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QUALIFICATIONS,
CURRICULUM &
ASSESSMENT AUTHORITY
FOR WALES



Key skills

Information and communication technology

Level 1

Test Paper

YOU NEED

- This test paper
- An answer sheet

You may use a bilingual dictionary

Do NOT open this paper until you are told to do so by the supervisor

THERE ARE 40 QUESTIONS IN THIS TEST

Total marks available: 40

Try to answer ALL the questions

YOU HAVE 1 HOUR TO FINISH THE TEST

INSTRUCTIONS

- Make sure your personal details are entered correctly on the answer sheet
 - Read each question carefully
 - Follow the instructions on how to complete the answer sheet
 - At the end of the test, hand the test paper, your answer sheet and all notes to the supervisor
-

REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST

INSTRUCTIONS TO CENTRES

- This paper must not be photocopied

Questions 1 to 4 are about this document.

Wick Candles
5 Light Road
Waxlow
S13 2HJ

23 August 2003

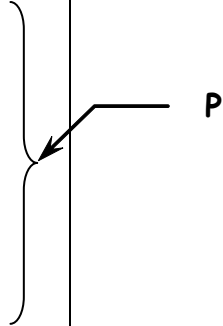
INVOICE NUMBER: 0579006

Mrs J White
Intrigue
9 Main Street
Denbley
DN6 9PT

Scented Candles	Unit Price	Quantity	Total Price
Rose and Honeysuckle	£12.00	24	£288.00
Lavender and Orange	£10.50	15	£157.50
Lime and Verbena	£9.00	10	£90.00
Grapefruit and Lime	£8.50	15	£127.50
Apple and Pear	£7.50	15	£112.50
Invoice Total			£775.50

Payment must be made within the next 30 days.

Joan Drake
Finance Director



P

1 The column headings in the table at P have inconsistent

- A alignment
- B font sizes
- C font styles
- D orientation

2 The unit price of a Lime and Verbena candle is

- A £9.00
- B £10.00
- C £90.00
- D £775.50

3 The **Unit Price** values in the table at **P** are

- A** aligned left
- B** aligned right
- C** centred
- D** fully justified

4 The **Total Price** values are formatted as

- A** currency to zero decimal places
- B** number to zero decimal places
- C** currency to two decimal places
- D** number to two decimal places

Please go on to the next page

Questions 5 to 9 are about this database.

Patient Number	Patient First Name	Patient Last Name	Address	Town	Postcode	Dentist
B3001	Joanne	Smith	18 Lake Close	Bramhill	PC1 9PP	Armstrong
B3002	Cormac	McArdle	5 Haringey Road	Stockport	PC3 7PS	Roscoe
B3003	Amina	Patel	61 Fellbank	Marple	PC6 5JP	Pointer
B3004	Iva	Buwczkowski	66 Crown Way	Stockport	PC4 8HG	Tseng
B3005	Jasmine	Patel	5 Borough Road	Cheadle	PC6 7RT	Armstrong
B3006	Wesley	Phillips	6 Selkirk Drive	Stockport	PC9 7FC	Tseng
B3007	Cliff	Webb	15 Dane Court	Romiley	PC5 9MV	Tseng
B3008	Carys	Evans	10 Sundial Lane	Stockport	PC5 1YU	Roscoe

- 5 The search criterion to find all patients living in Stockport is
- A Postcode ="PC*"
 - B Town ="Stockport"
 - C Address ="Stockport"
 - D Patient Last Name ="McArdle"
- 6 To list the database in Z to A order of **Dentist**, the user should sort
- A ascending on Dentist
 - B descending on Dentist
 - C ascending on Patient Last Name
 - D descending on Patient Last Name
- 7 Jasmine Patel's dentist is
- A Tseng
 - B Roscoe
 - C Pointer
 - D Armstrong

- 8 To check that all the data has been entered accurately into this database, the user should
- A proof read it
 - B use a password
 - C use a spellchecker
 - D create a backup file
- 9 To add details of a new patient, the user will need to add a new
- A cell
 - B file
 - C field
 - D record

Please go on to the next page

Questions 10 to 14 are about this spreadsheet. Formulas are used to calculate values in columns D, E and F and rows 10, 11 and 12.

	A	B	C	D	E	F
1	Towel House – Classic Range Sales – October 2003					
2	Item	Quantity Sold	Unit Price	Income excluding VAT	VAT @ 17.5%	Income including VAT
3	Face Cloth	25	£1.15	£28.75	£5.03	£33.78
4	Guest Towel	33	£2.30	£75.90	£13.28	£89.18
5	Hand Towel	67	£3.50	£234.50	£41.04	£275.54
6	Bath Towel	83	£7.95	£659.85	£115.47	£775.32
7	Bath Sheet	75	£11.55	£866.25	£151.59	£1,017.84
8	Jumbo Sheet	54	£14.35	£774.90	£135.61	£910.51
9	Bath Mat	43	£9.55	£410.65	£71.86	£482.51
10	Minimum Sold	25				
11	Maximum Sold	83				
12			Totals	£3,050.80	£533.88	£3,584.68

10 The values in cell range **E3:E9** are displayed as

- A percentage
- B currency
- C number
- D text

11 The formula for the total of **Income including VAT** in cell **F12** is

- A =SUM(C3:C9)
- B =SUM(D3:D9)
- C =SUM(E3:E9)
- D =SUM(F3:F9)

- 12 To add details of the sales of another item to the spreadsheet, the user should
- A insert a row
 - B insert a column
 - C increase the height of row 9
 - D amend the contents of row 10
- 13 VAT @ 17.5% is **Income excluding VAT** multiplied by 17.5%. The formula in cell E6 is
- A =D6*17.5
 - B =D6/17.5
 - C =D6*17.5%
 - D =D6/17.5%
- 14 A formula that would calculate the total for **Quantity Sold** is
- A =SUM(A3:A9)
 - B =SUM(B3:B9)
 - C =SUM(B3:B11)
 - D =SUM(F3:F9)

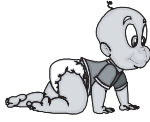
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Questions 15 to 20 are about this document.

P

Q

COUNTING THE COST



Starting from a pregnancy test (£8.55), parents spend at most £20,000 on their child in its first five years, according to recent research. A breakdown of some of the costs involved is shown below.

Item	Cost
Milk	£518
Food	£2,433
Clothing	£1,397
Toiletries	£1,800
Nursery equipment	£1,300
Nappies	£536
Safety equipment	£145

Other expenses

When the child is older, research shows that the biggest expense for working parents is paying for childcare. This contrasts with previous studies that named food as the largest expense.

Designer culture

Nowadays the desire for designer labels seems to start as early as 10. Pressure is put on parents to get what advertisers have told children are the 'right' trainers and clothes.

R

S

T

Counting the Cost Report

15 To move the image at **P** to the left of the title '**COUNTING THE COST**', the user should

- A use find and replace
- B use right alignment
- C copy and paste
- D drag and drop

16 The word 'most' at **Q** should be 'least'. This type of error can be found by

- A proof reading
- B using drag and drop
- C using a spellchecker
- D creating a backup file

17 The line of text at **T** was entered once and automatically appears on all pages of the document because it was entered in

- A a footer
- B the table
- C the top margin
- D the right margin

18 The document is printed in portrait orientation. This means the document is printed

- A without a header
- B without margins
- C short and wide
- D tall and narrow

19 The paragraphs at **R** and **S** have different

- A margins
- B alignments
- C font styles
- D line spacing

20 To alter the image at **P** to that shown below, the user would have to



- A drag
- B crop
- C copy
- D size

Questions 21 to 24 are about this database.

Course Code	Course Description	Number of Students	Room	Tutor Last Name	Tutor First Name
AD5699	Level 1 Administration	24	G56	Gruffydd	Iain
AD5890	Level 3 Administration	13	B108	Hesketh	Anna
IT2568	An introduction to the internet	12	B105	Williams	Randal
IT3460	Advanced databases	12	M234	Bayliss	Peter
IT6298	Spreadsheets for beginners	19	321	Agnew	Lorna
S1290	Text processing level 1	18	321	Fe	Gee
S5498	Audio transcription level 2	17	M237	Fe	Gee
S6589	Beginners shorthand	13	G56	Gruffydd	Iain
S9021	Minute taking	9	G59	Gruffydd	Iain

21 The search criterion to find all courses with fewer than 15 students is

- A Number of Students =15
- B Number of Students >15
- C Number of Students <15
- D Number of Students ="fewer than 15"

22 The data type of the **Room** field is

- A date
- B text
- C number
- D currency


- 23** To list the database according to the number of students in each course, starting with the highest number, the user should
- A** sort ascending on Number of Students
 - B** sort descending on Number of Students
 - C** use the search criterion "Number of Students =24"
 - D** use the search criterion "Number of Students <24"
- 24** The room number for the course with the code S5498 is
- A** 17
 - B** G56
 - C** M237
 - D** M234

Please go on to the next page

Questions 25 to 28 are about this document.

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P

Q

R

25 The bulleted list in the document is presented with inconsistent

- A bullets
- B alignment
- C font sizes
- D line spacing

26 The text in the paragraph at **P** is presented using different

- A** alignment
- B** font sizes
- C** font styles
- D** orientation

27 The paragraph at **Q** is

- A** aligned left
- B** aligned right
- C** centred
- D** fully justified

28 The way to position the text as shown at **R** is to use

- A** centre alignment
- B** a centre tab
- C** a right tab
- D** a left tab

Please go on to the next page

Questions 29 to 32 are about this spreadsheet. Formulas are used to calculate values in columns E and G and rows 11,12 and 13.

	A	B	C	D	E	F	G
1	KING'S SQUASH RACQUET QUARTERLY SALES – 2003						
2	Model	October	November	December	Total Sold	Unit Price	Income
3	Attitude	6	9	10	25	£110.50	£2,762.50
4	Rage	8	11	14	33	£127.50	£4,207.50
5	Viper	3	9	31	43	£99.99	£4,299.57
6	Stealth	28	26	29	83	£79.99	£6,639.17
7	Bandit	12	15	13	40	£89.99	£3,599.60
8	Sovereign	13	26	32	71	£159.99	£11,359.29
9	Rebel	5	4	3	12	£127.50	£1,530.00
10	Warrior	17	21	14	52	£84.99	£4,419.48
11	Minimum Sold	3	4	3			
12	Maximum Sold	28	26	32			
13	Total Income						£38,817.11

29 The model whose sales fell each month from October to December was the

- A Sovereign
- B Stealth
- C Bandit
- D Rebel

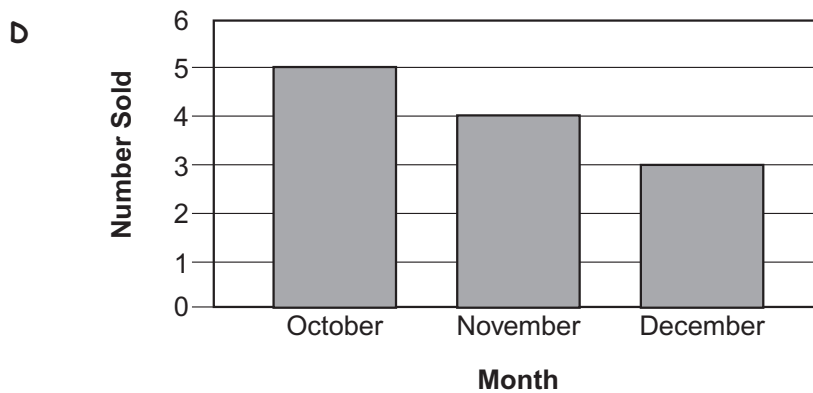
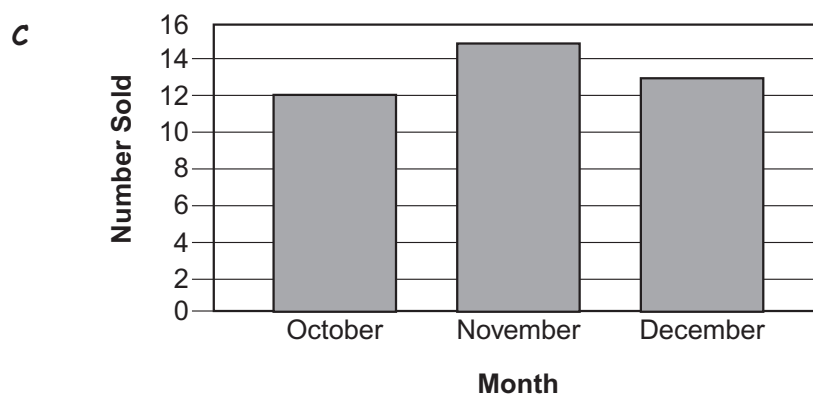
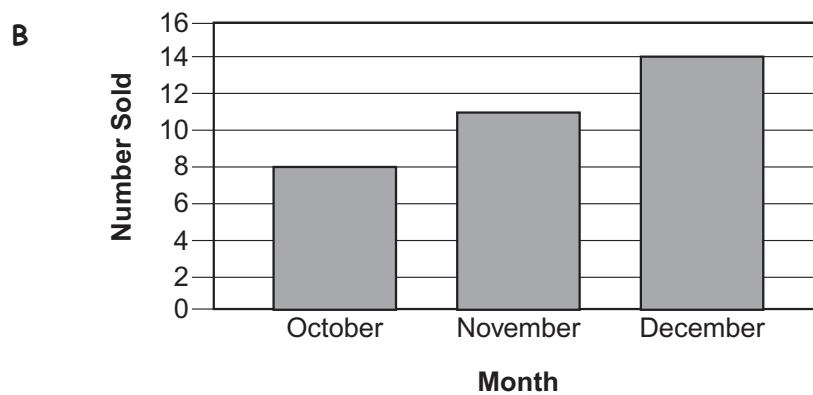
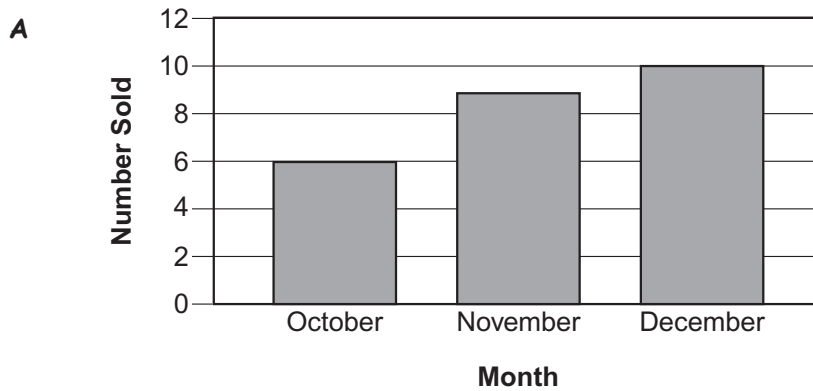
30 The **Maximum Sold** values show the sales for the best selling racquet in each month. The formula in cell **C12** is

- A =MAX(B3:B10)
- B =MAX(C3:C10)
- C =MAX(D3:D10)
- D =MAX(E3:E10)

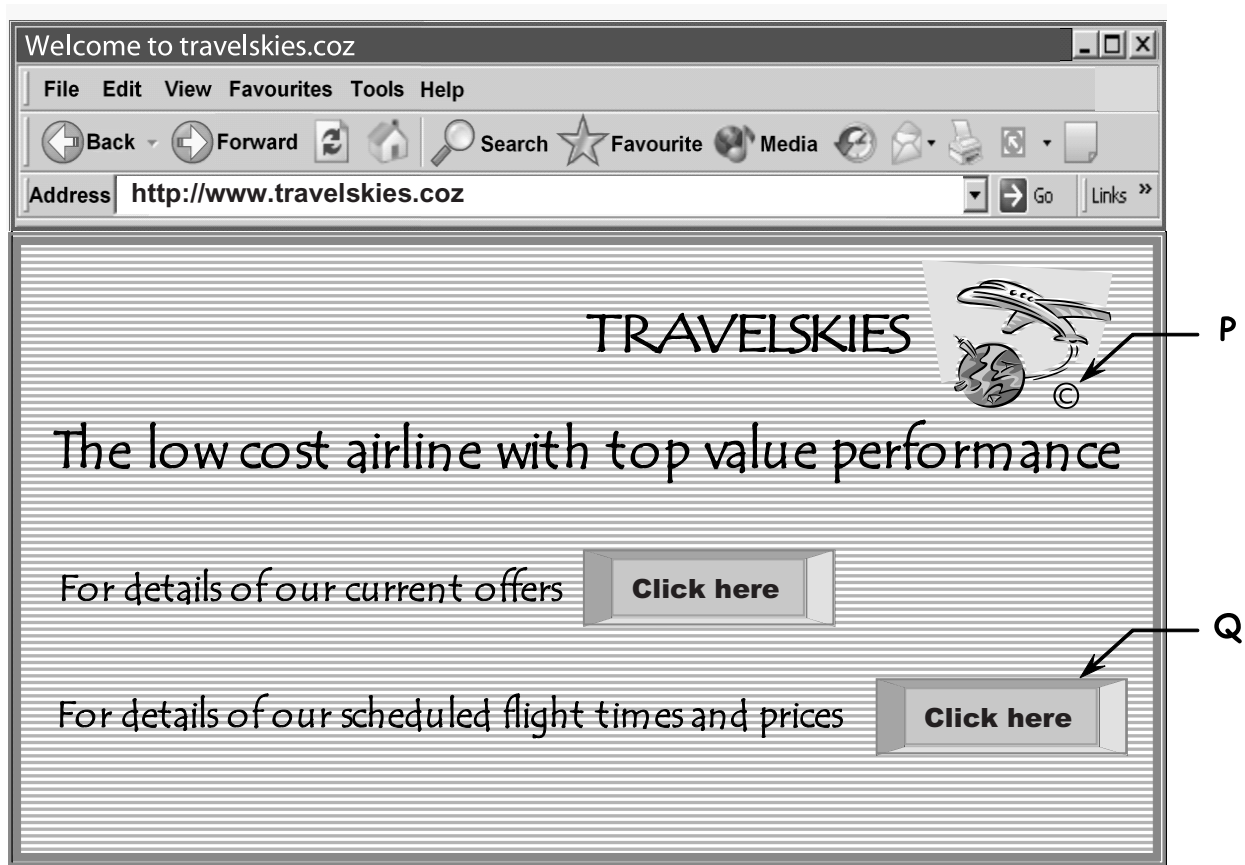
31 **Income** is **Total Sold** multiplied by **Unit Price**. If the value in cell **F5** is changed, the values that will automatically change are in cells

- A B5, C5, D5, E5, G5
- B D12, E5, G5
- C E13, G5
- D G5, G13

32 The chart that shows the values for October, November and December for the Rage model is



Questions 33 to 35 are about this web page.



33 The symbol at **P** means that the website is

- A copied from another company
- B for use only on a web page
- C protected by a password
- D protected by copyright

34 The link at **Q** will allow the user to

- A send an e-mail
- B create a hotspot
- C close down the computer
- D find information about flight times

35 To use the internet to find websites of other travel companies, the user should use

- A a timetable
- B a search engine
- C find and replace
- D a telephone directory

Questions 36 to 40 are general questions.

36 Tabs are used in documents to

- A** align text
- B** amend text
- C** change font styles
- D** check the accuracy of information

37 Passwords are used to

- A** prevent loss of data
- B** reduce physical stress
- C** help keep data confidential
- D** make sure all data is accurate

38 To change a word automatically every time it appears in a document, the user should use

- A** drag and drop
- B** copy and paste
- C** find and replace
- D** delete and insert

39 To be able to recover some information if a file is lost, the user should

- A** backup frequently
- B** use rights to maintain copyright
- C** use passwords to restrict access
- D** lock the disk containing the file in a safe place

40 The search criterion that would find any files named Ramsey, Remus and Russell is

- A** *Ra
- B** Ra*
- C** R*y
- D** R*s*

End of test