

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

INFORMATION AND COMMUNICATION  
TECHNOLOGY

2377/01

GCSE

UNIT 1 FOUNDATION TIER

Wednesday

22 JANUARY 2003

Morning

1 hour

Additional materials:

Answer sheet (MS4)

To be brought by candidate: eraser  
HB pencil

**TIME** 1 hour

### INSTRUCTIONS TO CANDIDATES

**Do not open this booklet until you are told to do so.**

Write your name, Centre number and candidate number on the answer sheet in the spaces provided unless this has already been done for you.

There are **forty** questions in this paper. Attempt as many questions as possible. For each question there are four possible answers, **A, B, C** and **D**. Choose the **one** you consider correct and record your choice in **soft pencil** on the separate answer sheet.

**Read very carefully the instructions on the answer sheet.**

### INFORMATION FOR CANDIDATES

Each correct answer will score one mark. A mark will not be deducted for a wrong answer.

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**This question paper consists of 14 printed pages and 2 blank pages.**

Questions 1 to 10 are about this letter.

**Sea'n'Surf**  
22 High Street  
Tenterden  
Kent TN31 1BN  
Telephone 01580 435600  
Web address [www.seansurf.co.uk](http://www.seansurf.co.uk)

Mr Tommie Rosewall  
12 Lattice Road  
Tenterden  
Kent TN31 1SR

Ref: AJ/cwp

Dear Tommie

I see from our Sea'n'Surf files that you are one of our frequent travellers and am therefore pleased to offer you a special discount on all Sea'n'Surf breaks within the United Kingdom.

The weekend breaks available in 2003 are:  
Mull 7 June, 21 June and 5 July; Penrhyn Sands 10 May, 31 May and 28 June; Kings Lynn 21 June, 5 July, 12 July and 19 July; Arran 17 May, 24 May and 14 June.

Yours sincerely

*Amy Johnson*  
Club Manager

Member of the National Association of Travel Clubs 2000

Labels: P points to the sender's address; Q points to the recipient's address; R points to the list of weekend breaks; S points to the recipient's address; T points to the salutation and the first paragraph of the letter body.

- 1 When is the first weekend break at Kings Lynn?
  - A 17 May
  - B 7 June
  - C 14 June
  - D 21 June
- 2 The text at T is aligned
  - A left
  - B right
  - C centre
  - D fully justified

- 3 The text at R would be easier to read and understand if presented using a
- A bar chart
  - B pie chart
  - C table
  - D row
- 4 The text at S is formatted differently from the text at T by use of a different
- A font style
  - B alignment
  - C font size
  - D font
- 5 The text at P is positioned using
- A left tabs
  - B centre tabs
  - C left alignment
  - D right alignment
- 6 The word at Q should be 'United'. This error could be found by software using
- A proof-reading
  - B a spell-checker
  - C a search engine
  - D find and replace
- 7 The standard piece of information missing from this letter is the
- A date
  - B address
  - C reference
  - D sender's name
- 8 To place a second image of the ship at the bottom of the letter, the user should use
- A copy and paste
  - B drag and drop
  - C resize
  - D crop

- 9 An advantage of Sea'n'Surf having their own website is that they can
- A access other websites
  - B produce their own brochures
  - C advertise last minute special offers easily
  - D check out what other companies are charging
- 10 To make sure that the letter is taller than it is wide, the page layout should include
- A portrait orientation
  - B headers and footers
  - C landscape orientation
  - D text formatting instructions

Questions 11 to 20 are about this spreadsheet. Formulas are used to calculate values in columns E and F, and rows 9, 10 and 11.

	A	B	C	D	E	F
1	DAIRY DELIVERIES					
2	Items	Number out	Number back	Price £	Sold	Income £
3	Full cream milk	3,000	50	0.37	2,950	1,091.50
4	Semi-skimmed milk	4,500	500	0.37	4,000	1,480.00
5	Butter	1,500	50	0.65	1,450	942.50
6	Single cream	2,000	100	0.45	1,900	855.00
7	Double cream	1,000	200	0.69	800	520.00
8	Yoghut	2,500	100	0.49	2,400	1,176.00
9	Totals				13,500	6,065.00
10	Maximum number sold				4,000	
11	Minimum number sold				800	

11 Cell range D3:D8 is formatted as

- A currency
- B percentage
- C number to two decimal places
- D number to zero decimal places

12 The entry 'Yoghut' has been spelt incorrectly. This should be corrected by

- A amending
- B deleting
- C pasting
- D moving

13 Sold is Number out minus Number back. The formula in cell E3 is

- A =C3-B3
- B =C2-B2
- C =B3-C3
- D =B3-E3

- 14 **Income £** is **Sold** multiplied by **Price £**. The formula in cell **F6** is
- A =E2\*D2
  - B =E3\*D3
  - C =E6\*D6
  - D =SUM(B6:E6)
- 15 The formula in cell **E11** is
- A =MAX(E3:E10)
  - B =MAX(E2:E8)
  - C =MIN(E3:E8)
  - D =MIN(E3:E10)
- 16 Cell range **A2:F2** contains
- A footers
  - B headers
  - C formulas
  - D column headings
- 17 If the value in cell **D8** is changed, the other values that will change automatically are in cells
- A E8, E9, E10, E11
  - B D8, E8, F8
  - C E9, F8, F9
  - D F8, F9
- 18 Details for another item can be added by inserting a
- A cell
  - B row
  - C field
  - D column
- 19 To present a comparison of the **Income £** of different items, the user should
- A use a bar chart
  - B centre the text
  - C increase cell width
  - D increase cell height

- 20 A benefit of using this spreadsheet to hold sales data is that
- A it is always accurate
  - B the data is never lost
  - C the data is totally secure
  - D totals are automatically calculated

Questions 21 to 29 are about this article.

**The Old Oast**  
The Old Oast, Nr Tenterden, Kent, TN1 2BN

The Old Oast is a centre for outdoor activities based in the heart of the Weald of Kent. Activities take place in and round the Old Oast in an idyllic rural landscape of fields, woods and streams surrounded by hills.

**Who is it for?**

- **Children:** residential holidays, day visits and weekends
- **Groups:** residential or day courses and team building for sixth formers
- **Adults:** fun weekends, half-days or full days, outdoor training for managers, outdoor education as a career.

**What can you do there?**

There are over 40 activities to choose from. The chart below shows the most popular activities in 2001. You don't have to be fit to come – but it helps! The activities include:

archery, assault course, tobogganing, sliding and gliding, hiking, canoeing, raft building, river racing, orienteering and abseiling.

**Most Popular Activities 2001**

Activity	Number of Participants (Approximate)
Archery	180
Gliding	140
Hiking	60
Canoeing	80
Rafting	80
Abseiling	220

**Instructors**

Our team of experienced and qualified staff supervise all activities. The Old Oast has an Investors in People Award and a National Training Award for staff development.

**Who runs it?**

Tim Brown set up the centre in 1997. Tim was the UK National Pentathlon champion in 1996 and 1997. He now runs the centre together with three times Olympic bronze medallist Simon Dewer and his wife Mary Dewer, the 2000 world champion long distance runner.

**For more information**  
Contact Tim Brown at the Old Oast  
Phone: 01580 77134/77744/77177  
Fax: 01580 44457  
Visit the website [www.oldoast.com](http://www.oldoast.com)  
E-mail us at [tim@oldoast.com](mailto:tim@oldoast.com)

21 From the chart at R the most popular activity in 2001 was

- A abseiling
- B canoeing
- C archery
- D gliding

- 22 The organisation of the text at Q could be improved if it were presented
- A as a pie chart
  - B as a bar chart
  - C in a larger font
  - D as a bulleted list
- 23 The text at P is presented with a variety of
- A fonts
  - B font sizes
  - C font styles
  - D alignments
- 24 The image of the chart at R could be made smaller by
- A cutting
  - B pasting
  - C cropping
  - D re-sizing
- 25 The text at S has been positioned using
- A left tabs
  - B right tabs
  - C right alignment
  - D centre alignment
- 26 The arrow at T is pointing at a
- A full stop
  - B hotspot
  - C number
  - D bullet
- 27 The fax number for the Old Oast is
- A 01580 77177
  - B 01580 77134
  - C 01580 44457
  - D 01580 77744

- 28 The information at **S** can be moved to the top of the article using
- A cut
  - B crop
  - C cut and paste
  - D find and replace
- 29 To find details of other outdoor activity centres from the internet, the user should use
- A e-mail
  - B a search engine
  - C www.oldoast.com
  - D search and replace

Questions 30 to 36 are about this database.

Client number	Date of birth	Title	Last name	First name	Male/female	Height	Weight in kilos
33451	03/01/58	Mrs	Petty	Maureen	F	1.70	73
33452	11/09/61	Mr	Choi	Tim	M	1.60	118
33459	23/04/72	Miss	Foster	Ann	F	1.60	75
33455	23/05/66	Mr	Wiggins	Arnold	M	1.85	104
33460	12/07/67	Mr	Figgis	Paul	M	1.70	82
33468	18/02/69	Mrs	Lomas	Carole	F	1.65	70
33471	21/12/71	Mr	Minguez	Paulo	M	1.80	85
33476	31/03/77	Mr	Bahl	Antoine	M	1.90	93
33480	28/10/75	Mr	Radcliffe	Simon	M	1.90	98

- 30 The male who weighs the most is
- A Tim Choi
  - B Antoine Bahl
  - C Arnold Wiggins
  - D Simon Radcliffe
- 31 Information about dates of birth is held in a
- A record
  - B table
  - C field
  - D row

- 32 To list this database so that the details for Antoine Bahl come first and those for Arnold Wiggins come last, the user should
- A sort ascending on Last name
  - B sort ascending on First name
  - C sort descending on Last name
  - D sort descending on First name
- 33 This database could be set up for use only by authorised people by using a
- A cell
  - B backup
  - C hotspot
  - D password
- 34 To enable recovery if the database file is damaged, the user should
- A edit the file daily
  - B backup the file often
  - C change the password often
  - D always lock the computer room
- 35 The search criterion to find those people weighing under 100 kilos is
- A Last name = "Foster"
  - B Weight in kilos > 100
  - C Weight in kilos = 100
  - D Weight in kilos < 100
- 36 The search criterion to find all female clients is
- A Male/female > "F"
  - B Male/female = "F"
  - C Title = "Miss"
  - D Title = "Mrs"

Questions 37 to 40 are general questions.

37 A directory search criterion to find the following files is

Client6790 Client6897 Client6992 Client6999
--

- A \*Client679
- B Client67\*
- C Client6\*
- D Client\*67

38 A suitable source for information about current road traffic problems is a

- A CD-ROM
- B website
- C world atlas
- D encyclopaedia

39 A method of making sure that data has been entered accurately is to

- A ask another person to proof-read it
- B save two copies of the file
- C make it copyright
- D use backup

40 IT users sometimes suffer from physical stress called

- A computer virus
- B visual fatigue
- C cable layout
- D vandalism

**END OF TEST**