

5331 May 2005 NOTES FOR CENTRES

These notes to be read in conjunction with the relevant sections of Instructions for the Conduct of the Examination (ICE) for May 2005.

The following data files must be stored in each candidate's user area

Spreadsheet file:
ORDER

Word Processing files:
FACTINFO
GRAPHICS
LETTERHEAD
LETTERTEXT
SCHOOLORDER

Database file:
SCHOOLS

Presentation file:
FASCINATING

ORDER

File formats available to centres: Excel 97, .txt

Notes:

- Page layout set to landscape
- All rows height 15
- Columns A – E – 20.56, 5.33, 24.22, 7.67, 8.56 respectively
- All cells formatted to Arial, size 10pt
- Cells D11 to D22 only formatted numeric, 0 d.p. right aligned
- Cells E11 to E22 only formatted numeric, 1 d.p., right aligned
- All other cells formatted Text/General and left aligned
- Cells C10,C11 and C12 only formatted bold – all other cells normal
- Print settings to show:
 - Gridlines
 - Row and column headers

When opened by candidates, must be a spreadsheet file and must look like:

	A	B	C	D	E	F
1						
2						
3	Contact name:					
4	School name:					
5	Date of meal:					
6						
7	Today's date:					
8						
9	Order processed by:					
10			Food Item	Quantity	Unit Cost	
11			Bacon Roll	0	0.5	
12			Sausage Roll	0	0.7	
13			BLT Baguette	0	0.6	
14			Ham Baguette	0	0.7	
15			Cheese Baguette	0	0.5	
16			Salad Bowl	0	0.4	
17			Meat Feast Panini	0	0.9	
18			Tuna & Sweetcorn Sandwich	0	0.4	
19			Cereal Bar (choice)	0	0.3	
20			Ice Cream	0	0.6	
21			Water (still or carbonated)	0	0.4	
22			Hot Drink	0	0.5	
23						

FACTINFO

File formats available to centres: Word 97, txt

Notes:

- A4, portrait
- Top and bottom margins 2.54 cm
- Margins left & right 3.17 cm
- Text Times New Roman, 12pt, left aligned
- Text exactly as shown
- 3 line spaces between facts

When opened by candidate, must be a word processing file and content must look like (without border):

The Smarts Leisure Park covers over 400 hectares. That's the same area as the City of London.

The oldest person to swim in our swimming pool was Angela Heathcote - she was 98!

The Lazybones bikes we use in the park are specially imported from America, they cost over £3,500 each.

When the Smarts Kidz Club celebrated its 1st birthday, every member of the club was given a free swim.

GRAPHICS

File formats available to centres: Word, separate jpeg images in zipped folder GRAPHICS

Notes

Must be made available to candidates as a word processing file called GRAPHICS.

If file needs to be re-constructed, graphics sizes should be approximately:

Logo	3.47 cm x 6.03 cm
Ponies	5.72 cm x 7.62 cm
Cows	5.72 cm x 7.62 cm
Maureen	6.77 cm x 5.08 cm
Cycling	5.97 cm x 5.08 cm
LondonBranch	5.72 cm x 7.62 cm
Taylor1	7.62 cm x 5.72 cm
Coffee	7.56 cm x 4.51 cm
Inside café	5.72 cm x 7.62 cm
Taylor2	5.72 cm x 7.62 cm
Cafesketch	5.19 cm x 7.62 cm
Coach	5.01 cm x 6.68 cm
Lunchbox	5.02 cm x 5.63 cm
Homepage	6.2 cm x 7.62 cm
Escapade	5.02 cm x 7.6 cm

When opened by candidate, must be a word processing file and must look like:

Smarts Leisure Park Logo



New Forest ponies



Cows in the forest



Maureen tossing a pancake



Cycling in the New Forest



London branch of Onion Café



Taylor in the café



Coffee at the Onion Café



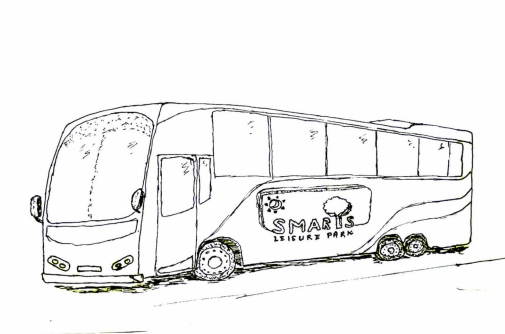
Inside the café



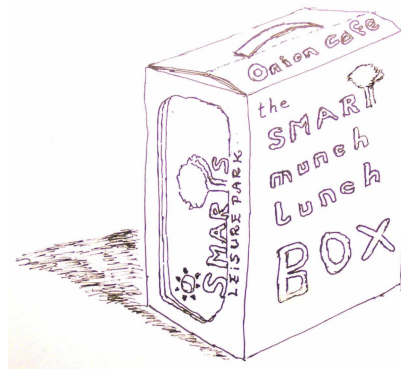
Sketch of Onion Café in the forest



Sketch of the Smarts coach



Sketch of the Smartmunch lunch box



Home page from Smarts website



Escapade aircraft



LETTERHEAD

File formats available to centres: Word 97, rtf

Notes:

- Top margin 1.27 cm, bottom margin 2.54cm
- Left and right margins 1.55 cm

In header:

- Address and contact details in text box – Arial 10pt, bold, green (RGB 0,153,0), left aligned to approx 13.3 cm. Line breaks as shown
- Logo 3.5cm x 6.06 cm approx, aligned as shown
- The Onion Café @ Smarts, Comic Sans, 10 pt, bold, green (RGB 0,102,0) centred under logo
- Single line space after ‘The Onion Café @ Smarts’

When opened by candidate, must be a word processing file and content must look like:



Little Stanley
Nr Southampton
SP92 6JX

Tel: 01844 5463222
Fax: 01844 5463221
www.smartsleisure.co.uk

LETTERTEXT

File formats available to centres: Word 97, txt

Notes:

- Top and bottom margins 2.54 cm
- Margins left & right 3.17 cm
- **Onion Café @ Smarts** – comic sans, 12 pt, green (RGB 0,102,0)
- All other text, Times New Roman, 12pt, left aligned, bold where shown, italics where shown

When opened by candidate, must be a word processing file and content must look like (without border):

Subject: **Your school can join the Smartmunch Bunch too!**

Body of letter:

My colleague at Smarts Leisure has given me your name and address as a school that might be interested in bringing a party to Smarts Leisure Park. **Onion Café @ Smarts** would like to invite your pupils to our café for lunch.

We offer a super lunch deal called **Smartmunch** which comprises an exciting choice of popular children's foods cooked to maximise flavour and healthy eating.

I hope you will look at the booking form enclosed with this letter to see what we have to offer.

As an incentive to bring a big group we offer a coach pick up for parties bigger than 100 pupils from *#use Town merge field here#* and a 10% discount for a total meal order of over £500.

We look forward to hearing from you.

SCHOOLORDER

File formats available to centres: Word 97, rtf

Notes:

- Margins top & bottom 2.54 cm
- Margins left & right 3.17 cm

- Title
 - Size 11.75cm x 2.22 cm
 - Text Comic Sans, 18 pt, bold, red (RGB 255,0,0), centred
 - Border double line similar to shown, green (RGB 0,102,0)
 - No fill

- Text exactly as given:
 - Subheadings underlined
 - Subheadings and main paragraph, Times New Roman, 12 pt
 - All other text, Arial, 12 pt

- Table
 - All rows height 0.5 cm
 - Columns 9.53cm, 1.65 cm, 1.96 cm

- Table contents exactly as given
 - Arial, 12 pt
 - Column headings bold

When opened by candidate, must be a word processing file and content must look like:

Title:

The Onion Café @ Smarts

Heading:

Smartmunch Order Form

Placing an order:

We are very pleased that you have decided to make use of the Onion café for your meal during your visit to the Smarts Leisure Park. We pride ourselves on offering good quality food, sourced from local suppliers where possible. You can be assured that whatever you choose from the list below it will be cooked with care to make your day at Smarts a truly memorable one.

Please enter the quantity of each item you require.

10% discount for all orders over £500.

Table of items:

Menu Item	Cost	Quantity
Bacon Roll	£0.50	
Sausage Roll	£0.70	
BLT Baguette	£0.60	
Ham Baguette	£0.70	
Cheese Baguette	£0.50	
Salad Bowl	£0.40	
Meat Feast Panini	£0.90	
Tuna & Sweetcorn Sandwich	£0.40	
Cereal Bar (choice)	£0.30	
Ice Cream	£0.60	
Water (still or carbonated)	£0.40	
Hot Drink	£0.50	

SCHOOLS

File formats: Access 2000 (Schools 2000), Access 97 (Schools 97), comma delimited text (for each table)

N.B. Database to be named SCHOOLS

Two tables, JUNIOR and SENIOR. No relationship.

SENIOR table

Structure:

Fieldname	Type	Size/Format	Validation	Message
Ref	Text	3		
Head Title	Text	4		
Head Initial	Text	1		
Head Surname	Text	20		
Schoolname	Text	35		
Address	Text	30		
Town	Text	20		
Pcode	Text	8		
Type	Text	1	“S” or “C”	Enter S for Senior or C for College
NIS	Numeric	Integer		

Notes:

Primary key: Ref
Arial, 10 pt

When opened by candidates, must be in database software and must look like:

Ref	Head Title	Head Initial	Head Surname	Schoolname	Address	Town	Pcode	Type	NIS
931	Ms	G	Harris	Woolston Community College	Park Avenue	Woolston	SO92 3QF	S	1190
941	Ms	E	Greene	Badger Hill Comprehensive School	Badger Hill	Fawley	SO86 1TS	S	1240
956	Dr	G	Snelgrove	St Giles RC School	Morley Street	Portsmouth	SO94 7RT	C	670
968	Mrs	T	Smithson	Mark Hall College	West End	Southampton	SO92 5PZ	S	2980

JUNIOR table

Structure:

Fieldname	Type	Size/Format	Validation	Message
Ref	Text	3		
Headteacher	Text	20		
Schoolname	Text	35		
Address	Text	30		
Town	Text	20		
Pcode1	Text	4		
Type	Text	1	“P” or “M”	Enter P for Primary or M for Middle
NIS	Numeric	Integer		

Notes

- Primary key: Ref
- Arial, 10 pt

When opened by candidates, must be in database software and must look like:

JUNIOR table

Ref	Headteacher	Schoolname	Address	Town	Pcode1	Type	NIS
201	Mrs R Rainbird	Alderman Brian Worthy School	Woolston Ferry	Southampton	SO92	P	220
202	Mrs N Parkinson	St Luke's C of E School	Vicarage Lane	Romsey	SO89	P	140
203	Mr K Wright	Eastington School	York Road	Eastington	SO85	P	70
204	Mrs L Harries	Portswood School	High Road	Portswood	SO94	P	320
205	Ms R Edwards	Thornhill Road School	Thornhill	Southampton	SO91	M	370
206	Mrs S Zalick	Netley School	Portsway	Netley	SO93	P	80
207	Mr H Holmes	Lyndhurst School	Ashurst Road	Lyndhurst	S088	M	240
208	Mr S Edwards	Brockenhurst School	Oak Road	Brockenhurst	SO88	M	150
209	Ms J Gordon	Badger Hill School	Badger Hill	Fawley	SO86	P	240
310	Mrs N Parkinson	St Luke's C of E School	Vicarage Lane	Romsey	SO89	P	140
311	Mr K Wright	Eastington School	York Road	Eastington	SO85	P	70
312	Dr A Bell	St Mary's RC School	Cambridge Street	Portswood	SO94	M	270
313	Mrs M Brignall	Whitecliffe School	The Promenade	Hythe	SO96	P	190
314	Mr A Mansfield	Bitterne School	Northam	Bitterne	SO94	P	90
316	Ms G Himsworth	Itchen School	East Riverside	Southampton	SO92	P	90
317	Ms H Ainsley	St Dominic's RC School	Forest Road	Southampton	SO91	P	80
319	Mrs A Findlay	Green Gates School	Harestock Lane	Winchester	SO98	M	90
420	Mrs A Findlay	Green Gates School	Harestock Lane	Winchester	SO98	M	90
421	Mrs L Jackson	Hedge End School	North Street	Hedge End	SO94	P	270
422	Mr A Rossi	St Bede's RC School	Edinburgh Road	Southampton	SO92	P	100
423	Mrs J Carpenter	Swaythling School	Aviation Way	Swaythling	SO93	P	180
424	Mrs A Lee	Park Lane School	Park Lane, West End	Southampton	SO92	P	80
425	Mr I Currie	Captain Cook School	Strait Lane	Norton Heath	SO93	P	330
426	Mrs H Duncan	Eastside School	Terminal Way	Portswood	SO94	P	130
427	Revd E Wilson	St Barnabas C of E School	Solent View	Southampton	SO91	P	430
428	Mrs V Pearson	Lindisfarne RC School	Lawnswood Road	Romsey	SO89	P	240
429	Ms M Brooke	Kent's Oak School	The Green	Kent's Oak	SO97	P	50
530	Mr A Wright	Mill Lane School	Mill Lane	Whiteparish	SO97	P	70
532	Mrs E Duer	Northlands School	Northlands Road	Netley	SO93	P	310

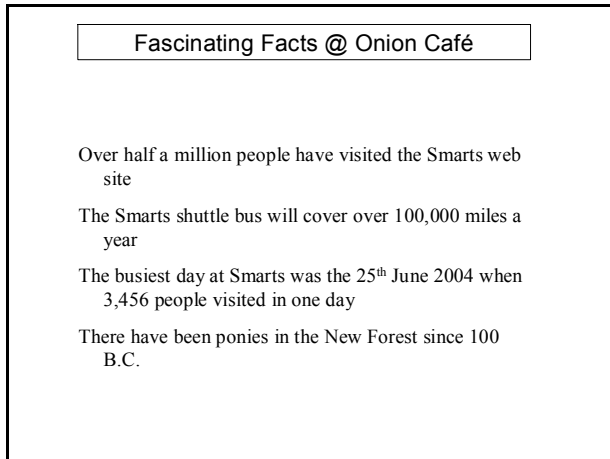
FASCINATING – presentation file

File formats available to centres: Powerpoint 97, text in txt file
Must be available to candidates as a slide presentation

Ensure no hidden frames or bullets
No headers or footers
Four slides in following order.

Slide 1

When opened by candidate, must look like:



Title:

Text box 1.43 cm x 16.83 cm, centred
Border, black, 1 pt
Font: Arial, 28 pt

Text:

Font: Times New Roman, 24pt,
No bold, italic, underline or bullets
Layout approximately as shown

Slide 2

When opened by candidate, must look like:

<p>Fascinating Facts @ Onion Caf�</p>
<p>Smarts buy 1000 litres of tomato ketchup each year.</p>
<p>Each day we wash 2,000 cups.</p>
<p>Last year, a lady called Maureen tossed a pancake 7,000 times around the park, to raise money for Children in Need.</p>

Title:

Text box 1.43 cm x 16.83 cm, centred

Border, black, 1 pt

Font: Times New Roman, 28 pt

Text:

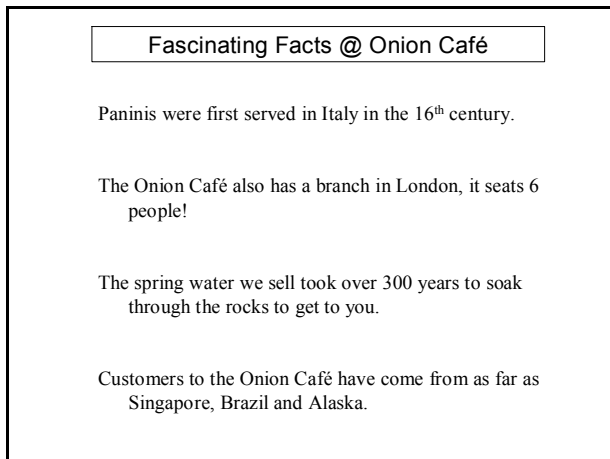
Font: Arial, 24pt,

No bold, italic, underline or bullets

Layout approximately as shown

Slide 3

When opened by candidate, must look like:



Fascinating Facts @ Onion Café

Paninis were first served in Italy in the 16th century.

The Onion Café also has a branch in London, it seats 6 people!

The spring water we sell took over 300 years to soak through the rocks to get to you.

Customers to the Onion Café have come from as far as Singapore, Brazil and Alaska.

Title:

Text box 1.43 cm x 16.83 cm, centred

Border, black, 1 pt

Font: Arial, 28 pt

Text:

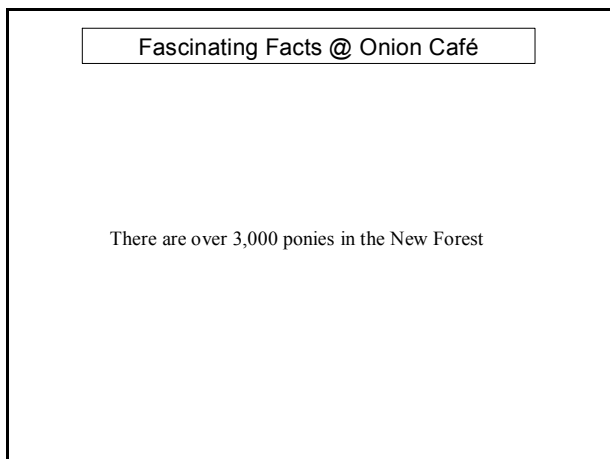
Font: Times New Roman, 24pt,

No bold, italic, underline or bullets

Layout approximately as shown

Slide 4

When opened by candidate, must look like:



Fascinating Facts @ Onion Café

There are over 3,000 ponies in the New Forest

Title:

Text box 1.43 cm x 16.83 cm, centred

Border, black, 1 pt

Font: Arial, 28 pt

Text:

Font: Times New Roman, 24pt,

No bold, italic, underline or bullets

Layout approximately as shown