



# ICM

SEPTEMBER 2015

GENERAL PURPOSE SOFTWARE

**Instructions to candidates:**

- a) Time allowed: Three hours (plus an extra ten minutes' reading time at the start – do not write anything during this time)
  - b) Answer any FOUR questions
  - c) Each question carries 25 marks. Marks for sections of questions are shown in [ ]
  - d) Mark allocations should determine the length of your answers and the time you spend on each part. Generally, ONE valid point scores ONE mark
  - e) Ensure that you pay particular attention to words underlined, in CAPITALS or in **bold**. FEW OR NO MARKS will be awarded to any question where these are ignored
  - f) Where you are asked HOW to achieve a particular result using a named package, explain in general terms how it is achieved rather than listing particular keys to be pressed, which will vary from package to package, i.e. 'Mark the sentence from start to end' rather than 'Press F4'
  - g) You are advised to read an entire question before answering any part of it
  - h) No computer equipment, books or notes may be used in this examination
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- 1. In the use of a normal spreadsheet, define the following terms and give a common example of EACH term:
    - a) Formula
    - b) Replication
    - c) Relative address
    - d) Absolute address
    - e) Function [5 each]
  
  - 2. You have been asked by your manager to put together a presentation to be delivered to a group of potential customers at the next sales conference. You will deliver the presentation using visual images, graphical effects and bullet points displaying them on a large screen connected to your computer. Explain how the computer could be used to assist this presentation. Include in your answer the hardware and software needed. Explain what the software offers and how the presentation is put together. [25]
  
  - 3. a) Write notes about EACH of the following components of the Windows™ operating system. Assume your answers are part of a training manual for beginners.
    - i Operation of the mouse and its various buttons
    - ii Folders/directories
    - iii Pull-down menus [4 each]b) Explain why an operating system is a necessary part of the computer. Your answer must not just list facilities provided. [3]  
c) File management is one feature of an operating system. Describe FIVE different tasks a USER can perform through commands (or other ways) which relate to disc files. [10]
  
  - 4. a) List and explain the advantages of using a database package in preference to writing special programs to process commercial data. [10]  
b) Describe a BUSINESS application where a company would use a WAN. Ignore the use of email. Your answer should include details of what is input, what is held on file and who the users are. [10]  
c) Name and describe the action of ONE built-in spreadsheet function. Give a clear example of its use. [5]

*continued overleaf*

5. The diagram shows a spreadsheet screen for the stationery purchases in different departments of a company.

	A	B	C	D	E
1			STATIONERY		
2	DEPARTMENT	Paper	Filing	Discs etc.	TOTALS
3	Sales	1234.5	2467.89	1357.91	
4	Purchase	987.65	4321	2345.67	
5	Personnel	876	4567.89	2233.44	
6	Production	76.54	234.5	678.91	
7	TOTALS				

For this question, you are required to explain how EACH of the following tasks below can be achieved. State the name of the spreadsheet program to which you refer. Your answers may either be complete commands or an explanation of HOW the task is achieved.

- a) In C1, "STATIONERY PURCHASES" was typed in. Explain why only part of it is shown and how all of it can be displayed. [3]
- b) Improve the layout as follows:
  - i Headings in B2, C2 and D2 are to be moved to the right-hand end of each cell so that they appear directly over the figures below. [5]
  - ii All the numbers shown should be right aligned with TWO decimal places. [5]
- c) Row and column totals are to be produced so that if any of the existing numbers are altered, the totals will automatically change. [4]
- d) Define **REPLICATION** and explain how it can be used in c). [4]
- e) After this model was created, another department called 'Marketing' was created in the company. Explain how it could be included in the display and how its purchases would also be included in the totals. [4]
- f) Explain how to create compound bar charts for the five departments so that each bar represents the whole expenses for a department but each bar is composed of three parts representing the three cost areas. [5]