

BCS Level 1/2 Certificate in Digital Literacy
Sample Paper 1 - Answer Key. QAN 603/1132/0

Question	Answer(s)	Total Marks	Syllabus Sections
1	1 mark for either B or D (benefits) and 1 mark for either A or C (limitations). <i>[1 mark for each correct answer]</i>	2	U3 LO4.1
2	The correct answer is B.	1	U3 LO4.2
3	The correct answers are C and D. <i>[1 mark for each correct answer]</i>	2	U2 LO3.1
4	The correct answer is B.	1	U2 LO1.1
5	The correct order is: B) Open software. A) Enter preferred user name. D) Enter password. C) Re-enter password.	1	U2 LO2.1
6	The correct answer is C.	1	U1 LO5.1
7	Sub-folder is deleted from the directory.	1	U2 LO3.1
8	File is opened in word processing application.	1	U1 LO2.1
9	Ribbon is pinned open.	1	U1 LO1.1
10	Either Symbol is inserted to replace (C) or a space is added after (C) and the application's automatic changes apply.	1	U1 LO3.1

Question	Answer(s)	Total Marks	Syllabus Sections
11	Use find and replace. [1 mark] Correctly input x and y. [1 mark]	2	U1 LO3.1
12	'Food Festival by Eastbridge Bakers' as Title Style. [1 mark] 'There will be Quiches! Biscuits! Cakes!' in bold and underlined. [1 mark] 'Come along and support a great cause' with 6-point paragraph spacing before and after. [1 mark]	3	U1 LO3.3
13	The following text entered correctly with bullet points and hyperlink used [1 mark for each correct action]: XYZ National Enterprise Challenge first started in 2011. Well over 650 schools have taken part. School website address www.eastbridgeacademy.sch.uk .	3	U1 LO3.1 U1 LO3.5 U1 LO3.3
14	Document layout changed to portrait. [1 mark] Top and bottom margins changed to 2cm. [1 mark] Printer settings changed to greyscale. [1 mark]	3	U1 LO2.2
15	File saved to BCS online storage application. [1 mark] File shared with the team's business mentor. [1 mark]	2	U2 LO3.1
16	Changing the view to show all mark ups. [1 mark] Accepting all the changes. [1 mark] Deleting the comment. [1 mark] FFLogo.jpg file added to footer. [1 mark] Picture being resized with the aspect ratio maintained. [1 mark] The press release fitting on one page. [1 mark]	6	U1 LO5.2 U1 LO4.2 U4 LO4.1
17	File saved as FlavourFestPR.pdf	1	U1 LO2.1

Question	Answer(s)	Total Marks	Syllabus Sections
18	<p>Meeting created in the online application to take place at 1pm tomorrow. [1 mark] Invited the following people to the meeting in the correct order as shown below [2 marks]:</p> <p>sanderson@abbeyplace.org sm13@eastbrigdeacademy.sch.uk jb13@eastbridgeacademy.sch.uk pa13@eastbridgeacademy.sch.uk</p>	3	U2 LO3.3
19	The correct answer is B.	1	U2 LO3.3
20	<p>1 mark for any of the valid reasons listed below (maximum 2 marks):</p> <ul style="list-style-type: none"> • Saving as pdf allows for the file contents to be protected. • The file may be saved as an earlier version so people with older versions of the software can open the file. • The file can be saved as an open document file type so people without specific software can still access it. • Some file types may not be suitable for users of assistive technology. <p>1 mark for any of the valid reasons listed below (maximum 2 marks):</p> <ul style="list-style-type: none"> • Stops an earlier version of the file from being overwritten. • Helps you to find the most up to date version of a document. • Gives a record of how the document was created, developed and changed over time. • Helps to identify when changes were made and who made them. • Allows you to view different versions of the file. 	4	U1 LO2.1 U2 LO3.1
21	Overarching comment on overall suitability of the document and appropriateness. [2 marks]	6	U1 LO5.1

Question	Answer(s)	Total Marks	Syllabus Sections
	<p><i>1 mark for any of the improvements listed below (maximum 4 marks)</i></p> <ul style="list-style-type: none"> • Headings are too small. • The price for the cumin, spinach and chickpea quiche is not aligned with the two above. (The first two as set by tab stop, but the third one is manually tabbed until it (more or less) lines up with the others. • The cookies section is a different font to the rest of the document. • Text in cookies box is “manual return” rather than paragraph formatting. • Cupcake text overlaps text box. • Price list might be better as a table. • Not very attractive – needs some images. • Font is not big enough to see from a distance. • There is no consistency through the document in terms of font and layout. • An appropriate improvement not listed above (Maximum 1 mark) <p><i>To clarify awarding marks: Either four improvements made from list (4 marks) Or Up to three improvements made from list (3 marks) and one appropriate other (maximum 1 mark)</i></p>		
22	<p><i>Any two correct limitations listed below (maximum 2 marks):</i></p> <ul style="list-style-type: none"> • Limitations on storage size/capacity. • Limitations on time that files may be stored. • Potential sharing restrictions. • You need to remember your login details. • If someone else has your login details, your data may not be protected. • You can only get to your files when you have internet access. • If your internet connection is slow it is more difficult to access your files. • Potential cost of storage. • If the online storage company goes out of business your data may be lost. <p><i>Any two correct benefits listed below (maximum 2 marks):</i></p> <ul style="list-style-type: none"> • Allows files to be shared. 	4	U2 LO3.1

Question	Answer(s)	Total Marks	Syllabus Sections
	<ul style="list-style-type: none"> • Allows concurrent updating by multiple users. • Saves disk space on your computer/device. • You can access your data anywhere in the world. • Online storage will not crash or be infected by a virus, but your computer or device might. • Online storage sites are more secure. • Easy to share files with others. • Easy to back up data. • Can access your files from any computer/device. • Allows you to collaborate with others on the same document. 		