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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 then mark your new answer with a cross.

eg: Mark the box like this:

<input type="checkbox"/> A
<input type="checkbox"/> B
<input checked="" type="checkbox"/> C <i>This shows your answer</i>
<input type="checkbox"/> D

If you change your mind, mark the boxes like this:

<input checked="" type="checkbox"/> A <i>This shows your final answer</i>
<input type="checkbox"/> B
<input checked="" type="checkbox"/> C <i>First answer</i>
<input type="checkbox"/> D

1. Which of these are **both** output devices?

- A speaker and scanner
- B scanner and mouse
- C scanner and monitor
- D speaker and monitor

(Total 1 mark)

Q1

2. Floppy disks and CD ROMs are examples of :

- A output devices
- B software
- C backing storage
- D input devices

(Total 1 mark)

Q2

3. When using a word processor a title can be centred on the page. This is an example of:

- A justifying
- B text wrapping
- C spacing
- D inserting

(Total 1 mark)

Q3



<p>4. Which of these is both an input and an output device?</p> <p><input type="checkbox"/> A concept keyboard</p> <p><input type="checkbox"/> B touch screen</p> <p><input type="checkbox"/> C scanner</p> <p><input type="checkbox"/> D speaker</p> <p style="text-align: right;">(Total 1 mark)</p>	<p>Leave blank</p> <p style="text-align: center;">Q4</p> <input style="width: 20px; height: 20px;" type="text"/>
<p>5. Marina would like to store details of family addresses, telephone numbers and birthdays on her computer. The most appropriate program to use is a:</p> <p><input type="checkbox"/> A database</p> <p><input type="checkbox"/> B spreadsheet</p> <p><input type="checkbox"/> C word processor</p> <p><input type="checkbox"/> D desktop publisher</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q5</p> <input style="width: 20px; height: 20px;" type="text"/>
<p>6. Which of these communication methods would not need an Internet connection?</p> <p><input type="checkbox"/> A telephone</p> <p><input type="checkbox"/> B e-mail</p> <p><input type="checkbox"/> C video conferencing</p> <p><input type="checkbox"/> D chat rooms</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q6</p> <input style="width: 20px; height: 20px;" type="text"/>
<p>7. Jack often uses a word processor. When he types his name it always comes up as an error. To make sure this does not happen again Jack should:</p> <p><input type="checkbox"/> A use a grammar checker</p> <p><input type="checkbox"/> B use find and replace</p> <p><input type="checkbox"/> C ignore the error</p> <p><input type="checkbox"/> D add his name to the dictionary</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q7</p> <input style="width: 20px; height: 20px;" type="text"/>
<p>8. When storing database information which answer shows the order in size from smallest to largest?</p> <p><input type="checkbox"/> A record, file, field</p> <p><input type="checkbox"/> B field, file, record</p> <p><input type="checkbox"/> C field, record, file</p> <p><input type="checkbox"/> D file, field, record</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q8</p> <input style="width: 20px; height: 20px;" type="text"/>





<p>9. A word processor is an example of:</p> <ul style="list-style-type: none"><input type="checkbox"/> A an applications package<input type="checkbox"/> B an operating system<input type="checkbox"/> C an utility program<input type="checkbox"/> D a graphics package <p style="text-align: right;">(Total 1 mark)</p>	Leave blank Q9 <input type="text"/>
<p>10. The instructions on a data capture form say that a box should be shaded in for each answer chosen.</p> <p>This is an example of:</p> <ul style="list-style-type: none"><input type="checkbox"/> A bar coding<input type="checkbox"/> B OCR<input type="checkbox"/> C MICR<input type="checkbox"/> D OMR <p style="text-align: right;">(Total 1 mark)</p>	Q10 <input type="text"/>
<p>11. A school has introduced a new network system. Which of these could not be used as the user interface?</p> <ul style="list-style-type: none"><input type="checkbox"/> A GUI<input type="checkbox"/> B multi user<input type="checkbox"/> C menu driven<input type="checkbox"/> D command line <p style="text-align: right;">(Total 1 mark)</p>	Q11 <input type="text"/>
<p>12. On data entry <i>Manchester</i> is shortened to <i>Man</i>. This is called:</p> <ul style="list-style-type: none"><input type="checkbox"/> A encrypting<input type="checkbox"/> B replicating<input type="checkbox"/> C encoding<input type="checkbox"/> D compressing <p style="text-align: right;">(Total 1 mark)</p>	Q12 <input type="text"/>



<p>13. Multi-copy invoices are printed on self-carbonised paper. The most appropriate type of printer to use is:</p> <p><input type="checkbox"/> A laser</p> <p><input type="checkbox"/> B dot matrix</p> <p><input type="checkbox"/> C inkjet</p> <p><input type="checkbox"/> D bubble jet</p> <p style="text-align: right;">(Total 1 mark)</p>	<p>Leave blank</p> <p style="text-align: center;">Q13</p> <p style="text-align: center;">□</p>
<p>14. Which one of these is not a validation check?</p> <p><input type="checkbox"/> A typical check</p> <p><input type="checkbox"/> B range check</p> <p><input type="checkbox"/> C type check</p> <p><input type="checkbox"/> D length check</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q14</p> <p style="text-align: center;">□</p>
<p>15. Which one of these is not a true statement when using a bar coding system?</p> <p><input type="checkbox"/> A data input is accurate</p> <p><input type="checkbox"/> B data input is fast</p> <p><input type="checkbox"/> C the bar code is a unique number</p> <p><input type="checkbox"/> D the bar code must include the price</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q15</p> <p style="text-align: center;">□</p>
<p>16. When an e-mail is received it can be sent on to other e-mail addresses. This is:</p> <p><input type="checkbox"/> A forwarding</p> <p><input type="checkbox"/> B replying</p> <p><input type="checkbox"/> C mailing</p> <p><input type="checkbox"/> D attaching</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q16</p> <p style="text-align: center;">□</p>
<p>17. Which of these is not a principle of the Data Protection Act?</p> <p><input type="checkbox"/> A data must be kept secure</p> <p><input type="checkbox"/> B data must be relevant and not excessive</p> <p><input type="checkbox"/> C data cannot be copied without permission</p> <p><input type="checkbox"/> D data must be accurate and up to date</p> <p style="text-align: right;">(Total 1 mark)</p>	<p style="text-align: center;">Q17</p> <p style="text-align: center;">□</p>





<p>18. Two formats for graphics files are:</p> <ul style="list-style-type: none"><input type="checkbox"/> A bitmap and clipart<input type="checkbox"/> B vector and bitmap<input type="checkbox"/> C vector and clipart<input type="checkbox"/> D bitmap and CAD <p style="text-align: right;">(Total 1 mark)</p>	Leave blank Q18 <input type="text"/>
<p>19. Which of these is a true statement about ROM?</p> <ul style="list-style-type: none"><input type="checkbox"/> A data is lost when the computer is switched off<input type="checkbox"/> B data can be changed<input type="checkbox"/> C it is non-volatile<input type="checkbox"/> D it is volatile <p style="text-align: right;">(Total 1 mark)</p>	Q19 <input type="text"/>
<p>20. Which of these is not a function of the operating system?</p> <ul style="list-style-type: none"><input type="checkbox"/> A communicating with the system's hardware<input type="checkbox"/> B managing the system's resources<input type="checkbox"/> C performing arithmetic calculations<input type="checkbox"/> D monitoring the performance of the system <p style="text-align: right;">(Total 1 mark)</p>	Q20 <input type="text"/>
TOTAL FOR SECTION A: 20 MARKS	



SECTION B

1. 'Zest for Life' collects personal data from members when they join a studio. This data is entered into the MEMBERS file.

Here is part of the file.

MEMBER-ID	SURNAME	FORENAME	DATE OF BIRTH	GENDER	MEMBER TYPE	LAST VISIT
1036	Briggs	Reece	07/07/93	M	J	06/11/07
0046	McShane	Leanne	09/12/75	F	F	13/05/08
1075	Nannar	Kulbir	25/02/79	M	F	24/02/08
1062	Jones	Carl	16/11/94	M	J	31/12/07
1145	Skirrow	Edmond	15/09/80	M	O	17/04/08
0076	Logan	Justine	16/05/84	F	O	21/10/07
0672	Singh	Amandeep	29/03/89	M	F	14/04/08
1032	Armson	George	12/11/78	M	O	13/03/08

- (a) (i) State how many records are shown.

.....
(1)

- (ii) Give the **SURNAME** of the youngest member shown.

.....
(1)

- (iii) Give the **MEMBER-ID** of one of the female members.

.....
(1)

- (b) The database needs to be sorted in ascending order of **SURNAME**.

State the **DATE OF BIRTH** of the member who will be first on the sorted list.

.....
(1)



Leave blank

(c) Being able to sort data is one function of database software.

Give **two** other functions of database software that make it suitable for storing members' data.

1

.....

2

.....

(2)

(d) After their data is entered into the database the member is issued with a membership card. The card is swiped each time the member visits a studio.

(i) State what data **must** be stored on the card.

.....

(1)

(ii) State where the data is stored on the card.

.....

(1)

(iii) State what data will be recorded on the database when the card is swiped.

.....

.....

(1)

(e) 'Zest for Life' would like a list of the junior male members.

This search is entered
MEMBER TYPE equals J OR GENDER equals M

The search produces a list of all the junior male and junior female members.

Write the correct search.

.....

.....

(2)

(Total 11 marks)

QB1



<p>(c) Contacting members by letter can be expensive.</p> <p>Other than cost give one advantage and one disadvantage for each of these forms of communication compared to sending letters.</p> <p>E-mail Advantage</p> <p>.....</p> <p>Disadvantage</p> <p>.....</p> <p>Telephone Advantage</p> <p>.....</p> <p>Disadvantage</p> <p>.....</p>	<p>Leave blank</p>
<p>(4)</p> <p>(Total 14 marks)</p>	<p>QB2</p>



3. 'Zest for Life' produces a monthly newsletter.

(a) The outline of the newsletter is saved as a template that can be used each month. This means that fixed information, like the 'Zest for Life' logo, would not need to be entered each time.

Give **two** other benefits of using a template for the newsletter.

1

.....

2

.....

(2)

(b) Desktop publishing software is used to create the newsletter.

Give **three** reasons, other than templates, why desktop publishing is chosen for this task rather than word processing software.

1

.....

2

.....

3

.....

(3)

(c) Give **two** benefits to 'Zest for Life' of making the newsletter available via their website.

1

.....

2

.....

(2)



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blank

(d) (i) Give an input device that could be used to insert a paper-based map into the newsletter.

.....
(1)

(ii) Give an output device that could be used to produce a hard copy of the newsletter.

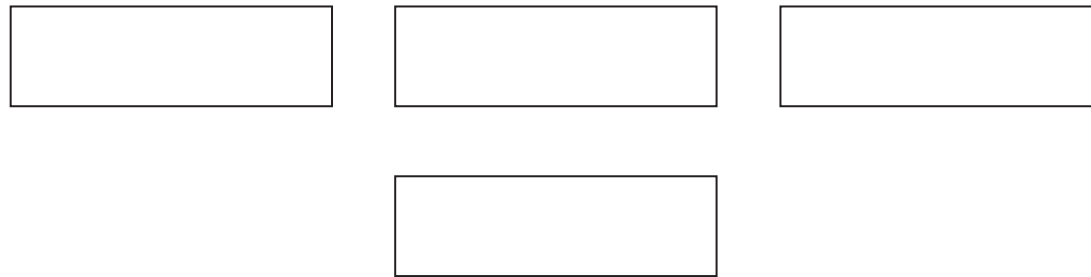
.....
(1)

(iii) Give an appropriate storage medium for a backup copy of the newsletter.

.....
(1)

(e) A diagram can be used to show how the components of a computer system are connected.

This diagram is incomplete



Complete the diagram by:

- labelling the components with *backing storage*, *input*, *output* and *process*.
- indicating the flow of data using arrows

(3)

QB3

(Total 13 marks)



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4. In order to monitor members' progress, mentors record personal statistics in a spreadsheet.

Here is part of the spreadsheet.

	A	B	C	D	E
1	NAME	WEIGHT(kg)	HEIGHT(m)	BMI	CATEGORY
2	Huckle: Robyn	62.73	1.85	18.3	U
3	McShane: Leanne	63.64	1.64	23.7	A
4	Nannar: Kulbir	60.84	1.77	19.4	A
5	Lackland: Daniel	80.84	1.79	25.2	O
6	Skirrow: Edmond	70.00	1.69	24.5	A
7	Logan: Justine	44.01	1.56	18.1	U
8	Singh: Amandeep	73.18	1.87	20.9	A

(a) One statistic that is used is Body Mass Index (BMI). This is calculated for adults by dividing weight (kg) by height squared (m²).

(i) State the address of the cell that contains Edmond Skirrow's BMI.

..... (1)

(ii) State the contents of cell C7.

..... (1)

(b) Give **two** features of spreadsheet software that make it suitable for recording personal statistics.

1

.....

2

..... (2)

(c) Robyn Huckle's weight has been incorrectly entered. Identify **one** cell that must change when the error is corrected.

..... (1)

(Total 5 marks)

QB4

TOTAL FOR SECTION B: 43 MARKS



SECTION C

1. James Harness has set up a new business designing and building kitchens. He has decided to buy a computer to help him with his work.

(a) James has made a list of tasks.

(i) Identify the most appropriate type of software for each task.

Task	Type of Software
Keeping records of customer details	
Writing letters to customers	
Calculating estimates for customers	
Preparing detailed plans of kitchens	
Producing advertising flyers	

(5)

(ii) Name **two** input devices that James would need for these tasks.

1

2

(2)

(b) Give another name for software.

.....

(1)

(c) James has bought a printer. Name another output device that would produce a hard copy of a kitchen plan.

.....

(1)



(d) The computer that James has bought has a floppy disk drive and a CD ROM drive.

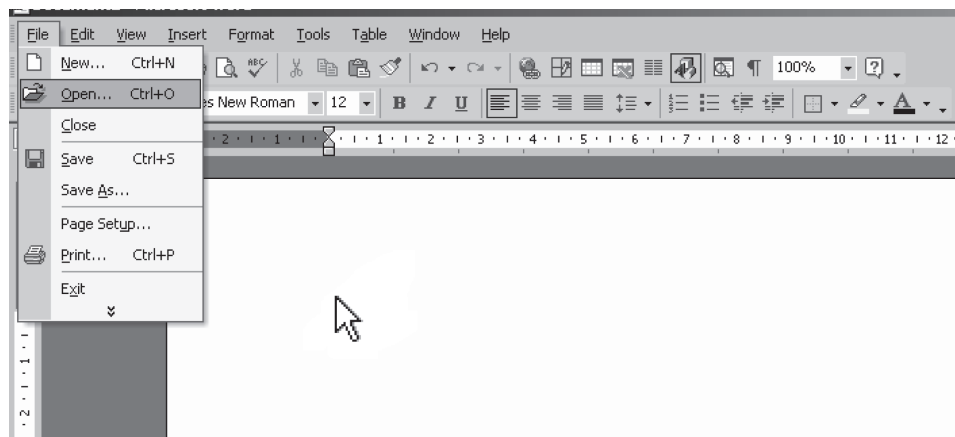
(i) Give **two** features of a floppy disk.

- 1
 -
 - 2
 -
- (2)**

(ii) Give **two** features of a CD-ROM.

- 1
 -
 - 2
 -
- (2)**

(e) James' computer uses a Graphical User Interface (GUI), similar to the one shown.



Name **four** features that make the interface easy to use.

- 1
 - 2
 - 3
 - 4
- (4)**

(Total 17 marks)

QC1



2. PJM Bank has a Head Office based in Fulltown and a large number of branches nationwide.

The Head Office and branches communicate using a Wide Area Network (WAN).

(a) Give **two** features of a WAN.

- 1
 -
 - 2
 -
- (2)**

(b) The Head Office uses video conferencing to communicate with the branch managers.

(i) Identify the additional hardware that is needed by each branch.

-
- (1)**

(ii) Describe **three** benefits to the bank of using video conferencing.

- 1
 -
 - 2
 -
 - 3
 -
- (3)**

(c) Give **two** ways, other than video conferencing, in which branches are able to communicate using a WAN.

- 1
 - 2
- (2)**



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(d) There has been a large increase in the number of customers who use the Internet banking facilities offered by PJM Bank.

(i) Give **two** reasons why customers choose to use Internet banking.

1

.....

2

.....

(2)

(ii) The bank has decided to close all branches.

Explain why some staff and customers may be unhappy with this decision.

.....

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.....

(4)

QC2

(Total 14 marks)



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3. Many scientists are concerned about the effects of global warming. A weather station has been set up in the mountains of Scotland to monitor conditions such as temperature and rainfall. Data logging equipment is used in the weather station.

(a) Give **three** advantages of using data logging equipment to monitor weather conditions.

1

.....

2

.....

3

.....

(3)

(b) Give **one** disadvantage of using data logging equipment to monitor weather conditions.

.....

(1)

(c) Name the type of device that would be used to detect temperature and rainfall.

.....

(1)

(d) Identify the most appropriate type of software to store the data collected.

.....

(1)

(e) The data is analysed after collection.

(i) Scientists want to see how much rain falls each month for a year.

State the **best way** to present these results.

.....

(1)

(ii) Give **two** other methods of presenting results.

1

.....

2

.....

(2)

QC3

(Total 9 marks)



4. Blackwood Community Centre has recently been extended. A new computer area has been added. There are 50 networked computers with access to the Internet.

Niraj has been appointed as Network Manager.

(a) One of Niraj's responsibilities is to allocate user names and passwords. At first all passwords are set to 'password'. Users are prompted to change their password when they first log on.

(i) Write down **four** pieces of advice that should be given to users when choosing passwords.

1

.....

2

.....

3

.....

4

.....

(4)

(ii) Users are asked to enter their new password and then confirm it. This is called verification.

Explain why this is done.

.....

.....

.....

.....

(2)



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blank

(b) Niraj is concerned about dangers to data from the Internet.

Identify **two** risks to data. State what action should be taken to reduce each risk.

Risk 1

Action

.....

Risk 2

Action

.....

(4)

(c) Julia is a member of the centre. She uses a computer to send e-mails to her sister in America.

(i) Julia has some photographs of herself when she was young. She would like to input them into the computer.

Name the device she should use.

.....

(1)



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