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

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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 document.

Minutes of Wavertree Women's Committee Meeting
Wednesday 13th October 2005

P →

Attendance and Apologies
Present: J. Jones (Chair), D. Brain, C. Brown, J. Alawi, J. Douton,
S. Foot, L. Kains, S. Molets, K. Rob, S. Woolf
Apologies: P. Chambers, J. Haines, S. Haines, R. Begum

Q →

Minutes of the meeting on 15th September 2005
    The Minutes of the meeting held on 15th September 2005 were read
and agreed. This was proposed by D. Brain and seconded by J. Douton. The
Secretary had received a letter praising J. Jones on the speech he gave on 23rd
September 2005 at the local high school on the facilities we have to offer
young people.

Matters arising from the AGM
D.B. wanted clarification of the proposed trip to Glasgow in 2006. L.K was
researching Glasgow as a possible venue but there were problems with the
council's unwillingness to confirm dates at this early stage. L.K. to contact
Glasgow and to investigate other venues.

1. **Head Coach's Report:** Next coaches' meeting is on 20th October 2005.

2. **Treasurer's Report:** Finance report sheet read and agreed.

    ← R

3. **Social Secretary's Report:** L.K. is designing posters to advertised the
    Bingo event.

S →

4. **Events Co-ordinator Report:** Forthcoming events include: Centurion 6
    Month series from 7th Nov - 3rd Apr, (2K Fun Run/5Mile race); Newhall
    Fun Run, 24th Oct, Xmas Handicap, 14th Dec, Bolsover 10K, 19th Dec.

5. **Secretary's Report:** Next year's event at Newton has been removed from
    the calendar. We have been asked to consider organising our own event.
    Concerns were raised about the amount of work involved and this will be
    further discussed at the next meeting.

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1   The text at **S** is a numbered list. If the item numbered '3.' in the list is deleted, software will automatically

   A   change the format of the items in the list
   B   number the list 1, 2, 4, 5
   C   renumber the list 1 to 4
   D   delete the numbering

2   The paragraphs at **Q** have inconsistent

   A   alignment
   B   indentation
   C   left margins
   D   numbering systems

3   The image at **P** is shown

    A   behind text
    B   with text wrap
    C   using a text box
    D   using a centre tab

4   The word 'advertised' at **R** should be 'advertise'. This error can be found automatically with software by using a

    A   browser
    B   dictionary
    C   spell checker
    D   grammar checker

5   The purpose of this document is to

    A   advertise a visit to Glasgow
    B   set an agenda for a committee meeting
    C   record the events of a committee meeting
    D   advertise the date of a committee meeting

6   To email the document file to committee members, the secretary should

    A   mail merge it
    B   put it in a folder
    C   use a search engine
    D   send it as an attachment

Please go on to the next page

Questions 7 to 12 are about this database.

PolicyHolderID	PolicyHolder	DateOfBirth	RenewalDate	Category	Premium	CarValue
AJB124	Patel	13/10/1956	02/10/2004	A	£450	£10,600
AJB206	Brooks	30/04/1962	04/01/2005	A	£400	£8,200
APO951	Lee	16/02/1966	04/01/2005	A	£550	£15,000
APS294	Swinton	16/05/1981	01/07/2005	A	£595	£25,350
BAH384	Horner	06/02/1961	02/10/2004	B	£395	£4.550
BMS385	Swift	08/08/1956	01/07/2005	B	£550	£15,650
BPG320	Gardner	27/02/1975	02/10/2004	B	£420	£8,200
BSJ457	Jessop	13/10/1956	08/12/2004	B	£420	£7,595
CJB294	Patel	11/05/1980	01/07/2005	C	£650	£18,550
CJG262	Jones	21/12/1948	08/12/2004	C	£300	£3,250

7   The policy holder with the lowest premium in category B is

   A   Gardner
   B   Jessop
   C   Horner
   D   Swift

8   The search criteria to find those policy holders with a premium of more than £400 and with a renewal date on or after 4 January 2005 are

   A   Premium >400 AND RenewalDate =04/01/2005
   B   Premium <=400 AND RenewalDate >04/01/2005
   C   Premium >400 AND RenewalDate >=04/01/2005
   D   Premium >=400 AND RenewalDate >=04/01/2005

9   The fields required in a query to find the names of policy holders born before 1 May 1962 with renewal dates after 1 June 2005 are

   A   PolicyHolderID, DateOfBirth, RenewalDate
   B   PolicyHolder, DateOfBirth, RenewalDate
   C   PolicyHolder, DateOfBirth, Category
   D   PolicyHolder, Category, RenewalDate

10   The search criteria to find the category A and B policy holders who were born before 31/12/1960 are

   A   Category ="A and B" OR DateOfBirth <31/12/1960
   B   Category ="A OR B policyholders" AND DateOfBirth <31/12/1960
   C   (Category ="A" OR Category ="B") AND DateOfBirth <31/12/1960
   D   (Category ="A" AND Category ="B") AND DateOfBirth <31/12/1960

11 To list the policy holders with the most recent renewal date first, showing policy holders in A to Z order for each renewal date, the user should sort

    A   ascending on PolicyHolder and then ascending on RenewalDate

    B   ascending on RenewalDate and then ascending on PolicyHolder

    C   descending on RenewalDate and then ascending on PolicyHolder

    D   descending on RenewalDate and then descending on PolicyHolder

12 The only field in this database suitable as the primary key is

    A   Premium

    B   Category

    C   DateOfBirth

    D   PolicyHolderID

Please go on to the next page

Questions 13 to 18 are about this chart.

Airline passengers

Number of passengers (1000s)

Year

- ◇ - BM   —□— Easy Fly   —△— Jet Off
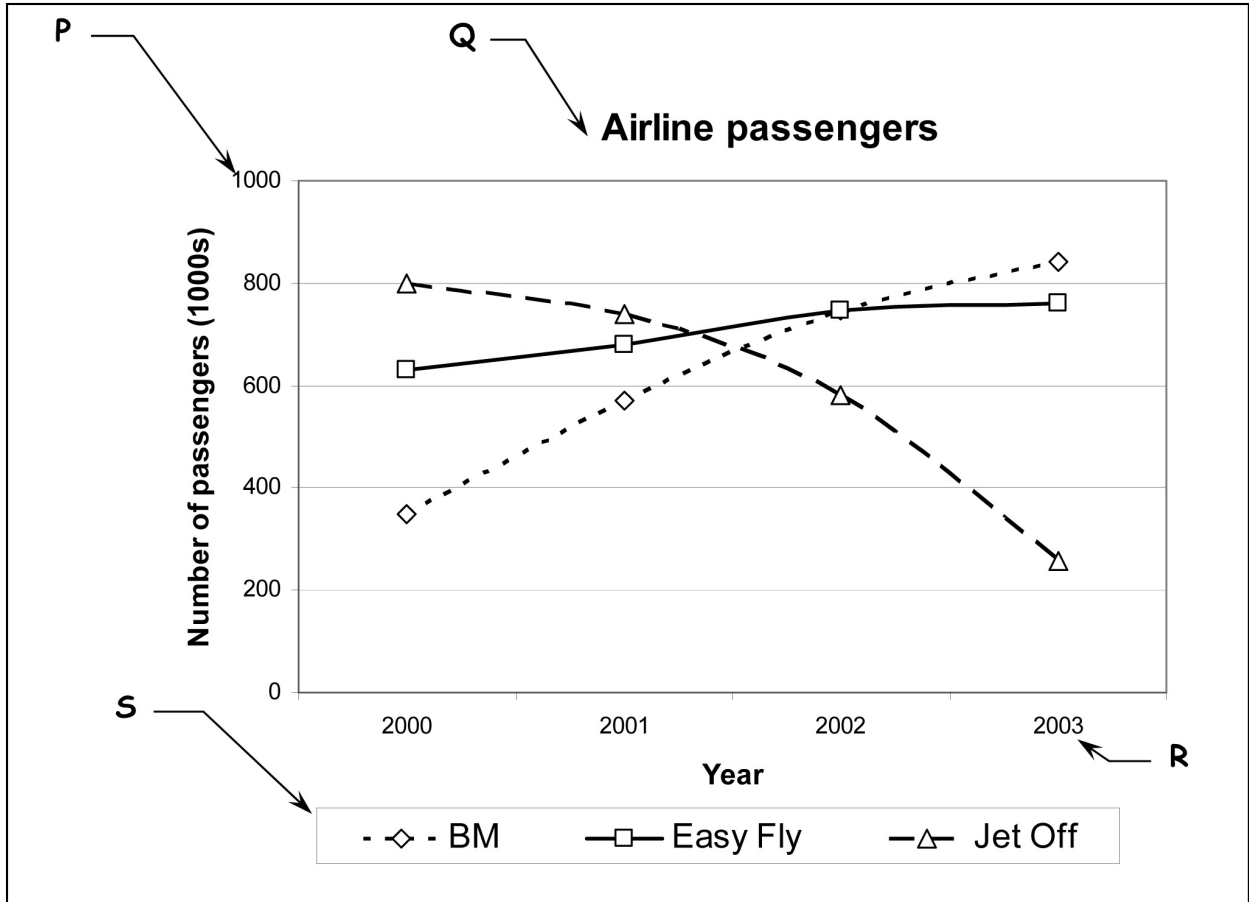
13 An x-axis label is shown at

A P
B Q
C R
D S

14 The trends that can be seen from the chart are that the number of airline passengers for

A   Jet Off and Easy Fly are decreasing
B   BM is constant and Easy Fly is increasing
C   BM is increasing and Easy Fly is decreasing
D   Jet Off is decreasing and BM is increasing

15 The item at **S** is the

A   legend
B   chart title
C   x-axis title
D   y-axis title

16 A way to check that the data used for this chart is correct is to

    A   print it out

    B   use a spell checker

    C   use a grammar checker

    D   verify the source information

17 A suitable graphical way to show the number of passengers for each airline during 2003 as a percentage of the total number of passengers in 2003 is a

    A   table

    B   pie chart

    C   text box

    D   line graph

18 A suitable way for an airline to collect passengers' opinions on particular aspects of the airline's services is to ask them to

    A   complete a form

    B   compose an email

    C   produce an agenda

    D   buy an airline ticket

Please go on to the next page

Questions 19 to 22 are about this web page.
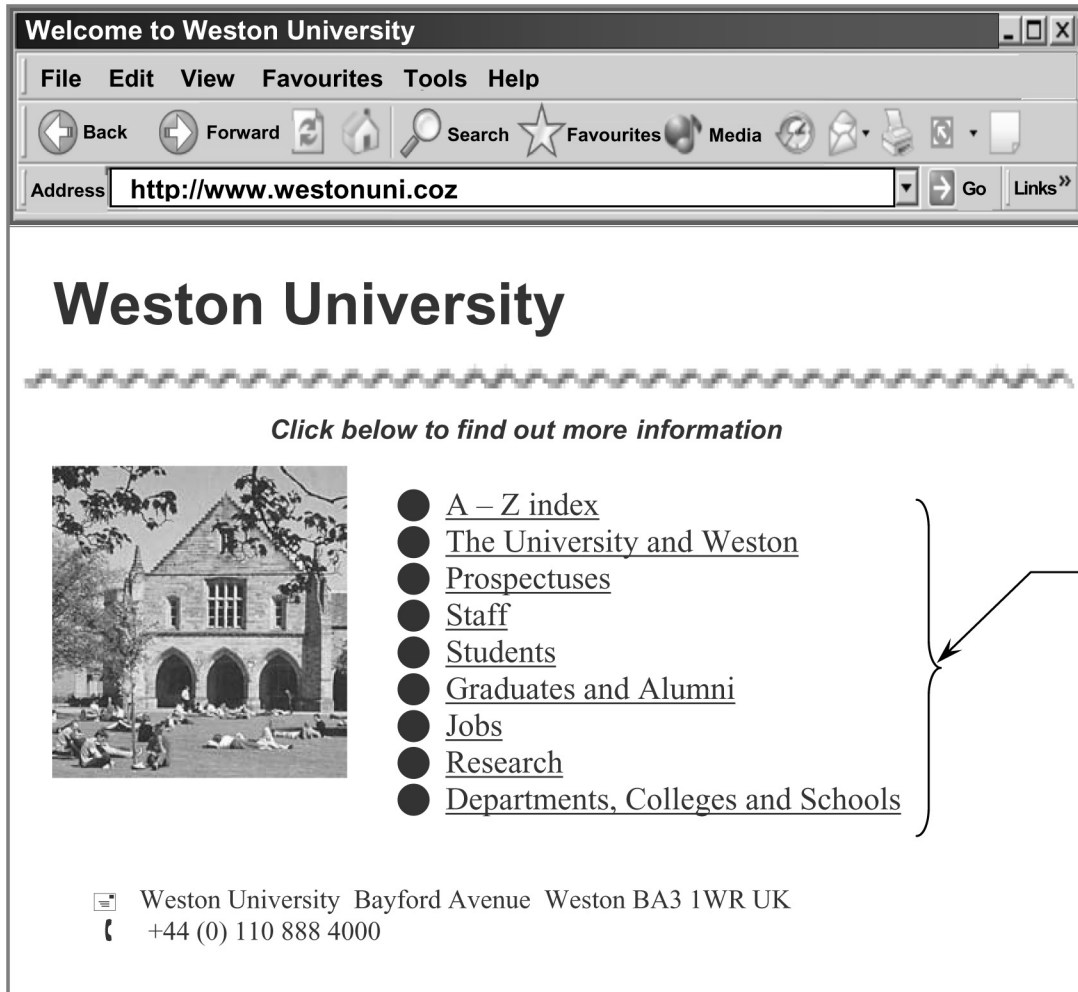
19 Clicking one of the items at **P** causes the browser to

    A   save the web page

    B   follow a link to more information

    C   edit the contents of the web page

    D   store the information in favourites

20 During a session on the internet, the Forward and Back buttons can be used to

    A   send an email

    B   exit the website

    C   move to a web page not previously viewed

    D   move between web pages already accessed

21 This website can be accessed easily during future sessions on the internet if the user

    A   bookmarks it

    B   mail merges it

    C   saves it as an attachment

    D   uses the Forward and Back buttons

22 To use the internet to find the websites of other universities, the user should use a

    A   hotspot

    B   wildcard

    C   bookmark

    D   search engine

Please go on to the next page

Questions 23 to 28 are about this document.

Speak another language – in just 6 weeks — P

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Beginner Course: Ever wished you could speak another language? With our starter packs – you now can. Each pack contains: CD + video + dictionary + workbook - £49.50 plus £4 p&p. — Q

Intermediate Course: Can you 'get by' in another language but cannot speak fluently? Take advantage of our Intermediate course. Packs include: CD + video + dictionary + 2 workbooks - £69.50 plus £4 p&p.

Advanced Course: Speak fluently, but occasionally you are 'lost for words'? Do you feel out of touch with up-to-date idioms and business language? Perhaps it is a long time since you last used the language. Our Advanced pack contains: CD + video + business dictionary + 2 workbooks - £79.50 plus £4 p&p.

Risk free: Our packs come with a money back guarantee. If you are dissatisfied with any of our products, let us know and we will refund your money. No hassle. Simply return the goods, in the original packing, within 7 days to:

CFL Language Course,
PO Box 2453, Swindon, Wiltshire,
SW34 9AB. — S

R —

Beginner Course Intermediate Course Advanced Course Beginner Course Intermediate Course Advanced Course Advanced Course Beginner Course Beginner Course Beginner Course Intermediate Course Advanced Course Beginner Course Intermediate

Advanced course available in June

Please send me the * ………..……………Pack in …………………………
I enclose cheque (to CFL Language School) for ** £………………………

*State level & language
**Insert amount (including p&p)

— T

Name		Title	
Address			
Postcode		**Telephone**	

23 The paragraph at **Q** is formatted with a

   A   hanging indent
   B   first line indent
   C   left whole paragraph indent
   D   right whole paragraph indent

24 The text at **R** has been placed on top of other text using

   A   a centre tab
   B   a text box
   C   cell merge
   D   text wrap

25 The way to display the text as shown between the lines at **P** and **S**, is to use

   A   rows
   B   columns
   C   text boxes
   D   centre alignment

26 Shading has been used in the table at **T** to

   A   make the font size look larger
   B   partially conceal some of the text
   C   vertically align the text in the table
   D   help indicate where details should be entered

27 The text in the table at **T** is vertically aligned

   A   top
   B   left
   C   right
   D   centre

28 Pictures of scenes of the different countries could be taken to be inserted into the document file using a

   A   digital camera
   B   photocopier
   C   keyboard
   D   printer

Please go on to the next page

Questions 29 to 34 are about this spreadsheet. Formulas are used to calculate values in columns F, G and H and row 11.

	A	B	C	D	E	F	G	H
1	CAR PRICES – Week Ending 6 November 2005							
2	Make	Model	Year	List Price	Hire Purchase Payments (36 months)			
3					Deposit	Interest	Monthly Payment	Total Payment
4	Ford	Focus	1998	£2,995	£299.50	£148.25	£78.99	£3,143.25
5	Volvo	V70	1999	£5,595	£559.50	£276.95	£147.57	£5,871.95
6	Peugeot	206 SW	2003	£7,995	£799.50	£395.75	£210.87	£8,390.75
7	Audi	A4 Avant	2002	£11,695	£1,169.50	£578.90	£308.46	£12,273.90
8	BMW	3 Series	1997	£3,395	£339.50	£168.05	£89.54	£3,563.05
9	Ford	Escort	2000	£3,995	£399.50	£197.75	£105.37	£4,192.75
10	Citroen	Xsara	2002	£7,995	£799.50	£395.75	£210.87	£8,390.75
11	Average			£6,238				£6,546.63

29 To centre the text in row **1** across all the cells, the user had to first

    A   decrease the height of row 2
    B   merge cell range A1:H1
    C   merge cell range A2:B2
    D   fully justify the text

30 The formula =(D4-E4)*5.5% was entered into cell **F4** and replicated to cell range **F5:F10**. The formula in cell **F10** is

    A   =(D4-E4)*5.5%
    B   =(D4-E10)*5.5%
    C   =(D10-E10)*5.5%
    D   =(D10-E10)*11.5%

31 A correct formula to use in cell **D11** to calculate the average of all the list prices is

    A   =MAX(D4:D10)
    B   =SUM(D4:D10)/8
    C   =AVERAGE(D4:H10)
    D   =AVERAGE(D4:D10)

32 **Total Payment** is calculated by multiplying **Monthly Payment** by 36 and then adding **Deposit**. The formula in cell **H6** is

  A   =F6*36+E6

  B   =G6*36+E6

  C   =G6+E6*36

  D   =SUM(E6:G6)*36

33 **Monthly Payment** is **List Price** less **Deposit** plus **Interest**, with the result divided by **36**. The formula in cell **G7** is

  A   =(D7-E7+F7)/36

  B   =(D7-E7+F7/36)

  C   =(D7-E7)+F7/36

  D   =D7-E7+F7/36

34 The cell ranges to produce a bar chart that compares the list price for each model with the total payment for each model are

  A   A4:B10, D4:D10 and H4:H10

  B   A4:A10, E4:E10 and H4:H10

  C   B4:B10, D4:D10 and H4:H10

  D   B4:B10, E4:E10 and H4:H10

Please go on to the next page

Questions 35 to 40 are general questions.

35   To check the layout of a document on screen the user should

    A   proof read it
    B   use mail merge
    C   use print preview
    D   use a grammar checker

36   The file named **Ali29sept** could be found using the search criterion

    A   ?li?29*
    B   ?li*ept
    C   Al*se?
    D   *29??

37   The application software best suited to creating documents such as newsletters, letters and minutes of meetings is

    A   word processing
    B   spreadsheet
    C   database
    D   graphics

38   Frequent backup of files to a secure medium makes sure that

    A   data cannot be stolen
    B   virus infection is avoided
    C   data can be recovered later
    D   data cannot break copyright laws

39   A way of combining database and word processing files to produce personalised letters is to use

    A   cell merge
    B   replication
    C   mail merge
    D   find and replace

40   Information that is copyright

    A   has been checked for virus infection
    B   should only be reproduced with permission
    C   can be legally copied and used by everyone
    D   can only be used with the correct password

End of test

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