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FOR WALES



Key skills Information and communication technology Level 2 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/L2/2.1/P4/URN:30

Questions 1 to 9 are about this database.

Customer LastName	System	InstallationDate	CustomerID	Area Office
Darragh	SR1	02/04/00	D3512	South West
Deane	SM2	16/04/99	D8321	South West
Jones	SM4	12/12/98	J1092	Midlands
Kennedy	PM4	13/11/98	K1254	South West
Moran	PM6	16/05/99	M1683	North
McClure	PM6	14/01/00	M2591	South West
Ohajuru	PM6	14/10/97	O7801	Midlands
Taylor	PM9	14/10/97	T2367	South East
Thompson	PM6	06/06/97	T2374	Midlands
Williams	ST3	04/06/98	W5210	Midlands
Walters	SM2	02/04/00	W6598	North
Williams	SM4	16/02/01	W9832	North

- 1 In which year did a customer named Williams get an ST3 system installed?
A 1998
B 1999
C 2000
D 2001
- 2 The only field suitable to be the primary key is
A Customer LastName
B CustomerID
C InstallationDate
D System
- 3 The data type used for the CustomerID field is
A text
B date
C number
D currency
- 4 The search criterion to find all systems installed on or after 16/04/99 is
A InstallationDate = 16/04/99
B InstallationDate >= 16/04/99
C InstallationDate <= 16/04/99
D InstallationDate = "16/04/99 or after"

- 5 The search criteria to find all those customers in the North Area Office who had a PM6 System installed are
- A System = "PM6" OR Area Office = "North"
 - B Area Office = "North" AND System = "PM6"
 - C Area Office = "North" NOT System = "PM6"
 - D PM6 = "System" AND Area Office = "North"
- 6 To display the records in A to Z order of System so that for each system the most recent installation is shown first, the user should
- A sort ascending on System and then descending on InstallationDate
 - B sort descending on System and then ascending on InstallationDate
 - C sort ascending on InstallationDate and then descending on System
 - D sort descending on InstallationDate and then ascending on System
- 7 The search criteria to find every SM4 System installed before 31/12/00 in the Midlands area are
- A System = "SM4" AND InstallationDate = 31/12/00 AND Area Office = "Midlands"
 - B System = "SM4" AND InstallationDate < 31/12/00 AND Area Office = "Midlands"
 - C System = "SM4" OR InstallationDate > 31/12/00 OR Area Office = "Midlands"
 - D System = "SM4" OR InstallationDate < 31/12/00 NOT Area Office = "Midlands"
- 8 The database was updated today. A virus then corrupts the disk on which it is stored. From the backup disk saved yesterday, the user can
- A find all that has been lost
 - B recover all of the database
 - C recover some of the database
 - D stop this happening in the future
- 9 The ID of the customer that had a PM6 System installed on 14/10/97 is
- A M2591
 - B O7801
 - C T2367
 - D T2374

Questions 10 to 19 are about this spreadsheet. Formulas are used to calculate values in column G and rows 11 and 12.

	A	B	C	D	E	F	G
1	Big Wheels – October & November Sales						
2	Bike Type	Model	Cost	Selling Price	October Sales	November Sales	Profit
3	Mountain	Rocky	£539	£699	6	9	£2,400
4	Mountain	Boulder	£439	£549	8	12	£2,200
5	Road	Apollo	£366	£479	5	7	£1,356
6	Children's	Flight	£172	£225	9	13	£1,166
7	Road	Saturn	£232	£374	5	8	£1,846
8	Mountain	Ascent	£587	£765	4	9	£2,314
9	Children's	Dart	£148	£199	5	6	£ 561
10	Mountain	Summit	£675	£849	3	6	£1,566
11	Total				45	70	£13,409
12	Average Profit per Bike Sold						£ 117

10 The user has positioned the text in row 12 by

- A merging cell range A12:G12
- B merging cell range A12:F12
- C inserting column G
- D splitting cell A12

11 Profit is Selling Price less Cost with the result being multiplied by the total of October and November sales. The formula in cell G3 is

- A =D3-C3*E3+F3
- B =C3-D3*E3+F3
- C =(D3-C3)*(E3+F3)
- D =(C3-D3)*(E3+F3)

12 Average Profit per Bike Sold is Total Profit divided by Total Sales for October and November. The formula in cell G12 is

- A =G11/E11+F11
- B =E11+F11/G11
- C =(E11+F11)/G11
- D =G11/(E11+F11)

- 13 The column headings are vertically aligned
- A top
 - B right
 - C centre
 - D bottom
- 14 The formula in cell **E11** is =SUM(E3:E10). This has been replicated to cell **F11**. This means the formula in cell **F11** is
- A =SUM(E3:E10)
 - B =SUM(E3:F10)
 - C =SUM(F3:F10)
 - D incorrect
- 15 If the value in cell **C5** is changed, the other values that will change automatically are in cells
- A E11, F11 and G11
 - B E5, G11 and G12
 - C G5, G11 and G12
 - D G5, E5, F5 and G12
- 16 To enter the details of another bike, the user should insert a new
- A cell
 - B row
 - C field
 - D column
- 17 To check that all information has been entered correctly, the user should
- A use a spellchecker
 - B enter the data slowly
 - C proof-read the entries
 - D check the formulas are correct
- 18 To produce a bar chart that compares the sales figures for each Model for the two months, the cell ranges are
- A A3:A10 and E3:F10
 - B A3:A10 and C3:C10
 - C B3:B10 and E3:F10
 - D B3:B10 and E11:F11
- 19 The presentation of the spreadsheet would be improved by
- A decreasing the height of row 2
 - B making all columns equal in width
 - C decreasing the width of column A
 - D making rows 3 to 10 equal in height

Questions 20 to 23 are about this publicity flyer.

SPECIAL OFFER

- ❖ 10% off all new bikes purchased in November
- ❖ Free cycling helmet with every new child's bike
- ❖ Free adjustment of bikes to ensure the safety of your child

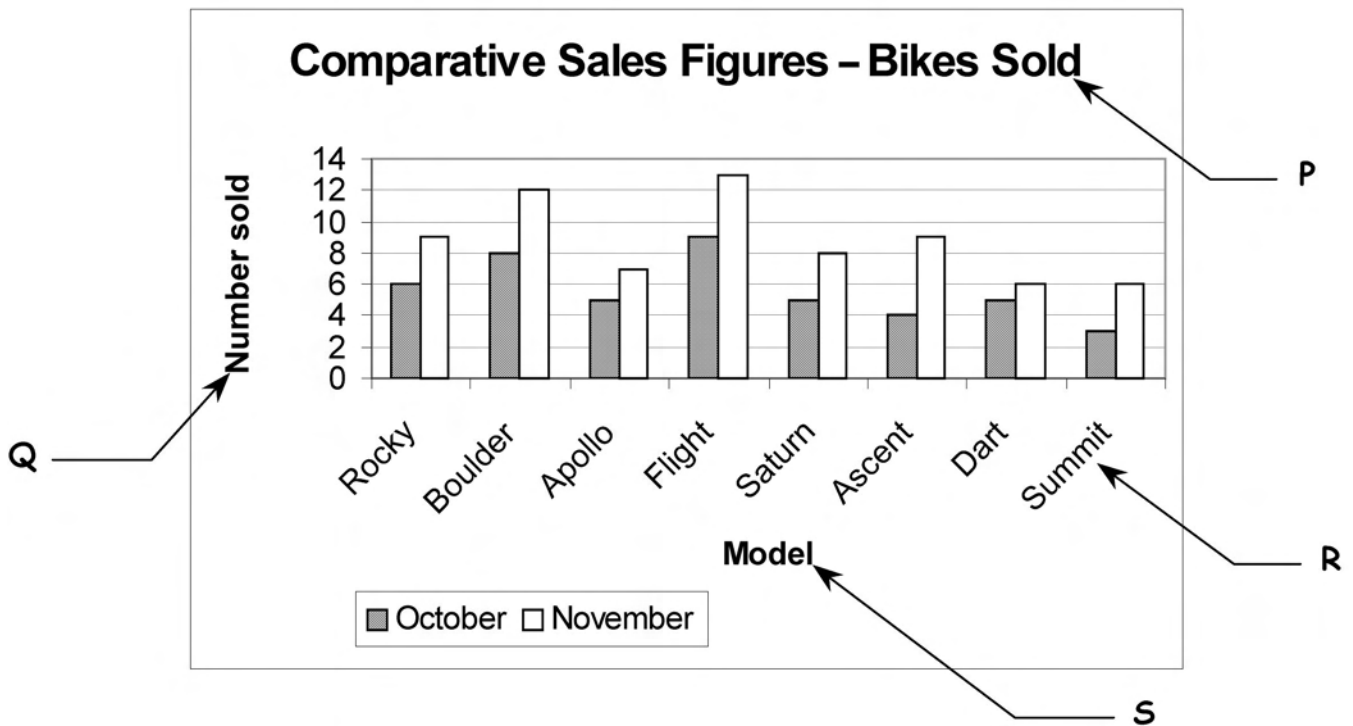
*This offer does not apply to Mountain Bikes.
Offer lasts one month only and ends 30th November.*

MIKE THE BIKE
The High Street
Hillsborough
County Down

P

- 20 Before using a picture of a bike in the publicity flyer, the user should check whether it
- A is wrapped
 - B has been proof-read
 - C is copyright material
 - D is password protected
- 21 The purpose of this publicity flyer is to
- A give information on bike safety
 - B announce a price increase
 - C sell cycling helmets
 - D sell bikes
- 22 What is inconsistent about the bulleted list in the publicity flyer?
- A font
 - B font size
 - C alignment
 - D text indent
- 23 The text at P could have been positioned using
- A right whole paragraph indent
 - B left whole paragraph indent
 - C full justification
 - D first line indent

Questions 24 to 27 are about this chart.



24 The x-axis title is indicated by

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

25 The chart shows that

- A bike sales are falling
- B it is cheaper to buy a bike in October
- C November sales are higher than October
- D October sales are higher than November

26 The model that had the smallest difference in sales over the two months is

- A Apollo
- B Flight
- C Dart
- D Summit

27 The purpose of the legend on the chart is to show the

- A number sold for each bike
- B different models for sale
- C months the sales refer to
- D trend of the sales

Questions 28 to 34 are about this article.

BIG WHEELS BICYCLES
Monthly Sales Report to Staff – September

We have had a very successful month with increased sales in most products. The mountain bike product range has proven to be the most popular and sales have been extremely good for this range.

We are advertising this in the local newspapers and will be producing posters for various billboards. Please try to make sure you are aware of the full details of this promotion.

However, sales of road and children's bikes have not increased as much as we would have liked. We need to put every effort into improving these sales.

Orders for bikes during this promotion period must include the child's helmet. There will be a zero charge for this item on any order that includes a new bike.

To increase sales of these bikes we are introducing a 10% discount for all orders that are placed during the months of November and October.

This year the bonus will be based on your personal sales between 1st October and 24th of December.

In a... of... of... 's

REMEMBER
Free child's helmet with every child's bike purchased in October and November.

Allen Key,
Store Manager }

P

Q

R

S

28 The image at Q has been inserted using

- A text wrap
- B behind text
- C beside text
- D in front of text

29 The text at R has been overlaid using a

- A tab
- B cell
- C column
- D text box

30 The paragraphs in the article are inconsistent due to

- A font
- B alignment
- C indentation
- D line spacing

31 The word 'is' at P should be 'are'. This error could be found automatically using

- A a spellchecker
- B a search engine
- C find and replace
- D a grammar checker

- 32 The paragraphs in the article have been formatted with a
- A right whole paragraph indent
 - B left whole paragraph indent
 - C first line indent
 - D hanging indent
- 33 The text at **S** should have been positioned using
- A spaces
 - B left tabs
 - C right tabs
 - D centre tabs
- 34 Apart from the main heading, the text in the article is formatted in
- A two fields
 - B three fields
 - C two columns
 - D three columns

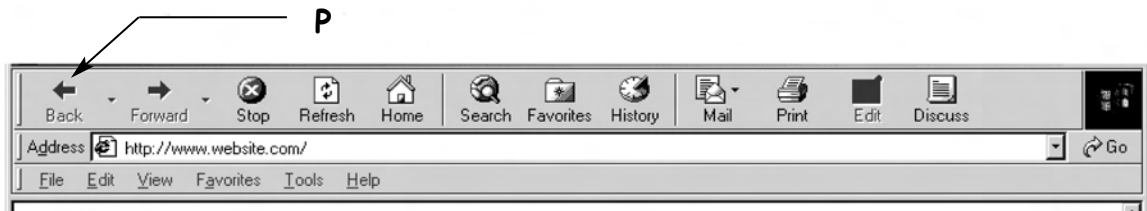
Questions 35 to 38 are about this database.

Last Name	First Name	Post Code	Date Account Opened	Overdraft Limit
Martin	Pauline	H15 8YT	27/03/92	£300.00
England	Bruce	LI22 4FL	01/11/71	£75.00
Fall	Marcella	B12 9PQ	03/08/92	£750.00
Lewis	May	B52 5HH	18/04/82	£900.00
Martin	Paul	H15 8YT	11/05/88	£150.00
Martin	Terry	WA11 7TR	17/08/97	£50.00
Choi	Mark	HO1 7PP	17/10/97	£50.00
Ware	Andrea	B11 0QZ	15/04/88	£250.00
Warne	Pru	PR7 8BC	01/01/63	£0.00

- 35 To add telephone numbers to this database the user should insert a new
- A record
 - B field
 - C row
 - D cell
- 36 The search criterion to find all those who have an Overdraft Limit of £300 or more is
- A Overdraft Limit \geq £300
 - B Overdraft Limit \leq £300
 - C Overdraft Limit $>$ £300
 - D Overdraft Limit = £300
- 37 To help keep the database confidential, access should require the use of
- A a password
 - B a backup disk
 - C a web browser
 - D copyright protection
- 38 If the database contained the full postal address of every client, personalised letters could be produced automatically for all clients using
- A hotspots
 - B mail merge
 - C merge cells
 - D bookmarking

Questions 39 and 40 are general questions.

39 The icon at P on this web browser is used to



- A scroll left or right
- B scroll up or down the page
- C change to different applications
- D return to previously viewed web pages

40 Using a browser to bookmark means

- A storing a website address
- B searching for a website
- C using a search engine
- D checking spelling

END OF TEST