cea

Rewarding Learning

Centre Number

71

Candidate Number

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 12 MAY – FRIDAY 16 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:
landscapes14_may database, landscapes14_may spreadsheet and images14_may folder.

8832

For Examiner's use only			
Question	Marks available	Marks	Remark
DB1	5		
DB2	2		
DB3	10		
DB4	7		
DB5	10		
SS1	5		
SS2	2		
SS3	2		
SS4	10		
SS5	7		
SS6	6		
WP1	11		
WP2	11		
MM1	12		
Total	100		

A database has been set up called **landscapes14_may**

Larry McGee the owner of Luxury Landscapes has developed a database for his business.

The database stores information on customers, the houses they own and the gardening services they request. It also holds 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.

A new database table is required to hold information about payscales.

- Create a new table called PAYSCALE, that includes the following fields:
  - PayPerHour field with a data type of Currency;
  - PayScaleLevel field with a data type of number and field size of byte.
- Select an appropriate primary key.
- Produce a screenshot of the design of the PAYSCALE table showing clearly the field name and data type for each of the fields within the table.
- Save the screenshot as NEWTABLE.
- Print NEWTABLE.
- Label the printout NEWTABLE.
- Close the PAYSCALE table and save the changes.   [5]

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

TASK DB2

When a staff member joins the business their start date will be recorded.

- Open the STAFF table in design view.
- Enter a default value for the StaffStartDate.
- Produce a screenshot showing the field properties for the StaffStartDate.
- Save the screenshot as DEFAULT.
- Print DEFAULT.
- Label the printout DEFAULT.
- Close the STAFF 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

Linda would like to have a form to easily add and edit details of staff members.

Staff Details

Staff ID	☐		Start Date	☐
Surname	☐		Leaving Date	☐
First Name	☐		Days Of Service	▨
Email	☐			
Contact Number	☐			
Job Title	☐			

- Create the form shown above.
- Create the calculated field labelled Days of Service by entering the following formula into the Control Source of a new text box:

$$[StaffLeavingDate] - [StaffStartDate]$$

- Save the form as STAFFFORM.
- Use your form to add a Leaving Date of 01/05/2014 for Susan Smith (**StaffID STF004**)
- Produce a printout of your form showing the modified staff details for Susan Smith (**StaffID STF004**) ensuring that all field names and data are fully visible.
- Label the printout FORMDESIGN. [10]

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 has had some complaints recently about jobs that have not been completed. She wants to check that this does not happen often.

- Create a query, using the CUSTOMER, HOUSE and SERVICE tables to identify those customers for whom a completion date has not been entered. Include only those requests that occur on or after the 1st January 2014.
- The query should show **CustSurname**, **CustFirstName**, **CustContactNumber**, **ServiceNo** and **RequestDate**.
- Sort the results in alphabetical order by CustSurname.
- Save the query as INCOMPLETE.
- 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. [7]

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 a report on how much money is generated and how many hours staff work on each type of service his company provides.

Summary of Hours and Service Charge by Type of Service		
Type of Service	**No of Job Hours**	**Service Charge**
Decking	48	£858.00
Grass Cutting	266	£5,089.00
Hedge Trimming	6	£135.00
Landscaping	108	£9,550.00
Patio Cleaning	40	£755.00
Planting	25	£425.00
Weeding	25	£484.00
GRAND TOTAL	**518**	**£17,296.00**

- Use the database to produce the report shown above which shows for each service type the total number of hours the staff work on jobs and the total service charge.
- The following calculations should be included:
  - Total Number of Job Hours spent on each Type of Service
  - Total Service Charge for each Type of Service
  - Grand total Number of Job Hours spent on ALL Types of Service
  - Grand total Service Charge for ALL Types of Service
- The report should be sorted by TypeOfService in alphabetical order.
- Save your report as SUMMARY.
- Print the report on one A4 page ensuring that all data is visible.
- Label the printout SUMMARY.   [10]

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

The owners of Luxury Landscapes want to award their regular customers a
discount based on the services they have paid for and used previously.
Customer details from the database have been copied into the spreadsheet
named **landscapes14_may**

- Open the spreadsheet called **landscapes14_may.**
- Move to Sheet1.
- Rename Sheet1 as PAYMENTS.
- Change the headings in row 1 to those shown below.

	A	B	C	D
1	Customer ID	Surname	First Name	Phone

	E	F	G	H
1	Email	Start Date	Number of Jobs	Payments Made

- Produce a screenshot of PAYMENTS ensuring the amended headings and
  data are fully visible.
- Save the screenshot as CHANGELABELS.
- Print CHANGELABELS.
- Label the printout CHANGELABELS. [5]

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

TASK SS2

- Move to Sheet2.
- Copy the contents of columns A and B.
- Move to sheet PAYMENTS.
- Move to cell G2 and paste the copied columns A and B.
- Produce a screenshot of PAYMENTS ensuring the headings, the data the
  sheet contains and the copied columns A and B are fully visible.
- Ensure all headings and data are visible.
- Save the screenshot as JOBS.
- Print JOBS.
- Label the printout JOBS. [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

All the data rows on the sheet named PAYMENTS may not be visible.

- Using the sheet named PAYMENTS, switch on the <u>F</u>reeze Panes option so that the headings remain in view while scrolling through the data.
- Use the <u>F</u>reeze Panes option to position row 20 under the main headings.
- Produce a screenshot to show these changes.
- Save the screenshot as FREEZE.
- Print FREEZE.
- Label the printout FREEZE.   [2]

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

TASK SS4

The management of Luxury Landscapes want to reward their customers with a loyalty discount based on the following criteria:

Customers will receive a 20% discount if five or more jobs have been paid for and 30% discount if ten or more jobs have been paid for.

- Using the sheet named PAYMENTS select column H.
- Format column H to show currency.
- Move to row 1 and enter the following text in the correct columns.

	I	J
1	% Discount	Actual Discount

- Move to cell I2.
- In cell I2 insert a formula that will calculate the % discount due for a customer based on the Number of Jobs that they have had completed by Luxury Landscapes.
- Produce a screenshot showing the formula you have entered.
- Save the screenshot as FORMULA.
- Print FORMULA.
- Label the printout FORMULA.   [10]

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

TASK SS5

- Using PAYMENTS, move to I2 and copy the formula in I2 to the other cells in the column.
- Move to cell J2.
- In cell J2 insert a formula that will calculate the actual discount due for a customer based on the jobs that they have had completed by Luxury Landscapes.
- Copy the formulae to the other cells in this column.
- Format column I as percentage (%).
- Produce a screenshot to show the % discounts and the actual discounts.
- Save the screenshot as DISCOUNTS.
- Print DISCOUNTS on one page only.
- Label the printout DISCOUNTS.   [7]

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

TASK SS6

- Using PAYMENTS, move to cell F31 and enter the text Totals.
- Move to cell F32 and enter the text Average.
- In cell H31 use an appropriate formula to calculate the total Payments Made.
- In cell J31 use an appropriate formula to calculate the total Actual Discounts made.
- In cell H32 use an appropriate formula to calculate the average total Payments Made.
- Produce a screenshot to show the formulae you have used in H31, J31 and H32.
- Save the screenshot as AVERAGES.
- Print AVERAGES on one page only.
- Label the printout AVERAGES.   [6]

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

Luxury Landscapes require a Special Offer A4 advertisement designed to promote discounts to current and new potential customers.

- Open a new blank document.
- Produce an advertisement **exactly** as shown below.
- Add a page border to the advertisement.

- Save the document as ADVERTISEMENT.
- Print ADVERTISEMENT.
- Label the printout ADVERTISEMENT. [11]

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

TASK WP2

Larry wants to send the advertisement to his current customers. He will do this by using the mail merge facility and the database query named CUSTOMER MAILING to generate the letter he will send out to his customers.

- Create a new mail merge document as shown below.

LUXURY LANDSCAPES

«CustFirstName» «CustSurname»
«HouseNumber» «HouseStreetName»
«HouseTown»
«HouseCounty»
«HousePostcode»

Dear Sir/Madam,

Thank you for supporting Luxury Landscapes. As a valued customer we are introducing a loyalty discount on our services. The discount is shown on the attached advertisement. Please feel free to give a copy of this to your friends.

Yours faithfully,

Larry McGee

- Produce a screenshot showing the fields that are to be merged.
- Save the screenshot as MERGEFIELDS.
- Print a copy of MERGEFIELDS.
- Label the printout MERGEFIELDS.
- Preview the merged letters.
- Complete the merge.
- Save the merged document as MERGE.
- Print the third copy of the mail merge.
- Label the printout THIRD. [11]

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

- Create a new blank presentation.
- In Slide 1 insert the Best Design 2011 graphic in the top-left corner of the header.
  (The graphic should be sized appropriately).
- Insert three further slides to allow graphics and text to be added.
- Use the following headings on the slides you have chosen.

  Slide 2:   *Task Scheduler*
  Slide 3:   *Region and Language Settings*
  Slide 4:   *System Properties*

- Choose suitable images from **images14_may folder** to add to each slide.
- Add suitable text to explain why the features are important.
- Print PRESENTATION showing **two** slides per page.
- Label the printout SLIDES.
- Save the 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.

Final check

You should have the following 15 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	NEWTABLE	DB1	
2	DEFAULT	DB2	
3	FORMDESIGN	DB3	
4	QUERYDESIGN	DB4	
5	SUMMARY	DB5	
6	CHANGELABELS	SS1	
7	JOBS	SS2	
8	FREEZE	SS3	
9	FORMULA	SS4	
10	DISCOUNTS	SS5	
11	AVERAGES	SS6	
12	ADVERTISEMENT	WP1	
13	MERGEFIELDS	WP2	
14	THIRD	WP2	
15	SLIDES	MM1	

THIS IS THE END OF THE QUESTION PAPER

178015