Coimisiún na Scrúduithe Stáit

State Examinations Commission

Leaving Certificate Applied 2014

Vocational Specialism –
Information and Communication Technology

Practical Performance and Written Test

Specialist Teacher Instructions

General Instructions

1. The preparation and handling of all examination-related material must be regarded as strictly confidential.

2. Each candidate should be provided with an individually labelled external storage device (e.g. memory stick, etc.) containing the relevant files only.

3. Candidates should save their files on their individual external storage device. These should be retained in a secure place until after the appeals process.

4. If the number of candidates requires that the examination be run over more than one session, hard drives should be checked to ensure that no previous candidate's saved work is present. If such work is found, it must be deleted. Any such saved work must also be deleted at the end of the examination.

5. Printing may be done during the examination. Candidates are allowed to make only **one** test printout within the time limit.

6. When printing outside the time limit, no changes may be made to the files.

7. The use of manuals or notes is strictly forbidden.

8. The Specialist Teacher should ensure that candidates only access the Internet as necessary and appropriate for the completion of the Internet/email assignments.

9. The Specialist Teacher should ensure that all the computers are in good working order and that there is plenty of paper and ink/toner available for the printer.

10. Spare external storage devices containing the relevant files must be available and, if numbers allow, a computer should be kept unused and available in case a computer goes down.

11. Candidates must have access to relevant software packages on the day of the examination.

12. The Specialist Teacher is requested to be available in the school on the day of the examination.

I have read the above conditions and I agree to abide by them.

Signed: _____ (Specialist Teacher)

Date: _____

This page, signed and dated, should be kept with the prepared external storage devices for the Superintendent.

Word Processing Assignment

1. The following passage is Times New Roman, size 12 pt, single line spacing. Paragraph spacing is 0 pt before and after.

2. Margins of 2.54 cm all around should be used. Do NOT correct any errors.

3. Save the document onto each candidate's external storage device as **FIBRE**.

- -

(Examination Number)

Fibre Broadband

Unlike the majority of broadband connections in Ireland, which use telephone lines or mobile networks, fibre-optic broadband is transferred along special cables underground. The signals move a lot faster than they do along copper cables and offer speeds of up to 150Mb

You can:
Downlooad a 100Mb album in 16 seconds
Download a 10Gb movie in 7 minutes
Take part in multiplayer games with dozens of players
Download games in less than 2 minutes

In Ireland the fibre-optic servicce is notavailable everywhere, and is mostly on offer in urban areas.

You can expect speeds of up to 50Mb with a regular fibre-optic connection. The fibre-optic line runs from the provider to the junction box outside your house, at which point regular copper cables run inside your house.

If you arre lucky enough to have a fibre connectionto your home, the fibre-optic cables run all the way into your house and provide much faster speeds of up to 150Mb. Compare deals and speeds in your area.

Database Assignment

1. Create a new database with the following structure. Save the database onto each candidate's external storage device as **ART**.

Field Name	Data Type	Format
Name	Text	30 characters
Category	Text	30 characters
Price €	Currency	Currency, 2 decimal places
Artist	Text	30 characters

2. Input the following records into the database. Do not sort the database.

Name	Category	Price €	Artist
The Cat	General	120.00	Kinkead
In the Garden	Nature	250.00	Holland
At the Seaside	Children's	300.00	Holland
The Farm	Nature	200.00	Kinkead
Clouds	Nature	150.00	Knightly
Winter in Ireland	Nature	230.00	Holland
Wildflowers	Nature	225.00	Brick
The Sun	Nature	180.00	Brick

Desktop Publishing Assignment

1. Type the passage below using Comic Sans MS font, size 12pt, single spacing.

2. Margins of 2.54 cm all around.

3. Paragraph spacing is 0 pt before and after.

4. Save the file onto each candidate's external storage device as **SCHOOL**.

(Examination Number)

School Supplies Ltd

Get your School Books early this year!

All books covered FREE

5% discount when you buy more than 10 books

Also included are:
2 notebooks
4 pens

Call to our shop TODAY!

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5. Locate a piece of clipart or image with a book theme and save it onto each candidate's disk as **BOOK**. The clipart should be approximately 3 cm in width.

    Example:

Internet Assignment

1. Ensure that each candidate has her/his own email address in advance of the practical performance test.

2. Each candidate must have access to the Internet during the practical performance test.

3. Set up a new email address to which candidates will send an email. The candidates should not save this address in advance.

4. Create form **EM1** as shown below and enter the email address on to it.

5. Sufficient copies of form **EM1** must be made and handed to the Superintendent before the examination begins.

Form EM1

Leaving Certificate Applied 2014
Information and Communication Technology

Internet Module

Email Task

You have been asked to compose an email.
Send your email to the following address.

_____

Blank Page

Blank Page

Coimisiún na Scrúduithe Stáit
State Examinations Commission

Leaving Certificate Applied 2014

Vocational Specialism –
Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 21 May 2014
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.

There are three sections in this examination:

Section 1:   **General Theory**

Section 2:   **Word Processing**

Section 3:   **Optional Modules**

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

for the examiner only

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

Section 1 - General Theory   (80 marks)

Answer all 10 questions in the spaces provided.

1.   Name **two** types of printer.

    (a)   _____

    (b)   _____

2.   What does each of the following abbreviations mean?

    (a)   VDU   _____

    (b)   RAM   _____

3.   Name **two** input devices.

    (a)   _____

    (b)   _____

4.   Give **two** advantages of the Internet for a business that sells clothes.

    (a)   _____

    (b)   _____

5.   Name **two** storages devices suitable for backing up files.

    (a)   _____

    (b)   _____

6. What does each of the following abbreviations mean?

(a) PC _____

(b) USB _____

7. Explain the term *computer virus*.

_____

_____

8. What does each of the following abbreviations mean?

(a) LAN _____

(b) WAN _____

9. Explain the difference between a *folder* and a *file*.

_____

_____

10. Name two commonly used operating systems.

(a) _____

(b) _____

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 is a page break?

_____

_____

(b)   Explain the following formatting terms.

Written explanations and/or a suitable sketch are both acceptable.

(1) Strikethrough   _____

_____

_____

(2) Bullets   _____

_____

_____

12. Practical Word Processing Assignment (70 marks)

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

(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 right aligned header in the document.

(d) Add the following table to the end of your document, making sure to align the text as shown. The table is to be left aligned.

Supplier	Cost per Month
Irish Fibre	€52
Super Fibre	€50

(e) Spell-check the entire document.

(f) Proofread the document and make the necessary corrections.

(g) Insert automatic page numbering at the bottom centre of the document.

(h) Save the document on your external storage device as **FIBRE2** and print one copy.

Be sure to return the printout with your answerbook.

(Examination Number)

Fibre Broadband

bold Unlike the majority of broadband connections in (Ireland) which use telephone lines or
        mobile networks, fibre-optic broadband is transferred along special cables underground. The
full stop signals move a lot faster than they do along copper cables and offer speeds of up to 150Mb

* fully justify the text from "Unlike the majority" above to "in your area." in the last paragraph.

        You can:
        Downlooad a 100Mb album in 16 seconds
        Download a 10Gb movie in 7 minutes
bullets Take part in multiplayer games with dozens of players
        Download games in less than 2 minutes

   #   In Ireland the fibre-optic servicce is not available everywhere, and is mostly on offer in urban
        areas.

run on

        You can expect speeds of up to 50Mb with a regular fibre-optic connection. The fibre-optic
        line runs from the provider to the junction box outside your house, at which point regular
bold (copper cables) run inside your house.

        If you arre lucky enough to have a fibre connection to your home, the fibre-optic cables run
  np all the way into your house and provide much faster speeds of up to 150Mb. Compare deals
delete ~~and speeds~~ in your area.

*Insert left-aligned table here.

* Change line spacing to 1.5 throughout the full document.

Section 3 - **Optional Modules** (240 marks)

There are **five** modules in this section of the examination.
Complete any **three** of these modules.
All modules carry the same number of marks.

Module 2: Spreadsheets (80 marks)

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

13. Spreadsheet Theory (10 marks)

(a) Examine the spreadsheet below.

	A	B	C	D
1	**Payslip**			
2				
3	**Total Pay**	**Tax Rate**	**Tax Paid**	
4	€500.00	20%		
5				
6				

Write a suitable formula for cell **C4** that would calculate the **Tax Paid**.

Formula: _____

(b) Name two number formats used in spreadsheets.

(1) _____

(2) _____

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	**Electricity Readings**			
2				
3	**Customer**	**Present**	**Previous**	**Units Used**
4	Wilson, John	7987	7095	
5	Garvey, Mary	7905	6804	
6	Cooney, Barry	7930	6871	
7	Adams, Annie	7694	6941	
8	Barr, Joe	8992	7999	
9	Denney, Pat	7087	6885	
10			**Total Units Used**	
11			**Cost Per Unit**	0.25
12			**Cost of Electricity Used**	
13			**VAT at 13.5%**	
14			**Total Amount Due**	
15	Examination Number			

(b)   (1)   Calculate the **Units Used** by subtracting the **Previous** from the **Present**.
            This should be displayed in cell **D4**. Repeat for each customer.

      (2)   Write the formula you used in cell **D4** on this line.

      _____

(c)   Calculate the **Total Units Used** by adding the **Units Used** for each customer. This
      should be displayed in cell **D10**.

(d)   Calculate the **Cost of Electricity Used** by multiplying the **Total Units Used** by the
      Cost Per Unit. This should be displayed in cell **D12**.

(e)   Calculate the **VAT** at **13.5%** by multiplying the **Cost of Electricity Used** by 13.5%.
      This should be displayed in cell **D13**.

(f)   Calculate the **Total Amount Due** by adding the **Cost of Electricity Used** to the
      VAT at **13.5%**. This should be displayed in cell **D14**.

(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 **Units Used** for each **Customer**.
      Use your examination number and the words **Units Used** as the title of the chart.

(j)   Delete Row 2 in the spreadsheet.

(k)   Save the file on your external storage device as **ELECTRIC**.

(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) Explain the term *Query* when used in a database.

_____

_____

_____

(b) Study the table below. For each **Field** write a suitable **Data Type** in the space provided.

Field	Data Type
Fee Paid	
Date of Birth	
Address	

16. Practical Database Assignment   (70 marks)

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

(a)   Open this file.

(b)   Add a new field called **Available** after the **Artist** field. This field should be formatted as Yes/No.

(c)   Add the following data to the **Available** field.

Name	Category	Price €	Artist	Available
The Cat	General	120.00	Kinkead	No
In the Garden	Nature	250.00	Holland	Yes
At the Seaside	Children's	300.00	Holland	No
The Farm	Nature	200.00	Kinkead	Yes
Clouds	Nature	150.00	Knightly	Yes
Winter in Ireland	Nature	230.00	Holland	Yes
Wildflowers	Nature	225.00	Brick	Yes
The Sun	Nature	180.00	Brick	No

(d)   Delete the record for **In the Garden**.

(e)   Add the following records to the database.

Name	Category	Price €	Artist	Available
Houses	General	140.00	Holland	Yes
Colours	General	125.00	Kinkead	Yes
People Walking	General	220.00	Holland	No

(f)   Amend the **Houses** record so that it is named **Houses of Ireland**.

(g)   Sort the database in descending order according to **Price**.

(h)   Having made the above changes, print the database.
      Write your examination number on this printout.

(i)   Select all records for the artist **Holland**.

      Sort these by **Name** in ascending order and print.
      Write your examination number on this printout.

(j)   Save this query as **HOLLAND** on your external storage device.

(k)   Save this 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** documents produced in a busy office using Desktop Publishing.

        (1)   _____

        (2)   _____

    (b)   List **two** effects used to enhance text.

        (1)   _____

        (2)   _____

18. Practical Desktop Publishing Assignment   (70 marks)

Your external storage device has a text file called **SCHOOL** and a piece of clipart called **BOOK**.

(a)   Use the text and the clipart from your external storage device to create the document as shown on page 13.

(b)   Insert your examination number in the position shown on page 13.

(c)   Format the heading **School Supplies Ltd** using Arial, 26pt, shaded and centred.

(d)   Format the text **Get your School Books early this year!** and **All books covered FREE** using Times New Roman, 20pt and centred.

(e)   Format the text **5% discount when you buy more than 10 books** using Times New Roman, 24pt and centred.

(f)   Insert the following text – **Offer ends 15th August**. Apply the same formatting as you used for the text **5% discount …....** in (e) above.

(g)   Format the text **Also included are:** as left aligned, Times New Roman, 20pt.

(h)   Format the text **2 notebooks**, **4 pens** as left aligned, bullets, Times New Roman, 20pt.

(i)   Insert the **BOOK** image in the position shown and increase its size to 4.5 cm × 4.5 cm.

(j)   Format the text **Call to our shop TODAY!** as centred, Times New Roman, 24pt, Italics.

(k)   Put a border, similar to the border shown, around the entire page, as shown on page 13.

(l)   Insert blank lines/returns as necessary so that the document is spaced, as shown on page 13.

(m)   Save the document as **SCHOOL2** and print one copy.

Be sure to return the printout with your answerbook.

School Supplies Ltd

Get your School Books early this year!

All books covered FREE

5% discount when you buy
more than 10 books

Offer ends 15thAugust

Also included are:
- 2 notebooks
- 4 pens

Call to our shop TODAY!

Module 5: The Internet   (80 marks)

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

19. Internet Theory   (10 marks)

(a)   Explain the term *Hyperlink*.

_____

_____

_____

(b)   Name **two** commonly used search engines.

(1) _____

(2) _____

20. Practical Internet Assignment   (70 marks)

TASK 1

(a)   Log on to the Internet.

(b)   Open any one of the following sites:

   • www.apple.com

   • www.samsung.com

(c)   Save the company logo from the chosen site as **LOGO** to your external storage device.

(d)   Find a page that gives information about one of their mobile phones.
   Print the **first** page of the information.
   Make sure you write your examination number on the printout.

(e)   Save the page to your external storage device as **PHONE**.

TASK 2

(a)   Use any search engine to open a page on Wireless Keyboards.

(b)   Save the page to your external storage device as **WIRELESS**. Print the **first** page.
   Make sure you write your examination number on the printout.

TASK 3

(a)   Type the following email to be sent to the address given on form **EM1**.

(b)   CC the email to your own email address.

(c)   The subject of the email is *Phone Repair*.

(d)   The text of the email is:

> Hi,
> Your phone has been repaired and will be sent to you today via registered post.
> Signed: (Your Examination Number)

(e)   Attach the file **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.
   Make sure both email addresses from (a) and (b) in Task 3 appear on the printout.

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. These include spelling, punctuation and layout errors. Proofread the document and mark the errors with a pen.

Headphones are a a pair of small loudspeakers that are designed too be held in place close to a user's ears.Headphones either have wires for connmection to a signal source such as an auudio device, radio, CD player, portable media player or mobile phone, or have a wireless receiver, which is use to pick up a signal without using a cable.

Their are sometimes known as ear speakers. the 'in your ear versions' are also known as earphones. In de context of telecommunications, a headsett is a combination of headphones and a microphone

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 Times New Roman, 14pt with double line spacing.

(c)   Format text as shown below.

(d)   Save it to your external storage device as **SMARTTV** and print one copy.

(Examination Number)

Smart TVs
Smart TVs allow you **<u>access</u>** to streaming video services like **Netflix** on your TV. These internet-connected TVs offer more *computing ability* and connectivity than a traditional basic television set.

Smart TVs will often let you access non-video services such as Twitter, or do things like checking the ***weather*** and ***news*** without needing a computer.

Like computers and smart phones, they come with an operating system (OS) to run **<u>widgets</u>** and **<u>apps</u>** so they can do what an internet-connected TV is supposed to do.

Many Smart TVs come with pre-installed video apps including Netflix, RTÉ Player and YouTube. Some even offer <u>social networking</u> apps that let you post Facebook status updates or come with **pre-installed** Internet browsers, allowing you to surf the Internet on your TV.

The new Smart TV, called the SMRT^2, can be purchased for €950.

Be sure to return the printout with your answerbook.

TASK 2   Creating a Programme

(a)   Insert your examination number at the top of your document.

(b)   You have been asked to create a Programme for the school show using the following information.

(Examination Number)

School Show

Programme

Friday, 19th December 2014

7.00 pm   Solo Singer - Ann Walsh

7.10 pm   Comedy Act - Transition Year

7.30 pm   Magic Tricks with Alex

7.50 pm   Interval - Sale of raffle tickets

8.00 pm   Drama - Transition Year

8.30 pm   Choir

8.50 pm   Raffle

9.00 pm   End of Show

(c)   The heading **School Show** is to be formatted as Arial, 22pt, Bold and Centred.

(d)   The text **Programme** is to be formatted as Times New Roman, 18pt, Underlined and Centred.

(e)   The text **Friday, 19th December 2014** is to be formatted as Times New Roman, 16pt, Bold, Italics and Centred.

(f)   The remaining text is to be formatted as Times New Roman, 14pt.

(g)   Use tabs to align the Programme, as shown above.

(h)   Bold all times (e.g. **7.00 pm**).

(i)   Apply spacing so that the text fits on one A4 page, with good use of white space.

(j)   Save the file to your external storage device as **SHOW** and print one copy.

Be sure to return the printout with your answerbook.

Blank Page

Blank Page