

5331 – January 2008

NOTES FOR CENTRES ON CONSTRUCTION OF DATA FILES

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for January 2008.

IMPORTANT NOTE: If it is necessary to reconstruct files using these notes, a printout of the files produced **MUST** be included with the scripts for the examiner.

Please also note: Centres should check in both the **OFFICE 97** and the **NON-OFFICE 97** folders for file formats which are consistent with the Centre system.

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

Spreadsheet file:
BOOKINGS07

Word Processing files:
GRAPHICS
SURVEY
FACTS
STORYBOARD

Database file:
SMARTAPARTS

BOOKINGS07

File formats available to centres: Excel 97, .txt, .csv

Notes:

- Page layout set to A4 landscape
- Show gridlines and row and column headers
- Row heights:
 - All rows except rows 1 and 4: 12.75
 - Row 1: 15
 - Row 4: 25
- Column widths:
 - All columns except column D: 15
 - Column D: 20
- All cells formatted General
- Row 4 – formatted bold
 - text wrapped as shown
 - Cells C4 and D4: centre vertical alignment
- All text Arial 10 pt

When opened by candidate, must be a spreadsheet file in datasheet view and must look like:

	A	B	C	D	E
1					
2				Total weeks available	
3				50	
4	Apartment reference	Apartment name	Rent (£)	Weeks booked	Percentage weeks booked
5	PR01	Magpie	825	30	
6	PR02	Robin	605	32	
7	PR03	Finch	495	36	
8	PR04	Thrush	385	43	
9	PR05	Wren	715	34	
10	ST22	Beech 1	550	45	
11	ST23	Beech 2	550	40	
12	ST24	Beech 3	275	43	
13	ST25	Beech 4	385	44	

GRAPHICS

File formats available to centres: Word 97 (.doc), separate jpg images in compressed (zipped) folder IMAGES.

Notes:

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

Page layout set to A4 portrait
Top and bottom margins 2.54 cm
Left and right margins 1.9 cm

If file needs to be re-constructed, graphics sizes should be approximately (height x width):

Smarts Leisure Park logo	2.75 cm x 4.97 cm
Smarts Teenz Club logo	2.75 cm x 4.97 cm
A SmartApart	3.53 cm x 5.29 cm
SmartPhone	4.66 cm x 3.3 cm
SmartAparts logo	2.75 cm x 4.97 cm
Cycling at Smarts	3.23cm x 2.75 cm
The Study Centre	3.97 cm x 6.07 cm
Shuttle Bus	4.73 cm x 5.73 cm
Teenz Club building	3.65 cm x 5.52 cm
From the Kidz Shop	4.41cm x 3.19 cm
Kate Maddison	2.26 cm x 2.26 cm
Premier Apartment (1)	4 cm x 2.65 cm
Premier Apartment (2)	3.95 cm x 4.87 cm
Getting ready	3.49 cm x 5.61 cm
Outside an apartment	3 cm x 4 cm

Ensure that picture can be formatted, eg size, layout

Text – Arial, 12 pt, bold

When opened by candidate, must look like (without border):

Smarts Leisure Park logo



Smarts Teenz Club logo



A SmartApart



SmartPhone



SmartAparts logo



Cycling at Smarts



The Study Centre



Shuttle bus



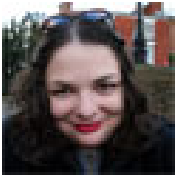
Teenz Club building



From the Kidz Shop



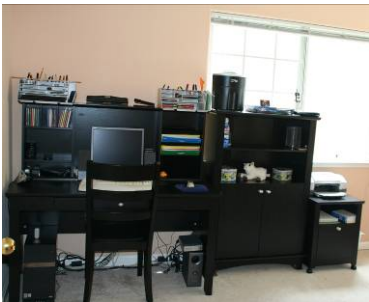
Kate Maddison



Premier Apartment (1)



Premier Apartment (2)



Getting ready



Outside an apartment



SURVEY

File formats available for centres: Word 97 (.doc), .rtf

Notes:

Page layout set to A4 portrait
Top and bottom margins 1.5 cm
Left and right margins 3.17 cm

In header:

Text – caps – Times New Roman – 12 pt bold – centred
SmartAparts logo (available in GRAPHICS.doc or IMAGES folder) – 1.75 cm x 3.18 cm – centred

Body text:

Clear default tabs

Set tabs as follows:

- 2 cm: left aligned
- 8 cm: left aligned with leader dots
- 14.5 cm: left aligned with leader dots

Text Ariel 11 pt

1 clear line before first line of text

For first 3 lines of text, leave one clear space after each text item before using tab to create dotted line

2nd text item on first 2 lines of text at tab at 8 cm

1 clear line between each of first 4 lines of text

1 clear line before list of facilities

Items in list begin at tab stop at 2 cm

Boxes in list at tab stop at 8 cm (with leader dots) – Windings or similar – 16 pt (Leave one clear space before tab)

Dotted line after “Other (please state)” created by leader dots to tab stops at 8 cm and 14.5 cm (Leave one clear space before tab)

1 clear line between each of next 5 items

Last line of text, upper case and italic

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

SMARTS LEISURE PARK - QUESTIONNAIRE



BOOKING REFERENCE: YOUR POSTCODE:

FIRST NAME/INITIAL: LAST NAME:

DATE OF START OF HOLIDAY (dd/mm/yyyy):

WHICH SMARTS' FACILITIES DID YOU USE?
(Please tick all relevant boxes or write information)

- Onion Café:
- Bike Hire:
- Swimming Pool:
- Ski Slope:
- Other (please state):

WHICH OF THESE PREMIER APARTMENT FACILITIES DID YOU USE?
(Please tick all relevant boxes)

WHY DID YOU CHOOSE A PREMIER APARTMENT?
(Please tick one box or write information)

HOW MANY MILES DID YOU TRAVEL TO SMARTS LEISURE PARK?
(Please tick one box)

DO YOU HAVE ANY ADDITIONAL COMMENTS ABOUT YOUR STAY AT SMARTS LEISURE PARK?

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE!

FACTS

File formats available for centres: Word 97 (.doc), .rtf

Notes:

Page layout set to A4 portrait
Top and bottom margins 2.54 cm
Left and right margins 3.17 cm

Set tabs as follows:

- 2 cm: left aligned
- 8 cm: left aligned with leader dots
- 14.5 cm: left aligned with leader dots

Text:

Text formatted Arial – 10 pt

3 sub-headings formatted italic

1 clear line after each sub-heading

2 clear lines between each list of items

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

<p><i>Premier apartment facilities:</i></p> <p>SmartPhone: Plasma TV: SmartCard:</p> <p><i>Choice of apartment:</i></p> <p>Special occasion: Value for money: Only available apartment: Other (please state):</p> <p><i>Miles travelled:</i></p> <p>About 200: About 100: About 50: About 10:</p>

STORYBOARD

File formats available for centres: Word 97 (.doc), .rtf

Notes:

Page layout set to A4 portrait.
Top and bottom margins 2.54 cm
Left and right margins 3.17

All measurements may be approximate.

Create a box approximately 21 cm high and 15 cm wide.

Insert the heading **Slide 1** – text Times New Roman, bold, 12 pt, centred.

Leave a clear line and create a **box** (text box or drawing canvas) approximately 5.28 cm high and 9 cm wide.

In this box create a text box approximately 0.95 cm high and 1.91 cm wide at the top left of this box. Enter the text as shown, left aligned, formatted Times New Roman 8 pt.

Create a text box approximately 0.66 cm high and 5.4 cm wide, centred, below the first text box. Enter the text as shown, centred, formatted Times New Roman, bold, 8 pt.

Create a text box approximately 0.95 cm high and 5.4 cm wide, centred, below (as shown). Enter the text as given, centred, formatted Times News Roman, bold, 9 pt.

Create a text box approximately 0.95 cm high and 2.54 cm wide at the bottom right. Enter text as shown, left aligned, formatted Times New Roman 8 pt.

Leave one clear line and enter the heading **Slide 2** – Times New Roman, bold, 12 pt, centred.

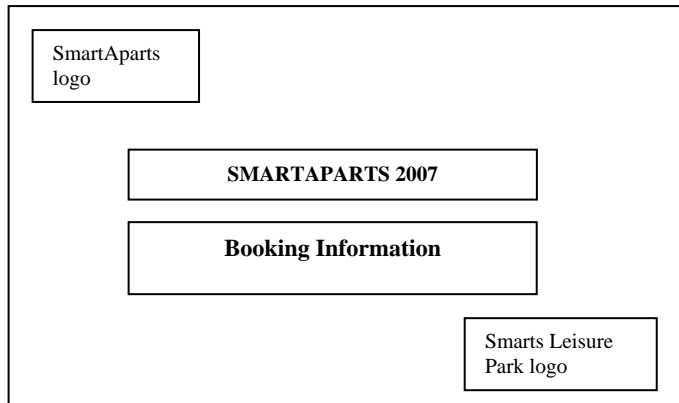
Leave one clear line and duplicate the box created above – but omit the text box top left. Amend text as shown.

Leave one clear line and enter the heading **Slide 3** – Times New Roman, bold, 12 pt, centred.

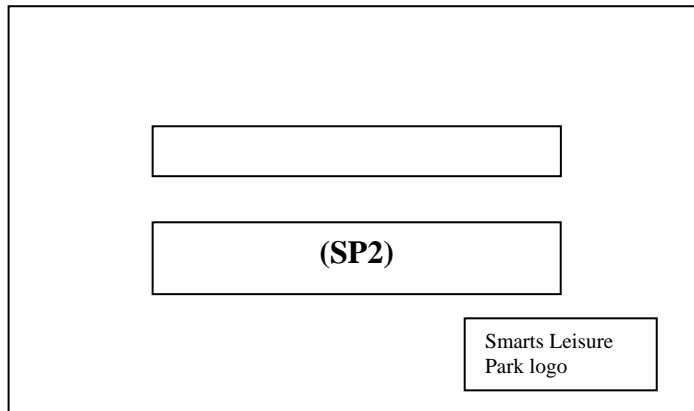
Leave one clear line and duplicate the original box – but omit the text box bottom right. Amend text as shown.

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

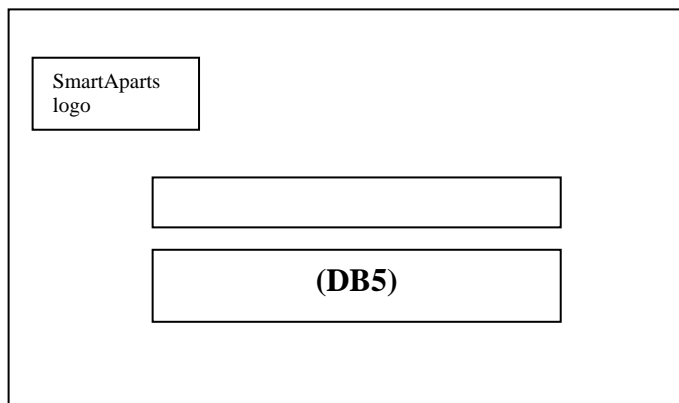
Slide 1



Slide 2



Slide 3



SMARTAPARTS

File formats available to centre: Access 2000, Access 97 (complete database); commas separated valued (.csv) files for tables.

Database to be named SMARTAPARTS.

For both tables, if creating tables from .csv files ensure format is Yes/No and not True/False for relevant fields

REPLY table

Structure:

Field Name	Type	Size/Format/Validation rule	Description
BookingRef	Text	5	Booking reference
ApartRef	Text	4	Apartment reference
StartDate	Date/Time	dd/mm/yyyy	Starting date for booking
SmartPhone	Yes/No	Yes/No	If the guest used the SmartPhone
PlasmaTV	Yes/No	Yes/No	If the guest used the Plasma TV
SmartCard	Yes/No	Yes/No	If the guest used a SmartCard
Reason	Text	= "SO" or "VM" or "OA" or "OT"	Reason for choosing a premier apartment
Miles	Number	=200 or 100 or 50 or 10 NOTE: Drop-down box for selection of values	Approximate number of miles travelled to Smarts Leisure Park

Primary key: **BookingRef**

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

REPLY							
BookingRef	ApartRef	StartDate	SmartPhone	PlasmaTV	SmartCard	Reason	Miles
34028	PR04	21/04/2007	Yes	No	Yes	VM	200
34127	PR02	17/02/2007	Yes	Yes	Yes	VM	200
34157	PR02	20/10/2007	Yes	Yes	Yes	OA	50
34178	PR04	03/03/2007	Yes	Yes	No	VM	50
34227	PR05	16/06/2007	No	No	No	VM	10
34259	PR04	21/07/2007	Yes	No	Yes	OA	200
34268	PR03	04/08/2007	Yes	No	Yes	SO	100
34321	PR03	11/08/2007	Yes	No	Yes	OA	100
34359	PR04	06/10/2007	Yes	Yes	No	OA	200
34381	PR02	21/04/2007	No	Yes	Yes	SO	10
34407	PR03	24/03/2007	No	Yes	Yes	OT	50
34471	PR05	26/05/2007	No	No	No	SO	10
34512	PR02	15/09/2007	No	Yes	Yes	OA	10
34534	PR03	22/09/2007	Yes	No	Yes	SO	10
34568	PR05	18/08/2007	Yes	No	Yes	SO	100
34601	PR01	18/08/2007	No	No	Yes	OT	50
34610	PR02	30/06/2007	Yes	No	Yes	OT	50
34684	PR01	07/07/2007	Yes	Yes	Yes	VM	50
34695	PR01	23/06/2007	No	No	Yes	OT	50
34711	PR05	02/06/2007	Yes	No	Yes	OA	200
34718	PR05	29/09/2007	No	Yes	Yes	VM	10
34746	PR05	14/04/2007	Yes	No	No	OT	100
34813	PR04	14/07/2007	No	Yes	No	VM	50
34835	PR04	25/08/2007	No	Yes	No	SO	200
34923	PR01	19/05/2007	No	Yes	Yes	SO	100
34991	PR01	08/09/2007	No	No	No	OT	100

APARTMENT table

Structure:

Field Name	Type	Size/Format/Validation rule	Description
ApartRef	Text	4	
ApartName	Text	20	
Sleeps	Number	Long Integer	Maximum number of people
Beds	Number	Long Integer	Number of beds
Rent	Currency	Currency	Rent per week
Cot	Yes/No		Cot available
BBQ	Yes/No		Barbecue on patio
Dist	Number	Long Integer	Distance from reception in metres

Primary key: **ApartRef**

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

APARTMENT							
ApartRef	ApartName	Sleeps	Beds	Rent	Cot	BBQ	Dist
PR01	Magpie	8	4	£825.00	Yes	Yes	300
PR02	Robin	6	3	£605.00	Yes	Yes	450
PR03	Finch	4	2	£495.00	No	Yes	350
PR04	Thrush	2	1	£385.00	No	Yes	200
PR05	Wren	8	4	£715.00	Yes	Yes	150
ST01	Ash 1	2	1	£330.00	No	No	400
ST02	Ash 2	2	1	£330.00	No	No	100
ST03	Ash 3	4	2	£440.00	No	Yes	50
ST04	Ash 4	5	3	£495.00	Yes	No	150
ST05	Ash 5	4	2	£440.00	No	Yes	350
ST06	Pine 1	4	2	£440.00	No	Yes	200
ST07	Pine 2	8	4	£660.00	No	No	200
ST08	Pine 3	6	3	£550.00	No	Yes	250
ST09	Pine 4	8	4	£660.00	Yes	No	150
ST10	Oak 1	8	4	£660.00	No	Yes	350
ST11	Oak 2	3	3	£330.00	Yes	No	300
ST12	Oak 3	5	3	£495.00	Yes	Yes	250
ST13	Oak 4	4	2	£440.00	Yes	No	30
ST14	Oak 5	4	2	£440.00	No	No	75
ST15	Oak 6	2	1	£275.00	No	Yes	175
ST16	Elm 1	3	2	£385.00	No	No	325
ST17	Elm 2	2	1	£330.00	Yes	No	225
ST18	Elm 3	2	1	£275.00	No	Yes	150
ST19	Elm 4	6	3	£550.00	No	No	200
ST20	Elm 5	8	4	£660.00	Yes	Yes	100
ST21	Elm 6	4	2	£660.00	No	No	50
ST22	Beech 1	6	3	£550.00	No	Yes	250
ST23	Beech 2	6	3	£550.00	Yes	No	300
ST24	Beech 3	1	1	£275.00	No	Yes	275
ST25	Beech 4	4	2	£385.00	No	Yes	175

END OF INSTRUCTIONS