



Coimisiún na Scrúduithe Stáit State Examinations Commission

Leaving Certificate Applied 2011

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 18 May 2011
Morning 10:00 to 12:00

for the superintendent only

Centre Stamp

General Directions

1. Write your examination number in this space.
2. Write your answers into this answerbook.
3. Be sure to return all of your printouts with this answerbook.

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There are three sections in this examination. Attempt all three sections.

Section 1: **General Theory**

Section 2: **Word Processing**

Section 3: **Optional Modules**

for the examiner only

1. Running total	
2. Total of extra questions	
3. Total mark (1 minus 2)	

SECTION		MARK
Section 1		
Section 2		
Section 3	Module 2	
	Module 3	
	Module 4	
	Module 5	
	Module 6	
TOTAL		

Section 1 - General Theory

(80 marks)

Answer all 10 questions in the spaces provided.

1. Name **two** applications suitable for typing a menu.

(a) _____

(b) _____

2. What does **each** of the following represent?

(a) Mb _____

(b) Gb _____

3. List **two** output devices.

(a) _____

(b) _____

4. Give **two** advantages of email.

(a) _____

(b) _____

5. List **two** storage devices that could be used when backing up your computer hard drive.

(a) _____

(b) _____

6. What does **each** of the following represent?

(a) CD-ROM _____

(b) RAM _____

7. Describe how you would change the margins in a document.

8. Explain **each** of the following terms. Give **one** example of each.

(a) Storage device: _____

Example: _____

(b) Browser: _____

Example: _____

9. Give **two** advantages of using a laptop or notebook computer.

(a) _____

(b) _____

10. List **two** ways to prevent your computer from getting a virus.

(a) _____

(b) _____

Section 2 - Module 1: Word Processing

(80 marks)

There are two questions in this section of the examination.
Answer both questions.

11. Word Processing Theory

(10 marks)

- (a) Explain how you would insert page numbers in a document.

- (b) List **two** methods, other than clipart, of placing a picture into your document.

12. Practical Word Processing Assignment

(70 marks)

There is a word processing file on your external storage device called **VIDEO**.

- (a) Open this file and make the changes shown on page 6.
- (b) Insert your examination number in the position shown on page 6.
- (c) Use today's date as a right aligned header in the document.
- (d) Add the following table to the end of your document, making sure to format it as shown.

Concern	Issue
Copyright	Yes
Privacy	Yes

- (e) Spell check the entire document.
- (f) Proof read the document and make any necessary corrections.
- (g) Insert automatic page numbering as a footer at the bottom centre of the document.
- (h) Save the document on your external storage device as **NEWVIDEO** and print one copy.

Return the printout with your answerbook.

(Examination Number)

Bold, centre, Initial Caps, 20 pt
viewing videos

bold Viewing YouTube videos on a personal computer requires the Adobe Flash Player plug-in to be installed in the browser.
run on

The Player plug-in is is one of the moost common pieces of software installed on personal computers and accounts for almost 75% of online video material.

You can uploaad:

- bullets*
- Music videos
 - Videos from your mobilee phone
 - Videos from your camcorder

In January 2010, YouTube launched a version of the site that uses the built-in multimedia capabilities of web browsers supporting the HTML5 standard. This allows videos to be viewed without requiring Adobe Flash Player ~~or any other plug-in to be installed~~.
bold
delete

np Websites like TeacherTube let teachers posst videos and share thoughts and lesson plans with other teachers across the globe in a format similar to YouTube. Teachers can communicate with students and other teachers, keep track of coursework and create class websites. Some let students e-mail assignments to their teachers from home and let parents log in to check on grades and and download extra-curricular activities.
italics x 2

* Insert table here.

* Change line spacing to 1.5 throughout the full document.

Section 3 - Optional Modules

(240 marks)

There are **five** modules in this section of the examination.
Attempt any **three** of these modules.
All modules carry the same number of marks.

Module 2: Spreadsheets

(80 marks)

There are two questions in this module.
Answer both questions.

13. Spreadsheet Theory

(10 marks)

- (a) Examine the spreadsheet below.

	A	B	C	D	E
1	Books Ltd				
2					
3	Title	Number Sold	Price per Book €	Total Sales €	
4	Computers	35	12.99		
5					
6					

Write a suitable formula for cell **D4** that would calculate the **Total Sales €**.

Formula: _____

- (b) Give an example of each of the following spreadsheet terms.

(1) Cell address _____

(2) Function _____

14. Practical Spreadsheet Assignment

(70 marks)

- (a) Set up a spreadsheet as shown below. Align and format the spreadsheet as shown. Adjust column widths as necessary.

	A	B	C	D
1	Weekly Wages Sheet			
2	Tax Rate 22%			
3	Employee	Gross Pay	Tax	Net Pay
4	P Smith	550		
5	A Ryan	670		
6	J Kelly	325		
7	H Grimes	540		
8	B Savage	500		
9	P Doyle	685		
10		Total Tax Collected		
11			Average Net Pay	
12			Total Net Pay	
13				
14	Examination Number			

- (b) (1) Calculate the **Tax** by multiplying the **Gross Pay** by 22%. This should be displayed in cell **C4**. Repeat for each employee.
- (2) Write the formula you used in cell **C4** on this line.
-
- (c) Calculate the **Net Pay** by subtracting the **Tax** from the **Gross Pay**. This should be displayed in cell **D4**. Repeat for each employee.
- (d) Calculate the **Total Tax Collected** by adding the **Tax** for each employee. This should be displayed in cell **C10**.
- (e) Calculate the **Average Net Pay** per employee. This should be displayed in cell **D11**.
- (f) Calculate the **Total Net Pay** by adding the **Net Pay** for each employee. This should be displayed in cell **D12**.
- (g) Format all cells that contain money to currency with two decimal places (e.g. €80.00).
- (h) Insert your examination number in cell **A14**.
- (i) Create a column chart that will display the **Employee** and their **Net Pay**. Use your examination number and the word **Wages** as the title of the chart.
- (j) Delete Row 13 in the spreadsheet.
- (k) Save the file on your external storage device as **WAGES**.
- (l) Print one copy of **both** the spreadsheet and the chart.

Return the printout(s) with your answerbook.

Module 3: Databases

(80 marks)

There are two questions in this module.
Answer both questions.

15. Database Theory

(10 marks)

(a) Explain the following database terms.

(1) Field _____

(2) Record _____

(b) Study the database below. For each **Field name** write a suitable **Data type** and **Example** in the space provided.

Field name	Data type	Example
Date of Birth		
Name		
Cost		

16. Practical Database Assignment

(70 marks)

You have been given a database file on your external storage device called **MUSIC**.

- (a) Open this file.
- (b) Add a new field called **Copyright** after the **Duration** field. This field should be formatted as a logical (Yes/No) field.
- (c) Add the following data to the **Copyright** field.

Name	Type	Format	Duration	Copyright
Cadburys Ad	Video	FLV	2.39	Yes
Lady Gaga Poker Face	Music	MP3	4.25	Yes
Lady Gaga Alejandro	Music	MP3	3.35	Yes
Wanted All Time Low	Music	FLV	4.37	Yes
Cat Dancing	Video	FLV	1.05	No
Taking Good Photos	Video	FLV	1.50	Yes
Changing a Lock	Video	FLV	3.25	Yes
How to Wire a Plug	Video	FLV	2.15	Yes

- (d) Delete the **Wanted All Time Low** record.
- (e) Add the following records to the database.

Name	Type	Format	Duration	Copyright
Making Pancakes	Video	FLV	2.30	Yes
Alphabet Song	Music	MP3	1.15	Yes
Changing a Puncture	Video	FLV	4.00	No

- (f) Amend the **Taking Good Photos** record. It should be named **Taking a Photo**.
- (g) Sort the database in descending order according of **Duration**.
- (h) Having made the above changes, print the database. Write your examination number on this printout.
- (i) Select all records with an FLV format. Sort these by **Name** in ascending order and print. Write your examination number on this printout.
- (j) Save this query on your external storage device as **FLV**.
- (k) Save this file and close the database.

Return the two printouts with your answerbook.

Module 4: Desktop Publishing

(80 marks)

There are two questions in this module.

Answer both questions.

17. Desktop Publishing Theory

(10 marks)

- (a) List **two** effects that can be applied to a text box to enhance its appearance.

(1) _____

(2) _____

- (b) Name **two** document templates that may be used in a Desktop Publishing package.

(1) _____

(2) _____

18. Practical Desktop Publishing Assignment

(70 marks)

Your external storage device has a text file called **PENS** and a piece of clipart called **PENCILS**.

- (a) Use the text and the clipart from your external storage device to create the document as shown on page 13. The supplied clipart may not be the same as the clipart shown.
- (b) Insert your examination number in the position shown on page 13.
- (c) Insert the heading **Pens & Pencils Ltd** using Arial Black, centred, 24 pt.
- (d) Format **Back to School Opening Offers** and **For the Month of September only!** using Times New Roman, centred, 22 pt.
- (e) Format the text **Specials -** using Times New Roman, centred, 36 pt. On the same line, insert the following text **Hurry, don't miss out.**
Apply the same formatting as you used for the text **Specials -**.
- (f) Format from **10 Biro**s to..... **Ruler €0.20** as bulleted, Times New Roman, 26 pt.
- (g) Format **All art supplies – 20% off** as Times New Roman, centred, 26 pt.
- (h) Insert the clipart in the position shown and increase its size to 4 cm × 4 cm.
- (i) Format **Spend €50 or more and you can enter the draw for an iPod** as Times New Roman, centred, 36 pt, italics.
- (j) Put a border, similar to the border shown, around the entire page as shown on page 13.
- (k) Insert blank lines/returns as necessary so that the page is spaced out as shown on page 13.
- (l) Save the document as **PEN2** and print one copy.

Return the printout with your answerbook.

(Examination Number)

Pens & Pencils Ltd

Back to School Opening Offers
For the Month of September only!

Specials – Hurry, don't miss out

- 10 Biro's for €2.00
- 5 Refill Pads for €3.99
- A4 Folders €1.99
- 100 Plastic Pockets €4.99
- Maths Sets €1.99
- Calculator €3.99
- Ruler €0.20



All art supplies – 20% off

*Spend €50 or more and you can
enter the draw for an iPod*

Module 5: The Internet

(80 marks)

There are two questions in this module.
Answer both questions.

19. Internet Theory

(10 marks)

- (a) Explain the term Bookmark **or** Favourites when using the Internet.

- (b) What does each of the following represent?

(1) WWW _____

(2) HTTP _____

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open any of the following sites:
 - www.scoilnet.ie
 - www.skooool.ie
 - www.schooldays.ie
- (c) Save the logo from any one of the above sites as **LOGO** to your external storage device. The website name will appear in the logo.
- (d) Find a page that gives information to parents. Print the first page of “information to parents”. Write your examination number on the printout.
- (e) Save the page on your external storage device as **PARENTS**.

TASK 2

- (a) Use any search engine to find information on **Schools in Ireland**.
- (b) Save it on your external storage device as **SCHOOLS**. Print the first page. Write your examination number on the printout.

TASK 3

- (a) Type the following email to be sent to the address given on form **EM1**.
- (b) CC the email to your own email address.
- (c) The subject of the email is *Parents Evening*.
- (d) The text of the email is:

Hi An information evening will be held for parents on Friday next. Hope to see you there. Signed: (Your Examination Number)
--

- (e) Attach the file **LOGO** that you saved earlier to the email.
- (f) Send the email.
- (g) Open the email you have sent to yourself and print one copy.

Return the three printouts with your answerbook.

Module 6: Text Entry

(80 marks)

There are two questions in this module.

Answer both questions.

21. Text Entry Theory

(10 marks)

The following passage has at least 10 errors in it. These include spelling, punctuation and layout errors. Proof-read the document and mark the errors with a pen.

Facebook is an sociall networking website launched in february 2004 that is operated and privately owned by Facebook with more then 500 million active users in July 2010.

Users can add people as friends and send them messages, and update there personal profiles to notify friends about themselves. Users kan search for friends and send them a request tobe their friend using Facebook. The website stores photos and personal information about the user. Users can create profiles with photos, lists of personal interests, contact information and other personal information

Communicating with friends and other users can be did through private or public messages or a chat feature. Users can also create and Join interest groups.

Facebook allows anyone who declares themselves to be aged 13 or older to become a member of the website. Facebook was founded by mark Zuckerberg.

22. Practical Text Entry Assignment

(70 marks)

There are **two** tasks in this question.
Attempt **both** tasks.

TASK 1 Data Entry Test

- (a) Insert your examination number in the position shown.
- (b) Type the following passage in Times New Roman, 14 pt, with double line spacing.
- (c) Format text as shown.
- (d) Save it on your external storage device as **SLATES** and print one copy.

(Examination Number)

SLATE COMPUTERS

Slate computers, which resemble writing slates, are tablet PCs without a keyboard. For text input, users rely on *handwriting recognition* via an active digitiser, touching an on-screen keyboard using **fingertips** or a **stylus**, or using an external keyboard that can usually be attached via a wireless or USB connection.

Tablet PCs typically incorporate small (8.4 – 14.1 inches/21 – 36 centimetres) LCD screens and have been popular in health care, education, and the hospitality industry.

One popular Tablet PC is the T². It can be purchased for €150 in most computer stores. A tablet PC that has a long life, it can stand heat, humidity, and drop/vibration damage!

Return the printout with your answerbook.

Task 2 is overleaf.

TASK 2 Creating a Leaflet

- (a) Insert your examination number at the top of your document.
- (b) You have been asked to create a leaflet for a local summer camp using the following information.

Summer Camp	
Programme	
Week 1 and 2	
9.00 am	Registration
9.15 am	Swimming
10.30 am	Break
10.45 am	Art Activities
11.45 am	Drama
1.00 pm	Lunch
1.30 pm	Computers
2.30 pm	Home Time

- (c) Format **Summer Camp** as Arial, centred, 22 pt.
- (d) Format the word **Programme** as Times New Roman, centred, 18 pt, bold, underline.
- (e) Format **Week 1 and 2** as Times New Roman, centred, 16 pt, bold, italics.
- (f) The remaining text of the Programme is to be formatted as Times New Roman, 14 pt.
- (g) Use tabs to align the text of the Programme as shown above.
- (h) Emphasise the **times (9.00 am)** using bold.
- (i) Apply spacing to the leaflet so that it fits on one A4 page, with good use of white space.
- (j) Save it on your external storage device as **LEAFLET** and print one copy.

Return the printout with your answerbook.

Blank Page

Blank Page