OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

INFORMATION AND COMMUNICATION TECHNOLOGY

2377/02

GCSE

UNIT 1 HIGHER TIER

Wednesday	**14 MAY 2003**	Morning	1 hour

Additional materials:
 Answer sheet (MS4)
  To be brought by candidate: eraser
                HB pencil

TIME 1 hour

INSTRUCTIONS TO CANDIDATES

Do not open this booklet until you are told to do so.

Write your name, Centre number and candidate number on the answer sheet in the spaces provided unless this has already been done for you.

There are **forty** questions in this paper. Attempt as many questions as possible. For each question there are four possible answers, **A**, **B**, **C** and **D**. Choose the **one** you consider correct and record your choice in **soft pencil** on the separate answer sheet.

Read very carefully the instructions on the answer sheet.

INFORMATION FOR CANDIDATES

Each correct answer will score one mark. A mark will not be deducted for a wrong answer.

This question paper consists of 18 printed pages and 2 blank pages.

Questions 1 to 6 are about this document.

P

CONFIDENTIAL

Marsupial Sales plc

Remuneration Committee Report

The committee has decided that the
following salary structure shall be applied
to all employees of Marsupial Sales plc with
the exception of:

Q

- Chief Executive
- Directors
- Senior Managers

R

**All other staff will receive a cost of
living increase of 2% to be paid from April
of the year 2002. This document will come
into effect from the date below.**

S

28 February 2002
John Costello and Arthur Anders
Remuneration Committee
Extension number 7146

1 The list at **Q** is presented inconsistently due to a difference in

A font

B bullets

C indentation

D line spacing

2 The paragraph at **R** is formatted with a

A first line indent

B hanging indent

C right indent

D left indent

3 The image at **P** is positioned

    A   behind the text

    B   beside the text

    C   in front of the text

    D   with text wrapped around

4 The contact details at **S** are

    A   fully justified

    B   aligned right

    C   aligned left

    D   centred

5 The text at **R** has been emphasised by

    A   deleting and re-entering the text

    B   using a different font style

    C   changing the font size

    D   using a border

6 To help keep this information confidential, the user should

    A   keep backup files

    B   log changes to the document

    C   use passwords to restrict access

    D   copyright protect the information

Questions 7 to 14 are about this database.

| Cat No	Author	Title of publication	Publisher	Media	Stock	Price
19123H	Chivers J R	Fly Fishing	Yellowstone	Hardback	4	£29.99
32034T	Arches M	Living with Insecurity	BBC	Tape	3	£19.99
93885S	Smith K	Travels Around Europe	Purdue	Softback	8	£9.99
94446H	Johnson S	Selling	Yellowstone	Hardback	4	£29.99
37857S	Carr M	Humour in Teaching	BBC	Softback	5	£19.99
22868H	Seigel H	Travel in USA	C4	Hardback	12	£29.00
34277T	Taylor A	TV Quiz	C4	Tape	5	£6.99
23386S	Gozales M	Gardening for Beginners	BBC	Softback	4	£9.49
43397S	Coleman C	Behaviour Patterns	Yellowstone	Softback	3	£9.99
43398H	Coleman C	Behaviour Patterns	Yellowstone	Hardback	7	£30.00

7   To list the database in A-Z order of **Publisher**, showing the number of books in **Stock** with the greatest number first, the user should

   A   sort descending on Publisher and sort ascending on Stock

   B   sort ascending on Publisher and search on Stock

   C   sort ascending on Publisher and sort descending on Stock

   D   sort descending on Publisher and search on Stock

8   To find publications costing £19.99 or less, the search criteria is

   A   Price <£19.99

   B   Price >£19.99

   C   Price <=£19.99

   D   Price >=£19.99

9   The **Cat No** of a softback book published by BBC where there are 5 in **Stock** is

   A   23386S

   B   34277T

   C   32034T

   D   37857S

10 To list the publications by the BBC and by C4 the search criteria is

   A Publisher = "BBC" AND Publisher ="C4"

   B Publisher = "BBC" NOT Publisher ="C4"

   C Publisher = "BBC" OR Publisher ="C4"

   D Publisher = "BBC" AND "C4"

11 Which field is most suitable as the primary key?

   A Publisher

   B Cat No

   C Author

   D Stock

12 The data type of the **Cat No** field should be set as

   A text

   B date

   C currency

   D number

13 The number of publications found by the search **Price** >= £17.50 and number in Stock >= 6 is

   A 1

   B 2

   C 3

   D 6

14 To make sure that new records in the database have been entered correctly, the user should

   A proof-read

   B use a spellchecker

   C use a grammar checker

   D make regular backups of the data

Questions 15 to 20 are about this document.

Personal Protective Equipment – a failure of will

A new government report (Non-compliance of Health and Safety legislation 7 November 2003) in UK manufacturing suggests that many organisations are breaching health and safety legislation by not requiring their employees to use the personal protective equipment provided according to their own Safety Policy.
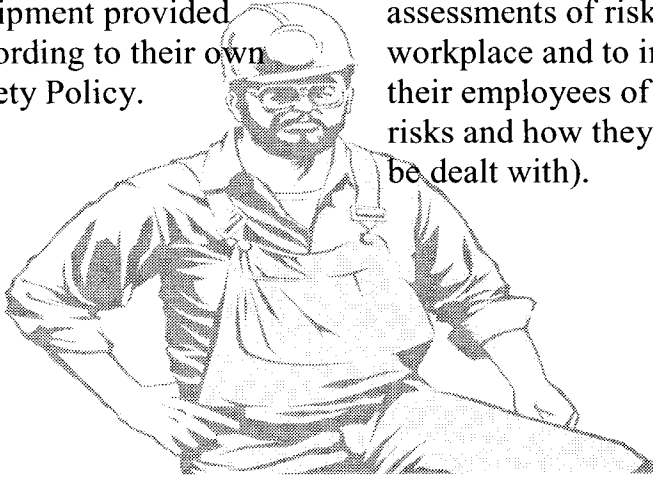
A Safety Policy is a statement from an employer about its commitment to the health and safety at work of its employees as detailed in Health and Safety at Work Annexe 25 November 2001. (Employers are also required to have completed assessments of risk in the workplace and to inform their employees of these risks and how they should be dealt with).

Examples of personal protective equipment found to be underused by employees were:
- Ear defenders
- Eye protectors
- Dust masks
- Overalls
- Safety boots
- Helmets

Dr R E Mark in his address to the Industrial Society on November 2 2003 stated, "One moment without the protection of PPE could result in serious injury."

(Not to be published until 15 November 2003)

15 The information in the document can be used after the

A   5 November 2003

B   7 November 2003

C   15 November 2003

D   25 November 2003

16 The body of the document has been formatted as

A   two tables

B   one column

C   two columns

D   three columns

17 The image has been inserted

    A   in a text box

    B   with text wrap

    C   behind the text

    D   in front of the text

18 The image in the document was taken from a printed document using

    A   a mouse

    B   a scanner

    C   drag and drop

    D   copy and paste

19 Paragraphs in this document can be identified by the

    A   font

    B   font style

    C   indentation

    D   line spacing

20 The heading is emphasised by using a

    A   text box

    B   different font

    C   different border

    D   different font style

Questions 21 to 29 are about this spreadsheet. Formulas are used to calculate the values in columns D and E and rows 13 and 14.

	A	B	C	D	E
1	Monthly Invoice				
2	Customer	Whole Foods Emporium			
3	Item Description	Cost per Item	Number Ordered	Trade Discount	Item Total
4	Traditional Coffee	£5.99	10	£14.98	£44.93
5	Stockholm Roast Coffee	£5.99	5	£7.49	£22.46
6	Breakfast Blend Coffee	£7.99	12	£23.97	£71.91
7	Colombian Coffee	£12.99	16	£51.96	£155.88
8	Brazilian Coffee	£14.99	22	£82.45	£247.34
9	Arabica Coffee Beans	12.99	19	£57.00	£171.00
10	Decaffeinated Coffee	£5.99	23	£34.44	£103.33
11	Indian Tea	£3.99	44	£43.89	£131.67
12	Yorkshire Tea	£4.99	16	£19.96	£59.88
13				Total order value	£1008.39
14	Average Item Value	£8.32			

21 **Trade Discount** is calculated by multiplying **Cost per Item** by the **Number Ordered** and multiplying the result by 25%. The formula in cell **D4** is

   A   =(B4*C4)*25%

   B   =(B4-C4)*25%

   C   =B4-(C4*25%)

   D   =(B4*C4*)-25%

22 The formula for the **Average Item Value** in cell **B14** is

   A   =AVERAGE(B3:E12)

   B   =AVERAGE(B3:B12)

   C   =AVERAGE(B4:B12)

   D   =AVERAGE(B4:B14)

23 The formula for the **Item Total** for Brazilian Coffee in cell **E8** is =(B8*C8)-D8. The formula for the **Item Total** for Yorkshire Tea in cell **E12** is

    A   =B12-C12/D12

    B   =B12*C12+D12

    C   =B12-C12*D12

    D   =(B12*C12)-D12

24 To position the heading in row 1, the user

    A   split cells A1:E1

    B   merged cells A1:E1

    C   inserted cells A1:E1

    D   deleted cells A1 and E1

25 The heading **Monthly Invoice** in row 1 is aligned

    A   right horizontally

    B   centre vertically

    C   left horizontally

    D   top vertically

26 The values in the column **Cost per Item** have been presented inconsistently due to variation in

    A   formatting

    B   alignment

    C   borders

    D   font

27 To create a bar chart to compare the **Item Total** for each item, the cell ranges required are

    A   A3:A12 and E3:E12

    B   A4:A12 and E4:E14

    C   A3:A12 and E3:E14

    D   A4:A12 and E4:E12

28 The number of items with a **Cost per Item** greater than the **Average Item Value** is

   A 1

   B 3

   C 6

   D 8

29 **Trade discount** is calculated by multiplying **Cost per Item** by the **Number Ordered** and multiplying the result by 25%. If the value in cell **B12** is changed to £6.99, the values that will change automatically are in cells

   A C12, D12, E12, E13

   B B14, D10, E10, E13

   C B14, D12, E12, E13

   D B14, E12, D13, D14

Questions 30 to 32 are about this document.

Q ⟶

RCVS ©
Royal College of Veterinary Surgeons

Working With Domestic Animals

What is Veterinary Nursing?

Veterinary Nursing is the care of animals receiving treatment within a veterinary practice. A veterinary nurse works as part of a team, providing expert care for sick animals under the direction of a veterinary surgeon. In addition, veterinary nurses are skilled in undertaking a range of tests, medical treatments and minor surgical procedures under veterinary direction. They also play a significant role in the education of owners about maintaining the health of their pets.

Qualifying as a veterinary nurse

Once you have successfully completed your training and assessments, you will be awarded a Royal College of Veterinary Surgeons Certificate in Veterinary Nursing and will be eligible to register on the RCVS List of Veterinary Nurses.

What next?

Once qualified as a veterinary nurse, there are plenty of opportunities to develop your career into more specialised areas of veterinary and related work. You will also have the opportunity to undertake further studies and qualifications.

Veterinary nurses may develop careers:
❑ As clinical nurses in general practice
❑ In specialised veterinary referral centres
❑ As veterinary practice managers
❑ In education as veterinary nurse tutors
❑ Within the pharmaceutical and veterinary supplies industry

⟵ P

30 The way to position the text as shown at P is by using

   A   decimal tabs

   B   left alignment

   C   right alignment

   D   centre alignment

31 The purpose of this document is to

    A apply for animal work

    B collect information

    C attract customers

    D give information

32 The purpose of the symbol at **Q** is to

    A register a company

    B keep information confidential

    C protect someone's original work

    D protect information from viruses

Please go on to the next page

Questions 33 and 34 are about this document.

Eurasian Travel plc

102 Pine Street
York Place
London
WC1 45E
Tel 020 7718 5646

18 November 2002

Mr H Carr
166 Foxglove Avenue
Edgware
London HA8 4BJ

P — Dear Mr Carr

I is sorry to hear that your last trip to Malaga was so unsuccessful. We have used this hotel on many occasions and have always found it to be reliable and comfortable.

Q — I shall immediately contact the Manager, Mrs Marie Sangsler, and ask for an explanation as to how such a situation could be allowed to happen. I expect her to fully recompense you for the damage done to your vehicle.

I shall be in contact with you shortly, when I will have more news for you.

Yours sincerely,

Nasim Patel

Nasim Patel
Managing Director

33 The text at P should read "I am sorry". This error could be found automatically with
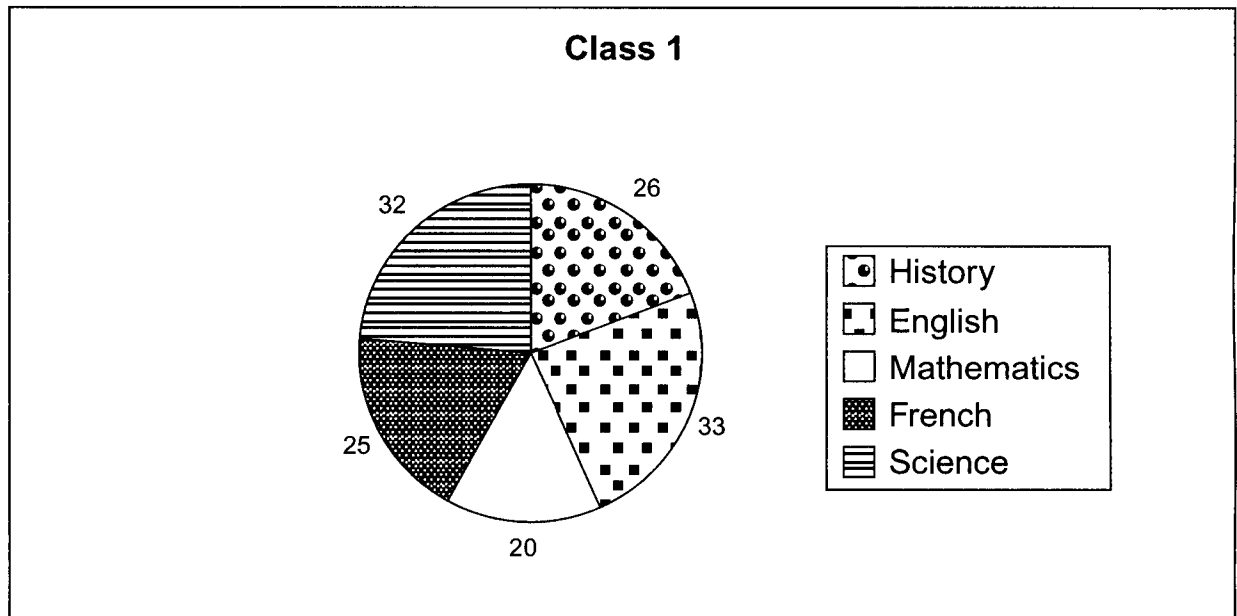
A a grammar checker

B a spellchecker

C proof-reading

D print preview

34 The paragraph at **Q** has

    A   a hanging indent

    B   a first line indent

    C   fully justified alignment

    D   a left whole paragraph indent

Please go on to the next page

Question 35 is about these charts.

Average attendance by subject for Class 1

Class 1

32 26

History
English
Mathematics
French
Science

25 33

20

Average attendance by subject for Class 3

Class 3

29 25

History
English
Mathematics
French
Science

24 32

23
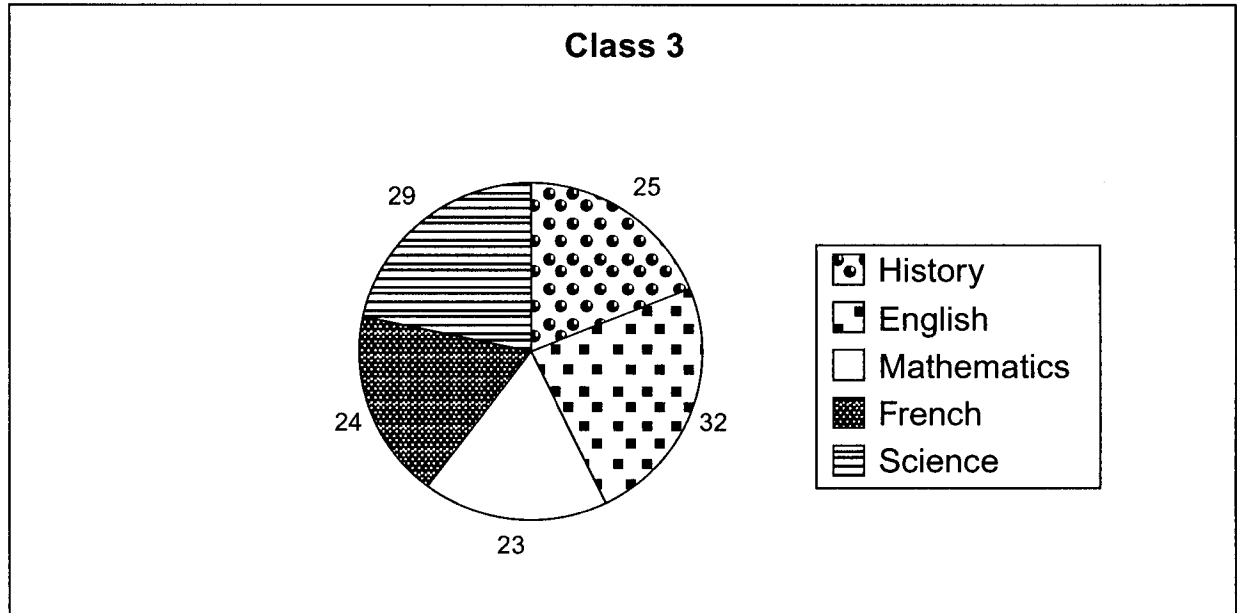
35 From the pie charts above, identify the subject in which Class 3 has the greater attendance than Class 1

- **A** Mathematics
- **B** History
- **C** English
- **D** French

Questions 36 to 40 are general questions.

36 If a user cannot remember the name of a folder in which a file is located, the user should use

   A a search engine

   B find and replace

   C adding to favourites

   D folder/directory search tools

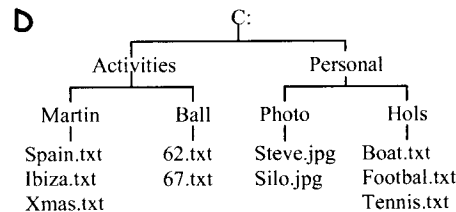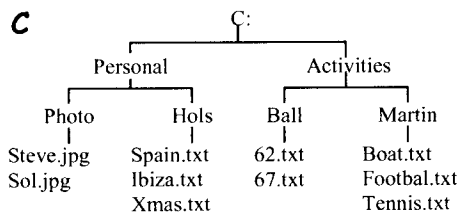37 When using the internet, adding to favourites is also known as

   A bookmarking

   B e-mailing

   C browsing

   D surfing

38 To revisit web pages just viewed, the user should select

   A stop

   B back

   C search

   D refresh

39 A user wants to run a company called Helen@home.coz but discovers someone has copyrighted that name. This means that the user

   A can use the name

   B cannot set up a company

   C cannot use the name without permission

   D can use the name as long as the other person does not find out

40 The file C:/Personal/Photos/Sally.jpg is contained in directory structure

A

```
                    Martin
         ┌────────────┴────────────┐
     Personal                  Activities
     ┌───┴───┐              ┌───────┴───────┐
  Photos    Hols          Ball             C:
     │        │             │               │
Steve.jpg  Spain.txt     62.txt          Boat.txt
Spain.jpg  Ibiza.txt     67.txt          Footbal.txt
           Xmas.txt                      Tennis.txt
```

B

```
                      C:
         ┌────────────┴────────────┐
     Personal                   Martin
     ┌───┴───┐              ┌─────┴─────┐
  Photos    Hols          Ball       Activities
     │        │             │            │
Steve.jpg  Spain.txt     62.txt       Boat.txt
Sally.jpg  Ibiza.txt     67.txt       Footbal.txt
           Xmas.txt                   Tennis.txt
```

C

```
                      C:
         ┌────────────┴────────────┐
     Personal                  Activities
     ┌───┴───┐              ┌───────┴───────┐
   Photo    Hols          Ball            Martin
     │        │             │               │
Steve.jpg  Spain.txt     62.txt          Boat.txt
Sol.jpg    Ibiza.txt     67.txt          Footbal.txt
           Xmas.txt                      Tennis.txt
```

D

```
                      C:
         ┌────────────┴────────────┐
     Activities                 Personal
     ┌───┴───┐              ┌───────┴───────┐
  Martin    Ball          Photo            Hols
     │        │             │               │
Spain.txt  62.txt       Steve.jpg        Boat.txt
Ibiza.txt  67.txt       Silo.jpg         Footbal.txt
Xmas.txt                                 Tennis.txt
```

END OF TEST