

1. Pets Paradise is a pet shop that use a spreadsheet to calculate the profits made on the sale of each pet. Part of the spreadsheet is shown below.

	A	B	C	D
1	Pets Paradise			
2				
3	Type of pet	Shop purchase pri	Selling price	Profit
4				
5	Hamster	£2	£4.50	£2.50
6	Budgie	£1	£3.99	£2.99
7	Goldfish	£1	£1.50	£0.50
8	Rabbit	£5	£10.00	£5.00

- (a) A formula has been entered into cell D5. Write down a suitable formula.
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- (b) Cell B3 does not show all of *Shop purchase price*. Explain how the spreadsheet could be altered to show the full heading.
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- (c) The contents of cells D6, D7, and D8 were not typed in individually.
- (i) What feature of the spreadsheet was used?
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- (ii) Explain how this could be done.
-
- (d) Column B shows the Shop purchase price in pounds only. Explain how this could be altered to show pounds and pence.
-
-
-
-

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

1. (continued)

- (e) People often phone and ask if a particular pet is in stock. It would be useful if an extra piece of information i.e. **In Stock** was included in the spreadsheet showing a **Yes** if the pet is in stock and a **No** if the pet isn't in stock. The new information should be put in after the **Type of pet**.

Explain how this could be done.

- (f) Pets paradise also use the spreadsheet package to keep track of the running costs, for example, food costs, staff wages, etc. More advanced features of the spreadsheet package need to be used and the owner has to make use of *on-line help*.

What is meant by on-line help?

KU	PS
	3 2 1 0
	1 0

2. A schools junior chess club stores the names of its members in a database. Part of the database is shown below.

Pupil Name	Class	Ranking
Adam Walker	1A	15
Rashid Singh	3B	23
Sian Anderson	2A	6
Paul Baker	1C	12
Anthony Fu	2D	7
Helen Wilson	3D	2
Carly Robertson	2B	5
Sam Stewart	3A	11

- (a) Describe how you could use the database to obtain a list of all the pupils in order of their ranking.

- (b) An inter-school competition has been arranged for first year pupils. The school would like a list of all first year pupils with a ranking less than 10. Explain clearly how this would be obtained.

- (c) A hardcopy of the pupils in alphabetical order of surname is required by the teacher to keep a record of attendance.

- (i) What change would need to be made to the file in order to produce this?

- (ii) Explain what is meant by a hardcopy.

KU	PS
	2
	1
	0
	3
	2
	1
	0
	1
	0

3. Philip is writing a science fiction novel using a word processing package. He decides to change the name of the alien from *Goobuk* to *Sordin*.

(a) (i) What feature of the word processing software should Philip use to make this change?

(ii) Describe how Philip would use this feature to change *Goobuck* to *Sordin*.

(b) (i) While writing the book, Philip used a spell checker to check his writing. Explain how a spell checker works.

(ii) Give **two** limitations of a spell checker.

1

2

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

3. (continued)

(c) Philip gets an artist friend to draw some illustrations for his book on paper.

(i) What piece of hardware would allow Philip to include the illustrations in the document?

(ii) The illustration takes up too much space in the document. What must Philip do to make it fit in the required space?

(d) Philip types up a dedication to his family at the end of the book but thinks it would be better placed at the beginning.

What feature of the word processing package would he use to do this quickly?

(e) Once Philip completes the first draft of the novel, he decides to send letters to his friends to let them know. Each letter is different and Philip has standard paragraphs that he uses when writing to his friends.

Describe the steps Philip would take to insert a standard paragraph in his letter.

KU	PS
	1 0
	1 0
	1 0
	2 1 0

4. Mrs Wilson is a dog breeder and stores the details of her new puppies in a database. One of the records is shown below

Puppy ID	1273
Puppy Name	Rex
Mother's Name	Judy
Father's Name	Rover
Date of Birth	05/09/02
Sex	M
Cost of Puppy	£200

- (a) A customer would like a list of all the female puppies under £400. describe fully how Mrs Wilson could use the database to produce this list.

- (b) Mrs Wilson is often asked for the price of her cheapest puppy. Describe how Mrs Wilson could use the database to find out this information.

- (c) A litter of three new puppies have just been born and their details have to be included in the database. What must Mrs Wilson do to include them?

KU	PS
	4
	3
	2
	1
	0
	3
	2
	1
	0
	2
	1
	0

