



2015. AP9.6TI

Coimisiún na Scrúduithe State Examinations Commission

Leaving Certificate Applied, 2015

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 font, size 12 pt, single line spacing, without the border.
2. Margins of 2.5cm all around should be used.
3. Type the text **exactly** as shown. **Do not** correct any errors.
4. Save the file on to each candidate's external storage device as **TABLET**.

Examination Number

Tablet Computers

A tablet computer is a mobile computer with display, camera, speakers, microphone and battery in a single unit. Tablets are usually touch screen devices They have on-screen pop up virtual keyboards for typing. They are larger than smart phones and are smaller than laptops

The most common tyype of tablet is the slate style. Some examples include:

Apple's iPad

Microsoft's Surface

Amazon's Kindle Fire

Samsung's Galaxy

Modern tablets areslim and light, with touch screens that respond to finder touch.

No stylus or keyboard are needed. They connect to the internet via Wi-Fi or mobile broadband 3G or 4G networks, just like smartphones. Some tablets make getting work done on the go easier, while others are for entertainment. The best tablets balance long battery life battery life with speedy performance.

Database Assignment

1. Create a new database with the following structure. Save the database on to each candidate's external storage device as **TABLETPC**.

Field Name	Type	Format
Model	Text	At least 25 characters
Colour	Text	At least 25 characters
Screen (Inches)	Number	Double Integer
Price €	Currency	2 decimal places

2. Input the following records into the database. **DO NOT** sort the database.

Model	Colour	Screen (Inches)	Price €
Samsung Galaxy	Black	7	179
iPad Air	Silver	7	409
Sony Xperia	Silver	8	429
LG G-Pad 8	White	8.3	209
Microsoft Surface	Silver	7	819
iPad Mini 3	Silver	7	459
LG G-Pad 10	White	10	259
iPad Air Wifi	White	7	489

Desktop Publishing Assignment

1. Type the passage below using Times New Roman font, size 10 pt, single spacing, without the border.
2. Save the file on to each candidate's external storage device as **MENU**.

Starters
Soup
Green Salad
Spring Rolls

Sorbets
Mango
Lime and Mint
Strawberry

Main Courses
Salmon
Roast Chicken
Roast Beef
Nut Roast
All main courses are served with a selection of potatoes and vegetables of the day.

Desserts
Apple Pie and Ice-cream
Fresh Fruit Meringue
Cheesecake

Freshly Brewed Tea or Coffee

3. Locate any piece of clipart or birthday cake image and save it on to each candidate's external storage device as **CAKE**.

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 onto it.
5. Sufficient copies of form **EM1** must be made and handed to the Superintendent before the examination begins.

Form EM1

Leaving Certificate Applied 2015 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 State Examinations Commission

Leaving Certificate Applied, 2015

Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test
(400 marks)

Wednesday, 20 May 2015
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.

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. Give **two** reasons why offsite backup of files is important.

(a) _____

(b) _____

2. What does each of the following represent?

(a) WAN _____

(b) WLAN _____

3. List **two** devices which can output sound.

(a) _____

(b) _____

4. Give **two** advantages of a Laser printer over an Inkjet printer.

(a) _____

(b) _____

5. Give **two** uses of the Internet for a local sports club.

(a) _____

(b) _____

6. What does each of the following represent?

(a) TB _____

(b) DVD _____

7. Name **two** external file storage devices.

(a) _____

(b) _____

8. Give **two** advantages of a networked computer over a standalone computer.

(a) _____

(b) _____

9. Name **two** software packages suitable for Desktop Publishing.

(a) _____

(b) _____

10. List **two** ways of protecting 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) What do each of the following proofreading symbols represent?

(1) *Run on* _____

(2) *Stet* _____

- (b) Explain the following terms:

(1) Header _____

(2) Footer _____

12. Practical Word Processing Assignment

(70 marks)

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

- (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 paragraph is to have 1.5 line spacing.

Tablets for Tomorrow

Technology has come so far in the last few decades. Computers are much smaller than the first PC, they have faster processors than PDAs and storage size is no longer a problem. How will tomorrow's tablet compare with today's new technology and latest gadgets?

- Size
- Speed
- Price
- Apps
- Operating System

- (e) Add the following table to the end of your document, making sure to format it as shown. The table position is to be left aligned. Use single line spacing in the table.

Tablet	Cost
Samsung Galaxy	€179
iPad Air	€409
Sony Xperia	€459

- (f) Spell-check the document.
- (g) Proofread the document and make the necessary corrections.
- (h) Insert automatic page numbering as a right aligned footer in the document.
- (i) Save the document to your external storage device as **TABLET2** and print one copy.

Return the printout with your answerbook.

Examination Number

Bold, centre, initial caps, 28pt

Tablet Computers

bold **A tablet computer is a mobile computer with display, camera, speakers, microphone and battery in a single unit. Tablets are usually touch screen devices They have on-screen pop up virtual**
full stop **keyboards for typing. They are larger than smart phones and are smaller than laptops** \

bold **The most common type of tablet is the slate style. Some examples include:**
bullets **Apple's iPad**
Microsoft's Surface
Amazon's Kindle Fire
Samsung's Galaxy

**Modern tablets are slim and light, with touchscreens that respond to finger touch.**
run on **No stylus or keyboard are needed. They connect to the internet via Wi-Fi or mobile broadband**
np **3G or 4G networks, just like smartphones. Some tablets make getting work done on the go**
delete **easier, while others are for entertainment. The best tablets balance long battery life ~~battery life~~ with speedy performance.**

fully justify with 1.5 line spacing

** Insert last paragraph from (d) here*

** Insert table from (e) here*

** use 1.5 line spacing for all text, except the table.*

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 marks.

Module 2: Spreadsheets

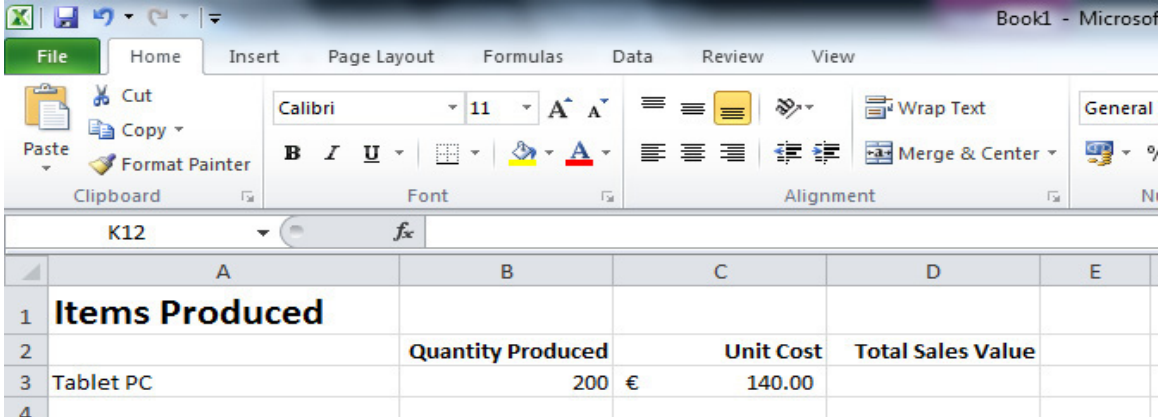
(80 marks)

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

13. Spreadsheet Theory

(10 marks)

(a) Examine the spreadsheet below.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E
1	Items Produced				
2		Quantity Produced	Unit Cost	Total Sales Value	
3	Tablet PC	200	€ 140.00		
4					

Write a suitable formula for cell **D3** that would calculate the **Total Sales Value**.

Formula _____

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

Cell Address _____

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	E	F	G
1	Payroll Record 2015						
2							
3	Employee	Basic Pay	Tax Credit	Taxable Pay	Tax 20%	USC 4%	Take Home Pay
4	Tom Smith	850	95				
5	Mary Hayes	900	102				
6	Angela Keane	520	97				
7	John McArdle	850	150				
8	Brian Fitzpatrick	850	50				
9	Helen Gleeson	740	85				
10	Total Basic Pay						
11	Average Basic Pay						
12							
13	Examination Number						

- (b) Calculate the **Taxable Pay** by subtracting the **Tax Credit** from the **Basic Pay**. This should be displayed in cell **D4**. Repeat for each Employee.
- (c) Calculate the **Tax 20%** by multiplying the **Taxable Pay** by 20%. This should be displayed in cell **E4**. Repeat for each Employee.
- (d) Calculate the **USC 4%** by multiplying the **Taxable Pay** by 4%. This should be displayed in cell **F4**. Repeat for each Employee.
- (e) Calculate the **Take Home Pay** by subtracting the **Tax 20%** and the **USC 4%** from the **Taxable Pay**. This should be displayed in cell **G4**. Repeat for each Employee.
- (f) Calculate the **Total Basic Pay** in cell **B10**.
- (g) (1) Calculate the **Average Basic Pay** cell **B11**.
 (2) Write down the formula you used to calculate the **Average Basic Pay**:
-
- (h) Format all cells that contain money to currency with two decimal places (e.g. €850.00).
- (i) Insert your examination number in cell **A13**.
- (j) Create a column chart that will display the **Take Home Pay** for each **Employee**. Use your **examination number** and the words **Take Home Pay** as the title of the chart.
- (k) Delete Row 2 in the spreadsheet.
- (l) Change the page layout of the spreadsheet to landscape orientation.
- (m) Print a copy of the spreadsheet, including the chart, on one page.
- (n) Save the file to your external storage device as **PAY2015**.

Return the printout 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 term *filter* when used in databases.

- (b) List **two** uses of databases for a busy office supplies shop.

(1) _____

(2) _____

16. Practical Database Assignment

(70 marks)

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

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

Model	Colour	Screen (Inches)	Price €	Weight Kg
Samsung Galaxy	Black	7	179	1.2
iPad Air	Silver	7	409	1.5
Sony Xperia	Silver	8	429	1.1
LG G-Pad 8	White	8.3	209	1.2
Microsoft Surface	Silver	7	819	1.5
iPadMini 3	Silver	7	459	1.5
LG G-Pad 10	White	10	259	1.2
iPad Air Wifi	White	7	489	1.5

- (d) Delete the record for the **LG G-Pad 10**.
- (e) Add the following records to the database.

Model	Colour	Screen (Inches)	Price €	Weight Kg
Lenovo	Black	8	129	1
Toshiba	Silver	7	409	1.2
Prestigo	Silver	8	99	1

- (f) Amend the **Sony Xperia** record. The **Price €** should be **459** and the **Weight Kg** should be **1.2**.
- (g) Sort the database in ascending order according to **Screen (Inches)**.
- (h) Having made the above changes, **print** the database.
Write your examination number on this printout.
- (i) Filter the database to show all items with a **Weight Kg** of 1.2.
Sort these by **Model** in ascending alphabetical order and **print**.
Write your examination number on this printout.
- (j) Save the query as **Weight**.
- (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) Name **two** devices used to capture photographs for use in a Desktop Publishing document.

(1) _____

(2) _____

- (b) Explain what *outline text* is in a Desktop Publishing package.

Written explanations and/or a suitable sketch are both acceptable.

18. Practical Desktop Publishing Assignment

(70 marks)

There is a text file on your external storage device **MENU** and a piece of clipart called **CAKE**.

- (a) Use the text and the clipart to create the document as shown on page 13. The clipart need not be the same as the clipart shown.
- (b) Insert your examination number in the position shown on page 13.
- (c) Insert the heading **Birthday Luncheon Menu** using Arial font, Centred, 28pt, and Bold.
- (d) Use BorderArt to insert a star border around the entire page, as shown on page 13.
- (e) Centre the text **Starters** and format as Times New Roman, 18pt, Bold and Underline. Repeat this step for the text **Sorbets**, **Main Courses** and **Desserts**.
- (f) Centre the list of Starters, Sorbets, Main Courses and Desserts. Format these as Times New Roman and 14pt.
- (g) Centre the two lines of text beginning “All main courses.....”. Format both lines as Arial, 14pt and Italics.
- (h) Insert a piece of WordArt with shadow effect using the text **Price: €20.00** as shown on page 13.
- (i) Insert the **CAKE** image in the position shown and set its size to 3 cm × 3 cm.
- (j) Save the document as **NEWMENU** and print one copy.

Return the printout with your answerbook.

(Examination Number)

Birthday Luncheon Menu

Starters

Soup Green
Salad Spring
Rolls



Sorbets

Mango
Lime and Mint
Strawberry

Main Courses

Salmon
Roast Chicken
Roast Beef
Nut Roast

*All main courses are served with a selection of
potatoes and vegetables of the day.*

Desserts

Apple Pie and Ice-cream
Fresh Fruit Meringue
Cheesecake

Freshly Brewed Tea or Coffee

Price: €20.00

Module 5: The Internet

(80 marks)

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

19. Internet Theory

(10 marks)

- (a) Explain **each** of the following terms. Give an example of each.

ISP _____

Example _____

Browser _____

Example _____

- (b) What does **each** of the following stand for?

HTTP _____

BCC _____

20. Practical Internet Assignment

(70 marks)

TASK 1

- (a) Log on to the Internet.
- (b) Open one of the following sites:
 - www.harveynorman.ie
 - www.powercity.ie
- (c) Save the company logo as **LOGO** to your external storage device.
- (d) Use the website search box to find a page that gives information on Tablet PCs. Print **only the first page** of information. Write your examination number on the printout.
- (e) Save the page to your external storage device as **TABLET**.

TASK 2

- (a) Use any search engine to open a page on **Tablet Keyboards**.
- (b) Save the page to your external storage device as **TABKEY**. Print **only** 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 *Tablet PCs*.
- (d) The text of the email is:

Hi there,

I have attached a picture of the Tablet PC which I would recommend you buy. It has plenty of memory and a good guarantee.

Signed: (Your Examination Number)

- (e) Attach the file **LOGO** 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.

Tablet PCs are the nEwway too experience the web, email, photo and video, giving you all the features you need wherever you you choose to go.

Tablet PCs are the ultimate portable computers, they air perfect four working on the move when coupled with a 3G connection and even more suited to web browsing, emails, mini games, music and watching videos around the house..

Tablets typically include an touch screen, microphone, camera and speaker and use finger or stylus gestures to navigate. some of the most popular tablets are: Apple iPads, Samsung Galaxy Tabs and other tablets from Sony. Tablets generally include annoperating systemelike Apple IOS, Google Android or Windows.

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 Times New Roman, 12pt with double line spacing.
- (c) Format the text as shown below.
- (d) Save it on your external storage device as **AIRPRINT** and print one copy.

(Examination Number)

AirPrint

AirPrint, which is built into recent versions of Apple's iOS operating system, is among the *simplest* ways to print from an iOS device, requiring no special software or apps. As with other Windows and Android based programs, you start a Print command. Next you choose an AirPrint compatible printer on your **Wi-Fi** network (if you have more than one). You may need to tweak a few settings before you get going.

iPhone models *starting with* the **3-GS** are AirPrint enabled, and most recent printers from major printer brands such as Brother, Canon, HP, Samsung and Dell are AirPrint compatible.

With AirPrint you can print documents from Apple programs such as Photos, Safari, Mail and iPhoto, as well as from other email clients, MS Office documents, and many 3rd party apps.

The AirPrint is available from all major Apple retailers, with pricing starting at €99 or it can be purchased online if no suppliers are near you.

Return the printout with your answerbook.

TASK 2 Creating a Memo

- (a) Insert your examination number at the top of your document.
- (b) Create a Memo using the following information.
All text is to be Arial, 14pt.

(Examination Number)

MEMO

To: All Teachers

From: Principal

Reference: LCA Cake Sale 2015

Date: Insert today's date here

Re: Cake Sale

The students of LCA are holding a cake sale on Friday to raise funds for the local community centre. The sale will start at 1.30 pm in the canteen.

Please remind all students about the cake sale at registration, and remind them again before they go home on Thursday evening.

- (c) Type the text **MEMO** at the top of the page and left align it. Format the text as bold.
- (d) The text **To**, **From**, **Reference** and **Date** are to be left aligned, 16pt and bold.
- (e) The text **All Teachers**, **Principal**, **LCA Cake Sale 2015** and **today's date** should be tabbed so that the words appear under each other as above.
- (f) The text **Re: Cake Sale** should be bold and underlined.
- (g) Apply spacing to the Memo 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 **MEMO** and print one copy.

Return the printout with your answerbook.

Blank Page

Blank Page