KEY SKILLS QUALIFICATION
Information Technology Level 2
External Assessment

15 NOVEMBER 2000

WHAT YOU NEED FOR THIS TEST

- This Question Paper
- An Answer Sheet
- Instructions on how to complete the Answer Sheet

- Bilingual dictionaries may be used

TIME ALLOWED – 1 HOUR

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

You should try to answer all of the questions

INSTRUCTIONS TO CANDIDATES

- Ensure your personal details are correctly entered in the spaces provided on the Answer Sheet
- Read each question carefully
- Follow the instructions on how to complete the Answer Sheet
- At the end of the test, hand the Question Paper, the Answer Sheet and all notes to the supervisor

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

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

The Wild Side Outdoor Activity Centre sends a letter to all its past users telling them of new activities and facilities. A copy of the letter is shown below.

Questions 1–7 are based on this letter.

The Wild Side
Outdoor Activity Centre
The Moor
Wildwood
S12 6NM

April 12th 2001

Dear Member

We want to let you know of some of the new activities that will be available to those who use The Wild Side Outdoor Activity Centre this summer.

The new activities are

Activity	**Level**	**Extra charge**
Pony Trekking	Beginners	£10.00 per day
Rock Climbing	Beginners, Intermediate	£12.50 per day
White Water Rafting	All levels	£50.00 per week

We hope your children will want to take part in these activities as well as all the other sports offered. Don't forget that there is a discount for early booking this year. The discount is 17.5% for activity sessions booked before the end of May.

Yours sincerely

Pauline Knowles
Centre Manager

1   The font style used for the centre address is

    A   bold underlined

    B   bold italic

    C   regular

    D   plain

2   The date of the letter is

    A   fully justified

    B   aligned right

    C   aligned left

    D   centred

3   The main text of the letter is

    A   fully justified

    B   aligned right

    C   aligned left

    D   centred

4   The lines describing the new activities are laid out using tabs. What type of tab has been used to align these items?

    A   left

    B   right

    C   centre

    D   decimal

5   The text for the headings of the columns of new activities is

    A   italic underlined

    B   bold underlined

    C   lower case text

    D   regular text

6   The logo at the top of the letter is clip art which is stored as

    A   a text file

    B   an image file

    C   a database file

    D   a spreadsheet file

7   The image at the bottom of the letter is a copy of the logo that has been

    A   reduced

    B   enlarged

    C   cropped

    D   rotated

The Wild Side Outdoor Activity Centre has produced a database of 3000 clients who have used the centre with groups of children. The following are complete records from the database for all the clients who live in Essex.

Questions 8–14 are based on this table.

Last Name	First Name	Title	Address 1	Town	County	Postcode	Group Size
Read	Judith	Ms	1 Greenacres Lane	Durnley	Essex	GM3 2QD	36
Smith	Cyril	Mr	12 Hall Park	Cheadle	Essex	CH2 2CD	43
Smith	Jill	Mrs	2 The Calls Lane	Beade	Essex	NG1 5HQ	91
Stone	Peter	Mr	12 Hall Park	Cheadle	Essex	CH2 2CD	16
Surma	Raj	Mr	The Park	Fontly	Essex	NG5 3HT	27

8   The data type of the Last Name field is

   A   currency

   B   number

   C   date

   D   text

9   How many clients are there in Essex?

   A   5

   B   6

   C   7

   D   8

10 Jill Smith lives in

   A   Durnley

   B   Cheadle

   C   Fontly

   D   Beade

11 The table of clients who live in Essex is in alphabetical order by

   A   Town then by Last Name

   B   County then by Town

   C   Last Name then by First Name

   D   First Name then by Last Name

12 If you sorted the table of clients who live in Essex in descending order by the Town field, the town at the top of the list would be

    A Durnley

    B Cheadle

    C Fontly

    D Beade

13 The most efficient way to send a letter to all 3000 clients on the database would be to use

    A manual data entry

    B cut and paste

    C mail-merge

    D text entry

14 How many records match the criterion **Town = Cheadle AND Last Name <> Smith**?

    A 1

    B 2

    C 3

    D 4

Ally owns a stationery shop. 'All You Need' is the name of a stationery supplier from whom Ally buys items. Ally wanted to compare All You Need's prices with those of an alternative supplier. She uses the spreadsheet shown below to do this.

Questions 15–22 are based on this spreadsheet.

	A	B	C	D	E	F
1	Item	Number required	All You Need Unit Price	Alternative supplier Unit Price	All You Need Total Prices	Alternative supplier Total Prices
2	Acrylic Paint Tube	10	£2.10	£2.00	£21.00	£20.00
3	Small Paintbrushes	17	£3.00	£3.10	£51.00	£52.70
4	Medium Paintbrushes	10	£5.50	£5.50	£55.00	£55.00
5	Large Paintbrushes	5	£15.00	£14.95	£75.00	£74.75
6	Small Sketchpads	12	£2.00	£2.10	£24.00	£25.20
7	Large Sketchpads	7	£4.95	£5.00	£34.65	£35.00
8				Total price	£260.65	£262.65

15 The format of cells **C2** to **F7** is

    A   date

    B   text

    C   currency

    D   percentage

16 The text in cell **A1** is

    A   centred

    B   italic bold

    C   aligned left

    D   aligned right

17 The formula in cell **E2** to calculate the 'All You Need' Total Price for Acrylic Paint Tubes is

    A   =(B2/E2)

    B   =B2*C2

    C   =(B2+C2+D2)

    D   =AVERAGE(E2-F2)

18 When the correct formula is placed in **E2**, it can be replicated to cells

    A   E3 to E7

    B   E1 to E8

    C   B2 to F2

    D   E8 to F8

19 The formula in cell **F8** to calculate the Total Price from the alternative supplier is

    A =SUM(E1:E7)

    B =SUM(F1:F8)

    C =SUM(F2:F7)

    D =SUM(F2:F8)

20 A formula that would calculate the average 'All You Need Unit Price' is

    A =SUM(C2:C7)

    B =SUM(D2:D7)

    C =AVERAGE(C2:C7)

    D =AVERAGE(E2:E7)

21 If the required number of large paintbrushes changes from 5 to 10, the total price for large paintbrushes in cells **E5** and **F5** would
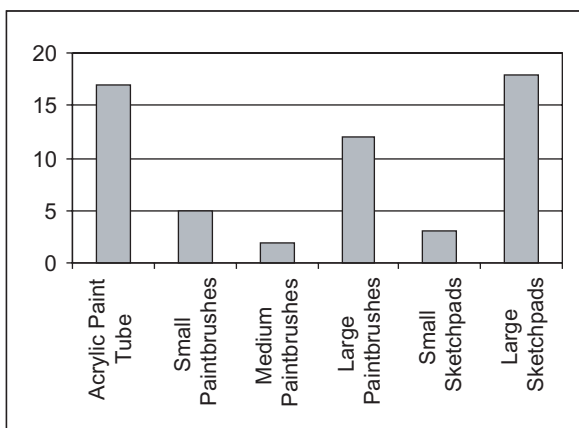
    A increase

    B decrease
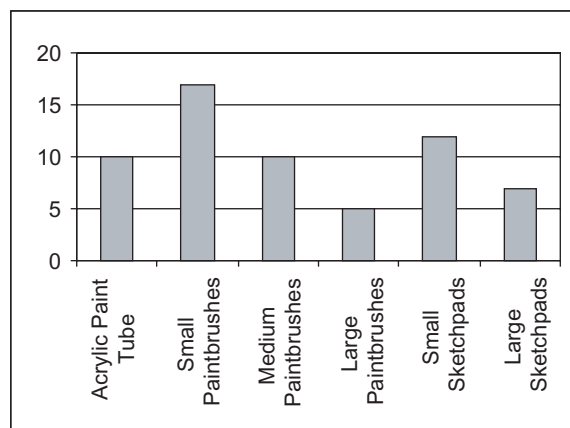
    C remain the same

    D be less than £75.00

22 Ally has created a bar chart showing the number of items required. Which of the following bar charts has been generated from the data in the spreadsheet?
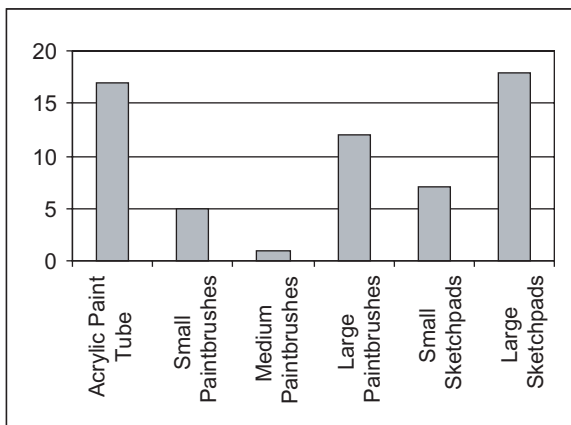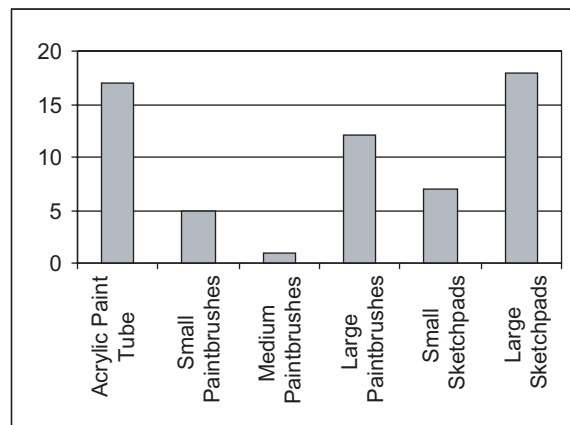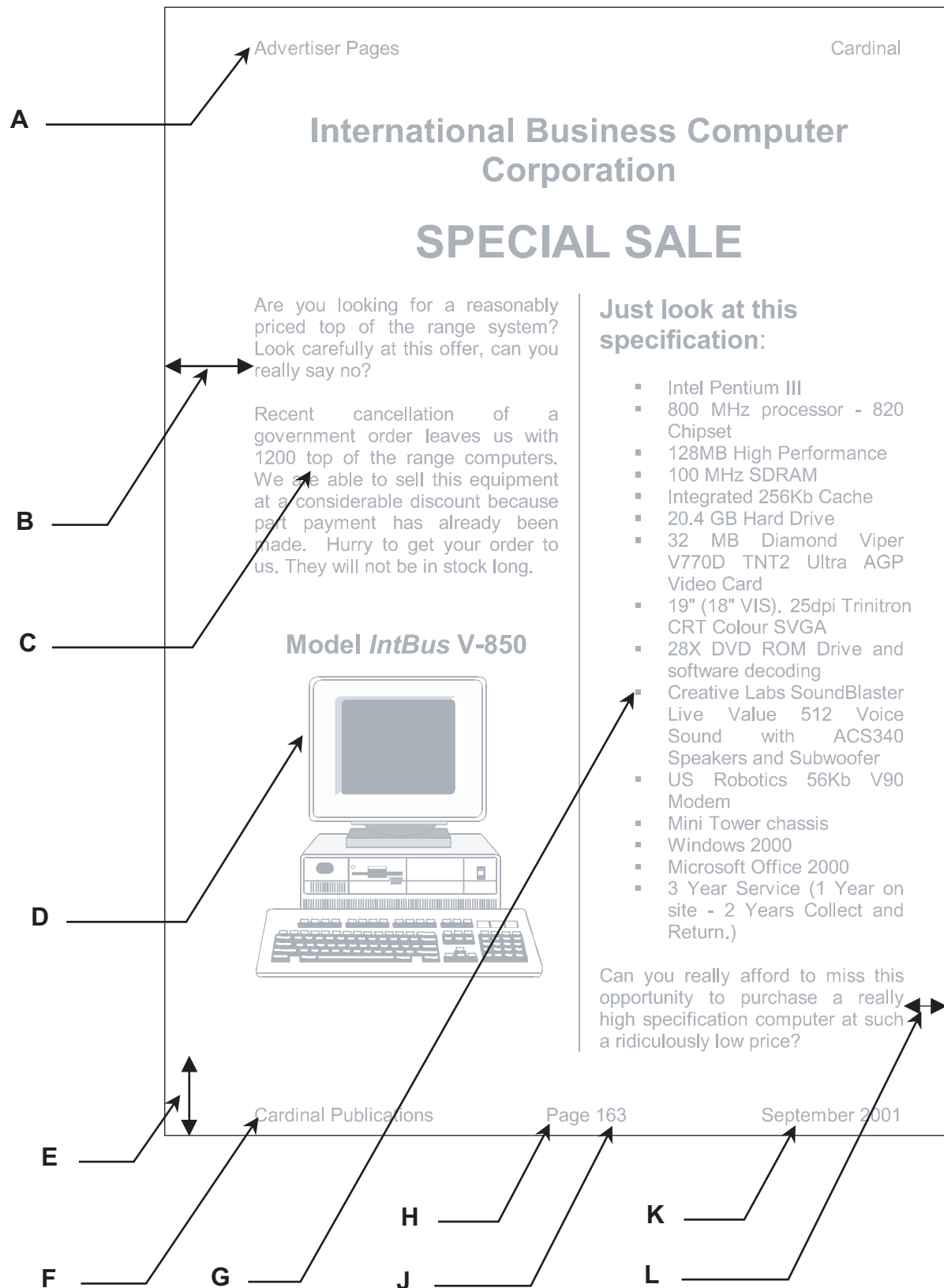
Questions 23–29 are about the diagram below that shows the different components of layout for a page taken from a sales catalogue.

Advertiser Pages

Cardinal

International Business Computer Corporation

SPECIAL SALE

Are you looking for a reasonably priced top of the range system? Look carefully at this offer, can you really say no?

Recent cancellation of a government order leaves us with 1200 top of the range computers. We are able to sell this equipment at a considerable discount because part payment has already been made. Hurry to get your order to us. They will not be in stock long.

Model *IntBus* V-850

Just look at this specification:

- Intel Pentium III
- 800 MHz processor - 820 Chipset
- 128MB High Performance
- 100 MHz SDRAM
- Integrated 256Kb Cache
- 20.4 GB Hard Drive
- 32 MB Diamond Viper V770D TNT2 Ultra AGP Video Card
- 19" (18" VIS). 25dpi Trinitron CRT Colour SVGA
- 28X DVD ROM Drive and software decoding
- Creative Labs SoundBlaster Live Value 512 Voice Sound with ACS340 Speakers and Subwoofer
- US Robotics 56Kb V90 Modem
- Mini Tower chassis
- Windows 2000
- Microsoft Office 2000
- 3 Year Service (1 Year on site - 2 Years Collect and Return.)

Can you really afford to miss this opportunity to purchase a really high specification computer at such a ridiculously low price?

Cardinal Publications

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A B C D E F G H J K L

23 Items **A** and **F** of the sales catalogue are the

    A   column headings

    B   header and footer

    C   left and right margin

    D   top and bottom margin

24 Items **B** and **L** of the sales catalogue are the

    A   column headings

    B   header and footer

    C   left and right margins

    D   top and bottom margins

25 The most accurate way to align item **K** with the edge of the column of text above is to use a

    A   bullet point

    B   centre tab

    C   right tab

    D   left tab

26 The bullet points on the page are indicated by arrow

    A   **C**

    B   **D**

    C   **G**

    D   **H**

27 The text at **C** is

    A   centred

    B   aligned left

    C   aligned right

    D   fully justified

28 Item **J** is an inserted field containing the

    A   date

    B   footer

    C   file name

    D   page number

29 Item **D** is

    A   an image

    B   a column

    C   a bullet point

    D   a column heading

Phil, the local newsagent in Milndale, keeps track of his customers on a database. The table below shows some of the records.

Questions 30–37 are based on this database.

First Name	Last Name	House Number	Street Name	Postcode	Weekend Papers	Bill to date
Belinda	Ball	12	View Bank	MN12 4PU	Yes	£12.95
Susan	Dent	43	View Bank	MN12 7PU	No	£11.46
Charlie	Goody	2a	Sunny Hill	MN12 2WT	Yes	£11.24
Joanne	Batkin	11	View Bank	MN12 8HT	Yes	£9.25
Simon	Jones	14	Rose Mount	MN11 6LP	No	£6.45
Farah	Sameja	19	Rose Mount	MN11 6LP	No	£6.12

30 The data type of the Postcode field is

    A   date

    B   text

    C   number

    D   currency

31 The information in the table has been sorted by

    A   Last Name

    B   First Name

    C   Bill to date

    D   Street Name

32 How many of these records match the search criterion
Weekend Papers = Yes AND Street Name = View Bank?

    A   1

    B   2

    C   3

    D   4

33 If you sorted the table in ascending order of postcode the last record would be for

    A   Simon Jones

    B   Joanne Batkin

    C   Farah Sameja

    D   Belinda Ball

34 Which search criterion would you use to find all customers whose bill to date is more than £7.00?

    A   Bill to date = £7.00

    B   Bill to date > £7.00

    C   Bill to date < £7.00

    D   Bill to date < > £7.00

35 If you use the query **Postcode** = **MN11*** on the table, the report produced would be

A

Belinda	Ball	12	View Bank	MN12 4PU	Yes	£12.95
Susan	Dent	43	View Bank	MN12 7PU	No	£11.46

B

Simon	Jones	14	Rose Mount	MN11 6LP	No	£6.45
Farah	Sameja	19	Rose Mount	MN11 6LP	No	£6.12

C

Simon	Jones	14	Rose Mount	MN11 6LP	No	£6.45

D

Farah	Sameja	19	Rose Mount	MN11 6LP	No	£6.12

36 Phil enters new records and changes other information on the database. What check should he make before saving and printing out copies?

    A   data-type check

    B   grammar check

    C   proof-read check

    D   spell check

37 Phil uses floppy disks for backup and to transfer information to another computer. To reduce the risk of data loss or corruption he should regularly

    A   erase the disks

    B   format the disks

    C   spell check the disks

    D   virus check the disks

Questions 38–40 are about safety and ways of working with IT.

38 Passwords are often used to protect

     A   systems from virus infection

     B   disks and files from data corruption

     C   users from dangerous environments

     D   confidential information from unauthorised access

39 Copyright information can

     A   be freely copied and used

     B   only be used with permission

     C   only be kept on backup disks

     D   be assumed to be totally correct

40 Loss of data can easily occur when

     A   files are saved

     B   files are opened

     C   virus infection occurs

     D   backup copies are created