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# Multiple choice question paper

Paper Number <b>3618-005 / 3638-005</b>	Award <b>Key Skills Information Technology</b>	Test Date <b>Thursday 18 March 2004</b>
Series <b>March 2004</b>	Paper <b>Information Technology Level 1</b>	Time Allowed <b>1 hour</b>

What you need

**This question paper, an answer sheet  
a pen with black or blue ink**

**you may use a bilingual dictionary**

# MC

## DO NOT OPEN THIS PAPER UNTIL YOU ARE TOLD TO DO SO BY THE SUPERVISOR

- You **MUST** use a **pen** (not pencil) with black or blue ink to fill in the answer sheet.
- Check that you have the correct answer sheet for the test you are taking.
- Check that your **name** and other details are printed correctly at the top of the answer sheet; **TELL YOUR SUPERVISOR** if any of these details are wrong.

## HOW TO WRITE DOWN YOUR ANSWERS

- Each question shows **FOUR** possible answers (lettered 'a', 'b', 'c' and 'd'); only **ONE** is correct. Choose the one you think is correct and mark your answer on the **ANSWER SHEET** with your pen.

For example if you think 'c' is the right answer, mark that box **LIKE THIS**:

1	<input type="radio"/> a	<input type="radio"/> b	<input checked="" type="radio"/> c	<input type="radio"/> d
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If you change your mind about the right answer to any question, fill in the bottom half

of the box like this  c. Then mark the box for the answer you think **is** correct.

- Any calculations or rough work can be done in this question paper.
- Read each question carefully, and try to answer **ALL** the questions.
- At the end of the test hand the question paper and answer sheet to the supervisor.

**This paper contains 40 questions. Answer them using the boxes numbered 1 to 40 on the answer sheet.**

**REMEMBER: YOU HAVE 1 HOUR TO FINISH THE TEST**

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Questions 1 to 8 are about this poster.

**ships ahoy  
sailing club**

The Marina  
Tregan-on-Sea  
TR34 9PL  
reservations@shipsahoy.co.uk  
phone: 0181 935789



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- Want to take your mind off work and stress
- Want to fall in to bed feeling satisfied

**CONTACT US TODAY FOR A  
WEEKEND THAT COULD CHANGE  
YOUR LIFE!**

www.shipsahoy.co.uk

**S** {

**T** {

**P** →

**Q** →

**R** →

1 The word 'prvide' at **Q** should be 'provide'. This error can be corrected by software using

- A format text
- B print preview
- C proof reading
- D a spellchecker

2 The text at **S** is aligned

- A left
- B right
- C centre
- D fully justified

- 3 To place the image at P at the end of the poster as well as at the top, the user should
- A cut
  - B cut and paste
  - C drag and drop
  - D copy and paste
- 4 The original image had five boats. The user changed it to make the image at P by using



- A cut
  - B crop
  - C paste
  - D position
- 5 The user set the page layout for this poster. This means the user set the
- A line spacing
  - B fonts and font sizes
  - C font styles and text alignment
  - D margins, orientation and paper size
- 6 The text at R ends at the right margin. The text should have been positioned
- A using right alignment
  - B using cut and paste
  - C by inserting spaces
  - D using left tabs
- 7 The list at T is presented with inconsistent
- A font styles
  - B line spacing
  - C bullet sizes
  - D bullet types
- 8 To look for information about other sailing clubs on the internet, the user should use a
- A scanner
  - B CD-ROM
  - C clip-art file
  - D search engine

Questions 9 to 19 are about this database.

Seller's Last Name	Seller's First Name	Property Address	Town	Postcode	Bedrooms	Price
Patton	John	5 Sheep Street	Rugby	CV22 2BA	5	£225,000
Inverdale	Peter	116 Lancaster Road	Rugby	CV22 9PR	5	£326,000
Pericoli	Mia	23 High Street	Banbury	OX16 3LT	5	£189,000
Leach	Rick	3 Hill Street	Banbury	OX16 6LY	4	£156,000
Edwards	Bryn	167 Leamington Road	Coventry	CV1 5BY	4	£389,000
Hilton	Mark	11 Rugby Avenue	Leamington	CV31 3DU	3	£234,000
Richards	Jane	12 Spring Street	Rugby	CV22 6HA	3	£130,500
Parmar	Bavda	331 Stratford Road	Banbury	OX16 7LT	3	£175,000
Brown	Peter	2 Lancaster Road	Rugby	CV22 9PR	2	£89,000

9 The highest priced property in Rugby is

- A 5 Sheep Street
- B 12 Spring Street
- C 2 Lancaster Road
- D 116 Lancaster Road

10 The search criterion to find all properties in Banbury is

- A Property Address = "23 High Street"
- B Town = "all properties in Banbury"
- C Property Address = "Banbury"
- D Town = "Banbury"

11 The search criterion to find all properties with fewer than 4 bedrooms is

- A Bedrooms < 3
- B Bedrooms > 3
- C Bedrooms > 4
- D Bedrooms < 4

12 The data type of the **Property Address** field is

- A text
- B number
- C currency
- D number and text

- 13 To list the database in A to Z order of the **Seller's Last Name**, the user should
- A sort ascending on Seller's Last Name
  - B sort ascending on Seller's First Name
  - C sort descending on Seller's Last Name
  - D sort descending on Seller's First Name
- 14 To add details of each seller's telephone number, the user should add a new
- A row
  - B field
  - C table
  - D record
- 15 To enter details of a new property, the user should add a
- A field
  - B table
  - C record
  - D column
- 16 This database holds personal information. The user can help to keep it confidential by
- A using a password
  - B keeping a backup copy
  - C keeping the original paper copy
  - D saving the file with different filenames
- 17 The only way to make sure the information has been entered correctly into this database is by
- A sorting
  - B proof reading
  - C using print preview
  - D using a spellchecker
- 18 The property in Banbury with the fewest bedrooms belongs to
- A Bavda Parmar
  - B Peter Brown
  - C Mia Pericoli
  - D Rick Leach
- 19 The format of the **Price** data is
- A number to six decimal places
  - B number to zero decimal places
  - C currency to six decimal places
  - D currency to zero decimal places

Questions 20 to 27 are about this spreadsheet. Formulas calculate values in column F and rows 7 to 9.

	A	B	C	D	E	F
1	Salesperson	January Sales	February Sales	March Sales	April Sales	Total Sales
2	Peters, J	£56,000	£62,500	66,900	£68,450	£253,850
3	Patel, A	£51,300	£64,890	65,640	£65,300	£247,130
4	Preston, K	£54,890	£55,870	58,400	£59,990	£229,150
5	Poots, J	£58,670	£57,900	55,750	£53,900	£226,220
6	Paulaski, L	£50,950	£59,540	62,300	£63,300	£236,090
7	<b>Totals</b>	£271,810	£300,700	308,990	£310,940	£1,192,440
8	<b>Minimum</b>	£50,950	£55,870	55,750	£53,900	
9	<b>Maximum</b>	£58,670	£64,890	66,900	£68,450	

20 The formula in cell **C8** is

- A =MIN(B2:B6)
- B =MIN(B2:C6)
- C =MIN(C2:C6)
- D =MIN(C2:C8)

21 **Total Sales** is the sales figures for each salesperson for each month added together. The formula in cell **F6** is

- A =(B6+C6+D6)
- B =SUM(B6+E6)
- C =SUM(B6:E6)
- D =SUM(A6:E6)

22 If the value in cell **B4** is changed to £52,000, the other values that will change automatically are in cells

- A B7, B9, F4
- B B7, B9, F7
- C B7, F4, F7
- D B7, B8, F4

23 The values in cell range **D2:D9** are presented inconsistently with the rest of the values because of a different

- A font
- B font size
- C row height
- D cell format

24 The **Salesperson** whose sales figure was £53,900 in April is

- A Patel, A
- B Poots, J
- C Preston, K
- D Paulaski, L

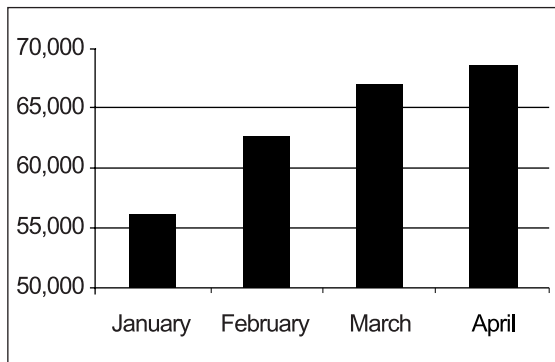
25 To enter details of sales of another salesperson, the user should

- A widen row 7
- B insert a row
- C make row 6 narrower
- D enter the figures in with Paulaski's sales

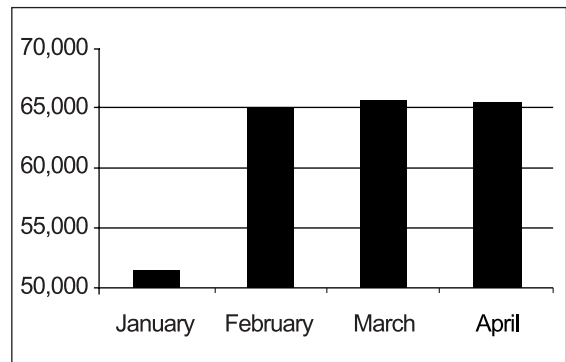
26 To present the text in cell **B1** on one line, the user should

- A increase the height of row 1
- B decrease the height of row 2
- C increase the width of column B
- D decrease the width of column A

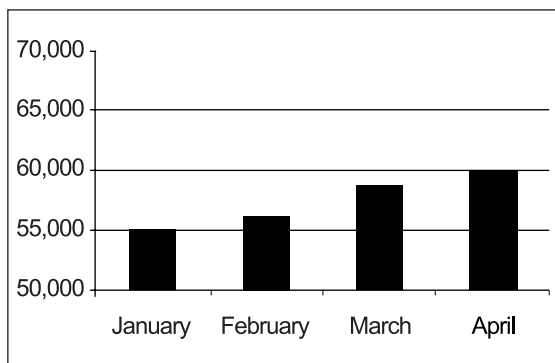
27 **Chart A**



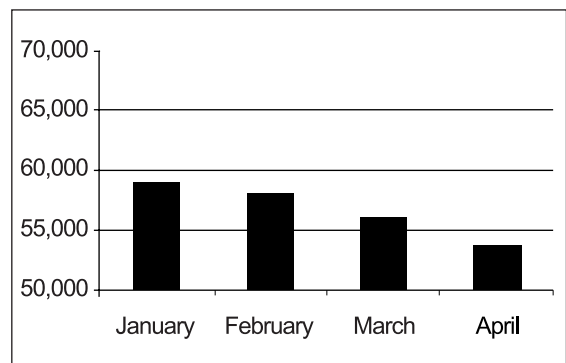
**Chart B**



**Chart C**




**Chart D**



The chart that shows the sales figures for Patel is

- A chart A
- B chart B
- C chart C
- D chart D

Questions 28 to 35 are about this letter.



# STAY INN HOTELS

www.stayinn.co.uk

Enquiries  
35 Weekend Street  
London  
SW19 9RR  
enquiries@stayinn.co.uk

10 November 2002

Miss McGregor

Dear Miss McGregor

### DETAILS OF VISITORS FROM OUTSIDE THE UNITED KINGDOM

In reply to your letter dated 19 October 2002, I have pleasure in providing you with details of the number of visitors from outside the United Kingdom who stayed in our hotels in 2001.

I hope this information helps you with your study. Should you require any further information do not hesitate to contact me.

<i>Country</i>	<i>Number of Visitors</i>
United States of America	8,912
Japan	7,224
Spain	2,335
Germany	2,125
France	2,039
Other European countries	2,003
Australia	1,876
Others	1,407
<b>Total</b>	<b>27,921</b>

Yours sincerely

J Green  
Marketing Director

Reservations  
26 Break Lane  
London  
SW19 8PL  
reservations@stayinn.co.uk

P

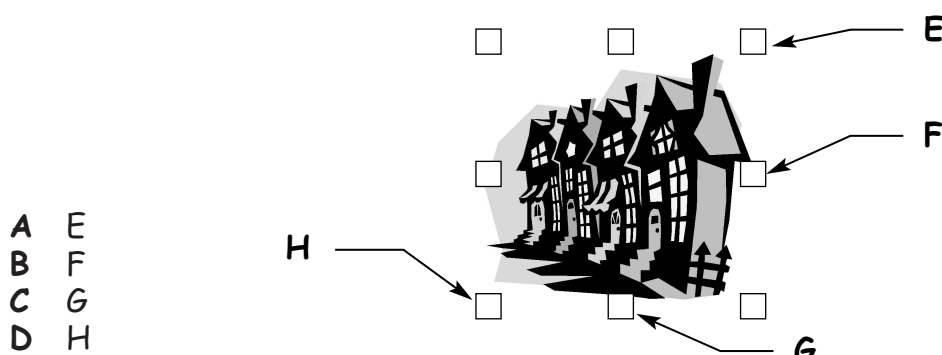
Q

R

28 The standard piece of information missing from this letter is

- A date
- B sender's name
- C sender's postal address
- D Miss McGregor's address

- 29 The user should have positioned the text at P using
- A left tabs
  - B right tabs
  - C centre tabs
  - D right alignment
- 30 The user has made some text stand out in the table at R by using different
- A fonts
  - B font sizes
  - C font styles
  - D font alignment
- 31 To present a comparison of the number of visitors from each country, the user should use a
- A memo
  - B pie chart
  - C bulleted list
  - D numbered list
- 32 The information in the table at R has been aligned
- A left
  - B right
  - C centre
  - D fully justified
- 33 The Stay Inn Hotels' website address is
- A reservations@stayinn.co.uk
  - B enquiries@stayinn.co.uk
  - C 35 Weekend Street
  - D www.stayinn.co.uk
- 34 To move the text at Q to below the table, the user could use
- A drag and drop
  - B copy and paste
  - C find and replace
  - D delete and insert
- 35 The handle that should be used to make this image wider but not taller is



Questions 36 to 39 are about this web page.

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P

Q

36 The user is viewing this web page online. This means the user is looking at the page

- A in a book
- B in a brochure
- C on a CD-ROM
- D on the internet

37 The text at Q is formatted with a font style that is

- A bold
- B italic
- C regular
- D underlined

**38** The text at **P** indicates that the user could

- A** follow a link to further information
- B** sign off from using the internet
- C** use a search engine
- D** send an e-mail

**39** From the information at **Q** the user can tell that this information is

- A** confidential
- B** being revised
- C** password protected
- D** copyright protected

**Question 40 is a general question.**

**40** To avoid visual fatigue when using IT systems for long periods, a user should

- A** take regular breaks
- B** make backup copies
- C** avoid computer viruses
- D** check the power supply

**End of test**