



Rewarding Learning

ADVANCED SUBSIDIARY (AS)

General Certificate of Education

January 2012

**Applied Information and
Communication Technology**

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 9 – FRIDAY 13 JANUARY

**MARK
SCHEME**

DB1 SERVICEDESIGN

ServiceRef and type text	[1]
Primary key	[1]
CarNo and type Number	[1]
ServiceDate and type Date/Time	[1]
Mileage and type Number	[1]
Comments and type Memo	[1]

TOTAL DB1 [6]

DB2 RELATIONSHIPS

One to many relationship (Car – Service) based on CarNo ([1] for no referential integrity)	[2]
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TOTAL DB2 [2]

DB3 VALIDATION

Validation rule <now() or <date()	[1]
Validation text as shown	[1]

TOTAL DB3 [2]

Don't accept ≤ now()

DB4 SERVICEDATA & DB4 FORM

SERVICEDATA

Add 3 records (lose 1 for data entry errors)	[2]
Print service table	[1]

FORM

Columnar form created	[1]
SERVICE ServiceRef, CarNo, ServiceDate, Mileage, Comments	[1]
CAR Car Registration, CategoryID	[1]
CATEGORY Description	[1]
Labels modified – spaces added	[1]
Button	[1]

TOTAL DB4 [9]

DB5 LOYALTY

Fields – CustomerForename, CustomerSurname, CustomerNo	[1]	
Ordered by surname	[1]	
Calculation correct	[1]	
Column renamed as Bookings Made	[1]	
Correct number of records in output – 3	[1]	
		TOTAL DB5
		[5]

DB6 BOOKINGS

Title	[1]	
Fields	[1]	
Grouping	[2]	
(lose [1] for incorrect grouping)		
Extra labels removed – Description, Registration	[1]	
Label modified for CatID - Category	[1]	
New labels –		
No of Bookings, Bookings for Category & Overall Booking	[2]	
Calculations – No of Bookings	[1]	
Bookings for Category:	[1]	
Overall Bookings	[1]	
Lines added	[1]	
		TOTAL DB6
		[12]

SS1 INCOME2010

Months of the year text	[1]	
Currency	[1]	
Landscape	[1]	
Either Renamed sheets	[1]	

SS1 INCOME2011

Gridlines	[1]	
Row and column headings	[1]	
or Renamed sheets	[1]	
		TOTAL SS1
		[6]

SS2 FORMULAE

2010, 2011 entered as text (left aligned)	[1]	
Formula for 2010 using sheet 2010	[1]	
Formula for 2011 using sheet 2011	[1]	
Insert new sheet (Total Income)	[1]	
TOTAL SS2		[4]

SS3 CHART

Produce chart	[1]	
{ Title – INCOME 2010-2011	[1]	
{ Labels (Drivers, Annual Totals)	[2]	
{ Legend – position correct & contents visible	[2]	
{ Both horizontal bars have values	[2]	
No penalty for upper/lower case		
TOTAL SS3		[8]

SS4 CHANGES

Columns	[1]	
Change 2010 to white	[1]	
Change 2011 colour to Black	[1]	
Change title to (INCOME COMPARISON 2010-2011)	[1]	
Header and footer added	[1]	
Change axis label alignment	[1]	
TOTAL SS4		[6]

TASK SS5 PROFITS

Insert row 1 Expenditure %, 60%, 62%	[1]	
Formula view	[1]	
Income formulae SUM (B3:B8), SUM (C3:C8)	[2]	
Expenditure formulae =B10*B1, =C10*C1	[2]	
Profit formulae B10-B11, C10-C11	[2]	
TOTAL SS5		[8]

TASK WP1 SCREENSHOT1

Text entered accurately	[1]
Correct font (Arial)	[1]
Logo	[1]
Text alignment in all places	[1]
Identical bullet points	[1]

TOTAL WP1 [5]

TASK WP2 SCREENSHOT2

1.5 line spacing	[1]
Page border (shadow, double border, 3pt)	[3]

TOTAL WP2 [4]

TASK WP3 LETTER

Accurate data entry	[3]
Field headings centred in table	[1]

TOTAL WP3 [4]

TASK WP4 MERGEFIELDS

All merge fields inserted	[3]
7 th page	[1]

TOTAL WP4 [4]

TASK MM1 SLIDEMASTER

Appropriate graphic in correct position	[1]
Deletion of Number Area and extension of Footer Area	[1]
Correct text in Date Area	[1]
Correct text in Footer Area	[1]

TOTAL MM1 [4]

TASK MM2 CONTENT

Accurate titles	[2]
Accurate text entry	[4]
Accurate graphics	[4]
Printout as handout view (4 slides per page)	[1]

TOTAL MM2 [11]