

1. (continued)

(c) Before computers were used some notices had to be handwritten.

Give **two** advantages of using a word processor rather than handwriting the notices.

1 _____

2 _____

(d) The secretary used a *dedicated word processor* to create the employee notice. What is meant by a *dedicated word processor*?

(e) The company likes to send out *mailshots* to regular customers. What is meant by a *mailshot*?

(f) GemCo has just recently installed a computer network. All employees have access to this network with a username and a password.

Give **two** advantages of using a network rather than stand alone computers.

1. _____

2. _____

(g) It is important that the data on the network is held securely and backed up regularly. What is a *backup*?

KU	PS
	2 1 0
1 0	
1 0	
	2 1 0
2 1 0	

1. (continued)

(h) The Chairman of GemCo would like a logo for the company.

Name **three** tools in a graphics package that could be used to create a logo.

1

2

3

(i) Apart from a mouse, what other input device could be used to create a logo?

KU	PS
3	
2	
1	
0	
	1
	0

2. Jeff and two of his friends have been assigned a school project to find the total amount of money collected for charity over the past three years.

Jeff has entered the data into a general purpose package.

	A	B	C	D	E
1	Central High School - Charity Donations				
2					
3		1999	2000	2001	Total
4	S1	£547.39	£625.55	£521.67	£1,694.61
5	S2	£488.54	£500.71	£580.98	£1,570.23
6	S3	£348.87	£472.16	£424.65	£1,245.68
7	S4	£302.44	£298.45	£364.77	£965.66
8					
9	Total	£1,687.24	£1,896.87	£1,892.07	

- (a) Which type of general purpose package has Jeff used?

- (b) (i) Name a cell that contains text. _____

- (ii) Name a cell that contains a value _____

- (iii) Name a cell that contains a formula _____

- (c) What formula would be contained in cell **C9**?

- (d) If changes were made to cell **B5** name **two** other cells that would change.

- (e) Suggest another way that the information could be presented.

- (f) Jeff would like to send the information to his friends electronically but doesn't want to use a fax machine. Suggest another way of doing this.

KU	PS
	1 0
	3 2 1 0
	1 0
	2 1 0
	1 0
	1 0

3. Erica is a computing teacher who works in a local secondary school and produces teaching guides for her pupils.

She uses a desktop computer and a printer to produce the guides.

(a) Why does she need a printer?

(b) She uses an Integrated Package to produce the teaching materials.

Which part of the package would she use to create diagrams?

Tick (✓) **one** box only.

Word Processor	<input type="checkbox"/>
Spreadsheet	<input type="checkbox"/>
Graphics	<input type="checkbox"/>
Database	<input type="checkbox"/>

(c) Give **one** advantage of using an Integrated Package instead of separate ones.

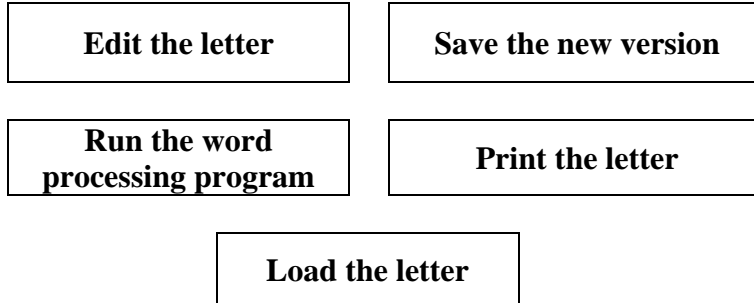
(d) When Erica is making her guides she regularly makes a backup of her work.

Why does she do this?

KU	PS
	1 0
	1 0
1 0	
	1 0

3. (continued)

- (e) Last week Erica wrote a letter to a friend and saved it on her hard drive. She now wants to change the letter, make a hardcopy and send it to her friend. The steps she should take are shown below.



Arrange the steps in the correct order. The second last step is already shown.

1	
2	
3	
4	Save the new version
5	

- (f) When she goes home Erica often uses Teletext and Viewdata systems.

Complete the following table by adding the letters **Y** for Yes and **N** for No to show if the statements are true or false.

Statement	Viewdata	Teletext
A two way system which allows information to be sent and received.		
A one way system which can only allow the user to receive information.		

KU	PS
	3 2 1 0
	2 1 0

KU	PS
2	1
1	0
0	1
	0
	1
	0

4. Delightful Dormobiles is a club for people who like travelling around the UK and staying in private camping sites.

They store information about these sites on a computer database.

Here is an example from the database.

Nearest Town : Dundee

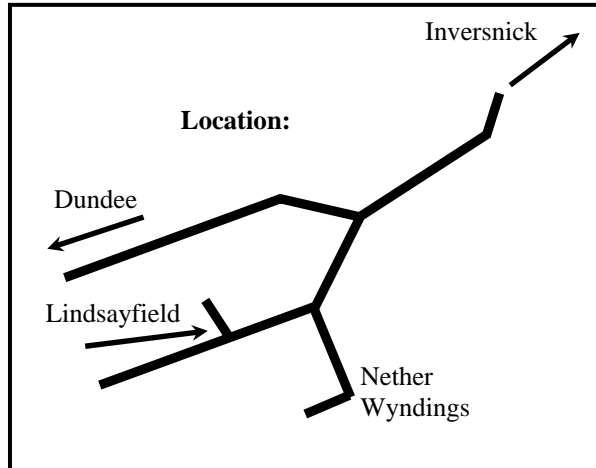
Address : Lindsayfield Farm

Owners name : Albert Bryce

Number of places : 8

Cost per night : 14.80

Star rating : 4



(a) They used to store the info on cards in a filing cabinet.

Give **two** advantages of moving the information onto a computerised database.

(i) _____

(ii) _____

(b) (i) Give an example of a field which contains text.

(ii) Give an example of a field that contains a graphic.

(iii) Give an example of a field that contains a number.
