



**Coimisiún na Scrúduithe Stáit**  
State Examinations Commission

**Leaving Certificate Applied 2013**

**Marking Scheme**

**Information and Communication  
Technology**

**Common Level**

### **Note to teachers and students on the use of published marking schemes**

Marking schemes published by the State Examinations Commission are not intended to be standalone documents. They are an essential resource for examiners who receive training in the correct interpretation and application of the scheme. This training involves, among other things, marking samples of student work and discussing the marks awarded, so as to clarify the correct application of the scheme. The work of examiners is subsequently monitored by Advising Examiners to ensure consistent and accurate application of the marking scheme. This process is overseen by the Chief Examiner, usually assisted by a Chief Advising Examiner. The Chief Examiner is the final authority regarding whether or not the marking scheme has been correctly applied to any piece of candidate work.

Marking schemes are working documents. While a draft marking scheme is prepared in advance of the examination, the scheme is not finalised until examiners have applied it to candidates' work and the feedback from all examiners has been collated and considered in light of the full range of responses of candidates, the overall level of difficulty of the examination and the need to maintain consistency in standards from year to year. This published document contains the finalised scheme, as it was applied to all candidates' work.

In the case of marking schemes that include model solutions or answers, it should be noted that these are not intended to be exhaustive. Variations and alternatives may also be acceptable. Examiners must consider all answers on their merits, and will have consulted with their Advising Examiners when in doubt.

### **Future Marking Schemes**

Assumptions about future marking schemes on the basis of past schemes should be avoided. While the underlying assessment principles remain the same, the details of the marking of a particular type of question may change in the context of the contribution of that question to the overall examination in a given year. The Chief Examiner in any given year has the responsibility to determine how best to ensure the fair and accurate assessment of candidates' work and to ensure consistency in the standard of the assessment from year to year. Accordingly, aspects of the structure, detail and application of the marking scheme for a particular examination are subject to change from one year to the next without notice.

## Section 1 - General Theory

**(80 marks)**  
**( $10 \times 8$  marks)**

\* Below are some of the answers that may arise. Accept other correct answers.

\*\* Ignore spelling if you know what the candidate is trying to express.

1. Name **two portable storage devices that could be used to save files.** (4, 4 marks)

- Flash/USB/Jump/Memory/Pen disk/stick/drive
- Zip disk
- Floppy disk
- External hard drive
- Mp3
- CD
- DVD
- Memory card/SD card/micro SD card

**USB = 0 marks**

2. Name **two output devices that are suitable to output sound.** (4, 4 marks)  
(any two)

- Speaker
- Headphones/earphones/ear plugs/earbuds
- Headset/Skype type phone (input & output)
- Monitor/LCD/TV/Plasma with integrated speaker
- Dock/docking station/iPod cradle/mp3 cradle

3. What do the letters RAM stand for? (8 marks)

Random Access Memory (all words correct)

4. State two pieces of information needed to access an email account? (4, 4 marks)

- Email address
- Password
- Webmail address/login address/url

5. Name **two threats to your computer that antivirus software prevents.** (4, 4 marks)

- Virus/worm/Trojan horse etc. (any two)
- Spyware
- Malware
- Cookies

6. What does each of the following letters stand for? (4, 4 marks)
- (a) WWW World Wide Web  
(b) CPU Central Processing Unit *(all words correct for marks)*
7. List **two** features of a multimedia PC. (4, 4 marks)
- Sound/Speakers/Audio/Music
  - Video/Media Player/Animation/Film/Movies
  - Vision/VDU/Screen/Pictures
  - Internet/Web>Email/Connectivity/Wi-Fi/Wireless
  - Various Input devices
  - Webcam
8. Give two advantages of a laptop computer over a desktop computer. (4, 4 marks)
- Portability/move/carry/bring
  - Battery power/No need for mains power
  - Neater/smaller/lighter/saves space/“wee”
  - Integrated screen so separate monitor not necessary
  - Integrated mouse pad/mouse so separate not necessary
  - Cheaper/faster/better/convenient etc = 0 marks
9. Name two applications suitable for typing a poster. (4, 4 marks)
- Word/any Word Processor etc
  - Publisher/any DTP package
  - PowerPoint/any presentations package
  - MS Works/MS Office/Claris Works
10. Name **two** types of printer. (4, 4 marks)
- Laser
  - Inkjet/Bubblejet/Desktop
  - Dot Matrix
  - Plotter
  - All in One (printer/scanner/photocopier etc)

## **Section 2 - Module 1: Word Processing**

**(80 marks)**

### **11. Word Processing Theory (10 marks)**

(a) What does each of the following proof reading symbols represent?

(3, 3 marks)

(1) *del* Delete/erase/rub out/cut etc.

(2) *lc* lower case/small letter/not capitals etc.

(b) State two formatting actions that you would take to fit the text.

(2, 2 marks)

Change:

- Font (style)
- Font size
- Line spacing
- Paragraph spacing
- Margins
- scaling

Accept visual examples drawn or indicated for full marks.

<b>12. Practical Word Processing Assignment</b>		<b>(70 marks)</b>
(a) Open file		3 marks
• <b>Bold</b> , Centre, ALL CAPS, 36pt x 1 marks each (full word for marks)	4 marks	
• Make 8 editing changes x 3 marks each	24 marks	
i) bold 'visualiser' on line 1		
ii) Delete 'training' on line 2		
iii) Run on 1 <sup>st</sup> and 2 <sup>nd</sup> paragraphs - 'applications. A visualiser...'		
iv) New paragraph to start at 'It can also display...' on line 4		
v) Italics 'smallest of detail on' on line 5 – all words for full marks		
vi) Insert space – can be changes to 'can be' on line 6		
vii) Edit 'display' to 'show' on line 7		
viii) Edit 'large' to 'big' on last line		
○ Deduct 2 marks if no spaces after full stop in paragraph run on.		
○ Deduct 2 marks if no free line/double return before new paragraph.		
○ Deduct 2 marks for any of (i) – (viii) if it incurs input errors not asked for. <i>Example:</i> 8 edits performed correctly = 24 marks but no spaces after full stop where paragraph was joined is $24 - 2 = 22$ marks.		
○ Deduct 2 marks per error to a maximum of 5 errors (10 marks) in the editing section of the question. The candidate can perform 8 edits (24 marks) and then make errors that they were not asked to perform. They will only be penalised for a maximum of 5 of these errors, thus gaining $(24 - 10)$ marks = 14 marks.		
○ This is not valid for the additional text/table where all marks can be lost.		
• 1.5 line spacing throughout the document (hit or miss)	2 marks	
• Document (except heading) full justified (hit or miss)	2 marks	
(b) Type Exam Number (ID purposes only)		0 marks
(c) Date as centre aligned header		4 marks
(any date format, doesn't have to be an autofield, -2 if not centred).		
(d) Text added to end of document		8 marks
○ Deduct 2 marks per error (caps, input error, punctuation, alignment etc.)		
○ Deduct 2 marks if text is on separate page or file		
○ Deduct 4 marks for each line fully omitted		
(e) Apply bullets to <b>Display, Share and Help</b>		4 marks
(4 marks for all bullets, same style/indent for each bullet, -2 (once only) if different styles)		
(f) Table added to end of document		8 marks
○ Deduct 2 marks per error (caps, bold, column width, border style/colour/thickness, extra row/column, typo)		
○ Deduct 2 marks if table is on separate page or file		
○ Deduct 2 marks for columns not aligned correctly (col 1 centred, col 2 left align)		
○ Deduct 2 marks if the table itself is centred or right aligned		
○ Deduct 2 marks for each cell fully omitted		
(g) Spell check document		4 marks
○ 2 errors corrected x 2 marks each		
(viideo – line 1, ouut – line 8)		
(h) Auto page numbering		4 marks
○ Deduct 2 marks if not right aligned or if not at end of page/footer		
(i) Print		3 marks

**Module 2: Spreadsheet****(80 marks)****13. Spreadsheet Theory****(10 marks)**

Examine the spreadsheet below.

(6 marks)

- (a) Write the formula that you would use in cell C2 to calculate the **Profit**.

	<b>A</b>	<b>B</b>	<b>C</b>
<b>1</b>	<b>Income</b>	<b>Expenses</b>	<b>Profit</b>
<b>2</b>	€200	€150	<b>=A2 – B2</b>
<b>3</b>			

- $= A2 - B2$  or
- $= \text{sum}(A2 - B2)$  or
- Award full marks if no '=' sign or brackets used
- Accept caps or lowercase
- Award 0 marks for calculated answer of €50
- Award 0 marks if formula is reversed ( $B2 - A2$ ) or similar

- (b) In a spreadsheet a horizontal line of boxes is called a **ROW**.

(4 marks)

## 14. Practical Spreadsheet Assignment

**(70 marks)**

(a) Setup spreadsheet. Align and format the spreadsheet as shown. 18 marks  
 Adjust column widths as necessary. (-2 per error)

- Deduct 2 marks per error to a max of 9 errors (all marks lost)
- All Caps used for all headings, no initial caps – deduct 6 marks
- If inconsistent case errors, treat as separate errors
- Deduct 2 marks for each column not wide enough
- Deduct 2 marks for starting data in incorrect cell
- Align as shown (deduct 2 marks per error)
- Bold (deduct 2 marks each time a cell is not bold)
- Deduct 5 marks for complete row missing

	A	B	C	D
1	<b>Order Form</b>			
2				
3	Item	Unit Price	Quantity	Total
4				
5	Laptop	€750.00	6	€4,500.00
6	Desktop Computer	€500.00	9	€4,500.00
7	iPad	€550.00	8	€4,400.00
8	Data Projector	€600.00	4	€2,400.00
9	Extension Lead	€10.00	4	€40.00
10	Office Chair	€85.00	6	€510.00
11	Printer	€320.00	2	€640.00
12				
13	Average Unit Price	€402.14	Subtotal	€16,990.00
14			VAT	€3,907.70
15	Examination Number		Final Total	€20,897.70

(b) (1) Calculate **Total** by multiplying the **Unit Price** by **Quantity**. 9 marks  
 (3marks for first correct calculation, then 1, 1, 1, 1, 1, 1)

(c) Calculate **Average Unit Price** (€402.14) 5 marks

(d) Calculate **Subtotal** (€16,990.00) 5 marks

(e) Calculate **VAT** (€3,907.70) 5 marks

(f) (1) Calculate **Final Total** (€20,897.70) 5 marks  
 (2) Formula (Hit or Miss) 2 marks

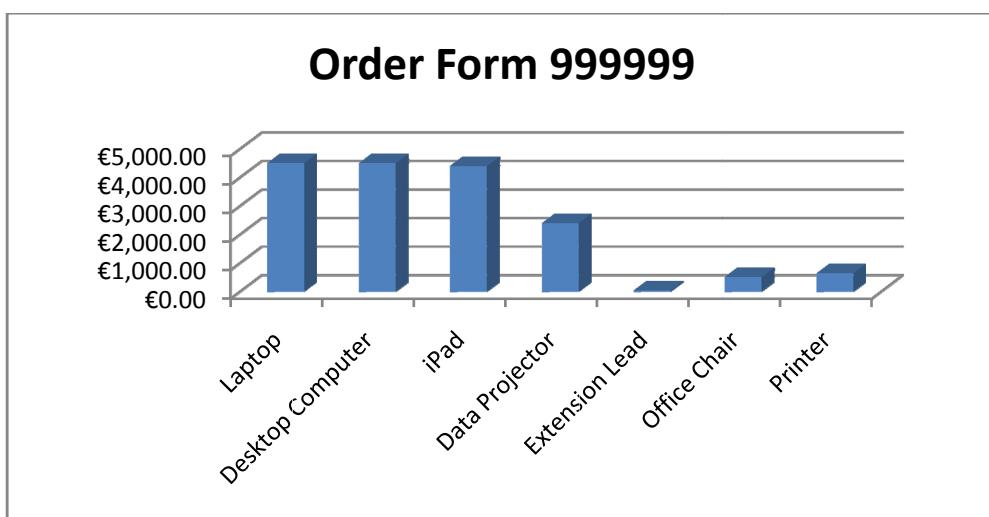
=sum(D13:D14)      or  
 =sum(D13+D14)      or  
 =D13 + D14

- Award full marks if '=' sign omitted
- Award full marks if spreadsheet printed (2<sup>nd</sup> copy) with formulas displayed
- Accept caps or lowercase
- Award 0 marks for calculated answer of €20897.70 given

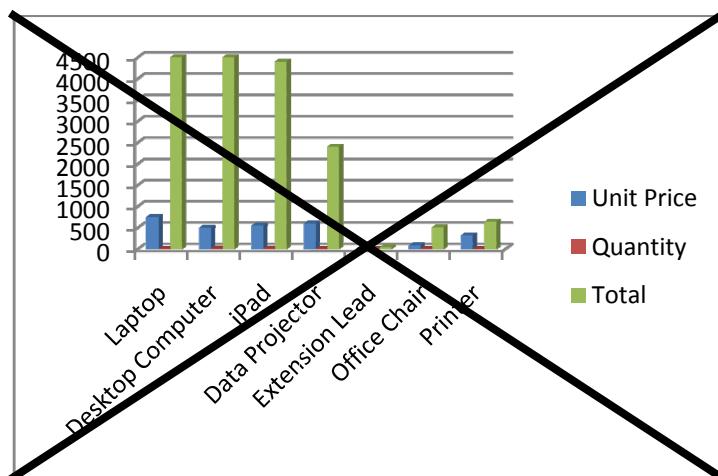
- (g) Format all money amounts to currency with 2 decimal places 4 marks  
(Hit or Miss)  
 • 2 marks for currency symbol used consistently (€, £, \$ accepted)  
 • 2 marks for two decimal places (Hit or Miss)

- (h) Insert your Examination Number in A16 0 marks

- (i) Column chart that displays **Item** and **Total**. 10 marks, Attempt 3



- Deduct 2 marks if line/bar/pie/other chart is presented displaying all data
- Deduct 2 each for each missing item (chart title -2, exam number -2, legend not necessary with only 1 column of data)
- Deduct 2 marks each for each extra/incorrect or each missing segment  
(Example: Chart below is -8 marks, -2 each for 2 extra columns Unit Price and Quantity, -2 no exam number, -2 Order Form title missing).



- Accept chart as separate printout or on original spreadsheet.

- (j) Delete Row 2 and Row 4 - 2 marks each (Exam number now on Row 14) 4 marks

- (k) Saved as **ORDER** 0 marks

- (l) Print 3 marks

**Module 3: Databases****(80 marks)****15. Database Theory****(10 marks)**(a) Which one of the following is most likely to be produced using a *database*? (4 marks)

- Telephone Directory

(b) Study the table below. Match each of the data types with a corresponding field name in the space provided. (2, 2, 2 marks)

Data type	Field name
Date/Time	<b>Date Paid</b>
Currency	<b>Fee Paid</b>
Text	<b>Address</b>

**16. Practical Database Assignment****(70 marks)**

- (a) Open APPS file 3 marks
- (b) Add new text field called **Rating** after the iPhone 10 marks
- Deduct 2 marks if field not after **iPhone** field or in wrong position
  - Deduct 2 marks for each input error (input errors, caps, spelling)
  - Deduct 2 marks if incorrect data type
  - Deduct 2 marks if incorrect width or not wide enough to fit data
  - Deduct 2 marks if entered in separate database/table
- (c) Add data to the **Rating** field 10 marks
- Deduct 2 marks per input error or per cell omitted to a max of 5 errors

AppName	Cost	Category	Android	iPhone	Rating
Draw Something	2.59	Puzzle	Yes	Yes	<b>Five</b>
Cut the Rope	0.79	Game	Yes	No	<b>Five</b>
Tetris	1.99	Game	No	Yes	<b>Four</b>
Flick Golf	2.59	Sport	No	Yes	<b>Five</b>
Talking Cat	0.00	Entertainment	Yes	Yes	<b>Five</b>
Flick Tennis	2.59	Sport	No	Yes	<b>Three</b>

- (d) Add 4 records 14 marks

AppName	Cost	Category	Android	iPhone	Rating
Family Tracker	1.99	Lifestyle	Yes	Yes	Four
Theory Test	0.79	Education	Yes	No	Three
Star Chart	1.99	Education	No	Yes	Four
Hello Kitty Diary	2.59	Lifestyle	No	Yes	Five

- Deduct 2 marks per input error
- Deduct 2 marks if entered in separate database
- Deduct 5 marks per complete record omitted
- Treat as separate errors if initial caps not correct in each cell

- (e) Amend **Flick Golf** record – Price **3.59** and **Yes** for Android. 5 marks

- (f) Delete **Cut the Rope** record (Hit or Miss) 5 marks
- If record is still present with all fields empty, 0 marks

## (g) Sort Ascending by AppName

5 marks

- -2 if AppName sorted descending
- 0 marks if sorted ascending on another field

## (h) Print amended database (9 records, 6 columns)

3 marks

- Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only

AppName <sup>sort</sup>	Cost	Category	Android	iPhone	Rating
Draw Something	2.59	Puzzle	Yes	Yes	<b>Five</b>
<sup>1</sup> Family Tracker	1.99	Lifestyle	Yes	Yes	Four
Flick Golf	<b>3.59</b>	Sport	<b>Yes</b>	Yes	<b>Five</b>
Flick Tennis	2.59	Sport	No	Yes	<b>Three</b>
<sup>4</sup> Hello Kitty Diary	2.59	Lifestyle	No	Yes	Five
<sup>3</sup> Star Chart	1.99	Education	No	Yes	Four
Talking Cat	0.00	Entertainment	Yes	Yes	<b>Five</b>
Tetris	1.99	Game	No	Yes	<b>Four</b>
<sup>2</sup> Theory Test	0.79	Education	Yes	No	Three

AppName  
Ascending

## (i) Query of Rating = Five

10 marks

- Consistent with printout from (h) above
- Deduct 2 marks for each field omitted
- Accept any incorrect data entry from (e) above

## Sorted descending by Category

5 marks

- -2 if sorted ascending
- 0 marks if sorted descending on another field

AppName	Cost	Category <sup>sort</sup>	Android	iPhone	Rating
Flick Golf	3.59	Sport	Yes	Yes	Five
Draw Something	2.59	Puzzle	Yes	Yes	Five
Hello Kitty Diary	2.59	Lifestyle	No	Yes	Five
Talking Cat	0.00	Entertainment	Yes	Yes	Five

Category  
Descending

- Don't penalise if Examination Number added as additional record on the database as this is often done for ID purpose only

## (j) Save query

0 marks

## (k) Save file and close

0 marks

## **Module 4: Desktop Publishing**

**(80 marks)**

### **17. Desktop Publishing Theory (10 marks)**

(a) A brochure is one type of publication that can be created using a DTP package.

Name two other publications that can be created for use in a busy office. 3, 3 marks

- Agenda
- Business Card
- Calendar
- CD/DVD cover
- Envelope
- Greeting Card
- Labels
- Letterhead
- Postcard
- Website etc....

(b) Which of the following is a file extension for images? 4 marks

- .jpeg

## 18. Practical Desktop Publishing Assignment

**(70 marks)**

- |   |               |            |
|---|---------------|------------|
| (a) Text inserted into new document   | 4 marks       | (4 marks)  |
| (b) Type Examination Number   | 0 marks       |            |
| (c) Insert heading text: <b>Cycle Race</b>  |               | (8 marks)  |
| Text input correctly  | 2 marks       |            |
| Arial   | 2 marks       |            |
| 38pt  | 2 marks       |            |
| bold  | 2 marks       |            |
| (d) Apply grey shading to the text <b>Cycle Race</b>  | 2 marks       | (2 marks)  |
| (e) <b>BIKE</b> clipart inserted into document  | 4 marks       | (8 marks)  |
| Correct position/alignment  | 2 marks       |            |
| Correct size (5 cm × 5 cm)  | 2 marks       |            |
| (f) <b>Kilkee, Co. Clare</b>  |               | (3 marks)  |
| Arial   | 1 mark        |            |
| 24pt  | 1 mark        |            |
| bold  | 1 mark        |            |
| (g) Format <i>Saturday 14<sup>th</sup> June 2013 at 11 a.m.</i> (Don't penalise if bold/not bold) |               | (3 marks)  |
| Times New Roman   | 1 mark        |            |
| 30pt  | 1 mark        |            |
| Border  | 1 mark        |            |
| (h) Format <i>All are Welcome</i>   |               | (3 marks)  |
| Arial   | 1 mark        |            |
| 24pt  | 1 mark        |            |
| Italics   | 1 mark        |            |
| (i) List of races:  |               | (3 marks)  |
| Arial   | 1 mark        |            |
| 28 pt   | 1 mark        |            |
| Bold  | 1 mark        |            |
| (j) <b>Smiley Face &amp; Ribbon</b> inserted from drawing toolbar                                 | (2 + 2)       | 4 marks    |
| Both are correct position/alignment   | (2 + 2)       | 4 marks    |
| Both are correct approx. size   | (2 + 2)       | 4 marks    |
| (k) Format <i>First Prize €2000 and place in centre of ribbon</i>                                 |               | (3 marks)  |
| Arial   | 1 marks       |            |
| 20 pt   | 1 marks       |            |
| Correct position/alignment  | 1 marks       |            |
| (l) <b>WordArt</b> inserted   | 4 marks       | (12 marks) |
| Text correct  | 2 marks       |            |
| Correct shape used  | 2 marks       |            |
| Correct position/alignment  | 2 marks       |            |
| Correct size (4 cm x 6 cm)  | 2 marks       |            |
| Centre align all text on the page   | (Hit or Miss) | 2 marks    |
|   |               | (2 marks)  |

- |  |         |           |
|--|---------|-----------|
| (m) <b>Double line black border</b> (any double style but not single/triple) | 2 marks | (4 marks) |
| Around full page   | 2 marks |           |
| (n) Save and Print   | 3 marks | (3 marks) |

**-2 in each of (c) .. (n) for input errors in that section**

## **Module 5: The Internet**

**(80 marks)**

### **19. Internet Theory (10 marks)**

(a) Name two popular search engines,  
such as: (4 marks)

any  $2 \times 2$  marks each

- Altavista
- AOL
- Ask.com
- Baidu
- Bing
- Dogpile
- Excite
- Google
- iAlgae
- Yahoo
- Yandex etc.

(b) List two advantages of Webmail. (3, 3 marks)

- Can access from any computer with internet access
- Don't need to download email software
- Often free addresses
- Don't need to buy a computer – can use work/school/office to access
- Can be customised
- Often easier to use than dedicated email programs
- New features added without downloading updates
- Unlimited storage now

## 20. Practical Internet Assignment

**(70 marks)**

### Task 1

(a) Log on to the Internet (home page printed or any page and no more).

**25 marks**

5 marks

(b) Open any **one** of the following sites

10 marks

- [www.dell.ie](http://www.dell.ie)
- [www.apple.com/ie](http://www.apple.com/ie)
- [www8.hp.com/ie](http://www8.hp.com/ie)

(c) Save the logo as **LOGO**.

0 marks

(Marks given later on in Task 3 (e) )

(d) Click on a link that contains *Contact information*.

10 marks

Print the first page of the *Contact information*.

- Deduct 10 marks if one of the websites above doesn't appear on page.
- Deduct 10 marks if there is no reference to *contact information*.

The image shows three side-by-side screenshots of website contact pages. 
 - The left screenshot is for Dell, titled 'Contact Information'. It includes sections for 'Customer Support' (with links to Drivers & Downloads, Technical Support, and Product Support), 'International Support Services' (with links to Support Home Page, Contact Us, and Contact Information), and 'Technical Support' (with links to Support Home Page, Drivers & Downloads, Technical Support, and Product Support).
 - The middle screenshot is for Apple, titled 'Contacting Apple'. It includes sections for 'Product Purchasing & Enquiries' (with links to Apple Online Store, Sales Support, How to Buy for Business, and How to Buy for Education), 'Technical Support' (with links to Contact Us, Support Home Page, Drivers & Downloads, and Technical Support), and 'How to Buy for Business' (with links to Contact Us, Support Home Page, Drivers & Downloads, and Technical Support).
 - The right screenshot is for HP, titled 'Contact HP / Customer Service'. It includes sections for 'Product & Technical Support' (with links to Buy online, Shop for Products & Services, Explore & Update, Support & Owners, and Contact HP / Customer Service), 'Corporate Information' (with links to Apple Disclosures International, Investor Relations, News, and Corporate Governance), and four service categories: Self Help, E-mail HP, Call HP, and Interact online with HP.

(e) Save the page on your external storage device as **CONTACT**.

**20 marks**

(a) Use search engine to find information on *Studying in Ireland*.

(b) Print first page of a website

- Study (Study or Studying **has to be visible on page** for marks)
- Ireland (Ireland or Eire **has to be visible on page** for marks)
- Has to open a website. If only a Google search list of sites 10 marks)
- Award 20 marks for a search where the words *Studying & Ireland* can be seen).

### Task 3

**25 marks**

(a) 'To' field correct (address given on form EM1)

4 marks

(b) 'CC' field correct

4 marks

(c) 'Subject' field correct (*Computer Logo*— italics not necessary/not penalised)

4 marks

(Deduct 2 marks for input error in (c) and (d) to a max of 2 errors)

(d) Compose email as per given text

6 marks

(Deduct 2 marks per error to a max of 3 errors, don't penalise double returns, as emails are casual)

Hi,

I have attached the logo of the computer manufacturer that you were looking for.

Signed: (your examination number)

(e) **LOGO** attached to email

4 marks

(f) Send email

0 marks

(g) Print email (Full marks if printed before sent).

3 marks

**Module 6: Text Entry****(80 marks)****21. Text Entry Theory****(10 marks)**

- Hit or Miss – 1 mark for each error identified to a maximum of 10 errors from a possible 12
- Accept passage retyped with all errors corrected or identified

Your brain is the boss off your body. It runss the show and controls just about everything you do, even when you're asleep. Nit bad forsomething that looks like a big, wrinkly, grey sponge. it allows you to think, learn, create, feel emotions and to control very blink, breath and heartbeat

The brain has two halves, with one on either side of the head. Some scientists think that the right half helps you thinks about abstract thinks like music, colors and shapes. The left half is said to be more analytical, helping you with maths, logic and speech.

It is important to looked after your brain. To do this your should eat healthy foods and get lots of exercise.

Always were a helmet when you ride your bike or play sports that require head protection.

1. off – of
2. runs – runs
3. nit – not
4. forsomething – for something
5. it – It
6. heartbeat – heartbeat.
7. Extra space before paragraph beginning ‘Some scientists ...’
8. thinks – think
9. colors – colours
10. It – moved back up to previous line or down to new paragraph
11. looked – look
12. your – you
13. were – wear.

## 22. Practical Text Entry Assignment (70 marks)

### TASK 1 Data Entry Test (35 marks)

- |   |  |
|---|--|
| <p>(a) Type your Examination Number</p> <p>(b) Type the passage using:</p> <ul style="list-style-type: none"> <li>• Arial throughout</li> <li>• 16 pt throughout</li> <li>• 1.5 line spacing throughout</li> <li>• Fully justified throughout</li> </ul> <p>• Text entered accurately</p> <p>• If one space after full stop or hyphen used consistently, do not penalise</p> <p>• Deduct 2 marks per error including spelling, caps, paragraphs etc. to a max of 8 errors</p> <p>• Deduct 4 marks per line omitted.</p> <p>• Double or single return between paragraphs is acceptable as long as consistent, otherwise penalise as an input error.</p> <p>(c) Format text as shown below.</p> <ul style="list-style-type: none"> <li>• Bold <b>Olympia</b> (Full word - Hit or Miss)</li> <li>• Bold <b>Zeus</b> (Full word - Hit or Miss)</li> <li>• Underline '<u>to watch</u>'</li> <li>• Superscript km<sup>2</sup></li> </ul> <p>(d) Print</p> | <p>0 marks</p> <p>2 marks<br/>2 marks<br/>2 marks<br/>2 marks</p> <p>16 marks</p> <p>16 marks</p> <p>2 marks<br/>2 marks<br/>2 marks<br/>2 marks</p> <p>3 marks</p> <p>2 marks</p> |
|---|--|

- Make sure that “Temple of Zeus” has open and closed inverted commas as shown
- Watch thousand separator commas in figures
- Check spaces before and after all punctuation marks.

**TASK 2****Creating a Flyer****35 marks)**

(a) Type your Examination Number		0 marks
(b) Create a flyer using information given.		
	<ul style="list-style-type: none"> <li>• Deduct 2 marks per error. This includes initial caps in heading, alignment, spelling errors, tabs, single return after heading, spacing (full marks if consistent) etc.</li> <li>• Deduct 4 marks per line omitted.</li> </ul>	
(c) Debs Ball		(8 marks)
	<ul style="list-style-type: none"> <li>• Centred</li> <li>• 3 other enhancements</li> </ul>	2 marks (2 marks each) 6 marks
(d) School Name, Address, Date, Time and Venue		(4 marks)
	<ul style="list-style-type: none"> <li>• Left Aligned</li> <li>• Arial</li> <li>• 20 pt</li> <li>• Bold</li> </ul>	1 marks 1 marks 1 marks 1 marks
(e) Tickets €40.00		(4 marks)
	<ul style="list-style-type: none"> <li>• Centred</li> <li>• Arial</li> <li>• 16 pt</li> <li>• Bold</li> </ul>	1 marks 1 marks 1 marks 1 marks
(f) Remaining text centred	All remaining text	2 marks
Some additional formatting to last 2 lines of Flyer		2 marks
(g) Apply spacing so that it fits on an A4 page, with good use of white space.		10 marks
Attractive Layout/Balance of presentation	<b>0, 5, 10 depending on quality of layout</b>	
(h) Apply border to full page (not just text)		2 marks
(i) Save/Print		3 marks

(Examination Number)

**Debs Ball**

**St Jude's School**

**Galway**

**Date: 29<sup>th</sup> May 2013**

**Time: 7:30 p.m.**

**Venue: Pink Hotel, Main Street, Galway**

**Tickets: €40.00**

Band and Disco until 2 a.m.

Photographer will be available from 5 p.m.



