



**Coimisiún na Scrúduithe Stáit
State Examinations Commission**

Leaving Certificate Applied 2018

**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. memory stick) containing the relevant files only.
3. Candidates should save their files on their individual external storage device. These devices should be retained in a secure place until after the appeals process is concluded.
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. Prior to the examination session, the Specialist Teacher should ensure that all computers are in working order and that there is sufficient paper and ink/toner available for the printer.
9. Additional external storage devices containing the relevant files must be available and, if numbers allow, a reserve computer should be available in case a computer fails.
10. Candidates must have access to relevant software packages on the day of the examination.
11. Internet access should only be available/used while candidates attempt *Optional Module 5, The Internet*.
12. The Specialist Teacher should 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. The following file is available for download to each candidate's external storage device.
2. **Do not** correct any errors.
3. Save the file to each candidate's device as **GPS**.

Examination Number

sat Navs

Sat nav is the abbreviation for satellite navigation. Sattellite navigation is a system of computers and satellites, used in cars and other places that tell you where something is where you are, or how to get to a place.

Most smart phones have a sat nav app on them. Google Maps is an example of a sat nav app. Some cars also come with a satellite navigation systems already installed. Sat navs have reeplaced the need for maps to find placs.

Some sat navs will allow the user to find parking, restaurants, servicestations and places to stay. Directions are called out over the device, telling the user the distance to their location and providing turn by turn navigation.

Database Assignment

1. The following file is available for download to each candidate's external storage device.
2. **Do not** sort the database.
3. **Do not** create a primary key.
4. Save the database file to each candidate's device as **GPSDATA**.

Manufacturer	Model No	EU Map	US Map	Price
Garmin	B29g	Yes	No	€390
TomTom	N3	Yes	Yes	€450
TakeMe	Tm4	Yes	No	€220
TalkingMap	Kr9	Yes	No	€250
Snooper	A52	Yes	No	€270
GoTo3	N16	Yes	Yes	€400

Desktop Publishing Assignment

1. The following file is available for download to each candidate's external storage device.
2. Save the file to each candidate's storage device as **NAVDTP**.

Examination Number

Never Get Lost Again
20% Off all Sat Navs
Monster Sale
This Weekend Only
Open Daily 9am - 6pm

3. This image is available for download to each candidate's external storage device.



4. Save the file to each candidate's device as **NAVPICT**.

Internet Assignment

1. Ensure that each candidate has his/her own email address in advance of the practical performance test.
2. Each candidate must have access to the Internet **only** while attempting this option.
3. Set up an email address to which each candidate will send an email. Candidates should **not** have this email address saved in advance.
4. Create/copy **Form EM1** as shown below and enter the email address which you have set up at step 3 above, in the space provided.
5. Sufficient copies of **Form EM1** must be made and handed to the Superintendent before the examination begins.

Form EM1

***Leaving Certificate Applied 2018
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

2018. AP9.6

Leaving Certificate Applied 2018

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 16 May 2018
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. 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**

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

for the examiner only

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** types of printer.

(a) _____

(b) _____

2. What do the following letters stand for?

(a) WWW _____

(b) ROM _____

3. Name **two** types of portable computer.

(a) _____


(b) _____

4. Name **two** storage devices that could be used to backup data.

(a) _____

(b) _____

5. What does each of the following represent?

(a)  _____

(b)  _____

6. What do the following letters stand for?

(a) HTML _____

(b) HTTP _____

7. Name **two** commonly used email applications.

(a) _____

(b) _____

8. Explain **each** of the following terms, and give **one** example of each.

(a) Software _____

Example _____

(b) Hardware _____

Example _____

9. What units are used to measure each of the following?

(a) Memory Stick storage size _____

(b) MP3 file size _____

10. Outline **three** steps to be taken when formatting a USB storage drive.

(a) _____

(b) _____

(c) _____

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 **each** of the following proofreading symbols.

(1) NP _____

(2) Initial Caps _____

(b) How does a template file differ from a regular word processing document?

12. Practical Word Processing Assignment

(70 marks)

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

- (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**.

The TakeMe sat nav is the most expensive. It tells the user what the speed limit is and warns the user if the speed limit is being exceeded.

It also offers:

7 inch LCD touchscreen

Preloaded maps for UK, Republic of Ireland & Europe

Coverage of 51 European countries in total

- (e) Apply bullets to the last 3 lines of the text above.
- (f) Add the following table to the end of your document, making sure it is positioned on the left margin, and add borders as shown.

GPS	Price
TomTom	€175
Garmin	€280
Inspire	€550

- (g) Spellcheck the document, correcting any errors.
- (h) Proofread the document, correcting any errors.
- (i) Insert automatic page numbering at the bottom right of the page.
- (j) Save the document on your external storage device as **NEWGPS** and print one copy.

Return the printout with your answerbook.

Examination Number

Bold, Initial Caps, 20 pt

sat Navs

bold Sat nav is the abbreviation for satellite navigation. Satellite navigation is a system of
comma computers and satellites, used in cars and other places that tell you where something is
run on where you are, or how to get to a place.
np Most smart phones have a sat nav app on them. Google Maps is an example of a sat nav
delete app. Some cars also come with a satellite navigation systems ~~already~~ installed. Sat navs
have replaced the need for maps to find places.

Some sat navs will allow the user to find parking, restaurants, service stations and places to
destination stay. Directions are called out over the device, telling the user the distance to their ~~location~~
italics and providing turn by turn navigation.

fully
justify

* Insert paragraph from (d) here

* Insert table from (f) here

* Use 1.5 line spacing for the full document

Return the printout with your answerbook.

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 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
1	Full Price	Discount (10%)	Discounted Sale Price
2	520	52	<i>formula</i>
3			

Write the formula that would be used in cell **C2** to calculate the **Discounted Sale Price**.

Formula: _____

(b) Name **three** different number types used in spreadsheets.

	Number Types
1	
2	
3	

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	E	F
1	GPS Sales Income Sheet					
2	Brand	Items Sold	Damaged Returns	Items Sold Less Returns	Price Per Unit	Income
3						
4	Garmin i9	10	4		280	
5	TomTom w2	6	2		175	
6	TakeMe v7	12	4		189	
7	Snooper k12	14	2		299	
8	NavMan 8	10	0		255	
9	EzyNav 2	11	0		375	
10	GoGO12	15	2		550	
11	Average				Total Income	
12	Minimum				Discount 5%	
13	Maximum				Discounted Total	
14	Exam number					

- (b) Calculate the **Items Sold Less Returns** by subtracting the **Damaged Returns** from the **Items Sold**. This should be displayed in cell **D4**. Repeat for each Brand on the list.
- (c) Calculate the **Income** by multiplying the **Items Sold Less Returns** by the **Price Per Unit**. This should be displayed in cell **F4**. Repeat for each Brand on the list.
- (d) Calculate the **Average** of the **Items Sold** and display in cell **B11**. Format your answer to 1 decimal place.
- (e) Calculate the **Minimum** of the **Items Sold** and display in cell **B12**.
- (f) Calculate the **Maximum** of the **Items Sold** and display in cell **B13**.
- (g) Calculate the **Total Income** and display in cell **F11**.
- (h) Calculate the **Discount 5%** by calculating 5% of the **Total Income**. This should be displayed in cell **F12**.
- (i) (1) Calculate the **Discounted Total** by subtracting the **Discount 5%** from the **Total Income**. This should be displayed in cell **F13**.
- (2) Write down the formula you used to calculate the **Discounted Total**.
-
- (j) Format all cells that contain money to currency with two decimal places (e.g. €90.00).
- (k) Insert your examination number in cell **A14**.
- (l) Delete Row 3 in the spreadsheet.
- (m) Create a pie chart that will display the **Income** for each **Brand**. Use your examination number and the words **Income by Brand** as the title of the chart.
- (n) Print a **landscape** copy of both the spreadsheet and the pie chart.
- (o) Save the file on your external storage device as **GPSSALES**.

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 data type is suitable for a field containing phone numbers?

Text	Logical	Integer
------	---------	---------

- (b) Study the table below.

Manufacturer	Model	Price
Garmin	B420	€145.00
TomTom	W5i	€225.00
TakeMe	R42	€393.00

Which field is the table sorted by?

Is this field sorted in ascending or descending order?

16. Practical Database Assignment

(70 marks)

There is a database file on your external storage device called **GPSDATA**.

- (a) Open this file.
- (b) Add a new field called **Size** after the **Price** field.
This should be formatted as a text field.
- (c) Add the following data to the **Size** field.

Manufacturer	Model No	EU Map	US Map	Price	Size
Garmin	B29g	Yes	No	€390	8 inch
TomTom	N3	Yes	Yes	€450	7.5 inch
TakeMe	Tm4	Yes	No	€220	7 inch
TalkingMap	Kr9	Yes	No	€250	7 inch
Snooper	A52	Yes	No	€270	8 inch
GoTo3	N16	Yes	Yes	€400	7.5 inch

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

Manufacturer	Model No	EU Map	US Map	Price	Size
EzeNav	En40	Yes	Yes	€280	7 inch
NavMan	Nm30	Yes	Yes	€209	7 inch
TakeMe2	ZR4	Yes	Yes	€299	7 inch

- (e) Amend the **Snooper** record. The **US Map** should be **Yes** and it is **7 inch** in size.
- (f) Delete the record for **TakeMe**.
- (g) Sort the database in ascending order according to **Model No**.
- (h) Having made the above changes, **print** the database.
Write your examination number on this printout.
- (i) Filter the database to find all records that have a **Price** of less than €300.
Sort these by **Manufacturer** in alphabetical order and **print** the database.
Write your examination number on this printout.
- (j) Save the above query as **PRICE**.
- (k) Save the database to 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) Explain **each** of the following terms.

(1) Text Direction _____

(2) Linked Text Boxes _____

(b) Which of the following is often used at the start of a paragraph?

Strikethrough	Drop Cap	Kerning
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18. Practical Desktop Publishing Assignment

(70 marks)

There is a text file on your external storage device called **NAVDTP** and an image called **NAVPIC**. Use this text and image to create the document as shown on page 13.

- (a) Insert your examination number in the position shown.
- (b) Insert the heading **Tech World** using Calibri font, centred, 80pt and bold.
- (c) Apply shading and a double line black box border to the heading, as shown.
- (d) Format the text **Never Get Lost Again** using Arial Black font, centred, italics and 36pt.
- (e) Format the text **20% Off all Sat Navs** using Arial font, centred and 36pt.
- (f) Format the text **Monster Sale** using Calibri font, centred, white font colour, bold and 48pt with dark grey background shading, as shown.
- (g) Format the text **This Weekend Only** and any other remaining text using Calibri font, centred, bold and 36pt.
- (h) Insert the **NAVPIC** image in the position shown and increase its size to 5 cm × 5 cm.
- (i) Insert a piece of WordArt using the vertically aligned text **Sat Navs for sale**, as shown below. Resize the WordArt so that it is 10 cm (height) × 6 cm (width).



- (j) Put a border as shown, around the entire page.
- (k) Save the document as **NAVDTP2** and print one copy.

Return the printout with your answerbook.

Tech World

Never Get Lost Again

20% Off all Sat Navs

**S
a
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N
a
v
s** **f
o
r
s
a
l
e**



Monster Sale

This Weekend Only
Open Daily 9am - 6pm

Module 5: The Internet

(80 marks)

There are two questions in this module.

Answer both questions.

19. Internet Theory

(10 marks)

- (a) State **three** different uses of the Internet for a person booking a holiday.

(1) _____

(2) _____

(3) _____

- (b) What do the letters BCC stand for when sending an email?

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open one of the following sites:
 - www.argos.ie
 - www.harveynorman.ie
- (c) Save an image of any Sat Nav as **SATNAVPIC** to your external storage device.
- (d) Open a link on the website which shows information on any Sat Nav. Print **only the first** page. Write your examination number on the printout.
- (e) Save the page to your external storage device as **SATNAVINFO**.

TASK 2

- (a) Use any search engine to open a page on **GPS Trackers**.
- (b) Save the web page to your external storage device as **GPSTRACK**. Print **only the first page**. Write your examination number on the printout.

TASK 3

- (a) Type the text below as an 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: *Getting Directions*.
- (d) The text of the email is:

Hi visitor,
You can use your Sat Nav to find directions to our premises. All you have to do is enter the Eircode into Google Maps on your phone or on your Sat Nav.

Signed: Your Examination Number

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

NOTE: Make sure both email addresses from (a) and (b) in **Task 3** appear on the printout of the email.

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. These include spelling, punctuation and layout errors. Proofread the document and mark the errors with a pen.

Eircode is is widely used in ireland. It is unique to every adress.

most other countries use a code that identifies a group of properties in an small area. Eircode is a much more advanced postcode system, with a unique Eircode for every home and business address which will help everyone find addresses easier

This pro vides a number of benefits for householders, businesses and public services. Whether you are frustrated with deliverys never reaching your address, or having to give directions to taxi drivers and visiting relatives, your home's unique Eircode will help accurately directs parcels and people to you front door.

The Eircode make it quicker and easier for medical emergency services to locate a addresses. It is important to know your Eircode. It is a good idea to place it close to front door.

22. Practical Text Entry Assignment

(70 marks)

TASK 1 Data Entry Test

- (a) Insert your examination number in the position shown.
- (b) Type the following passage in Calibri, 12pt with double line spacing.
- (c) Format the text as shown below.
- (d) Save it to your external storage device as **GOOGMAPS** and print one copy.

(Examination Number)

© **Google Maps** 2018 has been developed by Google. It offers street maps, 360° panoramic views of streets and real-time traffic conditions.

It also allows the user to plan a *travel route* by foot, car or bicycle.

Google Maps began as a C++ desktop program. Google Maps for Android and iOS devices was released in September 2008. In August 2013, it was named as one of the world's most popular apps for smartphones, with over 54% of global smartphone owners using it at least once. The app is free to download on Google Play or the App Store. It is important to update maps regularly.

Google have over 7000 staff working on mapping. If you type your address into Google maps and go to street view you should be able to view the area in which you live.

Return the printout with your answerbook.

TASK 2 Creating an Instruction Sheet

- (a) Create a new document and insert your examination number at the top of your document, as shown.
- (b) Create an Instruction Sheet for a Sat Nav using the following information:

(Examination Number)

Getting Started

Step by Step

Ensure the device is fully charged.

Power on the device by pressing the button on the top right.

Use the touch screen to select maps.

Choose Ireland.

Type in your address using the keyboard that appears on screen.

Press the GO button.

You can adjust the volume by pressing the arrow button on the left-hand side of the device.

Follow the directions.

Don't forget to look out for signposts also.

Be aware that sometimes Sat Navs can send you in the wrong direction.

- (c) The text **Getting Started** is to be emphasised with a larger font size, Calibri and bold.
- (d) The heading **Step by Step** to be formatted as Arial Black Font, 22pt and bold.
- (e) Emphasise the text "Ensure the device is fully charged" so that it stands out on the page, using at least 3 formatting options.
- (f) Format the remaining text as Arial Font, 18pt.
- (g) Use automatic numbering on each instruction from "Ensure the device..." to "Follow the directions".
- (h) Place a decorative border around the full page.
- (i) Insert a suitable graphic or piece of clipart to suit the content of the Instruction Sheet.
- (j) Centre the first two lines of text.
- (k) Apply spacing to the document so that it fits on one A4 page, with good use of white space.
- (l) Save the file as **SHEET** and print one copy.

Return the printout with your answerbook.

There is no examination material on this page

There is no examination material on this page