

**Information and Communication Technology 3**  
**0596**

**GENERAL CERTIFICATE OF EDUCATION BOARD**

**Technical and Vocational Education Examination**

**JUNE 2025**

**INTERMEDIATE LEVEL**

|                            |  |
|----------------------------|--|
| Specialty Name and Acronym | All Specialties                          |
| Subject Title              | Information and Communication Technology |
| Subject Code No            | 0596                                     |
| Paper No                   | Paper 3 GR 1                             |

**Duration: One and a Half Hours**

**INSTRUCTIONS TO CANDIDATES**

**Answer ALL Questions.**

***You are reminded of the necessity for good English and orderly presentation in your answers.***

**Turn Over**

**INSTRUCTIONS**

Task 1, Task 2 and Task 3 are based on softcopy materials found in a folder named **Candidate folder** saved on the desktop of your computer. The work of all the tasks should be saved in this **Candidate folder**.

**TASK1 (WORD PROCESSING):****(30 marks)**

Open the candidate's folder and do the following on task 1:

1. Reproduce the banner in appendix 1 of page 3 at the header of your document. **(5 marks)**
2. Write the expression TIME TABLE inside the merged cells of row one of the table. **(5 marks)**
3. Change the font face to Arial Black and centralize it. **(5 marks)**
4. Merge all the cells in the column below the cell containing 11:00-11:30. **(5 marks)**
5. Type the word "BREAK" inside the merged cells. **(3 marks)**
6. Change the text direction to a vertical orientation, Bold and centre align. **(5 marks)**
7. Save the changes and print a copy of your work. **(2 marks)**

**TASK 2: SPREADSHEET****(40 marks)**

Open the file from the Candidate Folder, and carryout the following tasks.

1. Write the heading **SALES ANALYSES FOR JUNE 2018 WEEK1** in the header of your document. **(5 marks)**
2. Delete the row containing the heading from your work sheet. **(5 marks)**
3. Wrap the text in column B. **(5 marks)**
4. Determine the amount paid by EFUET CAMILLA in cell G3. **(5 marks)**
5. Use the auto-fill feature to determine the amount paid by the other customers. **(2 marks)**
6. Format the amounts in column G to CFA currency. **(5 mark)**
7. Determine the total amount paid by all customers in cell G63. **(5 marks)**
8. Format the document such that row 2 appears on all the pages in your document. **(5 marks)**
9. Add grid lines on your sheet. **(2 marks)**
10. Save your work and print page three (3) only. **(1 mark)**

**TASK 3: DATABASE****(30 marks)**

Open the "TASK3" database in your candidate folder and perform the following changes.

1. Delete the fields with the following names (Ship Name, Ship Address, and Ship City). **(5 marks)**
2. Change the Order Date format to medium date. **(5 marks)**
3. Using the Requests data table, create a query for ship country "France or Spain", and save. **(5 marks)**
4. Switch to datasheet view and sort your query in ascending order of Customer. **(5 marks)**
5. Create a report using the query created above and save. **(5 marks)**
6. Change the orientation of your report to landscape. **(3 marks)**
7. Print a copy of your report. **(2 marks)**

**Appendix 1:**

**INFORMATION AND  
COMMUNICATION TECHNOLOGY**

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**GENERAL CERTIFICATE OF EDUCATION BOARD**  
**Technical and Vocational Education Examination**

**JUNE 2025**

**INTERMEDIATE LEVEL**

|                            |  |
|----------------------------|--|
| Specialty Name and Acronym | All Specialties                          |
| Subject Title              | Information and Communication Technology |
| Subject Code No            | 0596                                     |
| Paper No                   | Paper 3 GR 2                             |

**Duration: One and a Half Hours**

**INSTRUCTIONS TO CANDIDATES**

**Answer ALL Questions.**

**You are reminded of the necessity for good English and orderly presentation in your answers.**

**Turn Over**

**INSTRUCTIONS**

*Task 1, Task 2 and Task 3 are based on softcopy materials found in a folder named Candidate folder saved on the desktop of your computer. The work of all the tasks should be saved in this Candidate folder. You may be instructed by the supervisor to rename your candidate folder.*

**TASK 1 (WORD PROCESSING):****(30 marks)**

Open the candidate's folder and do the following on task 1:

1. Reproduce the banner in appendix 1 of page 3 at the header of your document. **(5 marks)**
2. Write the expression SCHOOL SCHEDULE inside the merged cells of row one of the tables. **(5 marks)**
3. Change the font face to Arial Black and centralize it. **(5 marks)**
4. Merge all the cells in the column below the cell containing 11:00-11:30. **(5 marks)**
5. Type the expression "BREAK TIME" inside the merged cells. **(3 marks)**
6. Change the text direction to a vertical orientation, Bold and centre align. **(5 marks)**
7. Save the changes and print a copy of your work. **(2 marks)**

**TASK 2: SPREADSHEET****(40 marks)**

Open the file from the Candidate Folder, and carryout the following tasks.

1. Write the heading SALES ANALYSES FOR MAY 2020 WEEK2 in the header of your document. **(5 marks)**
2. Delete the row containing the heading from your work sheet. **(5 marks)**
3. Wrap the text in column B. **(5 marks)**
4. Determine the amount paid by MANKAA BLANDINE in cell G4. **(5 marks)**
5. Use the auto-fill feature to determine the amount paid by the other customers. **(2 marks)**
6. Format the amounts in column G in dollars (\$) currency. **(5 marks)**
7. Determine the total amount paid by all customers in cell G64. **(5 marks)**
8. Format the document such that row 3 appears on all the pages in your document. **(5 marks)**
9. Add grid lines on your sheet. **(2 marks)**
10. Save your work and print page three (3) only. **(1 mark)**

**TASK 3: DATABASE****(30 marks)**

Open the "TASK3" database in your candidate folder and perform the following changes.

1. Delete the fields with the following names (Ship Name, Ship Address, and Ship City). **(5 marks)**
2. Change the Order Date format to short date. **(5 marks)**
3. Using the Requests data table, create a query for ship country "Germany", save as Request. **(5 marks)**
4. Switch to datasheet view and sort your query in ascending order of Customer. **(5 marks)**
5. Create a Form using the query created above and save as Request Rpt. **(5 marks)**
6. Change the orientation of your Form to landscape. **(3 marks)**
7. Print a copy of your report. **(2 marks)**

**Appendix 1:**

**INFORMATION AND COMMUNICATION TECHNOLOGY**