AUTOMATION **5208/A**

Optional Module: Practical Assessment

2003

1 hour

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Make sure that your name, Centre number and candidate number are shown on each printout that you are asked to produce.
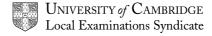
Carry out **every** instruction in each task.

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 assessment put **all** your printouts into the Assessment Record Folder.

You are advising Inuit Gallery, a small gallery which sells Inuit art and sculptures, on automating a number of their business procedures.

✓

1 You are going to prepare labels which can be used for the display in the gallery giving information about the sculptures. Load the file **AAA03LAB.TXT** ☐ **1.1.1**

2 Insert merge codes so that the necessary information will be obtained from the file **AAA03SCU.CSV** ☐ **1.1.2**

3 In the item following *Price* insert an instruction which will require the *Discount* field to be completed from the keyboard. ☐ **1.1.3** **1.1.4**

4 Merge the files, selecting only records where *Sold* is **N** and *Description* is **BIRD**
You will need to enter **5%** for the *Discount* field when prompted. ☐ **1.1.5**

5 Print the result for the first two records. ☐ **2.1.1**

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

7 A special exhibition of whales is to take place and you need to prepare labels for this. Load the file **AAA03WHA.TXT** ☐ **1.1.1**

8 Insert the codes required to complete the document for the whale sculptures. ☐ **1.1.2**

9 Add the following text for records where the *Price* is greater than **200**

This sculpture can be gift wrapped and delivered free of charge. ☐ **1.2.1** **1.2.2**

10 Print the first four records where *Sold* is **N** and *Description* is **WHALE** ☐ **2.1.1**

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

12 Using suitable software, create a menu system or other facility which will enable the user to do the following: ☐ **1.3.1**

- Choose between an invoice and a delivery note **1.3.2**
- Print the chosen document, merged with details from a specified record. **1.3.3**

The text for the delivery note will be found in **AAA03DEL.TXT** and the text for the invoice will be found in **AAA03INV.TXT**

13 Print a delivery note for item number **1867** ☐ **2.1.1**

14 Print an invoice for item number **2021** ☐ **2.1.1**

15 Provide printed evidence of the methods you employed. This could be listings of macros and form documents showing merge codes. ☐ **2.1.1**

AUTOMATION   **5208/B**

Optional Module: Practical Assessment

2003

1 hour

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Make sure that your name, Centre number and candidate number are shown on each printout that you are asked to produce.
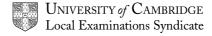
Carry out **every** instruction in each task.

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 assessment put **all** your printouts into the Assessment Record Folder.

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

UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

[Turn over

You are working in the stationery department of the University of Tawara Beach and are looking at automating a number of their business procedures.

✓

1 You are going to prepare a memo to be sent to customers who have bought ball pens informing them that there will be price increases next month. Load the file **AAB03MEM.TXT** ☐ **1.1.1**

2 Insert merge codes so that the necessary information will be obtained from the file **AAB03ORD.CSV** ☐ **1.1.2**

3 In the final paragraph insert an instruction which will require the *Increase* field to be completed from the keyboard. ☐ **1.1.3** **1.1.4**

4 Merge the files, selecting only records where *ItemCode* is greater than 4299 and less than 4400. You will need to enter **5%** for the *Increase* field when prompted. ☐ **1.1.5**

5 Print pages 1, 2 and 7 of the result. ☐ **2.1.1**

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

7 Load the file **AAB03DEP.TXT** ☐ **1.1.1**

8 Insert the codes required to complete the document for all items supplied to department 1252. ☐ **1.1.2**

9 Add the following text for records where the *ItemCode* is **3251** ☐ **1.2.1**

   This item should have been wall mounted by the works department. **1.2.2**

10 Print the document. ☐ **2.1.1**

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

12 Using suitable software, create a menu system or other facility which will enable the user to do the following: ☐ **1.3.1**

   • Choose between an invoice and a picking note **1.3.2**
   • Print the chosen document, merged with details from a specified record.

   1.3.3

   The text for the picking note will be found in **AAB03PIC.TXT** and the text for the invoice will be found in **AAB03INV.TXT**

13 Print an invoice for order number **10184** ☐ **2.1.1**

14 Print a picking note for order number **10153** ☐ **2.1.1**

15 Provide printed evidence of the methods you employed. This could be listings of macros and form documents showing merge codes. ☐ **2.1.1**

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Advanced Level

AUTOMATION **5208/C**

Optional Module: Practical Assessment

2003

1 hour

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Make sure that your name, Centre number and candidate number are shown on each printout that
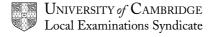you are asked to produce.

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 assessment put **all** your printouts into the Assessment Record Folder.

You are working at the admissions department in the University of Tawara Beach and are trying to devise ways of automating some of the processes used.

                                                    ✓

1   You are going to prepare a letter to be sent to students, inviting them to come for an interview. Load the file **AAC03LET.TXT**   ☐   **1.1.1**

2   Insert merge codes so that the necessary information will be obtained from the file **AAC03APP.CSV**   ☐   **1.1.2**

3   In the final paragraph insert an instruction which will require the *Room* field to be completed from the keyboard.   ☐   **1.1.3** **1.1.4**

4   Insert the codes required to complete the document for all interviews for this school. The *QualCode* will be greater than or equal to CCAA and less than or equal to CDZZ.
The *Room* for the interview will be **A105** – enter this when prompted.   ☐   **1.1.5**

5   Print the first 2 records of the result.   ☐   **2.1.1**

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

7   Load the file **AAC03PHY.TXT**   ☐   **1.1.1**

8   Insert the codes required to complete the document for all interviews where the *QualCode* begins with **CD**   ☐   **1.1.2**

9   Add the following text for records where the *StudentNo* begins with **3**   ☐   **1.2.1**

     This student is classed as overseas and will have had a long journey.   **1.2.2**

10   Print the document.   ☐   **2.1.1**

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

12   Using suitable software, create a menu system or other facility which will enable the user to do the following: ☐   **1.3.1**

- Choose between an interview record and an offer letter   **1.3.2**
- Print the chosen document, merged with details from a specified record.

     1.3.3

     The text for the interview record will be found in **AAC03REC.TXT** and the text for the offer letter will be found in **AAC03OFF.TXT**
In each document, insert your own name as the sender.

13   Print an interview record sheet for student **20617**   ☐   **2.1.1**

14   Print an offer letter for student **30843**   ☐   **2.1.1**

15   Provide printed evidence of the methods you employed. This could be listings of macros and form documents showing merge codes.   ☐   **2.1.1**