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IGCSE

Information and Communication Technology (ICT)

Sample Assessment Materials (SAMs)

Edexcel IGCSE in Information and Communication Technology (ICT) (4IT0)

First examination 2011

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Introduction

These sample assessment materials have been prepared to support the specification.

The aim of these materials is to provide students and centres with a general impression and flavour of the actual question papers and mark schemes in advance of the first operational examinations.

Sample question papers

Paper 1: Written paper 7
Paper 2: Practical paper 27

Centre No.						Paper Reference							Surname	Initial(s)
Candidate No.						4	I	T	0	/	0	1	Signature	

Paper Reference(s)

4IT0/01

Edexcel IGCSE

Information and Communication Technology (ICT)

Paper 1 – Written Paper

Sample Assessment Material

Time: 1 hour and 30 minutes

Examiner's use only

Team Leader's use only

Question Number	Leave Blank
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
Total	

Materials required for examination
Nil

Items included with question papers
Nil

Instructions to Candidates

In the boxes above, write your centre number, candidate number, your surname, initials and signature.
Check that you have the correct question paper.
Answer ALL the questions. Write your answers in the spaces provided in this question paper.
Do not use pencil. Use black ink or ball point pen.
Some questions must be answered with a cross in a box (☒).
If you change your mind about an answer, put a line through the box (~~☒~~) and then mark your new answer with a cross (☒).

Information for Candidates

The marks for individual questions and the parts of questions are shown in round brackets: e.g. **(2)**.
There are 22 questions in this question paper, 16 questions in Section A and six questions in Section B. The total mark for this paper is **100**.
There are 20 pages in this question paper. Any blank pages are indicated.

Advice to Candidates

You are reminded of the importance of clear English and careful presentation in your answers.
Show all stages in any calculations and state the units.
Include diagrams where these are helpful.

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Turn over

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Leave blank

SECTION A

Answer ALL questions.

For each question, choose an answer A, B, C or D and put a cross in the box (☒). Mark only one answer for each question. If you change your mind, put a line through the box (☒) and mark your new answer with a cross (☒).

1. ICT devices can be classified as input, output or storage.

	Scanner	**CD-R**
A	input	output
B	input	storage
C	output	input
D	storage	input

Which row in the table is correct for a scanner and CD-R?

☒ **A**

☒ **B**

☒ **C**

☒ **D**

Q1

(Total 1 mark)

2. A set of data stored on a disc is called:

☒ **A** a field

☒ **B** a table

☒ **C** a record

☒ **D** a file

Q2

(Total 1 mark)

Leave blank

3. The practice of keeping a copy of a document on two separate storage devices is described as:

☒ **A** feedback

☒ **B** autosave

☒ **C** backup

☒ **D** formatting

Q3

(Total 1 mark)

4. When using an internet browser to move between pages you have already visited, you can:

☒ **A** use email software

☒ **B** use back/forward buttons

☒ **C** right click on the home page icon

☒ **D** click on favourites

Q4

(Total 1 mark)

5. Which row correctly lists storage space in increasing size, starting with the smallest?

☒ **A** bit, byte, kilobyte, megabyte

☒ **B** kilobyte, bit, byte, megabyte

☒ **C** byte, kilobyte, megabyte, bit

☒ **D** megabyte, kilobyte, byte, bit

Q5

(Total 1 mark)

6. A keyboard which is designed to make it comfortable to use is:

☒ **A** economic

☒ **B** ergonomic

☒ **C** QWERTY

☒ **D** alphabetical

Q6

(Total 1 mark)

Leave blank

7. A model is used to investigate the time that shoppers wait at a supermarket checkout. Which of these would be an input to the model?

☒ **A** The number of checkouts open

☒ **B** The number of people stacking shelves

☒ **C** The average amount each person spends

☒ **D** The average age of shoppers

Q7

(Total 1 mark)

8. Parents with small children want to stop their children from accessing inappropriate websites on the internet.

They can do this via:

☒ **A** a filter

☒ **B** a web browser

☒ **C** encryption software

☒ **D** a firewall

Q8

(Total 1 mark)

9. The sharpness of an image on a VDU depends on its resolution. The resolution is measured in:

☒ **A** inches

☒ **B** MHz

☒ **C** kilobytes

☒ **D** pixels

Q9

(Total 1 mark)

10. Which of the following is **not** a type of connection to the Internet?

☒ **A** Broadband

☒ **B** Dial-up

☒ **C** WEP

☒ **D** Wi-fi

Q10

(Total 1 mark)

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Leave blank

11. Teleworking allows employees to work from home. Which of these is **not** a true statement about teleworking?

☒ **A** Employees may feel isolated

☒ **B** Employees save travelling time

☒ **C** Employers can recruit employees from a wider area

☒ **D** Employers can closely monitor employees

Q11

(Total 1 mark)

12. Which of these statements about computer simulations is **incorrect**?

☒ **A** Modifications to variables can be made quickly and easily

☒ **B** They can completely re-create real life situations

☒ **C** The equipment is generally more cost effective

☒ **D** People's lives are not put at risk

Q12

(Total 1 mark)

13. The speed at which a computer processor carries out instructions is measured in:

☒ **A** kilobytes (Kb)

☒ **B** megahertz (MHz)

☒ **C** dots per inch (Dpi)

☒ **D** megabytes (Mb)

Q13

(Total 1 mark)

14. Which of the following is **not** true of bitmapped graphics?

☒ **A** Information has to be stored about every pixel in an image

☒ **B** Images can be rotated

☒ **C** Individual parts of an image can be resized

☒ **D** Individual parts of an image can be edited.

Q14

(Total 1 mark)

Leave blank

15. Which of the following is **not** an example of computer modelling?

☒ **A** Using a spreadsheet to predict how successful a business could be

☒ **B** A virtual walk through a building using 3D equipment

☒ **C** Sorting a database of pupils into alphabetical order

☒ **D** Learning to fly an aeroplane using flight simulating software

Q15

(Total 1 mark)

16. An advantage of using web-based email, rather than client-based email is that:

☒ **A** it allows you to send to multiple recipients

☒ **B** it allows attachments to be sent

☒ **C** it is more secure

☒ **D** it can be accessed from any computer connected to the internet

Q16

(Total 1 mark)

TOTAL FOR SECTION A: 16 MARKS

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Leave blank

SECTION B

Answer ALL questions.

Some questions must be answered with a cross in a box (☒).
If you change your mind, put a line through the box (☒)
and then mark your new answer with a cross (☒).

17. (a) The table below shows a list of devices.

For each device put a cross in the correct box to show whether it is used for input, output or backing storage.

Device	Input	Output	Backing Storage
Memory stick	☒	☒	☒
Printer	☒	☒	☒
Mouse	☒	☒	☒
Hard disk	☒	☒	☒
Webcam	☒	☒	☒
Plotter	☒	☒	☒
Light pen	☒	☒	☒

(7)

(b) A computer system uses two types of software. One type is system software.

Name the other type.

.....

(1) **Q17**

(Total 8 marks)

Leave blank

18. Spam, hacking attempts, viruses and anti-social material are common internet problems.

(a) Draw a line from each problem to its solution.

Each solution should be used **once**. The first one has been done for you.

Problem
Spam
Viruses
Hacking attempts
Anti-social material

Solution
Firewall
Filter software
E-mail filter
Anti-virus software

(3)

(b) Computer viruses are often downloaded from the internet. For example, they might be downloaded in a screen saver.

State **three** other ways in which computer viruses might be accidentally downloaded from the internet.

1 .....

2 .....

3 .....

(3)

(c) Two methods that can be used to prevent hackers accessing personal data on a network are setting user names and passwords, and installing firewalls.

Give **three** other methods that can be used to secure data on a network.

1 .....

2 .....

3 .....

(3)

(d) Give **three** pieces of advice that should be followed when choosing passwords.

1 .....

2 .....

3 .....

(3) **Q18**

(Total 12 marks)

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Leave blank

19. Oakleaf Bank is an international bank with branches around the world. The Head Office and branches communicate using a Wide Area Network (WAN).

(a) Head Office would like to use video conferencing for meetings involving staff from Head Office and its branches around the world.

(i) Identify **two** hardware devices that would be needed by each branch to allow video conferencing to take place. Explain the purpose of each device.

Device 1 .....

Purpose .....

Device 2 .....

Purpose .....

(4)

(ii) Outline **three** benefits to the **bank** of using video conferencing for meetings.

1 .....

2 .....

3 .....

(3)

(iii) Give **three** problems that may occur when using video conferencing for meetings.

1 .....

2 .....

3 .....

(3)

Leave blank

(b) There has been a large increase in the number of customers who use internet banking facilities offered by Oakleaf Bank. Due to this, the bank is considering closing many of its branches.

(i) Give **two** reasons why customers might choose to use internet banking rather than going to a branch.

1 .....

2 .....

(2)

(ii) Give **three** reasons why some of Oakleaf Bank's staff may be unhappy about branch closures and a move to internet banking.

1 .....

.....

2 .....

.....

3 .....

.....

(3)

(iii) Give **three** reasons why some of Oakleaf Bank's customers may be unhappy about branch closures and a move to internet banking.

1 .....

.....

2 .....

.....

3 .....

.....

(3)

Q19

(Total 18 marks)

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20. An ICT teacher sets his class a quiz which requires them to find out information from the internet. The class is told about a number of different ways to find information, for example, using a search engine.

(a) One of the quiz questions is 'Which type of tree has the biggest leaves?'.

One student enters 'biggest leaves' into a search engine and gets 34654 results. Most of the results have nothing to do with the required information.

Give **four** methods that the student could use to **reduce the number of results** given by the search engine.

Method 1 .....

.....

Method 2 .....

.....

Method 3 .....

.....

Method 4 .....

.....

(4)

(b) Apart from the number of results, state **two** problems which the students might encounter when using the internet as a source of information.

Problem 1 .....

Problem 2 .....

(2)

(c) Other than using a search engine, give **two** ways the students could use the internet to find the necessary information.

1 .....

2 .....

(2)

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Leave blank

(d) The teacher puts the correct answers to the quiz on the school intranet.

Explain **three** differences between the internet and an intranet.

1 .....

.....

2 .....

.....

3 .....

.....

(3)

Q20

(Total 11 marks)

Leave blank

21. 'Greenriggs' is a small garden centre. It sells a range of plants and garden equipment.

Customers can pay for their purchases at any one of several tills located around the garden centre. The tills are connected to a central computer via a Local Area Network (LAN).

(a) Give **four** benefits of using a LAN, compared to using standalone computer systems.

1 .....

.....

2 .....

.....

3 .....

.....

4 .....

.....

(4)

(b) The device shown in the picture below is used to capture data about sales in the garden centre.

(i) Name the device shown in the picture.

.....

(1)

(ii) Sometimes the device does not work correctly.

Describe how the checkout operator would know that the device has **not** read the data.

.....

.....

(1)

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Leave blank

(c) Customers can pay for goods with a credit card. Some data is already stored on a credit card.

(i) State **two** ways that data can be stored on a credit card.

1 .....

2 .....

(2)

(ii) Identify **one** piece of data that **must** be stored on a credit card.

.....

(1)

(d) Health and safety is given high priority at 'Greenriggs'.

(i) Staff working on tills and other computers are provided with suitable seating to avoid back problems.

Identify **two** other potential health risks of using computers. Describe **one** way each risk can be minimised.

Risk 1 .....

Minimised by .....

.....

Risk 2 .....

Minimised by .....

.....

(4)

(ii) Identify **one** action staff can take to ensure working environments including computer equipment are safe.

.....

(1) **Q21**

(Total 14 marks)

Leave blank

22. Mr Khan wants to buy a computer for his son Peter who is 14 years old. Peter wants to use the computer to:

- complete and print his school coursework
- download and listen to music
- play computer games

(a) Mr Khan finds two adverts for computers.

Computer A	**Computer B**
17" Widescreen TFT monitor	19" Widescreen TFT monitor
Core 2 Dual D1234 Processor (2.2GHz, 800MHz FSB, 2MB Cache)	Core 2 Dual D6789 Processor (2.33GHz, 1333MHz FSB, 4MB Cache)
Genuine Windows Vista® Home Premium	Genuine Windows Vista® Home Premium
2GB Memory	2GB Memory
250GB Hard Drive	320GB Hard Drive

(i) The memory for both computers is given as 2GB.

State what is meant by GB in this context.

.....

(1)

(ii) Identify the **processing speed** for Computer B.

.....

(1)

(iii) Both computers have 'Genuine Windows Vista® Home Premium' operating systems installed. This product is copyrighted.

Explain what copyright means when applied to software.

.....

.....

.....

.....

.....

(2)

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Leave blank

(iv) Identify **one** additional piece of hardware that Mr Khan should buy to enhance the appearance of Peter's computer games.

.....

(1)

(v) Identify **one** output device that will be needed.

.....

(1)

(vi) State **four** requirements to allow connection to the internet.

1 .....

2 .....

3 .....

4 .....

(4)

(b) When Peter gets his computer he would like to personalise the settings to suit his needs.

Identify **three** settings he will be able to change.

1 .....

2 .....

3 .....

(3)

Leave blank

(c) (i) Mr Khan has some concerns about giving Peter access to the internet.

Outline **four** concerns that Mr Khan might have.

1 .....

.....

2 .....

.....

3 .....

.....

4 .....

.....

(4)

(ii) State **two** actions that Mr Khan could take to reduce his concerns.

1 .....

.....

2 .....

.....

(2)

(iii) Give **two** pieces of advice that Mr Khan should give to Peter to ensure Peter's safety when using the internet.

1 .....

.....

2 .....

.....

(2) **Q22**

(Total 21 marks)

TOTAL FOR SECTION B: 84 MARKS
TOTAL FOR PAPER: 100 MARKS

END

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Paper Reference(s)

4IT0/02

Edexcel IGCSE

Information and Communication Technology (ICT)

Paper 2 – Practical Paper

Sample Assessment Material

Time: 3 hours

Materials required for examination

Pen or pencil, short treasury tag

Datafiles:

CRANES WITH TRAINS.JPG
TOUR BOOKINGS.xls
ACTIVITIES.xls
LOGO.JPG
TRAIN IMAGES (ZIP).JPG
HOTEL IMAGES (ZIP).JPG
TRAIN TRAVELLERS DATABASE
HOTELS.txt
TABLE TEMPLATE.doc

Items included with question papers

Cover sheet

Instructions to Candidates

Complete your candidate details on the cover sheet provided.
At the end of the examination use a treasury tag to attach your printouts to Page 2 of the cover sheet.

Information for Candidates

There are **five** activities in this examination paper totalling **100** marks.
The marks for the parts of tasks are shown in round brackets: e.g. **(2)**.

Advice to Candidates

Read through the instructions on Page 2.
Attempt **ALL** activities.
Take breaks away from the computer from time to time.
Label your printouts clearly as instructed in each task.

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Instructions to candidates

This paper consists of **five** activities.

Work through the tasks in each activity in order.

Do not spend too much time on each activity.

The marks for each activity are as follows:

Activity	Marks
1. Using art/imaging and graphics software	15
2. Using spreadsheet software	25
3. Using DTP/WP software	20
4. Using database software	22
5. Using multimedia software	18
Total Marks	**100**

For all activities, you may also need to use word processing software.

Labelling and printing of tasks

For **all tasks**, you **MUST** enter your name, candidate number and centre number **BEFORE PRINTING** as instructed in the tasks.

For **all tasks**, you **MUST** enter the task number as instructed.

Scenario

Train Travellers offers a wide range of luxury package holidays for steam train enthusiasts from England.

The company is based in London but can arrange visits to steam train locations anywhere in the world. It organises the travel, reserves the accommodation and offers optional activities.

Each group is limited to a maximum of 24 people and is accompanied by a guide provided by *Train Travellers*. Sometimes small groups of people book together to go on a tour. Children are welcome if travelling with an adult.

At the start of each holiday, *Train Travellers* provides a driver and limousine to take clients from their homes to the nearest mainline railway station. From there they travel by train to a meeting point where they join the guide and other members of their group.

The meeting point for international travel is in London. For journeys within Europe travel from London is then by train. For more distant destinations travel is by air. For tours that stay in Britain, the meeting point could be a suitable railway station outside London.

Activity 1 – Using art/imaging and graphics software

DO NOT SPEND TOO LONG ON THIS ACTIVITY

Task AG1

Open a suitable Art package.

Open the graphic **CRANE WITH TRAINS**. This shows one of the locations that will be included in the next *Train Travellers* brochure.

(a) Select an area from the graphic. It must include:

- the steam crane at the centre back of the picture
- all parts of the steam train on the right
- the white sign at the front of the picture

(1)

(b) The photograph was taken at Colombo Fort Station in Sri Lanka. Using this information:

(i) Compose a suitable caption.

(1)

(ii) Insert the caption in the top half of the picture; make sure the colour, size and position of the caption give maximum visibility.

(2)

(c) There is a man in green overalls standing on the train to the right of the tree.

Alter the picture so that he is no longer visible.

(2)

(d) The white sign has writing on it (15 KMPH).

Clear all the writing and replace it with the text '**Train Travellers'**.

(2)

SAVE the graphic as **AG1**.

DO NOT PRINT at this stage.

(Total for Task AG1: 8 marks)

Task AG2

Open a new A4 document using word processing software:

- enter **Tasks AG1 and AG2** in the header
- enter your name, candidate number and centre number in the footer of the document
- save the document as **ACTIVITY 1**

(a) Import your graphic **AG1** into the document.

It should occupy the full margin width of the page.

(1)

The area selected from the original graphic **CRANE WITH TRAINS** emphasised the steam train aspect of *Train Travellers*. The management of the company would like an alternative selection from the original graphic which would emphasise the foreign location.

(b) In the space below the imported graphic:

(i) Describe the selection that you would make from the original graphic to emphasise the foreign location.

(1)

(ii) Give **two** reasons why you would choose this selection**.**

(2)

(c) The management have suggested that they could use the **steam crane** from the graphic as a full page background to one page in their brochure.

(i) State why this part of the picture, in its current state, would not make a good background.

(1)

(ii) State **two** operations you could perform on this part of the picture to make it usable as a background.

(2)

Resave the document as **ACTIVITY 1.**

PRINT a copy of the document.

(Total for Task AG2: 7 marks)

TOTAL FOR ACTIVITY 1: 15 MARKS

Activity 2 – Using spreadsheet software

Train Travellers keeps information about payment for holidays in spreadsheet files.

Task SS1

Open the spreadsheet **TOUR BOOKINGS**. It should look like this:

	A	B	C	D	E
1	Tour MOS07				
2	Adult Price	1500			
3	Child Price	1000			
4					
5	Group Leader	Adults in Group	Children in Group	Cost of Adult Tickets	Cost of Child Tickets
6	Robert Meadows	3	4		
7	Thomas Foxton	2	2		
8	Susan Edwards	1	2		
9	Andrew Jones	5	0		
10	Zacharia Richards	4	1		

(a) The spreadsheet shows that for this tour five groups have booked all of the available places. The price for an adult is stored in **B2**. The price for a child is in **B3**.

(i) Enter a formula in **D6** which uses an absolute cell reference to calculate the cost for the adults booked in the group led by Robert Meadows.

(2)

(ii) Enter a formula in **E6** which will calculate the cost for the children booked in this group.

(1)

(iii) Replicate the formulae in columns D and E for all five groups.

(1)

(iv) Enter a formula in **F12** which will calculate the total cost for all groups.

(1)

(v) Label this cell.

(1)

Enter **SS1** in the header of the document.

Enter your name, candidate number and centre number in the footer of the document.

Save the spreadsheet as **SS1**.

PRINT a copy of the spreadsheet showing the **formulae** you have used (in formula view):

- make sure the page setup is landscape
- show the gridlines and row and column headers
- make sure the columns are wide enough to show the complete formulae

(Total for Task SS1: 6 marks)

Task SS2

Optional activities are available during the holiday. These must be paid for before the holiday. If the total cost of these activities is more than £500, a discount is given.

Group leaders send details of requirements. *Train Travellers* then send an invoice.

Open the file **ACTIVITIES**. It should look like this:

	A	B	C	D	E
1		Number of Adults	Number of Children	Adult Price (£)	Child Price (£)
2	Museum Visit	3	1	20	
3	Evening Lecture	3	2	24	
4	Engine Shed Visit	0	4	45	
5	Driving a Train	4	0	200	Not available

(a) Children are not allowed to drive a train. For other activities, the child price is 75% of the adult price.

(i) Enter a formula in **E2** to calculate the price per child for the Museum Visit.

(1)

(ii) Copy this down for the other appropriate activities and enter 0 in **E5**.

(1)

(b) The total cost now needs to be calculated for the activities.

(i) In **F2** enter a formula to calculate the total cost for the first activity.

(1)

(ii) Copy this down for each activity.

(1)

(iii) Enter a suitable label for this column.

(1)

(iv) In **F7** enter a formula which calculates the total cost of optional activities.

(1)

(c) Put a name and date on the invoice.

(i) Insert **three** new rows above row 1.

(1)

(ii) In **A1** enter **To: Mr R Meadows**.

(1)

(iii) In **A2** enter a function that will give the current date; do not show the time.

(1)

(d) If the total cost of optional activities is more than £500 a 10% discount is given.

(i) Enter a formula in **C12** that calculates and shows the cost of optional activities.

This should use the **IF** statement:

- if the total cost of the activities is more than £500 it should deduct 10% from the total cost and display the new cost
- otherwise it must show the total cost

(3)

(ii) Enter the label **Optional Activities less discount:** in **A12**.

(1)

Enter **SS2** in the header of the document.

Make sure your name, candidate number and centre number are in the footer of the document.

Save the spreadsheet as **SS2**.

PRINT a copy of the spreadsheet showing the **formulae** you have used (in formula view):

- make sure the page setup is landscape
- show the gridlines and row and column headers
- make sure the columns are wide enough to show the complete formulae

(Total for Task SS2: 13 marks)

Task SS3

(a) The invoice is almost ready to be sent.

(i) Using portrait orientation, display your spreadsheet **SS2** in data view.

(1)

(ii) Enter the label **TRAIN TRAVELLERS INVOICE** in **A3**.

(1)

(b) Format all cells that show prices and costs to currency:

(i) Show **two** decimal places.

(1)

(ii) Show the £ symbol.

(1)

(c) Make **two** other appropriate formating changes that will make the invoice fit for purpose.

(2)

Enter **SS3** in the header of the document.

Make sure your name, candidate number and centre number are in the footer of the document.

Save the spreadsheet as **SS3**.

PRINT a copy of the spreadsheet showing the **data**:

- make sure the page setup is portrait
- do **NOT** show the gridlines or row and column headings
- make sure the columns are wide enough to show the complete data
- make sure it fits on **one A4** page

(Total for Task SS3: 6 marks)

TOTAL FOR ACTIVITY 2: 25 MARKS

Activity 3 – Using DTP/WP software

Task DP1

Train Travellers wants to produce a promotional leaflet. The leaflet will be one double-sided A4 sheet folded to give four A5 pages. It will be distributed through 5-star hotels and specialist travel agents.

Your task is to design and produce the two inside pages of the leaflet. You will need graphics from the files **TRAIN IMAGES, HOTEL IMAGES** and **LOGO**.

Open a new A4 landscape DTP/WP document:

- enter your name, candidate number, centre number and DP1 in the footer of the document
- save the document as **DP1**

(a) Create the two inside pages of the leaflet.

(i) Format your page into two equal columns.

(1)

(ii) Create a frame that occupies the width of the first column and is 4 cm high.

(1)

(iii) Insert the text **Train Travellers** into the frame.

(1)

(iv) Insert the company logo from the file **LOGO** into this frame. Make sure that the logo is completely visible.

(1)

(b) Identify a target audience for the promotional leaflet. Select content which would be appropriate for this group.

The leaflet must contain:

(i) a minimum of **two** graphics from the files **TRAIN IMAGES** and/or **HOTEL IMAGES** in addition to the logo

(1)

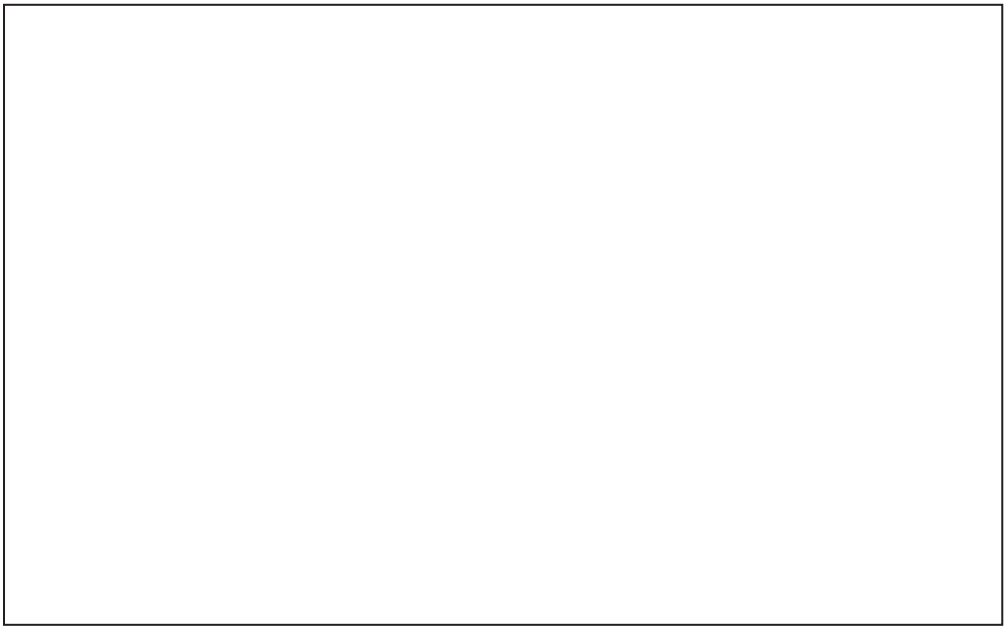
(ii) a minimum of **two** facts that give information about *Train Travellers* (you may select this information from any part of the question paper but page 2 is likely to be most helpful)

(2)

(iii) a minimum of **two** facts that give information about the holidays

(2)

You may use this space to sketch a design for the rest of the inside of the leaflet. You do not need to submit your sketch design. There are no marks allocated for the sketched design.



(c) Complete the two inside pages of the leaflet.

Use the facilities of your software to make the leaflet fit for purpose as a promotional leaflet. Consider:

- text flow
- manipulation of graphics:
  - size
  - layout (for example to allow text wrapping)
- formatting:
  - appropriate and consistent fonts
  - consistent paragraphs and justification

(4)

Enter your name, candidate number, centre number and task number **DP1** in the footer of the document.

Resave the document as **DP1**.

PRINT a copy of the document on **one A4 sheet**.

(Total for task DP1: 13 marks)

Task DP2

Open a new A4 document using word processing software:

- enter **DP2** in the header
- enter your name, candidate number and centre number in the footer of the document
- save the document as **DP2**

(a) The promotional leaflet is aimed at a target audience.

(i) State, with a reason, who you think your target audience is.

(2)

(ii) Explain **two** features of your pages which would attract the target audience.

(4)

(b) Suggest **one** improvement you could make to the pages if you had more time.

(1)

Resave the document as **DP2**.

PRINT a copy of the document on **one A4 sheet**.

(Total for task DP2: 7 marks)

TOTAL FOR ACTIVITY 3: 20 MARKS

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Activity 4 – Using database software

Information about tours and bookings is stored in the database **TRAIN TRAVELLERS**.

Task DB1

Open the database **TRAIN TRAVELLERS**.

Open the table **CLIENT**.

Look at the design of the table.

Note that:

- some field names are coded:

  TD = Driving a train

  MV = Museum visit

  EL = Evening lecture

  ES = Engine shed visit

- these fields use the Yes/No data type

(a) Sort the **CLIENT** table in ascending order of **Tour Number**.

Resave the table.

(2)

Open a new A4 document using word processing software:

- enter **DB1** in the header
- enter your name, candidate number and centre number in the footer of the document
- save the document as **DB1**

Copy the **CLIENT** table into the document **DB1**:

- show all fields
- make sure all columns are wide enough to read all the contents

DO NOT PRINT at this stage.

The management of *Train Travellers* needs a list of children who are booked for tours.

(b) Use your database software to run a search/query on the **CLIENT** table to find all children:

- show only the **Tour Number**, **Surname** and **Initial** fields in this order

(3)

Save your search/query as **CHILDREN**.

Copy the results of your search/query into the word processing document **DB1**:

- make sure all columns are wide enough to read all of the contents

DO NOT PRINT at this stage.

(c) You need a list of clients who are booked for the **evening lecture** or the **engine shed visit**.

Use your database software to run a search/query on the **CLIENT** table to find this information.

- Sort the results in ascending order of **Tour Number** with a secondary sort on **Surname**.
- Display your results showing all fields except **Adult/Child**.

(4)

Save the sorted results as **ACTIVITIES**.

Copy the results of your search/query into the word processing document **DB1**:

- make sure all columns are wide enough to read all the contents

Resave the document as **DB1**.

PRINT a copy of the document.

(Total for task DB1: 9 marks)

Task DB2

Open a new A4 document using word processing software:

- enter **DB2** in the header
- enter your name, candidate number and centre number in the footer of the document
- save the document as **DB2**

A new table is needed to store information about hotels in England used by *Train Travellers*. The text file **HOTELS** contains information to be stored in this table.

Open the text file **HOTELS**. Look at the information in the file.

Your task is to design and create the new table.

(a) Design the structure of the database.

Create a table in the word processing document, using the row and column headings shown below. You may use the table in the datafile **TABLE TEMPLATE** as a template.

Field Name	Data Type	Field Size/Length	Justification
Hotel Name			
Code			
Town			
Telephone			
Email			

Using the information in the **HOTELS** text file to help you, complete the table to show:

(i) data type

(2)

(ii) field size/length

(2)

(iii) justification for **two** choices of data type

(2)

(iv) Indicate below the table which field will be the key field.

(1)

(v) Justify your choice of key field**.**

(1)

Resave your word processing document **DB2**.

DO NOT PRINT at this stage.

(b) Open the database **TRAIN TRAVELLERS** and create the table using the structure you have designed.

(2)

Save the table as **HOTEL**.

DO NOT PRINT at this stage.

Train Travellers gives a rating from 1–5 to each hotel. A new field is required, with this structure:

Field Name	Data Type	Field Size/Length	Validation
Rating	Numeric	Integer/1	1 or 2 or 3 or 4 or 5

Add this new field to your table **HOTEL**:

- use a drop-down (selection) list for the data for this new field

Resave the table.

(c) Display the design of your table on the screen.

(i) Make sure you can see the primary key box in the design.

(1)

(ii) Make sure you can see the creation of the drop-down (selection) list.

(1)

Produce a screen shot:

- paste the screen shot into your word processing document **DB2**
- make sure all information is large enough to read

Note: You may be using software that does not allow you to show the primary key and drop-down (selection) box on one screenshot. If so, you should produce two or more screenshots to show the information.

(d) Below the screen shot state why a drop-down (selection) box is suitable for the Rating field.

(1)

Resave the document as **DB2**.

PRINT one copy of the document.

(Total for task DB2: 13 marks)

TOTAL FOR ACTIVITY 4: 22 MARKS

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Activity 5 – Using multimedia software

Task MM1

You have been asked to make a multimedia presentation for *Train Travellers*. It will be shown to travel agents who will be promoting the holidays the company offer.

You must design and create a master slide, the title slide and two other slides. You will need the graphics from the files **TRAIN IMAGES**, **HOTEL IMAGES** and/or **LOGO** and information about the holidays from any part of the question paper.

Read the whole of the activity before you begin.

You may use the boxes below to sketch designs for the slides. You do not need to submit your sketched design. There are no marks allocated for the sketched design.

Master slide	Title slide (Slide 1)
Slide 2	Slide 3

(a) Use presentation software to create the master slide. It should include:

(i) the *Train Travellers* logo

(1)

(ii) any other information that will appear on every slide

(1)

Save the presentation as AGENTS.

(b) Create the title slide (slide 1). It should include:

(i) a title for the presentation

(1)

(ii) **one** additional item of information

(1)

(iii) **one** graphic from the files **TRAIN IMAGES** and/or **HOTEL IMAGES**

(1)

Resave the presentation.

(c) Create slide 2 using appropriate presentation features, such as entry effects, sound, graphics.

The slide must list **three** topics to be included in the presentation.

(2)

Resave the presentation.

(d) Create slide 3. This slide must relate to one of the topics identified in slide 2.

(i) Use a suitable title.

(1)

(ii) Use appropriate text to illustrate one of the topics from your list.

(1)

(iii) Include at least **one** graphic from **TRAIN IMAGES** and/or **HOTEL IMAGES** to explain the topic.

(1)

You do not need to include presentation features on this slide.

Resave the presentation.

Set up slides 1 to 3 to print on **one A4 sheet**:

- enter **MM1** in the header
- enter your name, candidate number and centre number in the footer

PRINT slides 1 to 3 on **one A4 sheet**.

(Total for task MM1: 10 marks)

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Task MM2

Open a new A4 document using word processing software:

- enter **MM2** in the header
- enter your name, candidate number and centre number in the footer of the document
- save the document as **MM2**

(a) Copy the master slide from your presentation **AGENTS** into the document:

- insert a border round the slide

Below the master slide, explain and justify **one** of the items you have included.

(2)

(b) In your presentation **AGENTS**, display slide 2 so that you can see the transition effects used.

Create a screen shot:

(i) paste the screen shot into the word processing document MM2

(1)

(ii) make sure the transition effects can be seen clearly

(1)

Note: You may be using software that does not allow you to show the transitions on a screen shot. If so, you should create a screen shot of the slide, paste into the word processing document MM2 and indicate by hand what transitions you have used.

(c) Below the screen shot.

(i) Name **one** of the presentation features that you have used in slide 2.

(1)

(ii) Explain how the presentation feature works.

(1)

(iii) Explain briefly why your presentation is fit for purpose as a presentation to be shown to travel agents.

(2)

Resave the document as MM2.

PRINT one copy of the document.

(Total for task MM2: 8 marks)

TOTAL FOR ACTIVITY 5: 18 MARKS
TOTAL FOR PAPER: 100 MARKS

END

BLANK PAGE

Sample mark schemes

General marking guidance 49

Paper 1: Written paper 51

Paper 2: Practical paper 63

Sample answers for practical paper activities 2-5 79

General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

Paper 1: Written paper

Section A

Question Number	Answer	Mark
1	B	**1**

Question Number	Answer	Mark
2	D	**1**

Question Number	Answer	Mark
3	C	**1**

Question Number	Answer	Mark
4	B	**1**

Question Number	Answer	Mark
5	A	**1**

Question Number	Answer	Mark
6	B	**1**

Question Number	Answer	Mark
7	A	**1**

Question Number	Answer	Mark
8	A	**1**

Question Number	Answer	Mark
9	D	**1**

Question Number	Answer	Mark
10	C	**1**

Question Number	Answer	Mark
11	D	**1**

Question Number	Answer	Mark
12	B	**1**

Question Number	Answer	Mark
13	B	**1**

Question Number	Answer	Mark
14	C	**1**

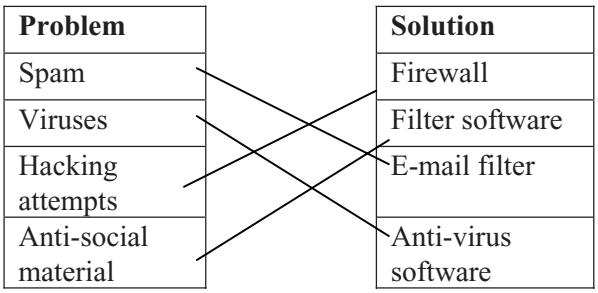
Question Number	Answer	Mark
15	C	**1**

Question Number	Answer	Mark
16	D	**1**

Section B

Question Number	Answer	Mark
17(a)	Table completed as: **Device** / **Input** / **Output** / **Backing Storage** Memory stick: ✔ Backing Storage Printer: ✔ Output Mouse: ✔ Input Hard disk: ✔ Backing Storage Webcam: ✔ Input Plotter: ✔ Output Light pen: ✔ Input **(7 x 1)**	**7**

Question Number	Answer	Mark
17(b)	Another type of software named: • application software **(1)**	**1**

Question Number	Answer	Mark
18(a)	 **Three** lines drawn to correct solution, **one** mark each: • Viruses links to anti-virus software • Spam links to e-mail filter • Anti-social material links to filter software **(3 x 1)**	**3**

Question Number	Answer	Mark
18(b)	**Three** other ways stated from: • as an e-mail attachment • in a program file • in a document/data file • by loading a web page/as part of a web page **(3 x 1)**	**3**

Question Number	Answer	Mark
18(c)	**Three** other methods from: • WEP/WPA • Encryption • Access rights • Transaction logs • Backups • Adware/spyware **(3 x 1)**	**3**

Question Number	Answer	Mark
18(d)	**Three** pieces of advice from: • keep it secret • mix letters and numbers • mix upper and lower case characters • don't choose anything obvious • don't write it down • minimum six characters • don't let others see you entering it • make it something easy to remember/remember it **(3 x 1)**	**3**

Question Number	Answer	Mark
19(a)(i)	**Two** devices and **two** linked purposes from: **Device** / **Purpose** Video camera/webcam / To take/send pictures Microphone / To record/pick up/send speech Speakers/headphones / To hear the other people **2 x (1 + 1)**	**4**

Question Number	Answer	Mark
19(a)(ii)	**Three** benefits to Oakleaf Bank from: • saves travelling time • saves costs of travel • no problems if bad weather/other restrictions on travelling • meetings can be arranged at short notice **(3 x 1)**	**3**

Question Number	Answer	Mark
19(a)(iii)	**Three** problems that may occur when using videoconferencing from: • technical failure of equipment • interference in signal • speed of connection slow • jerky images • hardcopy issues **(3 x 1)**	**3**

Question Number	Answer	Mark
19(b)(i)	**Two** reasons from: • can do most banking from home/don't have to travel to bank • can bank 24 hours a day • don't have to wait in queues **(2 x 1)**	**2**

Question Number	Answer	Mark
19(b)(ii)	**Three** reasons why staff may be unhappy from: • may lose jobs/redundancy • may have to move to Head Office/call centre • may need retraining • loss of status/job satisfaction **(3 x 1)**	**3**

Question Number	Answer	Mark
19(b)(iii)	**Three** reasons why customers may be unhappy from: • may not be able to use a computer • may not have access to a computer • may not have access to the internet • would have to move banks if don't have facilities above • may be concerned about data security • loss of personal contact **(3 x 1)**	**3**

Question Number	Answer	Mark
20(a)	**Four** methods of reducing the number of search results from: • use of logic/syntax, AND, OR, NOT • use of key words • use of ()/“” to keep key phrases as one unit • filtering first set of results with further restrictions • no foreign language sites • use filter/age/safe settings to remove inappropriate sites **(4 x 1)**	**4**

Question Number	Answer	Mark
20(b)	**Two** problems from: • false information • out of date information • time problems/too much data available • popups/redirects • viruses • malware/adware/dialers • search problems, where to start looking/which words to use **(2 x 1)**	**2**

Question Number	Answer	Mark
20(c)	**Two** ways others than a search engine from: • online encyclopaedia • online library • use of general information sites, schools, universities, government ngos, eg BBC • use of other known sites via url **(2 x 1)**	**2**

Question Number	Answer	Mark
20(d)	An explanation that makes reference to **three** differences from: • Intranet is for limited users, by organisation, user group. Internet for everyone • Intranet controlled by network manager. Internet uncontrolled • Intranet runs known system (HW, SW)/compatibility. Internet only compatible through use of protocols such as HTML, FTP **(3 x 1)**	**3**

Question Number	Answer	Mark
21(a)	**Four** benefits of using a LAN from: • shared peripherals • shared data • flexible access • media streaming • communication between work stations • control of user's access rights • centralised administration/back-up • simultaneous access to the internet **(4 x 1)**	**4**

Question Number	Answer	Mark
21(b)(i)	**One** from: • bar code reader • bar code scanner • bar code wand Accept scanner. **(1 x 1)**	**1**

Question Number	Answer	Mark
21(b)(ii)	**One** indication that code was not read from: • would not hear a 'beep'/different sound • visual prompt not given by reader **(1 x 1)**	**1**

Question Number	Answer	Mark
21(c)(i)	**Two** ways of storing data: • magnetic stripe • chip **(2 x 1)**	**2**

Question Number	Answer	Mark
21(c)(ii)	**One** from: • number • credit card number (must include number) • ID number (must include number) **(1 x 1)**	**1**

Question Number	Answer	Mark
21(d)(i)	**Two** risks and **one** way of minimising each risk from:	

Risk	**Minimised by**
Eye strain	**One** from: • take regular breaks • anti glare screens • swivelling screens • correct lighting • blinds at windows • look away from screen and focus on distant objects
Repetitive strain injury/wrist	**One** from: • wrist rests/gel pads • ergonomic keyboards • take regular breaks

Allow 'take regular breaks' only once.

2 x (1 + 1) | **4**

Question Number	Answer	Mark
21(c)(i)	**One** from: • make sure cables are tidy/out of the way • no obstacles on floor **(1 x 1)**	**1**

Question Number	Answer	Mark
22(a)(i)	Gigabyte	**1**

Question Number	Answer	Mark
22(a)(ii)	2.33GHz	**1**

Question Number	Answer	Mark
22(a)(iii)	An explanation including **two** points from: • illegal to copy program/file/software • without permission from copyright holder • need a licence to use **(2 x 1)**	**2**

Question Number	Answer	Mark
22(a)(iv)	**One** piece of hardware from: • graphics card • GPU • Graphical Processing Unit • graphics processor **(1 x 1)**	**1**

Question Number	Answer	Mark
22(a)(v)	**One** device from: • printer • speakers **(1 x 1)**	**1**

Question Number	Answer	Mark
22(a)(vi)	**Four** requirements to allow connection to the internet: • ISP • modem/router/gateway/communication link • web browser/communication software • broadband/dial up/wi-fi/VPN **(4 x 1)**	**4**

Question Number	Answer	Mark
22(b)	**Three** settings from: • window size • mouse • icon size • screen resolution • desktop contrast • sound volume **(3 x 1)**	**3**

Question Number	Answer	Mark
22(c)(i)	**Four** concerns from: • paedophiles, accessed through chat rooms • pornography, downloaded from internet/accessed through internet • time spent playing games, not socialising/exercising • time wasting/chatting, not working • illegal downloads, may be prosecuted • hackers, through internet • viruses, from email attachments and downloads from unknown sources • ID fraud, from personal information given out **(4 x 1)**	4

Question Number	Answer	Mark
22(c)(ii)	**Two** actions from: • put computer in communal area • supervise him • install filtering software/'net nanny' • install firewall • install anti-virus software **(2 x 1)**	**2**

Question Number	Answer	Mark
22(c)(iii)	**Two** pieces of advice from: • don't give out information to unknown sources • use copy list carefully • use social networking sites with caution • don't open attachments from unknown senders **(2 x 1)**	**2**

Paper 2: Practical paper

Activity 1: Using art/imaging and graphics software

Question Number	Answer	Mark
AG1(a)	Area selected from graphic **CRANE WITH TRAINS** includes at least: steam crane + all parts of steam train on right + white sign	**1**

Question Number	Answer	Mark
AG1(b)(i)	Suitable caption – must include Colombo Fort Station and/or Sri Lanka AND reference to steam trains	**1**

Question Number	Answer	Mark
AG1(b)(ii)	Caption in top half of picture **(1)** Caption stands out – size/font/position appropriate **(1)**	**2**

Question Number	Answer	Mark
AG1(c)	Man in green overalls no longer visible – accept any form of smudging/deletion as long as man is not clear **(1)** Action to delete man results in a good clear picture with no residual traces of the man **(1)**	**2**

Question Number	Answer	Mark
AG1(d)	All original writing (15 KMPH) cleared from white sign – accept any method as long as writing is not apparent **(1)** New text 'Train Travellers' within boundary of sign – spelling correct **(1)**	**2**

Question Number	Answer	Mark
AG2(a)	Candidate's graphic imported into the word processing document – full screen width	**1**

Question Number	Answer	Mark
AG2(b)(i)	Description of new selection to emphasise the foreign location. Expect an indication of the train at the left of the screen and/or blue sunny skies	**1**

Question Number	Answer	Mark
AG2(b)(ii)	Justification of new selection – 1 mark for each relevant point. • For train on left local travellers/hanging on outside of carriage • For blue skies – not local weather For any other selection – allow 1 mark for good justification **(2 x 1)**	**2**

Question Number	Answer	Mark
AG2(c)(i)	Explanation of why steam crane would not make a good background: Expect pixilation (if enlarged would be blurry) and/or too dark	**1**

Question Number	Answer	Mark
AG2(c)(ii)	**Two** operations stated (description not needed) to indicate how graphic could be usable as background: Any **two** of: • adjust brightness • adjust colour/palette • convert to greyscale/watermark • blur/smooth edges **(2 x 1)**	**2**

Activity 2: Using spreadsheet software

Question Number	Answer	Mark
SS1(a)(i)	**Formula/function in D6** Accept for (2 marks): (=) B6*B2 or (=) B6*B$2 or (=) B$2$*B6 or B$2*B6 OR Allow for (1 mark): (=) B6*B2 or (=) B2*B6 or =SUM(B6*B2) or = SUM(B2*B6)	**2**

Question Number	Answer	Mark
SS1(a)(ii)	**Formula/function in E6** Accept any **one** of: • (=) C6*B3 • (=) C6*B$3 • (=) B$3$*C6 • B$3*C6	**1**

Question Number	Answer	Mark
SS1(a)(iii)	Formulae replicated D6:D10 and E6:E10	**1**

Question Number	Answer	Mark
SS1(a)(iv)	**Formula in F12** Accept any **one** of: • (=) (SUM(D6:D10)+SUM(E6:E10)) • SUM(D6:E10) Must have sum and correct cell range	**1**

Question Number	Answer	Mark
SS1(a)(v)	**Label in E12 or F11** Total cost for all groups/Total cost – with or without colon	**1**

Question Number	Answer	Mark
SS2(a)(i)	**Formula in E2** Accept any **one** of: • (=) D2*75% • D2*75/100 • D2-(D2*25%) • D2-(D2*10/100) **Do not allow use of SUM** **NOTE: D2 may be D5 if student has completed SS2(c)(i)**	**1**

Question Number	Answer	Mark
SS2(a)(ii)	Formula in E2 copied down to E3, E4 only	**1**

Question Number	Answer	Mark
SS2(b)(i)	**Formula in F2** (=) (B2*D2)+(C2*E2) **Do not allow use of SUM** **NOTE: D2 may be D5 if student has completed SS2(c)(i)**	**1**

Question Number	Answer	Mark
SS2(b)(ii)	Formula in F2 copied down from F3 to F5	**1**

Question Number	Answer	Mark
SS2(b)(iii)	**Label in F1** Total Cost	**1**

Question Number	Answer	Mark
SS2(b)(iv)	**Formula in F7** (=) SUM(F2:F5) **Do not allow SUM(F2:F6)** **NOTE: D2 may be D5 if student has completed SS2(c)(i)**	**1**

Question Number	Answer	Mark
SS2(c)(i)	Three new rows inserted at top of spreadsheet If three new rows not entered, allow appropriate row numbers in (ii) and (iii)	**1**

Question Number	Answer	Mark
SS2(c)(ii)	**To: Mr R Meadows** in new A1. Ignore bold. Caps as given	**1**

Question Number	Answer	Mark
SS2(c)(iii)	Accept in A2 any **one** of: • =Today() • =Now()	**1**

Question Number	Answer	Mark
SS2(d)(i)	**IF** statement in **C12** Expect to see =IF(F10>500,F10*90%,F10) Criterion: expect =IF(F10>500, allow = IF(F10<= 500, **1 Mark**	**3**
	1st message: expect F10*90% — allow any calculation that produces the total cost less 10% — use part (a) above as guide If F10<=500 used in criterion, allow F10*90% for first message **1 Mark**	
	2nd message: expect F10 If F10<=500 used, allow F10*90% and similar **1 Mark**	

Question Number	Answer	Mark
SS2(d)(ii)	Recognisable label in **A12**: **Optional Activities less discount:** Label all correct spelling and capitalisation	**1**

Question Number	Answer	Mark
SS3(a)(i)	Spreadsheet displayed in portrait orientation/data view	**1**

Question Number	Answer	Mark
SS3(a)(ii)	Label **TRAIN TRAVELLERS INVOICE** in **A3** – correct cell, correct spelling and all caps	**1**

Question Number	Answer	Mark
SS3(b)(i)	All cells showing prices and costs formatted (allow Accountancy format): Two decimal places	**1**

Question Number	Answer	Mark
SS3(b)(ii)	£ visible	**1**

Question Number	Answer	Mark
SS3(c)	Formatting changes appropriate for an invoice. Accept any two changes from: • bold/italic • font size • border/s • row/column height/width **(2 x 1)**	**2**

Activity 3: Using DTP/WP software

Question Number	Answer	Mark
DP1(a)(i)	A4 landscape page formatted to two equal columns	**1**

Question Number	Answer	Mark
DP1(a)(ii)	Frame created the width of column 1 and 4 cm high – in first column	**1**

Question Number	Answer	Mark
DP1(a)(iii)	**Train Travellers** inserted into frame – correct spelling and capitals	**1**

Question Number	Answer	Mark
DP1(a)(iv)	Company logo imported from **LOGO** folder – fully visible: proportions retained	**1**

Question Number	Answer	Mark
DP1(b)(i)	**Content of leaflet** **Two** graphics from **TRAIN IMAGES** and/or **HOTEL IMAGES** folders in addition to **LOGO**	**1**

Question Number	Answer	Mark
DP1(b)(ii)	**Content of leaflet** Any **two** facts about Train Travellers from: • based in London • visits anywhere in the world • organises the travel, reserves the accommodation, optional activities • provides a driver and limousine to take clients to meeting point **(2 x 1)**	**2**

Question Number	Answer	Mark
DP1(b) (iii)	**Content of leaflet** Any **two** facts about the holidays from: • luxury package holidays • for steam train enthusiasts • limited to 24 people • accompanied by guide • children welcome with adult **(2 x 1)**	**2**

Question Number	Answer	Mark
DP1(c)	**Formatting** Manipulation of graphics apparent – change of size/change of layout to enable text wrap **(1)** Appropriate/consistent font **(1)** Consistent layout and justification **(1)** Fitness for purpose Consistent use of white space **and** spelling/ punctuation/caps correct **(1)**	**4**

Question Number	Answer	Mark
DP2(a)(i)	**1 mark** Statement giving target audience from: • people who are interested in steam trains • people who can afford this type of holiday • maybe families Do not award if given as travel agent or hotel	**2**
	1 mark (any one reason) Reason (needs to match target audience) from: • company specifically offers this type of holiday • luxurious, so need to be able to afford it • children welcome	

<table>
<tr><th>Question Number</th><th>Answer</th><th>Mark</th></tr>
<tr><td>DP2(a)(ii)</td><td>Features of leaflet that would attract this audience.
Any two at 2 marks each.
(1 mark for statement of feature/1 mark for why it will attract)
Must relate to candidate’s leaflet
Some examples:
<table>
<tr><th>Feature</th><th>Reason</th></tr>
<tr><td>Graphic of luxury hotel</td><td>Encourages people who can afford this to book</td></tr>
<tr><td>Graphic of steam train</td><td>Reminds enthusiasts that they will see trains</td></tr>
<tr><td>Use of colour</td><td>To attract discerning customers</td></tr>
<tr><td>Information about company</td><td>Increases confidence of potential customers</td></tr>
</table>
2 x (1 + 1)</td><td>4</td></tr>
<tr><td>DP2(b)</td><td>Accept any improvement suggested from:
• increased amount of information
• improved layout
• increased formatting</td><td>1</td></tr>
</table>

Activity 4: Using database software

Question Number	Answer	Mark
DB1(a)	Printout shows: All 20 records sorted on **Tour Number (1)** Records seen sorted on **Tour Number** ascending **(1)**	**2**

Question Number	Answer	Mark
DB1(b)	Printout shows: All 11 correct fields **(1)** **Tour Number**, **Surname** and **Initial fields** only **(1)** Required fields in given order **(1)**	**3**

Question Number	Answer	Mark
DB1(c)	Printout shows: Accept for two marks: • Correct 6 records for clients who are booked for EL and ES **(2)** **OR** Accept for 1 mark only any **one** of: • 14 records for EL **(1)** • 11 records for ES **(1)** Further 2 marks: • Records sorted by Tour Number **(1)** • Then sorted by Surname (Must first be sorted by Tour Number for this mark) **(1)**	**4**

Question Number	Answer	Mark
DB2(a)(i)	**Table structure** Data type for all fields – text **(2)** **OR** Four fields shown as text fields **(1)**	**2**

Question Number	Answer	Mark
DB2(a)(ii)	**Field size accept:** • *Hotel Name* 20–50 • *Town* <51 • *Code* 5 • *Telephone* <21 • *E-mail* <51 All correct for 2 marks **OR** All correct except one for 1 mark	**2**

Question Number	Answer	Mark
DB2(a)(iii)	Justification of data type, any **two** from: • Hotel Name – all alphabetic characters • Town – all alphabetic characters • Code – mixture of alphanumeric • Telephone – mixture of alphanumeric • E-mail – mixture of alphanumeric • General – none of the fields need calculations **(2 x 1)**	**2**

Question Number	Answer	Mark
DB2(a)(iv)	**Choice of Key field** Code	**1**

Question Number	Answer	Mark
DB2(a)(v)	Justification – should always be unique	**1**

Question Number	Answer	Mark
DB2(b)	Table structure created matches candidate's design **(1)** Field names correctly spelt **(1)**	**2**

Question Number	Answer	Mark
DB2(c)(i)	Key field correctly identified	**1**

Question Number	Answer	Mark
DB2(c)(ii)	Drop-down list seen to include the correct data for the list (1,2,3,4,5)	**1**

Question Number	Answer	Mark
DB2(d)	Explanation of why drop-down list is suitable. Only five possible entries/not a long list	**1**

Activity 5: Using multimedia software

Question Number	Answer	Mark
MM1(a)(i)	**Master slide** includes: Train Travellers logo	 **1**

Question Number	Answer	Mark
MM1(a) (ii)	**Master slide** includes any other item of information from: • presentation for travel agents • brief information about holidays • brief information about the company	 **1**

Question Number	Answer	Mark
MM1(b)(i)	**Title slide** includes: A title for the presentation such as: • Train Travellers holidays • Luxury Steam Train Trips	 **1**

Question Number	Answer	Mark
MM1(b) (ii)	Any additional item of information from: • presentation for travel agents • date • presenter Accept any sensible alternative	 **1**

Question Number	Answer	Mark
MM1(b) (iii)	**One** graphic from **TRAIN IMAGES/HOTEL IMAGES**	 **1**

Question Number	Answer	Mark
MM1(c)	**Slide 2** includes: Any **three** topics to be included in the presentation from: • based in London • visits anywhere in the world • organises the travel, reserves the accommodation, optional activities • provides a driver and limousine to take clients to meeting point • luxury package holidays • for steam train enthusiasts • worldwide • limited to 24 people • accompanied by guide • children welcome with adult Allow 2 marks for three appropriate topics; **OR** 1 mark for two appropriate topics	**2**

Question Number	Answer	Mark
MM1(d)(i)	**Slide 3** includes: A title relating to one of the items in slide 2	**1**

Question Number	Answer	Mark
MM1(d) (ii)	**Slide 3** includes: Text to illustrate the item	**1**

Question Number	Answer	Mark
MM1(d) (iii)	**Slide 3** includes: At least **one** graphic from **TRAIN IMAGES/HOTEL IMAGES**	**1**

Question Number	Answer	Mark
MM2(a)	**Master slide** Explanation of **one** item included in it **(1)** Justification of the item **(1)**	**2**

Question Number	Answer	Mark
MM2(b)(i)	**Slide 2** Screen shot of slide 2	**1**

Question Number	Answer	Mark
MM2(b) (ii)	**Slide 2** Transitions visible	**1**

Question Number	Answer	Mark
MM2(c)(i)	**Slide 2** Name of **one** presentation feature used from: • sound recording • description of effects, such as entrance, exit, emphasis, motion path • order of transition • timings	**1**

Question Number	Answer	Mark
MM2(c)(ii)	Appropriate discussion/explanation of impact of presentation feature named above	**1**

Question Number	Answer	Mark
MM2(c) (iii)	**Complete presentation** Justification of how the presentation is fit for purpose as a presentation for travel agents. Two points from: • clear information • shows luxury aspect • shows that it is steam trains • keeps interest by using presentation features • clear screens enable clear information Accept any other sensible comment **(2 x 1)**	**2**

Sample answers for practical tasks in activities 2–5

Activity 2

SS1

	A	B	C	D	E	F
1	Tour MOS07					
2	Adult Price	1500				
3	Child Price	1000				
4						
5	Group Leader	Adults in Group	Children in Group	Cost of Adult Tickets	Cost of Child Tickets	
6	Robert Meadows	3	4	=B6*B2	=C6*B3	
7	Thomas Foxton	2	2	=B7*B2	=C7*B3	
8	Susan Edwards	1	2	=B8*B2	=C8*B3	
9	Andrew Jones	5	0	=B9*B2	=C9*B3	
10	Zacharia Richards	4	1	=B10*B2	=C10*B3	
11						
12					Total Cost:	=SUM(D6:D10) + SUM(E6:E10)
13						
14						

SS2

	A	B	C	D	E	F
1	To: Mr R Meadows					
2	=TODAY()					
3						
4		Number of Adults	Number of Children	Adult Price (£)	Child Price (£)	Total Cost
5	Museum Visit	3	1	20	=D5*75%	=(B5*D5)+(C5*E5)
6	Evening Lecture	3	2	24	=D6*75%	=(B6*D6)+(C6*E6)
7	Engine Shed Visit	0	4	45	=D7*75%	=(B7*D7)+(C7*E7)
8	Driving a Train	4	0	200	0	=(B8*D8)+(C8*E8)
9						
10						=SUM(F5:F8)
11						
12	Optional Activities less discount		=IF(F10>500,F10*90%,F10)			
13						
14						

SS3

To: Mr R Meadows
13/03/2008

TRAIN TRAVELLERS INVOICE

	Number of Adults	Number of Children	Adult Price (£)	Child Price (£)	Total Cost
Museum Visit	3	1	£20.00	£15.00	£75.00
Evening Lecture	3	2	£24.00	£18.00	£108.00
Engine Shed Visit	0	4	£45.00	£33.75	£135.00
Driving a Train	4	0	£200.00	£0.00	£800.00
					£1,118.00

Optional Activities less discount: £1,006.20

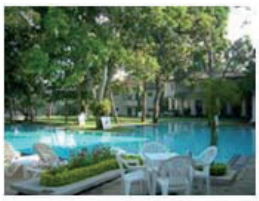
Activity 3

DP1

TRAIN TRAVELLERS

Default Logo

Luxury package holidays for steam train enthusiasts



Accommodation reserved

Each group is limited to 24 people – accompanied by a guide. Children welcome if travelling with an adult.

Small groups welcome.

OPTIONAL ACTIVITIES:

- Museum Visit
- Evening Lecture
- Driving a Train
- Engine Shed Visit

Book your activity in advance. If you are travelling with a group and your group activities come to more than £500, you will receive a discount of 10%.

At the start of the holiday, Train Travellers provides a driver and limousine to take clients from their homes t the nearest mainline railway station. From there they travel by train to a meeting point where they join the guide.

The meeting point for international travel is in London. Then travel is by train or by air. For tours in Britain, the meeting point could be a suitable station outside London.

Activity 4

DB1 (a)

CLIENT							
Surname	**Initial**	**Adult/Child**	**Tour Number**	**TD**	**MV**	**EL**	**ES**
Trigg	J	C	MOS07	No	No	No	No
Riley	S	C	MOS07	No	Yes	Yes	No
Smith	A	C	MOS07	No	Yes	Yes	No
Dracup	R	A	MOS07	Yes	Yes	Yes	No
Meadows	R	A	MOS07	No	Yes	Yes	Yes
Bailey	C	C	MOS07	No	No	No	No
Green	G	A	MOS07	Yes	Yes	Yes	Yes
Pearson	L	C	OEX32	No	Yes	Yes	Yes
Roberts	V	C	OEX32	No	No	No	Yes
Paterson	R	C	OEX32	No	Yes	No	Yes
Simpson	B	A	OEX32	Yes	No	Yes	No
Jones	T	A	SHE26	No	No	Yes	Yes
Williams	E	A	SHE26	Yes	Yes	No	Yes
Brookes	K	C	SHE26	No	Yes	Yes	No
Hughes	J	C	SHE26	No	Yes	Yes	Yes
Hunt	P	A	SHE26	Yes	No	Yes	No
Stanyard	M	C	SRI12	No	Yes	No	Yes
Steele	W	A	SRI12	Yes	Yes	Yes	No
Walters	D	C	SRI12	No	No	Yes	Yes
Hill	G	A	SRI12	Yes	Yes	Yes	No

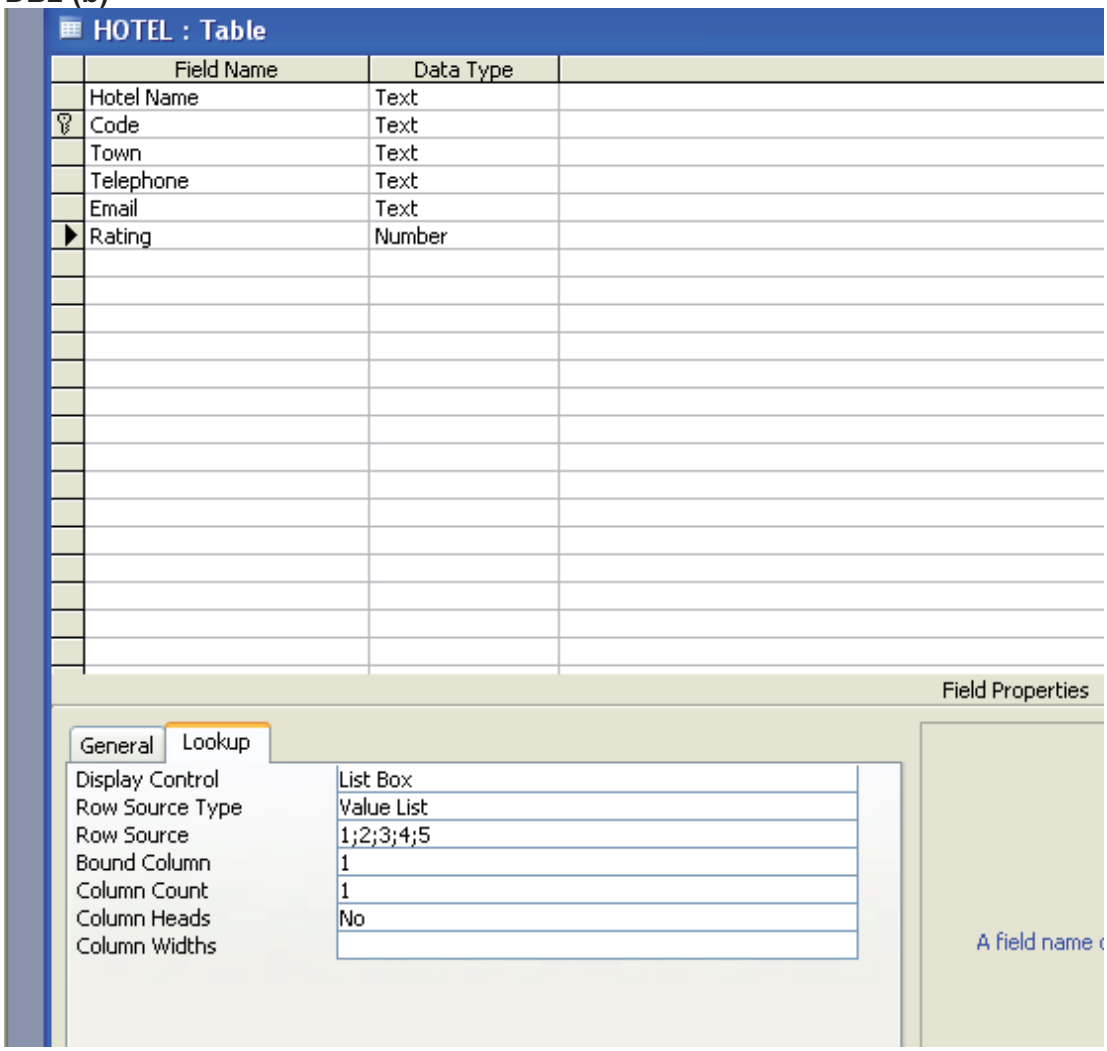
DB1 (b)

CHILDREN		
Tour Number	**Surname**	**Initial**
MOS07	Bailey	C
MOS07	Trigg	J
MOS07	Riley	S
MOS07	Smith	A
SRI12	Walters	D
SRI12	Stanyard	M
SHE26	Brookes	K
SHE26	Hughes	J
OEX32	Paterson	R
OEX32	Roberts	V
OEX32	Pearson	L

DB1 (c)

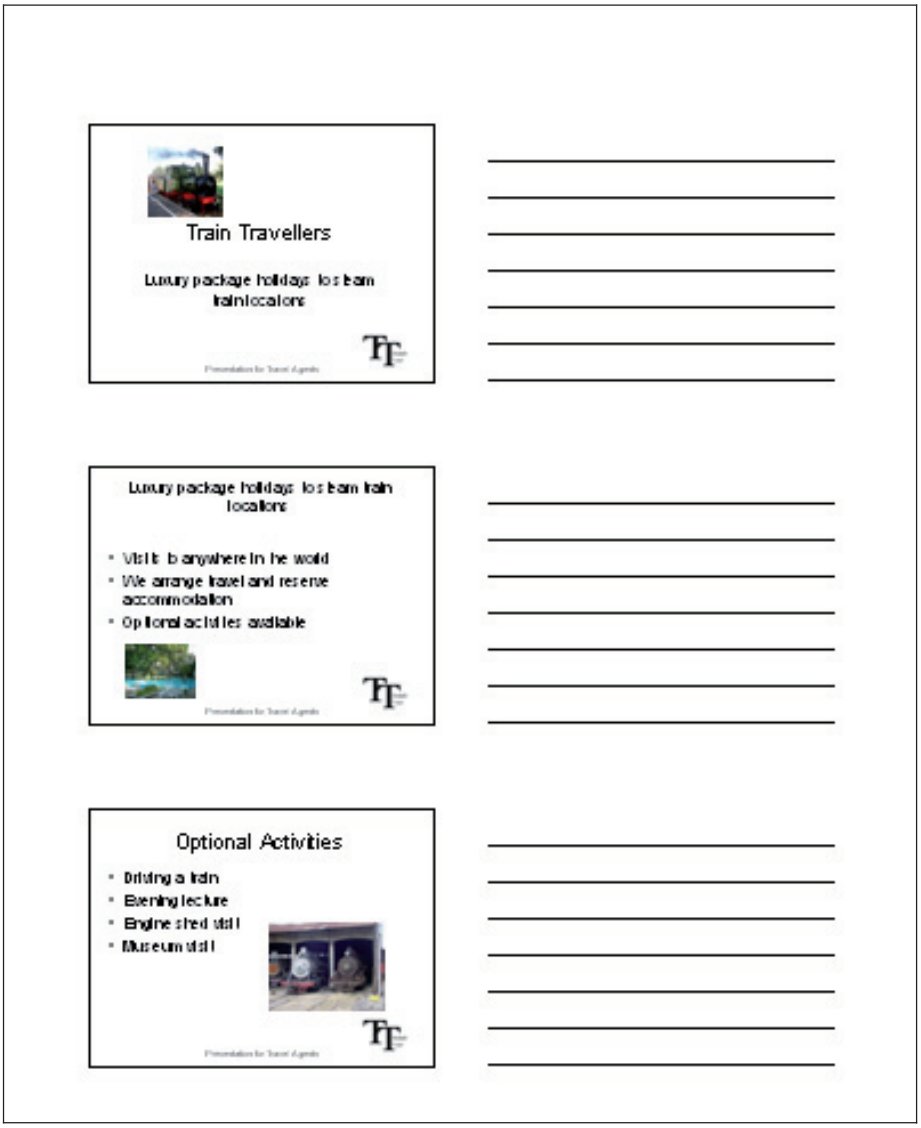
ACTIVITIES						
Tour Number	**Surname**	**Initial**	**TD**	**MV**	**EL**	**ES**
MOS07	Green	G	Yes	Yes	Yes	Yes
MOS07	Meadows	R	No	Yes	Yes	Yes
OEX32	Pearson	L	No	Yes	Yes	Yes
SHE26	Hughes	J	No	Yes	Yes	Yes
SHE26	Jones	T	No	No	Yes	Yes
SRI12	Walters	D	No	No	Yes	Yes

DB2 (b)



Activity 5

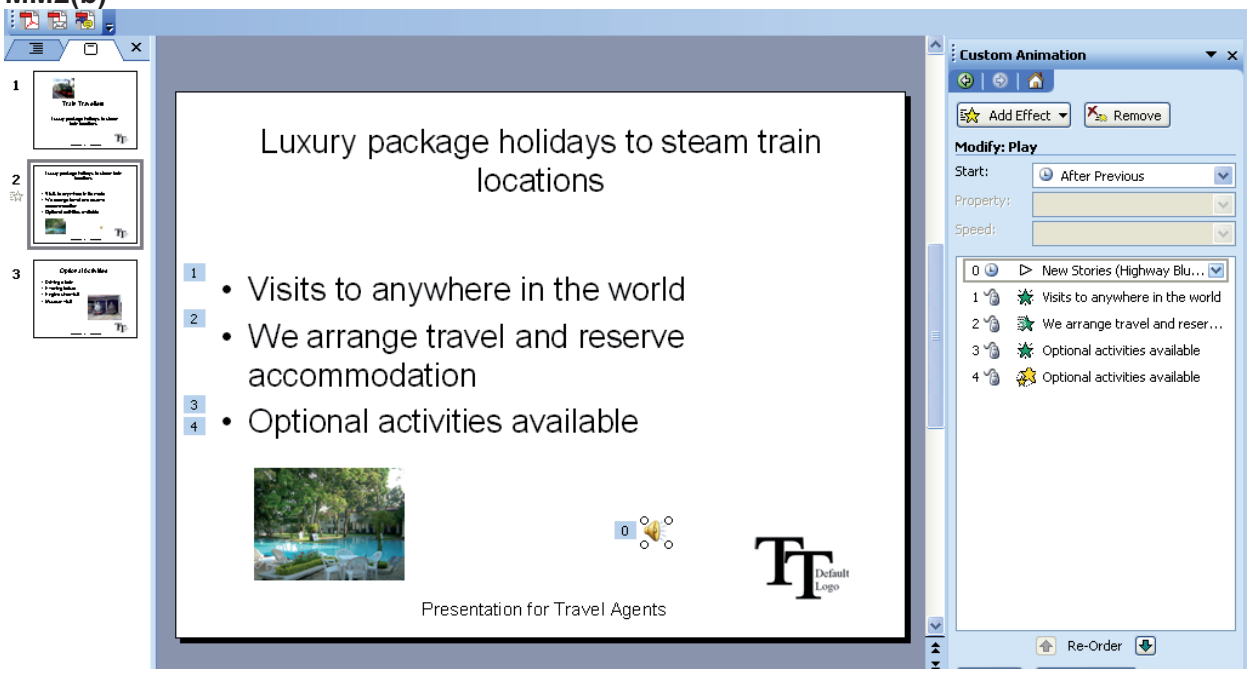
MM1 (a)



MM1(b)

Default Logo
Presentation for Travel Agents

MM2(b)


Luxury package holidays to steam train locations
Visits to anywhere in the world
We arrange travel and reserve accommodation
Optional activities available
Presentation for Travel Agents
Default Logo
Custom Animation
Add Effect
Remove
Modify: Play
Start:
After Previous
Property:
Speed:
New Stories (Highway Blu...
Visits to anywhere in the world
We arrange travel and reser...
Optional activities available
Optional activities available
Re-Order

September 2008

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