71

Candidate Number

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

![CCEA logo](Rewarding Learning)

ADVANCED SUBSIDIARY (AS)
General Certificate of Education
2013

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 20 MAY–FRIDAY 24 MAY

A3J21

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:
landscapes13_may database, landscapes13_may
spreadsheet and images 13_may folder.

8273

For Examiner's use only			
Question	Marks Available	Marks	Remark
DB1	6		
DB2	2		
DB3	2		
DB4	9		
DB5	6		
DB6	12		
SS1	4		
SS2	2		
SS3	8		
SS4	12		
WP1	2		
WP2	5		
WP3	6		
MM1	4		
MM2	1		
MM3	3		
MM4	6		
MM5	10		
Total	**100**		

A database has been set up called **landscapes13_may**

Larry McGee has developed a database that will store information about customers, the [?] they own, the gardening services they request and the jobs that staff do each day.

Open the database and examine the relationships between the tables.

TASK DB1

This database currently consists of three tables called CUSTOMER, HOUSE and SERVICE.

A new database table is required to hold information about gardening jobs.

● Create a new table called JOB.
● Create five new fields in the JOB table with the design shown below.

Field Name	Data Type	Description
JobNo	Text	Unique identifier for JOB table.
JobDate	Date/Time	The date the job was carried out.
JobNoHours	Number	The number of hours taken to complete the job.
ServiceNo	Text	The gardening service for which the job was completed.
StaffID	Text	The Staff ID identifies who carried out the job.

● Select the most appropriate primary key for the JOB table.
● Produce a screenshot of the design of the JOB table, showing clearly the field name, data type and description for each of the fields within the table.
● Save the screenshot as EXTRATABLE.
● Print EXTRATABLE.
● Label the printout EXTRATABLE.
● Close the JOB table and save the 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

Larry would like to know about the jobs staff do to complete each gardening service. In order to do this a relationship must be established between the SERVICE table and the JOB table.

● Using the relationships feature, create a one-to-many relationship between the SERVICE table and the JOB table.
● Print a copy of the new relationship layout for the database ensuring that all tables are visible.
● Label the printout RELATIONSHIPS.
● Close the relationships view 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

Larry will not allow any of his staff to work on a job for more than 7 hours in one day.

● Create a validation rule for the JobNoHours field in the JOB table which will not allow values of more than 7.
● The validation text that should appear is "Staff are not allowed to work more than 7 hours".
● Produce a screenshot of the JOB table showing the validation rule and validation text you have applied.
● Save the screenshot as VALIDATION.
● Print VALIDATION.
● Label the printout VALIDATION.
● Close the JOB 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 DB4

Linda, the current secretary, needs a quick and easy method to record the contact details for each customer.

● Create the form shown below.

Customers

CustID: [ ]   Registration Date: [ ]

First Name: [ ]   Contact Number: [ ]

Surname: [ ]   Email: [ ]

[Previous Record] [Next Record]

● Ensure the Navigation Bar at the bottom of the form is removed by changing the Navigation Buttons Property for the form from YES to NO.
● Insert two buttons to go to the next record and the previous record.
● Save the form as CUSTOMERFORM.
● Produce a screenshot of your form showing details for CustID C087 and showing that the Navigation Buttons Property for the form has been set to NO.
● Ensure that all field names and data are fully visible.
● Save the screenshot as FORMDESIGN.
● Print FORMDESIGN.
● Label the printout FORMDESIGN.   [9]

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

TASK DB5

Larry would like to offer some customers a discount. These customers will have registered with Luxury Landscapes before the 31st December 2010. They will also have spent more than £100 on gardening services.

- Create a query that will include only those customers who registered before 31st December 2010 **and** who spent more than £100 on gardening services.
- The query should show only CustSurname, CustFirstName and CustEmail.
- Save the query as DISCOUNTS.
- Produce a screenshot of the design of your query ensuring that all fields and criteria are visible.
- Save the screenshot as QUERYDESIGN.
- Print QUERYDESIGN.
- Label the printout QUERYDESIGN. [6]

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

TASK DB6

Larry wants a report listing information on the gardening services provided at each house.

● Produce a report as shown opposite.
● The report should show:
   ○ the gardening services provided at each house;
   ○ the total service charge for each house.
● The report should be:
   ○ sorted by HousePostcode;
   ○ grouped by HouseID.
● Ensure that each group is kept together on one page.
● Save the report as SUMMARY.
● Print page 1 of SUMMARY on one A4 page ensuring that all data is visible.
● Label the printout SUMMARY.   [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.

Gardening Service List

House ID:	**H082**	**Cust ID:**	**C088**
House Number:	55	Surname:	McManus
Postcode:	BT18 9TY	First Name:	Carol

Request Date	**Type of Service**	**Service Charge**	**Completed**
04/07/2012	Grass Cutting	£40.00	☑
20/09/2012	Grass Cutting	£40.00	☑
14/05/2013	Patio Cleaning	£50.00	☐

Total Charge for Services: **£130.00**

House ID:	**H101**	**Cust ID:**	**C098**
House Number:	23	Surname:	McIlrath
Postcode:	BT20 5YI	First Name:	Tim

Request Date	**Type of Service**	**Service Charge**	**Completed**
11/09/2012	Patio Cleaning	£40.00	☑
16/04/2013	Landscaping	£350.00	☐

Total Charge for Services: **£390.00**

TASK SS1

Linda needs to prepare a spreadsheet to produce payslips for the staff.

- Open the spreadsheet called **landscapes13_may**
- Examine the data in Sheet1.

This sheet contains the names of the staff working for Luxury Landscapes.

- Rename the sheet as Current Staff.
- Copy all the names.
- Move to Sheet3.
- Move to cell A1.
- Insert a new column.
- With the cursor in cell A1 paste the names of the staff.
- Rename the sheet as April.
- Produce a screenshot showing that the names have been pasted and the sheets have been renamed.
- Save the screenshot as PASTE.
- Print PASTE.
- Label the printout PASTE.
- Save the spreadsheet.   [4]

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

TASK SS2

Linda now wants to produce the payslips for the employees.

- Move to Sheet2 and examine the data.
- Rename Sheet2 as Pay Rate.

This sheet contains the pay scales and rates for the Luxury Landscape employees.

- Move to cell A1.
- Insert a new row.
- In cell A1 insert the text Pay Scale.
- In cell B1 insert the text Rate.
- Select the range A2:B6 and show the title Pay_Rates in the Name Box.
- Produce a screenshot showing the content of the Name Box and the text have been entered.
- Save the screenshot as PAYSCALE.
- Print PAYSCALE.
- Label the printout PAYSCALE.
- Save the spreadsheet. [2]

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

TASK SS3

Linda needs to calculate the payslips for employees for the month of April.

- Move to the sheet called April.
- Move to cell A1.
- Insert a new row.
- Enter the following text into the cells shown.

	A	B	C	D	E	F	G
1	EMPLOYEE	HOURS	PAY SCALE	RATE	GROSS PAY	TAX	NET PAY

- Move to cell D2.
- Using VLOOKUP and the sheet named Pay Rate, enter a formula that will show the rate of pay for Linda McGee.
- Format cells D2:G12 as currency.
- Fill down the other rates of pay for the other employees.
- Produce a screenshot of the worksheet including the formula in cell D2.
- Save the screenshot as LINDA.
- Print LINDA.
- Label the printout LINDA.
- Save the spreadsheet.   [8]

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

TASK SS4

Linda must complete the payslips. She must note the following:

➢ GROSS PAY = HOURS × RATE
➢ TAX = GROSS PAY × TAX RATE
➢ NET PAY = GROSS PAY – TAX

● Move to cell A1.
● Insert a new row.
● In cell A1 enter the text TAX RATE =
● In cell B1 enter 20%.

● Move to cell E3.
● Enter a formula to calculate the GROSS PAY for Linda McGee.
● Copy this formula for the other employees.

● Move to cell F3.
● Enter a formula to calculate the TAX for Linda McGee.
● Copy this formula for the other employees.

● Move to cell G3.
● Enter a formula to calculate the NET PAY for Linda McGee.
● Copy this formula for the other employees.

● Produce a printout on one A4 page showing all formulae for GROSS PAY, TAX and NET PAY. *(Ensure the gridlines and Row and Column headings are showing in your printout.)*
● Label the printout PAY.
● Save the spreadsheet. [12]

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

The management of Luxury Landscapes has decided to distribute an order form to customers to ensure orders are recorded accurately and processed efficiently.

- Open a new blank document.
- Set the top and bottom margins to 2.25 cm.
- Set the left and right margins to 2.00 cm.
- Produce a screenshot that shows this formatting.
- Save the screenshot as MARGINS.
- Print MARGINS.
- Label this printout MARGINS.
- Save the document as ORDERFORM.   [2]

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 ORDERFORM place the Luxury Landscapes logo into the top right-hand corner of the document.
- Resize the logo so that it has a height of 2.64 cm and a width of 2.56 cm.
- Set the font to Verdana, size 12.
- Enter the title:
  - Luxury Landscapes – Order Form on line 1.
- Enter the company address:
  - 43 Longview Road on line 3.
  - Ballymena on line 4.
  - Co. Antrim on line 5.
  - BT42 7BY on line 6.
- Enter the following contact details:
  - Telephone number: (028) 25262728 on line 8.
  - Fax number: (028) 25272829 on line 9.
  - Email address: info@luxurylandscapes.eu on line 10.
- Ensure text alignment is set as follows:
  - Title: centred.
  - Company address: right aligned.
  - Contact details: centred.
- Produce a screenshot that shows this formatting.
- Save the screenshot as FORMAT.
- Print FORMAT.
- Label this printout FORMAT.
- Save the document as ORDERFORM.   [5]

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 ORDERFORM, add the following table and text, starting on line 13.
- Apply a 3 point border to the table, exactly as below.

| Date	Customer Number	Customer Name	Service	Net Cost
			Sub Total	
			VAT	
			Gross Total	

Employee signature: _____

Date: _____

- Produce a screenshot that shows the table and this formatting.
- Save the screenshot as COMPLETEFORM.
- Print COMPLETEFORM.
- Label this printout as COMPLETEFORM.
- Save the document as ORDERFORM. [6]

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.
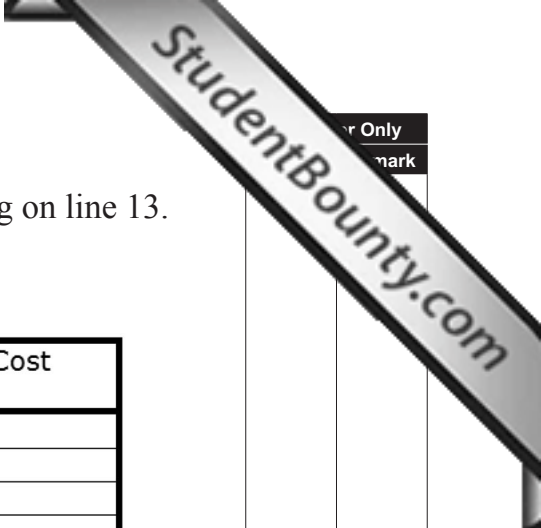
Larry wants to prepare a presentation to highlight the main developments in the company.

TASK MM1

- Create a new blank presentation.
- Insert the Luxury Landscapes logo from the **images13_may folder** into the centre of the master slide.
- Stretch the logo to ensure height and width are set to 200%.
- Set the logo brightness and contrast as follows:
  - Brightness – 90%.
  - Contrast – 10%.
- Produce appropriate screenshots showing the above formatting on one A4 page.
- Save the screenshots as FORMATTING.
- Print FORMATTING.
- Label the printout FORMATTING.
- Save the presentation as PRESENTATION. [4]

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 PRESENTATION move to Slide 1 of the presentation:
  - Enter Luxury Landscapes as the title.
  - Enter No space too small – no space too large as the sub-title, ensuring text is on one line.
- Print Slide 1.
- Label the printout TITLE.
- Save the presentation. [1]

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

TASK MM3

• Using PRESENTATION create Slide 2 of the presentation using the text as shown below, paying careful attention to formatting.

Background

❑Luxury Landscapes was established in 2009.

❑In 2010 the company expanded into landscaping.

❑For more information visit:
  ❑Luxury Landscapes

• Add the hyperlink www.luxurylandscapes.eu to the text, Luxury Landscapes, in the final bullet point.
• Produce a screenshot of Slide 2 showing evidence of the hyperlink.
• Save the screenshot as BACKGROUND.
• Print BACKGROUND.
• Label the printout BACKGROUND.
• Save the presentation.   [3]

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

TASK MM4

- Using PRESENTATION create Slide 3 of the presentation.
- Insert an organization chart to include the following information, exactly as shown below.

(Note that the job title of each employee is in bold.)
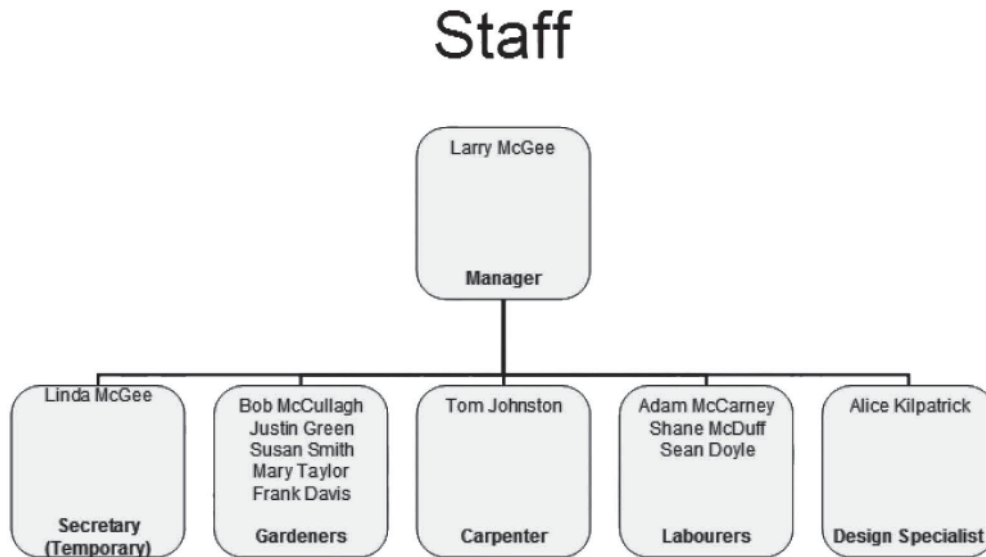
Staff

- Print Slide 3.
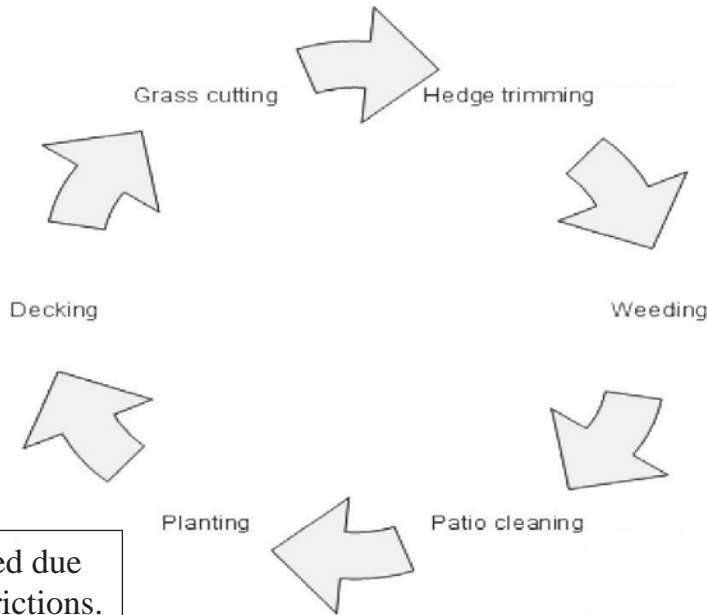- Label the printout STAFF.
- Save the presentation. [6]

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

TASK MM5

- Using PRESENTATION, move to Slide 4 of the presentation.
- Insert the following cycle diagram exactly as shown below using appropriate graphics from the **images13_may folder**.

Services

Grass cutting   Hedge trimming

Decking   Weeding

Planting   Patio cleaning

Images removed due to copyright restrictions.

- Produce a screenshot that displays this information.
- Save the screenshot as SERVICES.
- Print SERVICES.
- Label the printout SERVICES.
- Save the presentation.   [10]

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 18 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	EXTRATABLE	DB1	
2	RELATIONSHIPS	DB2	
3	VALIDATION	DB3	
4	FORMDESIGN	DB4	
5	QUERYDESIGN	DB5	
6	SUMMARY	DB6	
7	PASTE	SS1	
8	PAYSCALE	SS2	
9	LINDA	SS3	
10	PAY	SS4	
11	MARGINS	WP1	
12	FORMAT	WP2	
13	COMPLETEFORM	WP3	
14	FORMATTING	MM1	
15	TITLE	MM2	
16	BACKGROUND	MM3	
17	STAFF	MM4	
18	SERVICES	MM5	

THIS IS THE END OF THE TASK PAPER

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