



**ADVANCED SUBSIDIARY (AS)**

**General Certificate of Education**

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**GCE Applied ICT**

Assessment AS Unit 2

assessing

**Software Tools and Applications**

Mark Scheme

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**Pilot version  
August 2004**

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## Unit 2 Software Tools and Applications

### Computer based examination

#### Time allowed 2 hours 30 minutes

*In order to complete this examination you should have access to the following files :*

Millplayer.mdb, graphics.doc

You should also be familiar with the contents of the pre-release scenario associated with this examination series.

#### TASK WP1

John has decided to begin training Ms Mc Garrity in the use of the new system. He is going to prepare a 2 page leaflet for her to introduce the basic concepts of a PC.

You are required to produce John's leaflet. In preparing the leaflet you should take into consideration the fact that Mrs Mc Garrity is a novice user and design your leaflet with this in mind. Your leaflet may include **NO MORE** than two graphics. Your leaflet should also contain answers to the following questions:

- a. What is a GUI operating system?  
1 mark for Graphical User Interface  
3 marks for windows, Icons, Menu, Pointers explanation [4]
- b. Why do we need virus detection software?  
2 mark to protect the pc from infection by viruses  
1 mark – sources of viruses e.g floppy disk, internet  
1 mark any 2 key features e.g. Virusscan, scheduled virus checks, user reports onchecks [4]
- c. What is the role of the task manager on a stand alone PC?

Task Manager provides information about programs and processes running on your computer. It also displays the most commonly used performance measures for processes. You can use Task Manager to monitor key indicators of your computer's performance, and you can quickly see the status of the programs that are running and end programs that have stopped responding. You can also assess the activity of running processes, and see graphs and data on CPU and memory usage. The task manager will provide information on whether or not a program is responding. It will allow you to close the program down if it is not responding.

[4]

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- d. How to avoid disk fragmentation.

Tools to consolidate disk space improve performance come along with the windows operating system. Disk fragmentation decreases system reliability, in some cases rendering a system unstable or provoking errors in operation. Running the defrag utility on the operating system will cut down on fragmentation and improve performance. Other utilities provided are the compress option which minimises the area over which a file is dispersed on a disk.

[3]

- e. The leaflet should be landscape and both pages should be contained on 1 A4 page.

1 mark for appropriate layout and [1] for orientation.

[2]

3 marks for leaflet designed suited to target audience.

- [1] mark for appropriate use of graphics
- [1] mark for appropriate layout, font and style.
- [1] mark for language suitable to novice.

Save your leaflet as LEAFLET.  
Print a copy of LEAFLET.  
Label your print out LEAFLET.

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

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### TASK WP2

John is required to produce letters and documents for different purposes within the school. He decides to use a template for a letterhead. Design a letterhead template for the Millplayers School of Speech and Drama using a wordprocessor.

- a. The following details should be included on the letterhead template :

Address : 30 Longridge Road  
Newry  
BT60 6YP  
Email : [john@millplayers.com](mailto:john@millplayers.com)  
Website : [www.millplayers.com](http://www.millplayers.com)  
Telephone : 028 77 9999990  
Fax : 028 77 9999991

1 mark - address correct  
1 mark - email correct  
1 mark - website correct  
1 mark – telephone correct  
1 mark – fax correct  
1 mark - layout

[6]

- b. Select a graphic from graphics.doc and change it so that it can be used as a logo for the Millplayers School in the template. Include the logo in the template.  
1 mark for appropriate positioning of logo.  
1 mark for any attempt at manipulation of graphic to enhance logo.

[2]

Save your file as a template called MILLPLAYERS1.  
Print MILLPLAYERS1.  
Label your printout MILLPLAYERS.

- c. Produce a screenshot which shows that the template is available by using a screen shot of available templates in your wordprocessor.

Save the screenshot as TEMPLATE.doc  
Print TEMPLATE.doc  
Label your printout TEMPLATE.

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3 marks for indicating that the template exists as follows :



[3]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

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### TASK DB1

A database has been set up - Millplayer.mdb.

John has set up the millplayer database and decides to add a table to the database. The new table is call COMPETITION ENTRIES and holds all the details of pupils entering competitions.

In order to make maximum use of the information available the tables must be linked.

Open the database and examine the data and the relationships between the data tables.

Link the COMPETITION ENTRIES TABLE to the PUPIL TABLE, reinforce referential integrity.

Include the following data in the table:

Pupil Number	Competition Name	Date of Competition	Cost
1200	U 12 Verse Speaking	12/12/04	2.50
1200	U 12 Studied Prose	12/12/04	2.50
1000	U 15 Character Study	10/05/04	3.60
1101	U 15 Bible Reading	10/05/04	2.50
1001	U 12 Verse Speaking	09/05/04	2.50
1200	U 12 Verse Speaking	12/12/04	2.50
1202	U 12 Verse Speaking	12/12/04	2.50
1208	U 12 Verse Speaking	12/12/04	2.50

Print a copy of COMPETITION ENTRIES  
Label the printout COMPETITION ENTRIES

4 marks for correct data entered in all 4 fields  
( - 1 mark if data is inaccurate or incomplete in any field)

[4]

Print a copy of the relationship layout for the database.  
Label the printout RELATIONSHIPS.

1 mark for all three tables in window  
2 marks for correct 1 to many relationship (or 1 mark for a relationship on the correct field, but not 1 to many).

[3]

TASK DB2

Ms McGarrity requires a listing of all competitions and the pupils who are entered for them. She will use this to invite pupil to extra rehearsals.

- (i) Create a report which will provide Ms McGarrity with the information she needs. The report should show the Competition Name, Pupil Number and Pupil Name for all Competitions. The report should be grouped by Competition Name.
- (ii) Give your report a suitable title.
- (iii) Save the report as ENTRIES.
- (iv) Print ENTRIES
- (v) Label your printout ENTRIES

1 mark for correct fields

1 mark for data correctly grouped

1 marks for all data visible

1 mark for appropriate title – relating to the purpose of the report

1 mark for appropriate layout. – allowing information to be read and analysed.

[5]

DRAFT

## Draft Examination Paper Unit 2 ICT

Ms McGarrity has asked John to produce itemised receipts for pupils who are entering for competitions. He does this by first creating a query to produce a total cost for each pupil and then using the report facility to produce the receipt. You are required to produce the receipts by completing DB3 and DB4.

### TASK DB3

- (i) Use the query function to produce a list of competitions which each pupil has entered for with the total cost of competition entries for that pupil.
- (ii) Save your query as TOTALCOST.
- (iii) Print a copy of the results of this query
- (iv) Label the printout TOTALCOST.
- (v) Print a copy of the DESIGN of this query
- (vi) Label the printout TOTALCOST DESIGN

1 mark for 2 tables included

1 mark for correct fields

2 marks for correct summary data using an appropriate feature of the query window to obtain the correct results (for example sum and group by features)

[4]

### TASK DB4

- (i) Use TOTALCOST and the report facility to produce itemised receipts for each pupil. Your receipt should include the company logo selected from TASK WP1.
- (ii) Save your receipt as RECEIPTS.
- (iii) Print a copy of RECEIPTS for PUPIL Number 1200.
- (iv) Label your printout RECEIPTS.

1 mark for receipt layout – showing clearly the pupil details, the competitions and the total cost of the entry for that pupil.

1 mark for inclusion of logo

1 mark for producing a printout of pupil 1200

1 mark for correct total cost for pupil 1200

2 marks for inclusion of appropriate fields : Name, address, DOB, Competition Name, Totalcost

[6]



Mrs McGarrity wishes to notify all of her Primary 5 pupils that the class has been cancelled on Saturday 22<sup>nd</sup> May 2003. Letters are produced by first creating a query to select all Primary 5 pupils, then by using the results of the query in a mailmerge. Complete tasks DB5, WDS1 and WDS2 to produce the letters required.

TASK DB5

- (i) Design a query to select only the Primary 5 pupils.
- (ii) Save the query as P5PUPILS.
- (iii) Print a copy of the design of this query on one A4 page.
- (iv) Label the printout P5PUPILS.

1 mark for correct fields  
1 mark for correct criteria  
1 mark for 1 A4 page

[3]

TASK WDS1

- (i) Using a the template you have designed in task WP1, design a letter which will give details of the class cancellation.
- (ii) Save this document as MAINLETTER.
- (iii) Print a copy of MAINLETTER.

1 mark for use of template  
1 mark for appropriate letter layout  
1 mark for cancellation information  
1 mark for date of cancellation

[4]

TASK WDS2

- (i) Using P5PUPILS and MAINLETTER select an appropriate software feature to produce individually addressed letters for all of the P5 pupils.
- (ii) Link the P5PUPILS and MAINLETTER documents and save the new document as MAINLETTER2.
- (iii) Save MAINLETTER2.
- (iv) Print MAINLETTER2.
- (v) Merge P5PUPILS and MAINLETTER2.
- (vi) Save the merged document as the MERGED.
- (vii) Print one page from the merged letter.
- (viii) Label the printout MERGED.

1 mark for selection of a mailmerge feature  
1 mark for linking documents MAINLETTER2  
2 mark for selection of correct fields  
1 mark for printout of merged document  
2 marks for a well laid out document which is fit for purpose

[7]

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Ms Mc Garrity has decided to apply to the bank for a loan to purchase a premises for her school. In order to support her case she must prepare financial figures relating to the income from her teaching.

### TASK SS1

- (i) Import all of the data from the PUPIL table into a spreadsheet.
- (ii) Save the spreadsheet as PUPILDATA
- (iii) Sort the data on the CLASS field.
- (iv) Print a copy of PUPILDATA
- (v) Label your printout PUPILDATA

1 mark for correct importing of data

2 marks for correct sort

1 mark for all data visible on the spreadsheet

[4]

### TASK SS2

- (i) Produce subtotals for the number of pupils in each class.
- (ii) Print a copy of the subtotals data.
- (iii) Label the printout SUBTOTALS.

2 marks for correct subtotals

2 marks for all data visible and on 1 A4 page

[4]

Charts assist in communicating information. Ms Mc Garrity asks John to produce a chart showing information that she could use at the presentation.

### TASK SS3

You are required to select information and produce a useful chart for Ms Mc Garrity's presentation. .

- (i) Produce a chart showing useful information.
- (ii) Print a copy of the chart.
- (iii) Label the printout CHART.

1 mark for production of chart using data from the spreadsheet.

1 mark for the selection of useful information, e.g income from each class.

1 mark for legends and titles – appropriately used demonstrating the purpose of the chart and the nature of the information.

1 mark for the type of graph used to show the information-graph should convey the intended information

[4]

### TASK SS4

- (i) Design a macro which will print the graph and save the spreadsheet.
- (ii) Attach the macro code to a command button.
- (iii) Save the macro as PRINTMACRO.
- (iv) View the macro code.
- (v) Print the macro code.
- (vi) Label the printout PRINTMACRO.

3 marks for correct macro code

1 mark for macro name

[4]

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### TASK AO4

Ms Mc Garrity has been invited to the bank to give a presentation about her School. She is going to take her laptop and make a presentation to the bank manager. She will present her information to the bank manager under the following headings:

- About The Millplayers.
- Millplayers classes and income.

(i) Select an appropriate software package to present this information to the bank.

1 mark for wordprocessor or DTP

2 marks for Multimedia presentation tool – since she is giving a presentation, multimedia presentation tool is more appropriate.

- [2]
- (ii) Using the headings above and information from the spreadsheet and database, design the material for presentation to the bank.
- (iii) Save you presentation material as BANK.
- (iv) Print BANK.
- (v) Label your printout BANK.

2 marks for inclusion of heading “About the Mill Players” and correct information from the scenario.

1 marks for inclusion of heading “Millplayers classes and income”

1 mark for inclusion of graph

1 mark for appropriate reference to graph

1 mark for inclusion of information from database

1 mark for reference to database information

1 mark for inclusion of logo

2 x 1 mark for appropriate layout and design of each slide – demonstration an understanding of how information should be laid out and the volume of information to be included on a presentation slide.

[11]

You have now concluded the examination.

Check off the printouts you have completed below.

	Printout Name	Completed
1	LEAFLET	
2	MILLPLAYERS1	
3	COMPETITION ENTRIES	
4	RELATIONSHIPS	
5	ENTRIES	
6	TOTALCOST	
7	TOTALCOST DESIGN	
8	RECEIPTS	
9	MAINLETTER	
10	MERGED	
11	PUPILDATA	
12	SUBTOTALS	
13	CHART	
14	PRINTMACRO	
15	BANK	

Total 103 marks