

# BCS Level 1/2 Certificate in Digital Literacy

## QAN 603/1132/0

### Sample Paper 1

V1.1 September 2017

#### Information for candidates

This is a paper example of an online examination.

The total number of marks for this paper is **50**.

The marks for each question are shown in brackets [ ].

You have **50 minutes** to complete the examination.

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1. Identify **one** benefit and **one** limitation of using anti-virus software and place in the correct column. [2 Marks]

- A May stop you from accessing library sources.
- B Users are alerted to a virus infection.
- C Software must be kept up to date to be effective.
- D The virus is made safe so it is no longer a threat.

Benefit	Limitation

- 
2. Which **one** of the following is the purpose of a firewall? [1 Mark]

- A Increases the speed of the network connection.
- B Prevents your device from being attacked.
- C Improves access to websites.
- D Prevents electrical faults.

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3. Which **two** of the following are **key** features of web-based productivity applications? [2 Marks]

- A Allow access to pop-ups.
- B Allow security features to be configured.
- C Allow multiple users to update the files in real-time.
- D Allow files to be shared.

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4. Which **one** of the following is a benefit of using online collaborative tools? [1 Mark]

- A Storage of files and automatic updates.
- B Sharing files and ease of communication.
- C Automatic updates and sharing files.
- D Ease of communication and storage of files.

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5. The following are steps that are needed to create a user account for an online collaborative tool. Place them in the **correct** order in which they **should** be carried out. [1 Mark]

- A Enter preferred user name.
- B Open software.
- C Re-enter password.
- D Enter password.

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6. Which **one** of the following actions would **NOT** change the visual appearance of a document to meet the needs of the audience? [1 Mark]
- A Changing the alignment of a paragraph.
  - B Formatting an object.
  - C Performing a spelling and grammar check.
  - D Adding page numbering.
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**Candidate Scenario:**

**You are part of an enterprise challenge team producing a range of food items and selling these to the public at “FlavourFest”. You have drafted a press release on the event.**

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7. Delete the sub-folder called ‘**Work to do**’ from the shared folder **Z:\Eastbridge bakers**. [1 Mark]
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8. Open the file called **PressRelease.docx** from the shared folder **Z:\Eastbridge bakers\FlavourFest**. [1 Mark]
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9. When the file opens, the ribbon showing all the built-in menus does not appear. Change the display so that the ribbon can be seen at all times. [1 Mark]
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10. At the end of the sentence starting with “The Eastbridge Bakers is a team ...”, change (c) to ©. [1 Mark]
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11. There is a mistake in the document. Find all occurrences of the word “**pupils**” and replace with the word “**students**”. [2 Marks]
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12. Update the document with the following format changes: [3 Marks]
- ‘Food festival by Eastbridge Bakers’ as Title style.
  - ‘There will be Quiches! Biscuits! Cakes!’ as bold and underline.
  - ‘Come along and support a great cause’ with **6-point** paragraph spacing before and after.
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13. Insert the following text at the end of the document below the text 'Editor's Note'. Make sure bullet points are applied and the website address is displayed as a hyperlink. [3 Marks]

XYZ National Enterprise Challenge first started in 2011.

Well over 650 schools have taken part.

School website address [www.eastbridgeacademy.sch.uk](http://www.eastbridgeacademy.sch.uk).

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14. The press release needs to be prepared ready for printing. [3 Marks]

Change the orientation of the document to portrait.

Change both the top and bottom margins to **2cm**.

Change printer settings so the document will print in greyscale.

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15. Save the file to the BCS online storage application. [2 Marks]

Share the file with your team's business mentor ([sanderson@abbeyplace.org](mailto:sanderson@abbeyplace.org)).

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**Candidate Scenario:**

**Your mentor has reviewed the press release and made comments. The PressReleaseMentorFeedback.docx file will appear on your screen.**

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16. In the **PressReleaseMentorFeedback.docx**, change the tracking settings to show all mark ups. [6 Marks]

Accept track changes your mentor has made to the text.

Delete the comment.

Find the **FFLogo.jpg** file from the Dropbox folder and insert it into the footer.

Resize the FlavourFest logo, maintaining the aspect ratio so that the whole press release fits on one page.

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17. Save the updated file into the Dropbox folder as a PDF. Use the filename FlavourFestPR. [1 Mark]
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18. Using the online meeting application, create a meeting to take place at 1pm tomorrow. [3 Marks]

Invite the following people to the meeting in the correct order as shown below:

sanderson@abbeyplace.org.

sm13@eastbridgeacademy.sch.uk.

jb13@eastbridgeacademy.sch.uk

pa13@eastbridgeacademy.sch.uk.

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19. Which of the following is a feature of online meeting applications? [1 Mark]

- A It can write your meeting agenda.
- B A screen can be shared with others.
- C A meeting room is automatically booked.
- D It can be used without an internet connection.

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20. In Question 15, you were asked to share the draft press release with your mentor. [4 Marks]

Give **two** reasons why it may be necessary to save a file as a different type.

Give **two** reasons why version control is important when collaborating on a file.

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21. Another member of the team has prepared a price list, as shown. [6 Marks]

Discuss **six** improvements you **could** make to the appearance of the price list.

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22. You have been asked to save your word-processed document in an online storage platform. [4 Marks]

Give **two** limitations and **two** benefits of online storage.

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**This is the end of the test.**