



# Coimisiún na Scrúduithe Stáit State Examinations Commission

*Leaving Certificate Applied 2010*

## Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test  
(400 marks)

Wednesday, 19 May 2010  
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	
<b>TOTAL</b>		

## Section 1 - General Theory

(80 marks)

Answer all 10 questions in the spaces provided.

1. Give **two** advantages of a laptop computer over a desktop computer.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

2. Name **two** output devices.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

3. A computer's speed is measured in MHz. What does MHz stand for?

\_\_\_\_\_

4. What does the letter "e" in **email** stand for?

\_\_\_\_\_

5. List **two** popular antivirus packages.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

6. What does each of the following represent?

(a) CPU \_\_\_\_\_

(b) VDE \_\_\_\_\_

7. Give **two** other names for a Visual Display Unit (VDU).

(a) \_\_\_\_\_

(b) \_\_\_\_\_

8. Explain each of the following terms. What is the difference between them?

(a) CD-R \_\_\_\_\_

CD-RW \_\_\_\_\_

(b) Difference \_\_\_\_\_

9. List **two** types of printers.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

10. Describe the correct procedure for shutting down a computer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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) What do each of the following proof reading symbols represent?

(1)  \_\_\_\_\_

(2)  \_\_\_\_\_

- (b) What keyboard combination is needed to type the euro (€) symbol?

\_\_\_\_\_

## 12. Practical Word Processing Assignment

(70 marks)

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

- (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 centre aligned header in the document.
- (d) Insert the following text so that it appears as the last paragraph, using full justification.

Text messaging is most often used between mobile users, instead of voice calls. Text messaging is much cheaper than making a phone call to another mobile phone. You can send:  
Pictures  
Music  
Video  
by text to your friends and family.

- (e) Apply bullets to the words Pictures, Music and Video in the last paragraph.
- (f) Add the following table to the end of your document, making sure to format it as shown.

<b>Year</b>	<b>Number of texts sent per day</b>
2004	9 million
2008	25 million
2009	30 million

- (g) Spell check the document, correcting any errors.
- (h) Insert automatic page numbering at the bottom right of the document.
- (i) Save the document on your external storage device as **NEWTXT** and print one copy.

**Be sure to return the printout with your answerbook.**

(Examination Number)

Bold, centre, Initial Caps, 18 pt

(Text Messages)

delete

*bold* In 2008, **ComReg** said that Irish people sent almost 25 million text messages every day, that's up from 9 million in 2004. That's over 9 billion text messages sent in one year. Text messaging, or texting, is the term used to describe the exchange of brief written messages between mobile phones. ~~over cellular networks.~~ *np* While the term most often refers to messages sent using the Short Message Service (SMS), it has been extended to include messages containing image, video, and sound content, such as MMS messages. Individual messages are referred to as **text messages** or **texts**. *italics*

*for* The most common application of the service is person-to-person messaging, but text messages are also used to interact with automated systems, such as ordering products and services ~~4~~ mobile phones, or participating in contests. Advertisers and service providers use texts to notify mobile phone users about promotions, payment due *#* dates, and other notifications that were previously sent by post or left as voicemail. There are Internet services available that allow users to send text messages free of charge to the sender.

Fully justified

*run on*

*first* Many companies have claimed to have sent the very first text message, but according to a former employee of NASA, the 1<sup>st</sup> text was sent via a simple Motorola beeper in 1989.

- \* Insert new paragraph here.
- \* Insert table here.
- \* Change full document to single line spacing throughout.

## 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

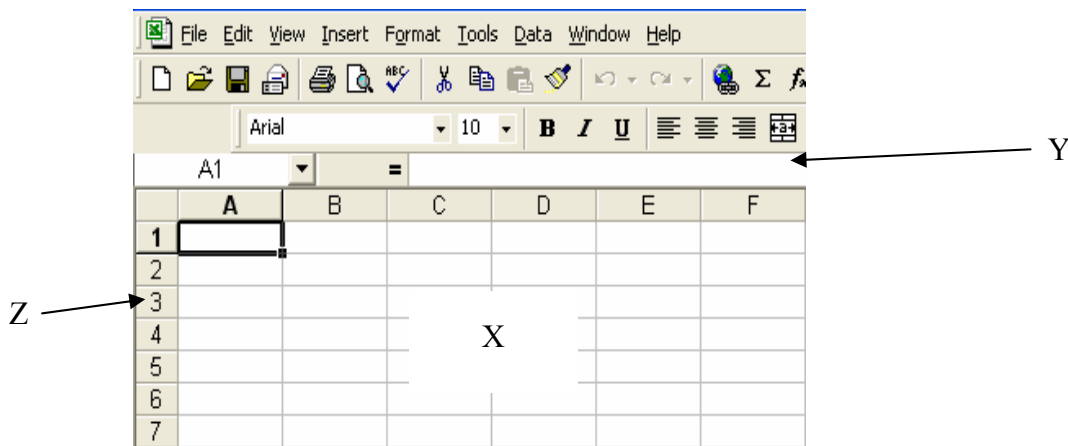
(80 marks)

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

#### 13. Spreadsheet Theory

(10 marks)

(a) Examine the spreadsheet below.



Use the following words to identify the various parts of the spreadsheet labelled X, Y, Z.

Part	Label (X, Y or Z)
formula bar	
row	
cells	

(b) In a spreadsheet, a vertical line of boxes is called a \_\_\_\_\_

row	column	cell
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## 14. Practical Spreadsheet Assignment

(70 marks)

- (a) Set up a spreadsheet as shown below. Align and format the spreadsheet as shown. Adjust column widths as necessary.

	A	B	C	D
1	<b>Birthday Party</b>			
2				
3	<b>Party List</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Item Total</b>
4	Hire of Venue	200.00	1	
5	Insurance	155	1	
6	DJ	150.00	1	
7	Staff	50	3	
8	Light and Heat	22	1	
9	Party Food	2.50	150	
10	Decorations	70	1	
11	Helium Balloons	2.59	21	
12	<b>Average Unit Price</b>		<b>Gross Cost</b>	
13			<b>Midweek Discount</b>	
14			<b>Net Cost</b>	
15	Examination Number			

- (b) Calculate the **Item Total** by multiplying the **Unit Price** by the **Quantity**. This should be displayed in cell **D4**. Repeat this for each item on the list.
- (c) Calculate the **Average Unit Price** of each item on the list. This should be displayed in cell **B12**.
- (d) Calculate the **Gross Cost** by adding the **Item Total** for each item on the list. This should be displayed in cell **D12**.
- (e) Calculate the **Midweek Discount**. This is calculated at 15% of the **Gross Cost**. This should be displayed in cell **D13**.
- (f) (1) Calculate the **Net Cost** by taking the **Midweek Discount** from the **Gross Cost**.  
(2) Write the formula you used to calculate the **Net Cost** in cell **D14** on this line.
- 
- (g) Format all cells that contain money to currency with two decimal places (e.g. €80.00).
- (h) Insert your examination number in cell **A15**.
- (i) Create a pie chart that will display the **Item Total** for each item on the **Party List**. Use your examination number and the words **Birthday Party** as the title of the chart.
- (j) Insert a blank row between Row 14 and Row 15 (so that Examination Number will now appear in the new Row 16).
- (k) Save the file on your external storage device as **PARTY**.
- (l) 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) Give two uses of a database in a school office.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

- (b) Study the database below. Match each of the data types with a corresponding field name in the space provided.

**Field name**

Salary	Surname	Date of Birth
--------	---------	---------------

Data type	Field name
Date/Time	
Currency	
Text	

## 16. Practical Database Assignment

(70 marks)

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

- (a) Open this file.
- (b) Add a new field called **Use** after the **Location** field and format it as Text.
- (c) Add the following data to the **Use** field.

Item	Unit Cost	Quantity	Insured	Location	Use
Desktop	389.00	25	Yes	Computer Room	General
Data Projector	695.99	1	Yes	Computer Room	General
CD Player	41.99	4	No	Staff Room	Languages
Digital Camera	109.50	1	No	Equipment Store	General
Camcorder	850.00	1	Yes	Equipment Store	General
Laptop	749.50	2	No	Equipment Store	Science

- (d) Add the following records to the database.

Item	Unit Cost	Quantity	Insured	Location	Use
Scanner	99.99	1	Yes	Computer Room	General
Photocopier	3895.00	1	Yes	Office	Staff
Screen	95.00	2	No	Equipment Store	Staff
Printer	152.99	1	No	Office	General

- (e) Amend the record for the Data Projector. The price should be 855.99 and it is not insured.
- (f) Delete the record for the Laptop.
- (g) Sort the database in ascending order according to **Item**.
- (h) Having made the above changes, print the database. Make sure to write your examination number on this printout.
- (i) Select all items that are not insured. Sort these by **Unit Cost** in descending order and print.
- (j) Save the query as **INSURED**.
- (k) Save the database and close.

**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) Name **two** common Desktop Publishing packages.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(b) Give **two** ways of enhancing the border of a page.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

## 18. Practical Desktop Publishing Assignment

(70 marks)

Your external storage device has a text file called **CONCERT** and a piece of clipart called **MUSIC**.

- (a) Use the text and the clipart from your external storage device to create the document as shown on page 13. The supplied clipart may not be the same as the clipart shown.
- (b) Insert your examination number in the position shown on page 13.
- (c) Insert the heading **OPEN AIR CONCERT** using Arial, centred, 40 pt, bold.
- (d) Apply grey shading to the text **OPEN AIR CONCERT**.
- (e) Centre the text **West Field, Athenry, Galway** and format as Arial, 24 pt, bold.
- (f) Centre the text **Saturday 10 July 2010** and format as Times New Roman, 30 pt. Enhance the date with a suitable border to draw attention to it.
- (g) Centre the text **Featuring** and format as Arial, 24 pt, italics.
- (h) Centre the list of bands and format as Arial, 28 pt, bold.
- (i) Centre the text **tickets €30**. Capitalise the word **tickets** and format as Arial, 20 pt as shown.
- (j) Insert a piece of Word Art with the text **Don't miss out** as shown.
- (k) Insert two solid star shapes from the drawing toolbar as shown.
- (l) Put a border, similar to the border shown, around the entire page.
- (m) Save the document as **CONCERT2** and print one copy.

**Be sure to return the printout with your answerbook.**

(Examination Number)

# OPEN AIR CONCERT

West Field  
Athenry  
Galway



**Saturday 10 July 2010**

*Featuring*



**Blur**  
**Kings of Leon**  
**Snow Patrol**  
**Republic of Loose**



Tickets €30

# **Don't miss out!**

## Module 5: The Internet

(80 marks)

There are two questions in this module.

**Answer both questions.**

### 19. Internet Theory

(10 marks)

(a) Name **two** popular web-based email providers?

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(b) What do the initials HTML represent?

HTML \_\_\_\_\_

## 20. Practical Internet Assignment

(70 marks)

### TASK 1

- (a) Log on to the Internet.
- (b) Open any one of the following careers sites.
  - www.fetac.ie
  - www.fas.ie
  - www.cao.ie
- (c) Save the logo of the careers site as **LOGO** to your external storage device.
- (d) Click on the **Contact Us** link on the careers site. Print the first page of the contact information. Make sure you write your examination number on the printout.
- (e) Save the page on your external storage device as **CONTACT**.

### TASK 2

- (a) Use any search engine to find information on holidays in Ireland.
- (b) Save the page on your external storage device as **HOLIDAY**. 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) Carbon Copy (CC) the email to your own email address.
- (c) The subject of the email is *Careers Conference*
- (d) The text of the email is:

Hi,  
I would like to book a trip to the careers conference in London with your agency.  
  
I wish to travel on 22 September 2010.  
  
Signed: (your examination number)

- (e) Attach the **LOGO** that you saved earlier to the email.
- (f) Send the email.
- (g) 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.

Bebo, which stands for "Blog early, blog often", is a social networking website, created in January 2005.. It can be used in many countries including Ireland, canada, the united States, the United Kingdom, and Australia.

A Polish version was launched recently, which uses a a different user database. Their are plans for French, German and other versions.

It was createdby Michael Birch. Bebo had a major relaunch in July 2005

Profiles may enclude quizzes which offer multiple choice, polls for their friends to vote in and comment on, photo albums which allows them user to upload an unlimited number of images into albums, blogs with a comments section, a list of bands of which the user is a fan and a list of groups that the user is a member of.

A video box may bee added, either linked from YouTube orr uploaded directly to Bebo's servers via VideoEgg.



## 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 with 1.5 line spacing.
- (c) Format text as shown.
- (d) Save it on your external storage device as **TWITTER** and print one copy.

(Examination Number)

Twitter™ is a free social networking blogging service that allows the user to send and read messages known as “tweets”. Tweets are text-based posts of up to 140 characters displayed on the writer’s profile page and delivered to the writer’s subscribers who are called *followers*.

Senders can restrict delivery to those in their circle of friends or, by default, allow open access. Users can send and receive tweets via the Twitter website, Short Message Service (SMS) or external applications. While the service costs nothing to use, accessing it through SMS may incur phone service provider fees. It is always a good idea to check with your phone provider first to see what the cost will be. Some texts could cost **up to** €0.95.

Twitter has become very popular since its launch in 1996. Twitter collects personal information about its users and shares it with 3<sup>rd</sup> parties.

**Be sure to return the printout with your answerbook.**

## TASK 2 Creating a Flyer

- (a) Insert your examination number at the top of your document.
- (b) You have been asked to create a flyer for an open evening using the following information.

St Marys School  
Littleton  
Co. Tipperary

Date: 15 November 2010

Time: 7:30 pm

Parents and Students Welcome

This open evening will allow prospective students and their parents to take a tour of the school. You will have an opportunity to see our current students working in the Computer Rooms, Art Rooms, Technology Rooms and the Science Labs.

The staff will be available for questions at 8:30 pm when the tour is over.

- (c) Type the text **School Open Evening** at the top of the page and centre it. Format the text using at least three enhancements so that it will stand out on the flyer.
- (d) The **School Name, Address, Date** and **Time** are to be centred. Format using Arial, 18 pt, bold.
- (e) Emphasise the text **Parents and Students Welcome** by centring the text. Format using Arial, 16 pt, bold.
- (f) Format all remaining text using an attractive style.
- (g) Apply spacing to the flyer so that it fits on one A4 page, with good use of white space.
- (h) Add a border to the full page.
- (i) Save the file as **FLYER** and print one copy.

**Be sure to return the printout with your answerbook.**

**Blank Page**

**Blank Page**