



# Coimisiún na Scrúduithe Stáit State Examinations Commission

*Leaving Certificate Applied 2006*

## Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test  
(400 marks)

Wednesday, 24 May 2006  
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

*Section 1:*           **General Theory**

*Section 2:*           **Word Processing**

*Section 3:*           **Optional Modules**

*For the Examiner only*

1. Total of end of page totals	
2. Aggregate totals of all disallowed question(s)	
3. Total mark awarded (1 minus 2)	

SECTION	MARK
<b>Section 1</b>	
<b>Section 2</b>	
Module 2	
Module 3	
Module 4	
Module 5	
Module 6	
<b>TOTAL</b>	

## Section 1 - General Theory

(80 marks)

Answer all 10 questions in the spaces provided.

1. Which of the following can hold the **least** amount of data?

Floppy disk	CD-Rom
Zip disk	Hard disk

\_\_\_\_\_

2. List **three** items needed to connect to the Internet.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

3. How is a floppy disk prepared for use?

\_\_\_\_\_

4. How can the speed of a computer be increased?

\_\_\_\_\_

5. List **two** methods of inserting a photograph into a computer file.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

6. What does each of the following stand for?

(a) CPU \_\_\_\_\_

(b) DVD \_\_\_\_\_

7. List **two** advantages of a Laser printer over an Inkjet printer.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

8. List **two external storage devices** that could be used when backing up a file.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

9. Which **one** of the following is an *operating system*?

MS Office 2000 Professional	Excel 97
MS Office XP	MS Windows 2000

\_\_\_\_\_

10. You are buying a computer and see the following advertisement in a newspaper. What does each of the underlined terms stand for?

<p style="text-align: center;"><b>PC Special Offer</b></p> <p style="text-align: center;">Intel® Pentium® 4 Processor with 800 <u>MHz</u> FSB and Intel® 865 chipset</p> <p style="text-align: center;">Up to 160 <u>GB</u> 7200 rpm hard drive</p> <p style="text-align: center;">FREE <u>USB</u> Memory Stick with all PCs</p>
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(a) MHz \_\_\_\_\_

(b) GB \_\_\_\_\_

(c) USB \_\_\_\_\_

## 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) List **two** fonts suitable for a business letter.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(b) What menu option would you use to change the margins of a document?

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## 12. Practical Word Processing Assignment

(70 marks)

You have been given a word processing file on disk called **MOBILE**.

- (a) Open this file and make the changes shown on **page 6** of this paper.
- (b) Type your examination number at the left margin at the top of your document as shown on **page 6**.
- (c) Inserts today's date as a header in the document.
- (d) Spell check the entire document.
- (e) Add the following table to the end of your document, making sure to format it as shown.

<b>Network</b>	<b>Number usually starts with</b>
Meteor	085
O2	086
Vodafone	087

- (f) Save the document as **MOBILE1** and print one copy.

**Be sure to return the printout with your answerbook at the end of the examination.**

(Examination Number)

Mobile Telephones

*Bold, Italics, 16 pt, Centre*

N.P. Mobile telephones have existed at least since the 1950s. Mobile telephones began to grow in popularity through the 1980s with the introduction of "cellular" telephones. **Mobile telephones were larger** than current ones, and many were designed for permanent installation in cars, or as **"transportable"** phones which were the size of a briefcase.

run on As technology improved throughout the 1990s, the larger "bricks" disappeared and tiny hand-held phones became the norm.

web Today mobile phones do not only support voice calls; they can also send and receive data and faxes (if a computer is attached), send short messages (or "text messages", Short Message Service), access WAP services, and provide full ~~Internet~~ access using technologies such as GPRS.

# Newer models have included many features aimed towards personalisation, such as:

bullets +  
double line  
spacing

- user defined ring tones
- operator logos
- interchangeable covers.

personalised Usually one can choose between a ~~ring~~ tone and a vibrating alert.

Ireland has three mobile phone networks:

\* Insert table here

Replace telephones

with phones throughout

## Section 3 - Optional Modules

(240 marks)

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

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### 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
1	<b>Lotto Jackpot</b>	<b>Winning Tickets Sold</b>	<b>Prize Per Ticket</b>
2	500,000	3	<i>Formula</i>
3	400,000	2	
4	300,000	4	
5	250,000	5	

Write a suitable formula for cell **C2** that would calculate the **Prize Per Ticket** by dividing the **Lotto Jackpot** by the **Winning Tickets Sold**.

Formula: \_\_\_\_\_

(b) Explain, in your own words, what each of the following formulae does.

(1) = sum(B3:B5)+A2

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(2) = A2\*B3

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## 14. Practical Spreadsheet Assignment

(70 marks)

- (a) Set up a spreadsheet with the headings shown below.
- (b) Input the data, aligned and formatted as shown. Adjust column widths as necessary.

	A	B	C	D	E	F
1	ABC Ltd					
2	Employee	Hours	Rate Per Hour	Gross Pay	Tax	Net Pay
3	Morgan John	40	12			
4	Smith Alice	50	12			
5	Ryan Paul	25	10			
6	Jones Sam	40	11			
7	Kelly Mary	30	10			
8	Whyte Jane	35	10			
9	Total Hours					
10						
11	Examination Number					

- (c) Calculate the **Gross Pay** for each employee by multiplying the **Hours** by the **Rate Per Hour**. This should be displayed in the **Gross Pay** column.
- (d) Calculate the **Tax** for each employee by multiplying the **Gross Pay** by **20%**. This should be displayed in the **Tax** column.
- (e) Calculate the **Net Pay** for each employee by subtracting the **Tax** from the **Gross Pay**. This should be displayed in the **Net Pay** column.
- (f) (1) Enter a formula in cell B9 to calculate the **Total Hours**.
- (2) Write the formula you used in cell B9 on the line provided:
- \_\_\_\_\_
- (g) Format all cells that contain money amounts to currency with **no** decimal places. (e.g. €80).
- (h) Type your examination number in cell B11.
- (i) Create a Line chart that shows the **Net Pay** for each Employee.
- (j) Insert your examination number as the title of the chart.
- (k) Insert a **new** row between Row 1 and Row 2.
- (l) Save the file as **WAGES**.
- (m) Print one copy of both the spreadsheet and the chart.

**Be sure to return the printout(s) with your answerbook at the end of the examination.**

## Module 3: Databases

(80 marks)

There are two questions in this module.

**Answer both questions.**

### 15. Database Theory

(10 marks)

(a) Use two of the following words to complete the definitions below:

Database	Field	Record
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(1) A \_\_\_\_\_ is a collection of related information about a particular subject.

(2) A \_\_\_\_\_ contains all the data relating to an item.

(b) Study the database below. For each **Field Name** write a suitable **Data Type** in the space provided.

Field Name	Student Number	Name	Date of Birth
Data Type			

## 16. Practical Database Assignment

(70 marks)

You have been given a database file on disk called **DOCTOR**.

- (a) Open this file.
- (b) Add the following records to the database.

PatientID	Firstname	Surname	DOB	Symptom	Fee(€)
8	Charles	Daly	15/01/80	Sore Throat	00.00
9	Paul	Fitzgerald	17/08/75	Allergy	35.00
10	Louise	Shine	03/10/55	Flu	00.00
11	Conor	Keyes	30/07/90	Back Pain	00.00

- (c) Mary Smith has changed doctors. Delete her record from the database.
- (d) Michael Ryan has paid a fee of 35.00 and is suffering from the Flu. Edit his record to show these changes.
- (e) Sort the database in *ascending* order according to **PatientID**.
- (f) Add a new field after the **Fee(€)** field called **PhoneNo**.
- (g) Having made the above changes, print the database. Make sure to write your examination number clearly on this printout.
- (h) Select the records of all patients who have the **Flu**. Sort these by **DOB** in *descending* order and print. Make sure to write your examination number clearly on this printout.
- (i) Save this file/query as **FLU**.

**Be sure to return the printouts with your answerbook at the end of the examination.**

## 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** ways of enhancing text in Desktop Publishing.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(b) Explain the following terms:

(1) Drop cap \_\_\_\_\_

(2) Landscape \_\_\_\_\_

## 18. Practical Desktop Publishing Assignment

(70 marks)

You have been given a text file on disk called **FLIGHTS** and a piece of clipart called **PLANE**.

- (a) Use the text and the clipart from your disk to create the document as shown on **page 13** (the clipart on your disk may not be the same as the clipart shown). Make sure the layout is the same as shown.
- (b) Type your examination number at the left margin at the top of your document as shown on **page 13**.
- (c) Insert the heading **C22 Airlines** as shown using Verdana font (centred, size 36pt, bold).
- (d) Shade and border the heading **C22 Airlines** as shown on **page 13**.
- (e) The headings (European Routes, Other Routes, Terms and Conditions) should be size 16pt, centre and bold as shown on **page 13**.
- (f) Insert the clipart in the position shown and resize it to approximately the size shown on **page 13**.
- (g) Centre the clipart and draw an oval shape around it as shown on **page 13**.
- (h) Display the text **Opening Offers** and **June 06** in two separate text frames and change the orientation of the text as shown on **page 13**. Fill the text frames with grey shading.
- (i) Increase the size of the text in columns so that it fills both columns as shown on **page 13**.
- (j) Use tabs to ensure that the prices are displayed underneath each other as shown on **page 13**.
- (k) Bullet the **Terms and Conditions** column as shown on **page 13**.
- (l) Format the last line of text as shown (centre, size 16pt, bold) with a thick border.
- (m) Save the document as **C22** and print one copy.

**Be sure to return this printout with your answerbook at the end of the examination.**

# C22 AIRLINES

Opening Offers



June 06

## European Routes

	EURO
Dublin to London	9
Dublin to Paris	29
Dublin to Rome	39
Shannon to London	19
Shannon to Paris	29
Shannon to Milan	39
Cork to London	19
Cork to Paris	29
Cork to Rome	39

## Other Routes

	EURO
Dublin to NYC	329
Dublin to Chicago	429
Dublin to Washington	399
Shannon to NYC	329
Shannon to Chicago	429
Shannon to Washington	399
Cork to NYC	329
Cork to Chicago	429
Cork to Washington	399

## Terms and Conditions

- Children under 2 travel free.
- Baggage allowance is 20 kg per person.
- Passengers are allowed to carry 1 piece of hand luggage on board.
- Check in 2 hours prior to your flight.
- It is the responsibility of each passenger to ensure that they have valid documentation.
- Passengers can purchase travel insurance when booking flights.
- The cost of travel insurance varies depending on the length of the trip. Prices start at 15 Euro.

**Contact Ann McCormack  
on 1154545 for more details!**

## 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 *search engine*.

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Name one search engine you have used.

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- (b) What are the steps to be followed when saving a picture or graphic from the Internet to your computer?

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## 20. Practical Internet Assignment

(70 marks)

### TASK 1

- (a) Log on to the Internet.
- (b) Open any **one** of the following sites.
  - www.eircom.net
  - www.utv.ie
  - www.iol.ie
  - www.esatclear.ie
- (c) Find a page that gives information on *broadband*.
- (d) Save it on your examination disk as **BROADBAND**. Print the first page on broadband information. Make sure you write your examination number on the printout.

### TASK 2

- (a) Use any search engine to find information on hotels in Eurodisney, Paris.
- (b) Save it on your examination disk as **PARIS**. Print the first page. Make sure you write your examination number on the printout.

### TASK 3

- (a) Open your email programme and compose the following email to the address given on form **EM1**.
- (b) Carbon Copy (CC) the email to your own email address.
- (c) The subject of the email is *School Tour*.
- (d) The text of the email is:

**Jane**

**I am looking forward to going on our school tour. I hope that you found your passport.**

**Signed: (your examination number)**

- (e) Send the email.
- (f) Open the email you have sent to yourself and print one copy.

**Be sure to return the three printouts with your answerbook at the end of the examination.**

## 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.

Whether at home or in a restaurant it is important to have good table manners. You should remember to:

1. Eat with a fork unless the food is meant to be eaten with fingers. Don't stuff your mouth full of food. Chew with your mouth close. This includes no talking with your mouth full.
2. Dont make any rude comments about the food bean served. It will hurt someone's feelings. Always say thank you.
  
4. Say 'Excuse me' if you interrupt and 'Pardon me' if you make an inappropriate noise.
5. If the meal is not buffet style, then waited until everyone is served before eating. Eat slowly, don't gobble up the food. Someone took a long time to prepare the food, enjoy it slowly
6. Don't reach over someone's plate for something; ask for the item to be passed to u.
7. always use a napkin or serviette to dab your mouth. The napkin or serviette should be on your lap when not in use. Remember, dab your mouth only. Don't wipe your face or blo your nose with a napkin. Excuse yourselve from the table and go the bathroom to do those things.

## 22. Practical Text Entry Assignment

(70 marks)

### TASK 1 Data Entry Test

- (a) Type your examination number at the left margin at the top of your document.
- (b) Type the following passage in double line spacing.
- (c) Format text as shown below.
- (d) Save it on your examination disk as **HAIR** and print one copy.

(Examination Number)

#### FACTS ABOUT HUMAN HAIR

The average person's head has 100,000 to 150,000 hairs. Each follicle can grow many hairs over a lifetime: on average, each grows a new hair around twenty times. A hair grows by 0.3 to 0.5 mm per day - about 1 to 1.5 cm a month and 12 to 15 cm a year.

Children lose an average of 90 hairs each day, which increases to 120 by old age. Hair is the second fastest growing tissue in the body - only bone marrow is quicker!

It is possible for your hair to turn white from shock... but not overnight! Hair pigment is produced in the hair shaft beneath the skin, so it would take about 13 days for any white hairs to show. One centimetre of hair can reveal much about your behaviour in the past month - what you ate, drank and the environments you encountered. The first liquid shampoo to go on the market appeared on the shelves back in 1952. Shampoo is usually applied to hair that has been washed with water (H<sub>2</sub>O). We now spend **€ billion** on hair products every year.

**Be sure to return the printout with your answerbook at the end of the examination.**

## **TASK 2 Creating an Agenda**

- (a) Type your examination number at the left margin at the top of your document.
- (b) You have been asked to create an agenda for the next meeting of the **City and Town Credit Union** using the following information.

Date: Friday 14<sup>th</sup> July 2006  
Venue: City East Hotel  
Time: 7:30 p.m.

### **Agenda**

Apologies  
Matters Arising  
Update on the extension to existing buildings  
New Volunteers  
Competition Winners  
AOB

### **Next Meeting**

Friday 21<sup>st</sup> July 2006, City East Hotel, 8:00 p.m.

- (c) Insert the following at the top of the page:  
**City and Town Credit Union**
- (d) The Date, Venue and Time are to be centred on the page with double line spacing.
- (e) Use bullets and double line spacing for all the items listed on the agenda.
- (f) Emphasise the details of the next meeting.
- (g) Choose fonts, spacing, text enhancement, etc., to produce an attractive layout to fit on one A4 page.
- (h) Save the file as **AGENDA** and print one copy.

**Be sure to return the printout with your answerbook at the end of the examination.**



