



Key skills information technology Level 1

Wednesday 25 February 2004

Test Paper

YOU NEED

- This test paper
- An answer sheet

You may use a bilingual dictionary

Do NOT open this paper until you are told to do so by the supervisor

THERE ARE 40 QUESTIONS IN THIS TEST

Total marks available: 40

Try to answer ALL the questions

YOU HAVE 1 HOUR TO FINISH THE TEST

INSTRUCTIONS

- Make sure your personal details are entered correctly on the answer sheet
- Read each question carefully
- Follow the instructions on how to complete the answer sheet
- At the end of the test, hand the test paper, your answer sheet and all notes to the supervisor

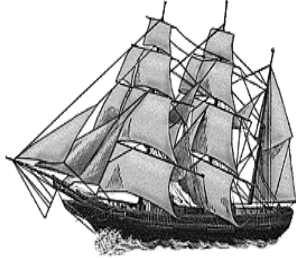
REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST

Questions 1 to 8 are about this leaflet.

S { **Ahoy there – take a trip with me!
See the Tall Ships close at hand!**

T {

- Board the boats
- Music and dancing
- Street theatre
- Puppetry
- Wine and dine
- Maritime skills



The offer includes coach travel throughout, two nights' accommodation in a 3 hotel, full English breakfast, dinner and time to enjoy a restful stay as well as spy out those magnificent ships.*

Depart	03/08/02	04/08/02	05/08/02
Return	06/08/02	07/08/02	08/08/02
Hotel	The Castle	The Victoria	The George

Don't miss out on the Festival of fun

The final log of the famous Cutty Sark Tall Ships Race will be in this area in August. Why not make it a date and join us on the water to welcome these beautiful sailing ships.

W { *The ships come from all over the world and have crews that are experienced world class sailors. Why not try your hand at hoisting the main sails.*

*The main events are all at sea.
Watch from the mainland or onboard your own boat.*

P {

Q {

R {

1 The text at **S** is aligned

- A left
- B right
- C centre
- D fully justified

- 2 The font style at **R** is
- A underlined
 - B bold
 - C italic
 - D plain
- 3 The text at **P** is presented differently from the text at **R** due to
- A tabs
 - B alignment
 - C font styles
 - D line spacing
- 4 The text in the paragraph at **W** has different
- A line spacing
 - B alignments
 - C font styles
 - D font sizes
- 5 The list at **T** is presented with inconsistent
- A fonts
 - B bullets
 - C numbering
 - D line spacing
- 6 In the table at **Q** all the data is horizontally aligned
- A left
 - B right
 - C centre
 - D in date order
- 7 This leaflet is in portrait orientation which means that it
- A is tall and narrow
 - B is short and wide
 - C has equal margins
 - D has headers and footers
- 8 To avoid losing all this information if the file is damaged, the user should
- A keep a backup copy
 - B copyright the content
 - C use a password
 - D delete the file

Questions 9 to 19 are about this spreadsheet. Formulas calculate values in columns F and H and rows 9 to 11.

	A	B	C	D	E	F	G	H	
1	February 2002 Monthly Sales								Summary
2	Day	Income Week 1	Income Week 2	Income Week 3	Income Week 4	Total	Target	% Achieved	
3	Monday	£5,260	£6,300	£4,789	£5,498	£21,847	£20,000	109.24%	
4	Tuesday	£4,250	£5,430	£3,990	£4,312	£17,982	£18,000	99.90%	
5	Wednesday	£8,050	£9,034	£8,065	£8,124	£33,273	£32,000	103.98%	
6	Thursday	£6,345	£7,890	£6,123	£6,590	£26,948	£27,000	99.81%	
7	Friday	£3,456	£3,876	£3,206	£3,460	£13,998	£14,000	99.99%	
8	Saturday	£7,300	£7,908	£7,123	£7,210	£29,541	£27,500	107.42%	
9	Total Income					£143,589			
10	Minimum Target						£14,000		
11	Maximum Target						£32,000		

9 Total is Income for the four weeks added together. The formula in cell F8 is

- A =SUM(B8+C8+D8)
- B =SUM(F3:F8)
- C =(B8+C8+D8)
- D =SUM(B8:E8)

10 To re-order the spreadsheet so that the information is in order of % Achieved with the highest first, the user should select rows 3 to 8 and sort

- A ascending on Target
- B descending on Target
- C ascending on % Achieved
- D descending on % Achieved

11 % Achieved is Total divided by Target. If the value in cell D4 is changed, the other values that will change automatically are in cells

- A F4, G4, H4
- B F4, F9, H4
- C F4, F9, G4
- D E4, F4, H4

12 Cell range **H3:H8** is formatted as

- A percentage
- B currency
- C date
- D text

13 The formula in cell **G10** is

- A =MIN(B3:G8)
- B =MIN(B3:H8)
- C =MIN(G3:G8)
- D =MIN(G3-G9)

14 The lowest **Target** and the highest **Target** are on

- | | Lowest | Highest |
|---|---------------|----------------|
| A | Friday | Saturday |
| B | Friday | Wednesday |
| C | Wednesday | Friday |
| D | Wednesday | Tuesday |

15 To make the word **Summary** in cell **H1** appear on one line, the user should change the

- A column width
- B orientation
- C row height
- D margins

16 % **Achieved** is **Total** divided by **Target**. The formula in cell **H3** is

- A =G3/F3
- B =F3/G3
- C =F3-G4
- D =SUM(F3:G3)

17 To add the sales details for Sunday, the user should

- A insert a row
- B insert a column
- C add an extra cell
- D make all the columns wider

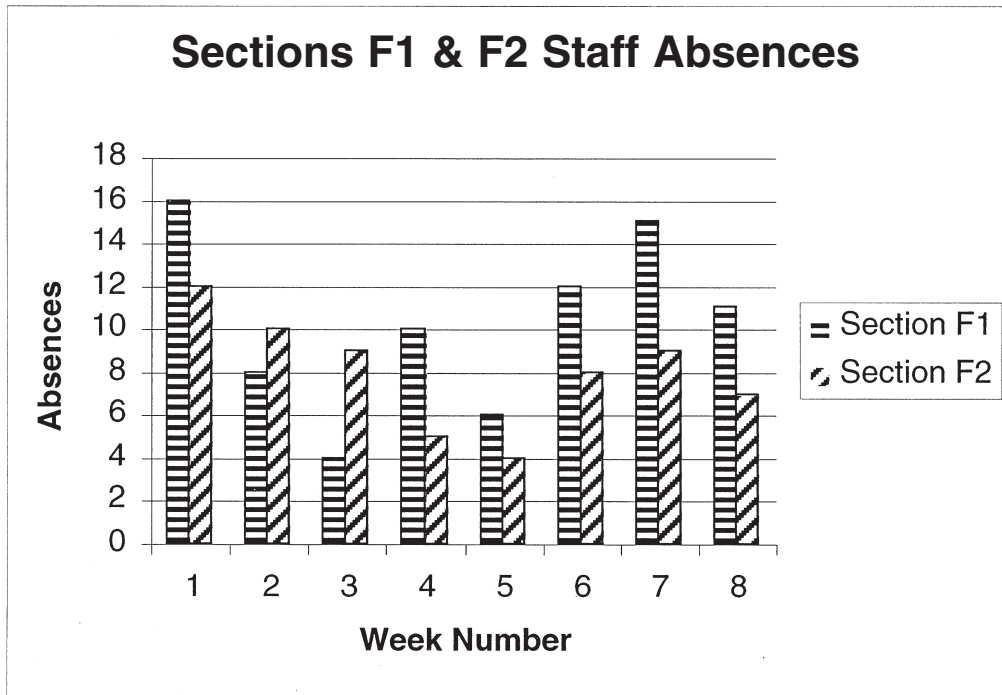
18 To check that the spreadsheet will print on one page, the user should

- A ask someone to proof read it
- B measure its screen size
- C use print preview
- D use spell check

19 The cell range **A2:H2** contains

- A functions
- B formulas
- C headings
- D values

Questions 20 and 21 are about this chart.



20 Staff absences for sections F1 and F2 are highest in week

- A 1
- B 5
- C 7
- D 8

21 In week 8, staff absence for Section F1 was

- A more than F2
- B less than F2
- C same as F2
- D zero

Question 22 is a general question.

22 A good way to exchange information that changes rapidly is through

- A brochures
- B magazines
- C CD-ROM
- D e-mail

Questions 23 to 28 are about this database.

Staff Code	Male/ Female	Title	First Name	Last Name	Employment Started	Section Code
FAF142	F	Miss	Freda	Andrews	03/02/01	F1
LBF126	F	Ms	Lucy	Barclay	17/06/97	F1
LBF127	F	Mrs	Lucy	Barclay	18/06/97	F1
FDF121	M	Mr	Frank	Daly	15/11/92	F1
FDC213	M	Mr	Fred	Donaldson	06/03/91	C2
SSC111	M	Dr	Simon	Sherlock	12/01/90	C1
SSC244	F	Dr	Susan	Smithson	11/05/01	C2

- 23 The search criterion to find all Female members of staff is
- A Title = "Mrs"
 - B Male/Female = "F"
 - C Title = "Miss" & "Mrs"
 - D Section Code = "F1"
- 24 The search criterion to find all employees whose employment started before 1997 is
- A Employment Started = 1997
 - B Employment Started > 01/01/97
 - C Employment Started < 01/01/97
 - D Employment Started = "before 1997"
- 25 To list staff in order of First Name so that Frank is first, the user should
- A sort descending on First Name
 - B sort descending on Last Name
 - C sort ascending on Last Name
 - D sort ascending on First Name
- 26 The data type in the Staff Code field is
- A currency
 - B number
 - C date
 - D text

27 Employees are graded A1, A2, A3 or A4. To add each employee's grade to the database, the user should add a

- A criterion
- B record
- C field
- D row

28 The male in section F1 started employment on

- A 17/06/97
- B 03/02/01
- C 18/06/97
- D 15/11/92


Question 29 is a general question.

29 To help keep sensitive computer-based information confidential, the user should

- A save the file
- B set up a password
- C make a backup copy
- D use a virus protection program

Questions 30 to 37 are about this article.

Customer Survey Results



As a valued customer we would like you to see the results of the holiday sport survey.

We have asked a sample of customers from each holiday group to tell us the sports that they have found the most rewarding.

The results speak for themselves and we will be in touch with all customers to tell them about our holiday offers.

Sport	Votes
Tennis	245
Football	750
Swimming	455
Golf	875
Aerobics	392
Water-skiing	175

©Sports 4us

The results of the survey show that there is interest in the full range of sports that we can offer.

To make sure that we have the sport that you like please send your details to the survey office at:

sportssurvey@sports4us.net

Sports 4us
2002

Annotations: W points to the title; X points to the introductory text; P points to the tennis player illustration; Q points to the survey text; R points to the table; S points to the contact email; T points to the company name.

30 The text at T has been positioned using

- A left tabs
- B right tabs
- C align left
- D full justification

31 To use the contact details at S, a customer needs

- A a telephone
- B a fax machine
- C a postal service
- D an internet connection

32 The text at **W** is presented using different

- A tabs
- B font sizes
- C font styles
- D line spacing

33 The image at **P** was created from this original clip art by



- A aligning
- B resizing
- C cropping
- D repositioning

34 To increase the space between the text at **Q** and the edges of the page, the user should adjust the

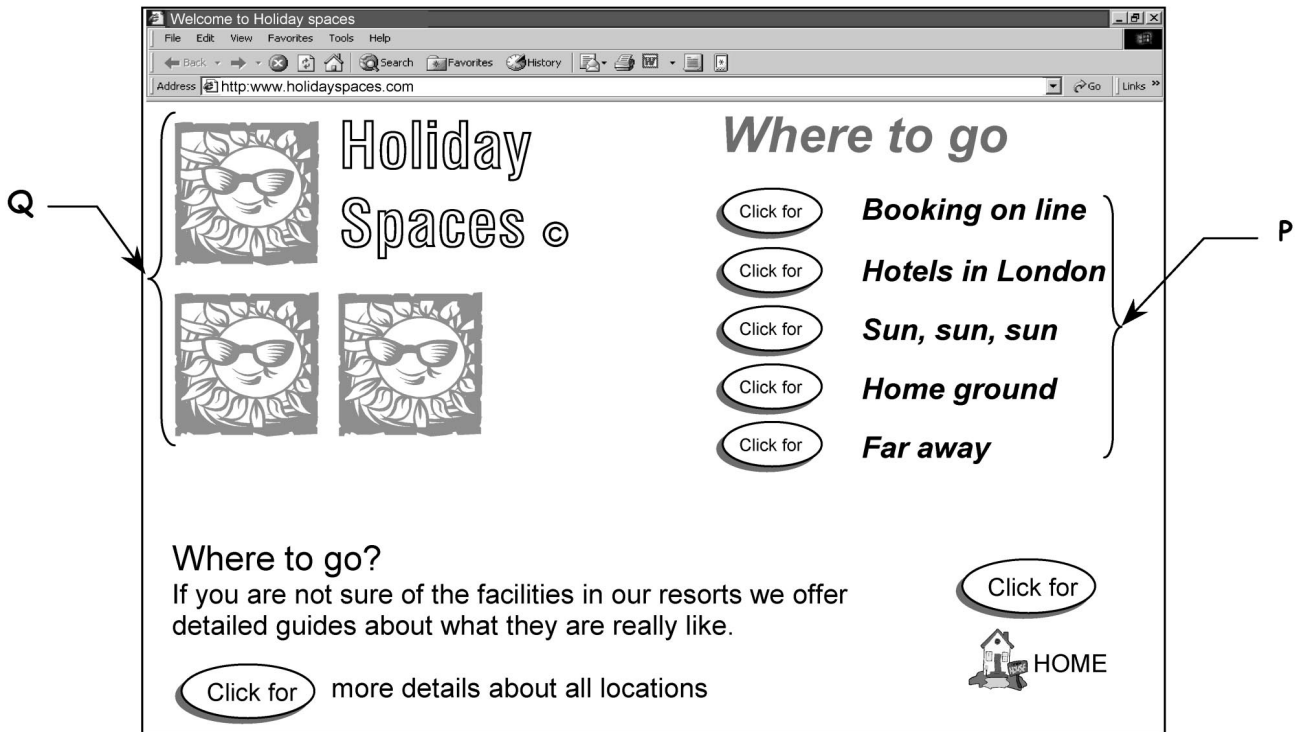
- A margins
- B orientation
- C page footer
- D page numbering

35 At **X** the word 'cstomers' should be 'customers'. This error could be corrected by using

- A a search engine
- B copy and paste
- C a spellchecker
- D formatting

- 36 The survey results have been put into a table at R because
- A they are from a survey
 - B there are both text and numbers
 - C there are only two items to be listed
 - D it makes it easier to read and understand
- 37 A good way to present the results so that people can see the popularity of each sport at a glance is to use a
- A bulleted list
 - B database
 - C pie chart
 - D sentence

Questions 38 to 40 are about this website.



38 The links at P will allow the user to

- A send an e-mail
- B close the program
- C move to other web pages
- D create a new hotspot

39 The **Holiday Spaces** logo at Q is

- A confidential information
- B sensitive information
- C virus checked
- D copyright

40 To find other websites that have information about holidays, the user should use

- A a search engine
- B find and replace
- C a sort on "holidays"
- D a telephone directory

End of test