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

Q

The Old Bakery
The Old Court House
Laylock
LA2 5NM

13 June 2007

Mr F Coles

Dear Mr Coles

Thank you for your interest in our organisation and in our breadmaking processes.

The Old Bakery believes that:

R

➢ the food we eat affects our health
➢ the way we produce our food both influences and reflects the quality of our society.

We put our principles into practice in various ways.

S

1. Hands-on baking courses for amateurs and professionals
2. Training that uses breadmaking for team development
3. Pressure on the bread industry to return to natural methods

T

If you would like further details about any of our breadmaking courses or our team development programmes, please do not hesitate to write to me at the address above. Thousands of individuals have enjoyed the stress-relieving benefits that only breadmaking can give.

Yours sincerely

J Brown

U

J Brown
Customer Relations Manager

1 To move the image at **Q** to the position shown at **P**, the user should

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

2   The font style of the lines of text at **U** is

   A   bold
   B   italic
   C   underlined
   D   italic underlined

3   The text at **R** is presented

   A   as a table
   B   centre aligned
   C   as a bulleted list
   D   as a numbered list

4   The standard element of information missing from this letter is the

   A   receiver's name
   B   sender's address
   C   date of the letter
   D   receiver's address

5   To make the space between the text and the edge of the page, as shown at **T**, narrower the user should

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

6   If the line of text at **S** is deleted, the line beneath it will automatically become number 1 because it is in a

   A   table
   B   footer
   C   bulleted list
   D   numbered list

Questions 7 to 12 are about this spreadsheet. Formulas are used to calculate values in columns F and H and rows 10 and 11.

	A	B	C	D	E	F	G	H
1	Inflight soft drinks sales – Week ending 11 March 2007							
2	Drink	Sales				Total Sales	Price	Income
3		Flight GR5067	Flight GR8060	Flight GR9031	Flight GR9047			
4	Orange juice	142	183	122	201	648	£1.10	£712.80
5	Apple juice	222	163	189	243	817	£1.10	£898.70
6	Still water	232	275	242	267	1,016	£1.50	£1,524.00
7	Sparkling water	201	149	169	192	711	£1.50	£1,066.50
8	Tea	111	123	86	99	419	£1.20	£502.80
9	Coffee	188	186	142	139	655	£1.20	£786.00
10							Total	£5,490.80
11	Maximum	232	275	242	267			

7   A correct formula in cell **F4** to calculate the sales of orange juice on all flights is

   A   =B4+C4+E4
   B   =SUM(B4:F4)
   C   =SUM(B4:E4)
   D   =SUM(B4:D4)

8   To display the text in cell **A7** on a single line, the user should

   A   increase the height of row 7
   B   decrease the height of row 8
   C   increase the width of column A
   D   decrease the width of column B

9   **Income** is **Total Sales** multiplied by **Price**. The formula in cell **H6** is

   A   =H6*H10
   B   =F6*G9
   C   =F6*H6
   D   =F6*G6

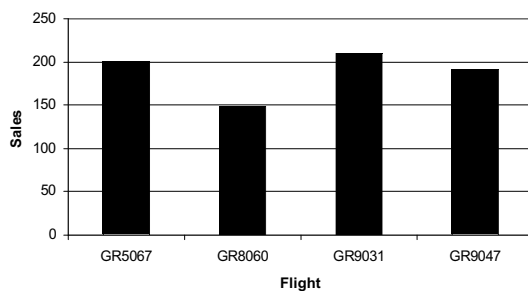10　The data in cell range **B4:B9** is

    A　text
    B　date
    C　number
    D　currency

11　To check that all the data has been entered correctly into this spreadsheet, the user should
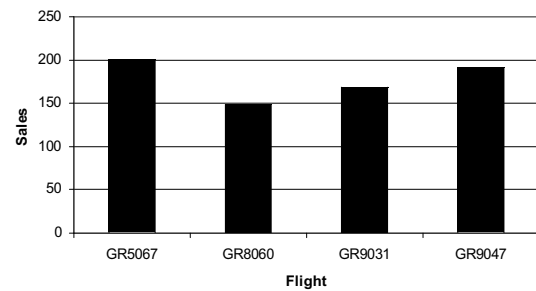
    A　use print preview
    B　use a spell checker
    C　proof read the data
    D　save the file frequently

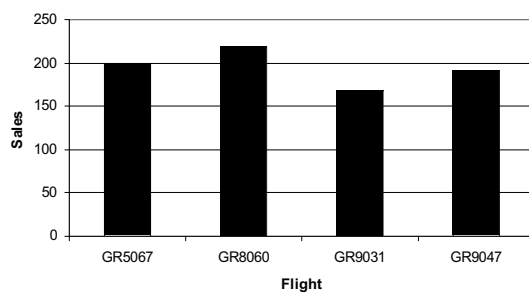12　The chart that shows the sales for sparkling water on each flight is
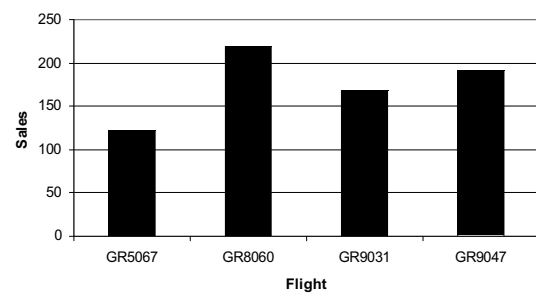
A

B

C

D

Questions 13 to 16 are about this web page.
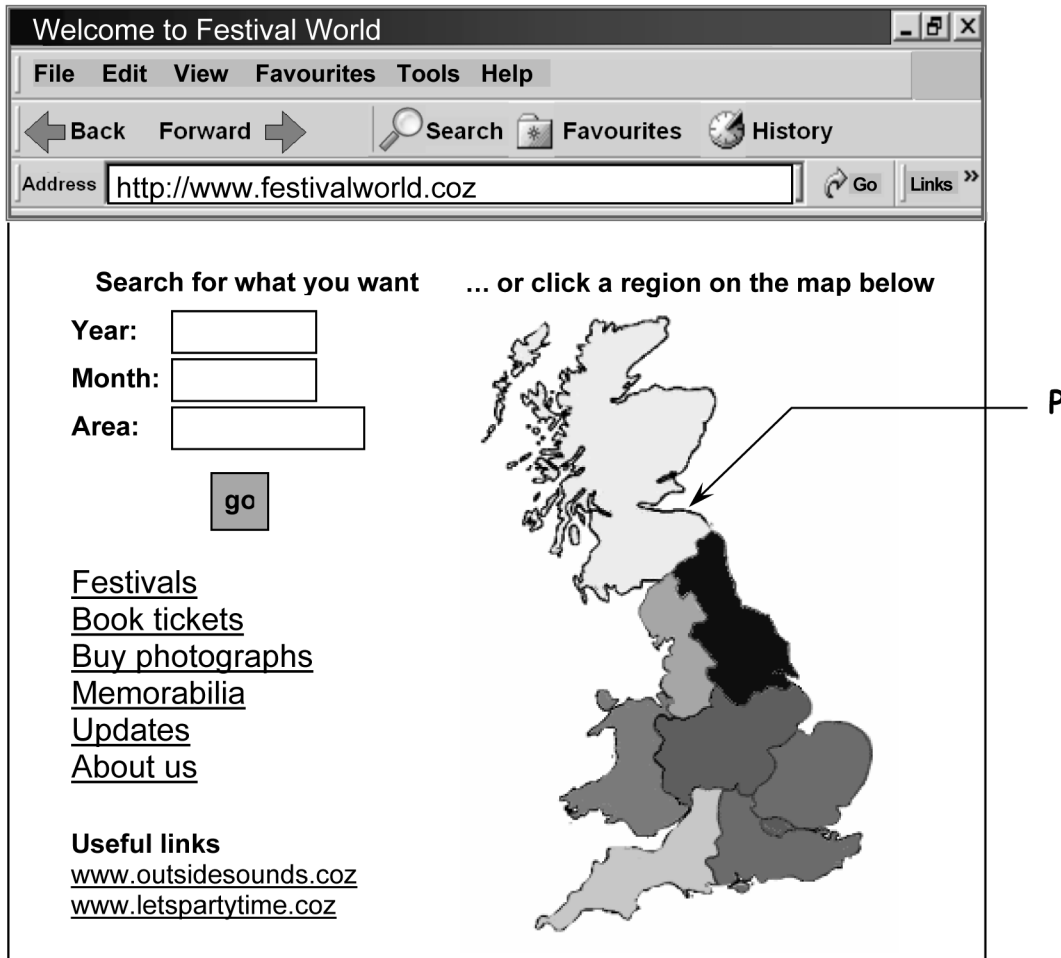
13 The address of this website is

    A   Welcome to Festival World
    B   www.outsidesounds.coz
    C   www.letspartytime.coz
    D   www.festivalworld.coz

14 Clicking on any region on the map at **P** displays another web page. The regions on the map are

    A   passwords
    B   wildcards
    C   hotspots
    D   bullets

15 To use the internet to find more websites about music festivals, the user should use

    A   a telephone directory

    B   music magazines

    C   a search engine

    D   a DVD

16 Festival World sells tickets via this website only. This disadvantages those who do not

    A   go to music festivals regularly

    B   have access to the internet

    C   have their own website

    D   live in Great Britain

Please go on to the next page

Questions 17 to 22 are about this database.

Car Registration	Make	Model	Price	Engine Size	Colour	Year	Mileage
V119DEF	Vauxhall	Corsa	£5,499	1,000	Green	2002	35,000
V198FRC	Vauxhall	Astra	£5,999	1,600	Blue	2002	19,000
V253HYT	VW	Passat	£11,995	1,800	Silver	2002	55,000
T268BCF	VW	Polo	£4,495	1,000	Red	2001	66,000
V345FVG	Ford	Fiesta	£4,499	1,300	White	2002	39,000
V376JNH	Vauxhall	Astra	£6,999	1,600	Blue	2002	21,000
V473FDF	Ford	Fiesta	£5,999	1,800	Red	2002	54,000
V685JVG	Ford	Fiesta	£6,499	1,600	Blue	2002	120,000
V937MFD	VW	Passat	£11,995	1,800	Green	2001	27,000

17   The price of the white Ford Fiesta is

A   £4,495
B   £4,499
C   £5,999
D   £6,499

18   The search criterion to find the records for Vauxhall cars only is

A   Make ="Vauxhall"
B   Model ="Vauxhall"
C   Make ="Vauxhall cars"
D   Model ="Vauxhall Astra and Corsa"

19   The search criterion to find all cars priced under £6,000 is

A   Price <£6,000
B   Price >£6,000
C   Price =£6,000
D   Price ="priced under £6,000"

20   To remove all details of the mileage of each car from the database, the user should

A   insert a new field
B   delete the Mileage field
C   add a new record to the database
D   delete all records with a mileage in them

Key skills│ ICT│ Level 1│ URN:622

21   To list the cars in A to Z order of the colour, the user should sort

   A   ascending on Colour
   B   descending on Colour
   C   ascending on Car Registration
   D   descending on Car Registration

22   Access to this database file can be restricted by using a

   A   wildcard
   B   password
   C   backup file
   D   copyright symbol

Please go on to the next page

Questions 23 to 28 are about this document.

P

Top 10 energy saving measures

Q

To get you kick started on your drive to "Save Your 25%" here are our top 10 energy saving measures. They say you have to speculate to accumulate and, by following the top 10 energy saving measures below, you are guaranteed a great return on your investment, both financially and environmentally.

R

These energy saving measures could help you shave at least £300 off your nnual energy bill and enable you to reduce your carbon dioxide emissions by two tonnes. You do not have to implement them all at once. Try phasing them into your lifestyle and family life. Here's how you do it.

S

Do not leave appliances on standby.	Buy energy-saving appliances.
Install at least 3 energy-saving bulbs.	Turn your thermostat down by 1°C.
Only boil as much water as needed.	Wash your laundry at 30°C.
Insulate your loft.	Install cavity wall insulation.
Do not use the car for short journeys.	Upgrade your boiler.

Generate your own energy

Small scale, building-integrated wind turbines suitable for urban locations are currently being developed and will be available to install in homes and other buildings within the next few years.

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

A   in a cell

B   in a table

C   in a header

D   fully justified

24 The paragraphs at **Q** are presented with inconsistent

A   fonts

B   alignment

C   line spacing

D   font styles

25 The text 'nnual' at **R** should be the word 'annual'. This error can be found automatically with software by using

A   print preview

B   a spell checker

C   find and replace

D   an online calendar
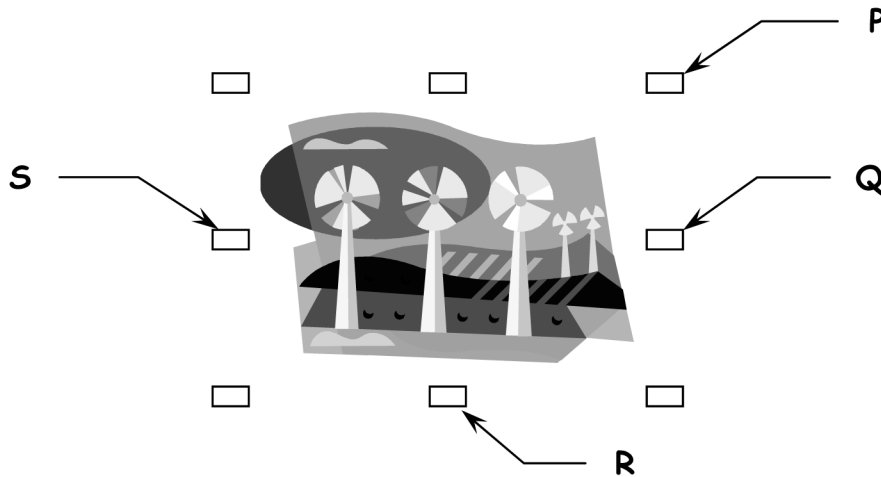
26   The way to position the lines of text as shown at **S** is to use

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

27   The page setup for this document includes landscape orientation. This means that the layout

  A   is short and wide
  B   is tall and narrow
  C   has wide margins
  D   has page numbering

28   To make the image below wider and taller, the user should use the handle at

  A   P
  B   Q
  C   R
  D   S

Questions 29 to 34 are about this spreadsheet. Formulas are used to calculate values in columns D and F.

	A	B	C	D	E	F
1	Promotional Gifts Order Number: 956023					
2	Item	Number in Pack	Pack Price	Item Price	Quantity Ordered	Amount Due
3	Mug	250	£330.00	£1.32	3	£990.00
4	Ruler	500	£325.00	£0.65	2	£650.00
5	Pen	500	£195.95	£0.39	2	£391.90
6	Pencil	500	£130.00	£0.26	2	£260.00
7	Torch	25	£396.25	£15.85	4	£1,585.00
8	Desk Set	100	£365.50	£3.66	3	£1,096.50
9	Radio	25	£103.50	£4.14	2	£207.00
10	Yo-Yo	100	£236.00	£2.36	5	£1,180.00
11					**Total**	£6,360.40
12			**Lowest**	£0.26		
13			**Highest**	£15.85		

29   The **Number in Pack** for the radio should be 50. To correct this error, the user should

    A   delete row 9

    B   format cell B9

    C   amend the data in cell B9

    D   enter a new formula in cell B9

30   To include the details of the colour of each item, the user should insert a

    A   cell

    B   row

    C   field

    D   column

31 The correct formula to find the lowest item price is

  A   =MIN(C3:C10)
  B   =MIN(D3:D10)
  C   =MAX(C3:C10)
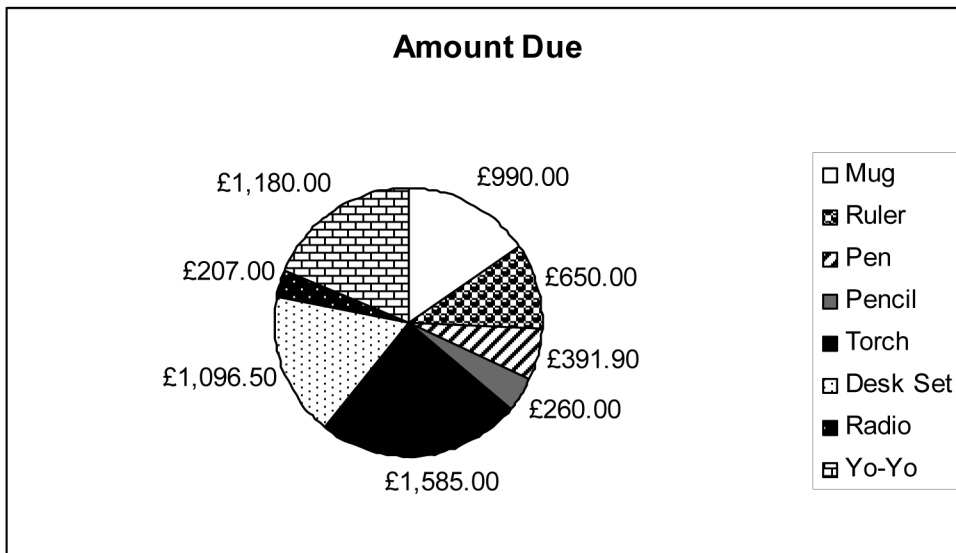 **D**   =MAX(D3:D10)

32 **Amount Due** is **Pack Price** multiplied by **Quantity Ordered**. If the value in cell **E3** is changed, the other values that will change automatically are in cells

  A   C3, D3
  B   D3, F3
  C   F3, F11
  D   D12, F3, F11

33 The information in cell range **D3:D10** is horizontally aligned

  A   left
  B   right
  C   centre
  D   fully justified

34 The chart below displays data from the spreadsheet as a

  A   table
  B   pie chart
  C   bar chart
  D   line graph

Questions 35 to 40 are general questions.

35 A suitable way to present rapidly changing information, such as actual flight arrival and departure times, to a wide audience is by using

    A   a DVD
    B   a web page
    C   a printed timetable
    D   monthly newsletters

36 Every instance of a particular word in a document can be changed automatically with software by using

    A   print preview
    B   copy and paste
    C   a spell checker
    D   find and replace

37 The © symbol on a document means that the document is

    A   copied
    B   correct
    C   current
    D   protected by copyright

38 Making frequent backup files helps make sure that, if a file is damaged

    A   physical stress is reduced
    B   virus infection is less likely
    C   loss of data is kept to a minimum
    D   information is entered accurately into files

39 A potential human physical problem for those who use computer screens for long periods without taking breaks is

    A   eye strain
    B   disk failure
    C   loss of data
    D   a computer virus

40 A computer virus can cause

    A   vandalism

    B   loss of data

    C   trailing cables

    D   Repetitive Strain Injury (RSI)

End of Test

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