



IT SKILLS

SEPTEMBER 2013

Examination Paper

Answer ALL questions.

Clearly cross out surplus answers.

Time: 2 hours

Any reference material brought into the examination room must be handed to the invigilator before the start of the examination.

PLEASE DO NOT WRITE ON THIS EXAM PAPER

ALL ANSWERS SHOULD BE PRODUCED ON YOUR PC
AND
PRINTED AS DIRECTED IN THE PAPER

CANDIDATES MUST ANSWER ALL QUESTIONS

SECTION A – WORD PROCESSING

Case Study

You work as the IT Support Officer in a company called Top Class Recruitment Services. You have been asked to word process the following recruitment form.

DATE

NAME

TYPE OF WORK

WORK EXPERIENCE

Company	Date started	Date Finished	Duties

Please place 'Y' in the relevant shaded boxes below:

I prefer to work alone

Strongly agree		Agree		Disagree		Strongly disagree	
Comments							

I prefer to work as part of a team

Strongly agree		Agree		Disagree		Strongly disagree	
Comments							

My IT Skills are excellent

Strongly agree		Agree		Disagree		Strongly disagree	
Comments							

My administration skills are excellent

Strongly agree		Agree		Disagree		Strongly disagree	
Comments							

I would prefer a job where I didn't have to use a computer

Strongly agree		Agree		Disagree		Strongly disagree	
Comments							

Marks

QUESTIONS

- The recruitment form must be produced as follows: the font style is Arial, size 11 and the colour of the text is black; the text is emboldened, centred and capitalized as illustrated; the text is positioned as shown; the boxes are formatted and positioned as shown; shading is applied in the positions illustrated. **10**
- Ensure there are no spelling errors on the form. **1**

QUESTIONS CONTINUE ON NEXT PAGE

Page 2 of 7

Marks

3. In a footer insert the document name, your name, your student number and today's date in the following format: TopClassRecruitmentServicesWP1_Name_Number_Date **1**
4. Save your document in the location that your invigilator has directed you to in this format: TopClassRecruitmentServicesWP1_Name_Number_Date **1**
5. Print one copy of your document. **1**
6. Enter the title TOP CLASS RECRUITMENT SERVICES in capitals and make the colour of this text blue. The font size should be 14. It should be emboldened, underlined and centred. **6**
7. Insert a watermark that reads CONFIDENTIAL and ensure that it is positioned diagonally and is semi-transparent. The font should be changed to Arial and colour of the text should be the same colour as the title of the document. **5**
8. In a footer insert the document name, your name, your student number and today's date in the following format: TopClassRecruitmentServicesWP2_Name_Number_Date **1**
9. Save your document in the location that your invigilator has directed you to in this format: TopClassRecruitmentServicesWP2_Name_Number_Date **1**
10. Print one copy of your document. **1**

Total 28 Marks

QUESTIONS CONTINUE ON NEXT PAGE

Page 3 of 7

SECTION B – SPREADSHEETS

Marks

1. Open a new worksheet and change the page layout to landscape. 1
2. Enter the following spreadsheet exactly as it is shown, using font style Arial, size 10: 8

	A	B	C	D
1	TOP CLASS RECRUITMENT SERVICES			
2	Date	Employment Sector	Number of Applicants	Number of Placements
3	Jan - December 2008	IT and Computing	251	221
4		Engineering	185	180
5		Business	304	294
6		Law	110	102
7		Education	280	274
8	Jan - December 2009	IT and Computing	270	264
9		Engineering	187	189
10		Business	310	308
11		Law	112	101
12		Education	290	284
13	Jan - December 2010	IT and Computing	301	298
14		Engineering	170	168
15		Business	314	312
16		Law	118	110
17		Education	292	288
18	Jan - December 2011	IT and Computing	321	314
19		Engineering	172	168
20		Business	322	318
21		Law	121	112
22		Education	301	298
23	Jan - December 2012	IT and Computing	330	324
24		Engineering	181	174
25		Business	328	320
26		Law	128	122
27		Education	304	300
28	Total Number of Applicants			
29	Total Number of Placements			
30	Average Number of Applicants in 2012			
31	Average Number of Placements in 2012			

3. Set the widths of the columns as follows: A to 40 and B, C and D to 23. 2
4. Set the format of the columns to General. 1
5. In a footer, insert the document name, your name, student number and the date in this format: TopClassRecruitmentServicesSP1_Name_Number_Date 1
6. Save your spreadsheet in the location that your invigilator has directed you to in this format: TopClassRecruitmentServicesSP1_Name_Number_Date 1
7. Print one copy of your spreadsheet; the gridlines and row and column headings must be displayed. 1
8. In cell B28, use a formula to calculate the total number of applicants. 2
9. In cell B29, use a formula to calculate the total number of placements. 2
10. In cell B30, use a formula to calculate the average number of applicants in 2012. 2
11. In cell B31, use a formula to calculate the average number of placements in 2012. 2

QUESTIONS CONTINUE ON NEXT PAGE

Page 4 of 7

- 12. Save your spreadsheet in the location that your invigilator has directed you to in this format: **1**
TopClassRecruitmentServicesSP2_Name_Number_Date.
- 13. Print one copy of your spreadsheet. It must include a footer containing the text: **1**
TopClassRecruitmentServicesSP2_Name_Number_Date and the gridlines and row and column headings must be displayed.
- 14. Display the formulae you have used in Questions 8, 9, 10 and 11 and adjust the widths of the **4**
columns that contain them to ensure the formulae are displayed prior to printing.
- 15. Save your spreadsheet in the location that your invigilator has directed you to in this format: **1**
TopClassRecruitmentServicesSP3_Name_Number_Date.
- 16. Print one copy of your spreadsheet that displays the formulae that you have used. It must **1**
include a footer containing the text: TopClassRecruitmentServicesSP3_Name_Number_Date and the gridlines and row and column headings must be displayed.
- 17. Produce a 3-D Clustered Column chart that displays the number of Applicants and Placements **6**
in 2012.
Ensure that your chart displays the following information:
A main title: *Applicants and Placements in 2012*
The series should be displayed, correctly labelled in order to distinguish between applicants and placements.
- 18. Save your chart in the location that your invigilator has directed you to in this format: **1**
TopClassRecruitmentServicesSP4_Name_Number_Date.
- 19. Print one copy of your chart. It must include a footer containing the text: **1**
TopClassRecruitmentServicesSP4_Name_Number_Date

Total 39 Marks

SECTION C – PRESENTATION

Marks

You have been asked to produce a short PowerPoint presentation of TEN (10) slides that presents information on Top Class Recruitment Services and the services that the company offers people who are looking for employment in professional organisations.

1. Use the Design template called *Solstice* and select an appropriate colour for the background. Select *Executive* (Century Gothic Palatino Linotype) as the font. Ensure that the size of the font for all the titles is 44 and the size of the font for the sub-title and all other text is 32. Every title should be centred. A picture of a computer should be inserted in the bottom right-hand corner of every slide. Slide numbers should be applied. 7
2. In a header or footer insert the presentation name, your name, your student number and the date in this format: TopClassRecruitmentServices_Name_Number_Date. 1
3. On the first slide insert the main title *Top Class Recruitment Services* and the sub-title *We find the best people for the best jobs!* 1
4. On the first slide apply the following animation to the main title: 6
Shape
Start: *On click*

Apply the following to the sub-title:
Shape
Start: *On click*
5. Apply the following transitions to all slides: 5
Fade
Sound: *Typewriter*
Duration *02.00*
Advance Slide: After *00:10.00*
Apply to All
6. The second slide should state the title: *Welcome* 1
Under the title enter the following three bulleted points.
 - *Welcome to the presentation of Top Class Recruitment Services*
 - *We have over ten years of experience placing well-qualified people in suitable professional jobs*
 - *We work with some of the most successful businesses*
7. Slide three should state the title: *Our Services* 1
Under the title enter the following five bulleted points.
 - *We are known for our:*
 - *Efficiency*
 - *Good advice*
 - *Professionalism*
 - *Confidential service*

QUESTIONS CONTINUE ON NEXT PAGE

Page 6 of 7

8. Slide four should state the title: *Employers* 1
Under the title enter the following three bulleted points.
- *We recruit people to work with some of the most well-known companies*
 - *We also recruit for new companies*
 - *We offer a first class service to all companies that we work with*
9. Slide five should state the title: *Job Applicants* 1
Under the title enter the following two bulleted points.
- *We find positions for well-qualified people who want successful careers*
 - *Our applicants look for work in many areas such as IT and Computing, Engineering, Business, Law and Education*
 -
10. The sixth slide should state the title: *Some Statistics* 1
Under the title enter the following five bulleted points.
- *In the last five years we have placed a large number of applicants in many jobs*
 - *Total Number of Applicants = 5,962*
 - *Total Number of Placements = 5,791*
 - *Average Number of Applicants in 2012 = 254*
 - *Average Number of Placements in 2012 = 248*
11. Slide seven should state the title: *Applicants and Placements in 2012* 2
Under the title insert the chart you produced that illustrates this.
12. Slide eight should state the title: *Future Services* 1
Under the title enter the following three bulleted points.
- *We are going to expand our range of employers*
 - *We are going to expand our range of applicants*
 - *We are going to take on more staff at our offices*
13. The ninth slide should state the title: *Contacts* 1
Under the title enter the following six bulleted points.
- *Contact our friendly and courteous staff by:*
 - *Email*
 - *Telephone*
 - *Website*
 - *Social media*
 - *Call at our offices*
14. Slide ten does not have a title but should state the following text: 1
Thank you for attending our presentation. Please let us know what you think of our services
15. Edit and spellcheck your presentation carefully. 1
16. Save your presentation in the location that your invigilator has directed you to in this format: 1
TopClassRecruitmentServices_Name_Number_Date
17. Print your slides in handout format – 3 slides per page. 1
- Total 33 Marks**