



**Coimisiún na Scrúduithe Stáit**  
**State Examinations Commission**

*Leaving Certificate Applied 2012*

**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, size 12 pt, single line spacing.
2. Margins of 2.54 cm (1") all around should be used. Do NOT correct any errors.
3. Save the document onto each candidate's disk as **ANDROID**.

(Examination Number)

android phones

Android is a software bundle for mobile devices that includes an operating system, middleware and key applications. Google purchased the software, Android Inc., in 2005. Android has a large community of developers writing applications ('apps') that allow the users of devices to perform a huge variety of tasks. There are currently more than 250,000 apps available for Android. Android Market is the online app store run by Google, though apps can also be downloaded.

Android Green is the color of the Android Robot that represents the Android operating system. A smart phone is a highend mobile phone that offers more advanced computing ability and connectivity than a traditional phone.

Most smart phones work as portable media players, camera phones with high-resolution touch screens, GPS navigation, wifi and mobile broadband access.

Unlike many traditional cell phones, smart phones allow individual users to install, configure and run applications of their choosing.

A smart phone offers the ability to change the device to your particular way of doing things.

## Database Assignment

1. Create a new database with the following structure. Save the database onto each candidate's disk as **TOUR**.

Field Name	Type	Format
FirstName	Text	At least 20 characters
LastName	Text	At least 20 characters
DOB	Date	dd/mm/yy
TourFeePd	Currency	2 decimal places
Passport	Text	At least 20 characters

2. Input the following records into the database. Sort the database by **FirstName**.

FirstName	LastName	DOB	TourFeePaid	Passport
Alice	Hickson	09/08/97	400.00	Handed In
Fred	O'Connor	17/03/96	500.00	Handed In
Isobel	Timmons	04/02/96	500.00	Handed In
James	Wallace	23/09/97	400.00	Waiting
Julie	Madigan	03/08/97	300.00	Handed In
Michael	Lane	25/12/96	500.00	Waiting
Sean	O'Brien	25/04/96	500.00	Waiting

## 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 onto each candidate's disk as **PHONE**.

Get down to your nearest Phones'r'Us store now to avail of this offer  
€50 call credit free when you buy a Pay as you Go Smart Phone  
Phones from €75  
Offer ends 30 June 2012

3. Locate any piece of clipart or image of a smart phone and save it onto each candidate's disk as **PHONEPIC**. The clipart should have a non-rectangular border and should be approximately 3 cm (1.2") in width.

**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 2012*  
*Information and Communication Technology*

**Internet Module**

**Email Task**

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

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**Blank Page**

**Blank Page**



# Coimisiún na Scrúduithe Stáit State Examinations Commission

*Leaving Certificate Applied, 2012*

## Vocational Specialism – Information and Communication Technology

Practical Performance and Written Test  
(400 marks)

Wednesday, 23 May 2012  
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	
<b>TOTAL</b>		

## Section 1 - General Theory

(80 marks)

Answer all 10 questions in the spaces provided.

1. List **two** advantages of a Laser Printer over an Ink Jet Printer.

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

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

2. Name **two** external storage devices that could be used when backing up a file.

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

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

3. In what units is the processing speed of a computer measured?

\_\_\_\_\_

4. Which **one** of the following is an Operating System?

MS Office	MS Windows 7
MS OneNote	MS Outlook

\_\_\_\_\_

5. State **two** ways of protecting your computer from computer viruses.

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

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

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

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

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

7. State **two** uses of the Internet when planning a holiday.

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

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

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

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

Example \_\_\_\_\_

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

Example \_\_\_\_\_

9. Name **two** text input devices.

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

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

10. What is the correct method of moving a file from one location to another?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 does **each** of the following proof reading symbols represent?

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

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

(b) List **two** types of page orientation.

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

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

## 12. Practical Word Processing Assignment

(70 marks)

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

- (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.

There are many apps which come free with Android smart phones. You can download additional apps but there is a cost involved. Here is a list of some of the free ones:  
Local Weather  
Golden Pages

- (e) Apply bullets to the words **Local Weather** and **Golden Pages**.
- (f) Add the following table to the end of your document, making sure to format it as shown.

<b>Feature</b>	<b>Detail</b>
Media	Supports Video, Audio and Images
Voice Actions	For calling and texting are available

- (g) Spell check the document, correcting any errors.
- (h) Insert automatic page numbering as a footer at the bottom right of the document.
- (i) Save the document on your external storage device as **ANDROID2** and print one copy.

**Return the printout with your answerbook.**

Examination Number

Bold, centre, Initial Caps, 20 pt

android phones

*bold* **Android** is a software bundle for mobile devices that includes an operating system, middleware and key applications. Google purchased the software, Android Inc., in 2005. *delete* Android has a ~~has a~~ large community of developers writing applications ('apps') that allow the users of devices to perform a huge variety of tasks. *np* There are currently more than 250,000 apps available for Android. *italics* **Android Market** is the online app store run by Google, though apps can also be downloaded.

*hyphen* Android Green is the color of the Android Robot that represents the Android operating system. A smart phone is a high-end mobile phone that offers more advanced computing ability and connectivity than a traditional phone. *fully justify*

# Most smart phones work as portable media players, camera phones with high-resolution touchscreen, GPS navigation, wifi and mobile broadband access.

Unlike many traditional cell phones, smart phones allow individual users to install, configure and run applications of their choosing. *run on*

*delete* A smart phone offers the ability to change the device to your particular way of doing things.

\* Insert last paragraph here

\* Insert table here

\* use double line spacing 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)

Examine the spreadsheet below.

- (a) Write the formula that you would use in cell B2 to calculate the Tax, at a rate of 42%.

	A	B	C
1	Gross Pay	Tax	Net Pay
2	€430.00		
3			

Formula \_\_\_\_\_

- (b) Write the formula that you would enter in cell C2 to calculate the Net Pay.

Formula \_\_\_\_\_

## 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	Sales for March			
2	Item	Price	Quantity	Sales
3	Hard Drive	80.00	32	
4	Sony Laptop	950.00	19	
5	Printer	150.00	12	
6	Netbook	439.00	7	
7	CD's	25.00	24	
8	Memory Sticks	12.00	40	
9			Subtotal	
10			VAT on Sales	
11			Total	
12			Average Sales	
13				
14	Examination Number			
15				

- (b) Calculate the **Sales** by multiplying the **Price** by the **Quantity**. This should be displayed in cell **D3**. Repeat for each item.
- (c) Calculate the **Subtotal** by adding the **Sales** for each item. This should be displayed in cell **D9**.
- (d) Calculate the **VAT on Sales** by multiplying the **Subtotal** by 23%. This should be displayed in cell **D10**.
- (e) Calculate the **Total** by adding the **VAT on Sales** to the **Subtotal**. This should be displayed in cell **D11**.
- (f) (1) Calculate the **Average Sales** for D3:D8. This should be displayed in cell **D12**.  
 (2) Write the formula you used in cell **D12** on this line.
- \_\_\_\_\_
- (g) Format all cells that contain money to currency with two decimal places (e.g. €50.00).
- (h) Insert your examination number in cell **A14**.
- (i) Create a pie chart that will display the **Item** and the **Quantity** of each item sold. Use your examination number and the words **Sales** as the title of the chart.
- (j) Insert a blank row between Row 1 and Row 2 (so that **Item** now appears in Row 3).
- (k) Save the file on your external storage device as **SALES**.
- (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) List two types of numerical data.

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

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

- (b) Study the table below.

FirstName	LastName	DOB	FeePaid
Adam	Burke	02/04/1996	Yes
Mary	Stafford	12/02/1997	No
John	Jones	13/06/1997	Yes

Which field is it sorted by?

\_\_\_\_\_

## 16. Practical Database Assignment

(70 marks)

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

- (a) Open this file.
- (b) Add a new field called **Med** after the **Passport** field.  
This field should be formatted as text, 20 characters wide.
- (c) Add the following data to the **Med** field.

FirstName	LastName	DOB	TourFeePaid	Passport	Med
Alice	Hickson	09/08/97	400.00	Handed In	None
Fred	O'Connor	17/03/96	500.00	Handed In	Antibiotic
Isobel	Timmons	04/02/96	500.00	Handed In	None
James	Wallace	23/09/97	400.00	Waiting	None
Julie	Madigan	03/08/97	300.00	Handed In	None
Michael	Lane	25/12/96	500.00	Waiting	None
Sean	O'Brien	25/04/96	500.00	Waiting	Insulin

- (d) Delete the record for Alice Hickson.
- (e) Add the following records to the database.

FirstName	LastName	DOB	TourFeePaid	Passport	Med
Barry	Hayes	09/03/96	500.00	Handed In	None
Jane	Ward	03/07/97	400.00	Waiting	None
Colette	Ryan	13/02/96	500.00	Handed In	None

- (f) Amend the record for James Wallace to show he has paid €500.
- (g) Sort the database in ascending order according to **DOB**.
- (h) Having made the above changes, print the database.  
Write your examination number on this printout.
- (i) Select all students recorded with **None** in the **Med** field.  
Sort these by **LastName** in descending order and print.  
Write your examination number on this printout.
- (j) Save this query as **MedNone** on your external storage device.
- (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) Explain the term text orientation.

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- (b) Explain **each** of the following terms.

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

(2) Character spacing \_\_\_\_\_

## 18. Practical Desktop Publishing Assignment

(70 marks)

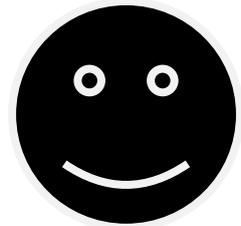
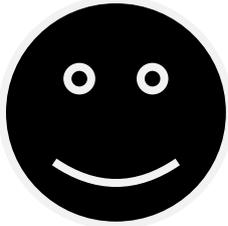
Your external storage device has a text file called **PHONE** and a piece of clipart called **PHONEPIC**.

- (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 **Fantastic Offers on Smart Phones** using Arial, centred, 48 pt, bold.
- (d) Apply grey shading to the text **Fantastic Offers on Smart Phones**.
- (e) Format the text **Get down to your nearest Phones'r'Us store now to avail of this offer** as Arial, 24 pt, bold.
- (f) Format the text **€50 call credit free when you buy a Pay as you Go Smart Phone** as Arial, 26 pt, bold.
- (g) Format the text **Phones from €75** as Arial, 20 pt, Bold, italics and underline.
- (h) Insert the text **Hurry while stocks last** as a piece of Word Art.
- (i) Format the text **Offer ends 30 June 2012** as Arial, 16 pt.
- (j) Insert the clipart in the position shown and increase its size to 6 cm × 4 cm.
- (k) Insert two smiley faces from the drawing toolbar. Fill them in with black shading as shown.
- (l) Centre align all text on the page.
- (m) Put a border, similar to the border shown, around the entire page.
- (n) Save the document on your external storage device as **ADVERT** and print one copy.

**Return the printout with your answerbook.**

(Examination Number)

# Fantastic Offers on Smart Phones



Get down to your nearest Phones'r'Us  
store now to avail of this offer

**€50 call credit free  
when you buy  
a  
Pay as you Go Smart Phone**

**Phones from €75**

**Hurry while  
stocks last**

Offer ends 30 June 2012

## Module 5: The Internet

(80 marks)

There are two questions in this module.

Answer **both** questions.

### 19. Internet Theory

(10 marks)

(a) Name **two** items needed to connect to the Internet?

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

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

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

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

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

## 20. Practical Internet Assignment

(70 marks)

### TASK 1

- (a) Log on to the Internet.
- (b) Open any **one** of the following mobile phone company sites:
  - www.vodafone.ie
  - www.meteor.ie
  - www.o2.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) Click on a link on the site that contains *Contact information*. Print the first page of the contact information. 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 **Music Festivals in Ireland**.
- (b) Save the page on your external storage device as **FESTIVAL**. 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 *Logo for Newsletter*.
- (d) The text of the email is:

Hi,

Thanks for your email. I will have a look at the other logos later on and let you know which ones I would like to see in the newsletter.

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 contains at least 10 errors. These include spelling, punctuation and layout errors. Proof-read the document and mark the errors with a pen.

A visualiser (sometimes called a document camera) lets a teacher display something small to a whole class via a PC and projector. this means that a teacher can demonstrate something to a whole class which would be difficult to show to a whole class without the the whole class gathered round a table. A visualiser provides a means to take a piece o f work from a pupil and immediately show it to a whole class, perhaps highlighting particular features or smallll details of the work.

In addition to simply creating an enlarged view of any object, visualiser software also enables a teacher to tkae snapshot pictures of whatever features they may wish to highlight for later viewing. A Video recording of the process involved in creating a peace of work can also be made for replaying as required. These videos can be replayed via the PC or on an interactive whiteboard, or even embedded on an website or blog.

## 22. Practical Text Entry Assignment

(70 marks)

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

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### TASK 1 Data Entry

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

(Examination Number)

X<sup>2</sup> is the leading manufacturer of “Wireless”. Their Managing Director said the following to a group of interested customers:

“Imagine for a moment if all the **wireless connections** in the world were instantly replaced by cables (wires). You'd have cables stretching through the air from every radio in every home hundreds of miles back to the transmitters”.

“You'd have wires reaching from every mobile phone to every phone mast. Radio-controlled cars would disappear too, replaced by yet more cables. You couldn't fly a plane through the sky without getting tangled up. If you looked through your window, you'd see nothing at all but a cats-cradle of wires!”.

X<sup>2</sup> are offering new customers Wireless broadband for **€12.99** per month until 4 pm on the 25<sup>th</sup> June 2012. Customers must sign up.

**Return the printout with your answerbook.**

*Task 2 is overleaf.*

## TASK 2 Creating a Memo

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

(Examination Number)

To: All Staff

From: Manager

Date: 15/03/2012

**Re: Parking**

From Monday next all staff are asked to park in their own space. Each staff member has been given a number. The number is painted on the ground in your space.

Please do not park in the visitor spaces. If you didn't get your number at the last meeting you can call to my office and I will give you the number.

- (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**, and **Date** are to be left aligned and bold.
- (e) The text **All Staff**, **Manager**, **15/03/2012** should be tabbed so that the words appear under each other as above.
- (f) The text **Re: Parking** 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**