



COMPUTER APPRECIATION & APPLICATIONS

September 2021

Time allowed

Three hours

Instructions

- Write the question number next to each answer in your answer booklet.
- You are not required to rewrite the question in your answer booklet.
- Ensure that you pay particular attention to words in **bold**.

Information

- Different questions may carry a different number of marks.
- Marks for each question are shown in [].

Advice

- Read each question carefully before you start to answer it.
- Use the full time permitted and check all your answers.

Materials

- Notes or books are not permitted.
- Non-programmable calculators are permitted.



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ANSWER FOUR QUESTIONS IN TOTAL
ANSWER QUESTION ONE AND ANY OTHER THREE QUESTIONS

1. (a) (i) Explain what is meant by a touch screen. [2 marks]
(ii) State **one** benefit and **one** limitation of using touch screens. [2 marks]
- (b) Describe the method for adding a footer to a word processed document that shows the current date, document title and page numbers. [4 marks]
- (c) State **one** use for each of the following input devices in a computer system:
- (i) Mouse/digitiser [1 mark]
 - (ii) Scanner [1 mark]
 - (iii) Voice recognition [1 mark]
 - (iv) OMR [1 mark]
- (d) Explain the reasons why an accountancy business may set up different levels of access on their computer system. [4 marks]
- (e) Explain the difference between displayed and printed output, including **one** limitation of each. [4 marks]
- (f) A teacher creates a spreadsheet. Column A contains the names of students. Column B contains data regarding whether the student has passed or failed a test. The data in column B is either 'pass' or 'fail'. The data starts at Row 2 and ends at Row 25.
- Describe how a standard built-in function in a spreadsheet can calculate the number of students that have passed. The answer should be placed at the end of the data in column B. [4 marks]
- (g) Explain the difference between general purpose and special purpose software. Use an example of each to support your explanation. [4 marks]
- (h) State **two** benefits and **two** limitations of using memory sticks (USB flash drives) in an accounts company. [4 marks]
- (i) A local supermarket has introduced computer control based on the use of barcode readers.
Describe **two** ways in which the use of barcode readers will benefit shop staff and **two** ways in which it will benefit the customers. [4 marks]
- (j) State **four** different output devices from a computer system. [4 marks]
2. (a) Explain what is meant by the following types of file organisation:
- (i) Serial [5 marks]
 - (ii) Sequential [5 marks]
 - (iii) Indexed sequential [5 marks]
- (b) Describe the stages for accessing a particular file using a random file organisation type. [5 marks]

3. (a) Explain the following types of validation check using an example for each type to support your explanation:
- (i) Format [3 marks]
 - (ii) Range [3 marks]
 - (iii) Length [3 marks]
 - (iv) Connected fields [3 marks]
- (b) State what is meant by a check digit. [1 mark]
- (c) State **three** errors a check digit will detect including an example of each error. [6 marks]
- (d) State the type of check used on a database field to check the quality of stock in a shop. [1 mark]
4. (a) Explain what is meant by the terms WAN and LAN. Use examples of each to support your explanation. [6 marks]
- (b) A small business has a main office with ten stand-alone computers. State **four** benefits to the company of connecting the office to the internet. [4 marks]
- (c) File transfer can be performed over the internet and is often used by companies using File Transfer Protocol (FTP). Explain what is meant by FTP. [4 marks]
- (d) Electronic mail (email) addresses all follow a standard format e.g. jenny.slade@netmail.co.uk. Explain what each section of the email address means. [6 marks]
5. (a) Describe the role of the analyst in the implementation of a new system. [5 marks]
- (b) Describe the role of the programmer in the implementation of a new system. [5 marks]
- (c) Explain the difference between a development programmer and a maintenance programmer. [5 marks]
- (d) Explain the difference between high level languages and low level languages. [5 marks]
6. Describe the use of computers in the following business management areas:
- (a) Stock control [5 marks]
 - (b) Production control [5 marks]
 - (c) Labour control [5 marks]
 - (d) Financial modelling [5 marks]

END OF QUESTIONS