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

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REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST

INSTRUCTIONS TO CENTRES

- **This paper must not be photocopied**

Questions 1 to 6 are about this letter.

P —

R —

The Old Library
24 James Street
Colmford
Northants N54 8PP

— Q

— S

28 July 2005

Our reference: SC/OB
Your reference: ML256OD
3rd Reminder

Mr M H Johnson
2 Mile Road
Colmford
Northants
N54 9TT

T —

Dear Mr Johnson

Overdue Book

It has come to my attention that you have still not returned the book 'Sailing for Pleasure', which my records show was loaned to you on 24/09/04. As this is your third reminder, I must ask you to return this book within seven days. If it has not been received within this time, I will invoice you for the cost of the book, plus any outstanding fines. This figure currently stands at £18.50.

Please do not hesitate to contact me if you have any questions about this letter.

Yours sincerely

Susan Crane

U —

Susan Crane
Libray Manager

1   The text at **P** is aligned

    A   fully justified
    B   centre
    C   right
    D   left

2   To place the image shown at **Q** in the space at **R** as well, the user should

    A   find and replace
    B   crop the image
    C   copy and paste
    D   cut and paste

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

    A   bold

    B   italic

    C   regular

    D   underlined

4   The way to position the text as shown at **S** is to use

    A   a left tab

    B   a right tab

    C   a centre tab

    D   right alignment

5   The word 'Libray' at **U** should be 'Library'. This error can be found automatically with software using

    A   print preview

    B   proof reading

    C   a spell checker

    D   find and replace

6   To print this document in a layout that is tall and narrow, the page setup should be set to

    A   align left

    B   wide margins

    C   portrait orientation

    D   landscape orientation

Questions 7 to 10 are about this spreadsheet. Formulas are used to calculate values in rows 12 and 13.

	A	B	C
1	Budget – July 2005		
2	Details	Credit	Debit
3	Balance brought forward	£245.89	
4	Salary	£867.43	
5	Tax Credit	£120.00	
6	Council Tax		£75.00
7	Rent		£295.00
8	Housekeeping		£286.00
9	Travel		£126.45
10	Savings		£75.00
11	Entertainment		£100.00
12	Total	£1,233.32	£957.45
13	Balance carried forward	£275.87	

7   The amount budgeted for Council Tax is

   A   £295.00
   B   £275.87
   C   £120.00
   D   £75.00

8   The data in cell range **A2:A13** is

   A   currency
   B   number
   C   text
   D   date

9   **Balance carried forward** is the total of **Credit** minus the total of **Debit**. The formula in cell **B13** is

   A   =C12-B12
   B   =B12-C12
   C   =SUM(B3-B12)
   D   =SUM(C12-B12)

10   The formula in cell **C12** that finds the total of the values in the **Debit** column is

    A   =SUM(B3:B11)

    B   =SUM(C3:C11)

    C   =SUM(B3:B12)

    D   =SUM(C3:C12)

Please go on to the next page

Questions 11 to 14 are about this database.

Dog ID	Dog Breed	Owner	Telephone	Arrive Date	Depart Date	Diet
C18	Spaniel	Morell	10302 671122	20/02/05	30/02/05	normal
C28	Chihuahua	Archer	10302 624371	07/03/05	14/03/05	normal
C34	Newfoundland	Johnson	10302 689311	13/12/04	02/01/05	low fat
D12	Persian	Graheme	10302 438265	27/01/05	12/03/05	normal
D23	Burmese	Hill	10302 466389	20/02/05	04/03/05	low fat
D32	Persian	Austin	10302 411823	23/12/04	05/01/05	low fat
D34	Poodle	Peel	10302 629100	16/04/05	23/04/05	normal
D41	Maltese	Roach	10302 670056	01/05/05	14/05/05	normal

11 The owner of the dog with the **Dog ID** D41 is

  A   Hill
  B   Peel
  C   Roach
  D   Graheme

12 To list the dogs in A to Z order of owner, the user should sort

  A   ascending on Owner
  B   ascending on Dog ID
  C   descending on Owner
  D   descending on Dog ID

13 The search criterion to find the dogs that have a low fat diet is

  A   Diet ="low fat"
  B   low fat ="Diet"
  C   Dog ID ="C34, D23, D32"
  D   Diet ="the dogs that have a low fat diet"

14 To include each owner's postcode in the database, the user should add a

  A   record
  B   field
  C   row
  D   cell

Please go on to the next page

Questions 15 to 20 are about this document.

P

Wayland Chronicle   31st January 2005   6

Q

Schools Fight Flab!

R

Schools in Wayland district got their healthy eating campaign off to a flying start this week. Instead of the usual fare of chips and treacle pudding, pupils have been introduced to a new range of high protein, low fat foods that staff hope will be popular as well as healthy.

S

Tom Wilson, reporter for the Chronicle, had a chance to sample the new cuisine on a school visit last Friday, and was presented with alternatives to the usual Fish and Chips. The menu included:

T

- Winter Vegetable Soup
- Aubergine Paté
- Grilled Plaice Fillet
- Mixed Roasted Vegetables
- Jacket Potatoes
- Baked Apple with Yoghurt

U

Tom reported that lunch was a big hit with both staff and pupils. Jim Baker, Headmaster of Wayland Middle School, said that the campaign, so far, has been a big success and that Wayland had proved that healthy did not have to mean boring. Tom's own verdict - Delicious!

W

15   The way to place the clip art image, as shown at **Q**, in the document is to use

A   cut

B   crop

C   insert

D   delete

16   The line of text at **P** was entered on page 1 and appears automatically on every page because it is in a

A   header

B   table

C   field

D   list

17 Compared with the text at **S**, the text at **W** is displayed using a different

  A   line spacing
  B   font style
  C   alignment
  D   font size

18 Compared with the paragraph at **S**, the paragraph at **T** is presented with a different

  A   line spacing
  B   font style
  C   alignment
  D   margin

19 Bullets are used in the text at

  A   R
  B   S
  C   T
  D   U

20 To make the space at **R** between the text and the edge of the paper larger, the user should

  A   increase the left margin
  B   decrease the left margin
  C   increase the right margin
  D   decrease the right margin

Please go on to the next page

Questions 21 to 25 are about this web page.
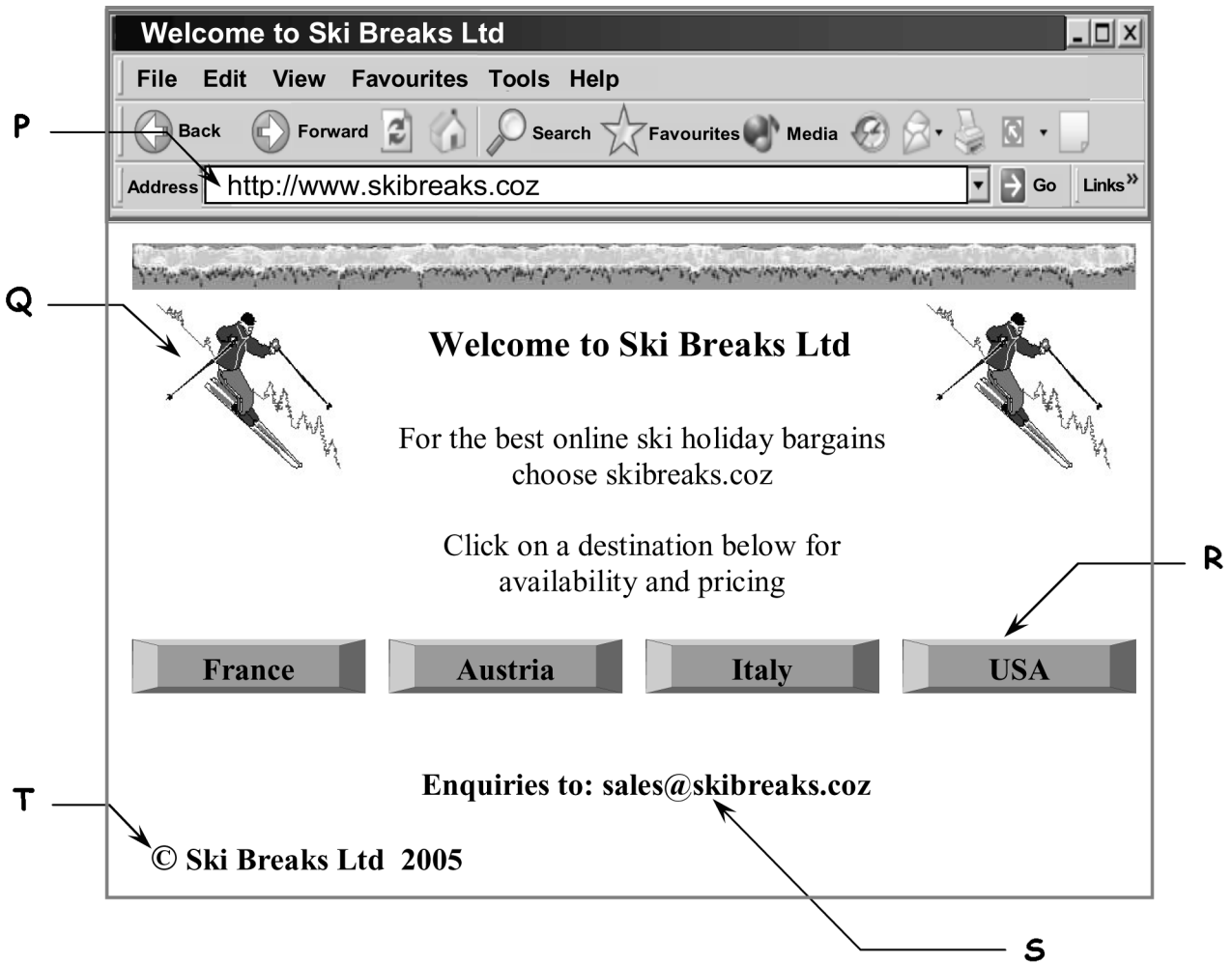
21 The text at **P** is

    A   a web address
    B   a postal address
    C   an email address
    D   an office address

22 To follow a link to find information, the user should click at

    A   P
    B   R
    C   S
    D   T

23 The symbol at **T** means that this web page is

    A   checked for errors
    B   for members only
    C   confidential
    D   copyright

24 The text at **S** provides a way to contact Ski Breaks Ltd using

    A   fax

    B   post

    C   email

    D   telephone

25 To use the internet to find more websites about winter sports, the user should use

    A   a book

    B   an email

    C   a CD ROM

    D   a search engine

Please go on to the next page

Questions 26 to 31 are about this spreadsheet. Formulas are used to calculate values in column E and rows 8 and 9.

|	A	B	C	D	E
1	STOCK TAKE – 31/05/05				
2	Stock Code	Item	Quantity In Stock	Unit Cost	Value
3	SCF01	1cm flathead screw	34	£0.10	£3.40
4	SCF02	2cm flathead screw	80	£0.20	£16.00
5	CHL00	Cup hook, large	25	£0.45	£11.25
6	CHM00	Cup hook, medium	20	£0.30	£6.00
7	BT20G	20mm bolt	4	£1.25	£5.00
8		**Minimum**	4		
9		**Maximum**	80		
10				**Total**	£41.65

26 To include details of another item of stock, the user should insert a

    A   column
    B   field
    C   row
    D   cell

27 The data in cell range **B3:B7** is horizontally aligned

    A   left
    B   right
    C   centred
    D   fully justified

28 The formula to find the lowest quantity in stock is

    A   =MIN(C3:C7)
    B   =MIN(C3:C6)
    C   =MAX(C3:C7)
    D   =MAX(C3:C9)

29 The stock code in cell **A4** should be 'SCF03'. To correct this error the user should

    A   amend the cell content
    B   delete the cell content
    C   paste the cell content
    D   copy the cell content

30 **Value** is **Quantity in Stock** multiplied by **Unit Cost**. If the value in cell **D5** is changed, the other values that will change automatically are in cells
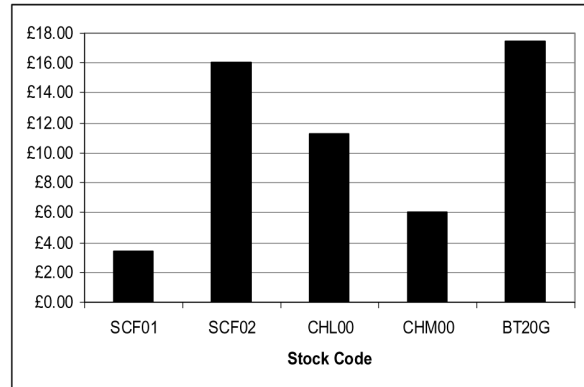
    A   C5, E5

    B   E5, E10

    C   C5, E5, E10

    D   C5, C8, E10
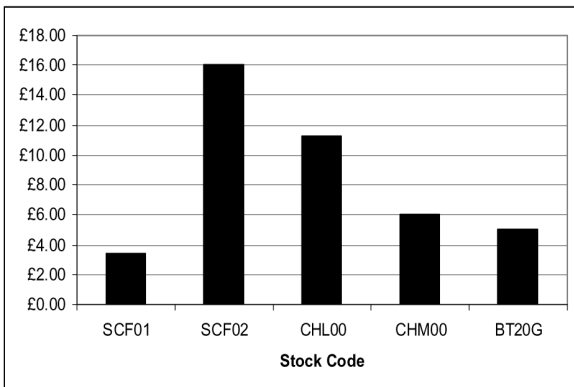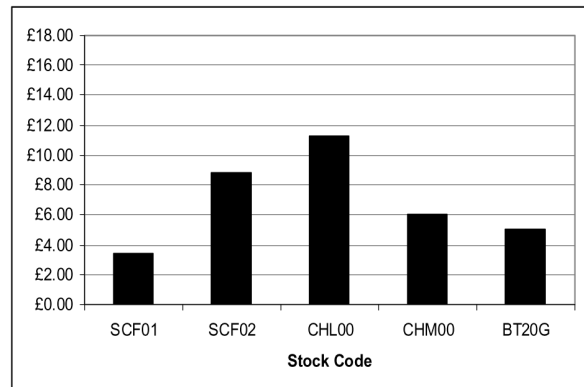
31 The chart that shows the correct data for **Value** is

A
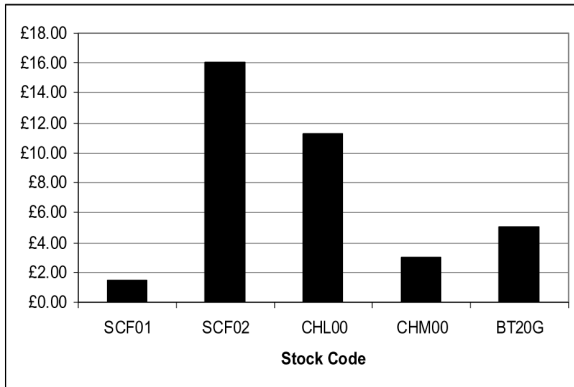
B

C

D

Questions 32 to 35 are about this database.

Stock ID	Item	Supplier	Contact Name	Email Address	Order Quantity	Order Frequency
DR102	Flour	South Mills	Watkins	ewatkins@southmills.coz	50	Weekly
DR098	Sugar	Cater Direct	Braden	orders@cdsales.coz	30	Weekly
DR214	Raisins	Wilts Organics	Garner	jfg@wiltsorganics.coz	20	Monthly
DR031	Currants	Wilts Organics	Garner	jfg@wiltsorganics.coz	20	Monthly
DR162	Cornflour	South Mills	Watkins	ewatkins@southmills.coz	10	Weekly
DR056	Wheat flakes	Thorleys	Prior	thorleysales@quickline.coz	6	Monthly
DR166	Coconut	Suncure	Harvey	manager@suncure.coz	6	Monthly
DR012	Almond paste	Suncure	Harvey	manager@suncure.coz	15	Weekly

32 The data in the **Order Quantity** field is presented as number to

   A   1 decimal place
   B   2 decimal places
   C   3 decimal places
   D   zero decimal places

33 The search criterion to find all order quantities larger than 20 is

   A   Order Quantity <20
   B   Order Quantity >20
   C   Order Quantity =20
   D   Order Quantity ="larger than 20"

34 To remove the details about the stock item 'Wheat flakes' from the database, the user should

   A   delete the field
   B   delete the record
   C   amend the record
   D   add another field

35 To check that all the data has been entered correctly into the database, the user should

   A   proof read it
   B   use print preview
   C   use a spell checker
   D   add a password to the file

Questions 36 to 40 are general questions.

36 The * character, when used in a search criterion, is a

  A link
  B hotspot
  C wildcard
  D field name

37 To check the layout of a document before printing, the user should

  A proof read the document
  B use portrait orientation
  C use a spell checker
  D use print preview

38 To help avoid loss of data due to accidental damage to a file, IT users should

  A copyright the file
  B proof read the file
  C use a password on the file
  D backup the file frequently

39 Access to information in a database may be restricted by using

  A a backup
  B copyright
  C a filename
  D a password

40 Repetitive Strain Injury can be caused by excessive use of a

  A monitor
  B CD ROM
  C keyboard
  D microphone

End of test

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