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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

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Ref: IT/L1/2.1/P3/URN:29

Questions 1 to 7 are about this letter.

Yorhampton Tours
14 Frederic Street
Yorhampton
Uptonshire
YO1 2AB

17 September 2003

Miss A Burton
2 Lime Tree Avenue
Yorhampton
North Uptonshire
YO7 5BC

Dear Miss Burton

Re: Vacancy for the position of Tour Guide

Thank you for your letter dated 12 September 2003 expressing an interest in employment with us. I am able to offer you an interview at 10:30 am on 3 October 2003. Please confirm by 1 October 2003 if you are able to attend.

I enclose a map and detailed directions to help you find our office. Please note that we are in Frederic Street and not Frederick Avenue. I look forward to meeting you.

Yours sincerely

George Leeman

Personnel Manager
Mr George Leeman

Q {

R {

S {

T {

P {

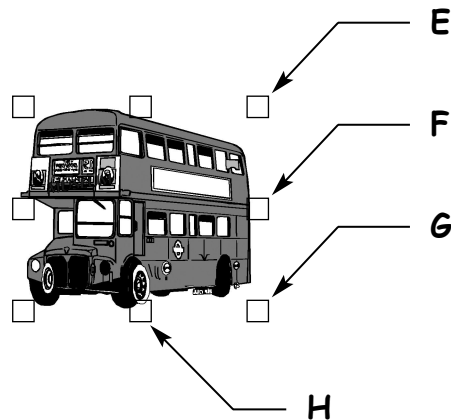
1 This letter uses portrait as the

- A page margin
- B print preview
- C page orientation
- D paragraph alignment

2 The text at Q gives details of

- A the person sending the letter
- B the person to whom the letter is being sent
- C where the Yorhampton Tours office is located
- D where the interview for Miss Burton will take place

- 3 This letter is dated
- A 12 September 2003
 - B 17 September 2003
 - C 1 October 2003
 - D 3 October 2003
- 4 The paragraphs labelled R and S have different
- A alignment
 - B font sizes
 - C line spacing
 - D character spacing
- 5 The text at P has been positioned using
- A a left tab
 - B a right tab
 - C right alignment
 - D centre alignment
- 6 The handle that should be used to make this image wider but stay the same height is



- A E
- B F
- C G
- D H

- 7 The text 'Mr George Leeman' at T should be before 'Personnel Manager'. To correct this mistake the user should use
- A a grammar checker
 - B find and replace
 - C a spellchecker
 - D drag and drop

Questions 8 to 20 are about this spreadsheet. Formulas are used to calculate values in column F and rows 9, 10, 11.

	A	B	C	D	E	F
1	Oven Fresh Bakery - Sales Figures for January to April 2003					
2	Product	January	February	March	April	Product Sales Total
3	Doughnuts	£189.00	£162.00	£201.25	£233	£785.25
4	Eccles Cakes	£132.00	£124.00	£143.00	£155	£554.00
5	Eclairs	£112.00	£98.00	£87.00	£89	£386.00
6	Iced Buns	£67.50	£86.00	£65.50	£78	£297.00
7	Turnovers	£155.00	£87.00	£78.50	£81	£401.50
8	Vanilla Slices	£155.00	£219.50	£168.50	£156	£699.00
9	Minimum	£67.50	£86.00	£65.50	£78	
10	Maximum	£189.00	£219.50	£201.25	£233	
11	Monthly Sales Total	£810.50	£776.50	£743.75	£792	£3,122.75

8 The product with the highest sales in February was

- A Iced Buns
- B Doughnuts
- C Eccles Cakes
- D Vanilla Slices

9 The formula in cell B11 is

- A =B3:B8
- B =MAX(B3:B8)
- C =SUM(B3:B8)
- D =SUM(B3:B9)

10 The formula in cell C10 is

- A =MIN(C3-C8)
- B =MIN(C3:C8)
- C =MAX(C3:C8)
- D =MAX(C3:C9)

11 The values in cell range F3:F8 are formatted as

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

- 12 The data in cell range **B9:E10** is
- A centred
 - B left aligned
 - C right aligned
 - D fully justified
- 13 The column headings are
- A underlined
 - B in capitals
 - C italic
 - D bold
- 14 The formula =MIN(B8:E8) would calculate the
- A highest monthly sales for Vanilla Slices
 - B lowest monthly sales for Vanilla Slices
 - C lowest monthly sales for all products
 - D total monthly sales for Vanilla Slices
- 15 To include the sales for May, the user should insert a
- A column
 - B record
 - C cell
 - D row
- 16 If the value in cell **C5** is changed to £108.00, the other values that will change automatically are in cells
- A B9, C11, F11
 - B C11, F5, F11
 - C C9, D9, E9
 - D D5, E5, F5
- 17 The values for April are presented inconsistently with all other values due to
- A number format
 - B text format
 - C alignment
 - D font
- 18 A good way to present a comparison of sales of Doughnuts for each month is a
- A numbered list
 - B bulleted list
 - C bar chart
 - D form

- 19 An advantage of using this spreadsheet to record sales figures is that
- A all goods are sold
 - B there is no need to proof-read it
 - C errors in data are always identified
 - D totals can be automatically calculated
- 20 To avoid complete loss of the spreadsheet, the user should
- A use spell check
 - B copyright the file
 - C proof-read the file
 - D make a backup of the file

Please go on to the next page

Questions 21 to 25 are about this train timetable.



Great South Western Railways

SPADEHAMPTON – WOOD EDGE

Town	Arrive	Depart	Arrive	Depart	Arrive	Depart
Spadehampton		0745 SX	-	0820	-	0845 SO
Walmcote	0755 SX	0758 SX	-	-	0855 SO	0857 SO
Walton Warren	-	-	-	-	0905 SO	0908 SO
Arden-on-Henley	0835 SX	0840 SX	-	-	-	-
Denzel	0855 SX	0857 SX	0900	0905	0950 SO	0955 SO
Wood Edge	0905 SX	-	0913	-	1000 SO	-

Notes:

SX *Not on Saturdays*

SO *Saturdays Only*

© Great South Western Railways

P

- 21 The train arrival and departure times are presented in
- A a numbered list
 - B a bulleted list
 - C an invoice
 - D a table
- 22 The first column of Arrive times is presented inconsistently with the rest of the columns due to
- A font sizes
 - B font styles
 - C row heights
 - D text alignments
- 23 How many trains can passengers use to travel from Walmcote to Denzel on a Saturday?
- A 0
 - B 1
 - C 2
 - D 3

- 24 The symbol at **P** indicates that this timetable is
- A confidential to Great South Western Railways
 - B on Great South Western Railways website
 - C protected by copyright
 - D up to date
- 25 To provide this information for passengers to carry around for quick reference, it should be published
- A on a CD
 - B on teletext
 - C on the internet
 - D in a printed leaflet

Questions 26 to 28 are about this poster.

R Q P

S

Graham's Gardens
1 Potting Lane
Spadehampton
SP7 1GG

Don't Neglect Your Garden ... Call Us

We have experience of a wide range of gardening work, large and small. We have an expert team at your disposal, ready to provide excellent service at the best possible value.



Our services include:

{ Landscape design, Garden clearing, Planting, Tree surgery,
Pathways and driveways

We can offer short-term contracts for special projects, or long-term contracts for regular maintenance work.

Don't delay ... call us today.

Telephone: Spadehampton 3877



26 To place the image at P at point R as well, the user should

- A copy and paste
- B drag and drop
- C size the image
- D cut and paste

27 The text at Q is emphasised by using a

- A larger font size and centre alignment
- B centre alignment and an italic font style
- C different font and fully justified alignment
- D smaller font size and fully justified alignment

28 The text at S could be presented more effectively using

- A a bulleted list
- B right alignment
- C smaller margins
- D headers and footers

Please go on to the next page

Questions 29 to 36 are about this database.

Lastname	Firstname	Department	Payroll Number	Salary	Job Title
Shafia	Ahmed	Finance	A621	£9,500	Payroll Clerk
Maguire	Fiona	Finance	M502	£35,000	Accountant
Moon	Thuy	Human Resources	M421	£18,500	Secretary
Walker	James	Sales	W815	£24,000	Sales Rep
Holden	Joan	Factory	H219	£19,000	Factory Manager
McGregor	Stuart	Purchasing	M134	£20,000	Purchasing Clerk

- 29 The Job Title of the employee with Payroll Number M421 is
- A Payroll Clerk
 - B Accountant
 - C Secretary
 - D Sales Rep
- 30 The data type of the Payroll Number field is
- A date
 - B text
 - C number
 - D currency
- 31 To add the details of a new employee, the user should add a
- A record
 - B column
 - C field
 - D cell
- 32 To list all the employees showing those who earn most first, the user should
- A sort ascending on Salary
 - B sort descending on Salary
 - C sort ascending on Lastname
 - D sort descending on Lastname
- 33 To find all those employees whose salary is over £20,000, the search criterion is
- A Salary = £20,000
 - B Salary > £20,000
 - C Salary < £20,000
 - D Salary = £20,001

- 34** To find all those employees who work in Finance, the search criterion is
- A** Job Title = "Payroll Clerk"
 - B** Department = "Finance"
 - C** Job Title = "Accountant"
 - D** Lastname = "Smith"
- 35** To make sure the details of the employees are entered correctly, the user should
- A** use a spellchecker
 - B** use print preview
 - C** use a dictionary
 - D** proof-read
- 36** Confidentiality of information in the database is maintained by
- A** scanning for viruses
 - B** keeping backup copies
 - C** password protecting access
 - D** copyright protecting the database

Questions 37 to 40 are general questions.

37 The risk of Repetitive Strain Injury (RSI) can be reduced by

- A avoiding computer viruses
- B ensuring computer cables are out of the way
- C making sure there is no glare from the screen
- D ensuring height of chair and desk suits the user

38 The search criterion to find the following files is

Test101 Test112 Test113 Test114
--

- A Test1*
- B *Test1
- C Test10*
- D Test11*

39 A search engine can be used to

- A find websites about a particular topic
- B copyright protect information
- C create hotspots
- D backup files

40 A suitable source for displaying tomorrow's weather forecast is

- A a CD-ROM
- B a website
- C an encyclopaedia
- D electronic Yellow Pages

END OF TEST