

Examination Scope: ICT

Year: 10

TERM 3 EXAM

Prepare:

You should use the time from now until the dates below productively by spending **an hour** or so a night (a couple of hours a day at the weekends) quietly in your room reading through your work, making notes, completing past paper questions, practicing skills and techniques. Resources will be shared via your Google Classrooms to support you. Remember to review your end of topics exams from throughout the year to rectify common mistakes you may have made.

Revision:

Your class' Google Classroom for resources provided by your teacher.

www.igcseict.info

www.ictlounge.com/

www.yahmad.co.uk

Exam Materials:

List all equipment students will need to bring to or use in the examination.

Exam Date	Exam Type	Exam Length
20 th May – 22 nd May (during lesson times in that week)	Paper 2 – Practical Examination (Document Production, Data Manipulation and Mail Merge)	2 Hours
30 th May 2019	Paper 1 – Theory Examination (Chapters 1 – 5 inclusive)	1 Hour

Topics/Skills to Revise or Practice:

Theory

Chapter 1 - Types of components of a computer system

Pages 2-17 (15 pages)

- Hardware
- Software
- Main components of a computer
- Operating system
- Different types of computer systems
- The impact of emerging technologies

Chapter 2 - Input and output devices

Page 19-43 (24 Pages)

- Input devices
 - Uses of each device
 - Advantages of each device
 - Disadvantages of each device
- Direct data entry
- Output devices
 - Use of each device
 - Advantages of each device
 - Disadvantages of each device

Chapter 3 - Storage devices and media

Pages 44-57 (13 Pages)

- Backing storage
- Why back up data?
- Types of access used by secondary storage devices
- Types of internal and external secondary storage devices:
 - Magnetic
 - Optical
 - Solid state

Chapter 4 - Networks and the effects of using them

Page 58-76 (18 Pages)

- Networks
- Network devices such as routers, hubs and switches
- IP and MAC addresses
- Wi-Fi and Bluetooth
- How to setup and configure a small network
- Intranets and extranets
- LAN, Wan and WLAN
- Network security
- Accessing the internet
- Authentication
- Viruses
- Data protection acts
- Faxes and emails
- Video, audio and web conferencing

Chapter 5 – The effects of using ICT

Pages 77-83 (6 Pages)

- The effects of ICT on employment
- The effects of ICT on working patterns
- Microprocessor controlled devices in the home

Answers/Responses:

Theory – Answer in very clear points to demonstrate your Knowledge & Understanding, Application and skills in Evaluation.

Practical

Chapter 17 – Document Production and Mail Merge

- format text and organise page layout
- set page size
- set page orientation
- set page and gutter margins
- set the number of columns
- set the column width and spacing between columns
- define the terms widow and orphan
- explain why it is necessary to use page, section and column breaks, to adjust pagination and to avoid widows and orphans
- set and remove page, section and column breaks
- set line spacing, including: single, 1.5 times, double, multiple, spacing before and after paragraphs
- set tabulation settings, including: indented paragraphs, hanging paragraphs
- format text as bulleted or numbered lists to meet the needs of the audience
- use software tools to edit tables
- edit a table structure, where necessary, to include: insert row(s), delete row(s), insert column(s), delete column(s), merge cells
- set horizontal cell alignment: left, right, centre, fully justified
- set vertical cell alignment: top, centre, bottom
- format cells and the cell contents, including: show gridlines, hide gridlines, wrap text within a cell,
- shading/colouring cells
- mail merge a document with a data source
- explain why mail merged documents are created
- edit a master document to insert appropriate fields from a data source
- insert special fields such as date
- select records to merge
- merge a document with selected fields
- save and print merge master document
- save and print selected merged documents, as appropriate

Chapter 18 – Data Manipulation

- design and use suitable software tools to create an appropriate database record structure
- define the terms flat file database and relational database
- explain where it would be appropriate to select a flat file database or a relational database
- assign appropriate data types to fields, including: text, numeric (integer, decimal, percentage, currency), date/time, Boolean/logical (–1/0, yes/no, true/false)
- explain that other field types such as placeholders for media, including images, sound bites and video clips are used in commercial databases
- use short, meaningful file and field names
- format fields and identify sub-types, including: specifying the number of decimal places, specifying a particular currency
- identify the structure of external data with different file types, including: .csv, .txt, .rtf
- locate, open and import data from an existing file
- define and understand the terms primary key and foreign key and their role in a relational database
- create a relationship between two or three tables
- discuss the advantages and disadvantages of using relational tables rather than a flat file database
- design and use suitable software tools to create a data entry form appropriate to purpose and audience
- understand the key features of form design
- create a data entry form to meet the needs of the audience
- create a data entry form with all fields included to match the purpose of the task
- create an appropriate data entry form, including: appropriate font styles and sizes, spacing between fields, character spacing of individual fields, use of white space, radio buttons, drop down menus, highlighting key fields
- use arithmetic operations or numeric functions to perform calculations within a database
- create a calculated field
- perform calculations at run time using formulae and functions, including: addition, subtraction, multiplication, division, sum, average, maximum, minimum, count
- use suitable software tools to sort data appropriately in a database
- sort data using a single criterion and using multiple criteria where necessary, into ascending or descending order
- use suitable software tools to search a database to select subsets of data
- perform suitable searches using a single criterion and using multiple criteria, on different field types such as alphanumeric, numeric, Boolean
- perform searches using a variety of operators including: AND, OR, NOT, LIKE, >, <, =, >=, <=, <>
- perform searches using wildcards, as appropriate
- use suitable software tools to produce reports to display data appropriate to purpose and audience
- produce reports to display all the required data and labels in full where required
- use appropriate headers and footers within a database report, including: report header, report footer, page header, page footer
- set report titles
- produce different output layouts as required, including: tabular format, labels
- align data and labels appropriately, including: right aligning numeric data and decimal alignment

- format numeric data, including: number of decimal places, variety of currencies, percentage, as required by the task
- show and hide data and labels within a report, as necessary
- export data for use in another application