



IT SKILLS

JUNE 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

Marks

Case Study

You are requested to produce the following order form for a busy car hire firm, *Car Hire Services*.

ORDER FORM FOR CAR HIRE SERVICES

Client Name

Client name must be entered here

Client Address

Client address must be entered here

**Contact by
(Please enter X)**

Telephone

Email

Mail

**Vehicle Type and
Registration number**

Vehicle type and registration number must be entered here

What proof of identity has been provided by the client? (Please enter X)

**Driving
Licence**

Insurance

Passport

Client Signature and Date:

Client signature and date must be added here

Have all parts of the form been completed? (Please enter X)

Yes

No

QUESTIONS

Marks

1. Produce the order form and ensure the following. 14
 - The font style should be Arial size 10.
 - The colour of the text should be black.
 - The text should be emboldened, italicised, centred and capitalized as illustrated.
 - All sections must be formatted as shown.
 - All text and boxes must be positioned as shown.

2. Use the spellchecker to check that all spellings are correct, and correct any words that the spellchecker has detected as being spelled incorrectly. 1

3. In a footer insert the document name, your name, your student number and today's date in the following format: CarHireServicesWP1_Name_Number_Date 1

4. Save your document in the location that your invigilator has directed you to with the filename in this format: CarHireServicesWP1_Name_Number_Date 1

5. Print one copy of your document. 1

6. Insert X into the boxes of your choice in the three sections on preferred method of contact, proof of identity and form completion. 3

7. Shade the following sections in pale blue. 4
 - Client Name
 - Client Address
 - Vehicle Type and Registration Number
 - Client Signature and Date.

8. In a footer insert the document name, your name, your student number and today's date in the following format: CarHireServicesWP2_Name_Number_Date 1

9. Save your document in the location that your invigilator has directed you to with the filename in this format: CarHireServicesWP2_Name_Number_Date 1

10. Print one copy of your document. 1

Total 28 Marks

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 Arial, size 10. 7

	A	B	C	D	E	F	G	H
1	Car Hire Services							
2	Vehicles Hired Jan-June 2013							
3								
4		JAN	FEB	MARCH	APRIL	MAY	JUNE	<u>% Increase</u>
5								
6	Family cars	117	123	129	133	134	136	
7	Business cars	188	189	201	225	231	239	
8	Small vans	210	219	310	344	350	356	
9	Large vans	155	162	171	178	183	191	
10								
11	Total for each month							
12								
13	Overall total							

3. Set the widths of the columns as follows. 2
 - A to 27
 - B to H to 10
4. Format columns B to G as General. 1
5. In a footer, insert the document name, your name, student number and the date in this format: CarHireServicesSP1_Name_Number_Date 1
6. Save your spreadsheet in the location that your invigilator has directed you to with the filename in this format: CarHireServicesSP1_Name_Number_Date 1
7. Print one copy of your spreadsheet; the gridlines and row and column headings must be displayed. 1
8. In cells B11 to G11 use formulae to calculate the total number of vehicles hired each month. 2
9. In cell B13 use a formula to calculate the overall total of vehicles hired over six months. 2
10. In cells H6 to H9 use formulae to calculate the % increase in hire of each vehicle type. 4
11. Ensure that the answers to questions 8, 9 and 10 are centred. 1
12. Format column H as Percentage. 1

13. Save your spreadsheet in the location that your invigilator has directed you to in this format: CarHireServicesSP2_Name_Number_Date. **1**
14. Print one copy of your spreadsheet. It must include a footer in the format: CarHireServicesSP2_Name_Number_Date and the gridlines and row and column headings must be displayed. **1**
15. Display the formulae you have used in Questions 8, 9 and 10 and adjust the widths of the columns that contain formulae to ensure the formulae will be fully displayed when the document is printed. **3**
16. Save your spreadsheet in the location that your invigilator has directed you to with the filename in this format: CarHireServicesSP3_Name_Number_Date. **1**
17. Print one copy of your spreadsheet that displays the formulae that you have used. It must include a footer containing the text: CityEntertainmentSP3_Name_Number_Date and the gridlines and row and column headings must be displayed. **1**
18. Produce a pie chart that displays the percentage increase in vehicles hired between January and June 2013. **6**
Ensure that your chart displays the following information.
- A main title: *% Increase in Vehicles Hired Jan-June 2013*
 - The series should be displayed, correctly labelled in order to clarify the percentages displayed.
19. Save your chart in the location that your invigilator has directed you to with the filename in this format: CarHireServicesSP4_Name_Number_Date. **1**
20. Print one copy of your chart. It must include a footer containing the text: CarHireServicesSP4_Name_Number_Date **1**

Total 39 Marks

SECTION C – PRESENTATION

You are requested to produce a short PowerPoint presentation of ten slides that present information on the Car Hire Services company and which can be viewed on the company website.

1. Use a professional-looking Design template and select an appropriate colour for the background. Select Trebuchet MS as the font. Ensure that the size of the font for all the titles is 48 and 32 for all other text. Apply slide numbers to all the slides. 5

2. In a header or footer insert the presentation name, your name, student number and the date in this format: CarHireServicesPP_Name_Number_Date 1

3. On the first slide, insert: 2
 - the main title *Car Hire Services*
 - the sub-title *The Best Service - Always*
 - a picture of a car on the bottom of the slide, in the centre.

4. On the first slide apply the following animation to the main title: 9

Entrance, Fly In, From Left
Start: With Previous

and

apply the following to the sub-title:
Fly In, From Left
Start: After Previous

and

apply the following to the sub-title:
Fly In, From Right
Start: After Previous

5. Apply the following transitions to all slides: 3

Zoom
Duration 02.00
Advance Slide: After 00:12.00

6. The second slide should state the title: *Introduction* 1

Under the title enter the following two bulleted points.

 - *Welcome to Car Hire Services – the home of expert advice and superb vehicles*
 - *Our professional service and competitive prices cannot be beaten!*

7. Slide three should state the title: *Vehicles for Hire* 1

Under the title enter the following four bulleted points.

 - *Family cars*
 - *Business cars*
 - *Small vans*
 - *Large vans*

8. Slide four should state the title: *Family Cars* 1
Under the title enter the following four bulleted points.
- *Large and small vehicles depending on the size required*
 - *Choice of makes*
 - *Choice of colours*
 - *Safe and comfortable*
9. Slide five should state the title: *Business Cars* 1
Under the title enter the following four bulleted points.
- *Large and small vehicles depending on the size required*
 - *Choice of makes*
 - *Choice of colours*
 - *Safe and comfortable*
10. The sixth slide should state the title: *Small Vans* 1
Under the title enter the following four bulleted points.
- *Large and small vehicles depending on the size required*
 - *Choice of makes*
 - *Choice of colours*
 - *Safe and comfortable*
11. Slide seven should state the title: *Large Vans* 1
Under the title insert the following four bulleted points.
- *Large and small vehicles depending on the size required*
 - *Choice of makes*
 - *Choice of colours*
 - *Safe and comfortable*
12. Slide eight should state the title: *% Increase in Vehicles Hired Jan-June 2013* and you need to 2
insert the pie chart you produced that illustrates this.
13. The ninth slide should state the title: *This Month's Special offers* 1
Under the title enter the following four bulleted points.
- *Family cars – one week's free hire*
 - *Business cars – 20% discount*
 - *Small vans – insurance offer*
 - *Large vans – free breakdown cover*
14. Slide ten should state the following point. 1
Thank you for watching, please contact us!
15. Edit and spellcheck your presentation carefully. 1
16. Save your presentation in the location that your invigilator has directed you to with the 1
filename in this format: CarHireServicesPP_Name_Number_Date
17. Print your slides in handout format – 3 slides per page. 1

Total 33 Marks

END OF EXAM

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