1. A stationery shop uses a software package to keep details of its orders. The table below shows some of the items ordered.

	A	B	C	D
1	Item	Amount Ordered	Cost	Total
2				
3	A4 blank paper	2	£ 2.00	£ 4.00
4	A4 blank white c	5	£ 2.50	£ 12.50
5	A4 lined paper	11	£ 2.00	£ 22.00
6	A4 envelopes	3	£ 0.70	£ 2.10
7	A5 envelopes	10	£ 0.50	£ 5.00

(a) Name the type of *application package* used above.

1
0

(b) Cell D3 contains a formula.
Choose the correct formula from the list given below.
Tick (✓) **one** box only.

= B4 + C4 ☐

= B4 – C4 ☐

= B4 * C4 ☐

= B4 / C4 ☐

1
0

(c)   (i)   Name **one** cell that contains *text*.

1
0

      (ii)   Name **one** cell that contains a *value*

1
0

(d) When the data was first entered into the package, the text "*A4 blank white card*" did not fit properly into cell A4 as shown above.
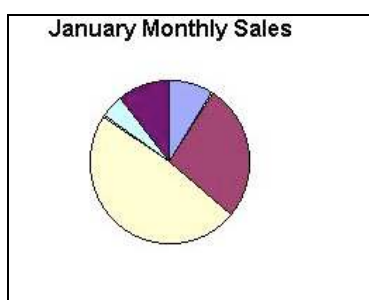
How did they solve this problem?

1
0

KU | PS

1. *(e)* The shop decides that a new product is to be included. *A4 blank red card* must be added to
cont the data after the white card.

State the changes that would have to be made to include this new product in the correct
place.

2
1
0

(f) The shop also used the package to display its Monthly Sales as shown below.

January Monthly Sales

Name the feature of the package which has been used.

1
0

2. A video production company has 230 employees. It uses a computer to store the following information about each employee. Part of the file is shown below:

Payroll no	: 0156
Forename	: John
Surname	: Paterson
Address	: 12 Hillcroft Crescent
Hours worked	: 38
Rate of pay	: £8.50
Total pay	: £323.00

(a) (i) What application package has the video company used to store the employees details?

1
0

(ii) How many fields are there in the example above?

1
0

(iii) How many records are there in the example above?

1
0

(b) (i) The video production company has appointed a new manager. Which of the following would need to be added to the employees details?
Tick (✓) **one** box only.

Field ☐   Record ☐   File ☐

1
0

(ii) The video production company has decided to store each employee's postcode. Which of the following would need to be added to the employees details?
Tick (✓) **one** box only.

Field ☐   Record ☐   File ☐

1
0

(c) The video production company uses the computer to search and sort the employees details. Complete the following sentences using the words *search* or *sort*, followed by the *name of the field* used in each case.

(i) To obtain a list of all employees who worked over 35 hours, the company would

[   ] on the [   ] field.

2
1
0

(ii) To obtain a list of all employees in order of Payroll no, the company would

[   ] on the [   ] field.

2
1
0

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2.   *(c)*   (iii)   To obtain a list of all employees in alphabetical order of Surname, the company
cont

would   [＿＿＿＿＿]   on the   [＿＿＿＿＿＿]   field.

(d)   What data types would be used for the fields:

    (i)   Forename: [＿＿＿＿＿＿＿＿]

    (ii)   Hours worked: [＿＿＿＿＿＿＿＿]

In the margin, next to (c)(iii):
2
1
0

In the margin, next to (d):
2
1
0

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3. *(a)* Choose the correct word from the list below to complete the following sentences.

bytes   *kilobytes*   *terabytes*   *gigabytes*

(i)

A terabyte is 1024 [   ]

A kilobyte is 1024 [   ]

A gigabyte is 1024 [   ]

(ii) How many bits make up a byte? [   ]

(b) (i) Two types of main memory are *ROM* and *RAM*.
Tick (✓) the correct boxes below to show whether the sentences are true for
ROM or RAM. The first one is done for you.

	ROM	RAM
Data is lost when the power is switched off		✓
Data cannot be altered		
Data is stored permanently		
Stores data and programs while the program is in use		

(ii) If a computer has main memory why do we need backing storage devices?

[   ]

(c) Write the following hardware under the correct heading.

Trackball   *DVD-Rom drive*   *Laser printer*
Plotter   *Magnetic tape unit*   *Joystick*

Input Device	Output Device	Backing Storage Device
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

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3. **cont** *(d)* Choose the correct word from the list below to complete the following sentence.

File   Program   Directory

The operating system is a [   ] which controls the

operation of a computer system.

(e) Using the words below, complete the diagram that represents a simple computer system.

input   *output*   *process*

[   ] ➤ [   ] ➤ [   ]
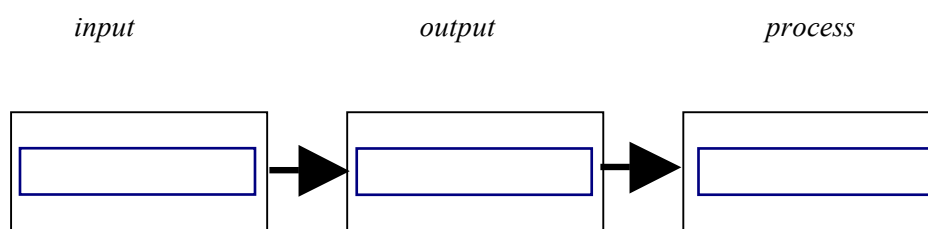
4. A letter is going to be sent out to the parents of children going on a school trip to Paris. A draft copy with suggested changes is shown below.
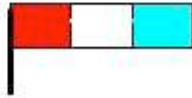

(a)

(i)   Which piece of text has to be *deleted*?

(ii) Which piece of text has to be *inserted*?

(iii) Which piece of text has to be *amended*?

(b)   The second draft is shown below with the above changes.

State **three** other changes which have been made to the letter.

1.

2.

3.

[COMP(SG)05F]
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4.
cont

(c) (i) Name the type of software that has been used to create the letter?

(ii) One feature of the software is *word-wrap*.

What is meant by the term "word-wrap"?

(d) The school computers operate a *WIMP* style human computer interface.

(i) What does WIMP stand for?

W _____ I _____ M _____ P _____

(ii) Give one advantage of using a WIMP style of HCI.

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5. Mabel is a Chemistry student and she is producing her final lab report.

(a) (i) The students were all given a *template* to use for the lab report.
Explain what is meant by a template.

2
1
0

(ii) Give **one** advantage to the students of using a template.

1
0

(b) Mabel inserted a graphic in her lab report. She used a *wizard* to help her do this.
Explain what is meant by a wizard.

1
0

(c) The graphic Mabel inserted is shown below.
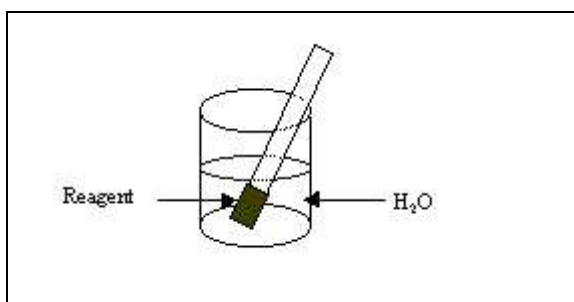
Name or describe **three** graphic tools that have been used to create this graphic.

1.

2.

3.

3
2
1
0

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5.
cont

(d) Mabel decides to E-mail her lab report to her Professor rather than sending it by post.

(i) What additional piece of hardware is needed to allow Mabel to do this?

1
0

(ii) Give **one** advantage to Mabel of using E-mail rather than sending it by post.

1
0

(e) Mabel uses a WAN to send her lab report. The university has a LAN.

(i) What does WAN stand for?

W [_____] A [_____] N [_____]

1
0

(ii) What does LAN stand for?

L [_____] A [_____] N [_____]

1
0

(iii) Give **two** advantages for the university of using a LAN instead of several stand-alone computers.

1. [_____]

2. [_____]

2
1
0

(iv) Mabel sends her report using *e-mail*.

What does the "e" stand for in "e-mail"?

1
0

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6. Sam has booked her holiday through a travel agents.

(a) Travel agents use a *terminal* linked to a *mainframe computer system*. The mainframe stores and processes all the holiday information.

   (i) What is meant by a terminal?

       1
       0

   (ii) Give **two** reasons why a mainframe computer system would be used to store and process all the holiday information?

      Reason 1.

             1
             0

      Reason 2.

             1
             0

(b) Backup copies of the data are taken regularly.

   (i) Why is a backup copy needed?

       1
       0

   (ii) Suggest a suitable backing storage medium that could be used to store the holiday information.

             1
             0

(c) Sam decides to buy some new clothes for her holiday. She uses *on-line shopping*.

   (i) What is meant by on-line shopping?

       1
       0

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(ii) Give **two** advantages of using on-line shopping.

1.

2.

[*END OF QUESTION PAPER*]

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6. *(a)* There are two types of robots – *mobile* and *stationary*.
Tick (✓) **one** box to show which type of robot would carry out the following tasks.

Tasks	Mobile	Stationary
Carrying components from the stock room to the Assembly Line.		
Welding bicycle frame parts		
Spray painting the bonnet of a car		

(b) Choose the correct word from the list below to complete the following sentences.

Programmable   faster   repetitive   hazardous   accurate

1. Robots can work much [   ] than humans and are

   accurate each time.

2. Robots can be used in [   ] environments to

   protect humans.

3. Robots are used to do boring or [   ] jobs.

(c) CADCAM is used by many manufacturing industries.

   (i) What does CAD stand for?

   C [   ] A [   ] D [   ]

   (ii) What does CAM stand for?

   C [   ] A [   ] M [   ]

[*END OF QUESTION PAPER*]

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