



Rewarding Learning

ADVANCED SUBSIDIARY (AS)
General Certificate of Education
January 2011

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 10 JANUARY–FRIDAY 14 JANUARY 2011

TIME

2 hours 30 minutes.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page. Save each document using the name specified in each task. Always add your Candidate Number, Centre Number, Question Number and Printout Label to every printout produced. All printouts may be labelled by hand. **All** printouts must be attached to the examination paper at the end of the examination in the correct order. Use the treasury tag provided to attach your printouts to the examination paper. You **may not** take the examination paper with you.

INFORMATION FOR CANDIDATES

The total mark for this paper is 100.
Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question.

In order to complete this examination you should have access to the following:

- cars11_jan database**
- cars11_jan spreadsheet and images11_jan folder**

6701



A3J21

71

Candidate Number

Number of printouts attached
(to be completed at the end of
the examination)

For Examiner's use only			
Question	Marks Available	Marks	Re-mark
DB1	7		
DB2	3		
DB3	1		
DB4	5		
DB5	9		
DB6	5		
DB7	7		
SS1	2		
SS2	5		
SS3	5		
SS4	4		
SS5	4		
SS6	7		
SS7	7		
WP1	4		
WP2	6		
WP3	5		
MM1	7		
MM2	4		
MM3	3		
Total	100		

The owners of Community Cars are developing a database to store data about the cars, bookings and customers, which make up their business.

A database has been set up called **cars11_jan**

Open the database and examine the relationships between the tables.

TASK DB1

This database currently consists of three tables called CAR, CUSTOMER, and BOOKING. A new table is needed to hold details of the categories of car available.

Field Name		Data Type	Length
CategoryID	Primary key	Text	2
Description		Text	15
MaxPassengers		Number	Byte

- Create a new table called CATEGORY with fields as shown above.
- Produce a screenshot of the design of the CATEGORY table showing clearly the Field Name and Data Type for each of the fields within the table.
- Save the screenshot as CATEGORYDESIGN.
- Print CATEGORYDESIGN.
- Label the printout CATEGORYDESIGN.
- Save the new table as CATEGORY.
- Close the CATEGORY table.

[7]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB2

Community Cars currently has three different categories of car available for customers to book.

- Add the following data to your CATEGORY table:

Category ID	Description	MaxPassengers
C1	Standard	4
C2	Seven Seater	6
C3	Disabled	5

- Produce a screenshot of the CATEGORY table showing the three new records.
- Save the screenshot as DATA.
- Print DATA.
- Label the printout DATA.
- Close the CATEGORY table.

[3]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB3

As we have now created a table to store the category details, we no longer need to store MaxPassengers in the CAR table.

- Open the CAR table in design view and delete the MaxPassengers field.
- Produce a screenshot of the design of the CAR table showing that the MaxPassengers field has been deleted.
- Save the screenshot as CARDESIGN.
- Print CARDESIGN.
- Label the printout CARDESIGN.
- Close the CAR table and save the changes.

[1]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB4

Basic customer details are recorded in the database. Bookings can only be made by people over the age of 18.

- Open the CUSTOMER table in design view and create a new field as follows:

<i>Field Name</i>	Age
<i>Data Type</i>	Number
<i>Field Size</i>	Byte

- Create a validation rule for the Age field in the CUSTOMER table which will ensure that a customer is at least 18 before they are permitted to make a booking. The validation text that should appear is 'Bookings can only be made by people over the age of 18'.
- Produce a screenshot of the CUSTOMER table showing the new field and all its field properties.
- Save the screenshot as CUSTOMERDESIGN.
- Print CUSTOMERDESIGN.
- Label the printout CUSTOMERDESIGN.
- Close the CUSTOMER table and save the changes. [5]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB5

The owners need to have a quick and easy way to record bookings. A basic data capture form has already been created. The form is called BOOKING.

- Open the BOOKING form in design view and modify the layout until it appears as shown below.

COMMUNITY CARS BOOKING	
<p>Customer Details</p> <p>Customer No <input type="text"/></p> <p>Name <input type="text"/></p> <p>Telephone <input type="text"/></p>	<p>Booking Details</p> <p>BookingRef <input type="text" value="New"/></p> <p>Date <input type="text"/> Time <input type="text"/></p> <p>PickUp <input type="text"/></p> <p>Passengers <input type="text"/></p> <p style="text-align: center;">Car Details</p> <p>CarNo <input type="text"/> Registration: <input type="text"/></p>

- Save your modified form as BOOKING FORM.
- Produce a printout showing the last booking record in form view.
- Label the printout FORM.
- Close the BOOKING FORM saving all changes. [9]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB6

Create a query to list only those bookings made for January 2011.

- The query should show **BookingRef, Date, Time, CustomerNo, CustomerForename, CustomerSurname and Passengers.**
- The records should be listed in date and time order.
- Save the query as JANBOOKINGS.
- Produce a screenshot of the design of the query, making sure all of the criteria and fields are visible.
- Save the screenshot as BOOKINGS.
- Print BOOKINGS.
- Label the printout BOOKINGS.

[5]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB7

At the end of each month, Community Cars would like to be able to produce a summary report showing details of all bookings.

BOOKING SUMMARY FOR JANUARY 2011				
1				
Jenny Friel				
Date	Time	BookingRef	Passengers	
12/01/2011	10:00:00	27	2	
12/01/2011	10:00:00	40	3	
12/01/2011	10:00:00	1	3	
12/01/2011	10:30:00	14	3	
19/01/2011	09:30:00	15	4	
19/01/2011	10:00:00	2	2	
19/01/2011	10:00:00	28	3	
19/01/2011	10:00:00	41	3	
26/01/2011	10:00:00	3	6	
26/01/2011	10:00:00	29	3	
26/01/2011	14:00:00	16	5	
26/01/2011	14:00:00	42	3	
			<hr/>	
			12	40
2				
Mike Kenny				
Date	Time	BookingRef	Passengers	
12/01/2011	10:30:00	6	1	
12/01/2011	10:30:00	45	1	
12/01/2011	12:30:00	19	6	
12/01/2011	21:00:00	24	5	
12/01/2011	21:00:00	37	1	
12/01/2011	21:00:00	50	1	
13/01/2011	21:00:00	25	5	
13/01/2011	21:00:00	38	1	
13/01/2011	21:00:00	51	1	
13/01/2011	21:00:00	12	1	
14/01/2011	21:00:00	26	1	
14/01/2011	21:00:00	52	1	
			<hr/>	
			12	25

- Use the query created in DB6 to produce a report which should be laid out as shown above.
- Include all fields from your query.
- Title the report BOOKING SUMMARY FOR JANUARY 2011.
- Include calculations for the total number of bookings and total number of passengers.
- Save your report as SUMMARY.
- Print the first page of your report, ensuring that all data is visible.
- Label the printout SUMMARY.

[7]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

The database activities are now complete.

TASK SS1

The drivers in Community Cars issue each passenger with a simple receipt which shows the date of travel and the amount the passenger has paid for the journey. At the end of their shift they give Sarah Smith, the administrative assistant, the takings for that shift as well as a copy of the receipt issued to each passenger travelling with Community Cars. Sarah Smith keeps a copy on file in case there is a query about charges and she also uses this data to work out payment for the drivers.

Open the spreadsheet called **cars11_jan**

- Examine the data in Sheet1.
- Adjust Sheet1 to ensure all data is fully visible.
- Save Sheet1.
- Print the cell range A1:M9 on 1 A4 page.
- Label the printout RANGE [2]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK SS2

Sarah would like to improve the presentation of her data. The following layout has been suggested.

	A	B	C	D	E	F	G	H
1		WEEK 1						
2		06/12/2010	07/12/2010	08/12/2010	09/12/2010	10/12/2010	11/12/2010	12/12/2010
3	Jim McDuff	20	30	46	44	44	44	44
4	Pctcr Smith	55	99	78	76	56	56	56
5	Mary Evans	88	66	66	90	20	20	20
6	John Watters	77	66	77	66	66	66	66
7	Trevor English	67	20	66	60	100	78	60
8	Molly Crilly	66	66	90	20	66	66	66

- Adjust Sheet1 to show this formatting for **all** four weeks.
- Save Sheet1.
- Produce a printout that shows Week1 and Week2.
- Label the printout MERGE [5]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK SS3

- In the header of Sheet1 enter the following data:

Community Cars Income December 2010

- In the footer of Sheet1 enter the following data:

Today's date Candidate number Centre number

- Rename Sheet1 as December 2010
- Produce a screenshot showing that the header and footer details have been entered correctly and the sheet has been renamed.
- Save the screenshot as DETAILS.
- Print DETAILS.
- Label the screenshot as DETAILS. [5]

TASK SS4

Sarah has been entering the data that the drivers have been collecting from the passengers. The data associated with each driver's name is difficult to view without using the sliding horizontal bar. Sarah would like to view the driver's name and the details of the money they have submitted.

- Select an appropriate column and switch on the Freeze Panes feature so that column A will remain in place.
- Scroll horizontally to display columns A, L, M etc.
- Produce a screenshot showing these columns.
- Save the screenshot as FREEZE.
- Print FREEZE on one A4 page in landscape view.
- Label the printout FREEZE [4]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK SS5

Sarah now wants to find out how much each driver collects in total for each week in December.

- Format all financial data as Currency.
- Insert columns to record the totals collected by each driver.
- Title these columns Total Week 1, Total Week 2, Total Week 3 and Total Week 4.
- Use formulae to calculate the weekly collections for each driver.
- Produce a screenshot showing these columns and the formulae.
- Save the screenshot as FORMULAE.
- Print FORMULAE.
- Label the screenshot FORMULAE

[4]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK SS6

Sarah wants to total all the cash received from the drivers.

- Enter the new text as shown below in columns AE and AF.

	A	AE	AF
1			
2		TOTAL WEEK 4	Grand Total
3	Jim McDuff		
4	Peter Smith		
5	Mary Evans		
6	John Watters		
7	Trevor English		
8	Molly Crilly		
9		Average	
10		Maximum	
11		Minimum	

- Go to cell AF3 and calculate the sum total of the four weeks cash collected for Jim McDuff.
- Calculate a corresponding total for the other drivers.
- In cell AF9 calculate the average takings for the six drivers.
- In cell AF10 calculate the maximum takings for the six drivers.
- In cell AF11 calculate the minimum takings for the six drivers.
- Use the 'freeze pane' feature to display only columns A, AE, and AF.
- Display the formulae in these columns.
- Produce a screenshot of these formulae ensuring they are all fully visible.
- Save the screenshot as AVMAXMIN.
- Print AVMAXMIN.
- Label the screenshot AVMAXMIN.

[7]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK SS7

Jim McDuff has told Sarah to give the drivers a bonus of £50 for Christmas if they have collected more than the average takings for all drivers.

- In cell AG3 enter a formula that will display “BONUS” if they are entitled to a bonus and “NO BONUS” if they are not entitled to a bonus.
- Produce a screenshot showing columns A, AE, AF and AG.
- Save the screenshot as BONUSDRIVERS.
- Print BONUSDRIVERS on one A4 page in landscape view.
- Label the printout BONUSDRIVERS.
- Produce a screenshot of the formulae you have entered.
- Save the screenshot as BONUSFORMULAE.
- Print BONUSFORMULAE.
- Label the screenshot as BONUSFORMULAE.
- Save the spreadsheet.

[7]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

The spreadsheet activities are now complete.

TASK WP1

In this task you will design a data collection document to ensure Sarah Smith, the secretary of Community Cars, has an up-to-date and accurate record of all drivers.

- Open a new blank document.
- Set the font to Arial with a font size of 14.
- Enter the text 'Community Cars – Driver Availability' starting in Line 1 Column 1.
- Create a new style based on this formatting and name this style 'CCars'.
- Set the page to landscape.
- Produce a screenshot that shows this formatting.
- Save the screenshot as COLLECTION1.
- Print COLLECTION1.
- Label this printout COLLECTION1.
- Save the document as COLLECTION1.

[4]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

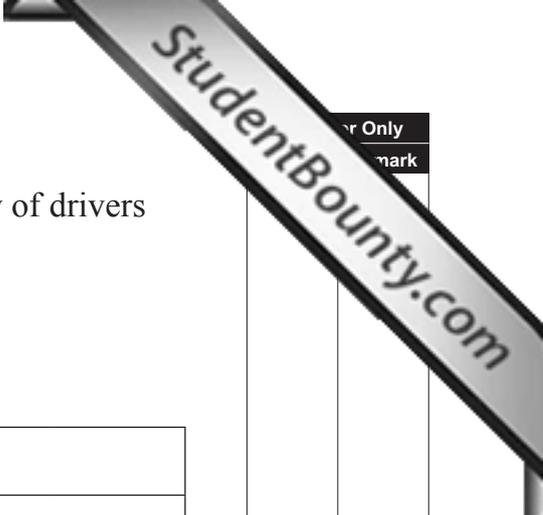
TASK WP2

- Using COLLECTION1, design a table showing the availability of drivers **exactly** as shown below, paying careful attention to alignment.
- Save the document as COLLECTION2.
- Print COLLECTION2.
- Label the printout COLLECTION2.

Driver Availability							
Date/Time		Driver Name:					
Monday–Thursday		Taxi 1	Taxi 2	Taxi 3	Taxi 4	Taxi 5	Taxi 6
7am	2pm						
2pm	9pm						
9pm	2am						
Friday–Saturday							
7am	2pm						
2pm	9pm						
9pm	4am						
Sunday							
7am	2pm						
2pm	9pm						
9pm	1am						

[6]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.



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TASK WP3

Copies of COLLECTION2 will be displayed on the notice board. Jim has requested some changes to the appearance of the document.

- Amend COLLECTION2 to appear exactly as below.



Community Cars – Driver Availability

Week Commencing: _____

Date/Time		Driver Name:					
Monday-Thursday		Taxi 1	Taxi 2	Taxi 3	Taxi 4	Taxi 5	Taxi 6
7am	2pm						
2pm	9pm						
9pm	2am						
Friday-Saturday							
7am	2pm						
2pm	9pm						
9pm	4am						
Sunday							
7am	2pm						
2pm	9pm						
9pm	1am						

- Save the document as COLLECTION3.
- Label the printout COLLECTION3.
- Print COLLECTION3.

[5]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

The word processing activities are now complete.

TASK MM1

The secretary of Community Cars, Sarah Smith, requires training in ICT hardware and software that would be used in the business.

- Prepare a training presentation for Sarah on the following topic – Installing hardware.
- Your presentation must include:
 - a master slide containing the Community Cars logo and a suitable title
 - an appropriate header and footer
 - 3 slides, each including a suitable graphic and text
- Save the presentation as STAFF1.
- Print STAFF1 as handouts, showing three slides to an A4 page.
- Label the printout STAFF1. [7]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK MM2

- Using the STAFF1 presentation insert a blank slide at the beginning of the presentation using a suitable title layout.
- Insert the title “INSTALLING HARDWARE”
- Add navigation to all slides.
- Save the presentation as STAFF2.
- Print STAFF2 as a handout on one A4 page.
- Label the printout STAFF2. [4]

TASK MM3

- Using the STAFF2 presentation, view the title slide, “Installing Hardware”
- Create an Action Button using the following icon 
- Add the hyperlink www.communitycars.co.uk.
- Produce a screenshot of this slide ensuring the appropriate hyperlink dialogue box is visible.
- Save the screenshot as STAFF3.
- Print STAFF3.
- Label the printout STAFF3. [3]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

The multimedia activities are now complete.

Final check

You should have the following 21 printouts in this order.

Each should have your Candidate Number, Centre Number and Question Number and labelled printout name in each task.

Indicate that you have completed the task by ticking the appropriate box in the table below.

	Label	Task	Completed
1	CATEGORYDESIGN	DB1	
2	DATA	DB2	
3	CARDESIGN	DB3	
4	CUSTOMERDESIGN	DB4	
5	FORM	DB5	
6	BOOKINGS	DB6	
7	SUMMARY	DB7	
8	RANGE	SS1	
9	MERGE	SS2	
10	DETAILS	SS3	
11	FREEZE	SS4	
12	FORMULAE	SS5	
13	AVMAXMIN	SS6	
14	BONUSDRIVERS	SS7	
15	BONUSFORMULAE	SS7	
16	COLLECTION1	WP1	
17	COLLECTION2	WP2	
18	COLLECTION3	WP3	
19	STAFF1	MM1	
20	STAFF2	MM2	
21	STAFF3	MM3	

THIS IS THE END OF THE TASK PAPER
