

FORM 003066/SPEC

CARIBBEAN EXAMINATIONS COUNCIL

SECONDARY EDUCATION CERTIFICATE
EXAMINATION

INFORMATION TECHNOLOGY

Paper 02 - Technical Proficiency

PRACTICAL

SPECIMEN PAPER

2 hours

No printing is to be done in the 2 hours allotted for the examination.
Time will be given for printing at the end of the examination.

INSTRUCTIONS TO CANDIDATES

1. Attempt ALL questions.
2. Read the instructions carefully before attempting the questions.
3. Perform the instructions in the order given.
4. Report any problems with the computer or software to the invigilator who will, if possible, grant you extra time to make up for time lost.
5. If problems are experienced in printing your files, you may request aid from the invigilator or teacher. Printing is not considered part of the examination.
6. After printing, it is your responsibility to ensure that:
 - (a) All side perforations (if any) are removed.
 - (b) Continuous paper (if used) is separated into single sheets which are then put together in the correct order.
 - (c) Each page is correctly labeled with the name(s) of the files being printed.
 - (d) All pages being attached belong to you.

Failure to comply with these requests could be disadvantageous to you.

7. A diskette will be provided which must be submitted together with all print-outs at the end of the examination. Note that the examination is marked from the printed output and NOT from the diskette.
8. An adequate amount of stationery will be supplied.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

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Attempt ALL Questions

Save your work at regular intervals

1. (a) Open the spreadsheet called **CIC** located on your diskette.
- (b) Insert a column titled "1999" in the appropriate position. Fill the column "1999" with the average of the values in the columns titled "1998" and "2000" **(2 marks)**
- (c) Insert a row above the Total row to include the following additional commodity:
- | | | | | | |
|---------|------|------|------|------|------|
| Bananas | 3000 | 5000 | 6000 | 5750 | 9000 |
|---------|------|------|------|------|------|
- (2 marks)**
- (d) Fill in the appropriate cells with formulae to compute the
- (i) total for EACH commodity
 - (ii) total for EACH year
 - (iii) overall total. **(3 marks)**
- (e) Enter the title 'Percentage' after the Total column. Calculate the Percentage of the total export for EACH commodity. Format this column to 1 decimal place. **(4 marks)**
- (f) Format the spreadsheet to
- (i) Centre the titles "Carib Information Centre" and "Export Earnings (millions of US\$): 1996 – 2000" over the data columns in the spreadsheet. **(2 marks)**
 - (ii) Use the comma style format for ALL numeric columns. Use zero decimal places. **(2 marks)**
 - (iii) Insert a footer that includes the name of the organization on the left-hand side and the date on the right-hand side. **(2 marks)**
 - (iv) Use the currency style for ALL totals. Use \$ sign with zero decimal places. **(2 marks)**
- (g) Sort the commodities of the spreadsheet in ASCENDING order. **(2 marks)**
- (h) Save the spreadsheet as EXPORT. **(1 mark)**
- (i) Create a pie chart showing the earnings over the five-year period for EACH commodity. The Title of the pie chart should be "EXPORT EARNINGS: 1996 – 2000". Each slice of the pie should be properly labeled to indicate the commodity it represents or Legends should be provided. EACH slice of the pie should indicate the percentage of total earnings. **(4 marks)**

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- (j) Create a bar chart to show the total yearly export earnings. The chart should be labeled "YEARLY EARNINGS: 1996 - 2000". EACH bar should be properly labeled to indicate the year it represents. **(4 marks)**

Total 30 marks

2. The Carib Information Centre would like to prepare a list of international lending agencies that have provided loans (millions of US\$).

- (a) Open the database table called LENDER located on your diskette.

- (b) Add the following records to the LENDER table:

WH01	WHO	Health	
PA06	PAHO	Health	(1 mark)

- (c) Modify the LENDER table to include the field AMOUNT of numeric type. Add the following data to the AMOUNT field:

Amount	500	250	800	700	600	400	900	200	900	800	725	910	(1 mark)
--------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----------------

- (d) Edit the record for the organization "IDBA" to change the name to "IDB" and the Sector to "Education". **(2 marks)**

- (e) Sort the table in ASCENDING order using the SECTOR field as the primary key and AMOUNT as the secondary key. Save this sorted table with all fields as SORTLEND. **(4 marks)**

- (f) Calculate the total amount of money provided by the international lending agencies **(2 marks)**

- (g) Open the database table named RATES located on your diskette.

- (h) Delete the record with code AB09 from the RATES table. **(1 mark)**

- (i) Update the following fields in the RATES database table:

- 1) Increase EACH Interest Rate by 3
- 2) Decrease EACH Period by 2 **(2 marks)**

- (j) Generate queries to answer the following questions:

- 1) Which organizations provide loans for the water Sector? Save this information to a file called WATER. Include the fields Organization, Sector, Amount and Period. **(3 marks)**

- 2) Which organizations have an Interest Rate higher than 7 and a Period higher than 6? Save this information to a file called HIGH and include the fields Organization, Amount, Interest and Period. **(3 marks)**

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(3) How many sectors are in the LENDER database table. Name this query as N_SECTOR. (2 marks)

(k) Prepare a report to generate a list of lending agencies. The report should contain only the Organization, Contact, Amount, Sector and Period fields. The records should be sorted by Organization in ASCENDING order. Name the report L_AGENCY. The report should contain the following title:

**The Information Centre
List of Lending Agencies** (5 marks)

(l) Prepare a report called C_LIST to generate a list of Contacts for the Organizations. This report should be grouped on SECTOR. Use the fields Sector, Contact and Organization. The title of the report should be **LIST OF CONTACTS**. (4 marks)

Total 30 marks

3. (a) Open the letter called CARIB, located on your diskette, in preparation for a mail-merge and save it as MAIN. The letter should be formatted as follows:

1) The body of the letter should be fully justified and have 1½ line spacing. (2 marks)

2) The company title should be bold font size 14 and centered. (3 marks)

3) The company address should be font size 12 and centered. (2 marks)

(b) Create a footer which contains "Annual Report" to the left, the Page Number in the centre and "1996-2000" to the right. (4 marks)

(c) Replace all occurrences of "development" to "operation" (1 mark)

(d) Move the paragraph beginning with "We thank you..." to the line above "Sincerely". (2 marks)

(e) Insert the spreadsheet EXPORT in the position indicated in MAIN. Centre the spreadsheet between the left and right margins and ensure that there are 3 lines each above and below the spreadsheet. (4 marks)

(f) Insert the bar chart YEARLY EARNINGS: 1996-2000, in the position indicated in MAIN. Arrange the chart so that it is to the left of the text and that the paragraph flows to the right of the chart. (3 marks)

(g) Create a new page above the line starting with "The following agencies" Insert the database report L_AGENCY in the position indicated in MAIN. (3 marks)

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- (h) Create the following table and place it below the report. Insert the page numbers where the insertions are located in your letter.

References in Report	Page
Spreadsheet	
Bar Chart	
Database Report	

(3 marks)

- (i) Using the join of LENDER and RATES as your data source, merge with MAIN. Save the results as LETTER.

(3 marks)

Total 30 marks

Grand Total 90 marks

The files EXPORT, LENDER, RATES, WATER, HIGH, N-SECTOR, C-LIST, L_AGENCY, MAIN, LETTER, and the pie and bar charts EXPORT EARNINGS 1996-2000 and YEARLY EARNINGS 1996-2000 respectively are to be printed at the end of the examination.

END OF TEST