



EXEMPLAR TEST

LEVEL

Key Skills – Level 1

PAPER

Information Technology

**WHAT YOU NEED:
(TOTAL MARKS 30)**

THERE ARE 30 QUESTIONS IN THIS PAPER

- this question booklet;
- an answer sheet;
- an HB pencil;
- an eraser.

ADDITIONAL AIDS

- bilingual dictionaries may be used.
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TIME ALLOWED – 1 HOUR

To complete this activity successfully you will need to:

- read the information supplied in this question booklet;
 - use an HB pencil to complete all parts of the answer sheet.
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Instructions to candidates

- Write your personal details in the spaces provided on the answer sheet.
 - Do not open this question booklet until you are told to do so by the supervisor.
 - Read each question carefully and attempt all questions.
 - At the end of the assessment hand your question booklet, your answer sheet and all notes to the supervisor.
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QUESTIONS 1 TO 11 ARE ABOUT THE JASMINE HEALTH CLUB.

The Jasmine Health Club wants to store the personal details of its members shown in the table below.

SURNAME	FORENAME	TEL NUMBER	JOIN DATE	MEMBERSHIP TYPE
Elfeky	Mohammed	01935 423411	10.01.94	F
Lunn	Sally	01747 234129	11.03.95	E
Aiken	James	01934 231122	23.09.94	W
Gostford	Kevin	01935 421144	27.05.90	F
Cohen	Rachel	01935 417171	13.07.91	E
Groom	Sue	01747 234129	21.11.89	W

- 1 The best way to store these details would be to use a
 - A database
 - B spreadsheet
 - C wordprocessor
 - D desk top publisher

 - 2 To find all the people with MEMBERSHIP TYPE E requires a search for
 - A MEMBERSHIP TYPE > "E"
 - B MEMBERSHIP TYPE < "E"
 - C MEMBERSHIP TYPE = "E"
 - D MEMBERSHIP TYPE ≠ "E"

 - 3 The information shown contains
 - A 5 fields, 6 records
 - B 6 fields, 5 records
 - C 5 files, 6 records
 - D 6 files, 5 records
-

- 4 To maintain alphabetical order of name in the database when four new guests are added requires a
- A sort
 - B search
 - C query
 - D shuffle
- 5 The entries for TEL NUMBER should be of type
- A numeric
 - B text
 - C logical
 - D fixed
-

The Jasmine Health Club uses a spreadsheet to record the performances of six of its members, as shown below.

	A	B	C	D	E	F
1	Surname	Forename	Step-ups	Sit-ups	Press-ups	Lifts (kgs)
2	Elfeky	Mohammed	97	31	19	51.48
3	Lunn	Sally	120	15	16	41.75
4	Aiken	James	165	18	27	45.62
5	Gostford	Kevin	124	26	32	50.00
6	Cohen	Rachel	136	11	22	43.20
7	Groom	Sue	68	13	15	32.40
8	AVERAGE					
9	RANGE					

6 The entries in cells F2 F7 are formatted

- A as integers
- B as currency
- C to 2 decimal places
- D to 2 significant figures

7 The entries in column A are in

- A bold
- B italic
- C underline
- D subscript

8 When sorted highest first on “Press-ups” the first entry will be for

- A Patel
 - B Gostford
 - C Kaur
 - D Aiken
-

9 Sue Groom has married and her name is now Sue Sampson. This requires

- A editing her FORENAME
- B editing her SURNAME
- C deleting her membership details
- D a new record to be added

10 The formula to calculate average press-ups for these members is

- A = AVERAGE (E2:E7)
- B = AVERAGE (A2:E7)
- C = AVERAGE (E1:E8)
- D = AVERAGE (E2:E8)

11 The numeric entries in the spreadsheet are in the block

- A C2:F2
 - B C2:F7
 - C C2:C7
 - D A1:F7
-

QUESTIONS 12 TO 20 ARE ABOUT THE GRAND HOTEL.

The Grand Hotel maintains a database of guests who have stayed at the hotel in the past, or have booked to attend a special event. An extract from the database is shown below.

SURNAME	FORENAME	ADDRESS 1	ADDRESS 2	TEL
Wright	Anna	2 River Way	Exeter	423981
Graham	John	12 Stone Lane	Nottingham	761214
Symmonds	Louise	14 New Avenue	Aylesbury	423121
Yates	Tracey	1 South Street	Sherborne	817111
McGuire	Joe	9 James Square	Chard	423423
Logan	Suzanne	2 New Lane	Wells	769123
Wright	Tom	121 Starr Lane	Wells	768132
Brown	James	3 Penny Lane	Glastonbury	766104

12 To find all hotel guests living in Wells would require a search for

- A ADDRESS 1 = "Wells"
- B ADDRESS 2 = "Wells"
- C ADDRESS 1 > "Wells"
- D ADDRESS 2 > "Wells"

13 All entries need to be in the order of the customer's name. To do this requires a

- A sort on SURNAME
 - B sort on SURNAME and FORENAME
 - C search on SURNAME
 - D search on FORENAME
-

The kitchen stock for the Grand Hotel is recorded on a spreadsheet as shown below.

	A	B	C	D	E	F
1	ITEM	PACK SIZE	QUANTITY	REORDER QUANTITY	COST PER PACK	STOCK VALUE
2	BUTTER	250g	12	5	£0.76	£9.12
3	OIL	0.5ltr	10	10	£1.21	£12.10
4	CURRENTS	750g	20	10	£0.69	£13.80
5	SULTANA S	750g	16	10	£0.71	£11.36
6	CREAM	0.5ltr	11	5	£1.79	£19.69
7					TOTAL VALUE	£66.07

14 The formula to calculate the value of stock in cell F2 is

$$A = B2 * D2$$

$$B = B2 * E2$$

$$C = C2 * D2$$

$$D = C2 * E2$$

The Grand Hotel is arranging an anniversary dinner. A draft letter about the dinner is shown below.

THE GRAND HOTEL
25 Fore Street
Wells
BA29 4TQ

Mr Robert Steel
3 Royal Court
YEOVIL
Somerset
BA22 7ZF

23 January 2000

Dear Bob

Re: Anniversary Dinner at the Grand Hotel in Wells

Once again the time has come for our annual anniversary dinner. You will remember that the food is good.

I enclose a copy of the menu. Please let me know your choice of food from the menu.

I look forward to seeing you there.

Yours sincerely

Martin Smythe
Celebration Organiser

Enc: Copy of menu

15 In the letter the text is

- A left aligned
- B right aligned
- C centred
- D indented

16 The words “Celebration Organiser” are shown as

- A bold italic
 - B bold underline
 - C bold subscript
 - D italic underline
-

QUESTIONS 17-20 ARE BASED ON THE MENUS BELOW.

These are two version of the menu for the anniversary dinner.

Menu 1 : Draft version

DESSERTS
Strawberry Gateau
Lemon Cheesecake

STARTERS
PioK Pate
Fruit Cocktail

MAIN COURSES
Steak Diane
Vegetarian Moussaka
Lemon Sole



menu1.doc

Menu 2 : Finished version



STARTERS
Pork Pate
Fruit Cocktail

MAIN COURSES
Steak Diane
Vegetarian Moussaka
Lemon Sole

DESSERTS
Strawberry Gateau
Lemon Cheesecake

menu2.doc

17 The area at the end of Menu 1 which shows the reference “menu 1.doc” is known as a

- A header
- B footer
- C footnote
- D superscript

18 The **Main Courses** in menu 2 are aligned

- A left
- B right
- C centre
- D tabbed

19 The word **Starters** in Menu 2 is

- A lower case, italic
- B capitals, italic
- C lower case, bold
- D capitals, bold

20 One of the Starters in Menu 1 contained a mistake. This was found and corrected in Menu 2 by using a

- A word checker
 - B spell checker
 - C grammar checker
 - D font checker
-

QUESTIONS 21 TO 28 ARE ABOUT THE TRUE SPIRIT STUD.

The True Spirit Stud Farm uses a database to store details of all horses kept there, as shown below. The sex is shown as M for mare (female horse) and S for Stallion (male horse).

HORSE NAME	SEX	DATE OF BIRTH	DIET TYPE	OWNER REF
Harry	S	10.04.90	1	A123
Neuro	S	13.09.89	2	A311
Letita	M	12.04.87	2	A709
Benitto	S	19.01.93	1	A101
Jezebel	M	18.05.94	3	A135
Logan	S	27.01.91	4	B127
Ruby	M	21.11.95	1	B111
Quest	S	16.01.86	3	A122
Lolita	M	09.03.85	1	B001
Driscoll	S	04.08.88	2	B011

21 The field HORSE NAME is of type

- A text
- B logical
- C numeric
- D date

22 You would search for all stallions by using

- A HORSE NAME = STALLION
 - B HORSE NAME = S
 - C SEX = S
 - D SEX > S
-

The True Spirit Stud Farm keeps its accounts on a spreadsheet, as shown below.

	A	B	C	D
1	TRUE SPIRIT STUD FARM			
2	STALLION NAME	FEE	NO OF MARES	TOTAL STUD FEE/STALLION
3	Harry	259	43	11137.00
4	Neuro	1160	65	75400.00
5	Benitto	409	31	12679.00
6	Logan	335	14	4690.00
7	Quest	291	39	11349.00
8	Driscoll	1050	48	50400.00

23 Where the stallion names are sorted alphabetically the last row will read

- A Quest, 291, 48, 50400.00
- B Quest, 1050, 48, 50400.00
- C Quest, 291, 39, 11349.00
- D Quest, 1050, 39, 50400.00

24 The stallion “Neuro” has been entered incorrectly. It should read “Neuros”. This will require the cell to be

- A deleted
- B edited
- C moved
- D copied

25 The entries in column A are

- A left aligned, italic
 - B left aligned, bold
 - C right aligned, italic
 - D right aligned, bold
-

26 The entries under TOTAL STUD FEE/STALLION have been formatted

- A integer
 - B currency
 - C to 2 decimal places
 - D to 2 significant figures
-

This is a draft of a letter to be sent to a customer of the True Spirit Stud Farm.

**True Spirit Stud Farm
The Manse
Newmarket**

30 June 2000

Mr Ali Safid
The Beeches
Kennington
LONDON

Dear Sir

Please find enclosed a statement of account for your 6 stallions stabled with us. The statement itemises the costs for the period ending June this year.

We would be grateful for early settlement of your account and look forward to your continued business.

Yours faithfully

Mr James Mason-Wyatt
Accounts Manager

Accounts.doc

27 The first paragraph of the letter is shown as

- A bold
- B italic
- C underline
- D centred

28 The reference “Accounts.doc” at the bottom of the page has been placed in the

- A left margin
- B right margin
- C header
- D footer

QUESTIONS 29 TO 30 ARE ABOUT GENERAL THINGS TO DO WITH USING INFORMATION TECHNOLOGY.

29 For health and safety reasons, the monitor screen must be

- A in colour
- B capable of swivelling and tilting
- C fixed to the desk
- D easily portable

30 A large company has offices in several towns across the country, and needs to send an urgent message to the senior managers in each office. The easiest way to get the message to them would be to

- A send an e-mail
 - B telephone them
 - C put it in the post
 - D send it by messenger
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