



General Certificate of Secondary Education
2009

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 11 MAY – FRIDAY 15 MAY

TIME

2 hours 30 minutes.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page.

Save each document using the name specified in each task.

Always add your Candidate Number, Centre Number, Activity Number and Printout Label to every printout produced.

All printouts may be labelled by hand.

All printouts must be attached to the examination paper at the end of the examination in the correct order.

Use the treasury tag provided to attach your printouts to the examination paper.

You **may not** take the examination paper with you.

INFORMATION FOR CANDIDATES

The total mark for this paper is 100.

Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question.

Filenames to be used in the completion of this examination:

M09image.doc	M09customer.doc	M09equipment.jpg
M09icon.jpg	M09redridge.mdb	M09firstaid.jpg
M09template.doc	M09income.xls	M09water.jpg
		M09height.jpg



Number of printouts attached
(to be completed at the end of
the examination)

For Examiner's use only			
Tasks	Marks Available	Marks	Re-mark
P1	13		
P2	5		
P3	2		
D1	3		
D2	3		
D3	11		
D4	3		
D5	5		
S1	10		
S2	8		
S3	6		
S4	5		
MM1	6		
MM2	10		
MM3	3		
MM4	2		
FM2	5		
Total	100		

File Management and Standard Ways of Working

ACTIVITY FM1

In this task you are asked to set up a set of folders to help organise your work. On completing the exam you will be asked to produce a printout of the folders and their contents. This may be done as a screen shot/dump. You will be reminded at the end of this paper to print out the contents of these folders.

- Create a new folder on the desktop or in your working area.
- Name this folder **exam**, followed by your candidate number. (e.g. – if your candidate number is 1234 then your folder should be named **exam1234**)
- Add the following sub-folders to the exam folder –

staff
redridge

All the files you produce must be saved in these folders.

Using Word Processing/DTP Software

ACTIVITY P1

- Open the document saved as **M09template.doc**
- Make the following amendments.
- Move the address only so that it is below the line with the website, email address and telephone number.
- Add today's date below the address.
- Right align the address and the date only.
- Make the title at the top of the letter bigger and a noticeably different font.
- Add the company logo, **M09icon.jpg**, to the letter at the top left below the line with the website, email address and telephone number.
- Save a copy of the letter in the folder called **redridge** and call it **letter**.
- Print a copy of the letter on **one** A4 page.
- Label the printout **LETTER**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [13]

Bouldering each morning has to be cancelled due to bad weather.

ACTIVITY P2

The database **M09redridge.mdb** has been provided for you and the information you need for the letter is in the table called **admin**.

- Open the file called **M09customer.doc**
- Using mail merge insert the following fields from the **admin** table in an appropriate place –

Booking Ref
Date

- Select **only Bouldering** in the **Morning** field.
- Print a copy of the letter, on one A4 page, showing the **merged fields**. This may be done as a screen shot.
- Save this letter in the **redridge** folder as **morning**.
- Print a copy of the document.
- Label the printout **MORNING**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [5]

ACTIVITY P3

- Complete the mail merge by merging the data from the database into the letter.
- Print a copy of the **first** and **second** letter only.
- Save this document in the **staff** folder as **letter2**.
- Label these printouts **LETTER1** and **LETTER2**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

The word processing activities are now complete.

Using Database Software

ACTIVITY D1

- Open the database file called **M09redridge.mdb**
- Use the table called **admin**.
- Create a look-up in the field called **Afternoon** so that only the following activities can be selected –

High Ropes
Assault Course
Climbing
Kayaking

- Complete the **Afternoon** field for Booking Ref 2830 using “High Ropes”.
- Take a screen shot of the look-up table while it is being used.
- Close and save the changes in the table.
- Save this screen shot in the **staff** folder with the file name **lookup**.
- Print a copy of the document.
- Label the printout **LOOKUP**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.

[3]

ACTIVITY D2

- Open the table called **admin**.
- Use the filter feature to show all the groups who have selected Archery in the morning.
- Sort the table by **Date** in ascending order.
- Print the results of this filter on **one** A4 page, make sure all the data is visible. You may take a screen shot if you wish.
- Label the printout **ARCHERY**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

Each leader in the Redridge Outdoor Activity Centre has a specialist activity. The leader in charge of a group each day is decided by what activity they are doing in the morning session. The specialist activity of each leader is recorded in a table called **leader**, see **Fig. 1**.

Leader			
Leader No	Activity	Leader Name	Max group size
1	Archery	Sean	45
2	Assault Course	Jessica	32
3	Banana Boat	Jeff	24
4	Bouldering	Karen	18
5	Climbing	Catherine	23
6	High Ropes	Jim	18
7	Kayaking	Cliff	28
8	White Water Raft	Ivor	36

Fig. 1

ACTIVITY D3

- Create a query using both data tables (**admin** and **leader**).
- Include information from the following fields from the **admin** table –
 - 🖨 **Booking Ref**
 - 🖨 **Date**
 - 🖨 **Morning**
 - 🖨 **Afternoon**
 - 🖨 **Twilight**
- Include information from the following fields from the **leader** table –
 - 🖨 **Leader Name**
 - 🖨 **Max Group Size**
- Save the query as **leaderinfo**.
- Set up the query to only include **Booking Ref** less than **2851**.
- Sort the query in ascending order of **Date**.
- Print a copy of the design of your query on **one** A4 page. You may use a screen shot for this.
- Label the printout **LEADERINFO**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [11]

ACTIVITY D4

- Run the query **leaderinfo**.
- Print the results on **one** A4 page, make sure all data is visible. You may use a screen shot for this.
- Label the printout **LEADERROTA**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

Sean wants to help the leaders organise their rotas.

ACTIVITY D5

- Prepare a report which contains information from the **leaderinfo** query.
- Select only the following fields:
Leader Name, Booking Ref, Date, Max Group Size
- Group the records according to **Leader Name**.
- Sort the information in ascending order of **Booking Ref**.
- Save the report as **rotas**.
- Print a copy of the report on **one** A4 page. Ensure that all the information is fully visible and that no fields are cut off.
- Label this printout **ROTAS**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [5]

The database activities are now complete.

Using Spreadsheet Software

PLEASE NOTE – All spreadsheets should be printed with gridlines and cell references.

ACTIVITY S1

- Open the spreadsheet file called **M09income.xls**
- Add the following to the spreadsheet.

Go to cell B1 and enter the text “Expenses”.

Go to cell C1 and enter the text “Debits”.

Go to cell F1 and enter the text “Income”.

Go to cell B12 and enter the text “Total”.

Go to cell E12 and enter the text “Total”.

Go to cell B14 and enter the text “Balance”.

Go to cell G9 and enter the text “Average”.

- Make the following changes to the spreadsheet.

Go to cell C3 and change the “400” to “430”.

Go to cell F5 and change the “1128” to “986”.

- Save the spreadsheet in the **staff** folder as **profit**.
- Print the data in the spreadsheet on **one** A4 page.
- Label the printout **PROFIT**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.

[10]

ACTIVITY S2

- Use the file **profit.xls**
- To calculate the total expenses enter a formula in the cell C12 which will add from cell C2 to C9.
- To calculate the total income enter a formula in the cell F12 which will add from cell F2 to F8.
- To calculate the balance enter a formula in the cell C14 which will subtract C12 from cell F12.
- To calculate the average that each group spends enter a formula in the cell G10 which will calculate the average from cell F2 to F8.
- Go to the cell B13 and enter the text “Greatest Expense”.
- In the cell C13 use the MAX function to display the figure for the maximum value from cell C2 to C9.
- Save the spreadsheet in the **staff** folder as **expenses**.
- Print a copy of the spreadsheet showing clearly all the formulae that have been used on **one** A4 page.
- Label this printout **FORMULAE**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.

[8]

ACTIVITY S3

- Use the file **expenses.xls**
- Insert a row at the top of the spreadsheet.
- Go to cell **A1** and enter the title “**Weekly Profit**”.
- Merge the cells in the new row, from **A1** to **G1**.
- Centre the title across the cells **A1** to **G1**.
- Go to the cell **C6** and change the “**294.16**” to “**394.16**”.
- Make sure all the money values are formatted as currency.
- Save the spreadsheet in the **staff** folder as **values**.
- Print a copy of the spreadsheet on **one** A4 page showing all the values.
- Label this printout **VALUES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [6]

ACTIVITY S4

- Use the file **values.xls**
- Use the spreadsheet and the graph function of your software to produce a bar chart (column chart).
- The bar chart should display the expenses, contained in cells C3:C10, ensure that the x-axis has appropriate labels.
- Add the following titles –

Chart title –	Weekly Expenses
x-axis –	Expense
y-axis –	Amount

- Save the changes you have made to the spreadsheet.
- Print a copy of your graph **only** on one A4 page. Where appropriate ensure x-axis has appropriate labels.
- Label the printout **EXPENSES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [5]

The spreadsheet activities are now complete.

Using Multimedia Software.

In this activity you are asked to set up a multimedia presentation.

The presentation must include the following

- A title slide (ACTIVITY MM1), **SLIDE ONE**.
- 4 information slides (ACTIVITY MM2), **SLIDE TWO, SLIDE THREE, SLIDE FOUR** and **SLIDE FIVE**.

Produce a presentation of FIVE slides. Your slides should be professionally presented with appropriate font, graphics and layout styles.

The first slide should be an introduction slide with four buttons linking to the other slides.

ACTIVITY MM1

- Prepare **SLIDE ONE** (TITLE SLIDE) which should contain the title:

Redridge Outdoor Activity Centre

SAFETY FIRST

- Centre the title on SLIDE ONE.
- Add suitable graphics from **M09image.doc**
- Save the presentation in the **redridge** folder as **safety**.
- Print a copy of your slide on one A4 page.
- Label your printout **SAFETY**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.

[6]

ACTIVITY MM2

- Prepare SLIDE TWO.
- Add the text –
 - Water Activities**
 - Specific Dangers**
 - Specialist Training**
- Add the graphic file **M09water.jpg** to the top right of the slide.
- Add a button to the bottom right of the slide that will link back to SLIDE ONE.
- Prepare SLIDE THREE.
- Add the text –
 - Activities Involving Height**
 - Specific Dangers**
 - Specialist Training**
- Add the graphic file **M09height.jpg** to the top left of the slide.
- Add a button to the bottom right of the slide that will link back to SLIDE ONE.
- Prepare SLIDE FOUR.
- Add the text –
 - First Aid**
 - Regular training updates**
 - First Aid boxes**
- Add the graphic file **M09firstaid.jpg** to the top left of the slide.
- Add a button to the bottom right of the slide that will link back to SLIDE ONE.
- Prepare SLIDE FIVE.
- Add the text –
 - Equipment**
 - Safety testing**
 - Fit for purpose**
- Add the graphic file **M09equipment.jpg** to the top right of the slide.
- Add a button to the bottom right of the slide that will link back to SLIDE ONE.
- You may add suitable graphics from **M09image.doc** to each of the slides.
- Save the changes to your presentation.
- Print a copy of slides 2–5 on **one** A4 page.
- Label the printout **SLIDES**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document.

[10]

ACTIVITY MM3

- On SLIDE ONE add four buttons along the bottom of the slide which link to each of the other slides.
- Take a screen shot of the dialogue box which shows **how** a link is added to a button.
- Save the screen shot in the **redridge** folder as **link**.
- Print a copy of the screen shot.
- Label this printout **LINK**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [3]

ACTIVITY MM4

- On SLIDE ONE add a suitable text label to each button.
- Take a screen shot of the dialogue box which shows **how** text is added to a button.
- Save the screen shot in the **redridge** folder as **label**.
- Print a copy of the screen shot.
- Label this printout **LABEL**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [2]

The multimedia activities are now complete.

File Management and Standard Ways of Working

Jim does not agree with where Sean has saved some of the files.

ACTIVITY FM2

- Move the file called **letter.doc** from the **redridge** folder into the **staff folder**.
- Take a screen shot of the contents of the folder called **staff**. Make sure all the files and filenames are visible.
- Add another screen shot to the same document of the contents of the folder called **redridge**. Make sure all the files and filenames are visible.
- Save these screen shots in the **redridge** folder as **folders**.
- Print a copy of this document.
- Label the printout **FOLDERS**.

Do not forget to include your Candidate Number, Centre Number and Activity Number in the header or footer when printing the above document. [5]

This is the end of the file management activities and the end of the examination.

You should use the check list to make sure you have all the printouts and that they are in the correct order.

Each printout should include your Candidate Number, Centre Number, Activity Number and Printout Label.

Final Check.

Indicate that you have completed the task by ticking the appropriate box in the table below.

Activity	Print Label	Completed
1. P1	LETTER	
2. P2	MORNING	
3. P3	LETTER1	
4. P3	LETTER2	
5. D1	LOOKUP	
6. D2	ARCHERY	
7. D3	LEADERINFO	
8. D4	LEADERROTA	
9. D5	ROTAS	
10. S1	PROFIT	
11. S2	FORMULAE	
12. S3	VALUES	
13. S4	EXPENSES	
14. MM1	SAFETY	
15. MM2	SLIDES	
16. MM3	LINK	
17. MM4	LABEL	
18. FM2	FOLDERS	

THIS IS THE END OF THE QUESTION PAPER
