

Mark Scheme (Results)

June 2012

International GCSE ICT (4ITO) Paper 2 Practical Paper

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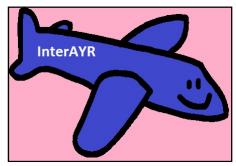
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General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

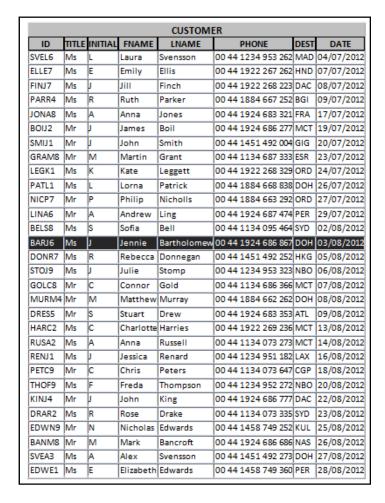
Activity 1 – Using Art / Imaging and Graphics Software (AG)

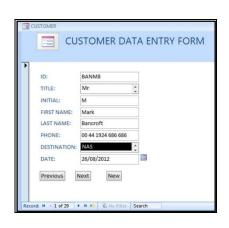




| AG1a | 1 | Some cropping – the whole of the plane is visible | 1 |
|------|---|--|---|
| | 2 | Some cropping – image remains rectangular without distortion | 1 |
| | 3 | Image cropped to remove as much as possible of the background | 1 |
| AG1b | 1 | Shape of plane stands out on printout – colours changed to increase contrast | 1 |
| | 2 | InterAYR added to side of plane – spelt and capitalised as given | 1 |
| | 3 | Image is fit for purpose as a logo – text, face, plane outline clearly visible | 1 |
| AG1c | 1 | Comment on lack of contrast in original | 1 |
| | 2 | Comment on how their choice has more contrast to make it easier to | |
| | | distinguish elements of the image when printed | 1 |
| | | Total for Task AG1 | 8 |
| | | TOTAL FOR ACTIVITY 1 | 8 |

Activity 2 - Using Database Software (DB)





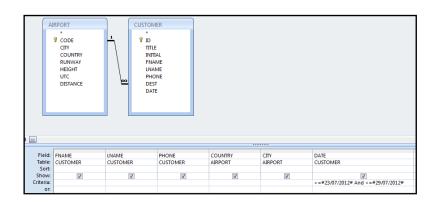
| DB1a | 1 | Screen shot shows complete data entry form including title bar and | 1 |
|------|---|---|----|
| | | navigation buttons – data entry view | |
| | 2 | Appropriate title on the form e.g. Customer Details, NOT just Customer | 1 |
| | 3 | Eight correct fields for form | 1 |
| | 4 | At least one field name customised appropriately | 1 |
| | 5 | Use of a drop down list for TITLE or DEST or INITIAL | 1 |
| | 6 | One additional enhancement from: appropriate field size/ customisation of | 1 |
| | | all of FNAME , LNAME and DEST/ buttons/ two drop down lists / suitable | |
| | | on screen help. Do not accept date picker | |
| DB1b | | BARJ6, Ms, J, Jennie, Bartholomew, 00 44 1924 686867, DOH, | 2/ |
| i | 2 | 03/08/2012 | |
| | | New customer entered with no data entry errors and formatted same as | |
| | | corresponding data in other records Accept phone number with or without | |
| | | space in last six digits/ | |
| | | One field contains data entry or formatting error. Ignore repeated error of capitalisation. | 1 |
| DB1b | 1 | | 1 |
| ii | 2 | | 1 |
| | 3 | Table printed 30 records, 8 correct fields, no truncation, allow follow | 1 |
| | | through if new record not entered | |
| | | Total for Task DB1 | 11 |

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| | DB2b | |
|----------------|----------------------|----------|
| CITY | COUNTRY | DISTANCE |
| Doha | Qatar | 5235 |
| Dubai | United Arab Emirates | 5492 |
| Frankfurt | Germany | 652 |
| Rio De Janeiro | Brazil | 9247 |
| Kuala Lumpur | Malaysia | 10598 |
| Madrid | Spain | 246 |
| Nairobi | Kenya | 6573 |
| Chicago | United States | 6340 |
| Singapore | Singapore | 10875 |
| Sydney | Australia | 17009 |

| | | | DB | 2a | | | |
|-------|---------|---------|-------|--------|--------|--------|------|
| TITLE | INITIAL | LNAME | | PHONE | Ε | DAT | ΓE |
| Mr | J | Boil | 00 44 | 1924 6 | 86 277 | 19/07/ | 2012 |
| Mr | С | Gold | 00 44 | 11346 | 86 366 | 07/08/ | 2012 |
| Ms | С | Harries | 00 44 | 1922 2 | 69 236 | 13/08/ | 2012 |
| Ms | Α | Russell | 00 44 | 11340 | 73 273 | 14/08/ | 2012 |

| DB2a | 1 | Correct 4 records. Minimum LNAME field. | 1 |
|------|---|---|----|
| | 2 | Correct fields TITLE, INITIAL, LNAME, PHONE and DATE only | 1 |
| | 3 | Correct field order as in mark point 2. Ignore additional fields. | 1 |
| | 4 | Data sorted in ascending order of LNAME | 1 |
| DB2b | 1 | Correct 10 records for 2 marks Minimum CITY field | 2/ |
| | 2 | 8 Records only for >4000 or | 1 |
| | | 2 (Sydney & Chicago) Records only for =4000 for 1 mark | |
| | 3 | Correct fields CITY, COUNTRY, DISTANCE only | 1 |
| | | Total for Task DB2 | 7 |



| | | | | DE | 33a | | |
|----------|--------------------------------------|--|--|--|---|---|--|
| LNAME | | РНО | NE | | COUNTRY | CITY | DATE |
| Grant | 00 44 | 1134 | 687 | 333 | Chile | El Salvador | 23/07/2012 |
| Leggett | 00 44 | 1922 | 268 | 329 | United States | Chicago | 24/07/2012 |
| Ling | 00 44 | 1924 | 687 | 474 | Australia | Perth | 29/07/2012 |
| Nicholls | 00 44 | 1884 | 663 | 292 | United States | Chicago | 27/07/2012 |
| Patrick | 00 44 | 1884 | 668 | 838 | Qatar | Doha | 26/07/2012 |
| | Grant Leggett Ling Nicholls | Grant 00 44 Leggett 00 44 Ling 00 44 Nicholls 00 44 | Grant 00 44 1134 Leggett 00 44 1922 Ling 00 44 1924 Nicholls 00 44 1884 | Grant 00 44 1134 687 Leggett 00 44 1922 268 Ling 00 44 1924 687 Nicholls 00 44 1884 663 | LNAME PHONE Grant 00 44 1134 687 333 Leggett 00 44 1922 268 329 Ling 00 44 1924 687 474 Nicholls 00 44 1884 663 292 | Grant 00 44 1134 687 333 Chile Leggett 00 44 1922 268 329 United States Ling 00 44 1924 687 474 Australia Nicholls 00 44 1884 663 292 United States | LNAME PHONE COUNTRY CITY Grant 00 44 1134 687 333 Chile El Salvador Leggett 00 44 1922 268 329 United States Chicago Ling 00 44 1924 687 474 Australia Perth Nicholls 00 44 1884 663 292 United States Chicago |



| DB3a | Αl | low Between 23/07/2012 And 29/07/2012 for marks 3, 4 and 5 | | | |
|------|---------------------------------------|--|----|--|--|
| | Αl | low mark points 2, 3, 4, 5 and 6 for correct responses in data view. | | | |
| | 1 | Screen shot of query design. Minimum requirement 6 Labels (LHS of grid) | 1 | | |
| | | and 1 field. | | | |
| | | Screen shot shows at least one field from each table used in query | 1 | | |
| | 3 | >= 23/07/2012 or > 22/07/2012 allow if only correct 5 records | 1 | | |
| | 4 | <= 29/07/2012 or < 30/07/2012 allow if only correct 5 records | 1 | | |
| | 5 | Design shows the criteria as AND allow if only correct 5 records | 1 | | |
| | 6 | Fields FNAME, LNAME, PHONE, COUNTRY, CITY, DATE only to be | 1 | | |
| | | printed | | | |
| DB3b | Must be a report format for any marks | | | | |
| | 1 | Suitable title must include "customers", "23 July" "29 July" | 1 | | |
| | 2 | Correct 5 records (allow follow through from DB3a for 3 records shown | 1 | | |
| | | omission of = in criteria) with at least one field from each table | | | |
| | 3 | Correct fields LNAME, FNAME, COUNTRY, CITY, DATE in correct order | 1 | | |
| | 4 | Suitable customisation of field headings FNAME, LNAME | 1 | | |
| | 5 | Primary sort on CITY in ascending order | 1 | | |
| | 6 | Secondary sort on DATE in ascending order – do not award unless primary | 1 | | |
| | | sort on CITY (either ascending or descending) | | | |
| | 7 | Suitable layout (spacing and column headers) on one side of A4 | 1 | | |
| | | Total for Task DB3 | 13 | | |
| | | TOTAL FOR ACTIVITY 2: | 31 | | |
| | | | | | |

Activity 3 - Using Web Authoring Software (WA)



Special Offer in September

Home

Special weekend break
with
free accommodation for 2
in Ireland on
Friday 14 September



Address: InterAYR1, High Street, Croftor, Middlesex TW21 2PM

Phone: 01753 329202 Website: www.interayr.co.uk Email: enquiries@interayr.co.uk

| 2 Logo from AG1b (AYRLOGO) visible 3 Logo in top left corner of the page – appropriate size and position 4 Suitable title for the page – e.g. InterAYR Special Offers 5 Text selected from NOTES for Paris and/or Ireland 6 Paris and/or Ireland image(s) inserted relevant to selected text Allow f/t for correct image with only one incorrect offer selected. Image(s) not distorted and suitable size. 7 Links to home page visible – award if evidence of hyperlink (e.g. underline/icon) 8 At least one correct contact detail of address, phone or email 9 Correct contact details present Address: InterAYR, 1 High Street, Croftor, Middlesex, TW21 PM Phone 01753 329202; Email: enquiries@interayr.co.uk NA1 1 Layout is consistent with design – information in correct locations 1 Colour scheme applied as in design – dark (blue) text on pale (yellow) background 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | _ | | ī |
|--|-------|---|---|----|
| 3 Logo in top left corner of the page – appropriate size and position 4 Suitable title for the page – e.g. InterAYR Special Offers 5 Text selected from NOTES for Paris and/or Ireland 6 Paris and/or Ireland image(s) inserted relevant to selected text Allow f/t for correct image with only one incorrect offer selected. Image(s) not distorted and suitable size. 7 Links to home page visible – award if evidence of hyperlink (e.g. underline/icon) 8 At least one correct contact detail of address, phone or email 9 Correct contact details present Address: InterAYR, 1 High Street, Croftor, Middlesex, TW21 PM Phone 01753 329202; Email: enquiries@interayr.co.uk NA1 1 Layout is consistent with design – information in correct locations 1 Colour scheme applied as in design – dark (blue) text on pale (yellow) background 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | WA1 i | | | 1 |
| 4 Suitable title for the page – e.g. InterAYR Special Offers 5 Text selected from NOTES for Paris and/or Ireland 6 Paris and/or Ireland image(s) inserted relevant to selected text Allow f/t for correct image with only one incorrect offer selected. Image(s) not distorted and suitable size. 7 Links to home page visible – award if evidence of hyperlink (e.g. underline/icon) 8 At least one correct contact detail of address, phone or email 9 Correct contact details present Address: InterAYR, 1 High Street, Croftor, Middlesex, TW21 PM Phone 01753 329202; Email: enquiries@interayr.co.uk NA1 1 Layout is consistent with design – information in correct locations 1 Colour scheme applied as in design – dark (blue) text on pale (yellow) background 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | | | 1 |
| 5 Text selected from NOTES for Paris and/or Ireland 6 Paris and/or Ireland image(s) inserted relevant to selected text Allow f/t for correct image with only one incorrect offer selected. Image(s) not distorted and suitable size. 7 Links to home page visible – award if evidence of hyperlink (e.g. underline/icon) 8 At least one correct contact detail of address, phone or email 9 Correct contact details present Address: InterAYR, 1 High Street, Croftor, Middlesex, TW21 PM Phone 01753 329202; Email: enquiries@interayr.co.uk NA1 1 Layout is consistent with design – information in correct locations 1 Colour scheme applied as in design – dark (blue) text on pale (yellow) background 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | 3 | Logo in top left corner of the page – appropriate size and position | 1 |
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| Phone 01753 329202; Email: enquiries@interayr.co.uk MA1 1 Layout is consistent with design – information in correct locations 2 Colour scheme applied as in design – dark (blue) text on pale (yellow) 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | 9 | Correct contact details present | 1 |
| 1 Layout is consistent with design – information in correct locations 2 Colour scheme applied as in design – dark (blue) text on pale (yellow) background 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | | Address: InterAYR, 1 High Street, Croftor, Middlesex, TW21 PM | |
| i 2 Colour scheme applied as in design – dark (blue) text on pale (yellow) 1 background 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 1 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | | Phone 01753 329202; Email: enquiries@interayr.co.uk | |
| background 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | WA1 | 1 | Layout is consistent with design – information in correct locations | 1 |
| 3 Appropriate font style and size for title 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | ii | 2 | Colour scheme applied as in design – dark (blue) text on pale (yellow) | 1 |
| 4 Overall appropriateness of text (font styles and sizes) 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | | background | |
| 5 Overall fitness for purpose – does the page attract attention for the special offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | 3 | Appropriate font style and size for title | 1 |
| offer 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | 4 | Overall appropriateness of text (font styles and sizes) | 1 |
| 6 Overall fitness for purpose – good use of software tools e.g. text and images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | 5 | Overall fitness for purpose – does the page attract attention for the special | 1 |
| images aligned, no split words, text and images do not overlap, no distortion of logo Total for Task WA1 15 | | | offer | |
| distortion of logo Total for Task WA1 15 | | 6 | Overall fitness for purpose – good use of software tools e.g. text and | 1 |
| Total for Task WA1 15 | | | images aligned, no split words, text and images do not overlap, no | |
| | | | distortion of logo | |
| TOTAL FOR ACTIVITY 3: 15 | | | Total for Task WA1 | 15 |
| TOTAL FOR AUTIVITION 15 | | | TOTAL FOR ACTIVITY 3: | 15 |

Activity 4 – Using Spreadsheet Software (SS)

| | Α | В | С | D | | | |
|----|---------------------|---------------|----------|-----------|--|--|--|
| 1 | Prices for InterAYR | | | | | | |
| 2 | | | | | | | |
| 3 | City | Current Price | Distance | Customers | | | |
| 4 | Amsterdam | £44.66 | 368 | 11 | | | |
| 5 | Birmingham | £40.46 | 226 | 37 | | | |
| 6 | Dublin | £77.23 | 449 | 45 | | | |
| 7 | Frankfurt | £64.62 | 653 | 31 | | | |
| 8 | Madrid | £89.10 | 1245 | 20 | | | |
| 9 | Paris | £45.21 | 347 | 23 | | | |
| 10 | | | | | | | |
| 11 | Total | | | | | | |

| SS1 | i | 1 | Suitable title e.g. InterAYR Ticket Prices | 1 |
|-----|-----|---|--|---|
| | | 2 | Suitable location for title e.g. in range A1 to D1 | 1 |
| SS1 | ii | 1 | Airport cities in ascending alphabetical order | 1 |
| | | 2 | Table of data sorted in order of City (not just airport names) | 1 |
| | | | First row Amsterdam, 44.66, 368, 11 | |
| SS1 | iii | 1 | Spreadsheet is presented fit for purpose. No truncation. | 1 |
| SS1 | iv | 1 | Spreadsheet formatted for ease of reading. | 2 |
| | | 2 | Any of the following up to 2 max | |
| | | | Appropriate borders | |
| | | | Appropriate shading | |
| | | | Use of bold/underline/font size for column headings | |
| | | | Formatting of column B to currency | |
| | | | Suitable alignment (e.g. centring of columns B to D) | |
| | | | Total for Task SS1 | 7 |

| | A | В | С | D | l E |
|----|-----------|---------------|----------|-----------|----------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | City | Current Price | Distance | Customers | Current Income |
| 4 | Amsterdam | 44.66 | 368 | 11 | =B4*D4 |
| 5 | | 40.46 | 226 | 37 | =B5*D5 |
| | | 77.23 | 449 | 45 | =B6*D6 |
| 7 | Frankfurt | 64.62 | 653 | 31 | =B7*D7 |
| 8 | Madrid | 89.1 | 1245 | 20 | =B8*D8 |
| 9 | Paris | 45.21 | 347 | 23 | =B9*D9 |
| 10 | | | | | |
| 11 | Total | | | | =SUM(E4:E9) |
| | | | • | | |

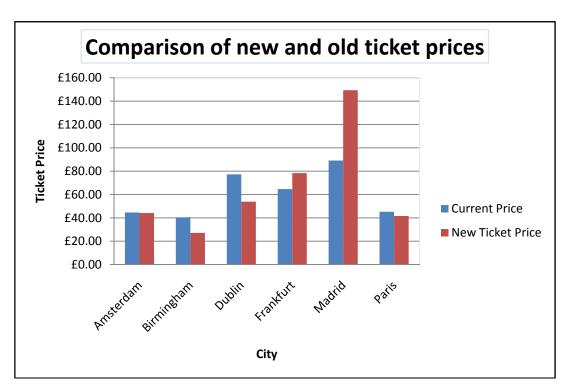
| SS2 i | 1 | Current Income entered in cell in column E – same row as other labels | 1 |
|---------|---|--|---------|
| SS2 ii | 1 | =B4*D4 entered in cell E4. Allow follow through. | 2 |
| | 2 | Formula using cell references which gives correct answer (eg. | /1 |
| | | =SUM(B4*D4) | |
| SS2 iii | 1 | Replication of formula to other cities | 1 |
| | | | |
| SS2 iv | 1 | =SUM(E4:E9) in cell E11 (Totals row) | 2 |
| SS2 iv | 1 | =SUM(E4:E9) in cell E11 (Totals row) Formula in E11 using cell references which gives correct answer (e.g. | 2 /1 |
| SS2 iv | 1 | | _ |
| SS2 iv | 2 | Formula in E11 using cell references which gives correct answer (e.g. | _ |

| | A | В | С | D | E | F | G |
|----|------------|---------------|----------|----------------------|----------------|------------------|-------------|
| 1 | Pri | ces for In | terAYR | Charge per Kilometre | 0.15 | | |
| 2 | | | | | | | |
| 3 | City | Current Price | Distance | Customers | Current Income | New Ticket Price | New Income |
| 4 | Amsterdam | 44.66 | 368 | 11 | =B4*D4 | =C4*\$F\$1 | =F4*D4 |
| 5 | Birmingham | 40.46 | 226 | 37 | =B5*D5 | =C5*\$F\$1 | =F5*D5 |
| 6 | Dublin | 77.23 | 449 | 45 | =B6*D6 | =C6*\$F\$1 | =F6*D6 |
| 7 | Frankfurt | 64.62 | 653 | 31 | =B7*D7 | =C7*\$F\$1 | =F7*D7 |
| 8 | Madrid | 89.1 | 1245 | 20 | =B8*D8 | =C8*\$F\$1 | =F8*D8 |
| 9 | Paris | 45.21 | 347 | 23 | =B9*D9 | =C9*\$F\$1 | =F9*D9 |
| 10 | | | | | | | |
| 11 | Total | | | | =SUM(E4:E9) | | =SUM(G4:G9) |

| SS3 i | 1 | 0.15 entered in suitable cell | 1 |
|---------|---|--|---|
| | 2 | Label (Charge per kilometre) entered in adjacent cell to value | 1 |
| SS3 ii | 1 | Labels New Ticket Price and New Income entered in cell headings row. | 1 |
| SS3 iii | | Eg =C4*\$F\$1 or =C4*F\$1 or = \$F\$1*C4 or = F\$1*C4 in cell F4. Accept absolute reference for cell which contains 0.15. Other formula in cell F4 using cell references which would give correct answer. Allow =C4*0.15 | 1 |
| SS3 iv | 1 | = D4*F4 or $=$ F4*D4 in cell G4 Do not allow $=$ SUM(F4*D4) | 1 |
| SS3 v | 1 | Formulae in cells F4 and G4 replicated to other cities (must have absolute cell reference in cell F4). Do not accept replication of formula with constant value (eg 0.15) | 1 |
| SS3 vi | 1 | =SUM(G4:G9) entered in G11 Do not award for =G4+G5+G6+G7+G8+G9 or =SUM(G4:G10) | 1 |
| | ı | Total for Task SS3 | 8 |

| | Α | В | С | D | E | F | G |
|----|------------|---------------|----------|-----------|----------------------|------------------|------------|
| 1 | Pr | ices for li | nterAY | ′R | Charge per Kilometre | £0.12 | |
| 2 | | | | | | | |
| 3 | City | Current Price | Distance | Customers | Current Income | New Ticket Price | New Income |
| 4 | Amsterdam | £44.66 | 368 | 11 | £491.26 | £44.16 | £485.76 |
| 5 | Birmingham | £40.46 | 226 | 37 | £1,497.02 | £27.12 | £1,003.44 |
| 6 | Dublin | £77.23 | 449 | 45 | £3,475.35 | £53.88 | £2,424.60 |
| 7 | Frankfurt | £64.62 | 653 | 31 | £2,003.22 | £78.36 | £2,429.16 |
| 8 | Madrid | £89.10 | 1245 | 20 | £1,782.00 | £149.40 | £2,988.00 |
| 9 | Paris | £45.21 | 347 | 23 | £1,039.83 | £41.64 | £957.72 |
| 10 | | | | | | | |
| 11 | Total | | | | £10,288.68 | | £10,288.68 |

| SS4 i | 1 | Value £0.15 changed to £0.12 | 2 |
|--------|---|--|---|
| | 2 | Allow 1 mark if £0.12 entered elsewhere on spreadsheet | |
| SS4 ii | 1 | All numerical values in cells apart from columns C and D (distance and | 1 |
| | | customers) formatted to show currency symbols and 2 decimal places | |
| | 2 | Consistency of borders, shading and font styles. All data is visible | 1 |
| | | Consistency of capitalisation of labels. Correct spelling of labels. | |
| | | Total for Task SS4 | 4 |



| SS5 | 1 | Bar or column chart | 1 |
|-----|---|---|----|
| | 2 | Correct data range only (A4:B9, F4:F9) (no unnecessary data) | 1 |
| | 3 | Suitable title for graph (including concept of "comparison" and what is | 1 |
| | | being compared). Accept title in header. | |
| | 4 | Suitable axis labels (e.g. Airports/Cities, Prices) | 1 |
| | 5 | Suitable legend | 1 |
| | | Total for Task SS5 | 5 |
| | | TOTAL FOR ACTIVITY 4: | 30 |

Activity 5 - Using Word Processing Software (WP)

MEMO

To: Pauline From: Angela 21 May 2012 Date: July Senior Staff Meeting Subject:

There will be a meeting of the Senior Staff in my office on Thursday 12 July at 2.00 pm. During the meeting there will be a discussion of a staff bonus scheme. As a representative of the junior staff, I would like you to attend.

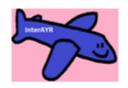
Please confirm that you will be able to attend.

AYR

| WP1 a | 1 | To: Pauline (Moores) and From: Angela (Yelena Reith) with or without | 1 |
|-------|---|---|---|
| li | | labels | |
| | 2 | Date: 21 – 25 May (2012) within exam window with or without labels | 1 |
| | 3 | Suitable subject including either Senior Staff or Bonus Scheme | 1 |
| | 4 | Message must include date, time and place of meeting and indication of | 1 |
| | | discussion topic (bonus scheme) | |
| WP1 a | 1 | Use of proofreading, grammar and spell-check – evidenced by appropriate | 1 |
| ii | | and accurate text | |
| | 2 | Fitness for purpose as a memo – layout consistent, alignment, font | 1 |

Report for July Meeting

New Logo
I have had a new logo designed for the company. The new logo contains the company name added to the side of the plane. It has been designed by the new assistant I have just employed.



Flights to airports with longer runways I have searched the database to find airports which can take larger airplanes. I am considering offering special deals to these airports so that we can fill more seats on the planes. This will generate more income for the company.

| CITY | COUNTRY | DISTANCE |
|----------------|----------------------|----------|
| Doha | Qatar | 5235 |
| Dubai | United Arab Emirates | 5492 |
| Frankfurt | Germany | 652 |
| Rio De Janeiro | Brazil | 9247 |
| Kuala Lumpur | Malaysia | 10598 |
| Madrid | Spain | 246 |
| Nairobi | Kenya | 6573 |
| Chicago | United States | 6340 |
| Singapore | Singapore | 10875 |
| Sydney | Australia | 17009 |

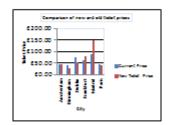
Special Offers

I have asked my new assistant to produce a web page about the special offers we will be making available to customers during September. The web page will be added to the company website during the next few weeks. One special offer being considered is day return trips to Paris for £20. Another of the offers is a weekend break in Dublin with free accommodation.

Comparison of ticket prices The graph shown here compares the income

from our current pricing structure to the income which would be obtained if we changed to a fixed rate per kilometre travelled. As you can see some of the ticket prices would increase whilst others would decrease. However, our most popular route to Dublin Airport in Iroland would not make as much income as it does presently.





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| WP1b | 1 | Text from JULY inserted | 1 |
|------|---|--|----|
| i | 2 | Logo from AG1b inserted | 1 |
| | 3 | Database query results from DB2b inserted | 1 |
| | 4 | Screen shot of web page from WA1 inserted | 1 |
| | 5 | Graph from SS5 inserted | 1 |
| WP1b | 1 | Inserts with appropriate text | 1 |
| ii | 2 | All items inserted with appropriate layout – image appropriate size and | 1 |
| | | proportions maintained with no truncation or overlap | |
| | 3 | Appropriateness and consistency of font – size and style of title, side | 1 |
| | | headings, body text. Title and sub-headings stand out. | |
| | 4 | Consistency of layout - alignment and justification of images and text. No | 1 |
| | | inappropriate hyphenation. | |
| | 5 | Fits on and fills one A4 sheet only (at least ¾ of page) | 1 |
| | | Total for Task WP1 | 16 |
| | | TOTAL FOR ACTIVITY 5: | 16 |

TOTAL FOR PAPER: 100

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