

Information and Digital Technology

Web and software applications

General Instructions

- Reading time – 5 minutes
- Working time – 2 hours
- Write using black pen
- Board-approved calculators may be used
- Write your Centre Number and Student Number at the top of pages 9, 11 and 13

Total marks – 80

Section I Pages 2–8

20 marks

- Attempt Questions 1–20
- Allow about 20 minutes for this section

Section II Pages 9–14

30 marks

- Attempt Questions 21–26
- Allow about 50 minutes for this section

Section III Page 15

15 marks

- Attempt Question 27
- Allow about 25 minutes for this section

Section IV Page 16

15 marks

- Attempt Question 28
- Allow about 25 minutes for this section

Section I

20 marks

Attempt Questions 1–20

Allow about 20 minutes for this section

Use the multiple-choice answer sheet for Questions 1–20.

1 An ICT consultant is employed by a business to work on a project for 12 months.

What type of employment is this?

- (A) Casual
- (B) Contract
- (C) Permanent
- (D) Seasonal

2 Before a new hard disk can be used to store files, it needs to be

- (A) defragged.
- (B) formatted.
- (C) partitioned.
- (D) scanned.

3 Which type of malicious software transfers itself to other computers without any user action?

- (A) Worm
- (B) Trojan
- (C) Key logging
- (D) Boot sector virus

4 A company wants to assist its staff in maintaining industry currency.

Which of the following is the most effective strategy for the company to use?

- (A) Updating staff computers every three years
- (B) Maintaining the latest versions of software on computers
- (C) Regularly updating antivirus software on all workstations
- (D) Ensuring that staff attend training courses for new software

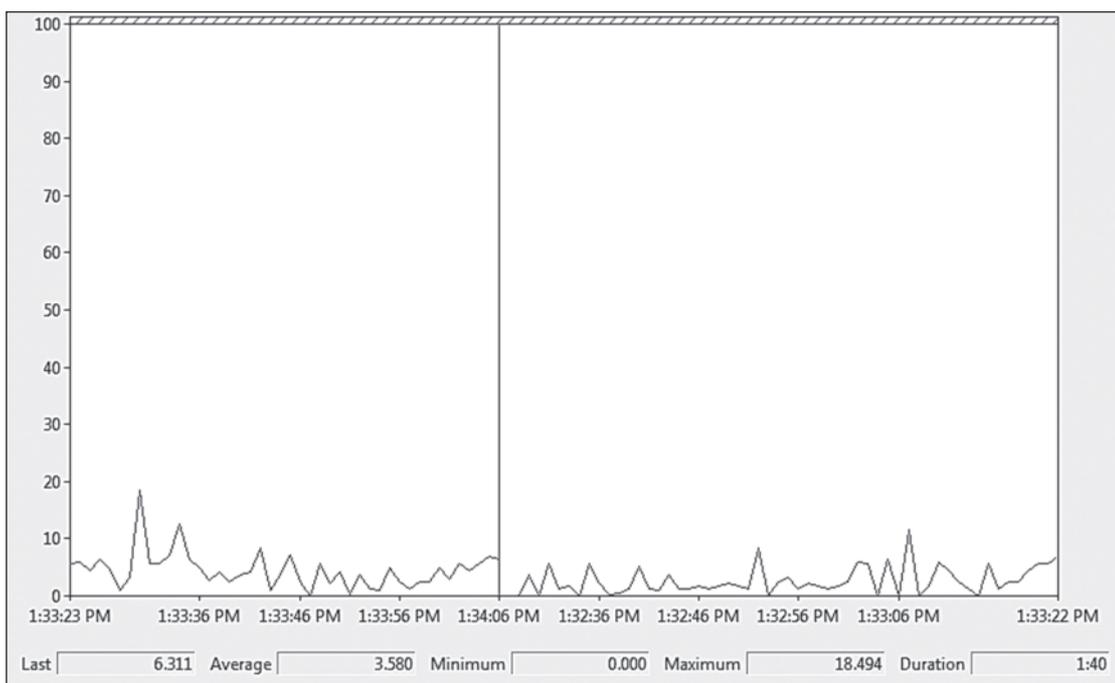
- 5 Which type of work health and safety document provides guidelines that are legally enforceable?
- (A) Regulation
 - (B) Code of practice
 - (C) Industry standard
 - (D) Australian standard
- 6 What is the main purpose of an uninterruptible power supply (UPS) and its software?
- (A) To boost the power supply for a server
 - (B) To provide a low cost power supply for a server
 - (C) To convert mains power to the lower voltages that are used internally by a server
 - (D) To enable a server to be safely shut down in the event of a prolonged power failure
- 7 An employee has tripped over a computer cable and injured his wrist.
- After first aid has been provided, who should next be notified of this incident?
- (A) Union
 - (B) Manager
 - (C) WorkCover
 - (D) Workplace Assessor
- 8 A user in an office has reported that a networked computer is no longer able to access the internet. All other computers in the office can access the internet.
- Which of the following would be the most effective strategy to troubleshoot this problem?
- (A) Use the PING command to determine connectivity
 - (B) Ask the user to wait 20 minutes in case the internet is down
 - (C) Use IPCONFIG to determine whether the hard disk has sufficient space
 - (D) Check the BIOS of the computer to determine whether the internet is operational

- 9 A computer company redesigned all of its workstations to reduce the chance of injury to workers.

Which type of risk control measure has been used?

- (A) Administrative
- (B) Engineering
- (C) Isolation
- (D) Substitution

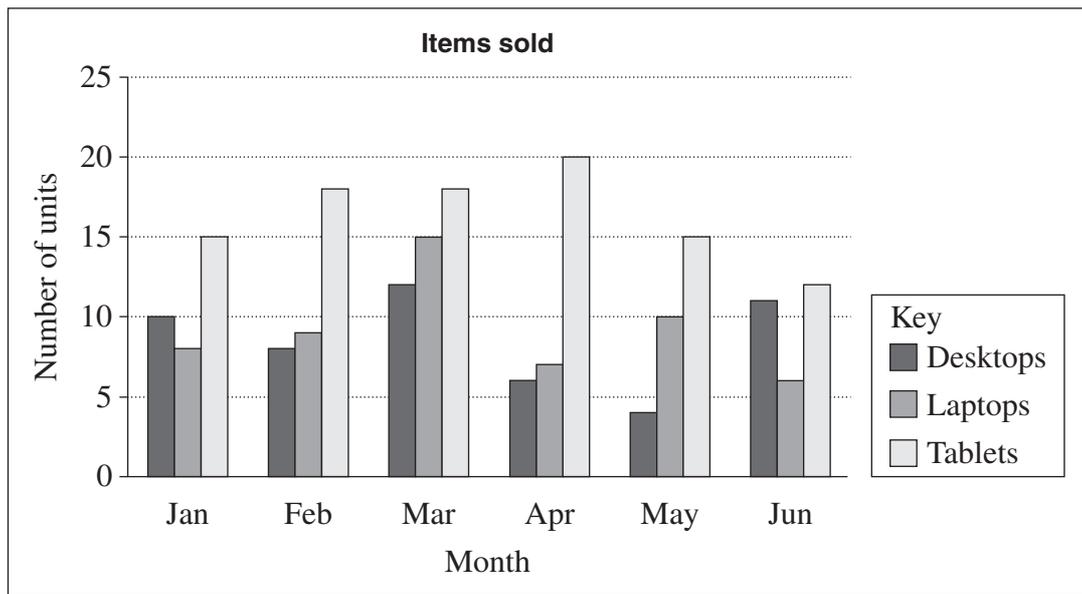
- 10 This graph was produced using an administrative tool.



Which row of the table correctly identifies the administrative tool and system status?

	<i>Administrative tool</i>	<i>System status</i>
(A)	Event viewer	Functioning normally
(B)	Event viewer	Functioning abnormally
(C)	Performance monitor	Functioning normally
(D)	Performance monitor	Functioning abnormally

11 This diagram was generated by spreadsheet software.



What type of chart is shown in the diagram?

- (A) Area
- (B) Bar
- (C) Column
- (D) Line

12 Which of the following best describes full justification?

- (A) Realigning text to a new margin
- (B) Positioning text at a specified tab
- (C) Wrapping text around an inserted image
- (D) Aligning text to both the left and right margins

13 From which type of documentation should system requirements be obtained for software installation?

- (A) Help desk log
- (B) Alert message
- (C) Technical specification
- (D) Service level agreement

- 14 Which of the following best describes HTML?
- (A) A security protocol for protecting web documents
 - (B) An authoring language for creating web documents
 - (C) A WYSIWYG application for editing web documents
 - (D) A style sheet language for marking up web documents

- 15 The following diagram shows part of a spreadsheet.

	A	B	C
1	Red	2	
2	Orange	6	
3	Yellow	3	
4	Green	4	
5	Blue	5	
6	RESULT	5	
7			

Which formula would produce the result shown in B6?

- (A) = AVG (B1:B5)
 - (B) = MAX (B1:B5)
 - (C) = MIN (B1:B5)
 - (D) = COUNT (B1:B5)
- 16 Which of the following is a necessary step when using a spreadsheet for a mail merge?
- (A) Export the spreadsheet data to a csv or txt file
 - (B) Match the column headings with the merge fields
 - (C) Convert numerical values in the spreadsheet to text fields
 - (D) Copy data that is to be merged to a word-processed table

- 17 The diagram shows a word-processed document before and after some changes have been made.

Items	Sold	Per	Month					
	January	February	March	April	May	June	Average	Total units
Desktops	10	8	12	6	4	11	9	51
Laptops	8	9	15	7	10	6	9	55
Tablets	15	18	18	20	15	12	16	98



Items Sold Per Month								
	January	February	March	April	May	June	Average	Total units
Desktops	10	8	12	6	4	11	9	51
Laptops	8	9	15	7	10	6	9	55
Tablets	15	18	18	20	15	12	16	98

Which of these lists contains ONLY changes that have been applied to the document?

- (A) Font size, tabs, styles, borders, column width
 - (B) Alignment, styles, split cells, merge cells, borders
 - (C) Alignment, tabs, split cells, text direction, typeface
 - (D) Font size, merge cells, text direction, typeface, column width
- 18 The Australian Computer Society's Code of Ethics is a set of
- (A) guidelines for ICT professionals.
 - (B) legal documents for ICT professionals.
 - (C) mandatory rules for the use of commercial software packages.
 - (D) specific procedures for maintaining commercial software packages.

19 Consider this script.

```
Sub ()  
'  
' Macro  
'  
    Selection.TypeText Text:="Jordan Smith"  
    Selection.TypeParagraph  
    Selection.Font.Name = "Calibri"  
    Selection.InsertDateTime DateTimeFormat:="d MMMM yyyy", InsertAsField:= _  
        True, DateLanguage:=wdEnglishAUS, CalendarType:=wdCalendarWestern, _  
        InsertAsFullWidth:=False  
End Sub
```

What is the purpose of the script?

- (A) To insert a name and the current date
 - (B) To create a footer with a name and date
 - (C) To insert a name and change the font of all text
 - (D) To insert a calendar and change the font of all text
- 20** Which of the following would display an image on a webpage from a folder?
- (A)
 - (B)
 - (C)
 - (D)

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Centre Number

Section II

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Student Number

30 marks

Attempt Questions 21–26

Allow about 50 minutes for this section

Answer the questions in the spaces provided. These spaces provide guidance for the expected length of response.

Question 21 (8 marks)

- (a) What precautions should be taken when moving a 30 kg printer from a storeroom to an office? **2**

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- (b) An organisation has purchased new laptops to replace its existing desktop computers. **2**

Identify TWO ergonomic considerations for setting up these new laptops.

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- (c) Describe how old computer equipment can be disposed of in a safe and environmentally responsible manner. **4**

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Question 22 (3 marks)

An organisation is experiencing frequent computer virus infections.

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Outline actions that could be taken to prevent this from continuing.

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Question 23 (4 marks)

Explain the skills that an employee needs to be an effective team member.

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Centre Number

Section II (continued)

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Student Number

Question 24 (8 marks)

- (a) Identify TWO features that can be included in a website to improve its accessibility. 2

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- (b) The image shows part of the code of a website. 2

176		Services
177	<input type="checkbox"/>	<p>Dogs
178		 Cats
179		
180		</p>

Identify and correct the error in this code.

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- (c) Explain why it is important to test a newly built website on different types and versions of browsers. 4

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Centre Number

Section II (continued)

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Question 25 (3 marks)

The diagram shows part of a spreadsheet.

A5				=IF(C5>3,"Total incl. discount", "Total")			
	A	B	C	D	E	F	
1	Service Code	Type of Service	Number	Cost	GST	Total	
2	6	General Checkup		1	\$ 60.00	\$ 6.00	\$ 66.00
3	1	Cleaning & Scaling		1	\$ 107.00	\$ 10.70	\$ 117.70
4	4	Fitting Mouthguards		1	\$ 25.00	\$ 2.50	\$ 27.50
5	Total			3			\$ 211.20
6							

(a) What feature has been used in Column B to validate input data? **1**

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(b) Explain the purpose of the formula in A5. **2**

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Question 26 (4 marks)

Write a procedure for creating an automatic table of contents in a word-processed document.

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Section III

15 marks

Attempt Question 27

Allow about 25 minutes for this section

Answer the question in a writing booklet. Extra writing booklets are available.

Question 27 (15 marks)

A web designer has been asked by a small business to create a website to sell its products online.

- (a) Describe how a site map can be used in the construction of this website. **3**
- (b) Recommend a web authoring application suitable for the creation of this website and justify your choice. **4**
- (c) Explain what information the web designer would need to consider for the creation and maintenance of this website. **8**

Please turn over

Section IV

15 marks

Attempt Question 28

Allow about 25 minutes for this section

Answer the question in a SEPARATE writing booklet. Extra writing booklets are available.

Your answer will be assessed on how well you:

- demonstrate knowledge and understanding relevant to the question
 - communicate ideas and information using relevant workplace examples and industry terminology
 - present a logical and cohesive response
-

Question 28 (15 marks)

A web design company has 20 identical networked desktop computers. It wishes to install a new version of the operating system on these computers. The business operates between 8.30 am and 5.00 pm Monday to Friday.

You have been asked by the management to recommend an installation plan that would allow the installation to be completed with minimal disruption to the company.

In your recommendation, compare the different installation options available and outline an installation plan based on the most suitable option.

End of paper