



KEY SKILLS DEVELOPMENT PROJECT

PHASED IMPLEMENTATION - (Series 2)

QUESTION BOOKLET

KEY SKILL	LEVEL	TEST VERSION
Information Technology	Level 1	A

WHAT YOU NEED FOR THIS TEST

- This Question Paper
- An Answer Sheet
- An HB Pencil
- An Eraser

Bilingual dictionaries may be used

TIME ALLOWED – 1 HOUR

**THERE ARE 40 QUESTIONS IN THIS TEST
(Total Marks: 40)**

INSTRUCTIONS TO CANDIDATES

- Write your personal details in the spaces provided on the Answer Sheet
- Read each question carefully
- Answer all of the questions
- Use an HB pencil and follow the instructions on the Answer Sheet
- At the end of the test, you must hand this Question Booklet, the Answer Sheet and all notes to the supervisor

- **DO NOT OPEN THIS QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO BY THE SUPERVISOR**

- **REMEMBER. YOU HAVE 1 HOUR TO FINISH THE TEST**

Questions 1 to 3 do NOT refer to any diagrams

- 1 You create a Christmas card using a graphics software package. You could change it and use it again in future years. To keep it for this purpose it must be?
 - A saved
 - B printed
 - C deleted
 - D copyright

- 2 In a long word processed document the word 'weather' has been incorrectly spelled as 'whether'. What feature could best be used to correct the error?
 - A find and replace
 - B spell check
 - C select all
 - D find

- 3 Important data on a floppy disk can be protected from being deleted by
 - A formatting the disk
 - B labelling the disk clearly
 - C using suitable filenames
 - D write protecting the disk

Here is an extract from a newspaper.

If you have bought a house in Spain, that's also the obvious place to buy a car as it has some of the lowest on-the-road prices in Europe. For example:

Citroën Xsara 1.6SX five-door, £9,286; Renault Mégane 1.6RTE five-door, £8,880; Nissan Almera 1.6GX five-door, £9,640; Nissan Primera 2.0 SE five-door £16,000.

And you can shop around for Spanish market special offers, which could save you a further £1,000. Always remember to haggle for a deal whatever country you are buying in.

Figure 1

Questions 4 to 6 are based on Figure 1

- 4 To check the spelling of the extract in figure 1, it is essential that the correct
- A text formatting is used
 - B language is selected
 - C word is selected
 - D search is used
- 5 The text in Figure 1 is
- A left justified
 - B fully justified
 - C centred
 - D right justified
- 6 The information in the second paragraph of the extract in figure 1 would be clearer
- A in italic style
 - B without prices
 - C displayed as a table
 - D if they were all the same size

	A	B	C	D	E	F	G	
1	RL MOTORS							
2	CARS IN STOCK							
3	MAKE	MODEL	YEAR	COLOUR	NO. OF DOORS	PRICE		
4	FORD	FIESTA	1992	BEIGE	3	£1,900		
5	PEUGEOT	205	1988	METALLIC BLUE	3	£1,600		
6	VAUXHALL	NOVA	1987	RED	3	£895		
7	FORD	ORION	1989	METALLIC RED	4	£1,095		
8	PEUGEOT	306	1996	WHITE	4	£4,595		
9	ROVER	416 SI	1993	DARK BLUE	4	£1,875		
10	ROVER	GSI	1992	SILVER	4	£4,500		
11	VAUXHALL	CAVALIER	1991	SILVER	4	£1,995		
12	VOLVO	440 XI	1993	RED	4	£2,495		
13	FORD	SIERRA	1981	BLACK	5	£1,850		
14	VAUXHALL	ASTRA	1996	WHITE	5	£4,995		
15	VOLVO	V40	1998	DARK BLUE	5	£13,695		
16								
17								
18								

Figure 2

Questions 7 to 11 are based upon Figure 2

7 Each item of data in the spreadsheet is entered in a

- A row
- B cell
- C column
- D formula

8 Horizontally, the spreadsheet is divided into

- A columns
- B rows
- C lines
- D tables

9 The 'Number of Doors' column is formatted as

- A number to 2 decimal places
- B currency in pounds sterling
- C text

D date

10 What formula should be entered in cell F16 to show the total value of the stock?

A F4 to F15

B =SUM(F4:F15)

C =SUM(F4+F15)

D SUM(F4/F15)

11 To highlight the cell that contains the most expensive car, you could

A put a formula in cell F15

B put a border around cell F15

C put a border round F6

D shade cell F6

12 Which make of car will be at the top of the list after sorting rows 4 to 15 on column 'A' in ascending order ?

A Ford

B Volvo

C Rover

D Peugeot

	A	B	C	D
	Holiday Destination	Cost per night	No of nights holiday	Cost
1				
2	Gran Canaria	£15.00	7	
3	Tenerife	£18.00	10	
4	Kos	£33.00	14	
5	Rhodes	£27.00	7	
6	Egypt	£24.00	12	
7	Crete	£34.00	15	
8	Casablanca	£17.00	7	
9				
10				
11				

13 What formula is needed in cell D2 in order to calculate the cost of the accommodation?

- A B2xC2
- B B2*C2
- C =B2*C2
- D =B2:C2

14 Which cell is selected in spreadsheet Figure 3?

- A A1
- B B2
- C D2
- D 7B

15 Checking that a document is accurate and makes sense is called

- A proof reading
- B spell checking
- C grammar checking
- D obtaining copyright

16 To save a document for the first time, you have to give it a

- A sensible filename
- B directory index
- C storage number
- D memory folder

The Astor Hotel maintains a database of guests. An extract of the database is shown below

Surname	First Name	Address 1	Town	Tel
Cummings	Albert	3 The Crescent	Glastonbury	0115 766404
Kearney	Tom	121 Starr Lane	Wells	0124 768132
Wright	Anna	2 River Way	Exeter	0126 423981
Bola	Gurdip	9 Buller St	Chard	0129 423423
Yates	Tracey	1 South Street	Sherbourne	0133 817111
Robinson	Suzanne	2 Markeaton Rd	Wells	0159 769143
Neary	Peter	14 The Avenue	Aylesbury	0165 423121
Godwin	Jill	12 Chapel Lane	Derby	01332 761214

Figure 4

Questions 17 to 19 are based on Figure 4.

17 How many fields are there in each record in the database?

- A 8
- B 9
- C 5
- D 4

18 In this database, **Surname** is a

- A database record
- B field name
- C row name
- D data type

19 To find all the guests living in **Aylesbury**, you would need to search

- A the Town field
- B the Surname field
- C the Telephone Number
- D Every field in the database

A garage keeps records of its customers on a database. An extract from the customer database is shown below.

Company Name	Address 1	Town	Telephone No	Contact
Smith & Son	34 Field Lane	Manchester	0161-536251	Chris Cooper
Jones & Company	The Barn	Batley	01924-295321	Bev Sykes
Adam & Adam	4 Cooper Bridge	Huddersfield	01484-562145	John Brooke
Batt Limited	Freshfields	Manchester	0161-869754	Steph Jones

Questions 20 to 24 are based on this database.

20 What is the data type of the **Address 1** field?

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

21 What is the data type of the **Telephone Number** field?

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

22 To produce a printout of all the customers in Manchester, which field would you search on?

- A Town
- B Contact
- C Address1
- D Telephone No

23 A new field is to be added to the database to record how much each customer owes for garage bills. The most suitable field name would be

- A Credit Limit
- B Account Record
- C Date of Birth
- D Amount owing

24 Which process would you use to give you an alphabetical list of customers in order of Company Name?

- A sort
- B find
- C search
- D search and replace

The following computerised table is used to calculate the total cost of repairs to customers' vehicles.

	A	B	C	D	E
1	Customer Name	Car Registration	Cost	VAT @ 17.5%	Total Cost
2	Smith & Son	V123 PHD	225.3	39.43	
3	Jones & Company	M321 EEP	340	59.5	
4	Adam & Adam	J23 ADM	89.55	15.67	
5	Batt Limited	B4 TT	126.9	22.21	

Questions 25 to 29 are based on this table.

25 After inputting this information, the file needs saving. A suitable filename would be

- A stock
- B personnel
- C workbook1
- D customer accounts

26 In the table, a better format for column C would be

- A centred
- B right aligned
- C number to 2 decimal places
- D currency to 2 decimal places

27 Which formula would be used to calculate the total cost in cell E2?

- A =C2*D2
- B =SUM(A2:D2)
- C =C2+D2
- D =E2+D2+C2

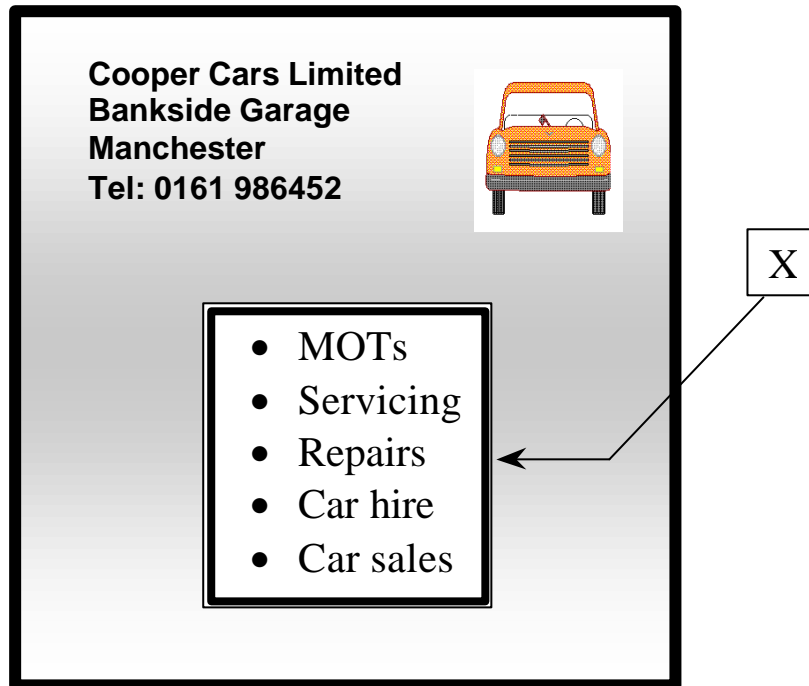
28 The main advantage that an electronically calculated table has over handwritten information is that it

- A does not need to be stored
- B cannot be lost or deleted
- C reduces repetitive work
- D is always correct

29 In order to minimise data loss, the garage should regularly

- A backup data
- B spell check data
- C re-enter the data
- D print out all the data

The garage has designed the following leaflet to send to its customers.



Questions 30 to 38 are based on this leaflet

30 Which one of the following software packages might be used to produce this leaflet?

- A database
- B accounts
- C internet browser
- D word processing

31 What has been used in the text box (indicated with arrow **X**) to make the list clearer?

- A upper case
- B bullets
- C italics
- D tabs

- 32 A spare parts company publishes its very large catalogue in a format suitable for use on a computer. The most likely format would be
- A magnetic tape
 - B floppy disk
 - C CD-ROM
 - D RAM
- 33 When producing a leaflet like this, the text box can often get lost behind the graphic images. This can be rectified by using the facility called
- A group
 - B order
 - C wrap
 - D insert
- 34 What additional information would be useful to customers on this leaflet?
- A date
 - B time
 - C filename
 - D opening times
- 35 If a long price list was added to the leaflet, it would be best to present this form of information in
- A a table
 - B a bulleted list
 - C short sentences
 - D graphic images
- 36 Graphic images of cars suitable for use on this leaflet are available in the form of
- A CD-ROM clip art
 - B CD-ROM programs
 - C watercolours
 - D oil paintings

37 The graphic image of the car can be removed from the leaflet by

- A selecting and moving
- B selecting and copying
- C selecting and inserting
- D selecting and deleting

38 The best way for the garage to advertise electronically would be the use of

- A a wordprocessed printed leaflet
- B news letters on floppy disk
- C a world wide web site
- D DTP documents

The Layouts below (labeled W, X, Y and Z) show four different ways used to present information.

W

From address

To address

Date

Dear

Yours

X

From name and address

No: _____
 Date: _____

To name and address

Item	Price
Sub-total	
VAT	
Total	

Y

Main heading

sub-heading

Picture

sub-heading

sub-heading

Z

Heading

- _____
- _____
- _____
- _____

Questions 39 and 40 are based on these layouts.

39 The best layout for a slide in an on-screen presentation would be

- A W
- B X
- C Y
- D Z

40 The best layout for a newsletter would be

- A W
- B X
- C Y
- D Z