

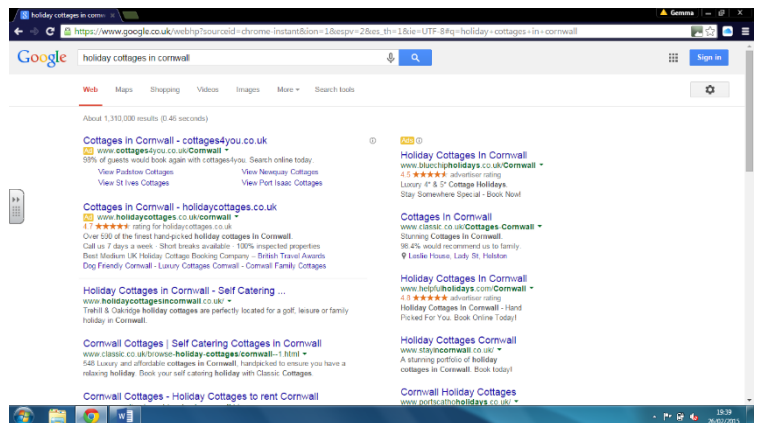
ICT Assessment Level 1 and Level 2

Name _____ Date _____

Searching the internet

1. You have been asked to search the internet to find the date for the Brazil Olympic Games in 2016. Write down what would you type in the search bar? (L1/L2) (1)
2. Circle the URL you would choose to click on to get the correct answer for the question above. (L1/L2) (1)
 - a. www.google.co.uk
 - b. www.olympic.org/rio-2016-summer-olympics
 - c. www.wikipedia.co.uk
 - d. www.huffingtonpost.co.uk/2014/05/09/london-2012-olympics-rio
3. Give one reason why you selected the URL above. (L1/L2) (1)

4. State what is wrong with this print screen? Identify how you could improve the image. (L1/L2) (2)



Spreadsheets

5. Identify which symbol is used at the start of every formula? (L1/L2) (1)

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6. Write a formula below to calculate the Income for Irena Koslov? (L1/L2)

(1)

	A	B	C	D	E	F	G
1	Income from hair stylists						
2							
3	Hair stylist	Salon	January	February	March	Income	Bonus
4	Irena Koslov	Epsom	£1,890.00	£2,100.00	£1,996.56		
5	Katie King	Kingston	£2,800.50	£3,100.89	£3,200.20		
6	Lois Burton	Guildford	£1,700.95	£2,300.56	£1,400.70		
7	Pedro Perez	Weybridge	£2,800.00	£2,800.00	£2,800.00		
8	Fiona Wild	Kingston	£1,600.00	£3,000.75	£4,000.00		
9	Alex James	Guildford	£2,700.00	£3,200.90	£3,750.95		
10	Chris Eames	Epsom	£1,675.55	£1,763.00	£1,879.00		
11	Pete Harris	Guildford	£3,500.75	£4,650.00	£5,999.40		
12							
13	Bonus Rates						
14	£9000 and over	7.5%					
15	Under £9000	2.5%					

7. Explain what the SUM function is used for? (L1/L2)

(1)

8. Circle which function you would use to calculate the Bonus on the spreadsheet above? (L2)

(1)

- a. $F4*B14$
- b. $IF(F4>=£9000,B14,B15)$
- c. $IF(F4>=£9000,F4*B14,F4*B15)$
- d. Type in 7.5% or 2.5% depending on the income

9. Explain how 'Absolute Referencing' is used in a formula. Give an example. (L2)

(2)

10. Explain how this V Lookup formula works. (L2)

(2)

$=VLOOKUP(B3, \$B\$7: \$D\$14, 2)$

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11. You need to create a graph to show the Hair Stylist and their Income. Circle the cells you would use? (L1/L2) (2)

	A	B	C	D	E	F	G
1	Income from hair stylists						
2							
3	Hair stylist	Salon	January	February	March	Income	Bonus
4	Irena Koslov	Epsom	£1,890.00	£2,100.00	£1,996.56	£5,986.56	£149.66
5	Katie King	Kingston	£2,800.50	£3,100.89	£3,200.20	£9,101.59	£682.62
6	Lois Burton	Guildford	£1,700.95	£2,300.56	£1,400.70	£5,402.21	£135.06
7	Pedro Perez	Weybridge	£2,800.00	£2,800.00	£2,800.00	£8,400.00	£210.00
8	Fiona Wild	Kingston	£1,600.00	£3,000.75	£4,000.00	£8,600.75	£215.02
9	Alex James	Guildford	£2,700.00	£3,200.90	£3,750.95	£9,651.85	£723.89
10	Chris Eames	Epsom	£1,675.55	£1,763.00	£1,879.00	£5,317.55	£132.94
11	Pete Harris	Guildford	£3,500.75	£4,650.00	£5,999.40	£14,150.15	£1,061.26

12. Identify three examples of formatting the spreadsheet above. (L1/L2) (3)

13. You have been asked to create a chart/graph to present the Income for each Stylist. Identify which type of chart/graph you would use? (L1/L2) (1)

14. When creating a chart, name three things you must include to make sure the chart is clear and easy to understand. (L1/L2) (3)

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Presenting text and images

15. Identify as many different formatting techniques on the newsletter to the right. (L1/L2) (5)



NATHAN'S NEWS

July Edition

Spotlight on Kingston Salon

Our latest salon opened in Kingston just before Christmas and has been doing well from the start. The manager, Sophie Hunter, would like to congratulate all the staff on their success in gaining new clients and especially the hair stylist with the highest income, Fran Parkin.



New Client Offer

The salons are currently doing very well but we will always welcome new clients. Our latest offer is:

Pick up a 'recommend a friend' leaflet in the salon and, if your friend makes an appointment, you will both receive a bottle of Nathan Lane Shampoo and 10% off your next cut and blow dry.

Please make sure all your clients are aware of the offer and encourage them to take a leaflet.

Hair Stylist of the Year Competition

The 2014 Hair Stylist of the Year Competition is being held in November 2014 in a new venue. I hope you have a head for heights as this year's competition takes place in the Shangri-La Hotel, which occupies floors 34-52 and the ground floor of The Shard. This iconic London landmark is 306m high, has 87 storeys and is currently the tallest building in the European Union.



Competition rules state that one hair stylist from each salon can enter so, if you want to see the view from the Shard, ask your manager for an entry form and start practising your styling.

Refreshing News

As you are all aware, I am constantly trying to improve the experience we offer our clients so we have set aside a corner of the Guildford salon for a small refreshments area. We are offering coffee, tea, soft drinks and pastries. So far it has proved very popular with our clients and staff. If this continues to be successful, I will roll it out to our other salons.

16. Identify any additional formatting you would use on the newsletter. Explain why you would use this formatting technique. (L2) (2)

17. Identify the most appropriate software you would use to create the following documents. (L1/L2) (4)

Letter –

Presentation –

Flyer –

Newsletter –

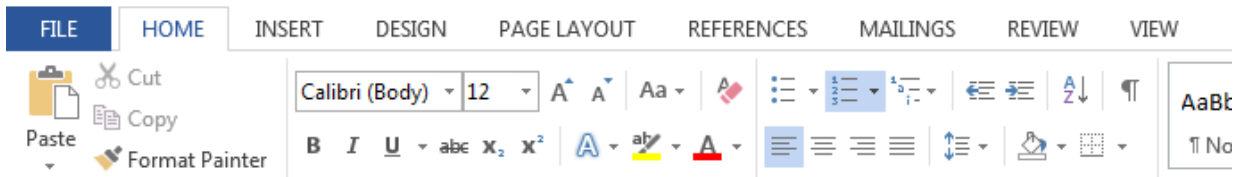
18. You are asked to save the newsletter. What name would you give the newsletter? (L1/L2) (1)

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19. Circle which tab gives you the option to change the page orientation. (L1/L2)

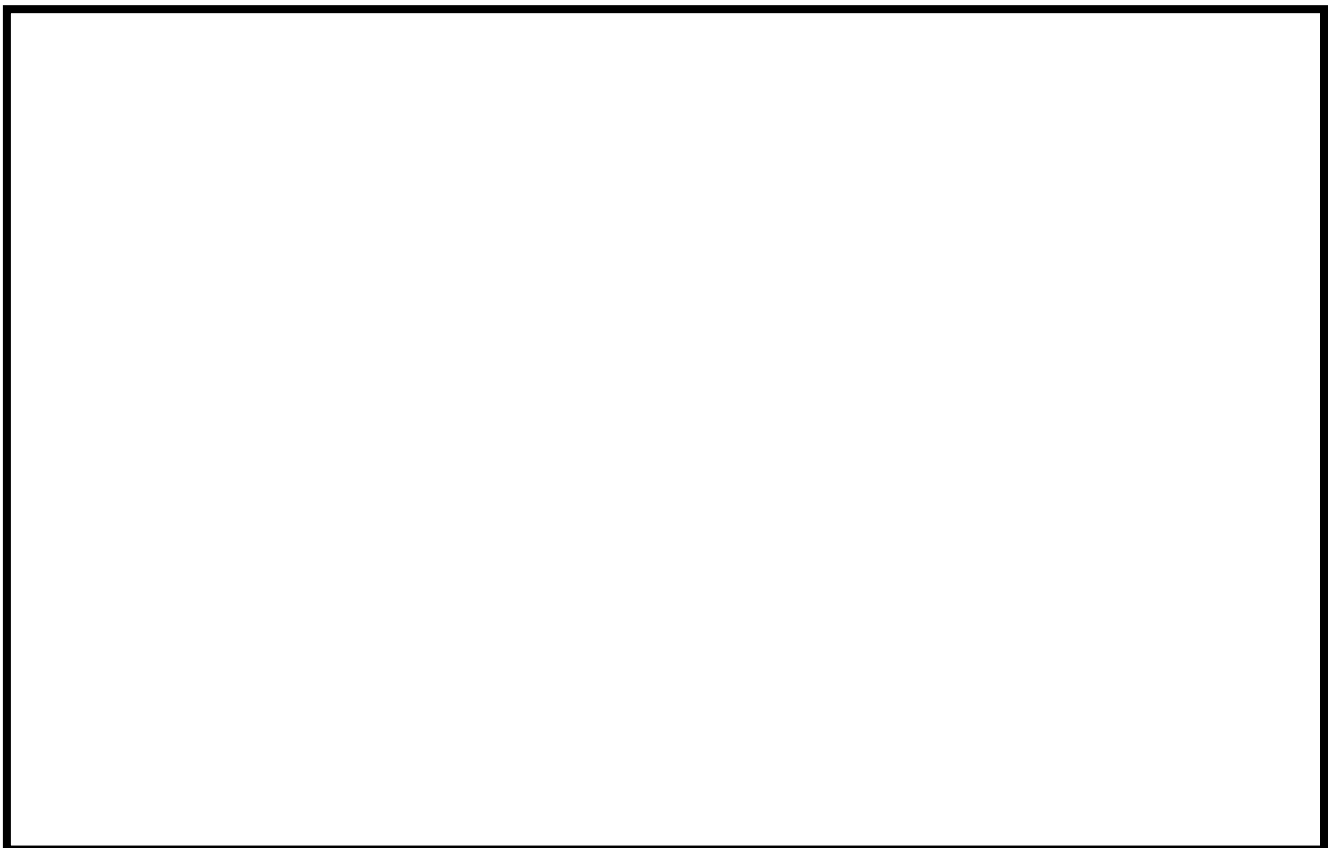
(1)



20. You have been asked design the layout of the front slide for a presentation. Sally is going to be presenting to a group of college students interested in opening their own salon. You need to draw where you will place the following elements. Label each element. (L1/L2)

(7)

Title / Name of presenter / Logo / Date / Image of salon



21. List three elements of the design that you would keep the same throughout of the Power Point. (L1/L2)

(3)

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Email

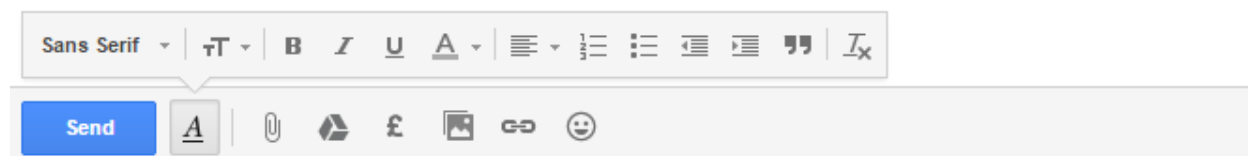
22. You need to send an email to Sally asking her to check the newsletter that you have created and attached. Write the email below. Her email address is sally.smith@nathansnews.co.uk (L1/L2) (4)

To

Cc

Bcc |

Subject



23. Circle the icon on the print screen above that allows you to attach a copy of the newsletter to the email to Sally. (L1/L2) (1)

Using ICT

24. Documents can be changed by others accidentally or on purpose. Give **two** ways Harvey could stop other people making changes to the presentation. (L1/L2) (2)

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25. An image found on the internet has been used in Nathan's newsletter.

Give **two** actions Nathan could take before he sends the newsletter to the salons so that he does not break the law. (L2) (2)

26. Viruses can be a problem when using the internet. Give **two** ways to minimise the risk of computer viruses. (L1/L2) (2)

Results

Section	Score	Percentage
Searching the internet	/5	
Spreadsheets	/17	
Presenting text and Images	/23	
Email	/5	
Using ICT	/6	
Total	/56	/100

Level achieved –

Areas to improve –