OCR AS ICT

Frequently Asked Questions

General

1.I don't think the software available within my centre will enable me to successfully complete all elements of a particular task. What should I do?

- Either consider purchasing software that will enable this (budget permitting) or investigate a number of widely available open source or freeware products that are available. Try this link: http://en.wikipedia.org/wiki/List_of_free_and_open_source_software_packages

2. Is any additional guidance available?

- Yes. There is a document called 'Guidance for Teachers' that is available for download from OCR Interchange. It contains details regarding what is meant by certain terms such as annotated evidence and the general standard expected for items such as test plans or user guides.

Task 1

Quotation worksheet

1 (b) (i) Do I need to have any figure/value in the Quotation cell at this stage?

Not at this stage. Candidates should set up the worksheet with the items to be calculated. The last item to be calculated is the quotation figure, this will be calculated at a later stage in the task.

Task 2

Logo – Does the logo need to be printed in colour?

There is no requirement to print the logo I colour. It is acceptable for candidates to provide annotation to detail the colour(s)- used.

Newsletter

(b)(i) – Does the template need to be hand drawn?

Yes it does. The template must be hand drawn and not a computerised template in any way. A scanned version of a hand drawn template is acceptable as evidence, providing it was initially hand drawn.

(c)(i) - What four images should be used on the newsletter template?

Any suitable images of campervans can be used.

Useful Spreadsheet Skills

Cells

- Formatting (alignment, wrapping, data type)
- Conditional formatting
- Naming cells
- Relative and absolute references
- Validation

Specialised functions

- Lookup functions – HLOOKUP, VLOOKUP, LOOKUP, INDEX, MATCH
- Rounding functions – ROUND, INT, CEILING
- Logical functions – IF, nested IF, AND, OR
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Worksheets

- Naming
- Linking

Customised interface controls

- Drop down combo box / list box
- Check box
- Spinner / Scroll bars
- Buttons

Macros

- Attaching a macro to a control or button