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QUALIFICATIONS,
CURRICULUM &
ASSESSMENT AUTHORITY
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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Questions 1 to 8 are about this document.

P

Q

R

S

X

y

T

Introducing
ULTIMATE LEISURE FITNESS
helping you to meet your target

What is ULF Total?

ULF Total is the new membership package that gives you, at low cost, the freedom to use all of our facilities. We can always tailor a package to suit YOUR individual requirements.


Whatever your personal goals are, increased fitness, greater flexibility or weight loss, we can help you find a routine to suit. Why not take out full membership now?

Full membership gives you:

- Unlimited use of the gym and fitness centre
- Access to our Weight Management Programme
- Unlimited use of the swimming pool
- Unlimited health and fitness classes

Now only £30 per month!!!!

For an application form contact:
ULTIMATE LEISURE FITNESS
by telephone on 0800 28909
or via the internet at www.ulftotal.coz



1 The text at P has been made to stand out from the rest of the document by using

- A a bulleted list
- B right alignment
- C a large font with borders and shading
- D an italic font with underlining and shading

2 The paragraph at R has been formatted using

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

- 3 If the bullets at **T** all have the same paragraph settings, the image has been inserted
- A behind text
 - B in front of text
 - C using text wrapping
 - D without text wrapping
- 4 The word 'used' at **Q** should be 'use'. This mistake can be found automatically by software using
- A print preview
 - B drag and drop
 - C a spellchecker
 - D a grammar checker
- 5 The paragraphs at **R** and **S** are presented inconsistently because of
- A line spacing
 - B indent size
 - C font styles
 - D alignment
- 6 The purpose of the document is to
- A advertise a new membership package
 - B advertise the centre's website
 - C keep employees informed
 - D collect customer details
- 7 The way to position the text as shown at **Y** is to use
- A left tabs
 - B right tabs
 - C centre tabs
 - D centre alignment
- 8 The text at **X** has been positioned using
- A tabs
 - B indents
 - C a text box
 - D right alignment

Questions 9 to 18 are about this spreadsheet. Formulas are used to calculate values in column G and rows 12 to 14.

	A	B	C	D	E	F	G
1		Visitors to popular tourist attractions – years 1980 to 2000					
2		Attendance (1,000s of visitors)					
3	Attraction	1980	1985	1990	1995	2000	% Change 1980-2000
4	Gantry Museum	2,200	3,500	5,100	5,800	5,600	154.55%
5	Stoddart Gallery	2,700	2,600	4,300	3,800	3,600	33.33%
6	The Art Gallery	900	1,400	2,100	1,900	1,500	66.67%
7	British Archaeology Museum	3,700	2,200	1,600	1,400	1,900	-48.65%
8	Old Science Museum	3,800	3,000	1,300	1,500	1,600	-57.89%
9	Welbeck Castle	700	500	600	1,200	1,500	114.29%
10	Debden Castle	800	1,300	1,000	1,000	1,200	50.00%
11	Tower of Britain	2,100	2,000	1,900	1,800	2,600	23.81%
12	Average Attendance	2,113	2,063	2,238	2,300	2,438	
13	Minimum Attendance	700	500	600	1,000	1,200	
14	Maximum Attendance	3,800	3,500	5,100	5,800	5,600	
15	© Copyright – Partners plc						

9 To position the heading in row 2 the user

- A merged cells A2:G2
- B merged cells B2:F2
- C split cells A2:G2
- D split cell B2

10 % Change 1980-2000 is attendance in 1980 subtracted from the attendance in 2000, with the result divided by the attendance in 1980. The formula in cell G10 is

- A =B10-F10/B10
- B =F10-B10/B10
- C =(B10-F10)/F10
- D =(F10-B10)/B10

11 The cell ranges required to create a bar chart comparing the % Change 1980-2000 for each Attraction, are

- A A4:A10 and G4:G10
- B A3:A14 and G3:G11
- C A3:G3 and A11:G11
- D A4:A11 and G4:G11

- 12 The number of visitors who went to The Art Gallery in 1995 was
- A 1,500
 - B 1,900
 - C 1,500,000
 - D 1,900,000
- 13 Having entered the required formula in cell **G4**, the formulas for cell range **G5:G11** may be entered using
- A the SUM function
 - B the MAX function
 - C cut and paste
 - D replication
- 14 The values for **Average Attendance** are displayed in cell range
- A A4:F12
 - B B12:F12
 - C B12:F13
 - D B12:F14
- 15 To display the text in cell **A7** on one line, the user should
- A change the font style
 - B increase the width of column A
 - C increase the height of rows 4 to 14
 - D increase the height of rows 7 and 12, 13 and 14
- 16 The text in row **15** is vertically aligned
- A top
 - B right
 - C centre
 - D bottom
- 17 To add details of attendances at another attraction, the user should
- A insert a new row
 - B insert a new column
 - C clear the contents of row 12 to make space for new values
 - D clear the contents of column G to make space for new values
- 18 The information in row **15** means that
- A a charge is payable for use of the data
 - B the data has been checked and is accurate
 - C the data can be copied and sold without permission of the owner
 - D the data cannot be used elsewhere without the permission of the owner

Questions 19 to 26 are about this database.

Last Name	First Name	Membership Number	Address1	Address2	Postcode	Date of Birth	Years of Membership
Elliot	James	M1567843	36 Malton Road	Granton	GR2 2HD	18/04/68	8
Elliot	John	M2856935	36 Malton Road	Granton	GR2 2HD	16/10/72	2
Hurt	William	M2784653	67 Scalby Street	Milton	MI1 5DJ	25/05/79	3
Johnson	Mary	M2478376	24 Hart Road	Lawnton	LA3 4HD	05/09/74	5
King	Sue	M2789465	91 Filey Terrace	Lawnton	LA1 7GD	07/11/80	3
Mason	Sarah	M1982734	17 Staithe Lane	Fishwick	FI2 8DE	07/11/80	6
Willis	Mary	M1783987	18 Sleight Road	Lawnton	LA6 3KD	17/01/83	7

- 19 The search criterion to find all members except those who have had membership for 3 years is
- A Years of Membership <3
 - B Years of Membership =3
 - C Years of Membership =>3
 - D Years of Membership <>3
- 20 To list the database by **Years of Membership**, starting with those who have been members the longest, and in A to Z order of **Last Name**, the user should sort
- A ascending on Years of Membership and then ascending on Last Name
 - B descending on Years of Membership and then ascending on Last Name
 - C ascending on Last Name and then ascending on Years of Membership
 - D descending on Years of Membership and then descending on Last Name
- 21 The only suitable field for the primary key is
- A First Name
 - B Address2
 - C Membership Number
 - D Years of Membership
- 22 The search criteria to find all members living in Lawnton who were born before 1980 are
- A Date of Birth <01/01/80 OR Address2 ="Lawnton"
 - B Address2 ="Lawnton" AND Date of Birth <01/01/80
 - C Date of Birth <01/01/80 AND Address2 =NOT "Lawnton"
 - D NOT Address2 ="Lawnton" AND Date of Birth >01/01/80

- 23 If there were thousands of membership records in this database, personalised letters should be produced using
- A copy and paste
 - B cut and paste
 - C merged cells
 - D mail merge
- 24 The user has saved this database by the name Members but cannot remember its location. To find the file the user could use
- A favourites
 - B forward/back
 - C find and replace
 - D directory search tools
- 25 The **Membership Number** of the person living in Lawnton who has been a member the longest is
- A M1567843
 - B M2478376
 - C M1783987
 - D M2789465
- 26 The confidentiality of personal details in this database can be protected by
- A using passwords
 - B storing the data on a CD-ROM
 - C saving the data as read-only files
 - D keeping backup disks in a locked place

Questions 27 to 29 are about this spreadsheet.

	A	B	C	D	E	F	G
1	Area	Sales Figures					Total Area Sales
2		1997	1998	1999	2000	2001	
3	South	£278,934	£289,012	£287,654	£269,087	£254,532	£1,379,219
4	Midlands	£198,029	£201,789	£220,876	£185,670	£179,832	£986,196
5	North	£209,876	£213,546	£229,870	£196,573	£186,754	£1,036,619
6	Scotland	£105,678	£129,765	£136,549	£101,876	£99,675	£573,543
7	Wales	£128,970	£142,367	£159,877	£187,900	£198,765	£817,879
8	Ireland	£67,890	£68,992	£69,873	£66,023	£65,421	£338,199
9	Total	£989,377	£1,045,471	£1,104,699	£1,007,129	£984,979	
10	Average	£164,896	£174,245	£184,117	£167,855	£164,163	

27 If the trend in **Sales Figures** continues the **Area** whose sales will increase in 2002 is

- A South
- B North
- C Wales
- D Ireland

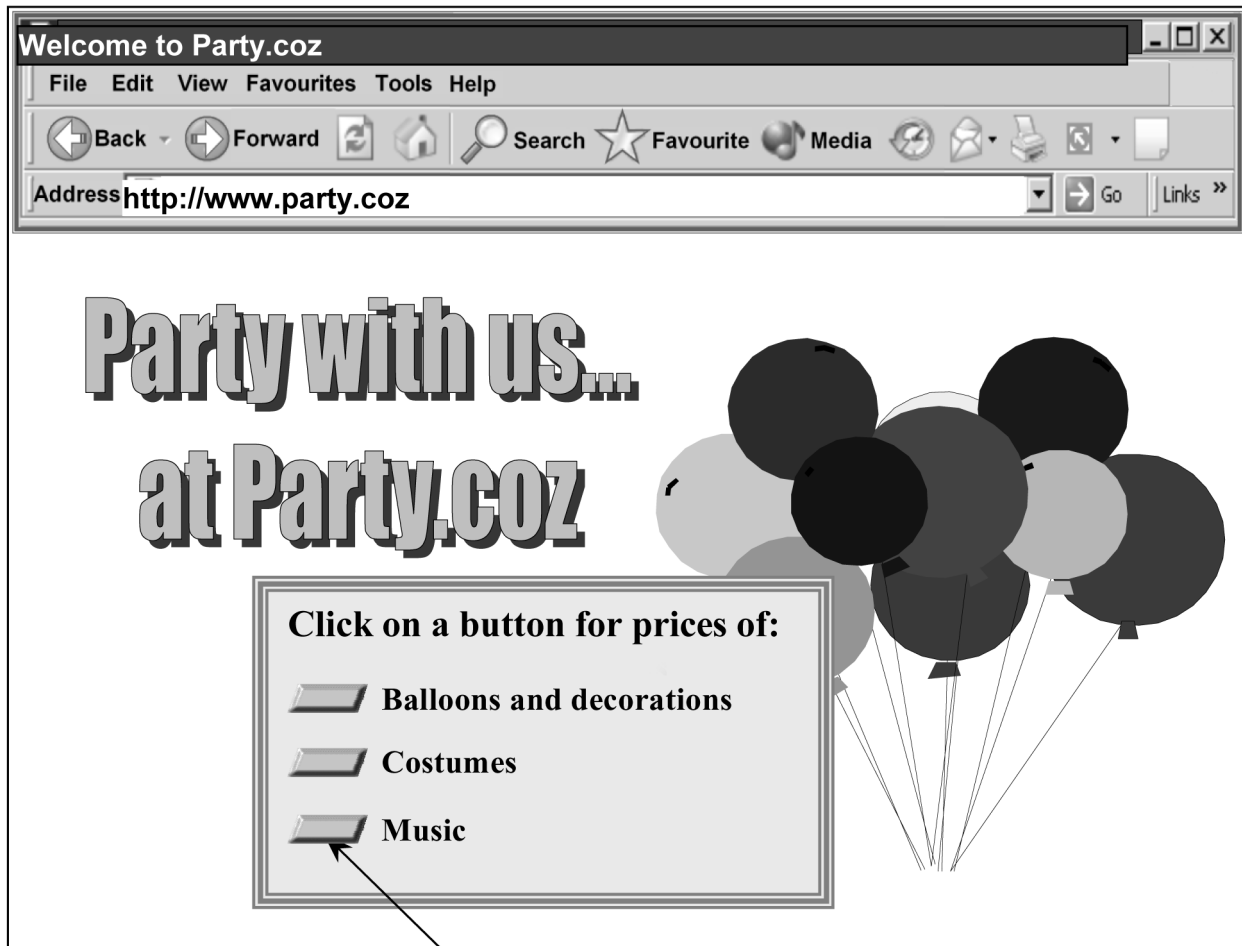
28 The areas that had **Sales Figures** in 2000 above the average for that year were

- A South and Midlands only
- B South, Midlands and North only
- C South, Midlands and Wales only
- D South, Midlands, North and Wales only

29 To present the **Sales Figures** for 1997 graphically, showing the percentage achieved by each area, the user should use a

- A data table
- B line graph
- C pie chart
- D bar chart

Questions 30 and 31 are about this web page.



30 To make it easy to visit this website again at a later date, the user should

- A save the page
- B use forward/back
- C add it to favourites
- D copy the page to clipboard

31 The buttons at P are

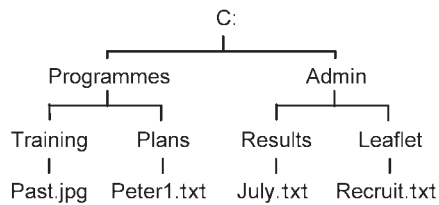
- A hotspots
- B favourites
- C web browsers
- D search engines

Questions 32 to 40 are general questions.

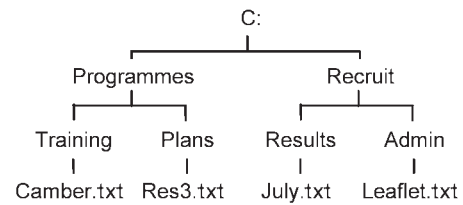
- 32** When using the internet, adding to favourites is also known as
- A** surfing
 - B** browsing
 - C** e-mailing
 - D** bookmarking
- 33** Which one of the following could be used to create an image file from a picture in a book?
- A** printer
 - B** modem
 - C** scanner
 - D** microphone
- 34** What application software is suitable for analysing the results of a questionnaire and producing charts?
- A** word processing
 - B** spreadsheet
 - C** browser
 - D** graphics
- 35** When undertaking a survey, a suitable document to collect specific pieces of information would be a
- A** newsletter
 - B** report
 - C** memo
 - D** form

36 The file named Leaflet.txt is stored in the sub-directory Recruit, which is within the Admin sub-directory. The structure that shows this is

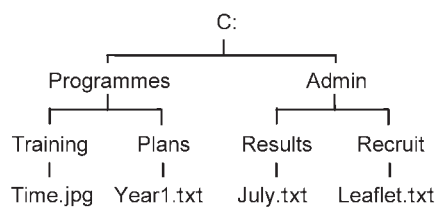
A



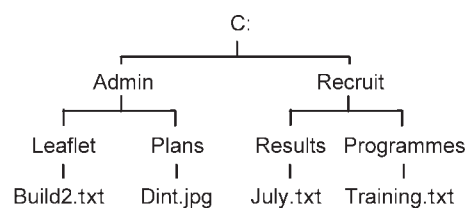
B



C



D



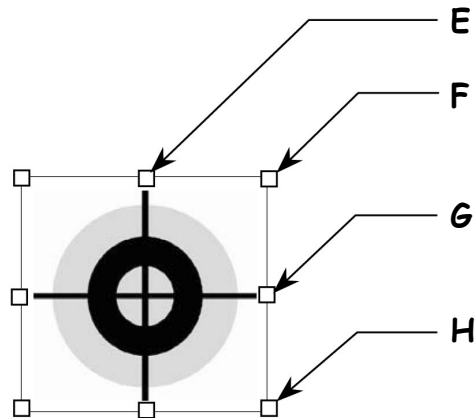
37 To enable recovery of some data in the event of fire damage to a computer, the user should keep a

- A backup copy in a secure place
- B file that is copyright protected
- C copy of the file in another folder
- D copy of the file with another name

38 A search criterion suitable for finding files named **Bell**, **Ball** and **Bill** is

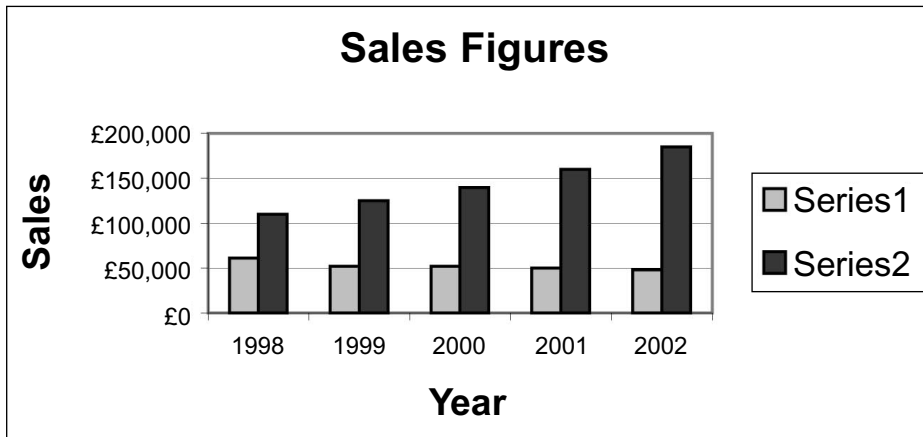
- A B?ll
- B Be*
- C ll?
- D ?B

39 To make this image taller, but not wider, the user should drag the handle at



- A E
- B F
- C G
- D H

40 To make the following bar chart meaningful the user should



- A name the series
- B remove the legend
- C remove the x-axis title
- D place the legend at the bottom

END OF TEST