A3J21

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 9 MAY – FRIDAY 13 MAY

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:
writeitright16_may database, writeitright16_may spreadsheet and images16_may folder.

10108

Question	Marks available	Marks	Remark
DB1	3		
DB2	4		
DB3	5		
DB4	7		
DB5	4		
DB6	12		
SS1	6		
SS2	5		
SS3	10		
SS4	4		
SS5	2		
WP1	5		
WP2	5		
WP3	6		
MM1	14		
MM2	8		
Total	**100**		

For Examiner's use only

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

A database has been set up called **writeitright16_may**

Frank Wright has developed a database that will store information on customers, consultations, services ordered and invoices issued.

Open the database and examine the relationships between the tables.

TASK DB1

This database currently consists of five tables called CONSULTATION, CUSTOMER, INVOICE, SERVICE, and TYPE.

William discovers there is no field to allow the storage of the quantity requested of each service.

- Open the SERVICE table.
- Insert a field called Quantity, with a data type of number and a field size of integer.
- Produce a screenshot of the design of the SERVICE table showing clearly the field name, data type and field size of the Quantity field.
- Save the screenshot as EDITTABLE.
- Print EDITTABLE.
- Label the printout EDITTABLE.
- Close the SERVICE table and save the 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 DB2

The TYPE table stores current prices of all service types but it needs to be linked to the SERVICE table.

- Open the TYPE table.
- Examine the data and select the most appropriate field as a primary key, noting its data type.
- Set the selected field as the primary key of the TYPE table.
- Close the TYPE table and save the changes.
- Open the SERVICE table and examine the data.
- Select the most appropriate field to use as a foreign key to the TYPE table.
- Change the data type of the selected foreign key field to allow a relationship to be formed.
- Close the SERVICE table and save the changes.
- Using the relationships feature, create a one-to-many relationship between the TYPE table and the SERVICE table.
- Print a copy of the new relationship layout on one A4 page.
- Label the printout RELATIONSHIPS.
- Close the relationships view and save the changes.   [4]

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

TASK DB3

Consultations should only be booked within business opening hours.

- Add a validation rule to a suitable field within the CONSULTATION table to ensure that consultations can only be booked between 9 am and 5:30 pm.
- The validation text that should appear is "Not within opening hours".
- Produce a screenshot of the CONSULTATION 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 CONSULTATION 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 DB4

Jane, the secretary, needs a form to enter and edit customer details.

CUSTOMER DETAILS

Customer No [   ]

ENTER NAME

Title [   ]

First Name [   ]

Surname [   ]

ENTER ADDRESS

House No [   ]

Street [   ]

County [   ]

Postcode [   ]

ENTER CONTACT DETAILS

Telephone No [   ]

Mobile No [   ]

Email [   ]

Preferred Contact [▲▼]

- Create the form exactly as shown above.
- Save the form as CUSTOMER.
- Display the record for the customer with a Customer No of 30.
- Modify their preferred contact to telephone.
- Produce a printout of your form showing details for this customer, ensuring that all field names and data are visible.
- Label the printout FORMDESIGN.   [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

William would like to determine which type of service is most popular and how much revenue each generates.

- Using only the SERVICE table produce a query to calculate the total number of services ordered and the revenue generated from each type of service.
- The query should show:
  - Service Type.
  - A calculation which shows the total number of services for each ServiceType.
  - A calculation which shows the total cost of services for each ServiceType.
- Save the query as QUERYDESIGN.
- 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.   [4]

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

TASK DB6

Frank is in charge of creating invoices and would like the database to create these automatically.

- Produce the report shown opposite (only part of the first page is displayed).
- Save your report as PRINTREPORT.
- Print page 1 of PRINTREPORT.
- Label your printout PRINTREPORT.
- View the report in Design View.
- Display the Group, Sort and Total window, choosing the **"more"** option in the Group on InvoiceNo line.
- Produce a **screenshot** (**not** a printout) of the report in Design View ensuring that all relevant evidence is shown in the Group, Sort and Total window.
- Save the screenshot as DESIGNVIEW.
- Print DESIGNVIEW.
- Label the printout DESIGNVIEW.   [12]

INVOICE Write It Right

Invoice No 1

Customer No 1   Invoice Date 17 October 2014
Anthony Nash
34 Salmon Street
Derry/Londonderry
BT55 9QA

Date Requested	Service Type	Cost Of Service
01 September 2014	Binding	£12.00
08 September 2014	CV	£15.00
15 September 2014	Edit	£100.00
	Total Due	£127.00

INVOICE Write It Right

Invoice No 2

Customer No 2   Invoice Date 30 October 2014
Henry Watson
4 Hill Drive
Antrim
BT36 7SR

Date Requested	Service Type	Cost Of Service
22 September 2014	Format	£60.00
29 September 2014	Publish	£60.00
	Total Due	£120.00

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

Open the spreadsheet called **writeitright16_may**

Jane must draw up the accounts for Write It Right and present these accounts to Frank and Ita at the end of each yearly quarter.

She is currently working on the quarter for January, February and March 2016. She will use a spreadsheet to help.

- Move to Sheet1.
- Modify the spreadsheet as shown below.

	A	B	C	D	E	F	G
1	VAT =	20%					
2	ORDER DETAILS	JANUARY	FEBRUARY	MARCH	Q1 TOTAL	VAT	NET Q1
3	Application forms (per 30mins)	£21,245.00	£25,123.00	£30,134.00			
4	Binding (per page)	£3,500.00	£3,100.00	£2,915.00			
5	CV Service (per 30mins)	£1,234.00	£1,222.00	£1,001.00			
6	Editing (per page)	£5,123.00	£6,122.00	£3,012.00			
7	Formatting (per page)	£6,012.00	£5,622.00	£5,133.00			
8	Private Consultation (per 30mins)	£1,233.00	£3,213.00	£4,512.00			
9	Proofing (per page)	£5,661.00	£5,123.00	£6,004.00			
10	Publishing (per page)	£6,123.00	£6,400.00	£5,612.00			
11	MONTHLY TOTAL						

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- Rename Sheet1 as QUARTER1_2016.
- Produce a screenshot of QUARTER1_2016.
- Save the screenshot as RECEIPTS.
- Print RECEIPTS.
- Label the printout RECEIPTS.
- Save the spreadsheet. [6]

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

TASK SS2

- In the sheet QUARTER1_2016, enter a formula in cell E3 to calculate the quarterly total for application forms for January, February and March.
- Fill down column E.
- Enter a formula in B11 to calculate the monthly total for January.
- Fill across row 11.
- Display the formulae you have entered.
- Produce a screenshot of the formulae used in QUARTER1_2016.
- Save the screenshot as FORMULAE.
- Print FORMULAE.
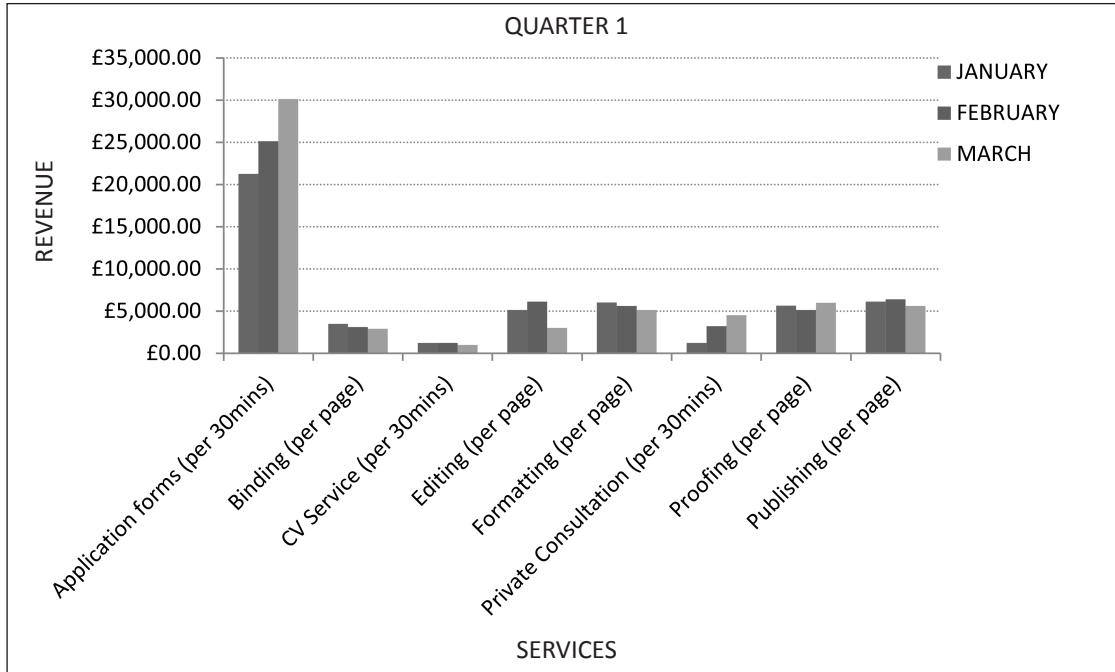- Label the printout FORMULAE.
- Save the spreadsheet. [5]

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

TASK SS3

Ita wants to display this data in the form of a chart.

- In the sheet QUARTER1_2016 insert a chart as shown below.

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- Produce a screenshot of the chart.
- Save the screenshot as CHART.
- Print CHART.
- Label the printout CHART.
- Save the spreadsheet.   [10]

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

TASK SS4

Ita now wants to calculate the Value Added Tax (VAT) of 20% which must be paid to the government.

- Move to cell F3 in QUARTER1_2016.
- In F3 use absolute cell referencing to enter a formula that will calculate the VAT on the Q1 total for Application Forms.
- Fill down column F.
- Show the formulae you have created in column F.
- Produce a screenshot of QUARTER1_2016.
- Save the screenshot as ABSOLUTE.
- Print ABSOLUTE.
- Label the printout ABSOLUTE.
- 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 SS5

Ita now needs to make the final calculations for Quarter 1.

- Move to G3.
- Insert a formula to calculate the NET Q1 total when VAT has been removed from the Q1 TOTAL.
- Fill down column G3.
- Show the formula you have created in column G.
- Produce a screenshot of QUARTER1_2016.
- Save the screenshot as NETQ1.
- Print NETQ1.
- Label the printout NETQ1.
- 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.

The spreadsheet activities are now complete.

TASK WP1

The management of Write It Right wishes to contact all customers.

- Open a new blank document.
- Set the font to Arial, size 12.
- Enter the following field names and merge fields from the CUSTOMER Table in the database **writeitright16_may**, beginning on line 1. Ensure formatting is **exactly** as shown below.

Title: «Title»

First Name: «FirstName»

Surname: «Surname»

Address: «HouseNo» «Street»

County: «County»

Postcode: «Postcode»

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- Produce a screenshot showing the above formatting.
- Save the screenshot as MERGE.
- Print MERGE.
- Label the printout MERGE.
- Print a completed merge for Miss Caroline Tweed.
- Label the printout TWEED.
- Save the document as LABEL.   [5]

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

TASK WP2

Write It Right requires business cards to be developed which will be distributed to customers.

- Open a new blank document.
- Set the font to Calibri, size 12.
- Produce the business card **exactly** as shown below.

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- Produce a screenshot of the completed business card.
- Save the screenshot as FORMAT.
- Print FORMAT.
- Label the printout FORMAT.
- Save the document as CARD.   [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

Write It Right needs to update the company organisation chart.

• Open a new blank document.
• Produce an appropriate hierarchical organisation chart based on the following structure:
   ○ William Wright (Manager)
      ○ Ita Wright (Assistant Manager)
      ○ Lloyd Wright (Assistant Manager)
      ○ Frank Wright (Assistant Manager)
         ○ Jane Burns (Secretary)
         ○ To be appointed (Typesetter)
• Set the font to Arial, size 10.
• Save the document as ORGCHART.
• Print ORGCHART.
• Label the printout ORGCHART.   [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.

TASK MM1

Write It Right is currently reviewing ICT settings.

- Create a new blank presentation.
- Add a suitable title slide, "ICT Settings", with the logo in the top-right hand corner.
- Use the following headings and suitable images from **images16_may folder** to add **three** further slides using the headings below:

Slide 2:	*Company Intranet*
Slide 3:	*Date and Time*
Slide 4:	*Setting a Default Printer*

- Use suitable text to describe each heading.
- Print the slides in handout view showing two slides per page.
- Label the printout SETTINGS.
- Save the presentation.   [14]

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

TASK MM2

Write It Right regularly uses the Disk Defragmenter as a system utility.

- Insert a fifth slide with the title – Disk Defragmentation.
- **Evaluate** the importance of disk defragmentation.
- Add a 'Home' navigation button to this slide.
- Print the fifth slide.
- Label the printout DEFRAG.
- Save the presentation.   [8]

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 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	EDITTABLE	DB1	
2	RELATIONSHIPS	DB2	
3	VALIDATION	DB3	
4	FORMDESIGN	DB4	
5	QUERYDESIGN	DB5	
6	PRINTREPORT	DB6	
7	DESIGNVIEW	DB6	
8	RECEIPTS	SS1	
9	FORMULAE	SS2	
10	CHART	SS3	
11	ABSOLUTE	SS4	
12	NETQ1	SS5	
13	MERGE	WP1	
14	TWEED	WP1	
15	FORMAT	WP2	
16	ORGCHART	WP3	
17	SETTINGS	MM1	
18	DEFRAG	MM2	

THIS IS THE END OF THE QUESTION PAPER

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