Leaving Certificate Applied

Information and Communication Technology

Marking Scheme 2009

Section 1 - General Theory   (80 marks)
                                                 (10 × 8 marks)

1. Name **two** *operating systems*.   (4, 4 marks)
- Windows/MS Windows/Vista
- DOS (Disk Operating System)
- Linux/Red Hat
- Unix
- Mac OS/Macintosh/Mac

2. What does each of the following represent?   (4, 4 marks)
                                                          (all words correct)

   (a)   WWW   World Wide Web
   (b)   HTTP   Hypertext Transfer Protocol

3. List **two** input devices.   (4, 4 marks)
- Mouse
- Keyboard
- Scanner
- Microphone
- Modem (both input and output device)
- Mousepad
- Touchscreen
- Keypad/Numberpad
- Trackball
- Controlpad/Joystick/Nunchuck/Wii Fit board
- Remote (control)

4. Give **two** advantages of a laser printer.   (4, 4 marks)
- Fast(er)/quick(er)/more pages per minute/more ppm   *(any two)*
- Quieter
- Better quality/higher resolution /good photo quality/clearer/sharper
- Toner lasts longer than other printer type
- Less maintenance/upkeep
- Cheaper to run/maintain/cheaper in long run

5. List **two** storage devices that could be used when backing up files.   (4, 4 marks)
- Magnetic Tape
- Floppy Disk/3½" Disk
- Hard/Computer Disk/Drive
- External Hard Disk
- Compact Disc/CD/CDR/CDRW
- DVD/DVDR/Digital Versatile Disk
- Memory Key/Pen/Disgo/USB Memory/(Memory) Stick/Flash Disk/P
- Zip Disk
- Network/Server
- Online storage websites (such as Bebo, Facebook, Flicker, Twitter, Photobucket)

6. What does each of the following represent? (4, 4 marks)

(all words correct)

(a) ATM Automatic Telling Machine/Automatic Teller Machine
or
Asynchronous Transfer Mode

(b) VDU Visual Display Unit

7. Describe how you would change the name of a file in a word processor? (8 marks)
- (File), Save As (Office 2003 and previous)
- F12
- (Office Button), Save As (Office 2007)

- Rename command or right click and Rename = 4 marks

8. Explain each of the following terms. Give **one** example of each. (2, 2, 2, 2 marks)

(one from each of the four boxes below)

(a) Hardware	• Parts of computer you can see. • Parts of computer you can touch. Physical parts of computer	Mouse, Keyboard, scanner, screen/VDU, printer, external hard drive etc.
(b) Software	• Set of instructions • Code • Program/package • File	Word/Excel/Access/Office/Paint/drivers/ gaming software products/ Windows/ DOS/ Unix/Linux/games etc.

9. Give **two** features of a multimedia computer. (4, 4 marks)
- Sound/Speakers/Audio/plays music *(any two)*
- Video/Media Player/play DVDs/Watch TV
- Vision/VDU/Screen/Pictures
- Internet/Web/Email/Connectivity/Wifi/Wireless
- Various Input devices
- Games/Gaming examples
- Webcam/Integrated camera

10. List **two** ways to prevent a virus in a computer. (4, 4 marks)
- (Install) anti-virus (software) *(any two)*
- Update anti-virus (software) regularly/download patch/live update/auto update
- Windows firewall
- Secure connection
- Don't download from unknown sources.
- Don't open from unknown sources (USB key etc).
- Don't open/forward spam mail

Section 2 - **Module 1: Word Processing**   **(80 marks)**

11.   Word Processing Theory   (10 marks)

(a) You want to make certain words stand out in a word processing document.
Describe **two** ways of emphasising text in a word processing document.   (3, 3 marks)

- Bold
- Italics
- Underline
- Shadow
- High light
- Font colour
- Font type/Style
- Font size
- Frames/Borders
- Drop cap
- Wordart

Accept visual examples drawn or indicated for full marks.

(b) Describe how you would insert a clipart picture into a word processing document. (4 marks)

- Insert, Picture, Clipart
- Click on clipart icon, click on picture, insert
- Select picture (using any method), Copy or Cut, Paste
- Right click on picture in internet, Copy, open document, paste (CTRL V/edit, paste/paste icon etc.)

  - Find clipart only using Google images or similar = 0 marks
  - Any correct step such as select/copy/ctrl c/cut/pick on clipart gallery = 2 marks
  - Correct description as above = 4 marks

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.) 4 × 3 marks

- **Bold,** Centre, initial caps, 18pt (both words for marks)   4 × 3 marks

- Make 7 editing changes × 3 marks each   7 × 3 marks
  - i)   Delete repeated word 'are'
  - ii)   New Paragraph after 'repeatedly'
  - iii)   Run on paragraphs from 'in the camera' to 'This enables'
  - iv)   Bullet four lines of text from 'Downloaded … or memory card
          (accept all bullet types and indents)
  - v)   Change 'videocassette recorder' to 'VCR' (accept all lower or uppercase)
  - vi)   Bold 'many'
  - vii)   Change 'on' to 'of'

  - o 2 marks deducted if no free line/double return after 'repeatedly'.
  - o 2 marks deducted if no spaces after full stop and 'in the camera' in paragraph run on.
  - o 2 marks deducted 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.
  - o 2 marks deducted 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. Candidate will only be
    penalised for a maximum of 5 of these errors, thus gaining (21 – 10) = 11 marks.
  - o This is not valid for the additional text where all marks can be lost.

- Line spacing is 1.5 in document (table can be single) (hit or miss)   3 marks

- Document fully justified (main paragraphs or down as far as 'a self-timer.') 3 marks

(d) Table added to end of document   13 marks
  - o 2 marks deducted per error (caps, centre each column, bold (once only), column
    width, no border, border style, extra row/column)
  - o 2 marks deducted if table is on separate page or file
  - o 2 marks deducted for columns not aligned correctly (if tabs used instead of
    table)
  - o 2 marks deducted if the table itself is centred or right aligned
  - o 4 marks deducted for each row omitted
  - o 4 marks deducted for each column omitted
  - o Consistent errors are treated as one error in this section

(e) Spell check document   3 marks
  - o 'asa' changed to 'as a' on first line

(f) Proof read the document and delete any repeated sentences (Hit or Miss)   3 marks

(g) Auto page numbering   3 marks
  - o 2 marks deducted if not aligned centre or if not at end of page/footer

(h) Print   3 marks

Marking the printout

- 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.

- 13 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** 13 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.   (6 marks)

	A	B	C	D	E
1	**ABC Ltd**				
2					
3	**Employee**	**Gross Pay**	**Tax**	**Net Pay**	
4	P Ryan	250	35		
5					
6					

Write a suitable formula for cell **D3** that would calculate the **Net Pay** for P Ryan.

- = B4–C4
- = sum(B4–C4)
- = –C4+B4
- Award full marks if no '=' used
- Award 0 marks for calculated answer of 215
- Award 0 marks for 250 – 35
- Accept CAPS or lowercase
- Accept 4B or similar (letters and numbers transposed)

- B4 +/*/divide C4   = 2 marks (any incorrect operator but correct cells)
- B3 – C3 = 2 marks (correct operator but labelled cells instead of data)

- Any other answer   = 0 marks

(b)   Explain the following spreadsheet terms: (2, 2 marks)

(1)   Row   Horizontal row, labelled numerically/123/across/line

(2)   Column   Vertical, labelled alphabetically/abc/down
                2 marks awarded in total if terms are mixed up.

14. Practical Spreadsheet Assignment (70 marks)

(a) Setup spreadsheet. Align and format the spreadsheet as shown.   16 marks
Adjust column widths as necessary. (–2 per error)

- 2 marks deducted per error to a max of 8 errors (all marks lost)
- All Caps used for all text, no initial caps – treated as one error of –2)
- If inconsistent case errors, treated as separate errors
- 2 marks deducted for each column not wide enough
- 2 marks deducted for starting data in incorrect cell
- Align as shown (–2 per error, consistently by row)
- Bold (–2 per error, consistently by row)

	A	B	C	D
1	**Computer Sales**			
2				
3	**Model**	**Quantity Sold**	**Unit Price**	**Income**
4	Standard PC	200	€ 1,095.00	€ 219,000.00
5	High Spec PC	150	€ 1,299.00	€ 194,850.00
6	Silver Laptop	323	€ 1,350.00	€ 436,050.00
7	Black Laptop	167	€ 1,450.00	€ 242,150.00
8	Hand Held PC	155	€ 2,500.00	€ 387,500.00
9	PDA	85	€ 330.00	€ 28,050.00
10	Total Sold	1,080	Total Income	€ 1,507,600.00
11				
12	Average Sold	180	VAT @ 21.5%	€ 324,134.00

(b) (1) Calculate **Income** (€219,000) and copy down (5 for first correct, 1, 1, 1, 1, 1) 10 marks
(2) Formula   =B4*C4 or =sum(B4*C4)   2 marks
- Award full marks if '=' sign omitted
- Award full marks if spreadsheet printed (2nd copy) with formulas displayed
- Accept CAPS or lowercase
- Merits 0 marks for calculated answer of €219,000 given
- Award 0 marks for '200*1095' or '200 multiplied by 1095' or similar

(c) Calculate **Total Sold** (1,080)   5 marks

(d) Calculate **Average Sold** (180)   5 marks

(e) Calculate **Total Income** (€1,507,600)   5 marks

(f) Calculate **VAT @ 21.5%** (€324,134)   5 marks
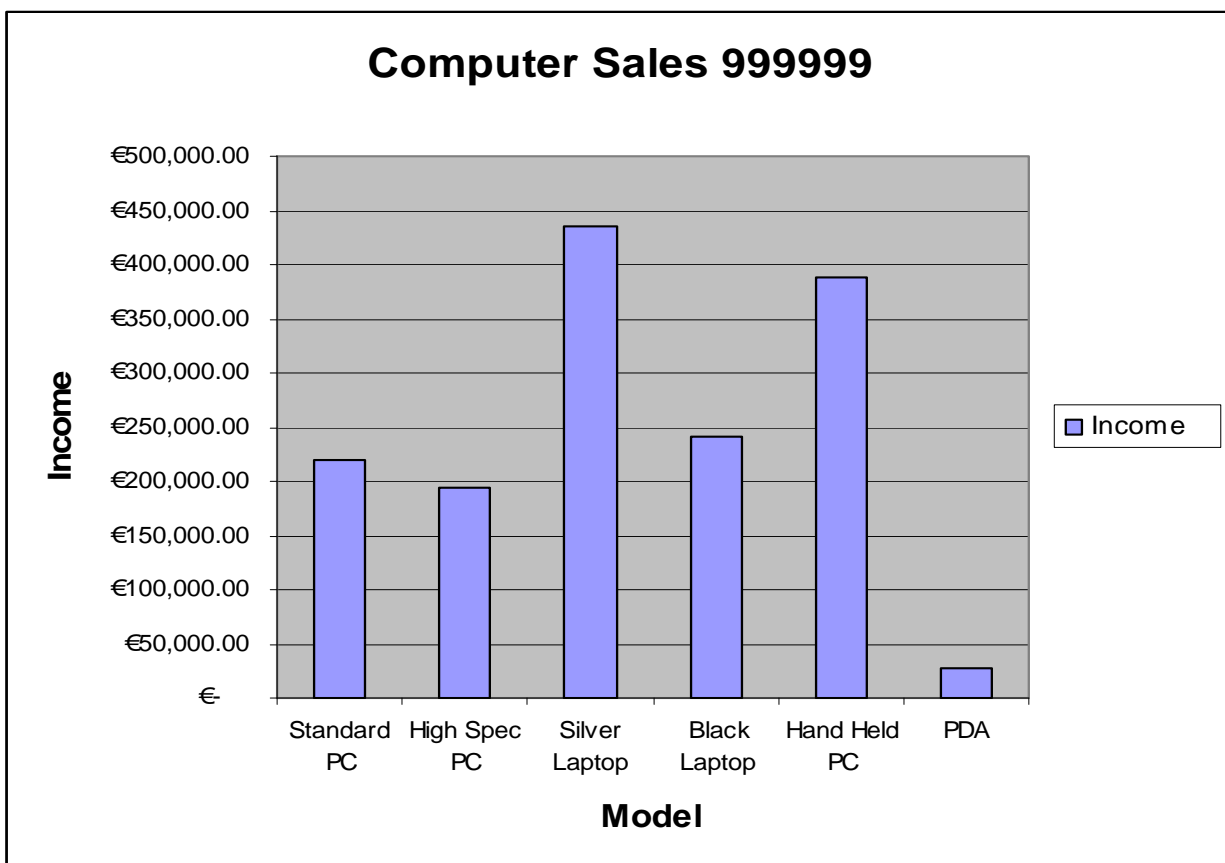
(g) Format all money amounts to currency with 2 decimal places   2 × 2 marks
  - 2 marks for **any** currency symbol used (Hit or Miss)
  - 2 marks for two decimal places (Hit or Miss)
  - Accept with or without thousands separator for full marks
  - Extra data formatted as currency = 0 marks (e.g. if Total Sold is €99.99 format)

(h) Type your Examination Number   0 marks

(i) Column Chart of **Income** for each **Model** of computer   10 marks, Attempt 3

  - Accept Column or Bar chart
  - 2 marks deducted if line/pie chart/other chart used instead of bar/column chart
  - 2 marks deducted each for each missing element (labels on axis/chart title)
  - 2 marks deducted for each extra column or each column missing in chart
  - Legend not required for full marks but don't penalise if it is present
  - Chart accepted as separate printout

(j) Delete Row 11   5 marks

(k) Saved as **PCSALES**   0 marks

(l) Print   3 marks

Module 3: Databases   (80 marks)

15.   Database Theory   (10 marks)

(a)   Which one of the following is most likely to be produced using a database?   (4 marks)

Magazine	Sales chart
Telephone directory	Business letter

(b)   Study the database below. For each **Field name** write a suitable   (3 × 2 marks)
Data type in the space provided.

Accept examples of each given for one mark each.   (3 × 1 marks)

Field name	Data type
Product name	Text/Alphanumeric/letters
Number ordered	Numbers/Numeric/digits
Price	Currency/Euro/€999.99

16.   Practical Database Assignment   (70 marks)

(a) Open file   3 marks

(b) Add new field called **Type** after the Price field (text/alphanumeric)   10 marks
- 2 marks deducted if field not after **Price** field or in wrong position
- 2 marks deducted if field incorrectly named (input errors, caps, spelling)
- 2 marks deducted if incorrect data type
- 2 marks deducted if entered in separate database/table

(c) Add data to the **Type** field   10 marks
- 2 marks deducted per input error or per cell omitted to a max of 5 errors

(d) Delete **American Boy** record (Hit or Miss)   5 marks
- If record is still present with all fields empty, 0 marks

(e) Add three records   9 marks

Title	Artist	Format	Price	Type
That's not my Name	Ting Tings	MP3	6.99	Single
Closer	Ne Yo	CD	5.99	Single
Cry for You	September	CD	21.99	Album

- 2 marks deducted per input error
- 2 marks deducted if entered in separate database
- 3 marks deducted per record omitted
- Treated as separate errors if initial caps not correct in each cell

(f) Amend **SOS** record.   Format is MP3 (change from to CD to MP3)   5 marks × 2
                                 5.99 is the price (change from 4.99 to 5.99)

(g) Sort descending by **Price**   5 marks
- –2 if sorted ascending
- 0 marks if sorted descending on another field

(h) Print amended database   3 marks

Title	Artist	Format	Price	Type
Give it to Me	Madonna	CD	22.99	Album
Cry for You	**September**	**CD**	**21.99**	**Album**
With You	Chris Brown	CD	17.99	Album
Violet Hill	Coldplay	MP3	6.99	Single
That's not my Name	**Ting Tings**	**MP3**	**6.99**	**Single**
The Galway Girl	Shannon and Mundy	MP3	5.99	Single
Viva La Vida	Coldplay	CD	5.99	Single
SOS	Jonas Brothers	**MP3**	**5**.99	Single
Forever	Chris Brown	CD	5.99	Single
Closer	**Ne Yo**	**CD**	**5.99**	**Single**

Price Descending

- No penalty if Examination Number added as additional record on the database

- Query of Format = MP3, sorted by Title ascending   10 marks
- Consistent with printout from (h) above
- 2 marks deducted for each field omitted
- Accept any incorrect data entry from (e) above

Sorted ascending by **Title**   5 marks
- –2 if sorted descending
- 0 marks if sorted ascending on another field

Title	Artist	Format	Price	Type
SOS	Jonas Brothers	**MP3**	**5**.99	Single
That's not my Name	**Ting Tings**	**MP3**	**6.99**	**Single**
The Galway Girl	Shannon and Mundy	MP3	5.99	Single
Violet Hill	Coldplay	MP3	6.99	Single

Title Ascending

- No penalty if Examination Number is added as additional record on the database.

(i) Save query   0 marks

(j) Save file and close   0 marks

Module 4: Desktop Publishing　　　　　　(80 marks)

17.　　　Desktop Publishing Theory　　　(10 marks)

(a) Give two advantages of using a Desktop Publisher over a word processor
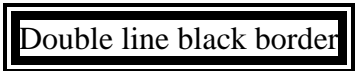when designing a brochure.　　　　　　　　　2×2 marks
- Better graphics capabilities
- Better text effects
- More templates (brochure/flyer/calendar etc - 2 marks for each document type)

(b) Name two text effects.　　　　　　　　　2×3 marks
- Bold
- Italic
- Underline
- Shadow
- Emboss
- Outline
- Drop Cap
- Font/different style writing
- Font Size
- Strikethrough
- Superscript/subscript
- Animation
- Any other relevant text effect

18.   Practical Desktop Publishing Assignment   (70 marks)

(a) Text inserted into new document   4 marks   (4 marks)

(b) Type Examination Number   0 marks

(c) **Food** clipart inserted into document   2 marks   (10 marks)
   Correct position/alignment   4 marks
   Correct size – 4 cm × 4 cm   (Width/Height = 2 marks each)   4 marks

(d) Heading text correct - **Menu**   2 marks   (8 marks)
   Arial   2 marks
   Bold   2 marks
   36 pt   2 marks

(e) Double line black border   (don't accept single or treble)   2 marks   (4 marks)
   Around full page   2 marks

(f) Entire menu centred (full marks)   4 marks   (4 marks)
   –2 marks if part of menu not centred

(g) *Starters heading*
   Times New Roman   2 marks   (8 marks)
   18 pt   2 marks
   Bold   2 marks
   Underline   2 marks

   Repeat for Soups, Main Courses, Desserts   2 marks each (6 marks)

(h) *Starters list*
   Times New Roman   1 mark   (2 marks)
   14 pt   1 mark

   Repeat for Soups, Main Courses, Desserts   2 marks each (6 marks)

(i) *Each main course…organic vegetables.*
   Times New Roman   1 mark   (3 marks)
   14 pt   1 mark
   Italics   1 mark

(j) *Insert Price text 'Price: €21.50'*
   Text correct   1 mark   (4 marks)
   Times New Roman   1 mark
   14 pt   1 mark
   Bold   1 mark

(k) Spaced to fit on A4 page/Layout   (0, 4 or 8) (8 marks)

(l) Save and Print   3 marks   (3 marks)

–2 in each of (c) .. (k) for input errors in that section

Module 5: The Internet   (80 marks)

19.   Internet Theory   (10 marks)

(a) Explain the term *search engine*.   any 2 × 1 mark each

- Computer program/software/tool to find/locate/retrieve/query webpages using keywords/search terms/criteria on the internet. A list of results/hits is then shown.

Give one example of a *search engine*   2 marks
- Google
- Yahoo
- Altavista
- Ask.com/Ask
- Dogpile
- Excite
- Bing

(b) What does each of the following stand for?   2 × 3 marks

    (1) HTML   Hypertext Markup Language (All words correct for marks) 3 marks

    (2) ISP   Internet Service Provider   (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.eason.ie
- www.hughesbooks.com
- www.waterstones.com

(c) Save the logo of the bookshop as booklogo.   0 marks
     (Marks given later on in Task 3 (e))

(d) Find a page that gives information on books for children.   10 marks

Print the first page of the *children's books* information.
- 10 marks deducted if one of the websites above doesn't appear on page.
- 10 marks deducted if *children's books* information doesn't appear on page.

(e) Save the page on your external storage device as **KIDSBOOK**.   0 marks

Task 2   20 marks
(a) Use search engine to find information on *Internet Safety* for *children*.

(b) Print first page
- Internet Safety   10 marks
- Children   10 marks
- 20 marks awarded if candidate has performed any search that includes the words
  Internet Safety & *children* (Example: song, lyrics etc).

Task 3   25 marks
(a) 'To' field correct (address given on form EM1)   4 marks
     (2 marks deducted for input error)

(b) 'CC' field correct   4 marks
     (2 marks deducted for input error)

(c) 'Subject' field correct (*Website logo* – italics not necessary)   4 marks
     (2 marks deducted for input error)

(d) Compose email as per given text   6 marks
     (2 marks deducted per input error to a max of 3 errors. Double returns are ignored, as email
     communication is casual; colon and exam number are ignored as this is for ID purposes only.)

> Hi there!
> Will you have a look at the attached and see if it would be suitable for our new website?
> Thanks,
> Signed: (Your Examination Number)

(e) **Booklogo** attached to email (saved in Task 1(c)).   4 marks

(f) Send email   0 marks

(g) 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 15.
- passage retyped is accepted with all errors corrected or identified

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A Laptop Computer (also notebook computer, notebook and notepad) is an small mobile computer, weighing 2 to 6 kg. some older laptops may weigh more

Laptops usually run run on a single main battery or from an external AD/DC adapter that charges the battery while also supplying power to the computer itselve even in the even of a power failure.

This very powerful main battery should not but confused with the much smallest battery nearly al computers use to run the real-time clock and backup BIOS configuration into the CMOS memory when the computer is without power.

Laptops usually had liquid crystal displays and most of them use different memory modules for there random access memory (RAM), for instance, SO-DIMM instead of the larger DIMMs. In addition to a built in keyboard, they may use a touch pad or a pinting stick for input, though an external keyboard or mouse can usually be attached.

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1. an - a
2. Some – Capitals
3. No full stop at end of sentence
4. run – repeated word
5. adapter – adaptor
6. itselve – itself
7. even - event
8. extra return
9. but - be
10. smallest – smaller
11. al – all
12. had – have
13. there – their
14. built in – built-in
15. pinting – pointing

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: (18 marks)

- 1.5 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
- 2 marks deducted per error including spelling, caps, paragraphs etc. to a max of 6 errors
- 2 marks deducted if full line omitted
- Double or single return between paragraphs is acceptable as long as consistent, otherwise it is penalised as an input error.

(c) Format text as shown below.   (14 marks)

- **Bold** first line (All words – Hit or Miss)   2 marks
- Superscript '3rd'   2 marks
- Italics '*wireless networks*' (Both words – Hit or Miss)   2 marks
- Italics '*higher frequency*' (Both words – Hit or Miss)   2 marks
- Bold '**mobile computing'** (Both words – Hit or Miss)   2 marks
- Underline '<u>faster</u>' first line (Hit or Miss)   2 marks
- All Caps 'WIRELESS APPLICATIONS' (Both words – Hit or Miss)   2 marks

(d) Print   3 marks

(Examination Number)

3rd Generation Wireless Networks
A new breed of *wireless networks* with higher speed and capacity than 2G networks are being planned, designed and deployed in different countries now. These networks are in *higher frequency* band (2 GHz and beyond) with larger bandwidth (around 5 MHz) than 2G can provide.

3G networks, when fully implemented (2 to 5 years), will move **mobile computing** to a new level of performance and capacity. Meanwhile, WIRELESS APPLICATIONS should be implemented carefully. Choose your communications hardware so that it will allow you to migrate to future networks without application-level changes. Continue to invest in building your wireless network traffic! Approximately 25-38 Kbps with GPRS or <u>faster</u> speed with 1 x RTT CDMA alternative is more than adequate speed for well-designed transaction-based applications.

TASK 2   Creating a Memo   (35 marks)

(a) Type your Examination Number   0 marks

(b) Type text as per examination paper   10 marks

Memo

To: All Staff

From: Manager

Reference: Canteen

Date: Insert today's date here

I am pleased to inform you that the canteen will now be open in the evenings for staff that are working late.

You will be able to purchase a range of healthy snacks and hot food from 5.30 pm to 7.30 pm.

An additional charge of €1 will apply to all meals purchased.

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

(c) *Memo heading*   6 marks
     Arial font   2 mark
     16 pt   2 mark
     Bold   2 mark

(d) Remaining Text   4 marks
     Arial font   2 mark
     14 pt   2 mark

(e) Tabs aligned correctly   4 marks
     • 2 marks deducted per tab error.

(f) Emphasise *To*, *From*, *Reference* and *Date* by using bold. 4 marks
     • 2 marks deducted per bold error.

(g) Apply spacing so that it fits on one A4 page/layout   4 marks

     Balance of white space   0, 2, 4 depending on quality of layout

(f) Print   3 marks

(Examination Number)

Bold, centre, Initial Caps, 18 pt

Digital Cameras

Spelling error

A digital camera works in the same way as a normal camera but requires no film. Instead, the pictures are stored electronically on a small memory card inside the camera. When this card is full, the pictures can be transferred to a computer, allowing the memory card to be used repeatedly.

Most digital cameras allow photos to be viewed on an LCD (liquid crystal display) screen embedded in the camera. This enables photos to be viewed immediately after they've been taken and deleted or saved as required. *Repeated sentence deleted*

Fully justified

Images captured using a digital camera can be:

bullets

- Downloaded to a computer for viewing, slideshow creation and printing.
- Displayed on a television screen.
- Copied to a VCR recorder or DVD.
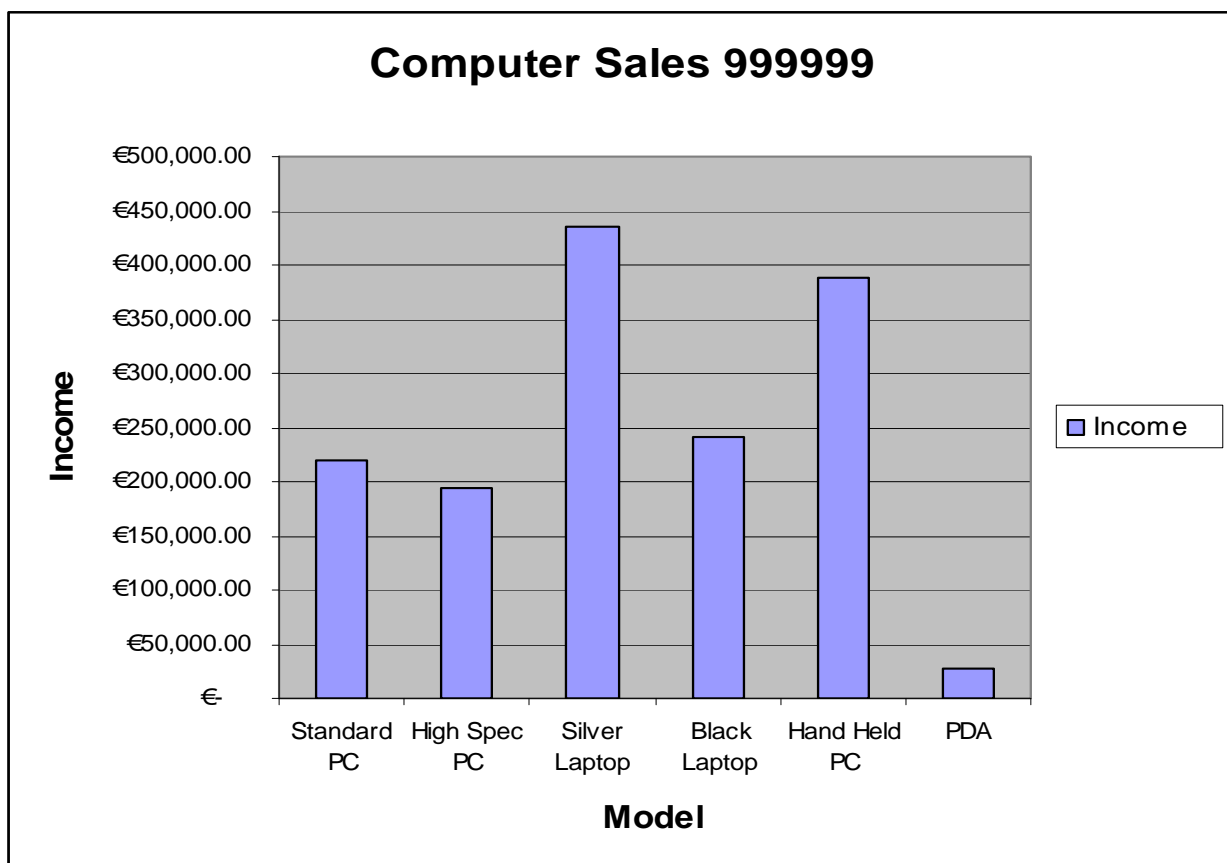- Printed directly from the camera or memory card.

Digital cameras are powered by batteries and usually have **many** of the features of regular cameras, e.g. an optical viewfinder, a variety of flash and exposure modes, a zoom lens and a self-timer.

Product	Cost (€)
Canon IXUS	249.00
Fuji Fine Pix	413.00
Olympus Evolt	695.00

* Line spacing 1.5 throughout the document.

Page 1

Spreadsheet Solution

	A	B	C	D
1	**Computer Sales**			
2				
3	**Model**	**Quantity Sold**	**Unit Price**	**Income**
4	Standard PC	200	€ 1,095.00	€ 219,000.00
5	High Spec PC	150	€ 1,299.00	€ 194,850.00
6	Silver Laptop	323	€ 1,350.00	€ 436,050.00
7	Black Laptop	167	€ 1,450.00	€ 242,150.00
8	Hand Held PC	155	€ 2,500.00	€ 387,500.00
9	PDA	85	€ 330.00	€ 28,050.00
10	Total Sold	1,080	Total Income	€ 1,507,600.00
11	Average Sold	180	VAT @ 21.5%	€ 324,134.00
12				

Computer Sales 999999

Database Solution

Table input by teacher (8 records, 4 fields)

Title	Artist	Format	Price
The Galway Girl	Shannon and Mundy	MP3	5.99
Viva La Vida	Coldplay	CD	5.99
American Boy	Estelle Feat	MP3	25.99
Violet Hill	Coldplay	MP3	6.99
Give it to Me	Madonna	CD	22.99
With You	Chris Brown	CD	17.99
SOS	Jonas Brothers	CD	4.99
Forever	Chris Brown	CD	5.99

Type field added, 1 record deleted, 3 records input by candidate (10 records, 5 fields)

Title	Artist	Format	Price	Type
The Galway Girl	Shannon and Mundy	MP3	5.99	Single
Viva La Vida	Coldplay	CD	5.99	Single
Violet Hill	Coldplay	MP3	6.99	Single
Give it to Me	Madonna	CD	22.99	Album
With You	Chris Brown	CD	17.99	Album
SOS	Jonas Brothers	CD	4.99	Single
Forever	Chris Brown	CD	5.99	Single
That's not my Name	Ting Tings	MP3	6.99	Single
Closer	Ne Yo	CD	5.99	Single
Cry for You	September	CD	21.99	Album

Printout, records added, amended & deleted, sorted by Price descending (10 records, 5 fields)

Title	Artist	Format	Price	Type
Give it to Me	Madonna	CD	22.99	Album
Cry for You	**September**	**CD**	**21.99**	**Album**
With You	Chris Brown	CD	17.99	Album
Violet Hill	Coldplay	MP3	6.99	Single
That's not my Name	**Ting Tings**	**MP3**	**6.99**	**Single**
The Galway Girl	Shannon and Mundy	MP3	5.99	Single
Viva La Vida	Coldplay	CD	5.99	Single
SOS	Jonas Brothers	**MP3**	**5**.99	Single
Forever	Chris Brown	CD	5.99	Single
Closer	**Ne Yo**	**CD**	**5.99**	**Single**

Price Descending

Query, Format = MP3, sorted by Name ascending (4 records, 5 fields)

Title	Artist	Format	Price	Type
SOS	Jonas Brothers	**MP3**	**5**.99	Single
That's not my Name	**Ting Tings**	**MP3**	**6.99**	**Single**
The Galway Girl	Shannon and Mundy	MP3	5.99	Single
Violet Hill	Coldplay	MP3	6.99	Single

Title Ascending

Q12: Word Processing	Maximum	Mark
(a) Open	3	
(c) Date/Header	3	
B, Cen, Init Caps, 18 pt)	3, 3, 3, 3,	
7 edits @ 3 marks each	21	
1.5 line spacing	3	
Fully Justified (main text)	3	
(d) Table added	13	
(e) 1 spelling error found	3	
(f) Delete repeated sentence	3	
(g) Page numbering	3	
(h) Print	3	
Total mark Q12	70	

Q18: DTP	Maximum	Mark
(a) Insert text	4	
(c) Insert Clipart,	2	
Correct size & correct position	4, 4	
(d) Menu text correct, Arial, B, 36pt	2, 2, 2, 2	
(e) Double line border, around full page	2, 2	
(f) Centre (some = 2 m, Full page = 4 m)	4	
(g) Starters (TNR, 18 pt, B, U) 4 × 2m	8	
Repeat Soups, M/ Course, Dessert (3×2m)	6	
(h) Starters List (TNR,14 pt) 2 × 1m	2	
Repeat Soups, M/ Course, Dessert (3×2m)	6	
(i) Each vegetables (TNR, 14pt, It) (3×1)	3	
(j) Insert Text "Price: €21.50" (text correct, TNR, 14 pt, B) 4 × 1 mk	4	
(k) Spaced to fit A4 Page/Layout	8	
0, 4, 8 depending on quality		
(l) Save/Print	3	
Total mark Q18	70	

Q14: Spreadsheet	Maximum	Mark
(a)Setup spreadsheet	16	
(b) Calculate **Income** (€219,000)	10	
** 5 for first correct answer, 1 each then Formula	2	
(c) **Total Sold** (1,080)	5	
(d) **Average Sold** (180)	5	
(e) **Total Income** (€1,507,600)	5	
(f) Calculate **VAT 21.5%** (€324,134)	5	
(g) Currency (any)	2	
Two decimal places	2	
(i) Column chart (Income & Model) Attempt 3	10	
(j) Row 11 deleted	5	
(l) Print	3	
Total mark Q14	70	

Q20: Internet		Maximum	Mark
Task 1	Log on	5	
	Easons, Hughes, W/stones	10	
	Children	10	
Task 2	Internet Safety	10	
	Children	10	
Task 3	Email address	4	
	cc	4	
	Subject: *Website logo* (italics not necessary)	4	
	Text correct	6	
	Book logo attached	4	
	Print	3	
Total mark Q20		70	

Q16: Database	Maximum	Mark
(a) Open file	3	
(b) Add **Type** field	10	
(c) Add data to field	10	
(d) Delete *American Boy* record (Hit or Miss, Empty row = 0 mks)	5	
(e)Add three records (–2 per input error, –3 per record omitted)	9	
(f) Edit SOS record: Format = MP3, Price = 5.99	5, 5	
(g) Sort descending by **Price** (ascending = 3 marks)	5	
(h) Print database	3	
(i) Query (SOS, That's not my name, The Galway Girl, Violet Hill) –2 each field omitted, Sorted ascending by **Title** (descending = 3 marks)	10 / 5	
Total mark Q16	70	

Q22: Text Entry		Maximum	Mark
Task 1	1.5 line spacing, Arial, 12 pt	2, 2, 2	
	Text correct	12	
	Bold first line	2	
	Superscript 3rd	2	
	Italics w*ireless networks* (hit/miss)	2	
	Italics *higher frequency* (hit/miss)	2	
	Bold **Mobile Computing** (hit/miss)	2	
	Underline faster	2	
	All caps WIRELESS APPLICATIONS	2	
	Print	3	
	Total Task 1	**35**	
Task 2	Text (–2 per error)	10	
	Memo heading (Arial, 16pt, B) 3 × 2m	6	
	All remaining text (Arial, 14pt) 2 × 2m	4	
	Tabs Aligned correctly	4	
	Bold: To, From, Ref, Date - 4 × 1m	4	
	Attractive layout 0,2, 4	4	
	Print	3	
	Total Task 2	**35**	
Total mark Q22		70	