

General Certificate of Education  
January 2008  
Advanced Subsidiary Examination



**INFORMATION AND COMMUNICATION TECHNOLOGY**  
**Unit 2 Information: Management and Manipulation**

**ICT2**

Monday 14 January 2008 1.30 pm to 3.00 pm

**For this paper you must have:**

- a 12-page answer book.

Time allowed: 1 hour 30 minutes

**Instructions**

- Use blue or black ink or ball-point pen. Use pencil only for drawing.
- Write the information required on the front of your answer book. The *Examining Body* for this paper is AQA. The *Paper Reference* is ICT2.
- Answer **all** questions.
- Do all rough work in your answer book. Cross through any work you do not want to be marked.

**Information**

- The maximum mark for this paper is 60.
- The marks for questions are shown in brackets.
- You will **not** gain credit for the use of brand names in your answer.
- You are reminded of the need for good English and clear presentation in your answers.

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Answer **all** questions.

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- 1 State **three** types of data that can be stored in a computer file. (3 marks)
- 2 State, with reasons, **two** items of hardware that could be needed for a personal computer to connect to the Internet. (4 marks)
- 3 State a suitable use for each of the following methods of data capture. Your uses must be different in each case.
  - (a) Optical Character Recognition (1 mark)
  - (b) Optical Mark Recognition (1 mark)
  - (c) Magnetic Ink Character Recognition (1 mark)
  - (d) Barcode reading (1 mark)
- 4 An applications package has macro capabilities.
  - (a) Explain what is meant by the term *macro*. (3 marks)
  - (b) Give **two** examples of where the use of macros would be appropriate. (2 marks)

- 5 A company stores its staff details in a computer file. Examples of records from the file are shown below.

Surname	Forename	Department Code	Department Name	Extension Number
Chan	Clive	A1	Accounts	572
	Wendy	T1	Training	467
Smith	Sarah	T1	Training	468
Chan	Clive	A1	Accounts	572
Patel	Paul	A1	Accounts	573
Jones	Janet	T1	Accounts	574

- (a) The records in this file have been input with validation checking turned off.

Referring to the records above, state **four** problems that have occurred. (4 marks)

- (b) Name and describe **three** different validation checks that would have prevented these problems. (6 marks)

- (c) The staff details are to be stored in a relational database.

Give **three** advantages to the company that this would bring. (3 marks)

- 6 (a) Explain what is meant by the term *generic package software*. (3 marks)

- (b) Give **three** different examples of generic package software. (3 marks)

- 7 Most personal computers make use of a Graphical User Interface (GUI).

State **four** features of a GUI, giving an advantage of each feature. (8 marks)

**Turn over for the next question**

- 8** Students at a school are responsible for backing up their own work. You have been asked to give a short talk, to a group of new A level ICT students, about backing up project work. Your talk must include reasons why project work should be backed up and what needs to be considered when taking backups.
- (a) State, with a different reason for each one, **five** key points about backing up project work that you will include in your talk. *(10 marks)*
  - (b) You have decided to develop a computer-based presentation to be displayed using an LCD (data) projector.
    - (i) State **three** functions of the presentation software that are available for use with the LCD (data) projector, but which cannot be used with overhead projection transparencies. *(3 marks)*
    - (ii) Give **four** factors that should be considered when designing an effective presentation. *(4 marks)*

**END OF QUESTIONS**