



**Coimisiún na Scrúduithe Stáit**  
**State Examinations Commission**

**Leaving Certificate Applied 2015**

**Marking Scheme**

**Information and Communication  
Technology**

**Common Level**

## **Note to teachers and students on the use of published marking schemes**

Marking schemes published by the State Examinations Commission are not intended to be standalone documents. They are an essential resource for examiners who receive training in the correct interpretation and application of the scheme. This training involves, among other things, marking samples of student work and discussing the marks awarded, so as to clarify the correct application of the scheme. The work of examiners is subsequently monitored by Advising Examiners to ensure consistent and accurate application of the marking scheme. This process is overseen by the Chief Examiner, usually assisted by a Chief Advising Examiner. The Chief Examiner is the final authority regarding whether or not the marking scheme has been correctly applied to any piece of candidate work.

Marking schemes are working documents. While a draft marking scheme is prepared in advance of the examination, the scheme is not finalised until examiners have applied it to candidates' work and the feedback from all examiners has been collated and considered in light of the full range of responses of candidates, the overall level of difficulty of the examination and the need to maintain consistency in standards from year to year. This published document contains the finalised scheme, as it was applied to all candidates' work.

In the case of marking schemes that include model solutions or answers, it should be noted that these are not intended to be exhaustive. Variations and alternatives may also be acceptable. Examiners must consider all answers on their merits, and will have consulted with their Advising Examiners when in doubt.

## **Future Marking Schemes**

Assumptions about future marking schemes on the basis of past schemes should be avoided. While the underlying assessment principles remain the same, the details of the marking of a particular type of question may change in the context of the contribution of that question to the overall examination in a given year. The Chief Examiner in any given year has the responsibility to determine how best to ensure the fair and accurate assessment of candidates' work and to ensure consistency in the standard of the assessment from year to year. Accordingly, aspects of the structure, detail and application of the marking scheme for a particular examination are subject to change from one year to the next without notice.

## Section 1 - General Theory

**(80 marks)**  
**(10 × 8 marks)**

\* Below are some of the answers that may arise. Accept other correct answers.

\*\* Ignore spelling if you know what the candidate is trying to express.

1. Give **two** reasons why (offsite) backup of files is important. (4, 4 marks)
  - Fire (damage)
  - Flood
  - Network/Electrical problems/power surge etc.
  - Stolen/theft of equipment
  - Loss of files/damaged files.
  
2. What does each of the following represent? (4, 4 marks)  
*(all words correct for marks)*
  - WAN – Wide Area Network
  - WLAN – Wireless Local Area Network.
  
3. List **two** devices which can output sound. (4, 4 marks)
  - Speakers
  - Headphones/Ear buds etc.
  - Headset
  - Amp
  - Gaming Chair
  - Docking station/doc
  - Smartphone/iPod etc.
  
4. Give **two** advantages of a Laser printer over an Inkjet printer. (4, 4 marks)
  - Faster/quicker
  - Better quality/higher dpi or higher pixels
  - No colour bleeding/dries quicker
  - Toner lasts longer than other printer types/less maintenance
  - Sharper/clearer images/text/print
  - Cheaper than inkjet to run.
  
5. Give **two** uses of the Internet for a local sports club. (4, 4 marks)
  - Club contact information
  - Directions on their website to the club
  - Online payment for membership
  - Buy club kit in online shop
  - Online maps for location of playing fields
  - Book/research flights/ferry/bus/train – way of getting to events
  - Book/research hotels/apartments etc. if staying over
  - Buy/research travel insurance etc.
  - Fixtures list.

6. What does each of the following represent? (4, 4 marks)  
(all words correct for marks)
- TB Terabyte/tera byte
  - DVD Digital Versatile Disk/Digital Video Disk.
7. Name **two** external file storage devices. (4, 4 marks)
- Memory Key/Disgo/USB Memory/Memory Stick/Flash Disk/Drive, Jump disk
  - Magnetic Tape
  - External Hard Drive/disk
  - Floppy/(3½" Disk)
  - Compact Disk/CD/CDR/CDRW
  - DVD/DVDR/Digital Versatile Disk
  - MP3 player
  - Memory card
  - SIM card
  - Zip Disk
  - Cloud etc.
8. Give **two** advantages of a networked computer over a standalone computer. (4, 4 marks)
- File sharing
  - Software/program sharing
  - Hardware/printer/peripheral sharing
  - Automatic software updates
  - Less upkeep/maintenance/easier network manageability
  - (More) security
  - Better record keeping
  - Paperless office.
9. Name **two** software packages suitable for Desktop Publishing. (4, 4 marks)
- (Microsoft/MS) Publisher
  - (Quark) XPress
  - (Adobe) PageMaker
  - (Adobe) Illustrator
  - (Adobe) Muse
  - (Adobe) Photoshop/GIMP
  - (Corel)Draw
  - Any other DTP package. \* Office/Works or Word = 0 marks
10. List **two** ways of protecting your computer from getting a virus. (4, 4 marks)
- Install anti-virus software to safeguard against it/AV (disc)
  - Update (anti-virus software) regularly/AV (disc)
  - Firewall
  - Secure connection/padlock symbol/https site
  - Don't download from unknown sources
  - Don't open/forward suspicious mail
  - Don't click on links in ads/banners etc.
  - Examples of AV software listed = 4 marks (max)
  - Antivirus on its own = 4 marks

## Section 2 - Module 1: Word Processing

(80 marks)

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

(a) What do each of the following proofreading symbols represent? (2, 2 marks)

(1) *Run on* join paragraphs together, delete the return.

(2) *Stet* disregard/don't make any change,  
leave as is, let it be etc.

(b) Explain the following terms:

(3, 3 marks)

(1) Header text in the **top** margin on each page of a document.

(2) Footer text in the **bottom** margin on each page of a document.

Page number given as example = 0 marks  
unless it states end/bottom of page.

Accept sketch to answer questions.

<b>12. Practical Word Processing Assignment</b>	<b>(70 marks)</b>
(a) Open file	3 marks
<ul style="list-style-type: none"> <li>• Heading: <b>Bold</b>, Centre, 28pt × 2 marks each (both word for marks) <i>*given text was already Initial Caps, thus no marks for this.</i> <span style="float: right;">6 marks</span></li> <li>• Make 8 editing changes × 3 marks each <span style="float: right;">24 marks</span> <ul style="list-style-type: none"> <li>(1) bold 'tablet' on line 1</li> <li>(2) Insert full stop after laptops on line 3</li> <li>(3) Bold 'most common' on line 4</li> <li>(4) Bullets × 4 lines (any style, on margin or automatic indent)</li> <li>(5) Insert space 'are slim' on line 9</li> <li>(6) Run on 3<sup>rd</sup> and 4<sup>th</sup> paragraphs - 'to finder touch. No stylus or keyboard ...'</li> <li>(7) New paragraph to start at 'Some tablets make ' on line 11</li> <li>(8) Delete repeated 'battery life' on last line. <ul style="list-style-type: none"> <li>○ Deduct 2 marks if no spaces after full stop in paragraph run on</li> <li>○ Deduct 2 marks if no free line/double return before new paragraph</li> <li>○ Deduct 2 marks if 2 spaces before New Paragraph not deleted</li> <li>○ Deduct 2 marks if not 2 spaces after a full stop</li> <li>○ Deduct 2 marks for any of (i) – (viii) if it incurs input errors not asked for. <i>Example:</i> 8 edits correct = 24 marks but no spaces after full stop where paragraph was joined is 24 – 2 = 22 marks</li> <li>○ Deduct 2 marks per error in this section if candidates make additional errors they were not asked to perform..<i>Example:</i> 8 edits = 24 marks with 5 extra input errors = 24 – 10 = 14 marks.</li> </ul> </li> </ul> </li> <li>• 1.5 line spacing (all text but table) (Hit or Miss) <span style="float: right;">2 marks</span></li> <li>• Full Justified (all text but heading &amp; table) (Hit or Miss) <span style="float: right;">2 marks</span></li> </ul>	
(b) Date as centre aligned header (Hit or Miss) <span style="float: right;">2 marks</span> (doesn't have to be an auto field, -2 for input errors if date typed or not centred).	
(c) Additional text inserted, full justified with 1.5 lines spacing <span style="float: right;">10 marks</span> <ul style="list-style-type: none"> <li>○ Deduct 2 marks per error (caps, bold, bullets consistent with above, line spacing etc.)</li> <li>○ Deduct 2 marks if text is on separate page or file</li> <li>○ Deduct 2 marks if border added to text</li> <li>○ Deduct 4 marks for each full line of text omitted.</li> </ul>	
(d) Table added to end of document (single line spacing, aligned on left margin) <span style="float: right;">10 marks</span> <ul style="list-style-type: none"> <li>○ Deduct 2 marks per error (caps, bold, cell alignment, column width, border style/colour/thickness, extra row/column, line spacing etc.)</li> <li>○ Deduct 2 marks if the table itself is centred, indented or right aligned</li> <li>○ Deduct 2 marks if table is on separate page or file</li> <li>○ Deduct 2 marks for each cell fully omitted.</li> </ul>	
(e) Spell check/Proofread <span style="float: right;">3 errors × 2 marks each</span> <span style="float: right;">6 marks</span> <ul style="list-style-type: none"> <li>○ Full stop after devices on line 2</li> <li>○ Spelling error – ttype/type – line 4</li> <li>○ Grammar - keyboard is/keyboards are - both are valid corrections - line 10 <i>* touchscreens/touch screens– line 9 – ignore whichever used, both valid</i></li> </ul>	
(f) <b>Right aligned</b> automatic page numbering (Hit or Miss) <span style="float: right;">2 marks</span> (-2 if not right aligned or not at end page/footer)	
(g) Print <span style="float: right;">3 marks</span>	

# Tablet Computers

A **tablet**<sup>1</sup> computer is a mobile computer with display, camera, speakers, microphone and battery in a single unit. Tablets are usually touch screen devices They have on-screen pop up virtual keyboards for typing. They are larger than smart phones and are smaller than laptops.<sup>2</sup>

The **most common**<sup>3</sup> type of tablet is the slate style. Some examples include:

- Apple's iPad<sup>4</sup>
- Microsoft's Surface
- Amazon's Kindle Fire
- Samsung's Galaxy

Modern tablets are slim<sup>5</sup> and light, with touch screens that respond to finger touch. <sup>6</sup>No stylus or keyboard is needed. They connect to the internet via Wi-Fi or mobile broadband 3G or 4G networks, just like smartphones.

Some<sup>7</sup> tablets make getting work done on the go easier, while others are for entertainment. The best tablets balance long battery life<sup>8</sup> with speedy performance.

## Tablets for Tomorrow

Technology has come so far in the last few decades. Computers are much smaller than the first PC, they have faster processors than PDAs and storage size is no longer a problem. How will tomorrow's tablet compare with today's new technology and latest gadgets?

- Size
- Speed
- Price
- Apps
- Operating System

Tablet	Cost
Samsung Galaxy	€179
iPad Air	€409
Sony Xperia	€459

\* Fully justified, except heading & table

\* 1 1/2 line spacing everywhere except table

**8 edits × 3 marks each**

- <sup>1</sup> Bold
- <sup>2</sup> Full stop
- <sup>3</sup> Bold
- <sup>4</sup> Bullets x 4
- <sup>5</sup> Insert space
- <sup>6</sup> Run on
- <sup>7</sup> New paragraph
- <sup>8</sup> Repeated 'battery life' deleted from last line

**3 Spelling/Proofreading errors × 2 marks each**

1. Full stop - line 2 after devices
2. type - line 4
3. keyboards are OR keyboard is - line 10 - both valid for marks.  
*\*Ignore touchscreens/touch screens - line 10*

**Marking**

- Circle input errors with red pen and count up before multiplying by 2
- Mark '3' in red biro in right hand margin beside each correct edit and a '0' in right hand margin beside each edit not completed. 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 (e.g. 7 errors) and take away from 24, example  $24 - 14 = 10$  marks.
- 10 marks each are awarded for inputting both the table and text correctly. The candidate loses 2 marks per error. These errors include punctuation, capitals, border style, alignment, spaces, bold etc. A candidate may lose **all** 10 marks in each of these sections if there are 5+ errors. They are copying tasks and therefore accuracy is of key importance.
- Similar procedure for other practical assignments.



## Module 2: Spreadsheet

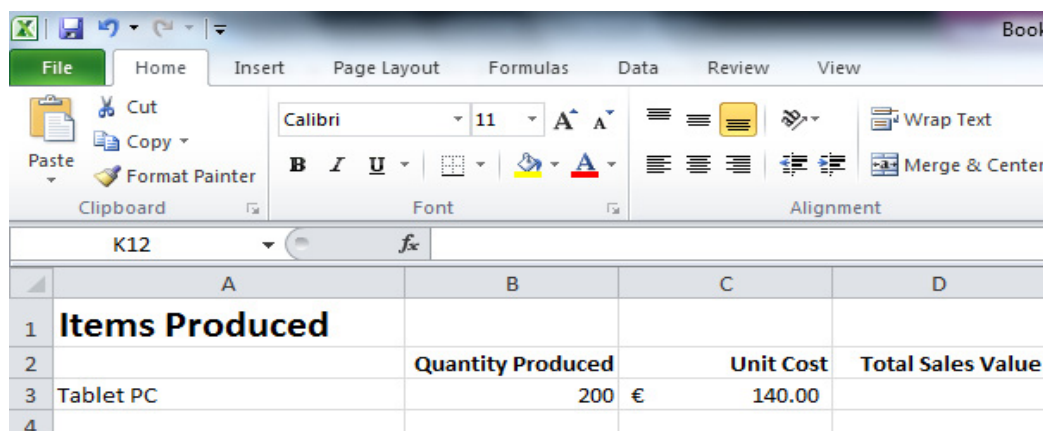
(80 marks)

### 13. Spreadsheet Theory

(10 marks)

- (a) Examine the spreadsheet below. (4 marks)  
Write a suitable formula for cell D3 that would calculate **Total Sales Value Paid**.

**=B3\*C3**



	A	B	C	D
1	<b>Items Produced</b>			
2		<b>Quantity Produced</b>	<b>Unit Cost</b>	<b>Total Sales Value</b>
3	Tablet PC	200 €	140.00	
4				

- = B3 \* C3 *or*
- = C3 \* B3 *or*
- = sum(B3 \* C3) *or*
- = sum(C3\* B3)
- Award full marks if no '=' sign or brackets used
- Accept caps or lowercase
- Award 0 marks for calculated answer of €28,000

- (b) Give an example of each of the following spreadsheet terms. (3, 3 marks)

- Cell Address Any combination of letter and number (A1, B5 etc.).  
Accept explanation of a cell address.
- Function Sum/Min/Max/Count/Average etc.

\*Full marks for arrows to screenshot above or sketch drawn.

# 14. Practical Spreadsheet Assignment

(70 marks)

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

14marks

- Deduct 2 marks per error to a max of 7 errors (all marks lost)
- Deduct 2 marks (once only) if no cell has text wrapping (Row 3)
- Deduct 2 marks for each column not wide enough
- Deduct 2 marks for starting data in incorrect cell
- Deduct 2 marks per alignment error per selection
- Deduct 2 marks per cell not emboldened
- Deduct 5 marks for full row3 if not bold.

	A	B	C	D	E	F	G
1	<b>Payroll Record 2015</b>						
2							
3	<b>Employee</b>	<b>Basic Pay</b>	<b>Tax Credit</b>	<b>Taxable Pay</b>	<b>Tax 20%</b>	<b>USC 4%</b>	<b>Take Home Pay</b>
4	Tom Smith	€ 850.00	€ 95.00	€ 755.00	€ 151.00	€ 30.20	€ 573.80
5	Mary Hayes	€ 900.00	€102.00	€ 798.00	€ 159.60	€ 31.92	€ 606.48
6	Angela Keane	€ 520.00	€ 97.00	€ 423.00	€ 84.60	€ 16.92	€ 321.48
7	John McArdle	€ 850.00	€150.00	€ 700.00	€ 140.00	€ 28.00	€ 532.00
8	Brian Fitzpatrick	€ 850.00	€ 50.00	€ 800.00	€ 160.00	€ 32.00	€ 608.00
9	Helen Gleeson	€ 740.00	€ 85.00	€ 655.00	€ 131.00	€ 26.20	€ 497.80
10	<b>Total Basic Pay</b>	€ 4,710.00					
11	<b>Average Basic Pay</b>	€ 785.00					

(b) Calculate **Taxable Pay** in D4 and fill down. 5 marks  
(-1 per incorrect calculation, to a max of 5 marks lost)

(c) Calculate **Tax 20%** in E4 and fill down 5 marks  
(-1 per incorrect calculation, to a max of 5 marks lost)

(d) Calculate **USC 4%** in F4 and fill down 5 marks  
(-1 per incorrect calculation, to a max of 5 marks lost)

(e) Calculate **Take Home Pay** in G4 and fill down 5 marks

(f) Calculate **Total Basic Pay** in B10 (€4710.00) 5 marks

(g) (1) Calculate **Average Basic Pay** in B11 (€785.00) 5 marks

(2) Formula in B11 (Hit or Miss)1 mark  
=average(B4:B9) or =sum(B4:B9)/6

- Full marks if '=' sign omitted
- Full marks if incorrect answer in B11 but formula corresponds to answer
- Full marks if spreadsheet printed (2<sup>nd</sup> copy) with formulas displayed
- Accept CAPS or lowercase
- 0 marks if calculated answer of **785** given.

(h) Format all money amounts to currency with 2 decimal places 4 marks

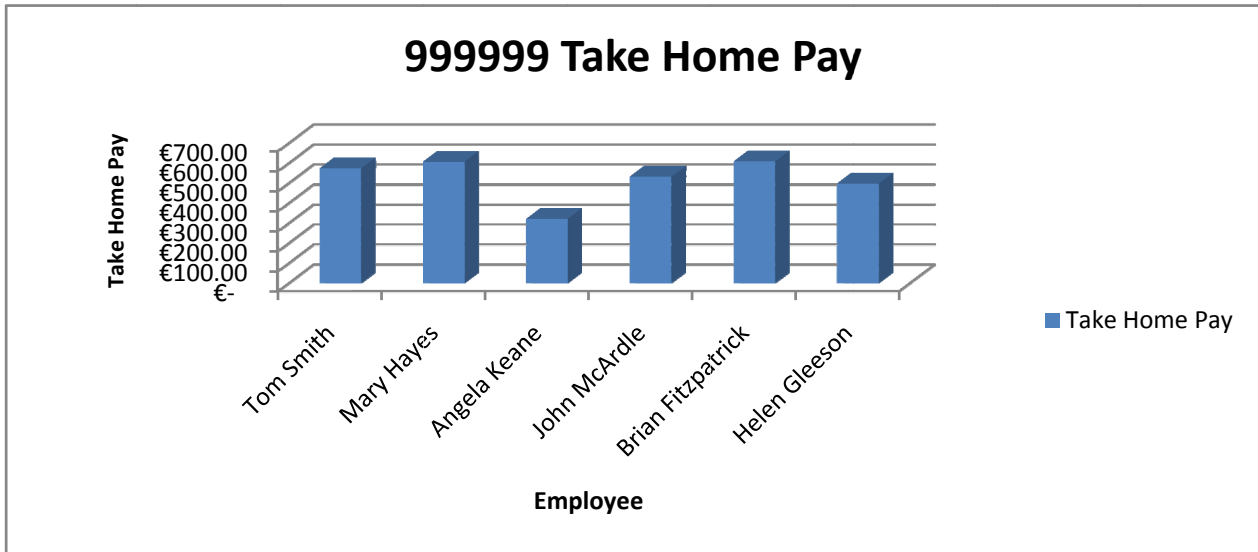
- 2 marks for € currency symbol in all cells (Hit or Miss)
- 2 marks for two decimal places in all cells (Hit or Miss).

(i) Insert your Examination Number in A13.

0 marks

(j) Column chart that displays **Take Home Pay** for each **Employee**.

10 marks, Attempt 3



- Deduct 2 marks if line/bar/pie/other chart is presented displaying all data
- Deduct 2 each for each missing item (chart title -2, exam number -2, missing bar -2, extra bar -2, legend not necessary if both axes suitably labelled.)
- Deduct 2 marks if both axes not labelled (-2) OR no legend (-2). Both not necessary.
- Accept chart as separate printout or with original spreadsheet.

(k) Delete Row 2 (Examination Number now on Row 12)

4 marks

(l) Landscape page

4 marks

(m) Saved as **PAY2015**

0 marks

(n) Print

	A	B	C	D	E	F	G
1	Payroll Record 2015						
2	Employee	Basic Pay	Tax Credit	Taxable Pay	Tax 20%	USC 4%	Take Home Pay
3	Tom Smith	€ 850.00	€ 95.00	€ 755.00	€ 151.00	€ 30.20	€ 573.80
4	Mary Hayes	€ 900.00	€ 102.00	€ 798.00	€ 159.60	€ 31.92	€ 606.48
5	Angela Keane	€ 520.00	€ 97.00	€ 423.00	€ 84.60	€ 16.92	€ 321.48
6	John McArdle	€ 850.00	€ 150.00	€ 700.00	€ 140.00	€ 28.00	€ 532.00
7	Brian Fitzpatrick	€ 850.00	€ 50.00	€ 800.00	€ 160.00	€ 32.00	€ 608.00
8	Helen Gleeson	€ 740.00	€ 85.00	€ 655.00	€ 131.00	€ 26.20	€ 497.80
9	Total Basic Pay	€ 4,710.00					
10	Average Basic Pay	€ 785.00					
11							
12	Examination Number						
13							
14							
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24							
25							
26							
27							

3 marks

## Module 3: Databases

(80 marks)

### 15. Database Theory

(10 marks)

(a) Explain the term *filter* when used in databases.

4 marks

(2, 2 marks)

- A filter is a term when you set **criteria/conditions/rule** so that only **some records are displayed/shown/some hidden/found/selected/viewed**.
- Accept examples shown for full marks.

(b) List **two** uses of databases for a busy office supplies shop.

6 marks

(3, 3 marks)

- Staff contact list/directory
- Stocktaking
- Orders
- Customer contacts list/directory etc.

## 16. Practical Database Assignment

(70 marks)

(a) Open file

3 marks

### Original Input with column added

Model	Colour	Screen (Inches)	Price €	Weight Kg
Samsung Galaxy	Black	7	€179.00	1.2
iPad Air	Silver	7	€409.00	1.5
Sony Xperia	Silver	8	€429.00	1.1
LG G-Pad 8	White	8.3	€209.00	1.2
Microsoft Surface	Silver	7	€819.00	1.5
iPad Mini 3	Silver	7	€459.00	1.5
LG G-Pad 10	White	10	€259.00	1.2
iPad Air Wifi	White	7	€489.00	1.5

(b) Add new number field called **Weight Kg** after the **Price** field.

5 marks

- Deduct 2 marks if field not after **Price €** 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 incorrect width or not wide enough to display data
- Deduct 2 marks if entered in separate database/table.

(c) Add data to the **Weight Kg** field

8 marks

- Deduct 2 marks per input error or per cell omitted to a max of 4 errors.

(d) Delete **LG G-Pad 10** record (Hit or Miss)

5 marks

- If record is still present with all fields empty, 0 marks.

(e) Add three records

15 marks

Model	Colour	Screen (Inches)	Price €	Weight Kg
<b>Lenovo</b>	<b>Black</b>	<b>8</b>	<b>€129.00</b>	<b>1</b>
<b>Toshiba</b>	<b>Silver</b>	<b>7</b>	<b>€409.00</b>	<b>1.2</b>
<b>Prestigo</b>	<b>Silver</b>	<b>8</b>	<b>€99.00</b>	<b>1</b>

- Deduct 2 marks per input error
- Deduct 2 marks if entered in separate database
- Deduct 5 marks per complete record omitted.

(f) Amend **Sony Xperia** record. **Price** = €459 and **Weight Kg** = 1.2.

6 marks

(g) Sort **ascending** by **Screen (Inches)**

5 marks

- -2 if sorted descending
- 0 marks if sorted ascending by another field.

- (h) Print amended database (10 records, 5 columns) 3 marks
- Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only

**Printout 1 (Table with field and records add & edited)**

Screen (Inches) Ascending

Model	Colour	Screen (Inches)	Price €	Weight Kg
Samsung Galaxy	Black	7	€179.00	1.2
iPad Air	Silver	7	€409.00	1.5
Microsoft Surface	Silver	7	€819.00	1.5
iPad Mini 3	Silver	7	€459.00	1.5
iPad Air Wi-Fi	White	7	€489.00	1.5
<b>Toshiba</b>	<b>Silver</b>	<b>7</b>	<b>€409.00</b>	<b>1.2</b>
Sony Xperia	Silver	8	<b>€459.00</b>	<b>1.2</b>
<b>Lenovo</b>	<b>Black</b>	<b>8</b>	<b>€129.00</b>	<b>1</b>
<b>Prestigo</b>	<b>Silver</b>	<b>8</b>	<b>€99.00</b>	<b>1</b>
LG G-Pad 8	White	8.3	€209.00	1.2

- (i) Query of **Weight Kg = 1.2** 15 marks
- Consistent with printout from (h) above
  - Deduct 2 marks for each field/column omitted or repeated
  - Accept any incorrect data entry from (e) and (f) above.

- Sorted **ascending** by **Screen (Inches)** 5 marks
- -2 if sorted descending
  - 0 marks if sorted ascending on another field.

**Printout 2 (Query)**

Model Ascending

Model	Colour	Screen (Inches)	Price €	Weight Kg
LG G-Pad 8	White	8.3	€209.00	1.2
Samsung Galaxy	Black	7	€179.00	1.2
Sony Xperia	Silver	8	€459.00	1.2
<b>Toshiba</b>	<b>Silver</b>	<b>7</b>	<b>€409.00</b>	<b>1.2</b>

- 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** devices used to capture photographs for use in a DTP document. 6 marks  
(3, 3 marks)

- Digital Camera
- Screen capture on tablet/phone
- Digital Video Camera
- Scanner
- Webcam etc.


\* **Phone/tablet/iPod = 0 marks**

(b) Explain what *outline text* is in a DTP package. 4 marks

- Text with an outside border but unfilled.
- Example: **Outline Text**

Accept written explanations or sketches.

**Example**

<b>18. Practical Desktop Publishing Assignment</b>	<b>(70 marks)</b>
(a) Text inserted into new document	2 marks (2 marks)
(b) Type Examination Number	0 marks
(c) Insert heading – <b>Birthday Luncheon Menu</b>	
Text Correct	2 marks (10 marks)
Arial	2 marks
28pt	2 marks
Centred	2 marks
Bold.	2 marks
(d)  (any star-shaped style BorderArt is acceptable )	2 marks (4 marks)
Around <b>full</b> page	2 marks
(e) <b>Starters</b> text: Centre, TNR, 18pt, bold, underline ( <b>5 × 2 marks each</b> )	10 marks (16 marks)
Repeat for Sorbets, Main Courses, Desserts ( <b>3 × 2 marks each</b> ).	6 marks
(f) Centre list of Starters, Sorbets, Main Courses & Desserts, TNR, 14pt	(6 marks)
All courses Times New Roman	2 marks
All courses 14pt	2 marks
All courses centred.	2 marks
(g) Centre “All main courses ... vegetables of the day” with Arial, 14pt, Italics	(8 marks)
Centre	2 marks
Arial	2 marks
14 pt	2 marks
Italics.	2 marks
(h) <b>WordArt inserted:</b>	2 marks (8 marks)
Text input correct	2 marks
Correct shadow/position/alignment	2 marks
Correct approximate size.	2 marks
(i) <b>Cake</b> image inserted into document	2 marks (6 marks)
Correct position/alignment/wrapping	2 marks
Correct size (3 cm × 3 cm).	2 marks
(j) Save and Print.	3 marks (3 marks)
Insert returns/blank lines so document is spaced as shown on page 13.	(7 marks)
7 marks for excellent layout with good balance and identical to exam paper	
3 marks for good layout	
0 marks otherwise	

**-2 each time for input errors in (c) .. (j) for errors in that section.**



## Module 5: The Internet

(80 marks)

### 19. Internet Theory

(10 marks)

- (a) Explain **each** of the following terms. Give an example of each. (6 marks)
- ISP – Internet Service Provider 2 marks  
Example: UPC, Eircom, Meteor etc. 1 mark
  
  - Browser – software/program used to open/view web pages 2 marks  
Example: (Microsoft) Internet Explorer, Safari 1 mark  
(Google) Chrome, (Netscape) Navigator, (Mozilla) Firefox etc.
- (b) What does **each** of the following stand for? (4 marks)
- HTTP – Hypertext Transfer Protocol (all words correct) 2 marks
  
  - BCC – Blind Carbon Copy (all words correct) 2 marks

## 20. Practical Internet Assignment

(70 marks)

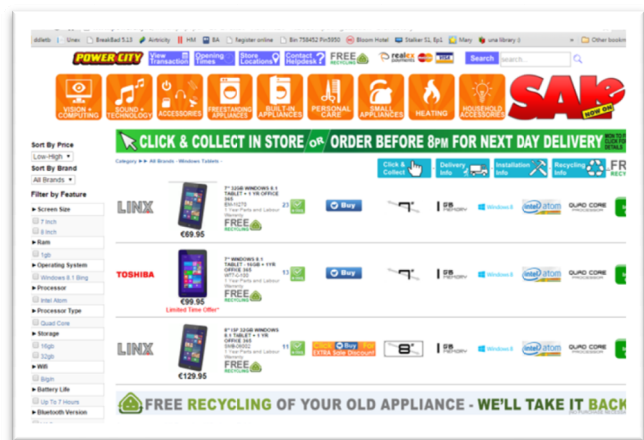
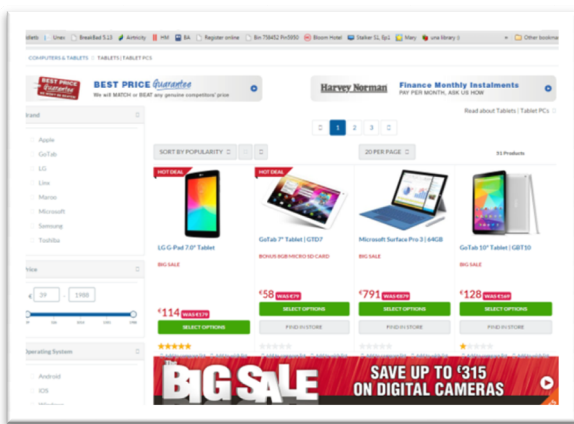
### Task 1

25 marks

- (a) Log on to the Internet (home page printed or any internet page and no more). 5 marks
- (b) Open any **one** of the following sites. 10 marks
- www.harveynorman.ie
  - www.powercity.ie
- (c) Save the company logo as **LOGO**. Marks given later in Task 3(e) 0 marks
- (d) Use the website search box to find a page that gives information on *Tablet PCs*. 10 marks

Print the first page on *tablet PCs*. Screen shot printouts fully acceptable

- Need to see logo or name of website on printout (not a search result page)
- Deduct 10 marks if one of the websites above doesn't appear on page
- Deduct 10 marks if there is no reference to *Tablet PCs*.



### Task 2

20 marks

- (a) Use any search engine to find information on *Tablet Keyboards*. 20 marks
- (b) Print first page
- Tablet Keyboard (**both** words visible on page for 20 marks)  
*Accept Bluetooth/wireless or pocket keyboard*  
*\*Google search results page only = 10 marks.*

### Task 3

25 marks

- (a) 'To' field correct (address given on form EM1) 4 marks
- (b) 'CC' field correct (2<sup>nd</sup> email address not same as (a)). 4 marks
- (c) 'Subject' field correct (*Tablet PCs*– italics not necessary/not penalised) 4 marks  
(Deduct 2 marks for input error in (a), (b), and (c) to a max of 2 errors in each).
- (d) Compose email as per given text 6 marks  
(Deduct 2 marks per error to a max of 3 errors).

Hi there,

I have attached a picture of the Tablet PC which I would recommend you buy. It has plenty of memory and a good guarantee.

Signed: (Your Examination Number)

- (e) **LOGO** attached 4 marks
- (f) Print email (full marks if printed before sent or screenshot printed). 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 marks.
- Accept passage retyped with all errors corrected or identified.

Tablet PCs are the **nEwway**<sup>1</sup> **too**<sup>2</sup> experience the web, email, photo and video, giving you all the features you need wherever you **you**<sup>3</sup> choose to go.

Tablet PCs are the ultimate portable computers, they **air**<sup>4</sup> perfect **four**<sup>5</sup> working on the move when coupled with a 3G connection and even more suited **to** **web**<sup>6</sup> browsing, emails, mini games, music and watching videos around the **house..**<sup>7</sup>

8

Tablets typically include **an**<sup>9</sup> touch screen, microphone, camera and speaker and use finger or stylus gestures to navigate. **some**<sup>10</sup> of the most popular tablets are: Apple iPads, Samsung Galaxy Tabs and other tablets from Sony. Tablets generally include **an**<sup>11</sup> **operating**<sup>12</sup> **systemlike**<sup>13</sup> Apple IOS, Google Android or Windows.

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<sup>1</sup>nEwway – new way

<sup>2</sup>too – to

<sup>3</sup>you - repeated word

<sup>4</sup>air - are

<sup>5</sup>four - for

<sup>6</sup>to web – to web

<sup>7</sup>house.. – extra full stop

<sup>8</sup>Too many returns

<sup>9</sup>an touch – a touch

<sup>10</sup>Some – capital letter

<sup>11</sup>ann – an

<sup>12</sup>operating – an operating

<sup>13</sup>systemlike – system like.

## 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:
- Times New Roman throughout (Hit or Miss) 2 marks
  - 12pt throughout (Hit or Miss) 2 marks
  - Double line spacing throughout (Hit or Miss) 2 marks
  - Text entered accurately 14 marks

Deduct 2 marks per error including caps, returns etc. to a max of 7 errors

Deduct 4 marks if full line omitted.

- (c) Format text as shown below. (All Hit or Miss for marks)
- Line 1 - **AirPrint**: Bold and Underline (both for 2 marks) 2 marks
  - Line 3 - *simplest*: italics 2 marks
  - Line 5 - **Wi-Fi**: Bold 2 marks
  - Line 7 - **3-GS**: Bold 2 marks
  - Line 7 - recent printers: Underline 2 marks
  - Line 10 - 3<sup>rd</sup>: Superscript. 2 marks
- (d) Print 3 marks

- Check spaces before and after all punctuation marks.
  - Check spacing in hyphenated words.

## TASK 2

### Creating a Memo

(35 marks)

- |     |   |  |         |
|-----|---|--|---------|
| (a) | Type your Examination Number  |  | 0 marks |
| (b) | Create a Memo: all text Arial, 14pt   | 2 marks each/Hit or Miss               | 4 marks |
| (c) | <b>MEMO</b> – bold and CAPS<br>-2 if not left aligned                         | 2 marks each/Hit or Miss               | 4 marks |
| (d) | To/From/Reference/Date  |  | 4 marks |
|     | • All 16pt  | 2 marks each/Hit or Miss               |         |
|     | • All Bold  | 2 marks each/Hit or Miss               |         |
| (e) | Use tabs to align 4 lines of text<br>(-2 per tab error)                       |  | 8 marks |
| (f) | <b><u>Re: Cake Sale</u></b> – Bold <u>and</u> Underline                       | Hit or Miss                            | 2 marks |
|     | • Bold  |  |         |
|     | • Underline   |  |         |
| (g) | Apply spacing so that it fits on an A4 page,<br>with good use of white space. |  | 8 marks |
|     | • Attractive Layout/Balance of presentation                                   |  |         |
|     |   | 0, 4, 8 depending on quality of layout |         |
| (h) | Border full page  | 2 marks/Hit or Miss                    | 2 marks |
| (i) | Save/Print  |  | 3 marks |

- Deduct 2 marks per input error. Errors include initial caps in heading, alignment, spelling errors, tabs, spacing (full marks if consistent) etc.

(Examination Number)

**MEMO**

**To:** All Teachers

**From:** Principal

**Reference:** LCA CS 2015

**Date:** 20 May 2015

**Re: Cake Sale**

The students of LCA are holding a cake sale on Friday to raise funds for the local community centre. The sale will start at 1.30 pm in the canteen.

Please remind all students about the cake sale at registration, and remind them again before they go home on Thursday evening.



