

Surname											Other Names										
Centre Number											Candidate Number										
Candidate Signature																					

For Examiner's Use

Functional Skills Pilot
Specimen Paper

**INFORMATION AND COMMUNICATION
TECHNOLOGY**
Unit 1 Test
Levels 1 and 2

95201
Levels 1 and 2



You will need no other materials.

Time allowed: 1 hour

Instructions

- Use black ink or black ball-point pen.
- Fill in the boxes at the top of this page.
- Answer **all** questions.
- You must answer the questions in the spaces provided. Answers written in margins or on blank pages will not be marked.
- Do all rough work in this book. Cross through any work you do not want to be marked.

Information

- The maximum mark for this paper is 60.
- The marks for questions are shown in brackets.
- You are reminded of the need for good English and clear presentation in your answers.

For Examiner's Use			
Question	Mark	Question	Mark
1-30			
Total (Column 1) →			
Total (Column 2) →			
TOTAL			
Examiner's Initials			

SPECIMEN PAPER



J U N 0 8 9 5 2 0 1 0 1

M/Jun08/95201

95201

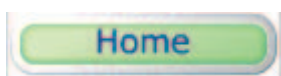
Answer **all** question in the spaces provided.

1 Complete the sentences using words from this list.

email
an icon
a mouse
a button
a web page



This is



This is

Microsoft Office Word

(2 marks)

2 Write **one** label next to each piece of software to show which task it should be used for.

Label	Task
A	Talk to a friend.
B	Create a bar chart.
C	Search for information on the Web or the Internet.
D	Send pictures to relatives in Australia.
E	Write a letter.

Software	Write one label on each line
Word processor	
Spreadsheet	

(2 marks)

3 A tourist information centre has a database which the public can access to find out which hotels have vacancies.

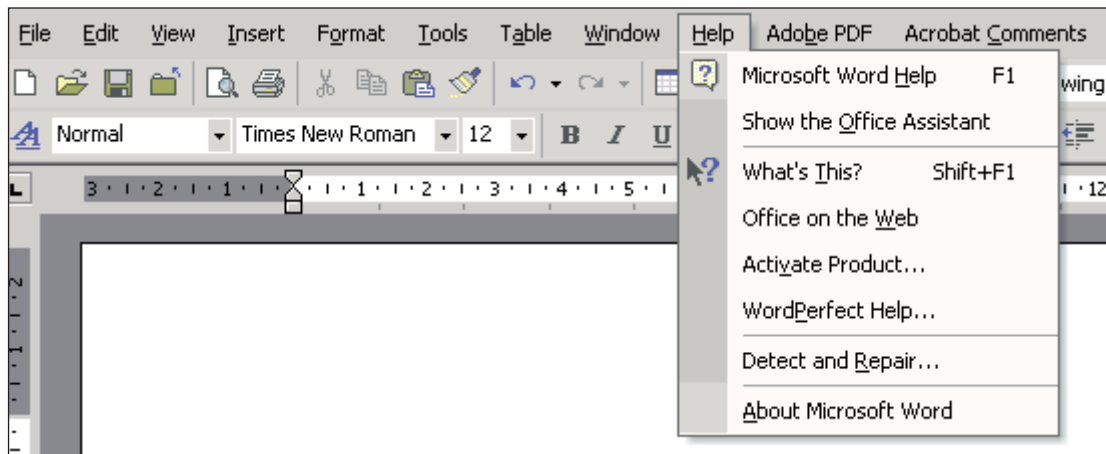
Tick **two** boxes to show which type of **hardware** would be best for public access.

	Tick two boxes
A mobile phone	
A web browser	
A touch screen information point	
A cash point machine	
Speakers	

(2 marks)



4 You may see this when you are trying to get Help.



Microsoft Office Word

Complete the sentence using words from this list.

word processor
point
menu
double click
dialogue box

When you at the word Help and left click on the mouse, the Help appears. (2 marks)

5 Using a computer can lead to health problems.

Tick **two** boxes to show safe practices.

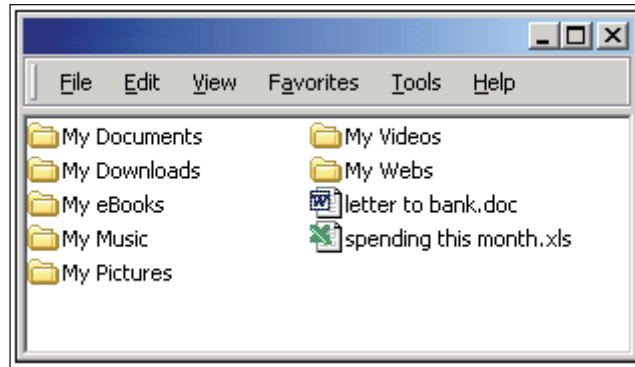
	Tick two boxes
You should take a break regularly.	
You should turn off the electricity.	
You should position the monitor so there are no reflections on the screen.	
You should avoid using a scanner.	
You should use a computer with a 100 Gbyte hard disk.	

(2 marks)

Turn over ►




6



Microsoft Office

Complete this sentence using words from this list.

Folder
Maximise
Close
Open
Window

When you right click on the  then the will
(2 marks)

7 When you log on to a network, you have to enter a username and a password.

Tick **two** boxes to show which of the following are true.

	Tick two boxes
Different users can have the same username.	
Different users cannot have the same username.	
Different users cannot have the same password.	
You should not tell anyone else your username and password.	
A list of everyone's usernames and passwords should be accessible on the Web.	

(2 marks)



- 8 Write down the labels in order to show how you could print a word processor document.

Label	
A	Close the word processor.
B	Open the document.
C	Open the word processor.
D	Close the document.
E	Click on the print button.

Label

(2 marks)

- 9 A self employed designer works from home. The designer has bought some new computer equipment.

Tick **two** boxes to show how the designer should dispose of the old computer equipment.

	Tick two boxes
Put it in the wheelie bin.	
Leave it by the side of the road in a rural area.	
Hand it in at a local waste disposal site with special facilities for recycling computers.	
Smash it up.	
Give it to a friend who can make use of it.	

(2 marks)

Turn over ►



- 10** Write down the labels in order to show how you could include part of a spreadsheet in a word processor document.

Label	
A	Paste
B	Highlight part of the spreadsheet.
C	Click on the word processor document where you want the part of the spreadsheet.
D	Copy

Label

(2 marks)

- 11** Tick **two** boxes to show which of these statements are true when you download text or images from the Web.

	Tick two boxes
You are allowed to copy and use any images you download.	
Copyright on text can restrict what you are allowed to copy and use.	
You are not allowed to copy and use any text or images.	
Copyright on images can restrict what you are allowed to copy and use.	
You are allowed to copy and use any text you download.	

(2 marks)



12 A teacher is giving a presentation to a large audience.

Screen A

Information and Communication Technology									
GCSE ICT	A	B	C	D	E	F	G	H	Number awarded
Percentage awarded each grade	15%	10%	10%	10%	15%	5%	4%	4%	10%
<p>People make very good progress in ICT lessons in Key Stage 4 and good progress in Key Stage 5. They listen carefully, work independently, and show interest and sustained concentration. In ICT lessons in Key Stage 3, people make progress with structured worksheets that ensure they keep records of.</p> <p>stage 4, people make very good progress with GCSE coursework tasks that are demanding, and they produce informed and detailed work. In lessons in Key Stage 3, most people co-operate effectively, working in pairs and sharing a computer screen with the teacher. GCSE people almost always have tasks</p> <p>complete, in Key Stage 3, people understand the importance of the lesson. It is essential to control the classroom in a structured way. A worksheet is developed through challenging, step-by-step questioning by the teacher. The atmosphere in the classroom is relaxed, and teachers support and encourage their pupils.</p>									

Screen B

GCSE ICT

- Good skills and knowledge
- Well motivated
- Good progress
- Interesting curriculum
- Excellent coursework
- Good results

Complete these sentences using words from this list.

Exciting
Readable
Irrelevant
Detailed
Inaccurate

Screen B is better than Screen A for the presentation because it will be

more at a distance.

Screen A is better than Screen B for a handout as there is

more information.

(2 marks)

Turn over ►



- 13** An employment agency keeps a database of jobs available. This is part of the database.

Reference Number	Area	Job Type	Employer	Pay
923	Carnforth	Driver	Zenco	£11200
145	Settle	Sales Manager	Wilson Clothing	£9000
346	Fairbourne	Waiter	George Hotel	£8250
549	Settle	Waiter	Three Crowns Hotel	£8500
877	Sleaford	Waiter	Sleaford Arms	£7500
402	Carnforth	Sales Assistant	Jean's Army Surplus	£6750
267	Settle	Driver	Xport	£13000

Write down the **Reference Number(s)** of the record(s) selected using the following search conditions.

Search condition 1: Pay is less than £8000

Record(s) selected:

Search condition 2: Job Type contains Sales

Record(s) selected:

(2 marks)

- 14** You receive an e-mail with an attachment.

Tick **two** boxes to show which of these statements are true.

	Tick two boxes
If you reply to the e-mail the attachment will not be sent.	
If you reply to the e-mail the attachment will be sent.	
If you do not reply to an e-mail the attachment is sent.	
If you forward the e-mail the attachment will also be sent.	
If you forward the e-mail the attachment will not be sent.	

(2 marks)



- 15** Tick **two** boxes to show what you should consider when deciding if information found on the Web is reliable.

	Tick two boxes
Is the information interesting?	
Is the information from a trusted source?	
Do the web pages download quickly?	
Is the information up-to-date?	
Is the website easy to navigate?	

(2 marks)

- 16** A police officer has written some text for the first draft of an advert to encourage people to become Special Constables. Proof read the text and underline **two** errors.

Are you looking for a challenging career where you you could
serve the community and contribute to a better society? Why not
volunteer assss a Special Constable and get a taste of frontline police work?

(2 marks)

- 17** A finance officer is using a computer and wants to save a spreadsheet so that it can be opened later and worked on again.

Tick **two** boxes to show which of the following are suitable for saving spreadsheet.

	Tick two boxes
Dial up modem	
Memory stick	
CD	
Memory	
Hard disk	

(2 marks)

Turn over ►



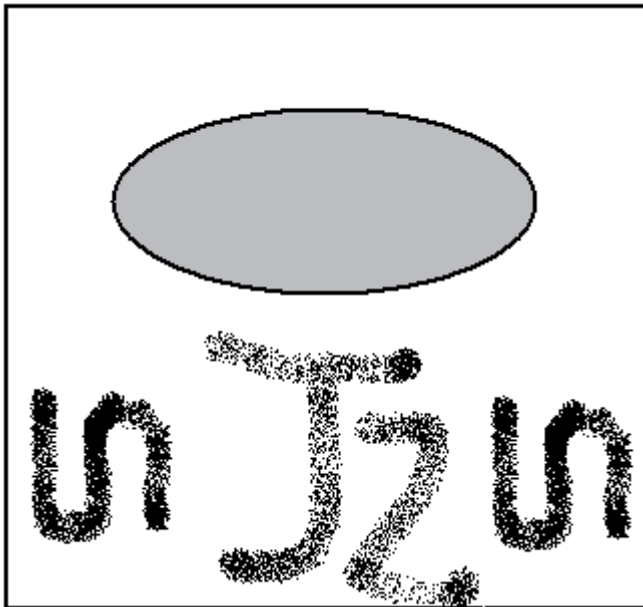
18 You are withdrawing money from a cashpoint.

Tick **two** boxes to show which of the following are suitable output devices for a cashpoint.

	Tick two boxes
Printer	
Multimedia projector	
Keyboard	
Mouse	
Screen	

(2 marks)

19 A graphic designer is working on a cover for a DVD.



Complete these sentences using words from this list.

fill with colour
airbrush
erase
text
autoshapes

The tool can be used to change the colour of the oval.

The tool has been used to draw the 'graffiti' in the bottom half of the DVD cover.

(2 marks)



20 Tick **two** boxes to show which of these statements are true.

	Tick two boxes
In a printed newsletter you would be likely to find text and video objects.	
In a spreadsheet you would be likely to find numbers and charts.	
On a web page you would be likely to find text and video.	
In a multimedia presentation you would only expect to see text.	
An audio file is likely to contain images and charts.	

(2 marks)

21 A teacher uses this slide in a presentation to parents.

GCSE ICT

- Good skills and knowledge
- Well motivated
- Good progress
- Interesting curriculum
- Excellent coursework
- Good results

Complete these sentences using words from this list.

bulleted
left justified
numbered
indented
centered

The heading labeled A has been

The label B points at a list which has been.....



(2 marks)

Turn over ►



- 22 Write **one** label next to each button to show its function controlling an audio or video player.

Label	Formula
A	End
B	Forward
C	Mute
D	Play
E	Pause

Button	Write one label on each line
	
	

(2 marks)

- 23 Write **one** label next to each description to show which formula matches the description.

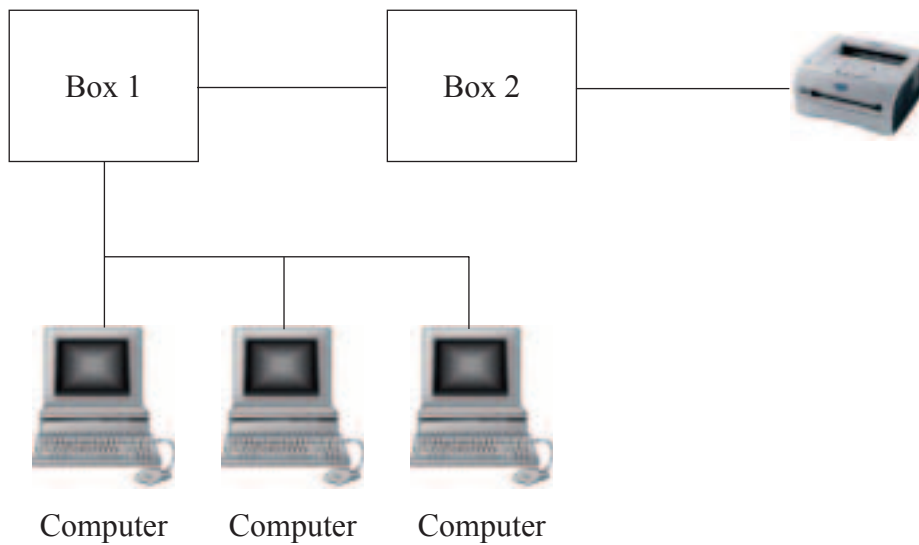
Label	Formula
A	=IF(\$D\$7<0, "debit")
B	=IF(D7<0, "credit", "debit")
C	=IF(*D*7<0, "debit")
D	=IF(D7<0, "credit")
E	=IF(D7<0, "debit", "credit")

Description	Write one label on each line
The formula uses an absolute cell reference that does not change when it is copied to another cell.	
The formula causes "debit" to be displayed if its value is less than zero, otherwise "credit" is displayed.	

(2 marks)



24 This is a diagram of a computer network in a doctor's surgery.



Two of the following descriptions state what is in Box 1 and Box 2.

Label	Description
A	File server
B	Modem server
C	Printer server
D	Email server
E	Medical server

In the table below, write **one** label next to each box to describe what should be in it.

	Write one label on each line
Box 1	
Box 2	

(2 marks)

Turn over ►



- 25** A student is downloading files containing learning materials from the Web.

Tick **two** boxes to show which of these statements are true.

	Tick two boxes
A PDF can easily be converted to a word processed document file.	
A small file will download faster than a large file.	
A word processed document can easily be converted to a PDF file.	
A large word processed document will download faster than a small word processed document.	
A large picture file will download faster than a small picture file.	

(2 marks)

- 26** A spelling checker can detect a word that has been spelt incorrectly but cannot always detect a word that has been spelt correctly but used incorrectly.

Tick **two** boxes to show errors that a spelling checker would **not** detect. In each sentence the error has been underlined.

	Tick two boxes
The seeds which were planted last week <u>hav</u> begun to sprout.	
A spade is <u>useeed</u> to dig the garden before planting.	
There is a red and black chicken over <u>their</u> .	
It is easy to see if a rabbit has <u>bean</u> in the garden.	
The peas have grown quickly and will soon be <u>redy</u> to eat.	

(2 marks)

- 27** A business executive is taking a laptop on a trip to Europe by aeroplane.

Tick **two** boxes to show the best ways to help prevent the laptop being stolen.

	Tick two boxes
Do not take the laptop on business trips.	
Install a hidden tracking device in the laptop.	
Use a security cable to connect the laptop to them self.	
Do not leave the laptop unattended in the public lounge of an airport.	
Carry the laptop in a bag that is specially designed to carry laptop computers.	

(2 marks)



- 28 A student uses a search engine to find information about English Premiership football teams on the Web.

Enter key words:	<input type="text" value="Football teams"/>	<input type="button" value="Search"/>
Return information containing:	<input type="radio"/> All key words <input checked="" type="radio"/> Any key word <input type="radio"/> The world	
You are searching:	<input type="radio"/> USA <input type="radio"/> England	

The search engine finds over 5000 related websites, and many of these websites have no information about English Premiership football teams.

Tick **two** boxes to show why this happens.

	Tick two boxes
There are hockey teams and rugby teams as well as football teams.	
In the USA, baseball is more popular than football.	
There are many websites with no information about sports teams.	
The search conditions do not restrict the search to websites in the USA.	
The search conditions do not restrict the search to websites in England.	

(2 marks)

- 29 Many organizations need to identify individuals so that they can be sure that the person is who they say they are and that it is safe to deal with them. Some technologies designed to identify people are more reliable than others.

Tick **two** boxes to show which technologies are the most reliable in identifying individuals.

	Tick two boxes
Entering a credit card number when buying goods on the Web	
Writing a signature on a cheque	
Using Chip and PIN on a bank card	
Scanning the bar code on a library membership card	
Taking a biometric scan of a thumb print	

(2 marks)

Turn over ►



- 30** Write down the labels in order to show how the description and price of a product can be printed on a receipt given to a customer in a supermarket.

Label	
A	The product code is sent to the computer.
B	The receipt is printed.
C	The description and price are sent to the checkout.
D	The product code is matched with the description and price on the database.
E	The bar code is scanned at the checkout.

Label

(2 marks)

END OF QUESTIONS

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