



General Certificate of Secondary Education
2011

**Applied Information and
Communication Technology
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 16 MAY – FRIDAY 20 MAY

**MARK
SCHEME**

Word Processing

AVAILABLE
MARKS

Activity P1 CARD

Correct size of card	[1]
Text added	[1]
Accurately	[1]
Correct graphic added	[1]
In correct place	[1]
On one A4 page	[1]
Professional appearance	[1]

Total marks for activity P1

7

Activity P2 TARIFFINFO

Title font changed	[1]
Title size changed	[1]
Address left aligned	[1]
Date added	[1]
Correct position	[1]
Logo added	[1]
In correct place	[1]
Merged fields added	[1]
In correct place	[1]
All information visible	[1]
On one A4 page	[1]

Total marks for activity P2

11

Activity P3 TARIFFFIRST/TARIFFLAST

Correct first letter	[1]
Correct last letter	[1]

Total marks for activity P3

2

Databases

Activity D1 TOWN

Only Belfast – TOWN	[1]
Ascending order of Post Code	[1]
All data visible on one A4	[1]

Total marks for activity D1 3

Activity D2 OMEGA10

Query created	[1]
Correct fields from names table	[1]
Correct fields from mobiles table	[1]
Correct title	[1]
Select for only “Omega10”	[1]
Sorted by Last Name in ascending order	[1]
In design view	[1]
All visible on one A4 page	[1]

Total marks for activity D2 8

Activity D3 MOBILESELECTION

Correct results	[1]
All data and field names visible	[1]
On one A4 page	[1]

Total marks for activity D3 3

Activity D4 CONTRACT

Validation rule added	[1]
In correct field	[1]
Correct rule added	[1]
Validation text added	[1]

Total marks for activity D4 4

Activity D5 MONTHS

Error message displayed	[1]
Correct text in error message	[1]

Total marks for activity D5 2

AVAILABLE
MARKS

Activity D6 CONTRACT2

Report created	[1]
Correct fields added	[1]
Grouped by contract	[1]
Ascending order of Last Name	[1]
Correct title/saved as “contract2”	[1]
Correct results	[1]
All data and field names visible on one A4 page	[1]

Total marks for activity D6

7

Spreadsheets

Activity S1 UPDATE

Text added accurately in	D1	[1]
	F1	[1]
	B9	[1]
	C9	[1]
All data visible on one A4 page		[1]
Gridlines and cell references		[1]

Total marks for activity S1

6

Activity S2 CALCULATE

Formula in E2	[1]
Correct formula in E2	[1]
Similar formula in E3 – E6	[1]
Correct formula in F2	[1]
Similar formula in F3 – F6	[1]
All visible on one A4 page	[1]
Gridlines and cell references	[1]

Total marks for activity S2

7

Activity S3 ITEMS

Data added to cells E8 and B8	[1]
Data entered accurately	[1]
Correct value in F8	[1]
Correct value in C8	[1]
Only money formatted as currency	[1]
All on one A4 page with gridlines and cell references	[1]

Total marks for activity S3

6

AVAILABLE
MARKS

Activity S4 CHART

Chart type – bar chart	[1]
Correct data used from C2 to C6	[1]
Correct x axis labels	[1]
Correct chart title	[1]
Correct titles on x and y axis	[1]
Only the chart printed on one A4	[1]

Total marks for activity S4

6

Multimedia

Activity MM1 ONE

Text added	[1]
Text added accurately	[1]
Graphics added from correct file	[1]
Professional appearance	[1]

Total marks for activity MM1

4

Activity MM2 PRESENTATION

Slide 2 text added	[1]
Slide 3 text added accurately	[1]
Slide 4 text added accurately	[1]
Correct graphic	[1]
In correct place	[1]
Slide 5 text accurately	[1]
Correct bar chart added	[1]
Professional appearance	[1]
At least one graphic on slide 2, 3 and 4 from M11 graphic.doc	[1]
All five on one A4 page	[1]

Total marks for activity MM2

10

Activity MM3 HOUSESTYLE

Slide Master used	[1]
Correct graphic added	[1]
In correct place	[1]

Total marks for activity MM3

3

AVAILABLE
MARKS

Activity MM4 APPEARANCE

Transition added [1]
Added to slide two [1]

Total marks for activity MM4

2

Activity MM5 AUTOMATIC

How timing is added [1]
Timing set on slide one [1]
Correct timing added [1]

Total marks for activity MM5

3

Activity MM6 CONTINUE

How loop was set up [1]

Total marks for activity MM6

1

File Management

Activity FM2 SECURITY

Password dialogue box [1]
Company folder [1]
Contents correct [1]
Finance folder [1]
Contents correct and all information visible [1]

Total marks for activity FM2

5

Total

100