



General Certificate of Secondary Education  
January 2012

**Applied Information and  
Communication Technology  
Double Award**

Unit 1: ICT Tools and Applications

[GDJ11]

MONDAY 16 JANUARY – FRIDAY 20 JANUARY

**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:

J12beanthere.mdb	J12thankyou.doc	J12roll.jpg
J12images.doc	J12bean.jpg	J12latte.jpg
J12catering.xls	J12muffin.jpg	J12caramel.jpg

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Candidate Number

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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	6		
P2	9		
P3	2		
D1	3		
D2	8		
D3	3		
D4	5		
D5	2		
S1	6		
S2	12		
S3	8		
S4	7		
MM1	4		
MM2	12		
MM3	3		
MM4	3		
MM5	1		
FM2	2		
FM3	4		

<b>Total</b>	<b>100</b>		
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## 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 –

**admin**  
**sales**

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

## Using Word Processing/DTP software

### ACTIVITY P1

- Open appropriate software to allow you to produce a flyer.
- The advertisement should be A5 in size.
- Add the following information.

**Bean There Coffee Shop  
35 Baker St  
Portadown  
Co. Armagh  
BT63 4RT**

- The company logo which is saved as **J12bean.jpg**
- Suitable graphics from **J12images.doc**
- Make sure the advertisement has a professional appearance and is suitable for the purpose.
- Save this document in the **admin** folder with the file name **flyer**.
- Print a copy of the document on one A4 page.
- Label the printout **FLYER**.

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

[6]

Alison is organising a special promotional event in the Swan's Rest Hotel in Cookstown.

## ACTIVITY P2

The database **J12beanthere.mdb** has been provided for you and the information you need for the letter is in the table called **suppliers**.

- Open the file called **J12thankyou.doc**
- Centre the company name at the top of the letter.
- Make the title "Thank you for your support" more noticeable by changing the font and the size.
- Fully justify the body text of the letter.
- Add the name "Alison Barnes" to the bottom left of the letter.
- Add the company logo, **J12bean.jpg**, to the top right of the page.
- Using mail merge insert the following fields from the **suppliers** table in an appropriate place –

**Company**

**Suppliers ID**

- Print a copy of the letter, on one A4 page, showing the **merge fields**. This may be done as a screen shot.
- Save this letter in the **admin** folder as **letter**.
- Print a copy of the document.
- 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.**

[9]

## 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 **admin** folder as **thanks**.
- Label these printouts **THANKS1** and **THANKS2**.

**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

Alison has set up a database file called **J12beanthere.mdb** containing 2 tables –

**suppliers** contains details of all the different companies that Bean There use.  
**orders** contains details of all the recent orders that have been placed.

### ACTIVITY D1

- Open the database file called **J12beanthere.mdb**
- Use the table called **suppliers**.
- Create a look-up in the field called **Town** (see Fig. 1) so that only the following towns can be selected –

**Armagh**  
**Banbridge**  
**Cookstown**  
**Portadown**

- Complete the **Town** field using the information in **Fig. 1**.

suppliers					
Suppliers ID	Company	Address 1	Address 2	Town	Post Code
C1	Plastic & Paper	23A West	Greenbank Ind. Estate	Banbridge	BT29 4FH
C2	Catering Supplies	3 Branch Road		Cookstown	BT44 3WE
C3	The Paper Shop	New Leaf Lane	Narrow Feint Road	Armagh	BT29 4GF
C4	Cathy's Cleaning Cupboard	29 Springvale	New Lincoln Park	Cookstown	BT37 2DE
C5	Box World	34 Main St		Cookstown	BT59 3DR
F1	Dairy Supplies	13 Beech Grove		Portadown	BT63 4EF
F2	Coffee Extreme	376 Main St		Cookstown	BT54 5RT
F3	Bakers Bytes	36 Cherry Lane	Oldham	Armagh	BT39 4TG
F4	Pete's Pan	44 Grovenor Ave	Lawnbank Road	Cookstown	BT28 4HJ
F5	Bartley's Biscuits	34 Digestive Drive		Banbridge	BT29 5GP
F6	Fred's Fruit Farm	4 Green Lane		Armagh	BT55 3RF
F7	Silver Spoon	12 Baker Ave	Circular Road	Banbridge	BT45 7SD
F8	The Filling Station	78 Cedar Grove	Westlink	Armagh	BT43 3FR

**Fig. 1 a section of the suppliers table**

- 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 **admin** folder with the file name **town**.
- Print a copy of the document.
- Label the printout **TOWN**.

**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 database file called **J12beanthere.mdb**
- Create a query using information from both tables (**suppliers** and **orders**).
- Include information from the following fields –

**Order ID, Order Date, Description and Total** (from the **orders** table),  
**Company and Email** (from the **suppliers** table).

- Save the query as **order1**.
- Set up the query to only include orders with a total greater than £20.00.
- Sort the query in ascending order of **Order 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 **ORDERDESIGN**.

**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 D3

- Run the query **order1**.
- Print the results on one A4 page. You may use a screen shot for this.
- Label the printout **ORDER1**.

**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 D4

- Open the database file called **J12beanthere.mdb**
- Use the table called **suppliers**.
- Add a validation rule to the **Delivery Time (days)** field so that only values less than 8 can be entered.
- Enter the following validation text “**Delivery Time should be less than 8 days**”.
- Take a screen shot of the design layout showing the new validation rule and the validation text.
- Save the screen shot in the **admin** folder as **days**.
- Print a copy of this document.
- Label the printout **DAYS**.

**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 D5

- Open the database file called **J12beanthere.mdb**
- Use the table called **suppliers**.
- Try changing the data for **C1 (Plastic & Paper)** in the **Delivery Time (days)** field to **8**.
- Take a screen shot of the error message.
- Save this screen shot in the **admin** folder as **error**.
- Print a copy of the screen shot.
- Label the printout **ERROR**.
- Change the **8** back to the original value of **6**.

**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 database activities are now complete.*

## Using Spreadsheet Software

To help calculate prices for outside catering a spreadsheet has been set up.

### ACTIVITY S1

- Open the spreadsheet file called **J12catering.xls**
- Make the following changes to the spreadsheet.
  - Go to cell A7 and enter the text “**Total**”.
  - Go to cell A9 and enter the text “**Delivery Miles**”.
  - Go to cell A10 and enter the text “**Charge per Mile**”.
  - Go to cells C1, G1 and K1, and enter the text “**Quantity**”.
- Make the following changes to the spreadsheet.
  - Go to cell C4 and change the value to “**14**”.
  - Go to cell J5 and change the value to “**0.80**”.
- Save the spreadsheet in the **sales** folder as **order139**.
- Print the data in the spreadsheet on one A4 page. Include gridlines and cell references.
- Label the printout **ORDER139**.

**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 S2

- Use the file **order139.xls**.
- To calculate the cost for all the sandwiches enter a formula in the cell **D2** which will multiply cell **B2** by **C2**.
- Replicate this formula for each of the savoury items, **D3** to **D5**.
- To calculate the cost for Choc-chip cookies enter a formula in the cell **H2** which will multiply cell **F2** by **G2**.
- Replicate this formula for each of the sweet items, **H3** to **H6**.
- To calculate the cost for the teas enter a formula in the cell **L2** which will multiply cell **J2** by **K2**.
- Replicate this formula for each of the drink items, **L3** to **L5**.
- Calculate a total for all the savoury items in cell **D7** by adding cells **D2** to **D5**.
- Calculate a total for all the sweet items in cell **H7** by adding cells **H2** to **H6**.
- Calculate a total for all the drinks in cell **L7** by adding cells **L2** to **L5**.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet showing clearly all the formulae that have been used on **one** A4 page. Include gridlines and cell references.
- Label this printout **FORMULA**.

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

[12]

### ACTIVITY S3

- Use the file **order139.xls**.
- Go to cell **E9** and enter the text “**Order Total**”.
- Calculate a total for the invoice in cell **F9** by adding cells **D7**, **H7** and **L7**.
- Go to cell **E10** and enter the text “**Delivery**”.
- Calculate a total for the delivery in cell **F10** by multiplying cells **B9** and **B10**.
- Go to cell **E11** and enter the text “**Invoice Total**”.
- Calculate a total for the invoice in cell **F11** by adding cells **F9** and **F10**.
- Save the changes made to the spreadsheet.
- Print a copy of the spreadsheet showing clearly all the values on **one** A4 page. Include gridlines and cell references.
- Label this printout **TOTAL**.

**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 S4

- Insert a row at the top of the spreadsheet
- In cell **A1** add the text “**Invoice for outside catering order 139**”.
- Merge the cells in the new row, from **A1** to **L1**
- Centre the title across the cells **A1** to **L1**.
- Format all the money values **only** as currency.
- Print a copy of the spreadsheet showing all the values on **one** A4 page. Include gridlines and cell references.
- Label this printout **CHANGES**.

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

[7]

*The spreadsheet activities are now complete.*

## Using Multimedia Software

To promote new products in the coffee shop Sean has bought a new LCD monitor and he is going to have a presentation running on it.

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.

### ACTIVITY MM1

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

**Bean There Coffee Shop  
NEW PRODUCTS**

- Add suitable graphics selected from the file **J12images.doc**
- Save the presentation in the **sales** folder as **products**.
- Print **SLIDE ONE** on one A4 page.
- Label the printout **MENU**.

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

[4]

## ACTIVITY MM2

Slides TWO to FIVE should contain some information about new products introduced into the coffee shop.

- Prepare **SLIDE TWO** which should contain the following information, formatted using bullet points:

**Chocolate Chip Muffins**  
**Special offer - £1.00**

- Add the graphic **J12muffin.jpg** to the top of the slide.
- Prepare **SLIDE THREE** which should contain the following information:

**Caramel Squares**  
**Only - £0.80**

- Add the graphic **J12caramel.jpg** to the bottom of the slide.
- Prepare **SLIDE FOUR** which should contain the following information:

**Tall Latte**  
**Free with any other coffee (this week only)**

- Add the graphic **J12latte.jpg** to the middle of the slide behind the text.
- Prepare **SLIDE FIVE** which should contain the following information:

**Salad Roll**  
**White, Brown and Wholegrain bread**

- Add the graphic **J12roll.jpg** to the bottom of the slide.
- Save the changes to the presentation.
- Print all **five** slides on one A4 page.
- Label this printout **FIVE**.

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

[12]

### ACTIVITY MM3

In this activity you are asked to make improvements to the presentation, based on the *house style* of Bean There.

- Using slide master add the graphic **J12bean.jpg** to the top right of each of the slides.
- Take a screen shot to show how the master slide was created.
- Save the screen shot in the **sales** folder as **master**.
- Print a copy of the screen shot.
- Label this printout **MASTER**.

**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

- Set each slide to start **3** seconds after the previous slide.
- Take a screen shot to show how this timing has been set up.
- Save the screen shot in the **admin** folder as **timings**.
- Print a copy of the screen shot.
- Label the printout **TIMINGS**.

**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 MM5

- Set up the presentation so that it plays in a continuous loop.
- Take a screen shot to show how the loop was created.
- Save the screen shot in the **admin** folder as **loop**.
- Print a copy of the screen shot.
- Label this printout **LOOP**.

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

[1]

*The multimedia activities are now complete.*

## Using File Management Software

Sean would like to make the information stored on the office computer more secure.

### ACTIVITY FM2

- Open the file called **flyer.doc** saved in the **admin** folder.
- Save the document in the **admin** folder as **sales2**, using the password “**beanthere**”.
- Take a screen shot of the password dialogue box, showing clearly where the password has been entered.
- Save the screen shot in the **admin** folder as **password**.
- Print a copy of this document.
- Label this printout **PASSWORD**.

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

### ACTIVITY FM3

- Take a screen shot of the contents of the folder called **sales**. Make sure all the files and filenames are visible.
- Add another screen shot to the same document showing the contents of the folder called **admin**. Make sure all the files and filenames are visible.
- Save these screen shots in the **admin** 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.** [4]

*This is the end of the file management activities proceed to final check.*

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 the Label.

### Final Check

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

<b>Activity</b>	<b>Print Label</b>	<b>Completed</b>
<b>1. P1</b>	<b>FLYER</b>	
<b>2. P2</b>	<b>LETTER</b>	
<b>3. P3</b>	<b>THANKS1</b>	
<b>4. P3</b>	<b>THANKS2</b>	
<b>5. D1</b>	<b>TOWN</b>	
<b>6. D2</b>	<b>ORDERDESIGN</b>	
<b>7. D3</b>	<b>ORDER1</b>	
<b>8. D4</b>	<b>DAYS</b>	
<b>9. D5</b>	<b>ERROR</b>	
<b>10. S1</b>	<b>ORDER139</b>	
<b>11. S2</b>	<b>FORMULA</b>	
<b>12. S3</b>	<b>TOTAL</b>	
<b>13. S4</b>	<b>CHANGES</b>	
<b>14. MM1</b>	<b>MENU</b>	
<b>15. MM2</b>	<b>FIVE</b>	
<b>16. MM3</b>	<b>MASTER</b>	
<b>17. MM4</b>	<b>TIMINGS</b>	
<b>18. MM5</b>	<b>LOOP</b>	
<b>19. FM2</b>	<b>PASSWORD</b>	
<b>20. FM3</b>	<b>FOLDERS</b>	

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**THIS IS THE END OF THE QUESTION PAPER**

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