robocop	English	€9.99	General	01/01/1976	No	115

Query, Rating = General, sorted by ReleaseDate descending (2 records, 6 fields)

DVD	Language	Price	Rating	ReleaseDate	BonusFeatures	Duration
Dinosaurs	English	€9.99	General	01/01/2006	Yes	95
Robocop	English	€9.99	General	01/01/1976	No	115

Q12: Word Processing	Maximum	Mark
(a) Open	3	
(c) Date/Header	3	
Heading (B, C, I, 20 pt)	2, 2, 2, 2	
7 edits @ 3 marks each	21	
Search and Replace (2x2)	4	
Fully Justified (main text)	3	
(d) Table added	10	
(e) 7 spelling errors x 1 mk	7	
(f) Insert clipart	5	
(g) Page numbering	3	
(h) Print	3	
Total mark Q12	70	

Q18: DTP	Maximum	Mark
(a) Insert text	4	
(c) Heading: Arial, 26 pt, B, Cen (4 x2)	8	
(d) Wordart (insert, text, position, size, deflate (5 x 2 marks)	10	
(e) S of the Wk (Centre, TNR, 28 pt, B)	4	
(f) Presented to (Centre, TNR, 22 pt)	3	
(g) Pat Murphy (Cen, Rage Italic, 36pt)	3	
(h) for (cen, TNR, 22 pt)	3	
(i) Dil & Effort (cen, TNR, 22 pt, B, I)	5	
(j) Signed: Mr Prin (right align, 16 pt)	2	
(k) Signed: (TNR)	1	
(l) Mr Prin (rage italic, 22 pt, underline)	3	
(m) May 2008 (TNR, 16 pt, B, R align)	4	
(n) Insert Clipart	2	
Resize, correct position	2, 2	
(o) Triple line black border	2	
Around full page	2	
(p) Print	3	
Layout (0, 4, 7)	7	
Total mark Q18	70	

Q14: Spreadsheet	Maximum	Mark
(a)(b) Setup spreadsheet	15	
(c) Calculate Subtotal (198.00)	7	
(d) Calculate VAT (€1.58)	7	
(e) Discount (0,10,10,0,10,10,0)	7	
(f) Calculate Total (€239.58)	7	
Formula	2	
(g) Calculate Average (€1.86)	5	
(h) Currency (any)	2	
Two decimal places	2	
(j) Bar chart	10	
(k) Landscape page	3	
(l) Print	3	
Total mark Q14	70	

Q20: Internet	Maximum	Mark	
1	Log on	5	
	Website (fetac, hetac, nqai, examinations)	10	
	Links/useful links	10	
2	Gigs	10	
	Dublin	10	
3	Email address	5	
	cc	5	
	Subject: <i>Horse sale</i> (italics not necessary)	4	
	Text correct	8	
	Print	3	
Total mark Q20	70		

Q16: Database	Maximum	Mark
(a) Open file	3	
(b) Add field	10	
(c) Add data (moving mars duration won't appear)	10	
(d) Delete <i>Moving Mars</i> record (Hit or Miss, Empty row = 0 mks)	5	
(e) Add two records (-2 per input error, -5 per record/field omitted)	10	
(f) Edit duration of Dinosaurs from 125 to 95	5	
(g) Sort ascending: DVD (descending = 3 marks)	5	
(h) Print database	3	
(i) Query - 2 recs (Dinosaurs & Robocop) -2 each field omitted	14	
Sorted descending: ReleaseDate (ascending = 3 marks)	5	
Total mark Q16	70	

Q22: Text Entry	Maximum	Mark	
1	Double line spacing, Arial, 12 pt	2, 2, 2	
	Text correct	12	
	Centre & Bold first line	2, 2	
	Bold Blog, Weblog, Wikis (all 3, h/m)	2	
	Italics <i>Weblog</i> (hit/miss)	2	
	Ital & UL <i>change content</i> (All words)	2, 2	
	Superscript TM (caps, no space)	2	
	Print	3	
	Total Task 1	35	
2	Text (-2 per error)	22	
	Insert Memo text 2 lines below date	3	
	Layout (0, 4, 7)	7	
	Print	3	
	Total Task 2	35	
Total mark Q22	70		

Blank Page