



ICM

MARCH 2017

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. Describe the features available in the Windows™ operating system for the following:
 - a) Creation of icons
 - b) Menus
 - c) Cut and paste
 - d) Desktop facilities
 - e) Time and date facilities

[5 each]

 2. Suppose that you wanted to create a database holding details of all your family and friends so that you could use it to extract details such as **name, full address, telephone number, birthday, email address, favourites** (e.g. colour / type of music...) etc.
 - a) Draw up a TABLE showing the fields necessary for the highlighted information. You may need MORE than six fields for these six sets of information. Consider the intended use of this file – such as the need to use the data to address envelopes automatically when sending letters/cards. For EACH field in your table, state:
 - field name
 - data type
 - reason for this choice of data type
 - typical example of the data

[12]
 - b) Explain how you would first create the structure for this database.

[4]
 - c) You wish to send a greetings card to selected people listed in the file. Explain how you could print a list of all people, with their birth dates, who have birthdays in the month of August.

[4]
 - d) At a later date, you wish to add a new field (relation) which might contain for instance: 'friend', 'business' for work colleagues or 'aunt' for family. Explain how to add this additional field and also to enter a value for each person in the file.

[5]

 3. Choose FIVE different types of printer used in word processing and for EACH one:
 - describe briefly the advantages and disadvantages of using this printer
 - give a typical application

[5 each]

 4. You have been requested by your employer to prepare a presentation to be made to key customers about your company's services. Your company provides advice to small companies on their hardware and software needs. You will deliver the presentation yourself using visual images, graphical effects and bullet points, displaying them on a large screen connected to your laptop computer. Explain how the computer can 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]

continued overleaf

5. a) Explain the significance of extension names in filenames. Give THREE different examples. [5]
- b) i Explain how a new folder can be created on a hard disk.
- ii Explain how only the files on a diskette with a particular extension name can be copied into it. Your answer can either state commands or describe how a mouse can be used in a Windows™ environment. [6]
- c) Describe how to move a file from one folder to another. [5]
- d) Explain how 'cut and paste' might be used within an operating system and how it is achieved. [5]
- e) Define FULLY the terms **directory/folder** and **sub-directory** in the context of an operating system. [4]