Coimisiún na Scrúduithe Stáit
State Examinations Commission

LEAVING CERTIFICATE APPLIED
2010

MARKING SCHEME

INFORMATION & COMMUNICATION TECHNOLOGY

COMMON LEVEL

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

1. Give **two** advantages of a laptop computer over a desktop computer. (4, 4 marks)

   - Portability/move/carry/bring
   - Battery power/No need for mains power
   - Neater/smaller/lighter than desktop/saves space/wee
   - Integrated screen so separate monitor not necessary
   - Integrated mousepad so separate mouse not necessary

   - Cheaper/faster/better etc = 0 marks

2. Name **two** output devices. (4, 4 marks)
   - Printer (any type, once only) *(any two)*
   - Plotter
   - Speaker
   - Monitor/Screen/VDU/LCD/TV/Plasma
   - Headphones

3. A computer's speed is measured in MHz. What does MHz stand for? (8 marks)
   (all words correct)
   - MegaHertz/Megahertz/Mega Hertz etc
   - 1,000,000 Hertz
   - 1,000,000 vibrations per second

4. What does the letter "e" in **email** stand for? (8 marks)
   (hit or miss)
   - Electronic/Electric/Electrical

5. List **two** popular antivirus packages. (4, 4 marks)
   - AVG (Free)
   - (Dr) Solomon's
   - McAfee
   - Norton
   - Panda
   - Symantec

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

   (a)   CPU   Computer/Central Process(ing)/Process(or) Unit
   (b)   VDE   Voice Data Entry

7. Give **two** other names for a Visual Display Unit (VDU).   (4, 4 marks)
   - Monitor
   - Screen
   - LCD/CRT/Plasma
   - TV/Television/Tele

8. Explain each of the following terms.   (8 marks)
                                                                          (all words correct)

   (a)   CD-R   (CD) Record(able)/(Compact Disc) Record(able)   3 marks
          CD-RW (CD) Read Write/(CD) Rewrite(able)   3 marks

   (b)   What is the difference between them?
   - A CD-R can only be burned/written to <u>once</u> whereas you can reuse
     a CD-RW and record/write/burn to it <u>many times</u>/more than once/again   2 marks

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

   - Laser/laserjet
   - Inkjet/bubblejet/deskjet
   - Dot matrix/line printer
   - Plotter
   - Thermal printer
   - Impact
   - Non impact

   - Model/Make given = 0 marks   (e.g HP 541F= 0 marks)

10. Describe the correct procedure for shutting down a computer.   (4, 4 marks)
   - Close all open applications
   - (Click) Start/Ctrl Esc/Ctrl Alt Delete/Windows button on keyboard
   - Shut down/Turn off computer/Power off/Power button/Close down
   - Yes/Turn off/ok

   - Ctrl Alt Delete x 2 = 4 marks
   - Press power button on tower = 4 marks
   - Log off = 0 marks

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

11.   **Word Processing Theory**   **(10 marks)**

(a)   What do each of the following proof reading symbols represent?   (3, 3 marks)

(1)   (np)   new paragraph

(2)   (lc)   lower case

(b)   What keyboard combination is needed to type the Euro (€) symbol?   (4 marks)

- Ctrl Alt 4 (MS windows)
- Shift (Option) 2 (Apple Mac)

- Insert symbol method = 0 marks

Visual examples drawn or indicated may merit full marks.

12.   **Practical Word Processing Assignment   (70 marks)**

(a) Open file   3 marks

- **Bold,** Centre, initial caps, 18pt x 2 marks each (both words)   8 marks

- Make 8 editing changes x 3 marks each   24 marks
  - i)   bold 'ComReg'
  - ii)   Delete 'over cellular networks'
  - iii)   New Paragraph after 'over cellular networks'
  - iv)   Italics 'text messages' and 'texts'
  - v)   Change '4' to 'for'
  - vi)   Insert space in 'bypost'
  - vii)   Run on paragraphs 'to the sender. Many companies'
  - viii) Change '1st' to 'first'
           (accept first or first first – as long as 1st not present,
           Word 'text' may or may not be present for full marks.)

  - o   Deduct 2 marks if no free line/double return before the new paragraph.
  - o   Deduct 2 marks if no spaces after full stop in paragraph run on.
  - o   Deduct 2 marks for any of (i) – (viii) if it incurs input errors not asked for.
        Example: 8 edits performed correctly = 24 marks but no spaces after full stop
        where paragraph was joined is 24 – 2 = 22 marks.
  - o   Deduct 2 marks per error to a maximum of 5 errors (10 marks) in the editing
        section of the question. The candidate can perform 8 edits (24 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 (24 – 10) marks = 14 marks.
        This is not valid for the additional text/table, where all marks can be lost.

- Single line spacing throughout the document (hit or miss)   2 marks

- Document fully justified
  (entire document or down as far as 'in 1989.')   2 marks

(b) Type Exam Number (ID purposes only)   0 marks

(c) Date as centred header   4 marks

   (any date format, doesn't have to be autofield, ignore cap errors, -2 if not centred.)

(d) Full justified text added to appear as last paragraph   6 marks
  - o   Deduct 2 marks per error (caps, spacing, alignment, typos)
  - o   Deduct 2 marks if text is on separate page or file
  - o   Don't deduct 2 marks if border added to text
  - o   Deduct 4 marks for each full line of text omitted

(e) Bullet 3 lines of text (hit or miss)   2 marks

(f) Table added to end of document   6 marks
    ○ Deduct 2 marks per error (caps, centre, bold, column width, border style, extra row/column)
    ○ Deduct 2 marks if table 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 itself is centred or right aligned
    ○ Deduct 4 marks for each row omitted
    ○ Deduct 4 marks for each column omitted

(g) Spell check document   6 marks
    ○ 3 errors x 2 marks each
           peeople – line 1
           exchanje – line 3
           somple – line 16

(h) Auto page numbering   4 marks
    ○ Deduct 2 marks if not right aligned or if not at end of page/footer
    ○ Take it to be a footer as long as nothing entered below it on page
        ○ Number = 2 marks
        ○ Aligned right = 2 marks

(i) Print   3 marks

Marking

- Circle input errors with red pen.

- 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 8 edits. Put a line under the final 3 or 0 and add to get a total (24 for example). Next add the errors and take this away from 24, example 24 – 8 = 16.

- 6 marks each are awarded for inputting the additional text and 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** 12 marks in this section if there are too many errors. It is a copying task and accuracy is important.

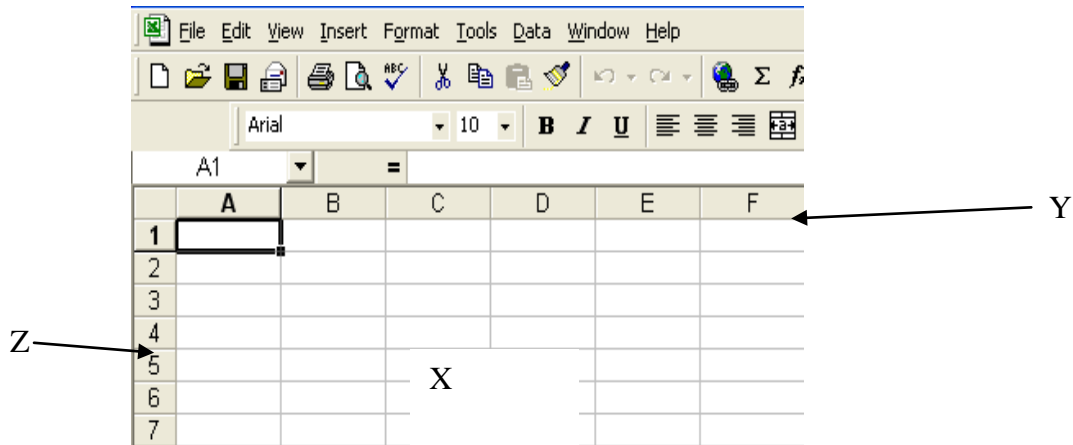- Similar procedure for other practical assignments.

Module 2: Spreadsheet (80 marks)

13. Spreadsheet Theory (10 marks)

(a) Examine the spreadsheet below. (2, 2, 2 marks)

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

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

(b) In a spreadsheet a vertical line of boxes is called a **column**. (4 marks)

row	**column**	Cell

**Visual examples drawn or shading on spreadsheet may merit full marks.

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)

- Deduct 2 marks per error to a max of 8 errors (all marks lost)
- <u>All</u> Caps used for <u>all</u> headings in R1-R3, no initial caps – treat as one error. Same applies to R4-R11 and R12-R14
- Align as shown (deduct 2 marks per error or 2 marks for full row 1-3, R4-11, R12-r14 as per second bullet above)
- 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
- Bold (deduct 2 marks per error, except if **all** of row 3 not bold, treat as one error)

Birthday Party			
Party List	**Unit Price**	**Quantity**	**Item Total**
Hire of Venue	€ 200.00	1	€ 200.00
Insurance	€ 155.00	1	€ 155.00
DJ	€ 150.00	1	€ 150.00
Staff	€ 50.00	3	€ 150.00
Light and Heat	€ 22.00	1	€ 22.00
Party Food	€ 2.50	150	€ 375.00
Decorations	€ 70.00	1	€ 70.00
Helium Balloons	€ 2.59	21	€ 54.39
Average Unit Price	€ 81.51	**Gross Cost**	€1,176.39
		Midweek Discount	€ 176.46
		Net Cost	€ 999.93
Examination Number			

(b) Calculate **Item Total** and copy down (3 for first correct instance, then 7 x 1)   10 marks

(c) Calculate **Average Unit Price** (€81.51)   5 marks
    (Any number in range 0 – 200 accepted for full marks

(d) Calculate **Gross Cost** (€1176.39)   5 marks

(e) Calculate **Midweek Discount** (€176.46)   5 marks

(f) (1) Calculate **Net Cost** (€999.93)   5 marks
    (2) Formula   =D12-D13   2 marks
- Award full marks if '=' sign omitted
- Award full marks if spreadsheet printed (2nd copy) with formulas displayed
- Award full marks if they write an incorrect formula that they used
- Accept caps or lowercase
- Merits 0 marks for calculated answer of 999.93 given
- Award 0 marks for '1176.39-176.46' or similar

(g) 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)

(h) Insert your Examination Number in A15   0 marks

(i) Pie Chart of **Item Total** for each item on the **Party List**   10 marks, Attempt 3

- Deduct 2 marks if line/bar/column/other chart is presented displaying all data
- Deduct 2 each for each missing element or incorrect case used (text in chart title)
- Deduct 2 marks each for each extra data in chart or each cell missing
- Accept chart as separate printout
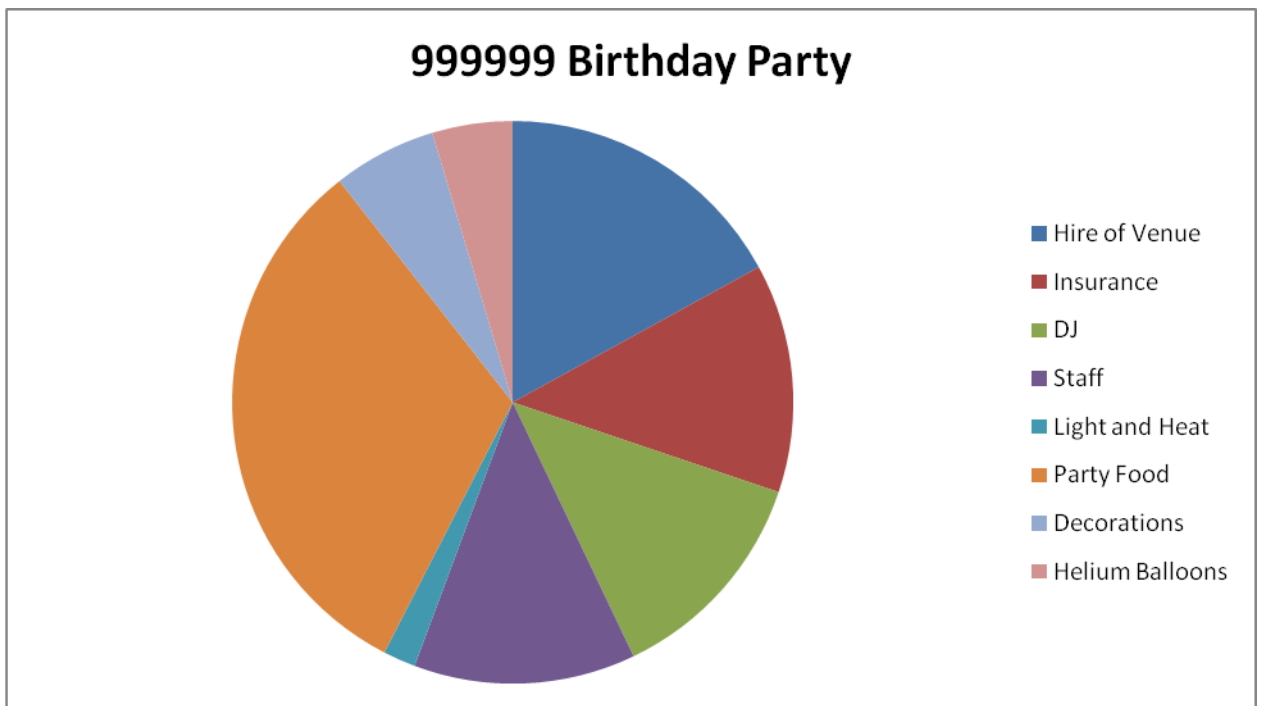
(j) Insert new row between Row 14 & Row 15
Exam number now on R16, R15 empty. (–2 if row inserted in wrong position) 5 marks

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

(l) Print   3 marks

Module 3: Databases   (80 marks)

15.   Database Theory   (10 marks)

(a)   Give two uses of a database in a school office.   (2, 2 marks)
- Student contact details
- Grade reports
- Class lists
- Book lists

(b)   Study the database below. Match each of the data types with a corresponding field name in the space provided.   (2, 2, 2 marks)

Field name

Salary	Surname	Date of Birth

Data type	Field name
Date/Time	**Date of Birth**
Currency	**Salary**
Text	**Surname**

* arrows drawn between grids may merit full marks.

16.   Practical Database Assignment   (70 marks)

(a) Open file   3 marks

(b) Add new field called **Use** after the Location field (text/alphanumeric)   10 marks
   - Deduct 2 marks if field not after **Location** 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 entered in separate database/table

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

Item	Unit Cost	Quantity	Insured	Location	Use
Desktop	389.00	25	Yes	Computer Room	General
Data Projector	~~69~~855.99	1	~~Yes~~ No	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 four records   13 marks

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

(e) Amend **Data Projector** record. Price is 855.99 (change from 695.99 to 855.99)
     and Insured = No (change from Yes to No)   3, 3 marks

(f) Delete **Laptop** record (hit or miss)   5 marks
   - If record is still present with all fields empty, 0 marks

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

Item	Unit Cost	Quantity	Insured	Location	Use
Camcorder	850.00	1	Yes	Equipment Store	General
CD Player	41.99	4	No	Staff Room	Languages
Data Projector	895.99	1	No	Computer Room	General
Desktop	389.00	25	Yes	Computer Room	General
Digital Camera	109.50	1	No	Equipment Store	General
Photocopier	**3895.00**	**1**	**Yes**	**Office**	**Staff**
Printer	**152.99**	**1**	**No**	**Office**	**General**
Scanner	**99.99**	**1**	**Yes**	**Computer**	**General**
Screen	**95.00**	**2**	**No**	**Equipment**	**Staff**

Item Ascending

(h) Print amended database   3 marks
- Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only

(i) Query of **Insured** = No, sorted by **Unit Cost** descending   10 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 **Unit Cost**   5 marks
- -2 if sorted ascending
- 0 marks if sorted descending on another field

Item	Unit Cost	Quantity	Insured	Location	Use
Data Projector	895.99	1	No	Computer Room	General
Printer	152.99	1	No	Office	General
Digital Camera	109.50	1	No	Equipment Store	General
Screen	95.00	2	No	Equipment Store	Staff
CD Player	41.99	4	No	Staff Room	Languages

Unit Cost Descending

- Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only

(j) Save query   0 marks

(k) Save file and close   0 marks

Module 4: Desktop Publishing   (80 marks)

17.   Desktop Publishing Theory   (10 marks)

(a)   Name two common DTP packages.   3, 3 marks
- (Microsoft/MS) Publisher
- (Quark) Express
- (Adobe) PageMaker
- Any other DTP package
- Photoshop

(b)   Give two ways of enhancing the border of a page.   2, 2 marks
- Colour
- Thickness
- Line style/graphical border/borderart
- Shadow
- Any other relevant border enhancement

18.   Practical Desktop Publishing Assignment   (70 marks)

(a) Text imported into new document   4 marks
    MUSIC clipart inserted into document   2 marks
    Correct position/alignment   2 marks
    Correct size (approx 3 cm x 3 cm)   2 marks

(c) Heading *OPEN AIR CONCERT* (error in text = -2 from the 8 marks)
    Arial   2 marks
    Centred   2 marks
    40 pt   2 marks
    Bold   2 marks

(d) Apply grey shading to Open Air Concert   4 marks
    (Deduct 2 marks if highlighter is used or if all words not shaded)

(e) 3 lines of address (has to be all correct for marks))
    24 pt   2 marks
    Bold   2 marks

(f) Saturday, 10 July 2010 (has to be all correct for marks)
    Times New Roman   2 marks
    30 pt   2 marks
    Suitable border   2 marks

(g) Featuring (has to be all correct for marks)
    24 pt   2 marks
    Italics   2 marks

(h) List of bands (has to be all correct for marks
    28 pt   2 marks
    Bold   2 marks

(i) Tickets €30
    Capitalise word   2 marks
    20 pt   2 marks

(j) Word Art   (0 marks if wordart not used/ordinary text)
    Text correct   2 marks
    Similar style   2 marks
    Similar size/ position   2 marks

(k) Both autoshapes inserted   2 marks
    Solid Star shape   2 marks
    Similar size/ position   2 marks

(l) Border entire page   2 marks
    Double line border   2 marks

(m) Save and Print   3 marks

Layout   (0, 4, 7)   7 marks

> -2 in each of (c) and (j) for input errors in that section.
> Arial / Centre - deduct from layout if not correct
> Extra typos not asked for – deduct from layout

Module 5: The Internet (80 marks)

19. Internet Theory (10 marks)

(a) Name two popular web-based email providers. (6 marks)

any 2 x 3 marks each

- Hotmail
- Gmail
- Yahoo Mail
- IOL
- Eircom.net
- Any other relevant answer

(b) What do the initials HTML represent? (4 marks)

- HTML - Hypertext Markup Language (All words correct for 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.fas.ie
- www.cao.ie

(c) Save the logo of the careers site as **LOGO**.   0 marks
   (Marks given later on in Task 3 (e))

(d) Click on Contact us.   10 marks

   Print the first page of the contact information.

- Deduct 10 marks if one of the websites above doesn't appear on printout.
- Deduct 10 marks if *Contact Us* doesn't appear on page.

(e) Save the page on your external storage device as **CONTACT**.

Task 2   20 marks
(a) Use search engine to find information on holidays in Ireland.

(b) Print first page
- Holiday content   10 marks
- Ireland   10 marks
- Award 20 marks if candidate has performed any search that includes
  both words.

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

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

(c) 'Subject' field correct (*Careers Conference* – italics not necessary) 4 marks
   (Deduct 2 marks for input error)

(d) Compose email as per given text   6 marks
   (Deduct 2 marks per input error to a max of 3 errors. Ignore double returns, as email
   communication is casual; ignore colon and exam number as this is for id purposes only.)

> 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) **LOGO** attached to email   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 out of a possible 13.
- Accept passage retyped with all errors corrected or identified.

Bebo, which stands for "Blog early, blog often', is a social networking website, created in Jannuary 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 ennclude 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.

1.	Jannuary	spelling
2.	2005..	extra full stop
3.	canada	caps
4.	united	caps
5.	a a	repeated word
6.	Their	spelling
7.	createdby	space
8.	Bebo had a	too many spaces
9.	2005	no full stop
10.	ennclude	spelling
11.	them	incorrect word
12.	bee	incorrect word
13.	orr	spelling

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:
- 1.5 line spacing throughout   2 marks
- Arial throughout   2 marks
- 12 pt throughout   2 marks
- Text entered accurately   16 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 8 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.
- Superscript 'TM'   2 marks
- Italics '*followers*' (Full word - hit or miss)   2 marks
- Bold **up to** (both words - hit or miss)   2 marks
- Underline 'shares it (both words - hit or miss)   2 marks
- Superscript '3rd '   2 marks

(d) Print   3 marks

(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 it's launch in 1996. Twitter collects personal information about its users and shares it with 3rd parties.

TASK 2   Creating a Flyer   (35 marks)

(a)   Type your Examination Number   0 marks

(b)   Type text as per examination paper   6 marks

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.

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

(c)   *Heading* (School Open Evening)   8 marks
       Text correct (-2 marks from 8 if not centred so max 6 marks)   2 marks
       3 appropriate enhancements x 2 marks each   6 marks

(d)   School name, address, date and time   4 marks
       Centred   1 mark
       Arial font   1 mark
       18 pt   1 mark
       Bold   1 mark

(e)   Parents and Students Welcome   4 marks
       Centred   1 mark
       Arial font   1 mark
       16 pt   1 mark
       Bold   1 mark

(f)   Format remaining text to look attractive   4 marks
       At least 2 enhancements x 2 marks each

(g)   Apply spacing so that it fits on one A4 page/layout   4 marks
       Attractive Layout/Balance of presentation   0, 2, 4 depending on quality of layout

(h)   Border the full page (text only bordered = 0 marks)   2 marks

(h)   Print   3 marks

Word Processing Solution

19 May 2010

Examination Number

Bold, centre, Initial Caps, 18 pt

Text Messages

Spelling error

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. *Spelling error*

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*.

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 for 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. Many companies have claimed to have sent the very first text message, but according to a former employee of NASA, the first was sent via a simple Motorola beeper in 1989. *Spelling error*

Fully

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:
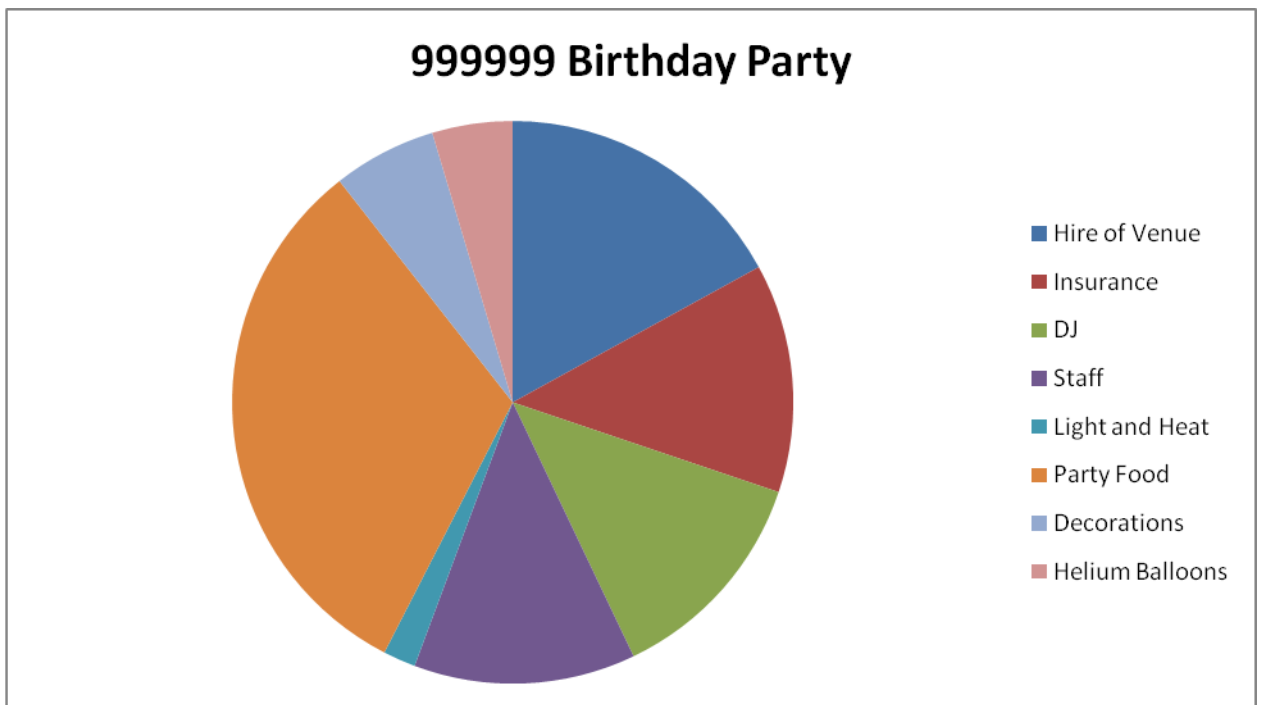
bullets
- Pictures
- Music
- Video

by text to your friends and family.

Year	Number of texts sent per day
2004	9 million
2008	25 million
2009	30 million

* single line spacing throughout the document.

Page 1

Spreadsheet Solution

Birthday Party			
Party List	**Unit Price**	**Quantity**	**Item Total**
Hire of Venue	€ 200.00	1	€ 200.00
Insurance	€ 155.00	1	€ 155.00
DJ	€ 150.00	1	€ 150.00
Staff	€ 50.00	3	€ 150.00
Light and Heat	€ 22.00	1	€ 22.00
Party Food	€ 2.50	150	€ 375.00
Decorations	€ 70.00	1	€ 70.00
Helium Balloons	€ 2.59	21	€ 54.39
Average Unit Price	€ 81.51	**Gross Cost**	€1,176.39
		Midweek Discount	€ 176.46
		Net Cost	€ 999.93
Examination Number			

999999 Birthday Party

- Hire of Venue
- Insurance
- DJ
- Staff
- Light and Heat
- Party Food
- Decorations
- Helium Balloons

Database Solution

Table input by teacher (6 records, 5 fields)

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

Printout (Use field added, 1 record deleted, 4 records input by candidate (9 records, 6 fields))

Item	Unit Cost	Quantity	Insured	Location	Use
Camcorder	850.00	1	Yes	Equipment Store	General
CD Player	41.99	4	No	Staff Room	Languages
Data Projector	855.99	1	Yes	Computer Room	General
Desktop	389.00	25	Yes	Computer Room	General
Digital Camera	109.50	1	No	Equipment Store	General
Photocopier	3895.00	1	Yes	Office	Staff
Printer	152.99	1	No	Office	General
Scanner	99.99	1	Yes	Computer Room	General
Screen	95.00	2	No	Equipment Store	Staff

Item Ascending

Query (Insured = No, Unit Cost descending)

Item	Unit Cost	Quantity	Insured	Location	Use
CD Player	41.99	4	No	Staff Room	Languages
Data Projector	895.99	1	No	Computer Room	General
Digital Camera	109.50	1	No	Equipment Store	General
Printer	**152.99**	**1**	**No**	**Office**	**General**
Screen	**95.00**	**2**	**No**	**Equipment Store**	**Staff**

Unit Cost Descending