



**KEY SKILLS QUALIFICATION  
EXEMPLAR TEST 2**

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KEY SKILL	LEVEL
Information Technology	Level 2 (U1051251)

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**WHAT YOU NEED FOR THIS TEST**

- ÷ This Question Paper
- ÷ An Answer Sheet
- ÷ An HB Pencil
- ÷ An Eraser

**Bilingual dictionaries may be used**

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**TIME ALLOWED – 1 HOUR**

**THERE ARE 40 QUESTIONS IN THIS TEST  
(Total Marks: 40)**

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**INSTRUCTIONS TO CANDIDATES**

- ÷ Write your personal details in the spaces provided on the Answer Sheet
- ÷ Read each question carefully
- ÷ Answer all of the questions
- ÷ Use an HB pencil and follow the instructions on the Answer Sheet
- ÷ At the end of the test, you must hand this Question Booklet, the Answer Sheet and all notes to the supervisor

**DO NOT OPEN THIS QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO BY THE SUPERVISOR**

**REMEMBER. YOU HAVE 1 HOUR TO FINISH THE TEST**

The personal details of all members of the Meadowland Golf Club are stored on the computer database shown below.

SURNAME	FIRST NAME	ADDRESS	TOWN	FEES OWING	MEMBERSHIP TYPE	DATE JOINED CLUB
Minton	Trevor	22 Hereford Road	Princetown	£200.00	Country	09.09.99
Smith	Ron	99 Avon Way	Marshfield	£125.00	Full	28.08.89
Goodwin	Jason	77 Highland View	Ashford	£0	Full	16.09.96
Miller	Wendy	92 Beau Drive	Marshfield	£0	Country	25.08.89
James	Kym	123 Somers Avenue	Newtown	£150.00	Country	21.08.94
Winter	Chris	66 The Bridge	Somerton	£150.00	Full	04.01.99
Butcher	Paul	1 Coed Cae	Somerton	£150.50	Full	10.08.93
Khan	Jamil	8 Hereford Road	Princetown	£100.00	Full	25.05.92
Duggan	Sam	3 Rhyn View	Marshfield	£300.00	Full	06.01.93
Williams	Jane	9 Alder Avenue	Marshfield	£125.75	Country	10.06.94

**Questions 1 to 3 are based on the database**

1. The member who lives in MARSHFIELD and joined in 1994 is
  - A Sam Duggan
  - B Wendy Miller
  - C James Kym
  - D Jane Williams
2. The member who has a FULL membership and owes £150.00 in membership fees is
  - A Paul Butcher
  - B Sam Duggan
  - C James Kym
  - D Chris Winter
3. Each row in the database shown is a
  - A code
  - B record
  - C field
  - D sort

4. The Club has a photograph of its new Club House that it wants to include in the monthly magazine. To do this it would use
- A the internet
  - B a spreadsheet
  - C a scanner
  - D clipart
5. The Club secretary uses the internet to find suppliers of golf equipment. This will need the use of
- A a fax
  - B a word processor
  - C a search engine
  - D e-mail

An extract from the draft minutes of the Annual General Meeting of the Golf Club is shown below.

The diagram shows a rectangular box representing a document page. At the top left, a box labeled 'Y' has an arrow pointing down to the left margin. At the top right, a box labeled 'X' has an arrow pointing left to the title 'MEADOWLAND GOLF CLUB'. The document content inside the box is as follows:

**MEADOWLAND GOLF CLUB**

MINUTES OF THE ANNUAL GENERAL MEETING

APOLOGIES: Paul Butcher, Sam Duggan, Trevor Minton,  
Chris Winter

PRESENT: All other members of the Golf Club

**1 The Extension to the Club House**  
The extension to the Club House is now completed. The Leisure Complex comprises a gymnasium, sauna and solarium. It was decided that membership of the Leisure Complex for this year would be £280.00.

**2 The Membership fees next season**  
It was agreed that membership fees for next season will increase by 10% with a discount of 5% available for family memberships.

**3 The Annual Dinner**  
This will be held in the new restaurant area of the Club House. Formal Dress is required at this event.

Questions 6 to 11 are based on this extract.

6. The arrow marked X indicates a

- A heading
- B list
- C paragraph
- D tab

7. The space at the side of the minutes indicated by the arrow marked Y indicates a

- A page
- B column
- C margin
- D tab

8. What is the cost of membership this year and what dress code is required at the Annual Dinner?
- A £280.00 and informal dress
  - B £2.80 and fancy dress
  - C 10% and formal dress
  - D £280.00 and formal dress
9. How many people sent their apologies for the Annual General Meeting?
- A 0
  - B 1
  - C 4
  - D all other members of the golf club
10. The matters discussed at the Annual General Meeting are numbered and underlined in the minutes. The purpose of this is to
- A conceal the information
  - B make the minutes clearer
  - C help when spell checking
  - D make the minutes easier to print
11. Having saved and closed the document the secretary realises that the date needs to be added to the minutes. To do this the secretary must
- A close, edit, print and save the document
  - B open, edit, print and save the document
  - C edit, open, print and save the document
  - D print and save the document again
12. A company uses a computer to store details about all the CDs it sells. To do this it will use
- A a graphics package
  - B the internet
  - C a database
  - D a scanner
13. To minimise the risk of repetitive strain injury, you should
- A ensure the keyboard is suitably positioned
  - B adjust the brightness of the VDU
  - C ensure that there are no trailing wires
  - D have anti-glare screens fitted
14. A doctor sets up a password system for accessing patient records to
- A improve health and safety
  - B ensure confidentiality
  - C protect copyright
  - D identify trends

15. Copying software is often illegal because of

- A the Health and Safety at Work Act
- B the Data Protection Act
- C confidentiality
- D copyright

**Where a helmet  
when rock climbing**

16. A user was puzzled that there was a spelling error in her work (see above) even after using the spell checker. What should she do to avoid errors of this kind?

- A Use a dictionary
- B Learn to type more accurately
- C Proof-read her work
- D Use another spell checker

Questions 17 to 20 are based on the following extract from a database of Key Skill candidates.

First Name	Last Name	Key Skill	Level	Pass/Fail	Date
Ade	Kawa	Communication	2	Pass	2 Jun 00
Marina	Li	IT	1	Pass	2 Jun 00
Jaya	Shah	Number	1	Pass	5 Feb 00
Jim	Davies	Communication	1	Fail	2 Jun 00

17. 600 candidate records are kept in this database. The main advantage of using a database is that

- A searching and sorting into different lists is easy
- B it is much cheaper than hand written lists
- C the information is always correct
- D information cannot be lost

18. Which fields would be used in a search to find all candidates who passed IT Level 2?

- A Key Skill **and** Level **and** Pass/Fail
- B Key Skill **and** Pass/Fail **and** Date
- C Pass/Fail **and** Key Skill
- D Key Skill **and** Level

19. To make it easy to look up information about particular candidates you would

- A copy and paste the table to another file
- B make a backup copy of the table
- C sort the table in last name order
- D save the table to disk

20. To list candidates who only took IT at level 1, you would use the search criterion

- A Key Skill = IT **or** Level = 1
- B Key Skill = IT **and** Level = 1
- C Level = 1 **and** Pass/Fail = Pass
- D IT = Key Skill **or** 1 = Level



The spreadsheet below shows the initial stock at the beginning of November and the stock sold during the month at Meadowland Golf Club.

	A	B	C	D	E	F
1	ITEM	SELLING PRICE	INITIAL STOCK	NUMBER SOLD	REMAINING STOCK	VALUE OF SALES
2	Trolley	£29.99	6	3	3	£89.97
3	Golf Bag	£35.00	5	4	1	£140.00
4	Ball Marker	£0.50	65	56	9	£28.00
5	Tees – Wooden (pack of 20)	£2.00	150	50	100	£100.00
6	Tees – Plastic (pack of 20)	£2.00	50	10	40	£20.00
7	Golf Balls (pack of 12)	£10.99	120	65	55	£708.50
8	TOTAL VALUE OF SALES					£1086.47

**Questions 21 to 32 are based on this spreadsheet**

21. The formula used in cell F2 to calculate the value of sales is

- A =A2\*F2
- B =SUM(D1:F2)
- C =AVERAGE C2:F2
- D =B2\*D2

22. The format of the cells in column B is

- A text
- B currency
- C date
- D number

23. The formula used to calculate the value in cell F8 is

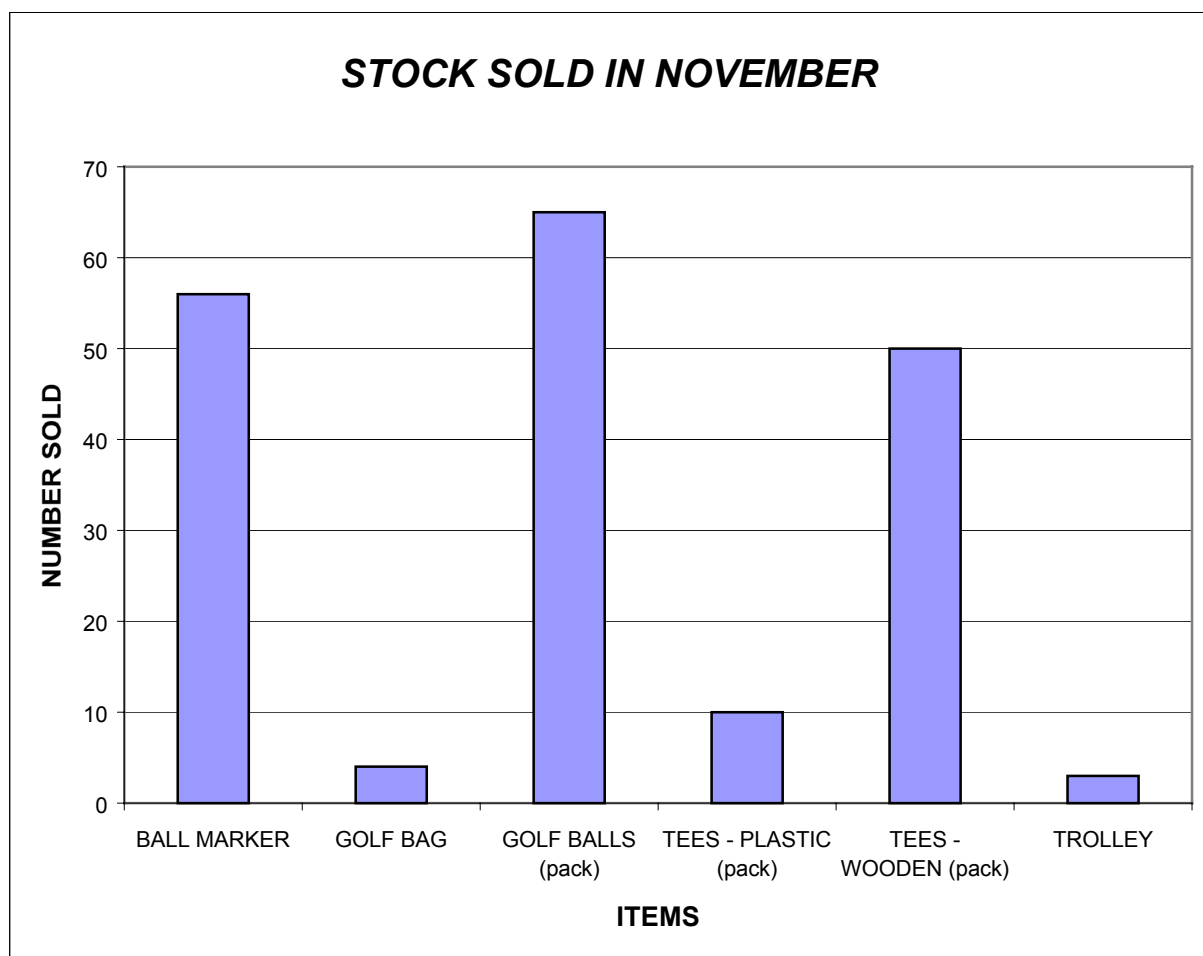
- A =SUM(C2:E2)
- B =C2/E2
- C =SUM(F2:F7)
- D =F2\*F7

24. The figure in cell B7 is changed to £9.99. Which other 2 cell figures will change?

- A F2 and F8
- B F6 and F8
- C F7 and F8
- D E7 and F7

25. The selling price of golf bags was wrongly entered and is corrected to £38. What effect will this have in the spreadsheet?
- A the column width will change
  - B the spellchecker will be activated
  - C it will have no effect at all
  - D the value of sales will change
26. If all the golf bags had been sold, which cell would have shown as 0?
- A E3
  - B A3
  - C D3
  - D F8
27. If the spreadsheet is sorted in ascending alphabetical order of the Item Column, which item will appear last?
- A ball marker
  - B trolley
  - C golf bag
  - D golf balls
28. The data in Column C is
- A centred
  - B left aligned
  - C right aligned
  - D justified
29. The shading in the spreadsheet helps to
- A hide the information
  - B highlight the information
  - C run a query
  - D surf the internet
30. The main advantage of using a spreadsheet compared with handwritten records is that
- A it is cheaper
  - B the information cannot be lost
  - C it can carry out calculations
  - D the information is always correct
31. When entering data into the spreadsheet, it should be saved regularly in order to avoid
- A incorrect calculations
  - B making mistakes
  - C losing data
  - D CD-ROM corruption
32. The columns needed to produce a pie chart of items sold during the month of November are
- A value of sales and remaining stock
  - B selling price and remaining stock
  - C item and number sold
  - D item and selling price

The chart below shows the stock sold at Meadowland Golf Club during the month of November.



**Questions 33 to 37 are based on this chart**

33. The item which has sold the most is

- A ball marker
- B golf balls (pack)
- C tees – plastic (pack)
- D trolley

34. The item which has sold the least is

- A ball marker
- B golf ball (pack)
- C tees – plastic (pack)
- D trolley

35. The text in the heading STOCK SOLD IN NOVEMBER is

- A italic
- B subscript
- C superscript
- D underlined

36. A suitable file name when saving the chart would be

- A Chart
- B Meadowland Golf Club
- C Stock Sold November
- D Workbook 1

37. Checking a document for errors without the aid of a computer is called

- A proof reading
- B searching
- C spell checking
- D word counting

**This article appears in the monthly golf club magazine.**

## SEEING IS BELIEVING

How many times have you stood on the tee and talked yourself out of hitting a good shot? What you do and think before you even swing the club will determine how you score. See the shot and then believe you can pull it off.



Developing a pre-shot routine is an important part of the game. It not only helps prepare you to plan the shot correctly but also contributes towards establishing good practice. Consider the following points.

### *(1) The shot*

Approach the ball from behind and on the target line and select a spot just in front of it at which to aim (for the simple reason that it is much easier to aim at a spot a couple of metres away than a far off one).

### *(2) Commit yourself to the shot*

After the preparation work is carried out commit yourself 100% to the shot.

### *(3) Waggle the Club*

One or two waggles of the club head helps to free any tension in the hands and arms.

Meadowland Monthly

**Questions 38 to 40 are based on the article on the previous page**

38. The text in the article above is presented in

- A alphabetical order
- B columns
- C descending order
- D normal presentation

39. The numbered sub-headings are shown in

- A bold
- B italics
- C tabbed
- D underlined

40. The text MEADOWLAND MONTHLY is

- A centred
- B left aligned
- C left margin
- D right aligned