

Advanced GCE Information and Communication Technology

Unit G062 Structured ICT Tasks

OCR has produced these candidate style answers to support teachers in interpreting the assessment criteria for the new GCE specifications and to bridge the gap between new specification release and availability of exemplar candidate work.

This content has been produced by senior OCR examiners, with the input of Chairs of Examiners, to illustrate how the sample assessment questions might be answered and provide some commentary on what factors contribute to an overall grading. The candidate style answers are not written in a way that is intended to replicate student work but to demonstrate what a “good” or “excellent” response might include.

As these responses have not been through full moderation and do not replicate student work, they have not been graded and are instead, banded “medium” or “high” to give an indication of the level of each response.

NB. Please note that in the case of this unit, a band has not been applied as the differentiating factor between a “medium” and “high” response is the quantity of information and explanation given.

Please note that this resource is provided for advice and guidance only and does not in any way constitute an indication of grade boundaries or endorsed answers.

Task 1

1 (a) (i)

Data Source for Angela and the other ten driving instructors.

Forename	Surname	Email address	Home number	Mobile number
John	Smith	JohnSmith@EKLtd.org.uk	0123456789	07123456789
Sally	Butcher	SallyButcher@EKLtd.org.uk	0123456790	07123456790
Mel	Wogan	MelWogan@EKLtd.org.uk	0123456791	07123456791
Don	Brooks	DonBrooks@EKLtd.org.uk	0123456792	07123456792
Susan	Talbot	SusanTalbot@EKLtd.org.uk	0123456793	07123456793
Mike	Hanks	MikeHanks@EKLtd.org.uk	0123456794	07123456794
Alice	Peppers	AlicePeppers@EKLtd.org.uk	0123456795	07123456795
Hannah	Comet	HannahComet@EKLtd.org.uk	0123456796	07123456796
Stephanie	Brown	StephanieBrown@EKLtd.org.uk	0123456797	07123456797
Nick	Jones	NickJones@EKLtd.org.uk	0123456798	07123456798
Angela	Keepax	AngelaKeepax@EKLtd.org.uk	0123456799	07123456799

1 (a) (ii)

Standard business card showing merge fields. Merge field codes are visible.

EK LTD.

Qualified Instructor

John Smith

EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Kent
www.ekltd.co.uk
Business no: 01622 222222
fax: 01622 222221
Email Address: ekltd@ekltd.com

Personal Information
Mobile Phone: «Mobile number»
Home no.: «Home number»
Email: «Email address»

Text Box

1 (a) (iii)

Eleven business cards printed by mail merge.

EK LTD.

Qualified Instructor
John Smith



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 071 23 45 67 89
Home no.: 01 23 45 67 89
Email: JohnSmith@EKLtd.org.uk

EK LTD.

Qualified Instructor
Sally Butcher



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 07 12 34 56 789
Home no.: 0 12 34 56 789
Email: SallyButcher@EKLtd.org.uk

EK LTD.

Qualified Instructor
Mel Wogan



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 071 23 45 67 91
Home no.: 01 23 45 67 91
Email: MelWogan@EKLtd.org.uk

EK LTD.

Qualified Instructor
Don Brooks



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 07 12 34 56 789
Home no.: 0 12 34 56 789
Email: DonBrooks@EKLtd.org.uk

EK LTD.

Qualified Instructor
Susan Talbot



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 071 23 45 67 93
Home no.: 01 23 45 67 93
Email: SusanTalbot@EKLtd.org.uk

EK LTD.

Qualified Instructor
Mike Hanks



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 07 12 34 56 794
Home no.: 0 12 34 56 794
Email: MikeHanks@EKLtd.org.uk

EK LTD.

Qualified Instructor
Alice Peppers



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 071 23 45 67 95
Home no.: 01 23 45 67 95
Email: AlicePeppers@EKLtd.org.uk

EK LTD.

Qualified Instructor
Hannah Comet



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 07 12 34 56 796
Home no.: 0 12 34 56 796
Email: HannahComet@EKLtd.org.uk

EK LTD.

Qualified Instructor
Stephanie Brown



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 071 23 45 67 97
Home no.: 01 23 45 67 97
Email: StephanieBrown@EKLtd.org.uk

EK LTD.

Qualified Instructor
Nick Jones



EK Ltd.

Primary Business Address
EK Ltd.
Some Road
Keat
www.ektd.co.uk
Business no: 01622 22222
fax: 01622 22222 | Email
Address: ektd@ektd.com

Personal Information
Mobile Phone: 07 12 34 56 798
Home no.: 0 12 34 56 798
Email: NickJones@EKLtd.org.uk

Qualified Instructor

Angela Keepax

**EK Ltd.**

Primary Business Address
 EK Ltd.
 Some Road
 Keat
 www.ekLtd.co.uk
 Business no: 01622 222222
 Fax: 01622 222211 Email
 Address: ekLtd@ekLtd.com

Personal Information
 Mobile Phone: 07123456789
 Home no.: 0123456789
 Email:
 AngelaKeepax@EKLtd.org.uk

1 (b)

Data capture from that Angela can use when she records details about vehicles.

**EK Ltd.**

Please use this form when collecting information about vehicles. Please fill in the boxes.

Where is the vehicle being sold? _____

What is the vehicle registration? _____

What is the year of first registration? What is the current mileage? What make is the vehicle? E.g. Ford, Vauxhall _____What model is the vehicle? E.g. Fiesta, Corsa _____What engine size is the vehicle? E.g. 1300 cc ccWhat power is the vehicle? E.g. 110 bhp bhp

Is the vehicle manual or automatic?

Please tick:

- Manual
 Automatic

What colour is the vehicle? _____

Does the vehicle have any of the following, please tick all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Central Locking |
| <input type="checkbox"/> Climate Control | <input type="checkbox"/> Manual |
| <input type="checkbox"/> Electric Windows | <input type="checkbox"/> Manual |

What is the purchase price of the vehicle? £ _____

£ _____

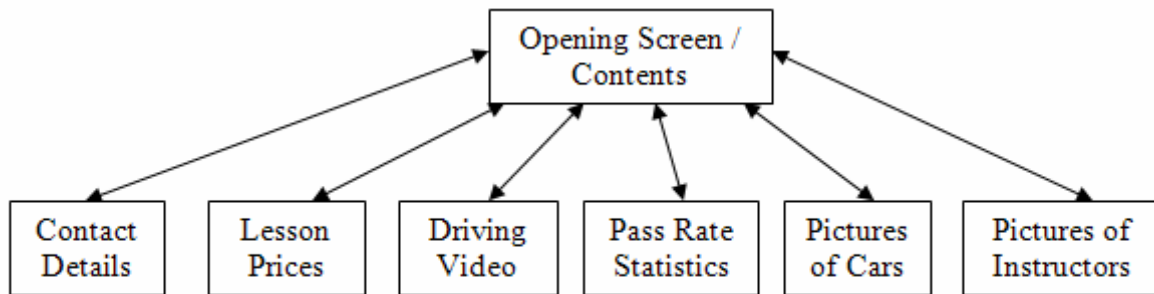
Date form filled in: (dd/mm/yyyy)

 / /

Task 2

2 (a)

Overall structure of the presentation showing how the screen link together.



2 (b) (i)

Evidence of the screens that have been produced.

1. Main Menu

2. Lesson Prices

- Beginner £15 Per Hour
- Test Retake £13 Per Hour
- Disqualified Retake £25 Per Hour
- Advanced £10 Per Hour

Lessons can be taken in full to a maximum of 3 hours. The second hour has a discount of £2.50 and the third hour has a discount of £2.

3. Contact details

01892 533786
 EK Ltd driving school
 The Park Green
 Turbridge Wells
 Kent
 TN11 0DD
 ekitd@ekitd.co.uk
 www.ekitd.co.uk

4. Cars Available

Our cars are of the finest quality and are close to brand new. We retain the cars every 3 years and currently all our models are brand new from the years 2007 - 2008. We take pride in our range of cars and great thought goes into the models we choose.

5. Qualified Instructors

CV includes: full licence and valid. CV includes: first aid, the experience, steps and how to become qualified. Been Instructing for the DVLS, qualified and kept a peak that CV qualified.

6. Pass Rate State

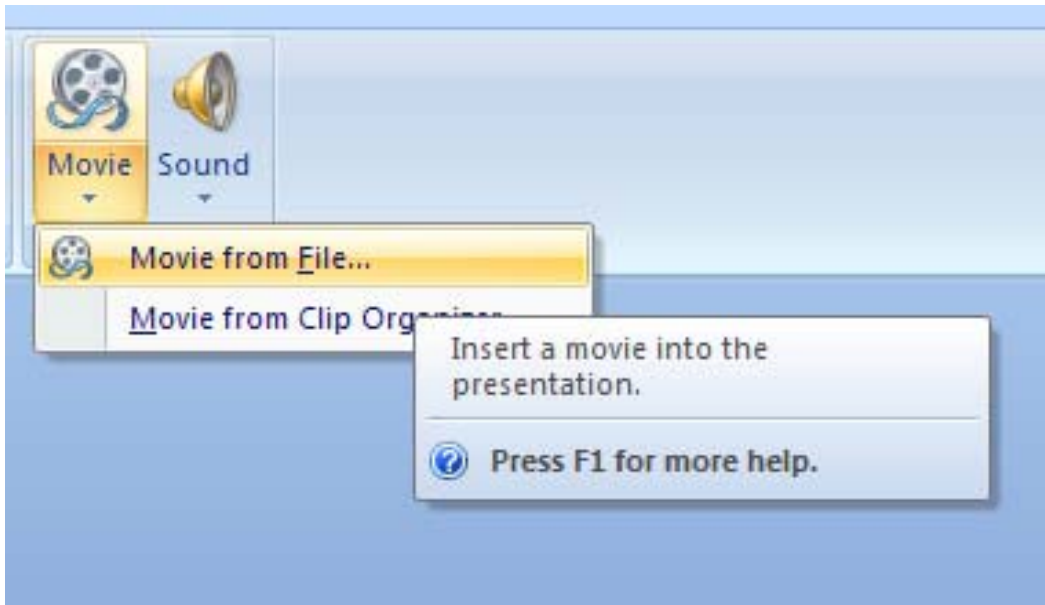
2004	77%
2005	81%
2006	84%
2007	89%
2008	91%

7. Driving Technique Video

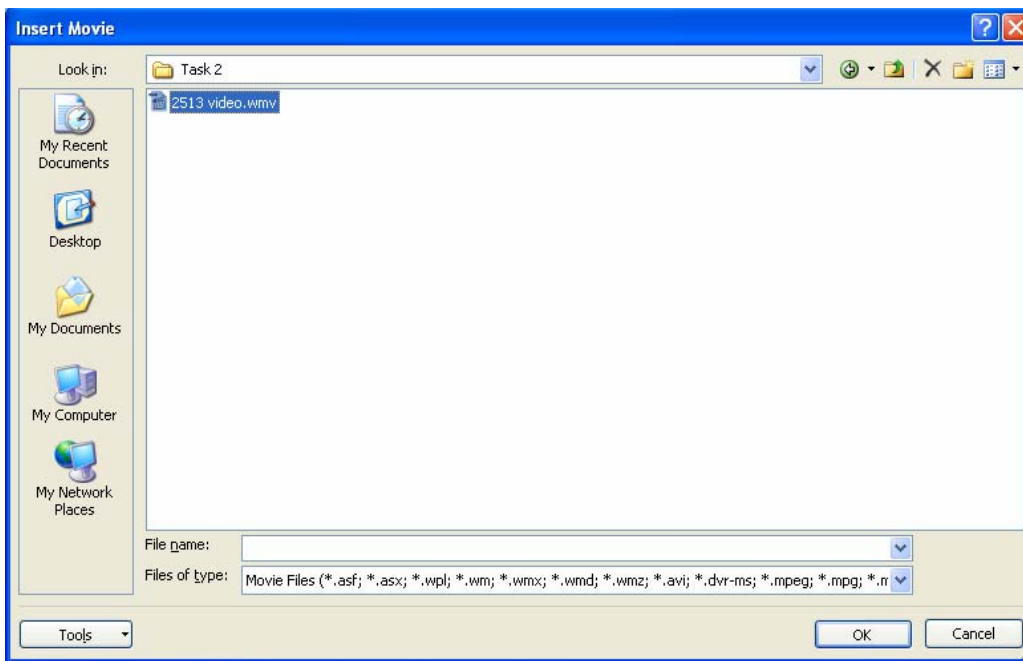
2 (b) (ii)

Evidence of including the movie in the presentation.

Inserting the movie from file.

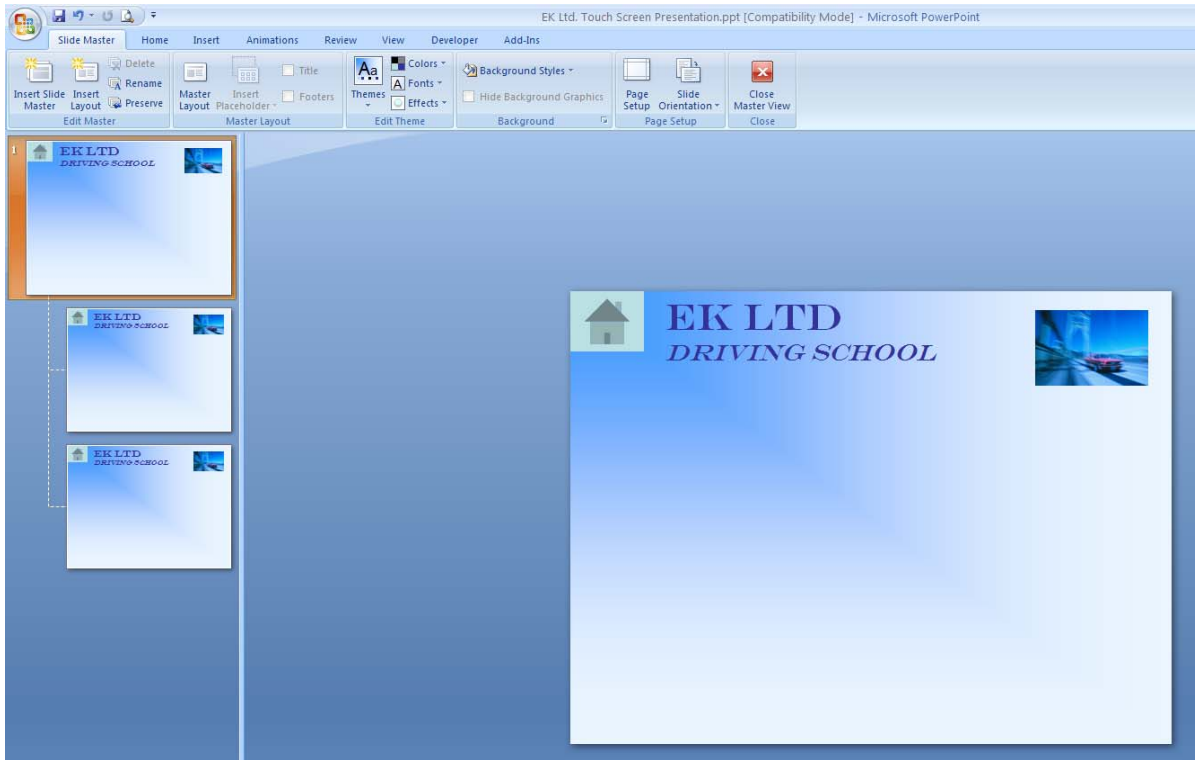


Selecting the movie file.



2 (b) (iii)

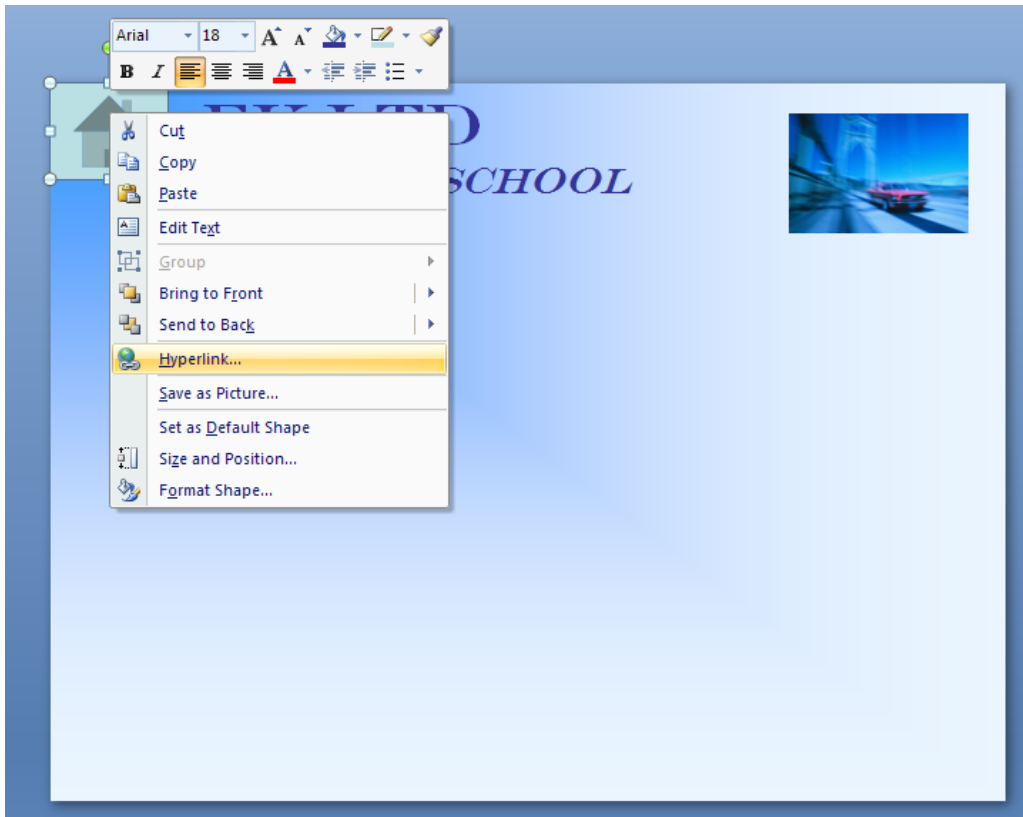
Evidence of the master slide.



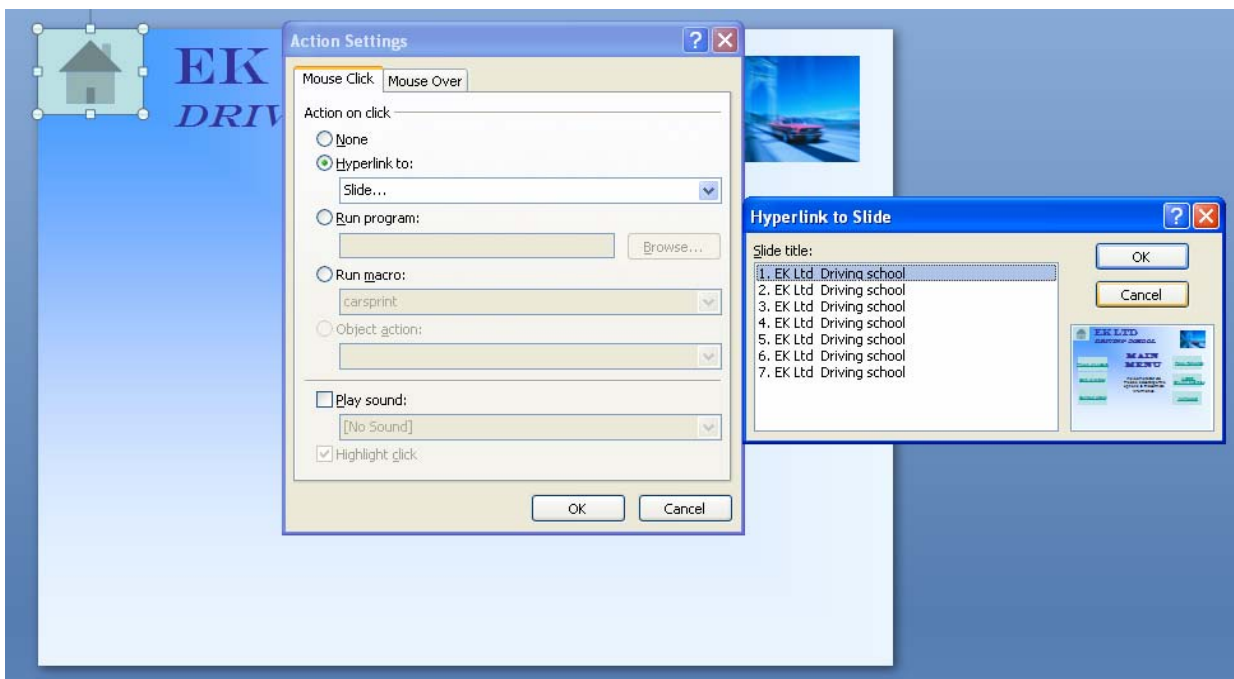
2 (b) (iv)

Evidence of how the button to the home page was set up.

Picture made into a hyperlink.



Hyperlink was set to the first slide in the presentation – the main menu.

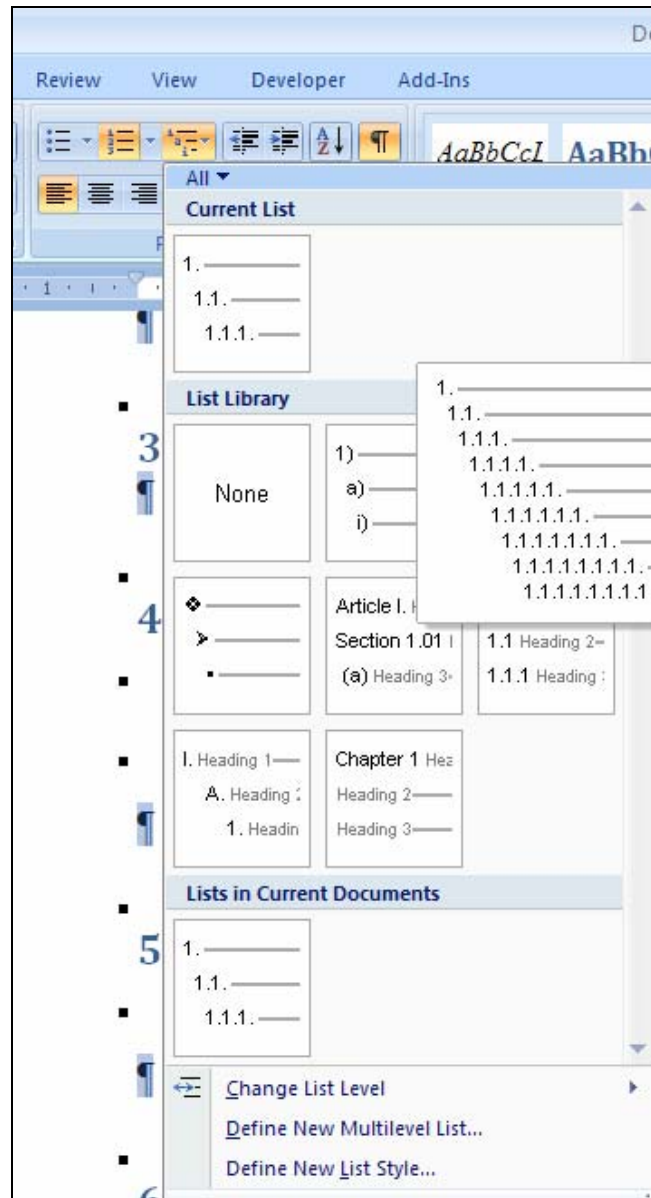


2 (c)

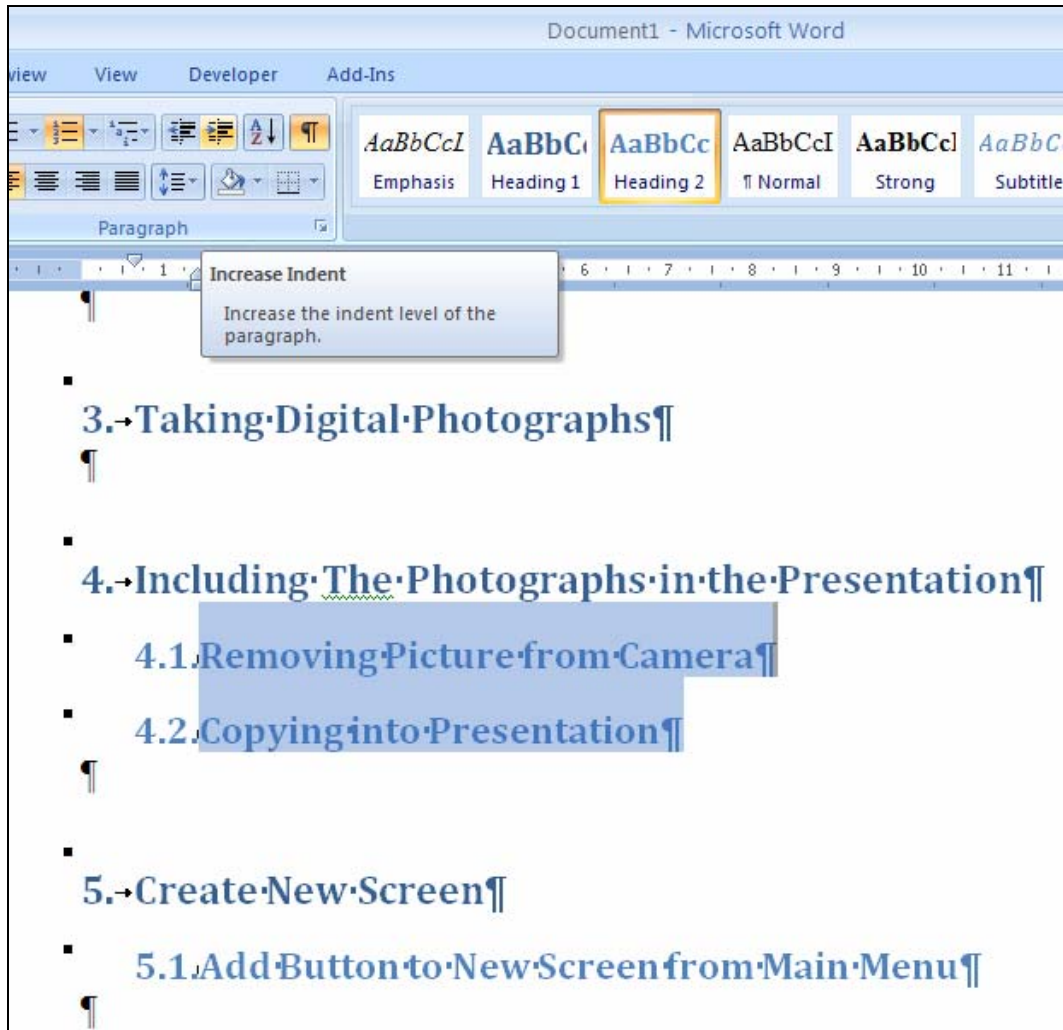
See Separate Document

2 (d) (i)

Highlight the headings you wish to number and from the toolbar, select multi level list.



Using the indent tool, indent the subheadings.

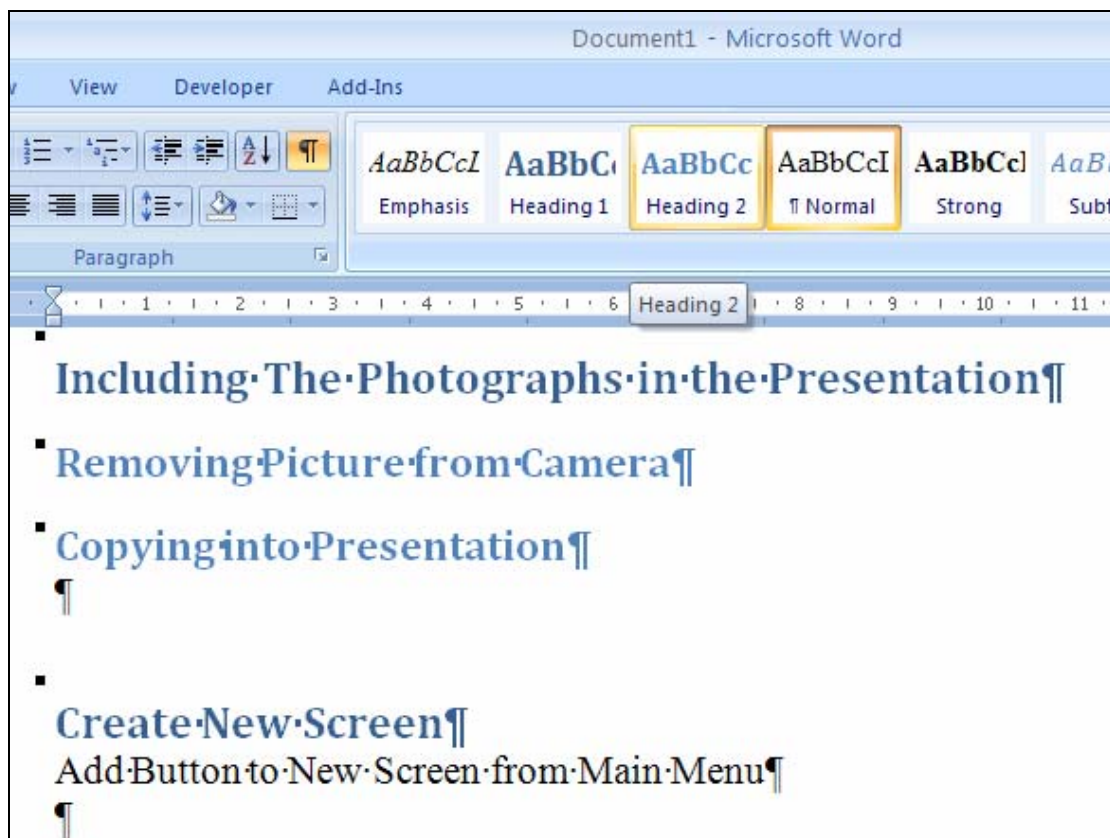
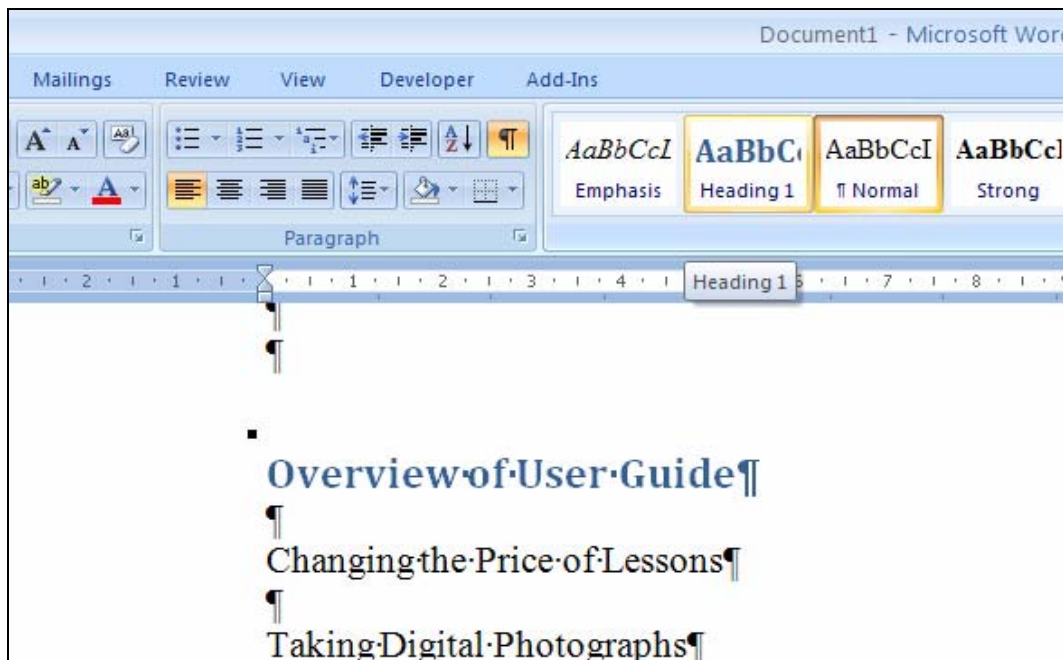


2 (d) (ii)

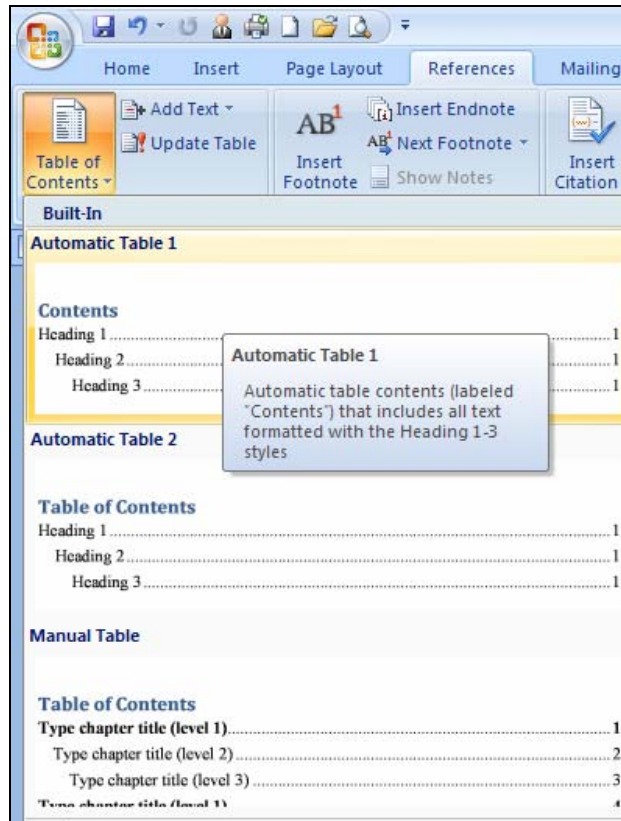
Apply headings as required:

Heading 1 for the main title

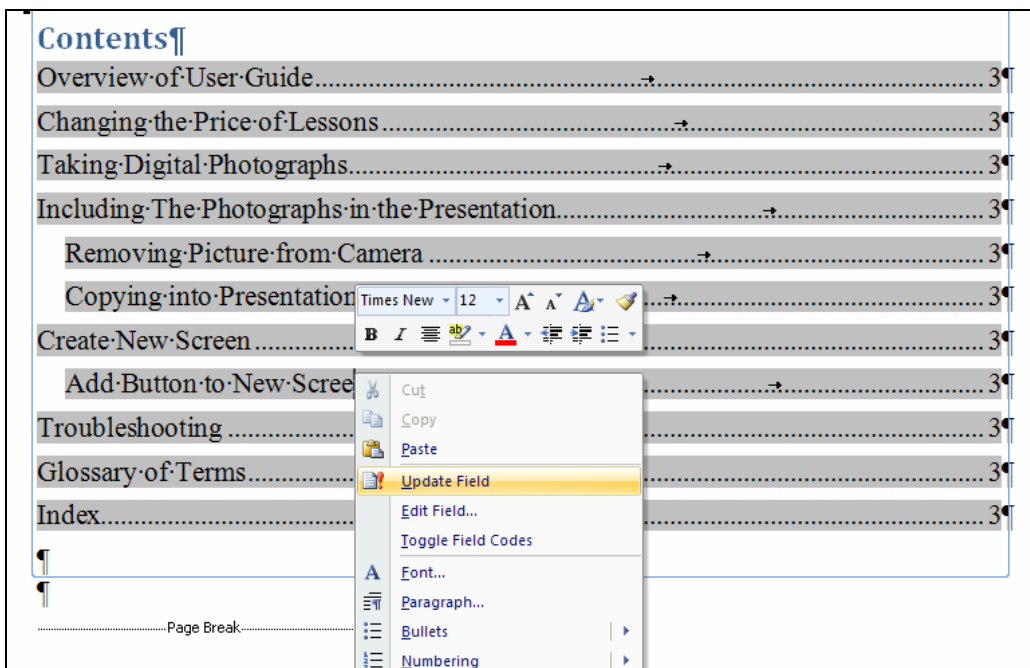
Heading 2 for the sub title



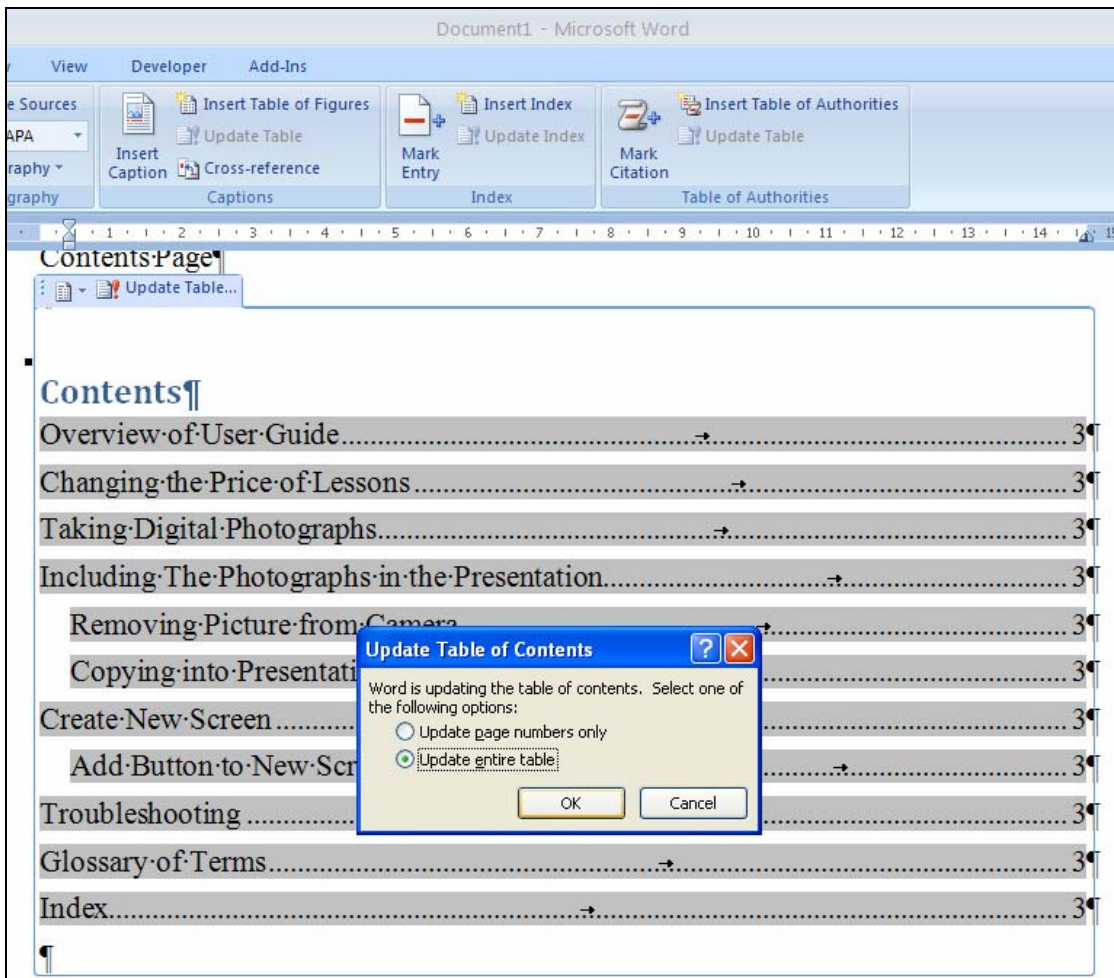
Click on References, Table of Contents and select Automatic Table 1



To update the table, right click in the table and from the menu, select Update Field



From the pop up box that appears, select Update Entire Table and click OK, this will add in any new headings to the table of contents and update the page numbers.



Task 3

3 (a) (i)

Design in word:

EK Ltd		Advanced	£10.00	£19.00	£27.00	1
		Beginner	£15.00	£29.00	£42.00	2
Please select lesson type:	Disqualified Retake	Disqualified Retake	£25.00	£49.00	£72.00	3
Please select number of hours:	3					
			Link Type	Disqualified Retake		
Cost of Lesson:	£72.00		Link Hours	3		
Clear Options						

3 (a) (ii)

Title Font: Calibri, Size 26, Bold, Black

Text Font: Calibri, Size 11, Black

Button Font: Calibri Size 11, Black

Drop Down List Font: Calibri Size 11, Black

Function: =VLOOKUP(Type, Lookup Table, Hours+1)

No Borders

Button – on click to set both drop down lists to ""

Cell Protection – can only use drop down box

Cost of lesson: UK £, 2 decimal places

Conditional Formatting of Text White on Total Cost of Lesson if nothing selected.

3 (b) (i)

This is the data table:

	M	N	O	P	Q	
2		1	2	3		
3	Advanced	£10.00	£19.00	£27.00		1
4	Beginner	£15.00	£29.00	£42.00		2
5	Disqualified Retake	£25.00	£49.00	£72.00		3
6	Test Retake	£13.00	£25.00	£36.00		

3 (b) (ii)

This shows a Disqualified Driver for 3 Hours:

	A	B	C	D	E
1	EK Ltd				
2					
3	Please select lesson type:		Disqualified Retake		
4					
5	Please select number of hours:		3		
6					
7					
8	Cost of Lesson:		£ 72.00		
9					
10					
11					
12					
13					
14					

3 (b) (iii)

Evidence of Formula and macro used

	A	B	C	D	E	I	J	K	M	N	O	P	Q
1	EK Ltd												
2										1	2	3	
3	Please select lesson type:		Disqualified Retake		Disqualified Retake		Advanced		£10.00	£19.00	£27.00	1	
4							Beginner		£15.00	£29.00	£42.00	2	
5	Please select number of hours:		3		3		Disqualified Retake		£25.00	£49.00	£72.00	3	
6							Test Retake		£13.00	£25.00	£36.00		
7													
8	Cost of Lesson:		£ 72.00										
9													
10													
11													
12													
13													

The Function is cellC8:

VLOOKUP(J3,M3:P6,J5+1)

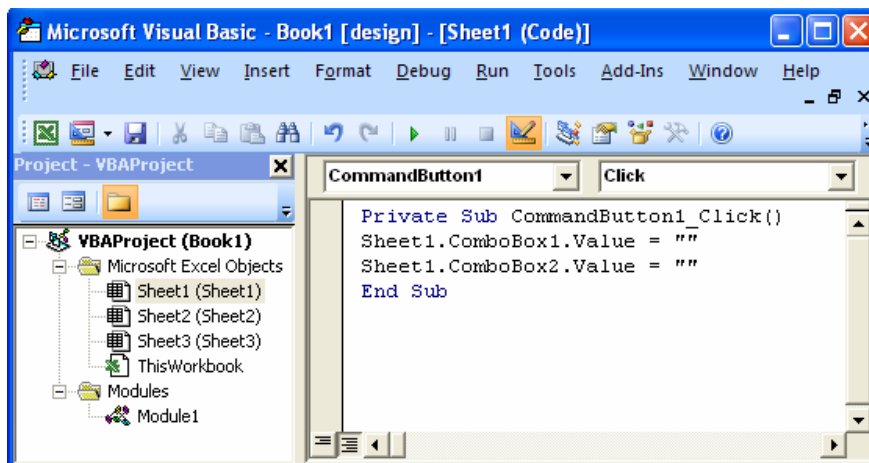
Vlookup returns a value from a column based on a match in the row.

J3 is the linked cell containing the value from the Type of lesson.

M3:P6 is the range for the data table containing the types of lessons and prices.

J5 is the number of hours. 1 needs to be added to it to give the correct column.

In this example, the disqualified retake for three hours is column 4.



This is the macro code for clearing the drop down boxes.

The button is called commandButton1.

The drop down box for lesson type is ComboBox1

The drop down box for hours is ComboBox2

Both drop down boxes are set to "" – nothing.

3 (c)

Test Number	Description of Test	Type of Test	Input Data Value(s)	Expected Output Value
1	Able to select lesson type	Valid	Lesson Type Drop down List: Beginner	Beginner Appears in drop down list
2	Able to select number of hours	Valid	Hours Drop down List: 3	3 appears in Hours drop down list
3	Total charge calculates correctly	Valid	Lesson Type Drop down List: Beginner Hours Drop down List: 3	Total Charge: £42
4	Clear Button works	Valid	Lesson Type Drop down List: Beginner Hours Drop down List: 3	Lesson Type Drop down List: Blank Hours Drop down List: Blank
5	Conditional Formatting works	Valid	Lesson Type Drop down List: Beginner Hours Drop down List: Blank	Cell C8 is blank – contains no value

Task 4

4 (a) (i)

Customer table:

Field Name	Data Type
CustomerID	Number
Forename	Text
Surname	Text
Address	Text
Town	Text
Postcode	Text
Gender	Text
Telephone	Text
Mobile	Text
Date of Birth	Date/Time
Driving License	Text
Lesson Type	Text
Passed Theory	Yes/No
Transmission	Text
Instructor	Number

Instructor Table:

Field Name	Data Type
InstructorID	Number
Forename	Text
Surname	Text
Date of Birth	Date/Time
Gender	Text
Date Joined	Date/Time
Date Left	Date/Time
NI Number	Text

Vehicle Table:

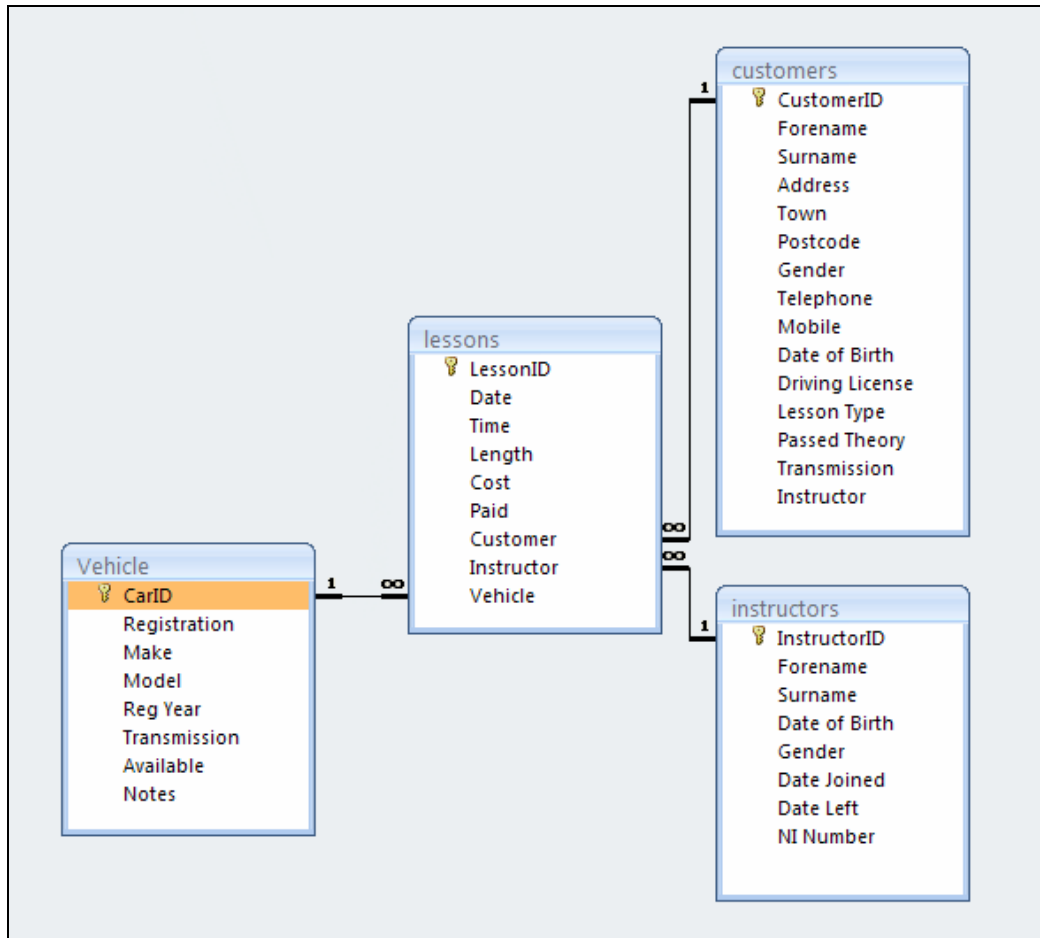
Field Name	Data Type
CarID	Number
Registration	Text
Make	Text
Model	Text
Reg Year	Number
Transmission	Text
Available	Yes/No
Notes	Memo

Lesson Table:

Field Name	Data Type
LessonID	Number
Date	Date/Time
Time	Date/Time
Length	Number
Cost	Number
Paid	Yes/No
Customer	Number
Instructor	Number
Vehicle	Number

4 (a) (ii)

Relationship diagram with referential integrity enforced.



4 (b) (i)

Customer Table:

CustomerID	Forename	Surname	Address	Town	Postcode	Gender	Telephone	Mobile	Date of Birth	Driving License	Lesson Type	Passed Theory	Transmission	Instructor
1	Wendy	Carolan	22 Gate Way	York	HH6 7Y2	F	0555555555	0777777777	14/12/1983	CARO9999999CA9XX	Beginner	0 M		13
2	Roger	Harrison	12 Deefrod Lane	Holyhead	HH7 6YT	M	0555555555	0777777777	14/12/1983	HARI9999999RA9XX	Beginner	-1 M		12
3	Sally	Smythe	23 Hapstead Grove	Stevenage	HR5 3RD	F	0555555555	0777777777	14/12/1984	SMYT9999999SA9XX	Beginner	0 M		12
4	Claire	Charkley	14 Green Lane	Stowbridge	HT6 8TN	F	0555555555	0777777777	14/12/1985	CHAR9999999CA9XX	Test Retake	-1 M		12
5	Jean	Blackstock	187 Yorktown Way	Ipswich	IP9 9KA	F	0555555555	0777777777	14/12/1985	BLAC9999999JA9XX	Advanced	-1 M		10
6	Paul	Kristal	886 Yatch Road	Watchet	JS8 4RB	M	0555555555	0777777777	14/12/1985	KRIS9999999PA9XX	Beginner	-1 M		9
7	Steven	Smithers	143 Lafton Road	Blyth	JUJ 8 4TR	M	0555555555	0777777777	14/12/1985	SMIT9999999SA9XX	Test Retake	-1 M		9
8	Dave	Sarrison	13 Frost Way	Keswick	KE5 7BB	M	0555555555	0777777777	14/12/1985	SARR9999999DA9XX	Beginner	0 M		9
9	Sally	Mastock	15 Cloud Road	Kingston-Upon-Hull	KI8 6GU	F	0555555555	0777777777	14/12/1985	MAST9999999SA9XX	Beginner	-1 M		8
10	Aimee	Fenson	23 Yandle Lane	Shrewsbury	KN3 7YY	F	0555555555	0777777777	14/12/1985	FENS9999999AI9XX	Beginner	0 A		8
11	Roger	Drake	19 Spion Kop	Liverpool	L15 9PL	M	0555555555	0777777777	14/12/1985	DRAK9999999RA9XX	Test Retake	-1 M		6
12	Steven	Black	15 Tapstock Lane	Leicester	LE1 7 5RE	M	0555555555	0777777777	14/12/1985	BLAC9999999SA9XX	Disqualified Retake	-1 M		6
13	John	Drew	17 Steeple Road	Garforth	LE8 6 9FH	M	0555555555	0777777777	14/12/1985	DREW9999999JA9XX	Beginner	0 M		5
14	Dave	Brown	154 Creston Way	Manchester	MA6 2FO	M	0555555555	0777777777	14/12/1985	BROW9999999DA9XX	Test Retake	-1 M		5
15	Betty	Grotty	176 Uptown Road	Melton Mobra	MM8 4RA	F	0555555555	0777777777	14/12/1985	GROT9999999BA9XX	Beginner	0 M		4
16	Nancy	Green	14 Kennel Way	Oxford	OX7 3KK	F	0555555555	0777777777	14/12/1985	GREE9999999NA9XX	Beginner	0 A		4
17	Vera	Hasty	163 Sopwith Avenue	Paignton	PA6 5FP	F	0555555555	0777777777	14/12/1985	HAST9999999VA9XX	Test Retake	-1 M		4
18	Paul	Peters	333 Hanson Rioad	Preston	PR4 2WA	M	0555555555	0777777777	14/12/1985	PETE9999999PA9XX	Beginner	0 M		3
19	Penny	Denver	176 Pranfield Road	Rugeley	RU8 9KS	F	0555555555	0777777777	14/12/1985	DENV9999999PE9XX	Beginner	-1 M		3
20	Peter	Harrison	38 Damson Lane	Cuckfield	RW4 7HH	M	0555555555	0777777777	14/12/1985	HARR9999999PA9XX	Test Retake	-1 M		3
21	Peter	Lantrick	15 Dove Way	West Looe	SA6 8HG	M	0555555555	0777777777	14/12/1985	LANT9999999PE9XX	Advanced	-1 M		2
22	Kelly	Alfstone	45 Hastings Road	Stoke	ST9 6YT	F	0555555555	0777777777	14/12/1985	ALFS9999999KE9XX	Beginner	0 M		2
23	Liene	Hilton	23 Hagley Road	Millport	UV6 8PL	F	0555555555	0777777777	14/12/1985	HILT9999999IA9XX	Test Retake	-1 M		1
24	Terri	Cruddy	45 Anston Way	Worksop	WO8 3DM	F	0555555555	0777777777	14/12/1985	CRUD9999999TA9XX	Test Retake	-1 M		14
25	Patricia	Thomas	896 Windsor Street	Birmingham	B21 4BR	F	0777555555	0777777777	14/12/1985	THOM9999999PA9XX	Test Retake	-1 M		14
26	Nicola	Long	65 Boldmere Drive	Fradley	WS5 4 9UZ	F	0555555555	0725321121	14/12/1989	LONG9239138NJ3NR	Beginner	-1 M		14

Instructor Table:

instructors							
InstructorID	Forename	Surname	Date of Birth	Gender	Date Joined	Date Left	NI Number
1	Angela	Keepax	02/03/1970	F	01/01/2005		JA446980A
2	Jean	Uxpern	03/04/1971	F	01/02/2004		JA446908B
3	Danny	Sampson	04/05/1972	M	01/03/2006		JA446908C
4	Jane	Caston	05/06/1973	F	01/04/2003		JA446908D
5	Jock	Smith	06/07/1974	M	01/05/2004		JB446908A
6	Sulim	Khan	07/08/1975	M	01/06/2001		JB446908B
7	Sam	Carlton	08/08/1976	M	01/07/2001	01/03/2006	JB446908C
8	Peggy	Walters	09/08/1977	F	01/08/2005		JB446908D
9	Fiona	Gilbert	10/08/1978	F	01/09/2007		JC446908A
10	Wendy	Saxby	11/08/1979	F	01/10/2006		JC446908B
11	Serena	Riaz	12/08/1980	F	01/08/2002	01/06/2004	JC446908C
12	Alan	Thompson	13/08/1981	M	01/11/2006		JC446908D
13	Sally	Rogers	14/08/1982	F	01/03/2003		JD446908A
14	John	Woodward	15/08/1983	M	01/04/2005		JD446908B

Vehicle Table:

Vehicle									
	CarID	Registration	Make	Model	Reg Year	Transmissio	Available	Notes	A
+	1	BX03HMW	Ford	Focus	2003	M	-1	Engine replaced on 5/6/05	
+	2	BA55WEP	Volkswagen	Beetle	2005	M	-1		
+	3	BD07ABC	Nissan	Almera	2007	A	-1		
+	4	BR54URS	Vauxhall	Astra	2004	M	-1		
+	5	BC53PRS	Mini	Cooper	2003	M	0	Failed MOT, awaiting re-test	
+	6	BE04RTJ	Renault	Megane	2004	M	-1		

4 (b) (ii)

Printout of the Lessons table with lessons from table 4.1 added:

LessonID	Date	Time	Length	Cost	Paid	Customer	Instructor	Vehicle
1	12/01/2007	11:00	1	£25.00	-1	12	12	2
2	19/08/2007	12:00	1	£10.00	0	5	1	3
3	23/04/2007	13:00	3	£42.00	-1	1	14	3
4	19/02/2007	14:00	1	£10.00	0	5	1	4
5	29/06/2007	12:00	2	£25.00	0	17	14	5
6	20/06/2007	17:00	1	£15.00	-1	1	2	6
7	29/06/2007	15:30	1	£15.00	-1	3	14	6
8	18/05/2007	15:00	1	£15.00	-1	13	8	6
9	22/06/2007	18:00	1	£15.00	0	26	14	1
10	29/06/2007	18:00	1	£15.00	0	26	14	1
11	06/07/2007	18:30	2	£29.00	0	26	14	1
12	13/07/2007	18:00	1	£15.00	0	26	8	4
13	20/07/2007	18:00	3	£42.00	0	26	14	1
14	03/08/2007	18:30	1	£15.00	-1	26	14	2
15	05/08/2007	20:00	1	£15.00	-1	26	14	2

4 (c)

Items of test data used to test NI number:

JA44698A – this is too short by 1 character.

JA4469800 – This is in the wrong format, it should end with a letter.

4 (d) (i)

Validation rule for transmission

Field Name	Data Type
CarID	Number
Registration	Text
Make	Text
Model	Text
Reg Year	Number
Transmission	Text
Available	Yes/No
Notes	Memo

General	
Field Size	255
Format	@
Input Mask	
Caption	
Default Value	
Validation Rule	"M" Or "A"
Validation Text	You May Only Enter M or A in this field.

4 (d) (ii)

Test of validation rule:

Input Data (x)

CarID	Registration	Make	Model	Reg Year	Transmissio	Available	Notes
1	BX03HMW	Ford	Focus	2003	M	-1	Engine replaced on 5/6/05
2	BA55WEP	Volkswagen	Beetle	2005	M	-1	
3	BD07ABC	Nissan	Almera	2007	A	-1	
4	BR54URS	Vauxhall	Astra	2004	M	-1	
5	BC53PRS	Mini	Cooper	2003	M	0	Failed MOT, awaiting re-test
6	BE04RTJ	Renault	Megane	2004	x	-1	

Microsoft Office Access
You May Only Enter M or A in this field.
OK Help

4 (e) (i)

Validation rule for over 17

Field Name	Data Type
Gender	Text
Telephone	Text
Mobile	Text
Date of Birth	Date/Time
Driving License	Text
Lesson Type	Text
Passed Theory	Yes/No
Transmission	Text
Instructor	Number

General Lookup

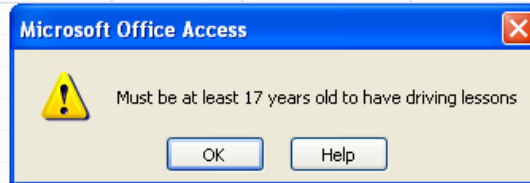
Format	dd/mm/yyyy
Input Mask	
Caption	
Default Value	
Validation Rule	<=Date()-17*365.25
Validation Text	Must be at least 17 years old to have driving lessons
Required	No
Indexed	No

4 (e) (ii)

Validation rule working:

Input Data – 14/12/2001

SA6 8HG	M	0555555555	0777777777	14/12/1985	LANT9999999PE9XX	Advanced
ST9 6YT	F	0555555555	0777777777	14/12/1985	ALFS9999999KE9XX	Beginner
UV6 8PL	F	0555555555	0777777777	14/12/1985	HILT9999999IA9XX	Test Retake
WO8 3DM	F	0555555555	0777777777	14/12/1985	CRUD9999999TA9XX	Test Retake
B21 4BR	F	0777555555	0777777777	14/12/1985	THOM9999999PA9XX	Test Retake
WS5 4 9UZ	F	0555555555	0725321121	14/12/2001	NG9239138NJ3NR	Beginner



4 (f) (i)

Report of Lessons on 29th June 2007 for John Woodward

lessons			
Lessons on 29th June for John Woodward			
Customer Forename	Customers Surname	Time	Length
Long	Nicola	18:00	1
Sally	Smythe	15:30	1
Vera	Hasty	12:00	2

4 (f) (ii)

Finishing Time is calculated in the query for the report by adding the length of the lesson to the time the lesson starts:

The screenshot shows the Microsoft Access interface for a query named 'Finishing'. The query is based on the 'lessons' table. The calculated field 'Finishing' is defined as `DateAdd("h",[Length],[Time])`. The criteria for this field is `>=#30/06/2007#`. The query is linked to the 'customers' and 'vehicle' tables. The 'customers' table has fields: CustomerID, Forename, Surname, Address, Town, Postcode. The 'lessons' table has fields: LessonID, Date, Time, Length, Cost, Paid, Customer, Instructor, Vehicle. The 'vehicle' table has fields: CarID, Registration, Make, Model, Reg Year, Transmission, Available, Notes. The 'instructors' table has fields: InstructorID, Forename, Surname, Date of Birth, Gender, Date Joined, Date Left, NI Number.

Field:	Forename customers	Surname customers	Date lessons	Time lessons	Length lessons	Finishing: DateAdd("h",[Length],[Time])
Table:	customers	customers	lessons	lessons	lessons	
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Nicola"	"Long"	>=#30/06/2007#			
or:						

This creates a new field:

The screenshot shows a close-up of the calculated field 'Finishing: DateAdd("h",[Length],[Time])' in the query design grid. The field is formatted to time.

The field is formatted to time.

Report of Finishing Times based on above query:

The screenshot shows a report titled 'Finishing Times for Future Lessons for Nicola Long'. The report displays a table with the following data:

Forename	Surname	Date	Time	Length (Hours)	Finishing
Nicola	Long	06/07/2007	18:30	2	20:30
Nicola	Long	13/07/2007	18:00	1	19:00
Nicola	Long	20/07/2007	18:00	3	21:00
Nicola	Long	03/08/2007	18:30	1	19:30
Nicola	Long	05/08/2007	20:00	1	21:00

4 (g) (i)

Invoices for customers with unpaid invoices:

EK Ltd

Invoice

Some Road
Somewhere
Some County
Postcode

Invoice Date: 16 October 2008
Customer: 26

Nicola Long
65 Boldmere Drive
Fradley
WS5 4 9UZ

Date	Time	Length	Cost
29/06/2007	1	18:00	£15.00
22/06/2007	1	18:00	£15.00
	Net		£4.47
	VAT		£25.53
	Total Invoice Amount		£30.00

EK Ltd

Invoice

Some Road
Somewhere
Some County
Postcode

Invoice Date: 16 October 2008
Customer: 5

Jean Blackstock
187 Yorktown Way
Ipswich
IP9 9KA

Date	Time	Length	Cost
19/02/2007	1	14:00	£10.00
	Net		£1.49
	VAT		£8.51
	Total Invoice Amount		£10.00

EK Ltd

Invoice

Some Road
Somewhere
Some County
Postcode

Invoice Date: 16 October 2008

Customer: 17

Vera Hasty
163 Sopwith Avenue
Paignton
PA6 5FP

Date	Time	Length	Cost
29/06/2007	2	12:00	£25.00
Net			£3.72
VAT			£21.28
Total Invoice Amount			£25.00

4 (g) (ii)

Calculations used for the invoice:

Date	Time	Length	Cost
Detail			
Date	Length	Time	Cost
CustomerID Footer			
Net		=[txttotal]-[txtVAT]	
VAT		=(100/(100+17.5)*[txttotal])	
Total Invoice Amount		=Sum([cost])	

There are three calculations.

Cost is the cost for each lesson.

The Total Invoice amount adds up all the costs. This txt box is TxtTotal

The VAT is calculated by working out 17.5% and subtracting this from the TXTTotal box. This is known as TxtVAT

The Net is found by subtracting the VAT from the Total.

4 (g) (iii)

Query for Invoice:

The screenshot shows a Microsoft Access interface with a database schema and a query design grid. The schema includes four tables: customers, instructors, lessons, and Vehicle. The query design grid is as follows:

Field:	CustomerID	Forename	Surname	Address	Town	Postcode	Paid	Date	Time	Length	Cost
Table:	customers	customers	customers	customers	customers	customers	lessons	lessons	lessons	lessons	lessons
Sort:											
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	[Enter Customer ID]						No	<#30/06/2007#			
or:											

Customer ID Selected

Only Unpaid

Before date given in task
(removed for part (h))

4 (h)

Test 1:

EK Ltd

Invoice

Some Road
Somewhere
Some County
Postcode

Invoice Date: 16 October 2008
Customer: 22

Kelly Alfstone
45 Hastings Road
Stoke
ST9 6YT

Date	Time	Length	Cost
15/07/2007	1	12:00	£15.00
01/07/2007	2	12:00	£29.00
Net			£6.55
VAT			£37.45
Total Invoice Amount			£44.00

Two lessons: 1/7/07 @ 12 15/7/7 @ 12

Test 2

EK Ltd

Invoice

Some Road
Somewhere
Some County
Postcode

Invoice Date: 16 October 2008
Customer: 23

Liene Hilton
23 Hagley Road
Millport
UV6 8PL

Date	Time	Length	Cost
10/07/2007	2	14:00	£25.00
03/07/2007	1	14:00	£13.00
	Net		£5.66
	VAT		£32.34
	Total Invoice Amount		£38.00

Total excluding VAT is £32.34



User Documentation

Task 2

EK Ltd

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1. Overview of User Guide

This user guide is to show users of the system how to:

- Change the prices of lessons
- Take digital photographs of cars and instructors
- Include the photograph in the presentation
- Add a new screen to the presentation

2. Changing the Price of Lessons

You will need to use Microsoft PowerPoint for the task. This can be found by going to

- Start
- All Programs
- Microsoft
- Microsoft PowerPoint 2007

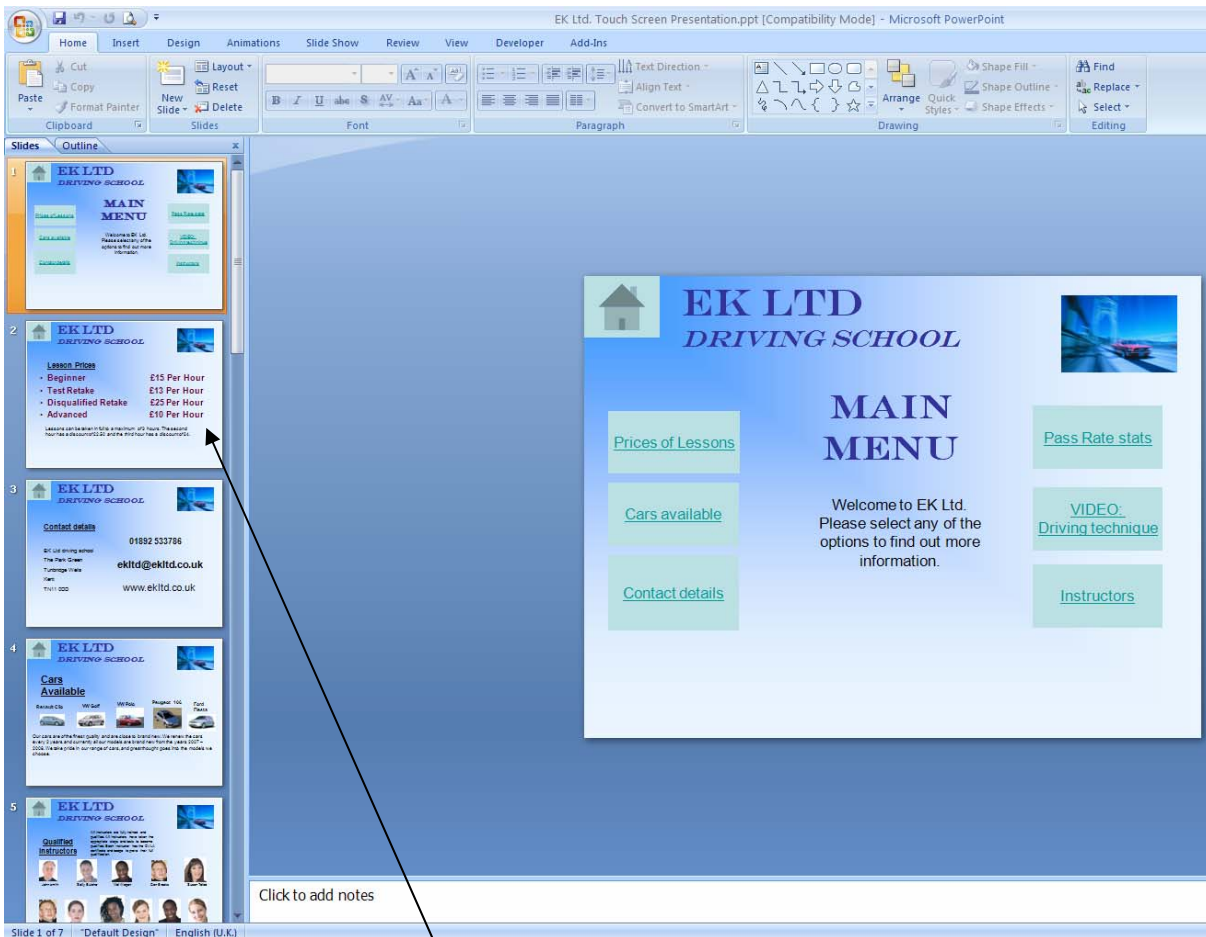
From PowerPoint, Goto:

File
Open

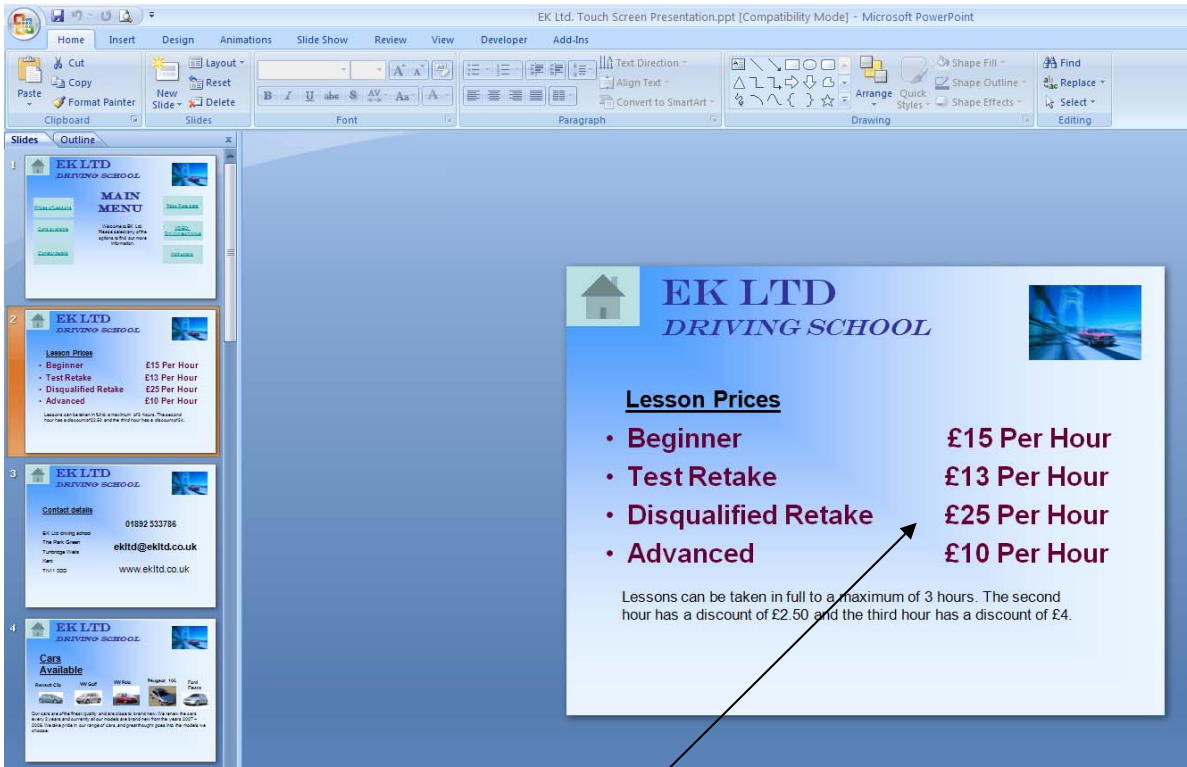
And choose

C:\Presentation\EK Ltd. Touch Screen Presentation.ppt

Once the file opens you will see the following screen:

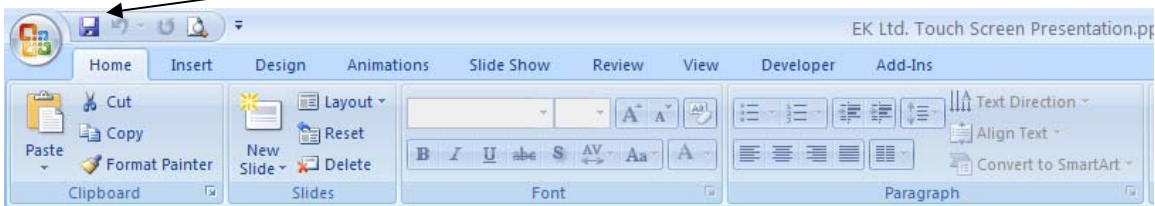


On the left hand side, select slide 2, the slide in the centre will change to slide 2:

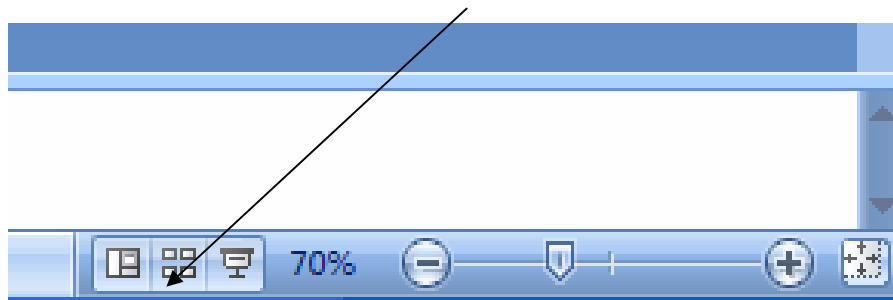


Click into the Prices in the slide. Highlight the price you want to change and type the new price.

When you have finished, save the presentation:

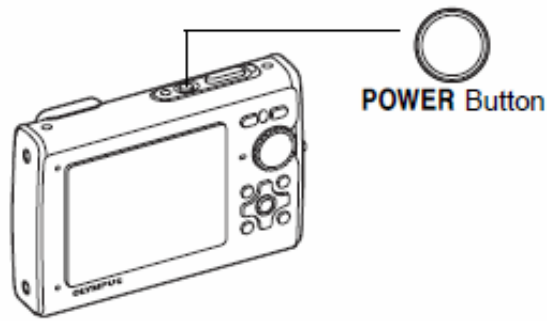


Test the presentation by clicking on the show presentation icon. The prices should have changed.

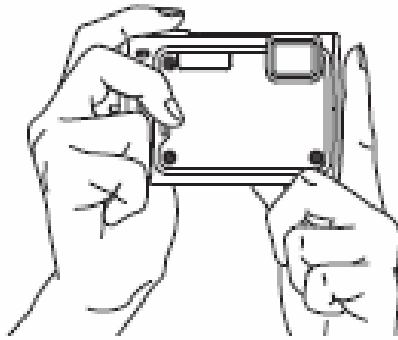


3. Taking Digital Photographs

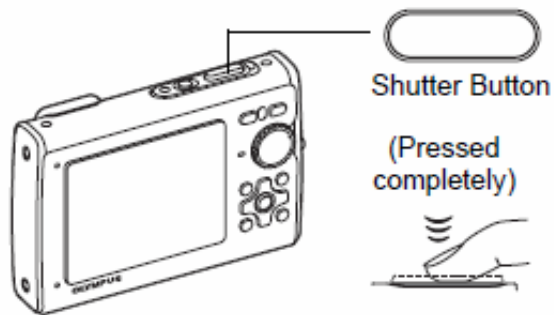
Press the power button:



Hold the camera up and look through the view finder.



Press the shutter button:

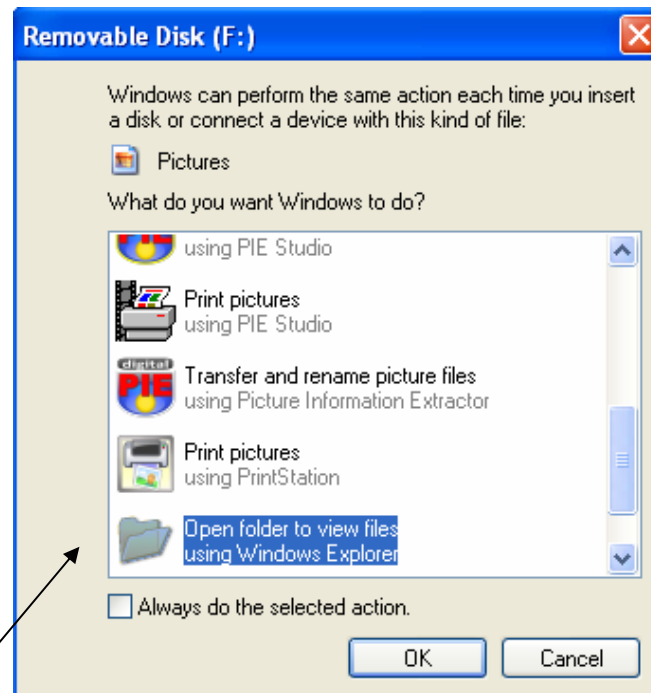


4. Including The Photographs in the Presentation

4.1. Removing Picture from Camera

To remove the photo from the camera, remove the memory card from the camera and place into the SD slot on the computer.

An additional drive will appear:



Select: Open Folder To View Files.

A new window will open up. Right click on DCIM and select copy.

Navigate to C:\Presentation, right click and select Paste.

This will copy the files to your computer.

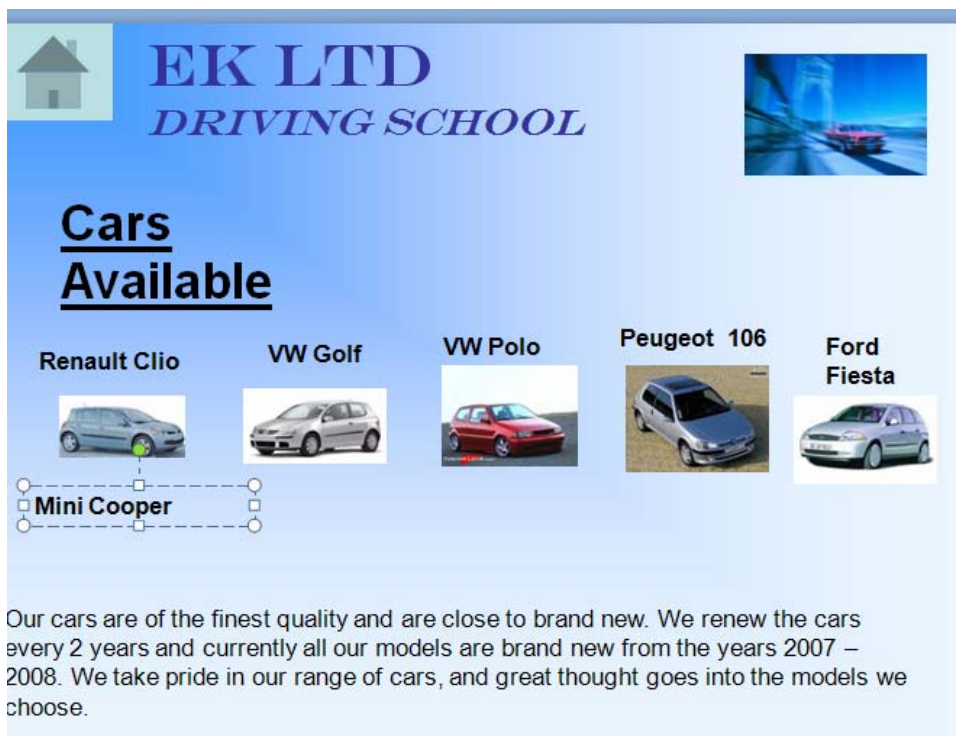
4.2. Copying into Presentation

To add the pictures to the presentation, using the instructions from section 2, open the presentation and this time navigate to 4:



You will need to edit the slide to make room for the new picture:

Using the text tool, type the name of the new vehicle:



Goto Insert Picture, Navigate to C:\Presentation, find the picture of the car and press Insert.

You will need to resize the picture to fit.

If you want pictures of instructors, follow the same instructions above but select slide 5 instead.

5. Create New Screen

To add a new screen, open the presentation as per section 2. Navigate on the left hand menu to where you want the new slide to appear. Right click on the slide above where you want the new slide to appear and select New Slide:



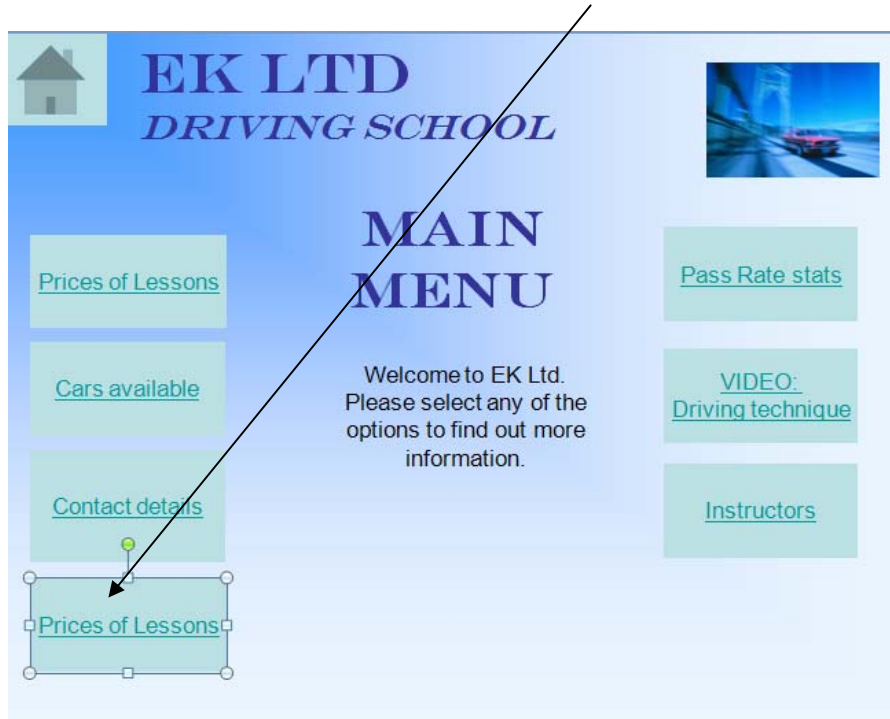
A new slide will appear. It will be based on the Master Slide and have the Title, Logo and a link to the home page already included:

5.1. Add Button to New Screen from Main Menu

You will need to add a button to the new slide from the main menu.

Navigate to Slide 1.

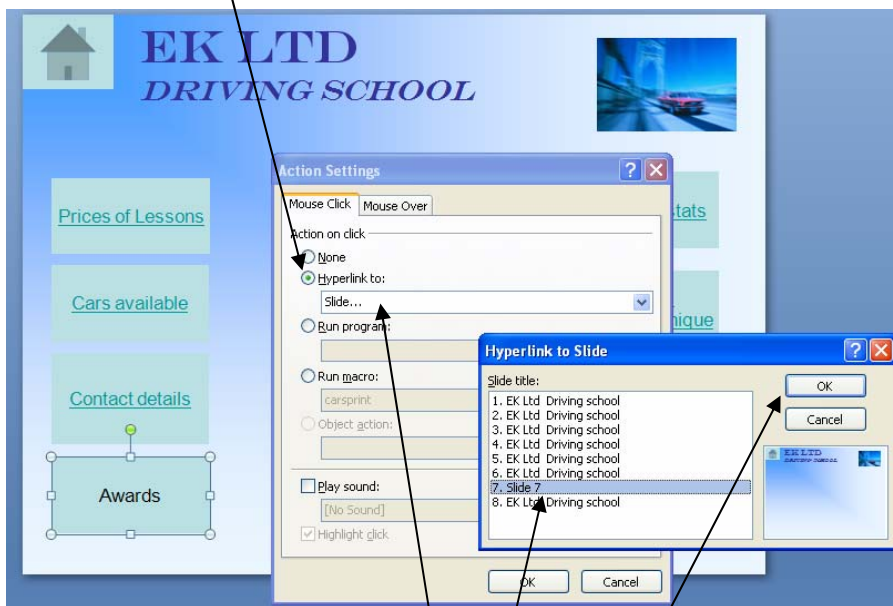
Copy and paste an existing button and position it where required:



Edit the text to say what the new slide is

Right click on the slide, select Hyperlink.

Select Hyperlink To:



From the drop down list, select Slide

From the Menu select the new slide:

Select OK and the new button will be created.

Save the presentation and test it.

6. Troubleshooting

Button Goes to the Wrong Slide

If the button goes to the wrong slide, follow the instructions for creating a hyperlink and make sure you have selected the correct slide you want it to go to.

New slide appears in wrong position

Make sure you have selected the slide above where you want the slide to appear.

If it is in the wrong position, you can change it by clicking and holding the left mouse button on the slide and dragging it to the correct position.

7. Glossary of Terms

Hyperlink

An underlined word, phrase or picture, which is often blue in colour, and when it is clicked on it will take you to another slide.

Master Slide

A template slide which other slides can be based on. It allows font size, corporate style and any links that must appear to be placed on the master slide so that they appear on all subsequent slides.

Presentation

A set of slides, run together. The slides can contain text and images. They can be run by clicking the mouse or automatically on a timer.

Slide

A single page from a presentation.

Shutter Button

The button on the top of the camera that when half depressed locks the focus and when fully depressed will take a photograph.

Text Box

An element within the slide that holds text

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