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QUALIFICATIONS,
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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

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Ref: ICT-L1-S2-P4-v7.0-URN:425

Questions 1 to 6 are about this letter.

Carlton Street Youth Club
45 Carlton Street
Wickford
Oxfordshire
OX87 9YZ

Miss Mary Grainger
65 New Way
Wickford
Oxfordshire
OX87 8MM

18 May 2005

Dear Mary

As you know, the Grange Club for girls closed at the end of last month. I know that you were an active member of the club and I would like to invite you to continue your involvement with youth work by joining the Carlton Street Youth Club, which is situated only a short distance from your old club.

Carlton Street Youth Club is open on Monday, Tuesday and Thursday from 18.30-21.30, as well as most Saturdays from 10.00-16.30. We offer a wide range of activities, including canoeing, climbing (we have our own indoor climbing wall), motor maintenance and a wide range of social and sporting opportunities. We also have an IT room and a small recording studio, where members mix their own recordings and learn DJ skills.

Membership fees for Carlton Street Youth Club are:

Age 8 - 11	£5.00 (voluntary membership fee)	5p per session
Age 12 - 14	£7.50 (discretionary membership fee)	25p per session
Age 15 - 17	£10.00 (discretionary membership fee)	50p per session
Age 18 - 21	£15.00 (mandatory membership fee)	£1.50 per session

Grange Club Member Invitation Page 1 of 3

- 1 The information at P is the
- A opening paragraph
 - B date of the letter
 - C receiver's name and address
 - D sender's organisation name and address

- 2 The space between the text and the edge of the paper, as shown at **Q**, is the
- A header
 - B line space
 - C left margin
 - D right margin
- 3 The way to position the membership information as shown at **R** is to use
- A right alignment
 - B two right tabs
 - C two left tabs
 - D spaces
- 4 The user has set the line of text at **S** to appear automatically on every page of the letter by placing it in a
- A cell
 - B table
 - C footer
 - D margin
- 5 Every instance of the word 'club' can be changed to 'centre' automatically with software by using
- A print preview
 - B copy and paste
 - C a spell checker
 - D find and replace
- 6 The page setup for this letter includes portrait orientation. This means that the layout of the letter will
- A be short and wide
 - B be tall and narrow
 - C have wide margins
 - D have page numbering

Questions 7 to 11 are about this spreadsheet. Formulas are used to calculate values in column F.

	A	B	C	D	E	F
1	F G Wardens – Order Summary – 21/05/05					
2	Item Code	Page	Item	Quantity	Item Price	Cost
3	C2345-20	13	200 pack countersunk screws	5	£1.85	£9.25
4	C2345-100	13	1000 pack countersunk screws	5	£6.24	£31.20
5	C2672-5	16	50 pack coach bolts	10	£1.59	£15.90
6	C3298-10	17	100 pack hexagonal nuts	5	£1.36	£6.80
7	C3465-10	18	100 pack flat washers	5	£0.76	£3.80
8	C3465-10	18	100 pack spring washers	5	£0.89	£4.45
9	C4562-50	24	0.5kg pack roofing nails	8	£1.96	£15.68
10	C4689-10	25	100 pack masonry nails	15	£0.62	£9.30
11	Total Cost					£96.38

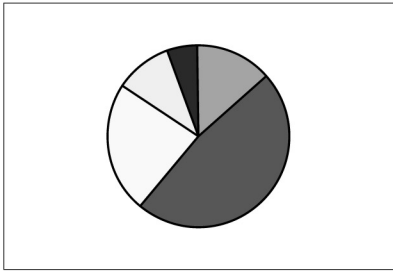
- 7 Cost is Quantity multiplied by Item Price. The formula in cell F4 is
- A =D4*E4
 - B =D4+E4
 - C =D4/E4
 - D =D4-E4
- 8 A correct formula to use in cell F11 to find the total cost of the order is
- A =(F3:F9)
 - B =SUM(F3:F11)
 - C =SUM(F3:F10)
 - D =SUM(F3+F4+F5+F6+F7+F8+F10)
- 9 To display the item in cell C4 on one line only the user should
- A reduce the height of row 5
 - B increase the height of row 4
 - C reduce the width of column D
 - D increase the width of column C

10 **Cost** is **Quantity** multiplied by **Item Price**. If the value in cell **D7** is changed the other values that will change automatically are in cells

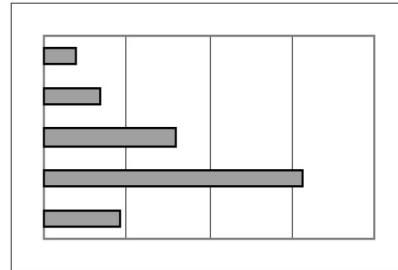
- A E7
- B E7, F11
- C F7, F11
- D E7, F7, F11

11 The charts below all display data from the spreadsheet. Which one is a pie chart?

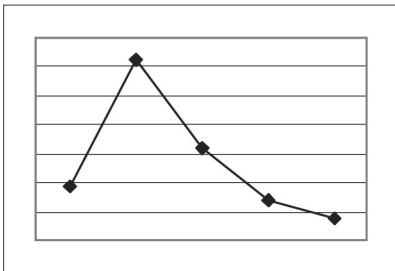
A



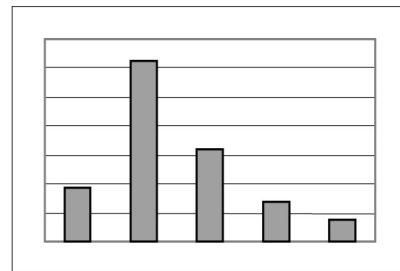
B



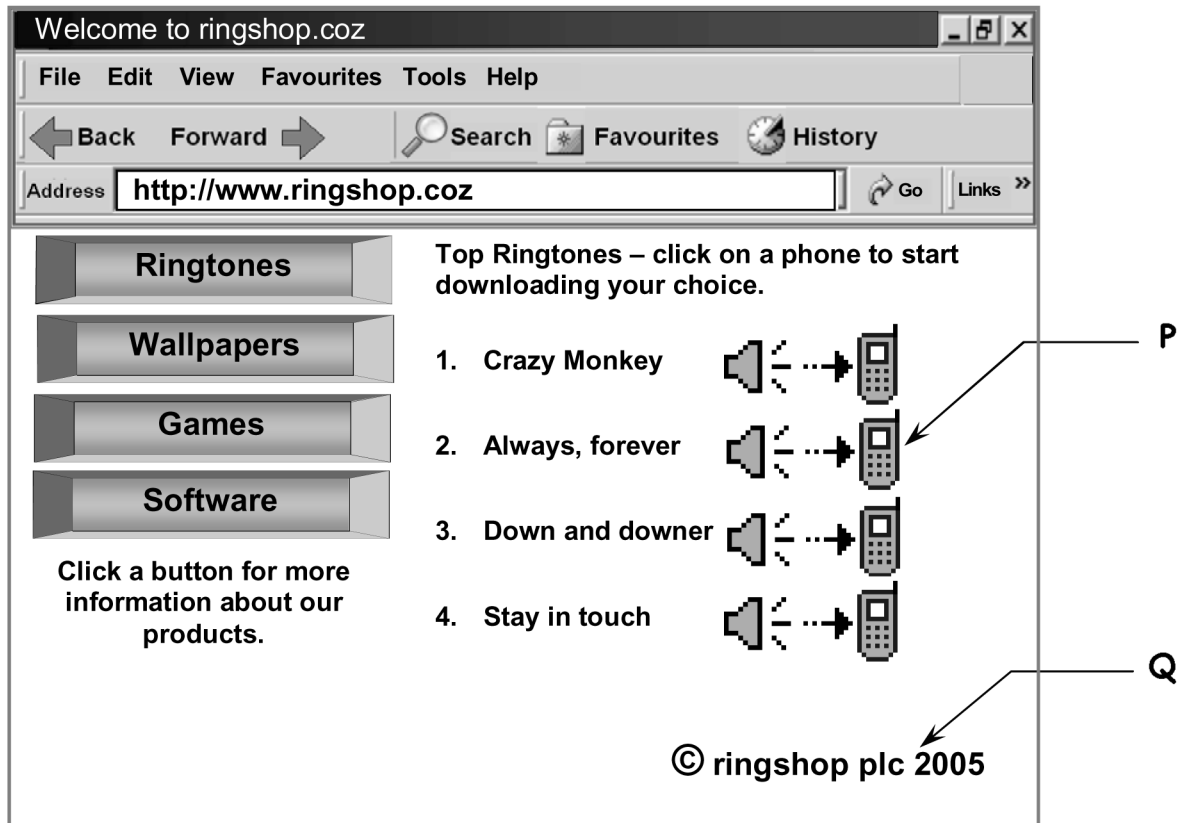
C



D



Questions 12 to 15 are about this web page.



12 **www.ringshop.coz** is

- A a link
- B an email address
- C a website address
- D a teletext address

13 To use the internet to find more websites about ringtones, the user should use

- A the image at P
- B a search engine
- C an email address
- D **www.ringshop.coz**

- 14 The image at P is a
- A search engine
 - B bullet point
 - C wildcard
 - D hotspot
- 15 The symbol in the line of text at Q means that this web page is
- A copied
 - B current
 - C copyright
 - D confidential

Please go on to the next page

Questions 16 to 19 are about this database.


Book Title	Author	Publisher	Code	Price
Dance Delight	Naomi Vernon	Parsonage Books	PA75214	£12.00
Going Nowhere	Kate Blower	Miller Press	MI69581	£9.99
Here Today	James Donan	Tothill-Greaves	TO75481	£8.99
It's a Vision Thing	Charles North	Brantford	BR59984	£10.99
Lazy Days in Samoa	Jack Langdon	Barlow	BA78254	£15.00
Too Close for Comfort	Lily Jarmin	Nortley House	NO62847	£12.99

- 16 The price of the book titled 'Here Today' is
- A £12.99
 - B £10.99
 - C £9.99
 - D £8.99
- 17 To include details about the year each book was published, the database will require a new
- A record
 - B field
 - C row
 - D cell
- 18 The data type of the **Code** field is
- A currency
 - B number
 - C date
 - D text
- 19 The search criterion to find all books priced over £10.00 is
- A Price =10
 - B Price >10
 - C Price <10
 - D Price ="priced over 10.00"

Please go on to the next page

Questions 20 to 25 are about this draft document.

P



High Peak Banquet Garden

Cuisine of the Highest Quality
Peking & Cantonese -
for you in your home.

54 High Street, Doxborough

We pride ourselves that our meals are prepared to the highest restaurant standards. All our food is freshly prepared to your meet your requirements.

Please refer to our menu to see the extensive range of dishes available. We price our meals without rice or side orders to allow you to choose from our range of speciality rice and exotic side dishes. All our meals are competitively priced.

Please telephone 012344 235978 to place your order.

OPENING HOURS

Monday, CLOSED ALL DAY
Tuesday, 12pm to 3pm, 5pm to 10pm
Wednesday, 12pm to 3pm, 5pm to 10pm
Thursday, 12pm to 3pm, 5pm to 10pm
Friday, 12pm to 3pm, 5pm to 11pm
Saturday, 12pm to 2pm, 5pm to 11pm
Sunday, 5pm to 10pm

Q

R

S

T

U

20 To make sure that all the content of the document has been entered accurately it should be

- A print previewed
- B proof read
- C amended
- D justified

21 Compared with the text at **R**, the text at **S** has a different

- A font
- B font size
- C alignment
- D font style

22 The way to place the image at **P** in the space at **Q** as well is to

- A find and replace
- B copy and paste
- C cut and paste
- D crop

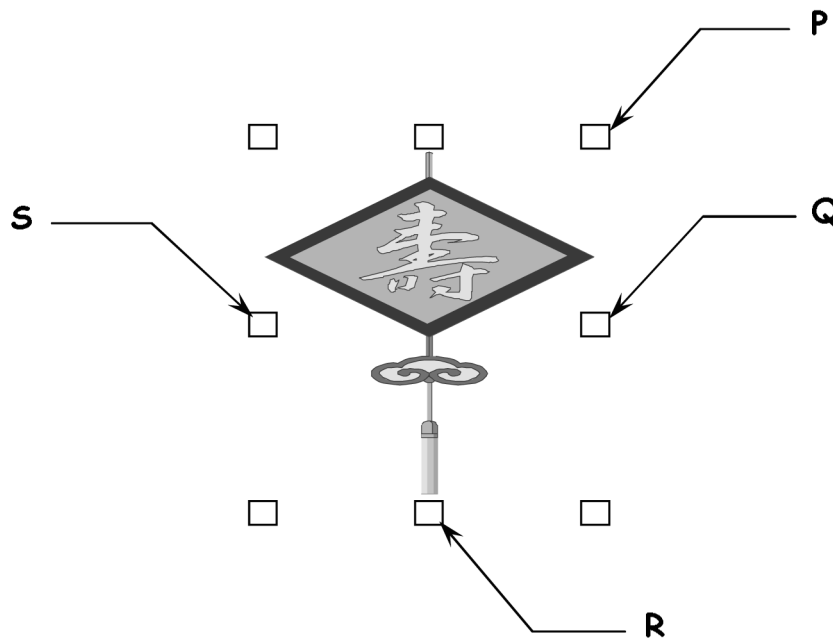
23 Presentation of the text at **U** could be improved by using a

- A table
- B centre tab
- C bulleted list
- D numbered list

24 The font style of the text at **T** is

- A bold italic
- B bold underlined
- C italic underlined
- D regular underlined

25 To make the image below taller but not wider, the user should drag the handle at



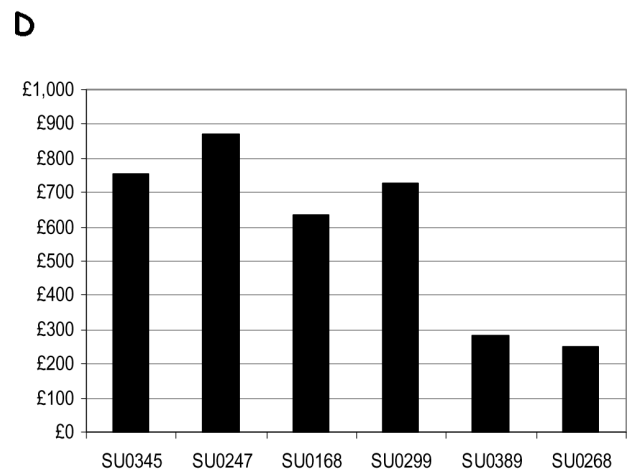
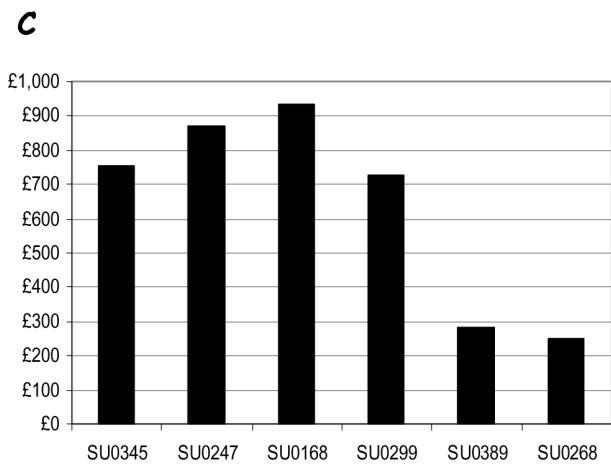
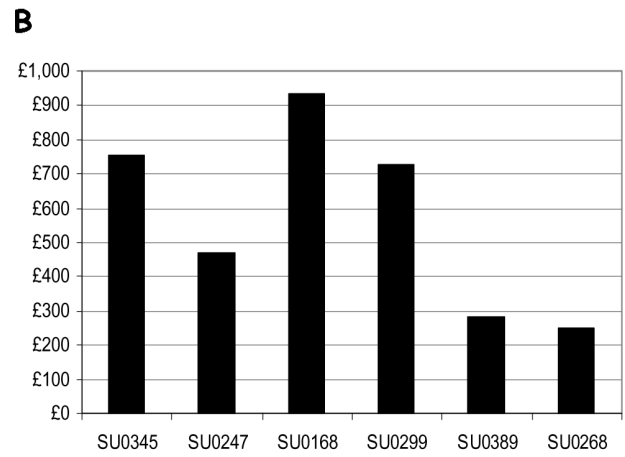
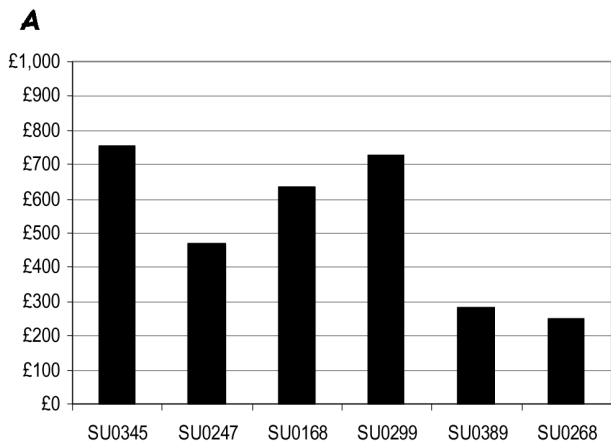
- A P
- B Q
- C R
- D S

Questions 26 to 30 are about this spreadsheet. Formulas are used to calculate values in column G and rows 9, 10 and 11.

	A	B	C	D	E	F	G
1	Expenses - May 2005						
2	Employee Code	Accommodation	Transport	Fuel	Meals	Phone	Amount Due
3	SU0345	£567	£45	£756	£378	£56	£1,802
4	SU0247	£490	£73	£470	£225	£98	£1,356
5	SU0168	£868	£168	£934	£140	£280	£2,390
6	SU0299	£215	£72	£729	£172	£24	£1,212
7	SU0389	£1,268	£212	£280	£536	£128	£2,424
8	SU0268	£498	£345	£249	£249	£49	£1,390
9	Total	£3,906	£915	£3,418	£1,700	£635	£10,574
10	Minimum	£215	£45	£249	£140	£24	£1,212
11	Maximum	£1,268	£345	£934	£536	£280	£2,424

- 26 The data in cell range **B3:B11** is formatted as
- A currency to zero decimal places
 - B number to zero decimal places
 - C currency to 2 decimal places
 - D number to 2 decimal places
- 27 The correct formula to find the highest expenses for fuel is
- A =MAX(D3:D10)
 - B =MAX(D3:D9)
 - C =MAX(D3:D8)
 - D =MAX(D3:D7)
- 28 The text in cell range **A2:G2** is horizontally aligned
- A left
 - B right
 - C centre
 - D fully justified
- 29 The user can check that the spreadsheet will print on one page by using
- A a header
 - B print preview
 - C a spell checker
 - D landscape orientation

30 Which chart shows the correct expenses for fuel for each employee?



Questions 31 to 34 are about this database.

Bus Registration	Date Built	Operator	Engine Make	Engine Size	Body
MM6432	1925	Midland Red	SOS	4.3	Ransomes SD
BY7891	1931	Birmingham City Transport	AEC	6.1	Metro-Cammel DD
TR6326	1937	Trent	AEC	7.7	Willowbrook SD
RXM94	1940	Midland Red	SOS	8.0	Brush SD
TRP61	1940	Midland Red	AEC	7.7	Works Tug
LRM996	1948	London Transport	AEC	9.6	Northern Coachbuilders SD
PMT642	1958	Sandywell Motor Company	Bedford	4.9	Duple Coach
TBX152G	1969	London Transport	AEC	11.3	Metro-Cammel SD

- 31** The search criterion to find all buses operated by London Transport is
- A Operator ="London Transport"
 - B London Transport ="Operator"
 - C Bus Registration ="LRM996 and TBX152G"
 - D Operator ="all buses operated by London Transport"
- 32** To list the buses showing those with the largest engine size first, the user should sort
- A ascending on Engine Size
 - B descending on Engine Size
 - C ascending on Bus Registration
 - D descending on Bus Registration
- 33** The operator's name for the bus built in 1958 should be Sandwell Motor Company. To correct this error the user should
- A insert a record
 - B sort the records
 - C amend the record
 - D delete the record
- 34** To include the details of another bus in the database, the user should add a
- A field
 - B column
 - C record
 - D search criterion

Questions 35 to 40 are general questions.

- 35** Passwords are used on files to prevent
- A** breakdown of equipment
 - B** unauthorised access
 - C** data being sorted
 - D** spelling mistakes
- 36** One good way to present rapidly changing information, such as weather forecasts, to a wide audience is to
- A** display it on an internet website
 - B** print it in a monthly magazine
 - C** print it in a book
 - D** issue flyers
- 37** Computer virus infection can cause
- A** loss of data
 - B** power failure
 - C** cables to tangle
 - D** equipment to overheat
- 38** A potential hazard in workplaces that have IT equipment is
- A** trailing cables
 - B** using passwords
 - C** using backup files
 - D** taking regular breaks
- 39** Making backup files helps make sure that, if a file is damaged,
- A** information is copyright
 - B** loss of information is minimised
 - C** inaccurate information is avoided
 - D** access to information is restricted
- 40** When products are sold via a website only, this disadvantages those who
- A** live in towns or cities
 - B** visit the countryside often
 - C** like fresh produce twice a week
 - D** do not have access to the internet

End of test

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