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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

First published in 2006.

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Qualifications and Curriculum Authority, 83 Piccadilly, London W1J 8QA. www.qca.org.uk

Ref: ICT-L1-S4_A-P1-v7.0-URN:507

Questions 1 to 6 are about this letter.

Creative Gardens
1 High Street, Newton NW22 5PP



12 January 2006

Mrs J Moran
13 Waveney Avenue
Newton
NW22 8LL

Dear Mrs Moran

SPECIAL OFFERS SPECIAL OFFERS SPECIAL OFFERS SPECIAL OFFERS

As you are a valued customer of Creative Gardens, I would like to inform you of some special offers available this week.

Pond liners:	
12 x 9	£16.38
15 x 12	£26.00
28 x 28	£133.40
Water pumps:	
Cascader 25	£123.30
Cascader 12	£16.00
Aqua 20	£75.00
Aqua 25	£75.00

We would encourage you to visit us this week to take advantage of these offers.

Yours sincerely
Taylor Burton
Taylor Burton
Customer Promotions Manager

Q → P
R
S

1 The cheapest item in the special offers is the

- A Cascader 12 water pump
- B Aqua 20 water pump
- C 15 x 12 pond liner
- D 12 x 9 pond liner

- 2 To move the line of text at **R** to the bottom of the document, the user should
- A drag and drop
 - B copy and paste
 - C find and replace
 - D delete and insert
- 3 The way to position the prices as shown in the list at **S** is to use
- A centre alignment
 - B right alignment
 - C a right tab
 - D a left tab
- 4 The font style of the line of text at **R** is
- A bold italic
 - B bold underlined
 - C italic underlined
 - D bold italic underlined
- 5 To change every instance of the word 'Moran' to 'Morgan' automatically, using software, the user should
- A drag and drop
 - B copy and paste
 - C find and replace
 - D delete and insert
- 6 The image at **P** can be placed at position **Q** as well by using
- A find and replace
 - B copy and paste
 - C cut and paste
 - D crop

Questions 7 to 11 are about this spreadsheet. Formulas are used to calculate values in columns F and H.

	A	B	C	D	E	F	G	H
1	Customer Number: 69356 Order Number: CC89540							
2	Card ID	Card Price	Number in Pack	Pack Price	Discount Rate	Discounted Price	Packs Ordered	Order Value
3	C45	£0.30	10	£3.00	5%	£2.85	350	£997.50
4	C62	£0.42	6	£2.52	0%	£2.52	515	£1,297.80
5	C112	£0.53	20	£10.60	8%	£9.75	120	£1,170.00
6	C234	£0.45	25	£11.25	8%	£10.35	67	£693.45
7	D98	£0.63	15	£9.45	5%	£8.98	202	£1,813.96
8	E883	£0.67	12	£8.04	2.5%	£7.84	156	£1,223.04
9	G72	£0.80	10	£8.00	2.5%	£7.80	177	£1,380.60
10	G85	£0.50	20	£10.00	5%	£9.50	88	£836.00
11	Minimum					£2.52		
12	Maximum					£10.35		
13	Total Order Value							£9,412.35

7 The data in cell range D3:D10 is presented with inconsistent

- A fonts
- B font styles
- C currency format
- D horizontal alignment

8 Packs Ordered is used to calculate Order Value. If the value in cell G4 changes, the values that will change automatically are in cells

- A E4, H4
- B F4, H13
- C H4, H13
- D F11, H4, H13

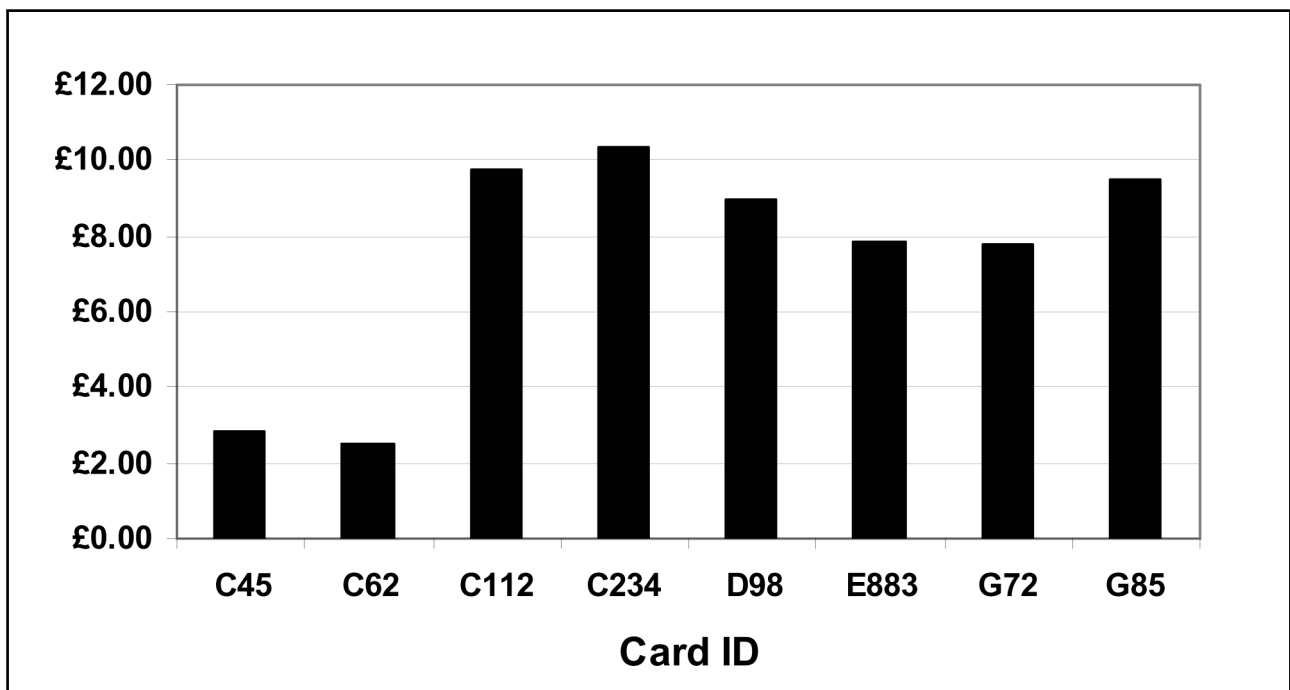
9 **Order Value** is **Discounted Price** multiplied by **Packs Ordered**. The formula in cell H10 is

- A =F3*G3
- B =F3*G10
- C =F10*G10
- D =SUM(H3*H10)

10 A suitable formula in cell H13 to calculate the **Total Order Value** is

- A =SUM(H2:H13)
- B =SUM(H3:H13)
- C =SUM(H3:H10)
- D =SUM(H3+H4+H5+H6+H7+H8+H9)

11 The chart below shows the values for



- A Pack Price
- B Card Price
- C Discounted Price
- D Total Order Value

Questions 12 to 15 are about this web page.

Welcome to Tennis Essentials

File Edit View Favourites Tools Help

Back Forward Search Favourites History

Address <http://www.tennisessentials.coz> Go Links >>

Click a button below for information

Skills Rules Equipment Jargon

Click on the person serving above to get some tips on how to improve your serve.

The serve is one of the most important shots in tennis. It is the one shot we have total control over.

Do you want some coaching advice? Contact us:
coach@tennisessentials.coz

- 12 The text at **P** is
- A the title of a book on tennis
 - B a different web page
 - C another website
 - D a web address
- 13 The link at **R** helps the user to
- A close this session on the internet
 - B access new websites
 - C use a search engine
 - D send an email

- 14 Clicking on the person serving in the image at Q displays another web page. This area in the image is a
- A hotspot
 - B website
 - C wildcard
 - D search engine
- 15 The internet can be used to find the websites of other tennis coaching associations by using
- A find and replace
 - B a search engine
 - C a CD ROM
 - D a DVD

Please go on to next page

Questions 16 to 21 are about this database.


Course Code	Course Title	Location	Price	Course Date
C5612	Stress Management	Birmingham	£250.00	21/06/06
C5614	Using Spreadsheets	Manchester	£185.50	12/05/06
C5617	Budget Setting	Leeds	£315.00	18/05/06
C5619	Stress Management	Leeds	£199.00	06/02/06
C5620	Tax Returns	London	£175.99	16/03/06
C5631	Managing People	Derby	£300.00	19/04/06
C5637	Budget Setting	Exeter	£315.00	19/04/06
C5644	Managing People	Birmingham	£300.00	22/03/06

- 16 The title of the course code C5617 is
- A Tax Returns
 - B Budget Setting
 - C Using Spreadsheets
 - D Stress Management
- 17 The search criterion to find those courses priced under £200 is
- A Price =200
 - B Price >200
 - C Price <200
 - D Price ="under 200"
- 18 To list the courses with the most expensive course shown first, the user should sort
- A descending on Course
 - B ascending on Course
 - C descending on Price
 - D ascending on Price
- 19 The Price field is formatted as
- A currency to zero decimal places
 - B currency to two decimal places
 - C number to zero decimal places
 - D number to two decimal places

- 20 To remove the details of the course in Derby from the database, the user should
- A add a field
 - B add a record
 - C delete a field
 - D delete the record
- 21 The data type of the **Course Code** field is
- A currency
 - B number
 - C date
 - D text

Please go on to next page

Questions 22 to 26 are about this letter.



Home Search Properties
54 Caledonian Place,
Coventry CV9 6JH
Tel: 01893 504933

Mrs Julie Marchant
5 Newlands Rise
Worthing
BN15 8TY

20 January 2006

P Dear Mrs Marchant

Hous Sale

Thank you for choosing us to sell your home. We confirm that we have arranged the following:

1. a 'For Sale' sign board to be put up as soon as possible
2. leaflets to be printed and circulated to clients on our mailing list
3. an entry in our monthly free publication
4. an entry on our website

R Below is a list of all our available properties in Brantree that meet your requirements

Address	Price	Bedrooms
2 Long Acre	£198,000	3
67 Hill Street	£205,000	4
12 Long Lane	£176,250	3

Q

Please let me know if you would like to view any of the properties above or if we can be of any further assistance.

Yours sincerely

Elin Bridges

Elin Bridges
Manager

22 To reduce the space between the text and the edge of the page at R, the user should

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

- 23 The word 'Hous' at P should be 'House'. This error can be found automatically with software by using
- A print preview
 - B proof reading
 - C a spell checker
 - D find and replace
- 24 To print this letter so that it is tall and narrow, the page layout should be set
- A with narrow margins
 - B with a footer
 - C to landscape
 - D to portrait
- 25 If the third line of text is deleted from the numbered list at Q, software will automatically
- A change the alignment of the list
 - B change it to a bulleted list
 - C delete the whole list
 - D renumber the list
- 26 To alter the image at X below to that shown at Y the user should



X



Y

- A cut
- B crop
- C size
- D position

Questions 27 to 32 are about this spreadsheet. Formulas are used to calculate values in columns F and G and rows 9 and 10.

	A	B	C	D	E	F	G
1	LazyDay Breaks 2006 - Availability						
2	Holiday Code	Depart	Number in Party	Number of Nights	Price per Night	Holiday Price	Cost per Person
3	A944	21/04/2006	6	3	£63	£189	£31.50
4	M876	05/05/2006	6	3	£85	£255	£42.50
5	M345	17/05/2006	4	7.0	£60	£420	£105.00
6	J925	03/06/2006	4	7.00	£45	£315	£78.75
7	J186	03/06/2006	4	7	£40	£280	£70.00
8	J332	10/06/2006	4	7	£69	£483	£120.75
9				Highest	£85	£483	£120.75
10				Lowest	£40	£189	£31.50


- 27 The code of the holiday with the most expensive cost per person is
- A M345
 - B J925
 - C J332
 - D J186
- 28 The **Number of Nights** data in cell D5 should be 8. To correct this error the user should
- A insert a new cell D5
 - B amend the data in cell D5
 - C enter a formula in cell D5
 - D format the data in cell D5
- 29 **Cost per Person** is **Holiday Price** divided by **Number in Party**. The formula in cell G3 is
- A =C3/F3
 - B =F3/C3
 - C =F3/D3
 - D =G3/F3

- 30 The data in cell range **D3:D8** is displayed with inconsistent
- A horizontal alignment
 - B number formatting
 - C font sizes
 - D font style
- 31 The formula that finds the lowest **Holiday Price** in cell **F10** is
- A =MIN(F3:F8)
 - B =MAX(F3:F8)
 - C =MIN(F3:F10)
 - D =MAX(F3:F10)
- 32 To check that all the data has been entered correctly into the spreadsheet, the user should
- A proof read
 - B use print preview
 - C use a spell checker
 - D save the file frequently

Please go on to next page

Questions 33 to 36 are about this document.

Florence



The glory of Florence is rooted in its past. The Medicis commanded the city's fortunes for centuries and encouraged the Renaissance's influence on the city. Their family crest of six balls still adorns many public buildings and their support of many art forms is evident in the city's streets.

Despite a reasonably healthy range of hotels and B & Bs in Florence, accommodation still tends to be fairly pricey. We can recommend:

- (€150-€200), Villa Poggio San Felice – a mellow 15th-century villa set in a magnificent garden with a handful of beautifully furnished rooms
- ✓ (€210-€250), Beacci Torrebuoni – a comfortably old-fashioned hotel at the heart of the shopping area, with a gorgeous roof terrace
- (€90-€126), Residenza Jonea Uno – a hostel whose well-furnished and comfortable rooms represent extraordinary value.

Tourguide 2006 *page 4 of 52*

Annotations: P points to the underlined text; Q points to the list; R points to the list items; S points to the page number.

33 The list at R is presented with inconsistent

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

34 To remove the underline from the text at P the user should change the

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

- 35 The amount (€210-€250) at **Q** should be (€250-€310). This is an error of
- A layout
 - B format
 - C spelling
 - D content
- 36 The line of text at **S** was entered on page 1 and appears automatically on every page because it is
- A in a paragraph
 - B in a footer
 - C in a table
 - D tabbed

Please go on to next page

Questions 37 to 40 are general questions.

- 37 Making frequent backup files makes sure that, in the event of a virus infection,
- A files are always accurate
 - B physical stress is reduced
 - C receiving a virus is less likely
 - D loss of data can be kept to a minimum
- 38 A potential human physical problem for those who use ICT equipment for long periods without taking breaks is
- A eye strain
 - B disk failure
 - C taking breaks
 - D a computer virus
- 39 The © symbol on a document means that the document is
- A copied
 - B correct
 - C checked
 - D copyright
- 40 The wildcard search criterion that would find the files named Perkins, Pershaw, Persimmons and Pelmans is
- A Pe*
 - B P*m*
 - C P*ks
 - D Pe*n*

End of test

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