



Rewarding Learning

ADVANCED SUBSIDIARY (AS)
General Certificate of Education
2012

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 14 MAY–FRIDAY 18 MAY

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71

Candidate Number

Number of printouts attached

(to be completed at the end of the examination)



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:
cars12_may database, cars12_may spreadsheet and images 12_may folder.

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For Examiner's use only			
Question	Marks Available	Marks	Remark
DB1	6		
DB2	2		
DB3	2		
DB4	8		
DB5	7		
DB6	12		
SS1	3		
SS2	3		
SS3	10		
SS4	5		
SS5	6		
SS6	3		
WP1	4		
WP2	2		
WP3	9		
MM1	5		
MM2	8		
MM3	5		
Total	100		

A database has been set up called **cars12_may**

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

Open the database and examine the relationships between the tables.

TASK DB1

This database currently consists of six tables called BOOKING, CAR, CATEGORY, CUSTOMER, GARAGE and SERVICE.

Staff need to be able to show at which garage a particular service has been completed. In order to do this a relationship must be established between the GARAGE table and the SERVICE table. The relationship between the tables will be based on GarageID.

- Open the SERVICE table in design view and add a new field to store GarageID.

The majority of services for Community Cars is carried out at the same garage.

- Set the GarageID field Default Value to AS.
- Produce a screenshot of the table design showing clearly the Field Name, Data Type and Field Properties of the new field you have added.
- Save the screenshot as SERVICEDESIGN.
- Print SERVICEDESIGN.
- Label the printout SERVICEDESIGN.
- Close the SERVICE table and save changes.
- Using the relationships feature, create a one-to-many relationship between the GARAGE table and the SERVICE table.
- Print a copy of the new relationship layout for the database ensuring that both tables are visible.
- Label the printout RELATIONSHIPS.
- Close the relationships view and save changes. [6]

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

TASK DB2

The basic charge for a service is £20. The cost of a service will be calculated based on the basic charge plus the cost of any parts that are needed.

- Add validation to the cost field in the SERVICE table to ensure that values entered will meet this requirement.
- The validation text that should be displayed is “Minimum value possible is basic cost”.
- Produce a screenshot of the table design showing clearly the validation text you have entered.
- Save the screenshot as VALIDATION.
- Print VALIDATION.
- Label the printout VALIDATION.
- Close the SERVICE table and save the changes. [2]

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

TASK DB3

- Add a new record to the SERVICE table which will cause the validation text to be displayed.
- Produce a screenshot of the validation text ensuring that the data entered is also visible.
- Save the screenshot as TEXT.
- Print TEXT.
- Label the printout TEXT.
- Close the SERVICE table without saving the data. [2]

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

TASK DB4

In this task you will create a form to enter or display car details. This form should also allow access to the service records for a particular car.

- Create a form as shown below.
- Use the Service History button to display related records from the Service form already in the database using the field CarNo.

The image shows a web form titled "Car Details". It contains six input fields, each with a label to its left: "Car No", "Car Registration", "Car Owner", "Category ID", "Description", and "Max Passengers". Below these fields is a button labeled "Service History". A black arrow points from the "Service History" button to the text of the first bullet point in the list below.

- Display the Car Details for Car No. 4 on your form.
- Click the Service History button.
- Produce one screenshot showing both Car Details and Service forms for Car No. 4 ensuring that all data is fully visible.
- Save the screenshot as FORMS.
- Print FORMS.
- Label the printout FORMS.

[8]

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

TASK DB5

Customers often leave things behind in cars. In this task you will use the CUSTOMER table and the BOOKING table to create a query to help drivers contact customers who have used their car and left things behind.

- Produce a query to show those customers who have used car number 13 between the 10th and 17th of November 2011.
- The query should show Date, Time, PickUp, CustomerForename, CustomerSurname and CustMobile.
- The records should be displayed in order by Date and Time.
- Save the query as LOSTPROPERTY.
- Produce a screenshot of the design of the query ensuring that all field names and criteria are fully visible.
- Save the screenshot as LOSTPROPERTY.
- Print LOSTPROPERTY.
- Label the printout LOSTPROPERTY. [7]

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

TASK DB6

Jim is aware of the costs associated with keeping his cars roadworthy and has asked for a report to show service costs for each car.

- Produce a report to show service details for each car, part of which is shown below.

Car Service History

Car Details	Ref.	Date	Mileage		Cost
1 SIW 7789 Jim McDuff	A14	29/12/2011	3955	Oil change	£42.50
	A09	10/01/2012	4500		£45.00
	Sub Total				£87.50
	<hr/>				
2 HT 89 DOK Peter Smith	A14	10/10/2011	7009	Oil change	£38.00
	A15	12/11/2011	8100		£56.00
	A15	29/12/2011	9098		£20.00
	A10	10/01/2012	12098	Further work needed	£205.00
	A11	11/01/2012	10549	All fine	£20.00
	A28	22/02/2012	15982		£20.00
	Sub Total				£359.00
<hr/>					
3 WIW 9872 Mary Evans	A16	10/09/2011	22007	Fan belt	£120.00
	A16	03/01/2012	29349		£20.00
	A29	15/03/2012	34985		£20.00

- Calculations should be included for Sub Total and Overall Total.
- Save your report as SERVICEREPORT.
- Print both pages of your report.
- Label the printouts SERVICEREPORT.

[12]

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

Open the spreadsheet called **cars12_may**

Sarah Smith, the administrative assistant in Community Cars, has to calculate how much each full time driver earns, based on the hours worked in that shift.

- Open the sheet labelled Sheet1.
- Move to cell A1.
- Insert two new rows.
- Insert the following text into the new rows on Sheet1 ensuring that the text and currency are fully visible.

	A	B	C	D	E	F	G
1	Rate	£6.50					
2		HOURS WEEK 1	HOURS WEEK 2	HOURS WEEK 3	HOURS WEEK 4	TOTAL HOJRS	WAGE

- Rename Sheet1 as Staff.
- Produce a screenshot showing the text entered and the sheet renamed as Staff.
- Save the screenshot as STAFF.
- Print STAFF.
- Label the printout STAFF.

[3]

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

TASK SS2

- Open the sheet labelled Lookup Table.

This sheet uses a code to identify the shift patterns worked on each day and the hours that make up the shift.

- Move to cell A1.
- Insert a new row.
- Insert the following text.

	A	B	C	D
1	CODE	DAY	FROM:TO	HOURS

- Insert the text SHIFT CODES 2012 into the header.
 - Produce a screenshot showing that the text and the header details have been entered.
 - Save the screenshot as SHIFTCODES.
 - Print SHIFTCODES on one A4 page.
 - Label the printout SHIFTCODES.
- [3]

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

TASK SS3

Sarah maintains a monthly sheet of shift codes for each driver.

- Insert the following text onto each driver's sheet.

	A	B	C	D	E	F	G	H
1	WEEK 1	WEEK 2	WEEK 3	WEEK 4	HOURS WEEK 1	HOURS WEEK 2	HOURS WEEK 3	HOURS WEEK 4

Sarah is going to use a function named VLOOKUP to convert each shift code to the corresponding number of hours.

- Move to the sheet named Jim McDuff.
- In cell E2 carefully enter the following formula.

=VLOOKUP(A2,('Lookup Table'!\$A\$2:\$D\$22),4)

- Copy this formula for the range E2:H8.
- Show the sheet Jim McDuff in formula view.
- Adjust the view so that all formulae are clearly visible and that the page fits to 1 page wide by 1 page tall.
- On the sheet ensure the gridlines and row and column headings are visible.
- Produce a screenshot of the formulae on this sheet on one A4 page in landscape view.
- Save the screenshot as LOOKUP.
- Print LOOKUP.
- Label the printout LOOKUP.
- Save the spreadsheet.

[10]

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

TASK SS4

- Enter similar VLOOKUP formulae in all the remaining drivers sheets.
- Move to the sheet named Molly Crilly and position the cursor in cell E2.
- Produce a screenshot of this sheet on one A4 page in portrait view ensuring the formula for cell E2 is visible.
- Save the screenshot as DATA.
- Print DATA.
- Label the printout DATA.
- Save the spreadsheet.

[5]

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

TASK SS5

- Move to the sheet named Staff.
- In cell B3 enter a formula to calculate the hours Jim McDuff has worked for Week 1.
- Use similar formulae to calculate the hours Jim McDuff has worked for Week 2, Week 3 and Week 4.
- Repeat these calculations for all the other drivers.
- In the sheet named Staff move to cell E8.
- Produce a screenshot of this sheet ensuring the formula for cell E8 is visible.
- Save the screenshot as HOURS.
- Print HOURS.
- Label the printout HOURS.
- Save the spreadsheet.

[6]

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

TASK SS6

- Move to the sheet named Staff.
- In F3 enter a formula that will calculate the total hours worked by Jim McDuff.
- Calculate the corresponding total hours worked for all the other drivers.
- Move to cell G3.
- Use absolute cell referencing to calculate the monthly wage for Jim McDuff.
- Calculate the wage for the other drivers.
- Move to cell G3.
- Produce a screenshot of this sheet ensuring the formula for cell G3 is visible.
- Save the screenshot as WAGES.
- Print WAGES.
- Label the printout WAGES.
- Save the spreadsheet.

[3]

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.

Sarah Smith has been asked to design a data capture form to record information about the new employees. An outline of the form is shown below.

Community Cars
Employee Data Capture Form

Surname:

Forename:

Date of Birth (dd/mm/yyyy):

Address:

Telephone number:

Do you have any driving convictions?
 Yes No

If Yes, please give brief details.

Place photograph here

TASK WP1

- Create a new document.
- Place the logo in the right hand side of the header. This can be found in the **images12_may** folder.
- Format the logo size to a height of 2.4 cm and a width of 2.52 cm.
- Insert and centre the title Community Cars Employee Data Capture Form.
- Make the text font Verdana size 14.
- Produce a screenshot that shows this formatting for the logo and the titles.
- Save the screenshot as FORM1.
- Print FORM1.
- Label the screenshot FORM1.
- Save the document as DATACAPTURE.

[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 the document DATACAPTURE

- Insert and label boxes for Surname and Forename with a height of 1 cm and width of 5 cm positioned as shown.
- Produce a screenshot showing the formatting for the box labelled Surname.
- Save the screenshot as SURNAME.
- Print SURNAME.
- Label the printout SURNAME.
- Save the document as DATACAPTURE. [2]

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

TASK WP3

Using the document DATACAPTURE








- Insert a rectangle to allow a photograph to be attached.
- Insert and label appropriate boxes for date of birth.
- Insert 3 boxes with a height of 1 cm and a width of 15 cm each.
- Group the three boxes to make up the address box.
- Produce a screenshot to show the grouped formatting you have used.
- Save the screenshot as GROUP.
- Print GROUP.
- Label the screenshot as GROUP.
- Save the document as DATACAPTURE.
- Produce the remainder of the form as shown.
- Select all the data entry boxes and shade the boxes grey.
- Give the document a page border with width $1\frac{1}{2}$ pt.
- Print DATACAPTURE.
- Label the printout DATACAPTURE. [9]

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

Jim McDuff would like Sarah to explain some features she uses on her computer. She decides to do this using a slide show presentation and will use graphics and action buttons as shown in the table below.

Slide Number	Title of Slide	Name of graphic	Action Button Position – Bottom Left	Action Button Position – Bottom Right
1	Use of the control panel	Main control panel		
2	Using a screensaver	Screensaver		
3	Using antivirus software	Antivirus		
4	Defragmenting a disk	Tools Defragmentation		

- Using the graphics in the folder **images12_may**, create a new blank presentation that will show these slides.
- On slide 4 insert text to explain Defragmenting a disk.
- Save the presentation as FEATURES.
- Produce a screenshot showing the contents of slide 4 “Defragmenting a disk”.
- Save the screenshot as DISK.
- Print DISK.
- Label the printout DISK.

[5]

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

Sarah has told Jim that all the drivers should be able to be contacted by e-mail. She wants to extend and modify her presentation, FEATURES, to include a discussion on e-mail.

TASK MM2

- At the start of the presentation insert a suitable title slide, COMMUNITY CARS, with a sub-title, TRAINING PRESENTATION.
- Add the following slides to the end of the presentation
 - a slide which uses an appropriate graphic and text to explain how to set up and use an e-mail account.
 - a slide which uses an appropriate graphic and text to explain how to insert attachments into the e-mail.
 - a slide which uses an appropriate graphic and text to show how a typical file will look after being attached.
- Save the presentation.
- Print slides 1, 6, 7 and 8 in handout view, 4 slides to a page.
- Label your printout EMAIL. [8]

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

TASK MM3

Sarah is not happy with how the presentation looks. She wants the 3 e-mail slides to be at the beginning. She also realises that the action buttons will have to be appropriately adjusted. She would also like to introduce timing into the slideshow.

- Move the three e-mail slides to the beginning of the presentation.
- Insert appropriate action buttons.
- Set the first seven slides to advance after 5 seconds.
- Set the last slide to end after 15 seconds.
- Produce a screenshot of all slides, showing these timings.
- Save the screenshot as TIMING.
- Print TIMING.
- Label the printout TIMING. [5]

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 20 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	SERVICEDESIGN	DB1	
2	RELATIONSHIPS	DB1	
3	VALIDATION	DB2	
4	TEXT	DB3	
5	FORMS	DB4	
6	LOSTPROPERTY	DB5	
7	SERVICEREPORT	DB6	
8	STAFF	SS1	
9	SHIFTCODES	SS2	
10	LOOKUP	SS3	
11	DATA	SS4	
12	HOURS	SS5	
13	WAGES	SS6	
14	FORM1	WP1	
15	SURNAME	WP2	
16	GROUP	WP3	
17	DATA CAPTURE	WP3	
18	DISK	MM1	
19	EMAIL	MM2	
20	TIMING	MM3	

THIS IS THE END OF THE TASK PAPER

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