

Higher Information Systems

2007P q.6 Using Information Info. Management Software PIM

Identify **two** of the main features of *personal information management software*. (2)

2008P q.17 Using Information Info. Management Software Pres./Web Authoring

Nicola is network manager at Strathcraig High School. She has to deliver a presentation to the staff to outline management strategies she is proposing to implement.

a. Nicola could use a master slide to ensure a consistent appearance in her presentation. State **three** elements of a slide which could be controlled by the use of a master slide. (3)

b. Describe **three** transitions Nicola could use in her presentation. (6)

2009 06 Using Information Info. Management Software Pres./Web Authoring

Describe how a consistent house style could be applied to a presentation. (2)

2009P q.8 Using Information Info. Management Software Pres./Web Authoring

State **two** advantages of creating a template when using Web authoring software. (2)

2007P q.10 Using Information Info. Management Software Project Management

The chart below shows how a teacher has organised the teaching of some of the units of the Higher Information Systems course.

a. What name is given to this type of chart? (1)

b. What is the purpose of this type of chart? (1)

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB
Rel D/bases	■	■	■				
Using Info		■	■	■			
Coursework					■	■	
The Internet							■
Exams						■	

2008P q.12 Using Information Info. Management Software Project Management

State **two** of the main features of project management software. (2)

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State **two** features of *project management software*. (2)

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2009P q.18b Using Information Info. Management Software Project Management

One of the main features of project management software is *critical path analysis*. Explain what is meant by a critical path.

2009P q.5 Using Information Info. Management Software Project Management

Why are *Gantt* charts useful in *Project Management Software*? **(2)**

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2007 16 Using Information Info. Management Software Spreadsheets

The Mathematics Department of Dee Valley College uses the spreadsheet below to record marks and automatically generate grades and bands.

The cut-off scores for grades are also shown.

Any mark less than 50 is awarded a grade F.

a. Write down a suitable formula for cell C15. **(2)**

b. Using the IF function, write down a suitable formula for cell D4. **(4)**

c. The formula in cell E4 uses the bottom table to display the appropriate band.

The formula is made up of several parts. It uses a function with two necessary arguments as shown below.

= A (B, C)

(i). Describe the function labelled A.

(ii). Describe the necessary arguments labelled B and C. **(4)**

	A	B	C	D	E
1	Maths Department		Ms H Smyth		2006
2	Prelim Results				
3	Forename	Surname	Mark	Grade	Band
4	Peter	McLean	62	B	4
5	Jonathon	Spence	49	F	Fail
6	Sally	Ferguson	56	C	5
7	Hugh	MacNab	54	C	6
8	Louise	Simpson	58	C	5
9	Nicole	Wyness	43	F	Fail
10	Thomas	Benzie	65	B	3
11	Anthony	Peterson	75	A	2
12	Duncan	Jarvis	61	B	4
13	Ashley	Morrison	88	A	1
14					
15	No of pupils present		10		

A	70
B	60
C	50

	G	H
1	Mark	Band
2	0	Fail
3	50	6
4	55	5
5	60	4
6	65	3
7	70	2
8	85	1

2009 07 Using Information Info. Management Software Spreadsheets

Describe how a macro could be created and then used. **(2)**

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2009P q.18a Using Information Info. Management Software Spreadsheets

One of the pieces of software the accounts department of large company uses is a spreadsheet. Two of the features of the spreadsheet they find useful are goal seeking and lookup tables.

- (i). Explain how goal seeking and lookup tables can be used in a spreadsheet. **(4)**
 - (ii). Macros are often used in spreadsheets. What is a spreadsheet macro? **(2)**
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2006 q.16c Using Information Info. Management Software WP/DTP

Akrom Enterprises head office recommends that all word processed documents conform to a *house style*.

- (i). State **four** features of a house style. **(4)**
 - (ii). Describe the easiest way of enabling all users to make use of the house style. **(2)**
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2007P q.8 Using Information Info. Management Software WP/DTP

a. The editor of a company magazine wishes her writers to submit contributions which conform to the *house style* of the magazine. Which feature of the publishing software will allow the writers to do this? **(1)**

b. State **two** ways in which this feature determines the appearance of the magazine. **(2)**

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2008 15aii Using Information Info. Management Software WP/DTP

A monthly report is produced by several employees creating and editing sections of the document and then sending these to an editor over a Local Area Network.

- a. (ii). Describe how using a *stylesheet* ensures that the monthly reports conform to a house style. **(2)**
- (iii). The monthly report contains charts. State which feature of the application software has been used to position the chart within the paragraph as shown below. **(2)**

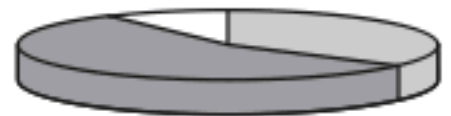
- b. Examples of four different fonts used in the report are shown below.

Arial Century Tahoma Times

Identify **two types** of font that are shown above. **(2)**

- c. (i). State the purpose of a *header* in a document. **(2)**
- (ii). Describe how *pagination* could be used to improve the presentation of a multi-page document. **(2)**

Many questionnaires were collected to produce statistics to study the progress of our healthy eating campaign. The survey was carried out during the final week of March in each participating centre. The results make interesting reading and will be included in our submission for further funding. I have included a pie chart to illustrate the main points.



2009P q.12 Using Information Info. Management Software WP/DTP

What is pagination in word processing software? **(2)**