AUTOMATION **5208/A**

Optional Module: Practical Assessment **2007**

1 hour plus 15 minutes reading time

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Candidates are permitted **15 minutes** reading time before attempting the paper.

Make sure that your **Centre number**, **candidate number** and **name** are clearly visible on **each printout** that you are asked to produce, before it is sent to the printer.
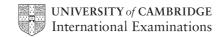
Carry out **every** instruction in each task.

Tasks are numbered on the left hand side of the page, so that you can see what to do, step by step. On the right hand side of the page for each task, you will find a box which you can tick (✓) when you have completed the task; this checklist will help you to track your progress through the assessment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

This document consists of **2** printed pages.

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[Turn over

You work for Tawara Pleasure Ferry Company and you are going to help in automating some of their business processes.

You are going to prepare tickets for a special cruise event.   ✓

1   Using a suitable software package, load the file **AAUA7TKT.TXT**   ☐   **1.1.1**

2   Replace the field name <*Gift*> with a merge code. The code will require text   ☐   **1.1.3**
to be entered from the keyboard when the document is merged with the file   **1.1.4**
AAUA7PPL.CSV

3   Replace the other field names in this document with merge codes so that the   ☐   **1.1.2**
necessary information can be obtained from the file **AAUA7PPL.CSV**

4   Replace the field name <*Location*> with a merge code which will insert   ☐   **1.2.1**
Captain's Table if *Seat* is **CT** otherwise it will enter **Main Area**   **1.2.2**

5   Merge the files, selecting only records where *Date* is **07Fe07**   ☐   **1.1.5**
  1.2.2

You will need to enter **You've won a box of chocolates** for the *Gift* field
when prompted.

6   Print the result for the first 3 records only.   ☐   **2.1.1**

7   Print a copy of the master document, showing the merge codes.   ☐   **2.1.1**

8   Using suitable software, create a menu system or other facility which will   ☐   **1.1.5**
enable the user to do the following: **1.3.1**
  1.3.2
  1.3.3
- choose between a dispatch note for tickets and a credit note
- print only the chosen document, merged with details from a
  specific record.

The text for the dispatch note will be found in **AAUA7DIS.TXT** and the text
for the credit note will be found in **AAUA7CRE.TXT**

The source data for these documents will be found in **AAUA7PPL.CSV**
Use an automated field to enter today's date.

9   Print a dispatch note for the person with the *CustomerID* number **98412**   ☐   **2.1.1**

10   Print a credit note for the person with the *CustomerID* number **17349**   ☐   **2.1.1**

11   Provide printed evidence of the methods you employed including listings of   ☐   **2.1.1**
code, macros or hyperlinks used.