



**Coimisiún na Scrúduithe Stáit
State Examinations Commission**

Leaving Certificate Applied 2013

**Vocational Specialism –
Information and Communication
Technology**

Practical Performance and Written Test

Specialist Teacher Instructions

General Instructions

1. The preparation and handling of all examination-related material must be regarded as strictly confidential.
2. Each candidate should be provided with an individually labelled external storage device (e.g. floppy disk, memory stick, etc.) containing the relevant files only.
3. Candidates should save their files on their individual external storage device. These should be retained in a secure place until after the appeals process.
4. If the number of candidates requires that the examination be run over more than one session, hard drives should be checked to ensure that no previous candidate's saved work is present. If such work is found, it must be deleted. Any such saved work must also be deleted at the end of the examination.
5. Printing may be done during the examination. Candidates are allowed to make only **one** test printout within the time limit.
6. When printing outside the time limit, no changes may be made to the files.
7. The use of manuals or notes is strictly forbidden.
8. The Specialist Teacher should ensure that all the computers are in good working order and that there is plenty of paper and ink/toner available for the printer.
9. Spare external storage devices containing the relevant files must be available and, if numbers allow, a computer should be kept unused and available in case a computer goes down.
10. Candidates must have access to relevant software packages on the day of the examination.
11. The Specialist Teacher is requested to be available in the school on the day of the examination.

I have read the above conditions and I agree to abide by them.

Signed: _____ (Specialist Teacher)

Date: _____

This page, signed and dated, should be kept with the prepared external storage devices for the Superintendent.

Word Processing Assignment

1. Type the following passage using Times New Roman, 12 pt, left aligned and single line spacing, without the border.
2. Margins of 2 cm all around should be used.
3. Type the text **exactly** as shown. **Do not** correct any errors.
4. Save the file onto each candidate's external storage device as **VISUAL**

Examination Number

Visualisers

A visualiser is basically a video camera mounted on an arm that can be positioned in various ways, the main uses are within the education market and as a training tool for various applications.

A visualiser can be used to display 3D objects and documents onto a display device such as a flat screen (LCD/Plasma), projector or interactive whiteboard. It can also display very small objects and some have very accurate zoom capability to show the smallest of detail on objects such as flowers, leaves, coins, etc. In an educational environment a visualiser can be used not only to display notes and objects but also to display the teacher carrying out an activity such as a science experiment so that the teacher can display the process on a large screen.

Database Assignment

1. Create a database/table called **APPS** with the following structure.

Field Name	Data Type	Format
AppName	Text	30 characters
Cost	Currency	€99.99 (currency with 2 decimal places)
Category	Text	30 characters
Android	Logical	Yes/No
iPhone	Logical	Yes/No

2. Input the following records into the database.

AppName	Cost	Category	Android	iPhone
Draw Something	2.59	Puzzle	Yes	Yes
Cut the Rope	0.79	Game	Yes	No
Tetris	1.99	Game	No	Yes
Flick Golf	2.59	Sport	No	Yes
Talking Cat	0.00	Entertainment	Yes	Yes
Flick Tennis	2.59	Sport	No	Yes

3. Save the database onto each candidate's external storage device as **APPS**.

Desktop Publishing Assignment

1. Type the passage below using a word processing package or text editor (**not** a desktop publishing package) using Times New Roman font, size 10 pt, single line spacing. Do not include the border.
2. Save the file onto each candidate's external storage device as **RACE**.

(Examination Number)

Kilkee
Co. Clare
Saturday 14th June 2013
at 11 a.m.
All are Welcome
10 km race
50 km race
100 km race
Children's race
First Prize €2000

3. Locate any piece of clipart with a bicycle theme and a square shape and save it on each candidate's external storage device as **BIKE**.

The clipart should be 2 cm × 2 cm approximately.

Example



Internet Assignment

1. Ensure that each candidate has their own email address in advance of the practical performance test.
2. Each candidate must have access to the Internet during the practical performance test.
3. Set up an email address to which candidates will send an email.
4. Create form **EM1** as shown below and enter the email address on it.
5. Sufficient copies of form **EM1** must be made and handed to the Superintendent before the examination begins.

Form EM1

**Leaving Certificate Applied 2013
Information and Communication Technology**

Internet Module

Email Task

You have been asked to compose an email.
Send your email to the following address.

Blank Page

Blank Page



Coimisiún na Scrúduithe Stáit State Examinations Commission

Leaving Certificate Applied, 2013

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 22 May 2013
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. 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** portable storage devices that could be used to save files.

(a) _____

(b) _____

2. List **two** output devices that are suitable to output sound.

(a) _____

(b) _____

3. What do the letters **RAM** stand for?

4. State **two** pieces of information needed to access an email account.

(a) _____

(b) _____

5. Name **two** threats to your computer that antivirus software prevents.

(a) _____

(b) _____

6. What does **each** of the following letters stand for?

(a) WWW _____

(b) CPU _____

7. List **two** features of a multimedia PC.

(a) _____

(b) _____

8. Give **two** advantages of a laptop computer over a desktop computer.

(a) _____

(b) _____

9. Name **two** applications suitable for typing a poster.

(a) _____

(b) _____

10. List **two** types of printer.

(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) What do **each** of the following proof reading symbols represent?

(1) *del* _____

(2) *lc* _____

(b) When typing a document four lines of text have gone on to the next page.
You want the text to fit on one page only.

State **two** formatting actions that you could take to fit the text on one page.

(1) _____

(2) _____

12. Practical Word Processing Assignment

(70 marks)

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

- (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 centre aligned header in the document.
- (d) Insert the following text so that it appears as the last paragraph, using full justification.

Possible Educational Uses

There is a range of educational uses that could prove useful to teachers and students:

Display artwork.

Share a book where the teacher can read to the class and everyone can follow on the screen.

Help very young students to find correct page in their book.

- (e) Apply bullets to the lines beginning **Display**, **Share** and **Help** in the last paragraph.
- (f) Add the following table to the end of your document, making sure to format it as shown.

Price	Model
€159	Easy View
€650	Easy View Pro
€700	Easy View Video Pro

- (g) Spell check the document, correcting any errors.
- (h) Insert automatic page numbering as a **right aligned footer** in the document.
- (i) Save the document on your external storage device as **VISUAL2** and print one copy.

Return the printout with your answerbook.

Examination Number:

Bold, centre, All Caps, 36 pt

Visualisers

bold **A visualiser** is basically a video camera mounted on an arm that can be positioned in various
delete ways, the main uses are within the education market and as a training ~~training~~ tool for various applications.

run on A visualiser can be used to display 3D objects and documents onto a display device such as a
np flat screen (LCD/Plasma), projector or interactive whiteboard. It can also display very small
italics objects and some have very accurate zoom capability to show the smallest of detail on objects
such as flowers, leaves, coins, etc. In an educational environment a visualiser can be used not
show only to display notes and objects but also to ~~display~~ the teacher carrying out an activity such
big as a science experiment so that the teacher can display the process on a large screen.

fully justify

* Insert paragraph in (d) here

* Insert table in (f) here

* use 1.5 line spacing throughout

Section 3 - Optional Modules

(240 marks)

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

Module 2: Spreadsheets

(80 marks)

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

13. Spreadsheet Theory

(10 marks)

Examine the spreadsheet below.

(a) Write the formula that you would use in cell C2 to calculate the **Profit**.

	A	B	C
1	Income	Expenses	Profit
2	€200	€150	
3			

Formula _____

(b) In a spreadsheet a horizontal line of boxes is called a _____.

column	row	cell
--------	-----	------

14. Practical Spreadsheet Assignment

(70 marks)

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

	A	B	C	D
1	Order Form			
2				
3	Item	Unit Price	Quantity	Total
4				
5	Laptop	750	6	
6	Desktop Computer	500	9	
7	iPad	550	8	
8	Data Projector	600	4	
9	Extension Lead	10	4	
10	Office Chair	85	6	
11	Printer	320	2	
12				
13	Average Unit Price		Subtotal	
14			VAT	
15			Final Total	
16	Examination Number			

- (b) Calculate the **Total** by multiplying the **Unit Price** by the **Quantity**. This should be displayed in cell **D5**. Repeat this for each item on the list.
- (c) Calculate the **Average Unit Price** of the items on the list. This should be displayed in cell **B13**.
- (d) Calculate the **Subtotal** by adding the **Total** for each item on the list. This should be displayed in cell **D13**.
- (e) Calculate the **VAT**. This is calculated at 23% of the **Subtotal**. This should be displayed in cell **D14**.
- (f) (1) Calculate the **Final Total** by adding the **VAT** to the **Subtotal**. The **Final Total** should be displayed in cell **D15**.
- (2) Write the formula you used to calculate the **Final Total** in cell **D15** on this line.
-
- (g) Format all cells that contain money to currency with two decimal places (e.g. €80.00).
- (h) Insert your examination number in cell **A16**.
- (i) Create a column chart that will display the **Item** and the **Total**. Use your Examination Number and the words **Order Form** as the title of the chart.
- (j) Delete **Row 2** and **Row 4** so that Examination Number now appears in Row 14.
- (k) Save the file on your external storage device as **ORDER**.
- (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) Which one of the following is most likely to be produced using a *database*?

Newsletter	Bar chart
Telephone directory	Agenda

- (b) Study the table below. Match each of the data types with a corresponding field name in the space provided.

Field name

Address	Fee Paid	Date Paid
---------	----------	-----------

Data type	Field name
Date/Time	
Currency	
Text	

16. Practical Database Assignment

(70 marks)

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

- (a) Open this file.
- (b) Add a new field called **Rating** after the **iPhone** field and format it as Text.
- (c) Add the following data to the **Rating** field.

AppName	Cost	Category	Android	iPhone	Rating
Draw Something	2.59	Puzzle	Yes	Yes	Five
Cut the Rope	0.79	Game	Yes	No	Five
Tetris	1.99	Game	No	Yes	Four
Flick Golf	2.59	Sport	No	Yes	Five
Talking Cat	0.00	Entertainment	Yes	Yes	Five
Flick Tennis	2.59	Sport	No	Yes	Three

- (d) Add the following records to the database.

AppName	Cost	Category	Android	iPhone	Rating
Family Tracker	1.99	Lifestyle	Yes	Yes	Four
Theory Test	0.79	Education	Yes	No	Three
Star Chart	1.99	Education	No	Yes	Four
Hello Kitty Diary	2.59	Lifestyle	No	Yes	Five

- (e) Amend the record for **Flick Golf**. The price should be **3.59** and **Yes** for Android.
- (f) Delete the record for **Cut the Rope**.
- (g) Sort the database in ascending order according to **AppName**.
- (h) Having made the above changes, print the database.
Write your examination number on this printout.
- (i) Select all items with a **Rating** of **Five**.
Sort these by **Category** in descending order and print.
Write your examination number on this printout.
- (j) Save the query as **FIVE**.
- (k) Save the database on your external storage device and close.

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) A brochure is one type of publication that can be created using a Desktop Publishing package. Name **two** other publications that can be created for use in a busy office.

(1) _____

(2) _____

- (b) Which **one** of the following is a file extension for images?

.docx	.jpeg
.ima	.ini

18. Practical Desktop Publishing Assignment

(70 marks)

Your external storage device has a text file called **RACE** and a piece of clipart called **BIKE**.

- (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 right aligned position shown on page 13.
- (c) Insert the heading **Cycle Race** using Arial, centred, 38 pt, bold.
- (d) Apply grey shading to the text **Cycle Race**.
- (e) Insert the clipart in the position shown and increase its size to 5 cm × 5 cm.
- (f) Centre the text **Kilkee, Co. Clare** and format as Arial, 24 pt, bold.
- (g) Centre the text **Saturday 14th June 2013 at 11 a.m.** and format as Times New Roman, 30 pt. Make sure that superscript is used in the date. Enhance the date and time with a suitable border to draw attention to it as shown on page 13.
- (h) Centre the text **All are Welcome** and format as Arial, 24 pt, italics.
- (i) Centre the list of races and format as Arial, 28 pt, bold.
- (j) Insert a smiley face and a ribbon from the drawing toolbar as shown.
- (k) Centre the text **First Prize €2000** and place it in the middle section of the ribbon as shown. Format the text as Arial, 20 pt as shown.
- (l) Insert a piece of Word Art with the text **Register Today** as shown.
- (m) Put a border, similar to the border shown, around the entire page.
- (n) Save the file as **RACE2** and print one copy.

Return the printout with your answerbook.

Cycle Race

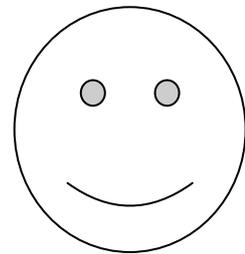


**Kilkee
Co. Clare**

**Saturday 14th June 2013
at 11 a.m.**

All are Welcome

**10 km race
50 km race
100 km race
Children's race**



First Prize €2000

Register Today

Module 5: The Internet

(80 marks)

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

19. Internet Theory

(10 marks)

(a) Name **two** popular search engines.

(1) _____

(2) _____

(b) List **two** advantages of Webmail.

(1) _____

(2) _____

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open any one of the following computer manufacturers' sites.
 - www.dell.ie
 - www.apple.com/ie
 - www8.hp.com/ie
- (c) Save the logo of the computer manufacturer's site as **LOGO** to your external storage device.
- (d) Click on a link to find **contact information** for the company. Print the first page of the contact information. Make sure you write your examination number on the printout.
- (e) Save the page on your external storage device as **CONTACT**.

TASK 2

- (a) Use any search engine to find information on **Studying in Ireland**.
- (b) Save the page on your external storage device as **STUDY**. Print the first page. Make sure you 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) Carbon Copy (CC) the email to your own email address.
- (c) The subject of the email is *Computer Logo*.
- (d) The text of the email is:

Hi,

I have attached the logo of the computer manufacturer that you were looking for.

Signed: (your examination number)

- (e) Attach the **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. Proofread the document and mark the errors with a pen.

Your brain is the boss off your body. It runss the show and controls just about everything you do, even when you're asleep. Nit bad forsomething that looks like a big, wrinkly, grey sponge.

it allows you to think, learn, create, feel emotions and to control every blink, breath and heartbeat

The brain has two halves, with one on either side of the head. Some scientists think that the right half helps you thinks about abstract things like music, colors and shapes. The left half is said to be more analytical, helping you with maths, logic and speech.

It is important to looked after your brain. To do this your should eat healthy foods and get lots of exercise.

Always were a helmet when you ride your bike or play sports that require head protection.

22. Practical Text Entry Assignment

(70 marks)

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

TASK 1 Data Entry

- (a) Insert your examination number in the position shown.
- (b) Type the following passage in Arial, 16 pt, fully justified with 1.5 line spacing.
- (c) Format text as shown.
- (d) Save the file on your external storage device as **OLYMPIC** and print one copy.

(Examination Number)

The Olympic Games began over 2,700 years ago in **Olympia**, in southwest Greece. The Games were part of a religious festival. The Greek Olympics, thought to have begun in 776 BC, inspired the modern Olympic Games (commenced in 1896).

The Games were held in honour of **Zeus**, king of the gods, and were staged every four years at Olympia, a valley near a city called Elis. People from all over the Greek world came to watch and take part.

Visitors to Olympia stared in wonder as they entered the great "Temple of Zeus" which was 2 km² in area.

About 50,000 people could sit in the stadium. Away from the arena, most spectators had to find somewhere to pitch their tents, but important visitors and athletes had hotel rooms. It was hot and overcrowded, and the water supply was poor. This didn't stop people coming though!

Return the printout with your answerbook.

Task 2 is overleaf.

TASK 2 Creating a Flyer

- (a) Insert your examination number at the top of your document.
- (b) You have been asked to create a flyer/poster for a Debs Ball using the following information.

(Examination Number)

Debs Ball

St Jude's School
Galway

Date: 29th May 2013

Time: 7:30 p.m.

Venue: Pink Hotel, Main Street, Galway

Tickets: €40.00

Band and Disco until 2 a.m.

Photographer will be available from 5 p.m.

- (c) Type the text **Debs Ball** at the top of the page and centre it. Format the text using at least **three** enhancements so that it will stand out on the flyer.
- (d) The **School Name**, **Address**, **Date**, **Time** and **Venue** are to be left aligned. Format using Arial, 20 pt, bold.
- (e) Emphasise the text **Tickets €40.00** by centring the text. Format using Arial, 16 pt, bold.
- (f) Format the remaining text by centring the text and applying a suitable format.
- (g) Apply spacing to the flyer so that it fits on one A4 page, with good use of white space.
- (h) Add a border to the full page.
- (i) Save the file on your external storage device as **DEBS** and print one copy.

Return the printout with your answerbook.

Blank Page

Blank Page