

OXFORD CAMBRIDGE AND RSA EXAMINATIONS
INFORMATION AND COMMUNICATION
TECHNOLOGY
GCSE

2377/01

UNIT 1 FOUNDATION 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.

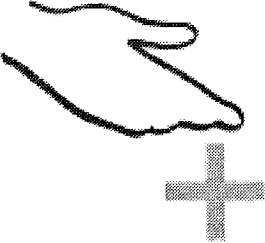
There are **forty** questions in this paper. Attempt as many questions as possible. For each question there are four possible answers, **A, B, C** and **D**. Choose the **one** you consider correct and record your choice in **soft pencil** on the separate answer sheet.

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.

Questions 1 to 7 are about this document.



**Bell's Hospital
Helms Division
Bing Street
Ortham
Uptonshire
OR1 1BA**

4 October 2002

Q

Dr C Ryan
3 Cider Avenue
Denton
Havershire
OR2 3WG

Dear Dr Ryan

Re: Visitors' Day for Helms Division

R

Following your phone call of the 1 October expressing an interest in attending our Visitors' Day I am pleased to offer you an invitation. The day will start at 9:30am on the 12 October and will finish about 4:00pm. I would be grateful if you could confirm your attendance before 9 October.

S

I enclose some information about parking. There will be around twelve other guests and I hope you will find the day interesting and stimulating.

Yours sincerely

S Hollywell

T

Business Manager
S Hollywell

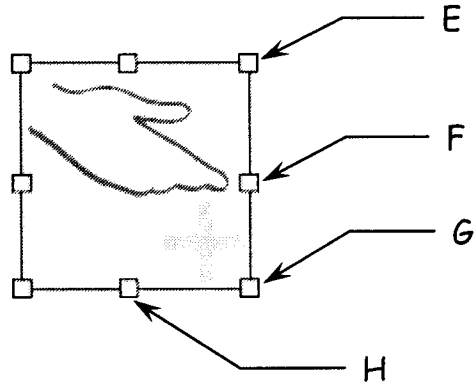
P

1 This letter uses portrait as the

- A page margin
- B print preview
- C page orientation
- D paragraph alignment

- 2 The text at **Q** indicates
- A the person sending the letter
 - B where the Hospital is located
 - C where the Visitors' Day will take place
 - D the address to which the letter is being sent
- 3 This letter is dated
- A 1 October 2002
 - B 4 October 2002
 - C 9 October 2002
 - D 12 October 2002
- 4 The paragraphs labelled **R** and **S** have different
- A alignment
 - B font sizes
 - C font styles
 - D line spacing
- 5 The text at **P** should be positioned using
- A a left tab
 - B left alignment
 - C right alignment
 - D centre alignment
- 6 The text "S Hollywell" at **T** should appear before "Business Manager". To correct this mistake the user should use
- A find and replace
 - B copy and paste
 - C a spellchecker
 - D drag and drop

7 The handle that should be used to make this image taller but stay the same width is



- A E
- B F
- C G
- D H

Questions 8 to 20 are about this spreadsheet. Formulas are used to calculate values in column F and rows 9, 10, 11.

	A	B	C	D	E	F
1	Deepfridays Mobile Fish and Chip Shop – quarterly sales figures for 2002					
2	Item	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Item Sales Total
3	Cod	£255.50	£145.50	245.50	£237.50	£884.00
4	Haddock	£135.00	£185.00	127.00	£133.00	£580.00
5	Chips	£155.00	£145.50	167.00	£159.00	£626.50
6	Fish cakes	£86.00	£79.00	88.00	£77.00	£330.00
7	Battered sausages	£93.50	£92.00	97.50	£96.00	£379.00
8	Chicken pieces	£102.50	£100.00	86.50	£99.00	£388.00
9	Maximum	£255.50	£185.00	245.50	£237.50	
10	Minimum	£86.00	£79.00	86.50	£77.00	
11	Quarterly Sales Total	£827.50	£747.00	811.50	£801.50	£3,187.50

8 The item with the highest value of sales in the 2nd Quarter was

- A Cod
- B Chips
- C Haddock
- D Fish cakes

9 The formula in cell D11 is

- A =D3:D8
- B =MAX(D3:D8)
- C =SUM(D3:D8)
- D =SUM(D3:D9)

10 The formula in cell B9 is

- A =MIN(B3-B8)
- B =MIN(B3:B8)
- C =MAX(B3:B8)
- D =MAX(B3:B9)

- 11 The data in cell range **B3:C11** are formatted as
- A percentage
 - B currency
 - C number
 - D text
- 12 The data in cell range **B9:E11** is
- A centred horizontally
 - B fully justified
 - C right aligned
 - D left aligned
- 13 The column headings are
- A bold
 - B italic
 - C in capitals
 - D underlined
- 14 To include item codes, the user should insert a
- A column
 - B record
 - C cell
 - D row
- 15 **Item Sales Total** is all Quarters added together. If the value in cell **D4** is changed to 148.00, the other values that will change automatically are in cells
- A B9, D11, F11
 - B D11, F4, F11
 - C D9, E9, E11
 - D D4, E4, F4

- 16 An advantage of using this spreadsheet to record sales figures is that
- A all goods are sold
 - B there is no need to proof-read it
 - C errors in data are always identified
 - D totals can be calculated automatically
- 17 To avoid complete loss of the spreadsheet, the user should
- A use a spellchecker
 - B password the file
 - C proof-read the file
 - D make a backup of the file
- 18 The values for the 3rd Quarter are presented differently from all other values due to
- A number format
 - B text format
 - C alignment
 - D font
- 19 A good way to show the sales figures for each item in the 1st Quarter is a
- A numbered list
 - B bulleted list
 - C bar chart
 - D form
- 20 The formula =MIN(B3:E3) would calculate the
- A total quarterly sales for Cod
 - B lowest quarterly sales for Cod
 - C highest quarterly sales for Cod
 - D lowest quarterly sales for all items

Questions 21 to 23 are about this document.

The flyer is enclosed in a rectangular border. At the top left, there is an illustration of a wooden fence with a pointed top, labeled 'P'. To its right, the company name and address are listed: 'Fence Me In', '24 Grebe Lane', 'Millspin', and 'QR3 5ZZ'. At the top right, there is a large right-facing curly bracket labeled 'R'. Below the address, the main headline reads: 'Would you like your wood repairs done quickly?' followed by 'Then we're the ones to do it.' This headline is centered and labeled 'Q'. Below the headline, there are three lines of text: 'Small or large gardens, small or large jobs, we will do a good job.', 'We deal with:', and a list of services: 'Fencing, Decking, Garden Sheds, Pergolas, Trellises, Doors and Gates.' This list is labeled 'S'. Below the list, there are two more lines of text: 'We are happy to come out, have a look, offer advice and give quotes.' and 'Don't wait for the next bit of your fence to fall down, call us first.' At the bottom right, the telephone number 'Telephone: Millspin 0195 2154' is provided.

21 To place the image at P at point R as well, the user should

- A copy and paste
- B drag and drop
- C size the image
- D cut and paste

22 The text at Q is emphasised by using a

- A larger font size and centre alignment
- B centre alignment and an italic font style
- C different font and fully justified alignment
- D smaller font size and fully justified alignment

23 The text at S could be presented more effectively using

- A a bulleted list
- B right alignment
- C smaller margins
- D headers and footers

Questions 24 to 28 are about this document.

Wilston Area Coaches

Alfrecombe to Yardley

			NS	SU	NS		
Alfrecombe	d	0800	1000	1100	1200	1400	1600
Boscombe	a	0825	1025	1125	----	1425	1625
Boscombe	d	0830	1030	1130	----	1430	1630
Evenly	a	----	1045	1145	1235	----	1645
Evenly	d	----	1050	1150	1240	----	1650
Danby	a	0850	----	1205	----	1450	1710
Danby	d	0855	----	1210	----	1455	1715
Moulde	a	----	1115	1225	1305	----	1735
Moulde	d	----	1120	1230	1310	----	1740
Yardley	a	0915	1145	1255	1335	1515	1810

Notes:

a arrives

d departs

SU Sundays only

NS Not Sundays

© Wilston Area Coaches

P

24 The coach arrival and departure times are presented in

- A a numbered list
- B a bulleted list
- C an invoice
- D a table

25 The second column of times is presented differently from the rest of the columns due to

- A row heights
- B font styles
- C font sizes
- D alignment

- 26 How many coaches can passengers use to travel from Evenly to Yardley on a Sunday?
- A 1
 - B 2
 - C 3
 - D 6
- 27 The symbol at P indicates that this timetable is
- A confidential to Wilston Area Coaches
 - B on Wilston Area Coaches' website
 - C printed by Wilston Area Coaches
 - D protected by copyright
- 28 To provide this information for passengers to carry around for quick reference, it should be published
- A on teletext
 - B on a CD-ROM
 - C on the internet
 - D in a printed leaflet

Please go on to the next page

Questions 29 to 35 are about this database.

CD Title	Artist	Label	Stock Number	Cost	Style
The Sinking	Ben Springster	BW	BW109945	£15.99	Pop
Grey Mud Girl	Marylou Jones	GMG	G648MG	£14.99	Country
The Greatest Hits	Big Dipper	Lopydor	L10445	£7.99	Pop
Clothpicker	Carl Nopper	Indy	8475IND	£13.99	Blues
Grrrrrrr...	Yukker	INW	95864G	£11.50	Trance
Royalty	Crowned Heads	SDB	DB6399S	£12.99	Techno

29 The CD Title with the Stock Number L10445 is

- A The Greatest Hits
- B Grey Mud Girl
- C Clothpicker
- D The Sinking

30 The data type of the Stock Number field is

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

31 To add the details of a new CD, the user should add a

- A record
- B column
- C field
- D cell

- 32 To list all the CDs showing those with the lowest price first, the user should sort
- A ascending on Cost
 - B descending on Cost
 - C ascending on Stock Number
 - D descending on Stock Number
- 33 To find all CDs that cost over £12.99, the search criterion is
- A Cost=£12.99
 - B Cost>£12.99
 - C Cost<£12.99
 - D Cost=£13.00
- 34 To find all those artists with a pop CD, the search criterion is
- A Style="Pop"
 - B Artist="Pop"
 - C CD Title="Pop"
 - D Style="Trance"
- 35 To make sure the details of the CDs are entered correctly, the user should
- A use a dictionary
 - B make a backup
 - C use a spellchecker
 - D proof-read

Questions 36 to 40 are general questions.

36 To help maintain confidentiality in a database, the user should

- A copyright protect the database
- B keep an extra copy on disk
- C scan for viruses
- D use a password

37 The risk of repetitive strain injury (RSI) can be reduced by

- A making sure there is no glare from the screen
- B ensuring computer cables are out of the way
- C using the correct seating position
- D avoiding computer viruses

38 The search criterion to find the following files is

Code204 Code212 Code213 Code214
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- A Code2*
- B *Code2
- C Code20*
- D Code21*

- 39 A search engine can be used to
- A find websites about a particular topic
 - B copyright protect information
 - C password protect a file
 - D create a backup
- 40 A suitable place for presenting tomorrow's weather forecast is
- A teletext
 - B a CD-ROM
 - C an encyclopaedia
 - D electronic Yellow Pages

END OF TEST