QCA

accac

cea
Rewarding Learning

Key skills information technology
Level 2

Thursday 18 March 2004

Test Paper

YOU NEED

- This test paper
- An answer sheet

You may use a bilingual dictionary

Do NOT open this paper until you are told to do so by the supervisor

THERE ARE 40 QUESTIONS IN THIS TEST
Total marks available: 40
Try to answer ALL the questions
YOU HAVE 1 HOUR TO FINISH THE TEST

INSTRUCTIONS

- Make sure your personal details are entered correctly 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 test paper, your answer sheet and all notes to the supervisor

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REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST

Questions 1 to 8 are about this database.

Student Number	First Name	Last Name	Phone Number	Start Date	Course Length in Weeks	Course Code	Fee	Tutor
J1276	Jane	Brown	0123452346	07/01/02	10	IT201	£45	Burns
A2324	Joan	Chang	0123568237	08/01/02	20	B245	£65	Lee
J3491	Mary	Fauld	0142482727	07/01/02	10	IT201	£45	Harvey
J2365	Roger	Fauld	0142482727	08/01/02	20	B245	£75	Jones
C8555	Jane	James	0143927388	07/01/02	10	IT201	£50	Lee
D5408	John	Rodgers	0125639280	11/02/02	20	IT323	£70	Lee
B7321	Jenny	Rogers	0132748391	09/02/02	15	B456	£80	Jones
A4235	Ava	Smith	0134384956	11/02/02	20	IT323	£80	Peters
B3889	Sophia	Turner	0142274857	09/01/02	20	IT391	£65	Harvey

1   The student starting a 20-week course on 09/01/02 is

   A   Sophia Turner
   B   Jane Brown
   C   Jane James
   D   Roger Fauld

2   The only suitable field for use as the primary key is

   A   Student Number
   B   Phone Number
   C   Course Code
   D   Last Name

3   The search criteria to find students enrolled for a 20-week course who
    have paid a fee of £70 or more are

   A   Course Length in Weeks = 20 OR Fee = 70
   B   Course Length in Weeks > 20 OR Fee <> 70
   C   Course Length in Weeks = 20 AND Fee >= 70
   D   Course Length in Weeks <> 20 AND Fee <= 70

4   To list the database so that the tutors are shown in A to Z order and their
    courses are listed according to length, starting with the longest, the user
    should

   A   sort ascending on Tutor and then ascending on Course Length in Weeks
   B   sort ascending on Tutor and then descending on Course Length in Weeks
   C   sort descending on Tutor and then ascending on Course Length in Weeks
   D   sort descending on Tutor and then descending on Course Length in Weeks

5 The search criterion to find courses starting in January 2002 is

   A Start Date = "January"
   B Start Date >= 01/01/02
   C Start Date >= 01/01/02 AND Start Date <= 31/01/02
   D Start Date >= 01/01/02 AND Start Date >= 31/01/02

6 If the database also held the address for each student it would be possible to produce a personalised letter to each student automatically using

   A relational operators
   B copy and paste
   C cut and paste
   D mail merge

7 Users of this database are given passwords to open the file. This is done to

   A prevent viruses damaging the file
   B help keep the information confidential
   C make sure only the right information is entered
   D make sure backup copies of the file are always made

8 So that most data in this database file can be recovered if the file is damaged, the user should

   A erase disks weekly
   B restrict access to computers
   C backup frequently to secure media
   D ensure the database is copyright protected

Questions 9 to 20 are about this spreadsheet. Formulas are used to calculate values in columns G and H and rows 11 and 12.

	A	B	C	D	E	F	G	H
1	**Shoe Details**				**Price Details**			
2	**Shoe Type**	**No Sold**	**No in Stock**	**Stock Code**	**Original Price**	**Discount**	**Sale Price**	**Income**
3	Apex	8	4	A6590	£39.99	5%	£37.99	£303.92
4	Apex Gel	6	3	A6591	£49.99	5%	£47.49	£284.94
5	Robuck	5	2	R2345	£69.99	10%	£62.99	£314.96
6	Robuck 60	6	3	R2360	£79.99	15%	£67.99	£407.95
7	Robuck 80	8	5	R2380	£99.99	20%	£79.99	£639.94
8	Nuke Track	9	2	N7881	£59.99	5%	£56.99	£512.91
9	Nuke XC	2	4	N7546	£69.99	10%	£62.99	£125.98
10	Bruk Air	4	1	B1356	£45.99	5%	£43.69	£174.76
11	**Average % Discount**					9%		
12							**Total Income**	£2765.37

9 To position the titles 'Shoe Details' and 'Price Details', the user has

   A   split cells A1:G1
   B   merged cells A1:G1
   C   split cells A1:D1 and E1:G1
   D   merged cells A1:D1 and E1:G1

10 **Sale Price** is **Original Price** less any discount. The discount is **Original Price** multiplied by **Discount**. The formula in cell **G3** is

   A   =E3-(E3*F3)
   B   =(E3-E3)*F3
   C   =(E3-E3)/F3
   D   =E3-(E3/F3)

11 The formula in cell **F11** is

   A   =SUM(F3:F10)
   B   =SUM(F3:F10)/9
   C   =AVERAGE(F3:F10)
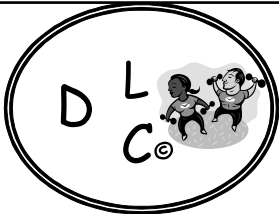   **D**   =AVERAGE(G3:G10)

12 The formula to find the largest **Discount** is

    A   =MAX(F3:F10)
    B   =SUM(F3:F10)
    C   =MIN(F3:F10)
    D   =SUM(F3+F4+F5+F6+F7+F8+F9+F10)

13 **Sale Price** is **Original Price** less any discount. **Income** is **Sale Price** multiplied by **No Sold**. If the value in cell **F4** is changed, the other values that will change automatically are in cells

    A   E4, G4, H4
    B   E4, G4, H4, F11
    C   F11, G4, H4, H12
    D   E4, G4, H4, F11, H12

14 The formula to determine the lowest income is

    A   =MIN(H3:H10)
    B   =MAX(H3:H10)
    C   =SUM(H3:H10)
    D   =MIN(G3:G10)

15 The formula =B3*G3 is entered in cell **H3** and is replicated to cell range **H4:H10**. The formula in cell **H7** is

    A   =B3*G3
    B   =B7*G7
    C   =H4*H10
    D   =SUM(B7:G7)

16 The cell range to produce a bar chart showing the **No in Stock** of each **Shoe Type** is

    A   A3:C10
    B   A3:H10
    C   A3:A10 and B3:B10
    D   A3:A10 and C3:C10

17 The presentation of the spreadsheet would be improved by

    A   splitting cells A11:G12
    B   making rows 3 to 10 equal in height
    C   making columns A to F equal in width
    D   formatting column headings to an italic font

18 The data in cell **H12** is vertically aligned

    A bottom
    B centre
    C right
    D top

19 The data in cell range **F3:F11** is formatted as

    A number to 2 decimal places
    B number to 0 decimal places
    C percentage to 0 decimal places
    D percentage to 2 decimal places

20 The data in cell range **D3:D10** is

    A text
    B date
    C number
    D currency

Please go on to the next page

Daleside Leisure Centre
Dale Side
Yorkshire
YO13 0ED
Tel: 01904 563748

24 November 2002

Dear Sir/Madam

Athletics Coaching Course – Level 1

We are pleased to inform you that your application for a place on the above course has been successful. The course begins on Wednesday February 12. Please report to the Daleside Leisure Centre at 9.00 to allow time for registration prior to the event. The programme for Day 1 is:

R

9.00 – 9.15 Registration and coffee
9.15 – 12.30 What is coaching?
13.30 – 15.00 Practical sessions
15.15 – 16.30 What have we learnt?

Please complete the form below and send it in the pre-paid envelope **before 1 February**. Failure to reply may result in you losing your place on the course. If you have any further questions please do not hesitate to contact me.

Yours faithfully

Nicholas Young

Nicholas Young
Sales Manager

Please complete and detach here

P

- -

To: Daleside Leisure Centre

I will be accepting your offer of a place on the

_____ (Name of course)
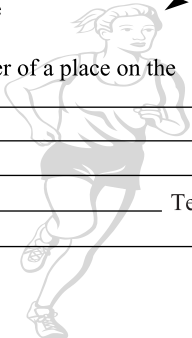
Name _____
Address _____

_____ Telephone _____
Signed _____

Q

21 The coaching course starts on

 A 24 November
 B 12 February
 C 1 February
 D 29 May

22 To improve the presentation of the information at **R**, the user should

    A indent each of the lines
    B right align all the information
    C use a numbered list to display the times
    D use left tabs to vertically align the times and activities

23 The user has emphasised various bits of information in the body of the letter by using different

    A fonts
    B font sizes
    C font styles
    D line spacing

24 The first paragraph is inconsistent with the others due to

    A font size
    B font style
    C line spacing
    D indentation

25 To make it fit for use the reply slip at **Q** should be altered by

    A increasing the line spacing
    B using a bulleted list
    C using indentation
    D using shading

26 The purpose of the form at **Q** is to

    A attract attention
    B confirm acceptance
    C promote the coaching course
    D explain the contents of the course

27 Daleside Leisure Centre's logo is copyright. This means it

    A is confidential
    B must contain the company's name
    C must be printed on all company documents
    D can only be used by another company with permission

28 The image at **P** is set

    A to wrap text
    B behind the text
    C in front of the text
    D to crop the lines of text

29 Errors in the sentence structure can be detected automatically using software with

    A a password
    B print preview
    C a spellchecker
    D a grammar checker

Questions 30 to 35 are about this chart.
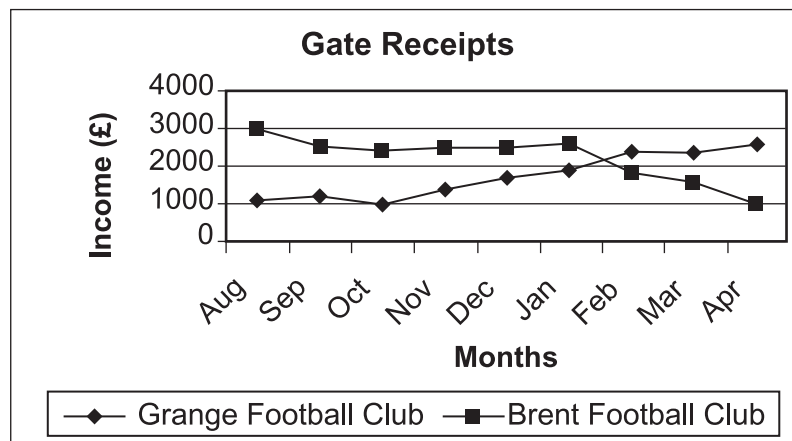
Gate Receipts

30 The purpose of this chart is to

    A explain an increase in gate receipts
    B promote Grange Football Club
    C compare gate receipts
    D reduce gate receipts

31 The legend makes clear

    A which months are charted
    B which line refers to which club
    C the chart is about gate receipts
    D what gate receipts are every week

32 The trends on the chart show that gate receipts for

    A both clubs are increasing
    B both clubs are staying the same
    C Brent are increasing and Grange are decreasing
    D Brent are decreasing and Grange are increasing

33 The x-axis title is

    A   Months
    B   Income (£)
    C   Gate Receipts
    D   Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr

34 The highest gate receipt for either club is

    A   £4000
    B   £3000
    C   £2500
    D   £2000

35 Another suitable way of presenting this data is to use a

    A   pie chart
    B   bar chart
    C   bulleted list
    D   numbered list

Please go on to the next page

Questions 36 to 40 are general questions.

36 When a user cannot remember a filename or the folder where the file is stored, the user could make use of

    A hotspots

    B a web browser

    C find and replace

    D directory search tools

37 The file that will be found using the directory search criterion **IT-?2?** is

    A Test-IT-L2

    B L2-IT-Test

    C IT-Test-L2

    D IT-L2T

38 The file named Level 1 is stored in the 2002 directory which is within the Coaching directory.
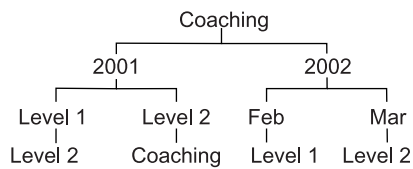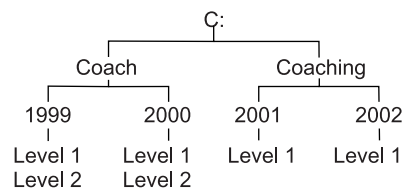
Diagram A

```
                   Coaching
        2001                    2002
    Level 1   Level 2    Feb          Mar
      |          |        |            |
    Level 2   Coaching  Level 1     Level 2
```
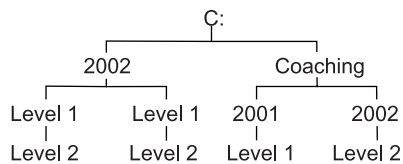
Diagram B

```
                        C:
          Coach                   Coaching
     1999      2000          2001         2002
       |         |             |            |
    Level 1   Level 1       Level 1     Level 1
    Level 2   Level 2
```

Diagram C

```
                      C:
        2002                  Coaching
    Level 1   Level 1    2001         2002
      |          |        |            |
    Level 2   Level 2   Level 1     Level 2
```

Diagram D

```
                      C:
        Coaching                  2002
    2001       Level 1    Coaches      Coaching
      |          |          |            |
    Level 2    2002       Level 1     Level 1
```
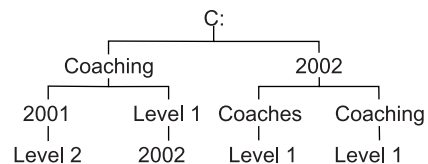
The structure that shows this is

    A diagram A

    B diagram B

    C diagram C

    D diagram D

39 The software used to download and display web pages is known as

    A   teletext

    B   a browser

    C   the internet

    D   the home page

40 Accessing frequently used web pages is made easier using

    A   links

    B   e-mail

    C   favourites

    D   forward-back

End of test