



Rewarding Learning

ADVANCED SUBSIDIARY (AS)
General Certificate of Education
January 2014

Centre Number

71	
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Candidate Number

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

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 13 JANUARY – FRIDAY 17 JANUARY



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:

landscapes14_jan database, landscapes14_jan spreadsheet and images14_jan folder.

8703

For Examiner's use only			
Question	Marks Available	Marks	Remark
DB1	5		
DB2	3		
DB3	2		
DB4	9		
DB5	5		
DB6	11		
SS1	8		
SS2	5		
SS3	5		
SS4	7		
SS5	5		
WP1	2		
WP2	2		
WP3	2		
WP4	2		
WP5	10		
MM1	5		
MM2	12		
Total	100		

A database has been set up called **landscapes14_jan**

Larry McGee has developed a database that will store information on customers, the houses they own and the gardening services they request. It will also hold details of the staff and the jobs they do each day.

Open the database and examine the relationships between the tables.

TASK DB1

This database currently consists of five tables called CUSTOMER, HOUSE, JOB, SERVICE, and STAFF.

- Open the STAFF table.
- Rename the field called StaffLandline as StaffContactNumber.
- Insert a new field called StaffLeavingDate with the data type Date/Time.
- Change the data type of the StaffJobTitle field to Lookup Wizard.
- Use the Lookup wizard to create a lookup list for the StaffJobTitle field with the following options: Gardener; Carpenter; Labourer; Design Specialist; Secretary. The data type of the StaffJobTitle field will now be Text.
- Produce a screenshot of the design of the STAFF table showing clearly the field name and data type for each of the fields within the table and the values for the look up list.
- Save the screenshot as CHANGETABLE.
- Print CHANGETABLE.
- Label the printout CHANGETABLE. [5]

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

Examiner Only	
Marks	Remark

TASK DB2

Larry wants to know more information about the staff he employs and the jobs they undertake. In order to do this a relationship must be established between the STAFF table and the JOB table.

- Select the most appropriate primary key for the STAFF table.
- Close the STAFF table and save the changes.
- Using the relationships feature, create a one-to-many relationship between the STAFF table and the JOB table.
- Print a copy of the new relationship layout for the database on one A4 page.
- Label the printout RELATIONSHIPS.
- Close the relationships view and save changes. [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

Luxury Landscapes only operates in Northern Ireland. This means that all postcodes should begin with the letters 'BT'.

- Add a validation rule to a suitable field within the HOUSE table to ensure that the postcode begins with the letters BT.
- The validation text that should appear is "The postcode must be for a region in Northern Ireland".
- Produce a screenshot of the HOUSE table showing the validation rule and validation text you have applied to the suitable field.
- Save the screenshot as VALIDATION.
- Print VALIDATION.
- Label the printout VALIDATION.
- Close the HOUSE 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.

Examiner Only	
Marks	Remark

TASK DB4

Linda would like to have a form where she can view and edit customer details relating to customers and their houses.

Customers and Their Houses

Customer Details

ID

Surname

Firstname

Contact Number

Email

Registration Date

House Details

ID	Number	StreetName	Town	County	Postcode	Comment
*	<input style="width: 40px;" type="text"/>					

Record: 1 of 1 No Filter Search

- Create the form and subform shown above.
- Save the form as CUSTOMERFORM.
- Use your form to add a new house for the customer called Rose Turner (**Cust ID C067**) with the following details:
 - HouseID: H119
 - Address: 4 School Road, Belfast, Antrim, BT36 4RR
- Produce a printout of your form showing details for Rose Turner (**Cust ID C067**) and the houses she owns.
- Ensure that all field names and data are fully visible.
- 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.

Examiner Only	
Marks	Remark

TASK DB5

Susan Smith, the gardener, has not been able to locate her driving licence since 31st December 2013. She may have left it in a garden when at work.

- Produce a query, using the HOUSE, SERVICE and JOB tables, to identify the houses that Susan Smith (STF004) worked at on gardening jobs after the 31st December 2013.
- The query should **only** show JobDate, HouseNumber, HouseStreetName, HouseCounty and HousePostcode.
- Sort the results in descending order of JobDate.
- Save the query as LOSTLICENCE.
- Produce a screenshot of the design of your query ensuring that all fields and criteria are fully visible.
- Save the screenshot as QUERYDESIGN.
- Print QUERYDESIGN.
- Label the printout QUERYDESIGN. [5]

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

Examiner Only	
Marks	Remark

TASK DB6

Larry wants to investigate how long it takes for each gardening service to be completed, taking into account the type of service and the amount charged for the service.

- Produce the report shown opposite (only part of the first page is displayed).
- The report should be grouped by TypeOfService.
- For each TypeOfService calculate the days taken to complete each service by placing the following formula in the control source of a new text box:

=[CompletionDate]-[RequestDate]

- For each TypeOfService calculate the total service charge for all services.
- The report should be sorted by TypeOfService in alphabetical order and then by RequestDate with the newest date first.
- Save your report as TIMEREPORT.
- Print the first page of the report on one A4 page ensuring that all data is visible.
- Label the printout REPORTDESIGN. [11]

Examiner Only	
Marks	Remark

Time to Complete Requests

Examiner Only

Marks Remark

Decking

Service No:	Request Date:	Completion Date:	Days:	Service Charge:
S150	28/12/2013	15/01/2014	18	£100.00
S144	20/12/2013	22/12/2013	2	£100.00
S122	20/03/2013	26/03/2013	6	£100.00
S106	21/11/2012	22/11/2012	1	£200.00
S110	06/11/2012	10/11/2012	4	£178.00
S025	14/10/2009	15/10/2009	1	£180.00
TOTAL SERVICE CHARGE				£858.00

Grass Cutting

Service No:	Request Date:	Completion Date:	Days:	Service Charge:
S148	25/07/2013	30/07/2013	5	£40.00
S147	15/06/2013	18/06/2013	3	£40.00
S140	15/05/2013	18/05/2013	3	£40.00
S136	29/04/2013	30/04/2013	1	£45.00
S135	28/04/2013	29/04/2013	1	£80.00
S133	26/04/2013	27/04/2013	1	£40.00

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

Linda handles the administration in Luxury Landscapes and wants to analyse parts of the business to see how it is performing. She has imported data from the database.

Open the spreadsheet called **landscapes14_jan**

- Move to the sheet named JOB.
- Move to cell A1.
- Insert a new row above A1.
- Enter the following text:

	A	B	C	D	E
1	JobNo	JobDate	JobNoHours	ServiceNo	StaffID

- Sort the data in ascending order by StaffID.
- Print the range A1:E36 of the sheet JOB (ensure that gridlines, row and column headings are shown in your printout).
- Label the printout SORTSTAFF.
- 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.

Examiner Only	
Marks	Remark

TASK SS2

Linda wants to check the number of jobs completed by each employee in Luxury Landscapes.

- In the sheet named JOB, use the subtotal function to count the number of jobs completed by each employee. (Insert a page break between each group, and show the Grand Count below the data.)
- Print the page of the subtotals that includes the Grand Count (ensure that gridlines, row and column headings are shown in your printout).
- Label the printout GRANDCOUNT.
- 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 SS3

Linda wants to check the number of hours completed by each employee in Luxury Landscapes.

- In the sheet named JOB rearrange the columns as shown below.

	A	B	C	D	E
1	JobNo	JobDate	StaffID	JobNoHours	ServiceNo

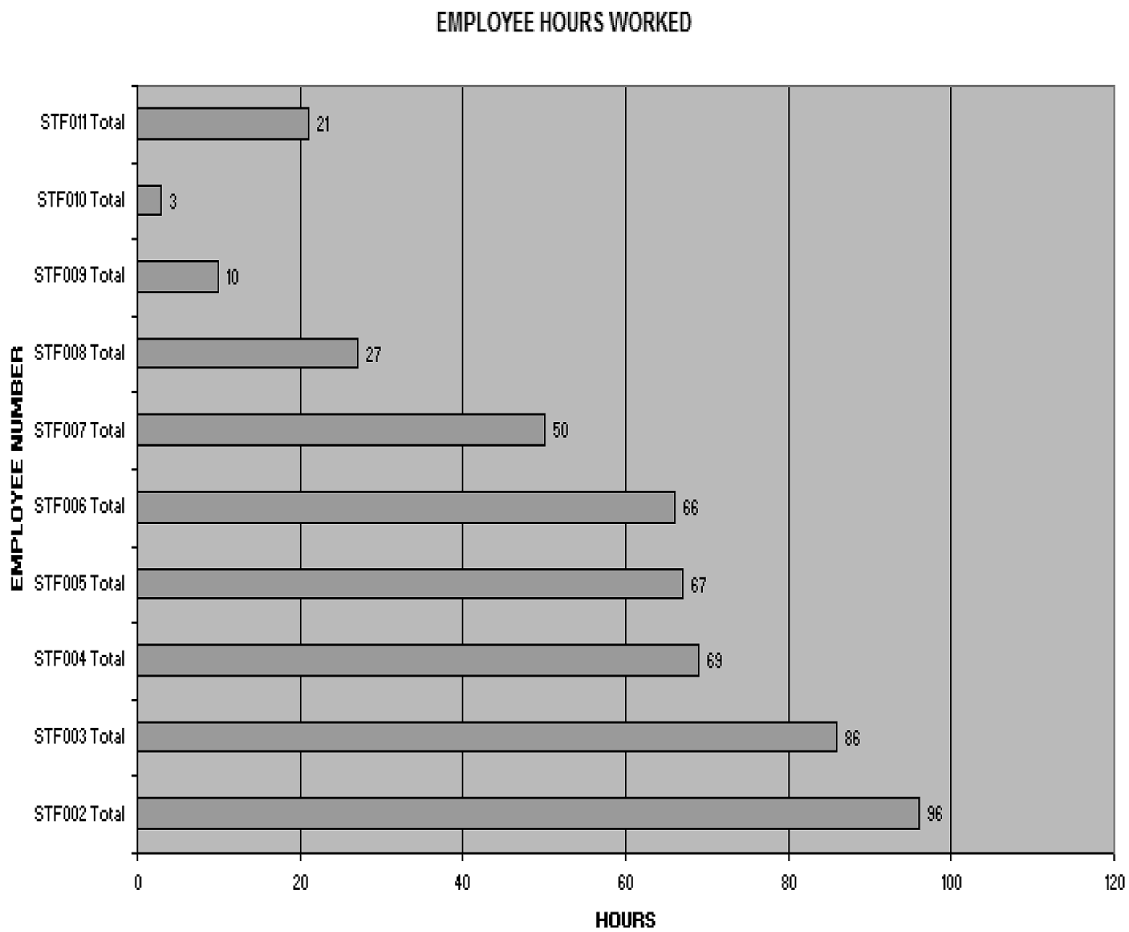
- Use the subtotal function to sum the number of hours worked by each employee, replacing the current subtotals and including the Grand Total.
- Use the hide details button , on the left side of each subtotal, to display **only** subtotals and Grand Total.
- Produce a screenshot of the subtotals and Grand Total.
- Save the screenshot as JOBHOURS.
- Print JOBHOURS.
- Label the printout JOBHOURS.
- Save the sheet named JOB. [5]

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

Examiner Only	
Marks	Remark

TASK SS4

Linda wants to be able to see the results in the form of a chart.



- Create the chart shown above using the displayed job hours.
- Print the chart.
- Label the printout CHART.
- 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.

Examiner Only	
Marks	Remark

TASK SS5

Now that Linda has a count of the number of jobs that her employees do and the total hours worked on these jobs, she wants to find the average time taken for each job.

- Move to Sheet1.
- Rename this sheet as AVERAGE.
- Move to cell A1.
- Insert a new column.
- Insert the following text into the appropriate cells.

	A
1	TOTAL JOBS
2	TOTAL HOURS
3	AVERAGE

- In cell B3 calculate the average hours worked on each job (correct to two decimal places).
- Print AVERAGE.
- Label the printout AVERAGE.
- 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.

The spreadsheet activities are now complete.

Examiner Only	
Marks	Remark

TASK WP1

Linda McGee, the company secretary, wants to create customised business cards for Luxury Landscapes.

- Open a new blank document.
- Set the margins as follows:
 - Top and bottom margins: 1 cm.
 - Left and right margins: 1.5 cm.
- Produce a screenshot that shows this formatting.
- Save the screenshot as MARGINS.
- Print MARGINS.
- Label the printout MARGINS.
- Save the document as CARDS1.

[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 CARDS1, set the paper size to:
 - Width: 8.5 cm.
 - Height: 5.5 cm.
- Produce a screenshot that shows this formatting.
- Save the screenshot as PAGE.
- Print PAGE.
- Label this printout PAGE.
- Save the document as CARDS2.

[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 CARDS2, insert the Luxury Landscapes logo from the **images14_jan**.
- Set the text wrapping option for this image to square.
- Produce a screenshot that shows this formatting.
- Save the screenshot as LOGO1.
- Print LOGO1.
- Label this printout as LOGO1.
- Save the document as CARDS3.

[2]

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

Examiner Only	
Marks	Remark

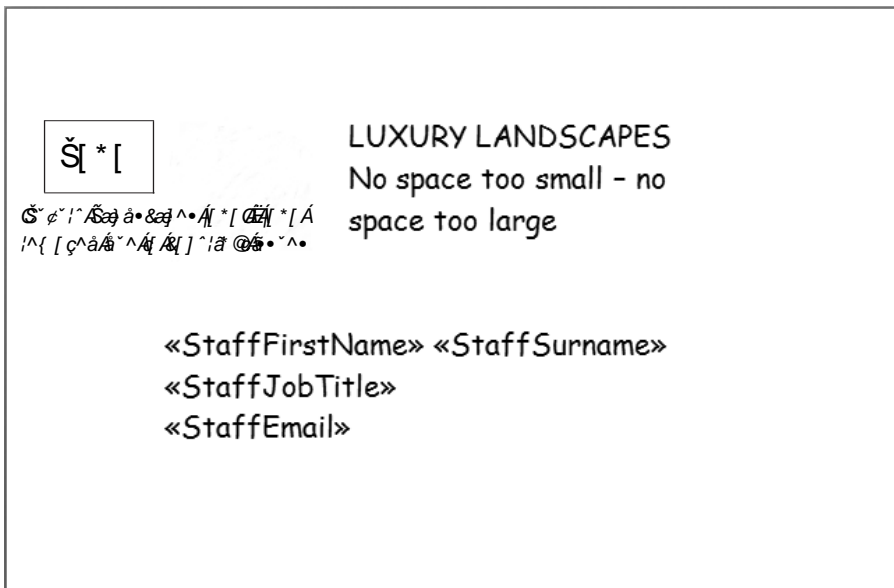
TASK WP4

- Using CARDS3, change the scale of the logo, relative to original picture size, to:
 - Height: 15%
 - Width: 15%
- Produce a screenshot that shows this formatting.
- Save the screenshot as LOGO2.
- Print LOGO2.
- Label the printout LOGO2.
- Save the document as CARDS4. [2]

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

TASK WP5

- Using CARDS4, set the font to Comic Sans MS, size 8.
- Insert the text, ‘LUXURY LANDSCAPES No space too small – no space too large’, at the right hand side of the logo.
- Insert fields from the **landscapes14_jan database** to produce the business card shown below.



- Produce a screenshot that shows record 11, and the formatting used.
- Save the screenshot as MERGE.
- Print MERGE.
- Label the printout MERGE.
- Save the document as CARDS5. [10]

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.

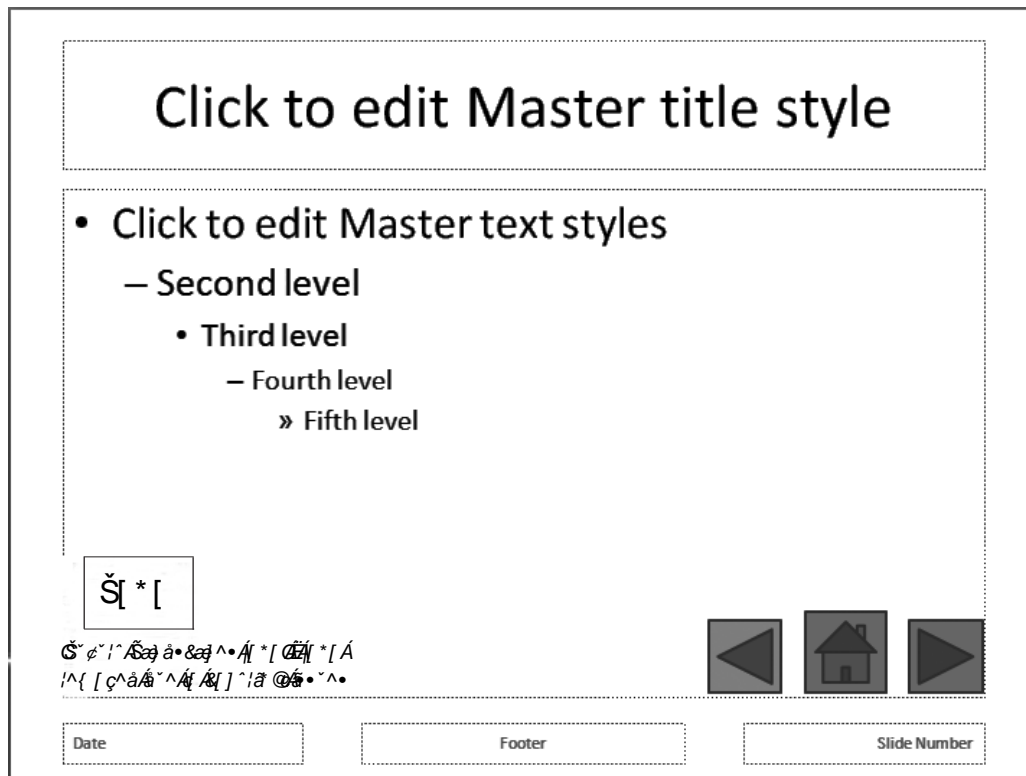
Examiner Only	
Marks	Remark

TASK MM1

Larry wishes to use a presentation to evaluate appropriate operating systems tools.

- Create a master slide, inserting navigation buttons and a logo as shown below.
- Produce a screenshot of this master slide.
- Save the screenshot named MASTER.
- Print MASTER.
- Label the printout MASTER.
- Close the master slide.
- Save the presentation as PRESENTATION.

[5]



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

Examiner Only	
Marks	Remark

TASK MM2

- Using PRESENTATION create four slides to evaluate the headings below.

How useful is systems information?

How important is virus protection?

Why backup and restore?

Why use disk defragmentation?

- Use suitable images from **images14_jan** folder.
- Use suitable text for your evaluations.
- Print the slides in handout view showing four slides per page.
- Label the printout MANAGEMENT.
- Save PRESENTATION.

[12]

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.

Examiner Only	
Marks	Remark

Final check

You should have the following 18 printouts in this order.

Each should have your Candidate Number, Centre Number and Question Number and the 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	CHANGETABLE	DB1	
2	RELATIONSHIPS	DB2	
3	VALIDATION	DB3	
4	FORMDESIGN	DB4	
5	QUERYDESIGN	DB5	
6	REPORTDESIGN	DB6	
7	SORTSTAFF	SS1	
8	GRANDCOUNT	SS2	
9	JOBHOURS	SS3	
10	CHART	SS4	
11	AVERAGE	SS5	
12	MARGINS	WP1	
13	PAGE	WP2	
14	LOGO1	WP3	
15	LOGO2	WP4	
16	MERGE	WP5	
17	MASTER	MM1	
18	MANAGEMENT	MM2	

THIS IS THE END OF THE QUESTION PAPER

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Marks

Remark

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