



EXEMPLAR TEST

LEVEL
Key Skills – Level 2

PAPER
Information Technology

WHAT YOU NEED: THERE ARE 40 QUESTIONS IN THIS PAPER (TOTAL MARKS 40)

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

ADDITIONAL AIDS

- bilingual dictionaries may be used.
-

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.
-

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.
-

QUESTIONS 1 TO 14 ARE ABOUT THE SHERBORNE HOTEL

The Sherborne Hotel keeps a database of its previous guests, as shown below.

FIRST NAME	LAST NAME	ADDRESS 1	ADDRESS 2	POST CODE	LAST BOOKING	CONTACT NUMBER
JAMES	SAMPSON	2 Blue Lane	Yeovil	BA9 4DT	10.04.99	01233 - 423769
JOHN	THOMAS	5 New Street	Yeovil	BA8 3AB	09.01.98	01992- 817124
SUSAN	ANDREWS	11 John Street	Salisbury	SA1 2TZ	11.05.97	01992- 774133
TRICIA	BRYANT	The Manse	Bristol	BA3 4BZ	12.12.98	01992- 423417
ANNA	CROSS	6 Jansel Square	Avonmouth	BA10 9AB	01.01.00	01494- 514326
PAT	DENNIS	2 River Mews	Bridgwater	BA29 3TA	27.02.00	01233 - 717819
MIKE	THOMAS	9 Blight House	Leeds	LD2 7GT	24.12.99	0133 - 515232
ROBERT	GUEST	7 The Avenue	Sherborne	DT9 5TG	13.01.00	01992- 817121
TOM	MORRIS	2 Silver Street	Sherborne	DT6 4RU	09.01.99	01992 - 817001

- To find all guests living in Sherborne requires a
 - search for ADDRESS 2 = "Sherborne"
 - search for ADDRESS 2 > "Sherborne"
 - search for "Sherborne" = ADDRESS 2
 - sort for ADDRESS 2 = "Sherborne"

 - Guests from Yeovil who have booked after January 1st 1999 can be found by using
 - ADDRESS 2 = "Yeovil" AND LAST BOOKING = "01.01.99"
 - ADDRESS 2 = "Yeovil" AND LAST BOOKING > "01.01.99"
 - ADDRESS 2 = "Yeovil" OR LAST BOOKING = "01.01.99"
 - ADDRESS 2 = "Yeovil" OR LAST BOOKING > "01.01.99"

 - The Sherborne Hotel database has
 - 7 fields and 9 records
 - 9 fields and 7 records
 - 7 files and 9 fields
 - 9 files and 7 records
-

- 4 When the entries are ordered on LAST BOOKING, the first entry will be
- A 11.05.97
 - B 12.12.98
 - C 01.01.00
 - D 13.01.00
- 5 The entries displayed as 'LAST BOOKING' are of type
- A text
 - B numeric
 - C date
 - D logical
- 6 To obtain a list of guests in order of name, you must
- A sort on FIRST NAME
 - B sort on LAST NAME and FIRST NAME
 - C search on LAST NAME
 - D search on LAST NAME and FIRST NAME
- 7 The entries under contact number are of type
- A numeric
 - B logical
 - C text
 - D scientific
-

These are two versions of the Sherborne Hotel's restaurant menu. **Menu 1** is a draft menu. **Menu 2** is the final edited version.

<p>DESSERTS</p> <p>Chocolate Pear and Ice Cream</p> <p>Tiramisu</p> <p>Strawberry Gateau</p> <p>STARTERS</p> <p>Soup of the Day</p> <p>Melon and Ginger</p> <p>MAIN COURSE</p> <p>Chicken Supreme</p> <p>Loin of Lamb with Mint Sauce</p> <p>Vegetarian Moussaka</p>
--

<p><i>SHERBORNE HOTEL</i></p> <p>****</p> <p><i>STARTERS</i></p> <p>Melon and Ginger</p> <p>Soup of the Day</p> <p>****</p> <p><i>MAIN COURSES</i></p> <p>Chicken Supreme</p> <p>Loin of Lamb with Mint Sauce</p> <p>Vegetarian Moussaka</p> <p>****</p> <p><i>DESSERTS</i></p> <p>Chocolate Pear and Ice Cream</p> <p>Tiramisu</p> <p>menu2.doc</p>

- 8 The text of Menu 1 is shown as
- A aligned left
 - B aligned right
 - C centred
 - D justified
-

- 9 The text of Menu 2 is shown as
- A aligned left
 - B aligned right
 - C centred
 - D justified
- 10 The word STARTERS in Menu 2 is formatted
- A italic
 - B bold
 - C double spaced
 - D double underlined
- 11 A graphic from an existing menu is to be added to Menu 2 at the points marked *****. This would be done by
- A deleting and moving
 - B copying and pasting
 - C pasting and pointing
 - D cutting and pointing
- 12 To make it easier to find the menu in the computer system, the file name menu2.doc is added to Menu 2 as a
- A header
 - B footer
 - C margin
 - D footnote
- 13 The BEST method of ensuring that the menu data is not lost is to create
- A a backup file
 - B a hard copy
 - C a soft copy
 - D an empty file
-

14 The menu could be improved by adding an image. Which of these is NOT an IT source for an image?

A CD-ROM

B Digital camera

C Magazine cut out

D Website

QUESTIONS 15 TO 16 ARE ABOUT A MEMO FROM THE CAPTAIN OF A GOLF CLUB

You receive the following memo from the Captain of your golf club.

Some of our members have been asking me about golf tournaments in the UK next year.

Can you help please?

15 What IT source would you use to find the information that the Captain needs?

- A CD-ROM
- B Internet
- C Floppy Disk
- D Scanner

16 Which set of criteria would it be best to use in searching for the information?

- A Golf tournaments and world-wide and year
 - B Sport and UK and year
 - C UK and golf tournaments and year
 - D UK and year
-

QUESTIONS 17 TO 21 ARE ABOUT THE ROCK COMMUNITY CLUB

The structure of the data file for the Rock Community Club is shown below.

Heading	Content
SNAME	Last name of member
FNAME	First name of member
ADDRESS	House number and road name
TOWN	Town
PCODE	Postcode
DOB	Date of Birth of member
MEMNO	4 digit code
OFFICE	N Non Committee Member CH Chairperson CTR Treasurer CSC Membership Secretary CBK Bookings Secretary CTT Ordinary Committee Member

17 To find all the members who live in a specific town, the feature used is

- A sort ascending
- B relationship
- C search criteria
- D copy and paste

18 Which field would be the best to use as the Primary Key?

- A SNAME
 - B PCODE
 - C DOB
 - D MEMNO
-

Here is a set of statistics about the Rock Community Club's membership, as held in a Spreadsheet.

	A	B	C
1	AGE GROUP	MALE	FEMALE
2	Under 21	14	16
3	21 - 35	33	37
4	36 - 60	52	48
5	Over 60	23	27

- 19 The total number of people in the under 21 age group can be calculated by creating an additional column and using the formula
- A =SUM (A3:C2)
 - B =SUM (B2:B5)
 - C =SUM B2:C5
 - D =B2+C2
- 20 A mailshot is to go out to existing members whose details are held in a database. What feature of word-processing should be used to produce personalised letters?
- A mail merge
 - B copy
 - C autotext
 - D autoformat
- 21 The main advantage of a computer database over a manual filing system is
- A spelling is more easily corrected
 - B ease of re-arrangement of information
 - C you can set a primary key
 - D CPU is smaller than a filing cabinet
-

QUESTIONS 22 TO 25 ARE ABOUT A SQUASH CLUB

The table below is an extract from a database of members of a squash club

	A	B	C	D	E	F
1	First name	Last name	Gender	Town	Postcode	Phone
2	Sue	Batley	F	Bath	GL2 9QP	01225 125122
3	Clive	Green	M	Bath	GL3 2JJ	01225 125632
4	Alison	Hawkins	F	Bristol	BD2 1QQ	0117 926 1234
5	Sylvia	Summers	F	Frome	GL2 9PP	01373 152342
6	Stephen	Carey	M	Bath	GL5 0PQ	01225 125321
7	Carole	Cooper	F	Bath	GL7 9LL	01225 654123
8						

22 To insert the details for a new member in row 8, you will be using a

- A cell pointer
- B formula bar
- C column range
- D formula menu

23 When you insert the postcode for the new member, in which cell references will you be working?

- A F8
- B E1
- C E0
- D E8

24 The club captain wants a report showing all the female members who live in Bath. Which two fields give you this information?

- A gender, last name
 - B postcode, last name
 - C gender, town
 - D postcode, town
-

25 The club captain wants a phone list for all members. How could you organise the information in the database to make it easy to find a club member's telephone number?

- A sort by phone number
 - B sort by postcode
 - C sort by last name and first name
 - D sort by gender
-

QUESTIONS 26 TO 28 ARE ABOUT A ZOO'S FEEDING COSTS

The spreadsheet given below is used to calculate weekly food costs at a zoo. It is also used to predict the effects of changing the number of animals.

	A	B	C	D	E	F	G
1.	Animal name	Number of	Cost of food	Cost of preparation	Number of	Cost for 1	Total cost
2.		animals	for 1 meal	for 1 meal	meals per	animal for	per week
3.					week	1 week	
4.							
5.	Zebra	12	£5.00	£1.00	21	£126.00	£1512.00
6.	Lion	4	£16.00	£1.00	14	£238.00	£952.00
7.	Polar Bear	2	£12.00	£1.00	21	£273.00	£546.00
8.	Penguin	37	£2.00	£1.00	28	£84.00	£3108.00
9.	Chimpanzee	18	£5.00	£1.00	28	£168.00	£3024.00
10.	Sea Lion	8	£6.00	£1.00	14	£98.00	£784.00
11.	Crocodile	3	£30.00	£1.00	3	£93.00	£279.00
12.							
13.					Grand total	for 1 week	£10205.00

26 If the zoo gives six penguins to another zoo which cell would you have to change?

- A A8
- B E8
- C B8
- D C8

27 Which two cells would change if the entry in B5 was changed to 10?

- A E5 and G5
- B F5 and G5
- C G5 and G13
- D F5 and G13

28 To calculate the total in cell G13 you would sum the cells

- A F5 to F11
- B G4 to G12
- C F5 to G12
- D G5 to G13

QUESTIONS 29 TO 31 ARE ABOUT A SUPERMARKET CHECKOUT SYSTEM

A supermarket uses an IT system to produce itemised bills. Staff at the checkout use a bar-code reader to scan the bar-code printed on all items bought. As each item passes the scanner, the name of the product and its price are displayed on a screen at the checkout. The customer's total bill is then calculated and displayed.

29 The **main** reason for the supermarket using an IT system at the checkout is

- A to increase sales
- B to improve the price of products
- C to prevent shoplifting
- D to speed the passage through the checkout

30 **One** benefit for the supermarket of using bar-codes at the checkout is that

- A customers buy more items
- B stock records are automatically updated
- C the supermarket can sell a wider range of goods
- D the customer's name and address can be checked

31 The advantage to the customer of receiving itemised bills is

- A service at the checkout is more efficient
 - B queues at the checkout are shorter
 - C customers are served more quickly
 - D customers can see if they have been correctly charged
-

QUESTIONS 32 TO 35 ARE ABOUT A TOY COMPANY'S SPREADSHEET

A company makes soft toys and sells them through department stores. It uses a spreadsheet to calculate quarterly and yearly figures, as shown below.

	A	B	C	D	E	F
1	SOFT TOY SALES FIGURES					
2	Toy Item	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year Quantity
3						
4	TEDDY					
5	PENGUIN					
6	JUMBO					
7	FROG					
8						
9	Total Quantity					
10						

32 Which row contains column titles

- A A
- B A2
- C 2
- D 9F

33 Which formula entered in cell F6 will give the Year Quantity for the JUMBO toy?

- A =E6 + B6
- B =SUM (B6 : E6)
- C =SUM (F4 : F6)
- D =E6*B6

34 After all the values and formulas are entered, the value in cell D6 is changed to 43. Which of the other cells will change as a result?

- A D4, D5, D7
 - B F6, D9, F9
 - C B6, C6, E6
 - D none
-

- 35 The sales figures for the new PANDA toy need to be added to the table. This is best done by
- A extending a column
 - B inserting a new column
 - C inserting a new row
 - D extending a row

QUESTIONS 36 TO 38 ARE ABOUT GENERAL THINGS TO DO WITH USING INFORMATION TECHNOLOGY

- 36 A company clerk receives orders through the post from customers and processes them on the computer system. The system breaks down and the orders on the computer are lost. What should the clerk have done to ensure that the orders could still be found?
- A labelled the disks
 - B saved the files regularly
 - C kept the original orders
 - D used a password to protect the orders
- 37 The risk of eye strain experienced by IT users is **best** reduced by using
- A screen savers
 - B taking regular breaks
 - C document holders
 - D wearing dark glasses
- 38 All personal information stored on a computer is protected by
- A Computer Protection Action
 - B Commission for Data Protection
 - C Data Protection Act
 - D Data Exclusion Act
-

QUESTIONS 39 TO 40 ARE ABOUT CHARITY WORKSHOPS

This spreadsheet shows information about workshops run by a charity for the disabled.

	A	B	C	D	E
1	Date	Workshop Title	Places	Charge	Bookings
2	15/10/99	Ways of getting a job	25	180	17
3	06/11/99	Looking at how employers take on workers	22	180	3
4	02/12/99	IT for those with sight problems	10	250	10
5	05/10/99	Arts and Crafts	12	250	10
6	28/09/99	Introduction to singing	15	120	15
7	19/11/99	Music appreciation	25	120	19
8	24/10/99	Drama for the visually impaired	12	250	12
9		TOTAL			

39 To change the spreadsheet, so that information is shown in date order, which tool would you use?

- A Drawing
- B Sort
- C Chart
- D Formula

40 To work out the total number of bookings for all the workshops, which function would you use?

- A Average
 - B Count
 - C Sum
 - D Max
-