

Mark Scheme (Results) January 2011

GCSE

GCSE Applied Information and Communication Technology

(5331) Paper 01 - ICT Tools and Applications



Edexcel is one of the leading examining and awarding bodies in the UK and throughout the world. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Edexcel's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please call our GCE line on 0844 576 0025, our GCSE team on 0844 576 0027, or visit our website at www.edexcel.com.

If you have any subject specific questions about the content of this Mark Scheme that require the help of a subject specialist, you may find our Ask The Expert email service helpful.

Ask The Expert can be accessed online at the following link:

http://www.edexcel.com/Aboutus/contact-us/

Alternatively, you can speak directly to a subject specialist at Edexcel on our dedicated ICT telephone line: 0844 372 2186

January 2011

Publications Code UG026101

All the material in this publication is copyright $\ensuremath{^\odot}$ Edexcel Ltd 2011

	Activity 1: Using Desktop Publishing Software									
DP1										
	Smarts Leisure Park									
	Smarts Euro Pun									
	Sinans Fun Run									
	Sunday 24 April 2011 – 2.30 pm									
	10 miles round Smarts Leisure Park In support of children's charities Special 1 mile walk for under 10s round nature trail									
	Catina Desarron Masager d fasara Leisus Pati cedia dotaron@marahisure co.di: 01844-3460222 BP52.072									
Task	Answer	Mark								
1	Attempt at Smarts Leisure Park at top of page. Allow use of logo rather than text.	1								
2	2 "Smarts Leisure Park" entered. Caps as given.									
3	3 "Smarts Fun Run" entered. Caps as given.									
4	4 Smarts Leisure Park and Smarts Fun Run centred and ordered, above other items									
	ON page Suitable picture from GRAPHICS file inserted in poster Accept Rupping Ruppers									
5	5 Shoe, Joggers, Run for Fun.									
6	6 Picture suitable size and centred between left and right margins - approx 9 x 6 or									
7	Date and time entered correctly without labels on one or two lines.	1								
8	Date and time entered below picture and above other information.	1								
9	9 3 suitable items only entered below Date and Time. Do not accept "Concert",									
10	Bullets used for items entered.	1								
11	Caitlin's name and contact information entered as given (may include labels)	1								
12	Caitlin's name and contact details entered in bottom left corner	1								
13	 Smarts Leisure Park logo and address entered as given. (Smarts Leisure Park), Little Stanley, Nr Southampton, SP92 6JX (Logo may have missing border). Do not accept phone and email details. 									
14	4 Logo and address entered in bottom right corner.									
15	Sensible font sizes used for poster. Size of text down to boxes - at least same as "Applied ICT" on Cover Sheet. Headings at least as big as Edexcel GCSE on Cover Sheet. No WordArt.	1								
16	Fitness for purpose. All of above and layout matches story board. Balanced spacing. Bullet information must be near centre of page. Good use of white space.	1								
	Total for Task DP1	16								

	Activity 2: Using Database Software											
DB1	31											
	DIMNED											
	DegNo	ENamo	I Namo	100	KUNNEK 5	Tourn	DCode	Club				
	4 Mohammed Dib 14 93 Butcher Lane Southampton SO32 7SD S1											
	4	lin	Dib	14	70 Mass Dood	Coopert	SU32 73D	D1				
		Charlotto	Harrias	10	11 North Dood	Bortsmouth	S13 5JK					
	24	Christopher	Bancroft	17	410 Old Redmond Rd	Southampton	BA1 7H1	S1				
	20	Erodorick	Anderson	10	1 High Street	Meadowville	MV7 8DN	H1				
	15	Nicholas	Edwinson	22	16 Theatre Way	Portsmouth	BA2 7YG	P1				
	22	Julie	Stomp	24	15 Theatre Way	Hillyfields	EH54 3JJ	S1				
	26	Laura	Svansson	26	65 Obere St	Fawley	W3HT 2RF	H1				
	2	Anna	Banks	28	72 Moss Street	Portsmouth	ST3 7YG	P1				
	16	Matthew	Murray	29	44 Theatre Street	Brockenhurst	E12W 6TY	B1				
	27	Ruth	Parker	30	24 Haggis Ave	Nursling	M10 5TH	S1				
	20	Emma	Donnegan-Cross	31	88 Capital Way	Fawley	M23 6TH	H1				
	25	Rebecca	Dornegan	32	175 Garrett Hill	Midanbury	BA2 2KI	S1				
	6	Emma	Gold	35	15 North Road	Hythe	SO22 6YY	H1				
	14	Sofia	Svensson	36	91 Capital Way	Hythe	SO10 9HK	H1				
	5	Elizabeth	Finch-Williams	37	20 Theatre Way	Netley	BA4 7YY	N1				
	10	Noah	Parker-Smithson	39	44 Garrett Hill	Brockenhurst	SO21 6RF	B1				
	11	Philip	Reynaldson	42	244 Haggis Ave	Hound	W1CV 2HG	N1				
	28	Anna	Jones	43	90 Butcher Lane	Portsmouth	SO23 5TS	P1				
	21	Anna	Russell	45	314 Forster St	Brockenhurst	LS12 7TT	B1				
	7	Mingmei	Hulian	46	62 Moss Road	Horton Heath	LS13 20J	S2				
	18	Emily	Ellis	48	120 Hanover Sq	Southampton	EH55 2JX	S1				
	3	Connor	Carter	53	144 Candid Street	Hythe	EH52 6TG	H1				
	17	Isaac	Zalic	54	1 South Street	Fareham	W1FC 6TT	P1				
	12	Amarjit	Singh	64	59 Obere St	Tottom	W3TC 3RW	S1				
	23	Jennifer	White	65	19 Theatre Street	Netley	W1FC 6GT	N1				
	13	Pierre	Stevenson	66	34 Miner Rd	Hamble	BA1 4EW	N1				
				_	-							
Task					Answer					Mark		
1	Data entered as	given. C	heck capit	alis	sation and spe	elling				2/		
	Data entered as o	given bu	it with erro	ors	in one field.	(Or repe	ated err	or in		2/		
2	capitalisation)	<u></u>				(1		
3	Table sorted in a	scendin	g order of <i>i</i>	AG	E. No truncat	ion of re	cords o	r field	names.	2/		
	Table sorted in d	escendi	ng order of	FA	GE with no tru	uncation	of reco	rds or	field	1/		
	namos		3							1		
4		<i>.</i> . ! !	a. a.u.al	• •	C Net -11		· - اما - ۱	/I				
•	lable sorted in a	scendin	y order of a	AG	E. NOT All rec	oras or f	ieias sh	own. (I	viinimum			
	of 10 records and	l 3 field	s including	AC	GE)							
							Tota	I for T	Task DB1	4		

	Activity 2: Using Database Software									
DB2										
	DP2									
	RegNo FName LName Age Street Town PCode Club									
	2 Anna Banks 28 72 Moss Street Portsmouth ST3 7YG P1									
	8 Jill Lockyer 15 /0 Moss Road Gosport S13 9JK P1 15 Nicholas Edwinson 22 16 Theatre Way PortsmouthBA2 7YG P1									
	17 Isaac Zalic 54 1 South Street Fareham W1FC 6TT P1									
	24 Charlotte Harries 16 11 North Road Portsmouth SO12 7TH P1 28 Anna Jones 43 90 Butcher Lane Portsmouth SO23 5TS P1									
Task	Answer	Mark								
1	Correct 6 records. Minimum of LName field.	1								
2	All 8 fields displayed without truncation. Must be evidence of a search (i.e. not all	1								
	records)									
	Total for Task DB2	2								
DB3	For marking points 3, 5 and 6 marks may be awarded from results.									
	Query1 : Select Query									
	RUNNERS *									
	RegNo EName									
	LName									
	Street									
	PCode									
	Club									
	Field: FName LName Age Town Club									
	Sort:									
	Show: V V V Criteria: <=30									
	or:									
Task	Answer	Mark								
1	Screen shot of query design.	1								
n	Screen shot shows all necessary columns and criteria areas. Minimum FName,	1								
2	LName, Age, Town, Club in any order.	1								
3	S1 in criteria for CLUB	1								
4	<=30 in criteria for AGE. Must see design view.	1								
5	Both criteria showing as AND. Accept if correct 4 records in Results view.	1								
L	Correct fields to be printed. FName, LName, Age, Town, Club in any order. No	1								
0	truncation.	1								
	Total for Task DB3	6								

	Activity 2: Using Database Software										
DB4	DB4 Must be a report produced using database software										
Runners from Southampton Central Club who are not more than 30 years old											
	First Name Last Name Age Town										
	Christopher	Bancroft	17	Southampton							
	Mohammed	Dib	14	Southampton							
	Julie Stomp 24 Hillyfields										
	Ruth Parker 30 Nursling										
Task			Answer		Mark						
1	Suitable title for correct age. Corr follow through fr	Suitable title for report. Must include Southampton Central Club and indication of correct age. Correct spelling and suitable capitals. Club may be lower case. Allow follow through from DB3									
2	2 Correct 4 records	Correct 4 records. Allow follow through provided not all records. No truncation.									
3	Fields FName, LName, Age and Town only in correct order										
2	Suitable customisation of LName and FName										
Ę	Candidate name, database report.	Candidate name, Candidate number and Centre number, in page footer of database report.									
ė	Appropriate layou for purpose (all o	ut of columns and f above). Must ha	lines. (Suitable spa ve correct records.	acing between items). Fitness	1						
				Total for Task DB4	6						

DB5 Image: Second S	DB5 Image: state of the	UNNERS Runners Data Entry Form RegNo RegNo RegNo Stret Mame Dib Age 14 Stret 33 Butcher Lane Fown Southampton Post Code S032 75D Club S1 rdt I I I I I I I I I I I I I I I I I I I										
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 5 Task Narks can be awarded from design view DB6 Marks can be awarded from design view Image CubbName Trainer Phone Christopher Bancoft 17 Southampton Central Jachy James 19223 383383 Jill Lockyer 15 Portsmouth Alar Franks 09933 636363 Jill Lockyer 15 Portsmouth Alar Franks 09933 636363 Jill Lockyer 15 Portsmouth Alar Franks 09933 636363 Astes one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone only. No Astes one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone only. No 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone only. No 1 3 Correct of fields FName, LName, Age, ClubName, Tra	Task Image: Second	UNNERS RegNo RegNo Notation RegNo R										
Image: Subset of Interference of Floate Entry Form Image: Subset of Interference of Floate Entry Form Image: Subset of Interference of Floate Entry Form Suitable cipitalisation. Correct spelling. 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form showing title bar and navigation in data view. 1 3 Suitable title for data entry form - should include "runner". Do not accept just 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view Image: ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jackyn James 09223 383383 Mohammed Dib 14 Southampton Central Jackyn James 09223 383383 Mohammed Dib 14 Southampton Central Jackyn James 09223 383383 Mohammed Dib 14 Southampton Central Jackyn James 09223 383383 Jane Flever 15 Portsmouth Alan Franks 09933 636363 Chariotte Harries 16 Portsmouth Alan Franks 09933 636363 Mark 1 Correct 4 records (or <18 in design view) 1	Task Image: Suitable title for control of date of the second	UNNERS Runners Data Entry Form RegNo Girst Name Mohammed Last Name Dib Age 14 Street 93 Butcher Lane Fown Southampton Post Code S032 7SD Club S1										
Before the second seco	Task Image: Second	Runners Data Entry Form RegNo ⓐ [rist Name Mohammed .ast Name 〕 b .ast Name Dib .ast Name Dib										
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form showing title bar and navigation in data view. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view DB6 Marks can be awarded from design view Task Answer Mark 1 All 8 fields present. 1 4 DB6 Marks can be awarded from design view Task Narks can be awarded from design view Task Answer Mark 1 Marks DB6 Marks can be awarded from design view Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 4	Task Image: Second	RegNo Image: Constraint of the second seco										
Task Mark Mark Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view DB6 Marks frame, LName Age ClubNampton Central Jaclyn James 09223 383838 Jaclyn James 09223 383838 Jail Lockyer 15 Portsmouth Alan Franks 09933 63363 Jask Answer Mark A Last one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone only. No 1 3 Correct of fields FName, LName, Age, ClubName, Trainer, Phone only. No 1 4 Correc	Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of "Runners". Suitab 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte At least one field	Instrume Monammed Last Name Dib Last Name Dib Street 93 Butcher Lane Fown Southampton Post Code \$032 75D Club \$1										
Image Intermediate Intermed	Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of "Runners". Suitable 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte At least one field	Age 14 Street 93 Butcher Lane Fown Southampton Post Code 5032 7SD Club S1 ord: I I I I I I I I I I I I I I I I I I I										
Task Answer Mark 1 Screen shot of data entry form showing tille bar and navigation in data view. 1 2 Suitable tille for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view DB6 Image ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Mohammed Dib 14 Southampton Central Jaclyn James 09223 383838 Jill Charlotte Harries 16 Portsmouth Alan Franks 09933 636363 Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No 1 4 Correct order of fields (as given above) 1 4 Correct order of fields (as given above) 1	Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of "Runners". Suitable 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be aw FName Christoph Mohamm Jill Charlotte At least one field	rd: It I I I I I I I I I I I I I I I I I I										
Task Interview Intervie	Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of "Runners". Suitab 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte At least one field	Post Code 5032 75D Club 51										
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 5 Total for Task DB5 4 7 DB6 Marks can be awarded from design view DB6 Task PB6 Christopher Bancroft 17 Southampton Central Jaclyn James [09223 383838] Mohammed Dib Marks Marks Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 2 At least one field FName, LName, Age, ClubName, Trainer, Phone only. No 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No 1 4 Correct of fields (as given above) 1 <th>Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of "Runners". Suitable 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be aw FName Christoph Mohamm Jill Charlotte 1 Correct 4 records At least one field</th> <td>rd: 【▲ ▲ ▲ 1 ● ● ● ● ★ of 27</td> <th></th> <td></td>	Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of "Runners". Suitable 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be aw FName Christoph Mohamm Jill Charlotte 1 Correct 4 records At least one field	rd: 【▲ ▲ ▲ 1 ● ● ● ● ★ of 27										
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view 1 DB6 Marks can be awarded from design view Tainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Dotsmouth All A Franks 09933 636363 Jill Lockyer 15 1 Charlotte Harries 1 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct or der of fields (as given above) 1 4 Correct order of fields (as given above)	Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte At least one field	vrd: 1 1 1 1 1 27										
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view 1 DB6 Marks can be awarded from design view Task Phame Age Trainer Db1 14 Southampton Central Jackyn James 09223 383838 Mohammed Dib Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Jill Lockyer 1 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct of fields FName, LName, Age, ClubName, Trainer, Phone only. No 1 4 Correct order of fields (as given above) 1	Task Screen shot of dat 1 Screen shot of dat 2 Suitable title for of 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be aw FName Christoph Mohamm Jill Charlotte At least one field	rd: 1 1 1 1 1 27										
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view 1 DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 38383 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct of fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1	Task 1 Screen shot of dat 2 Suitable title for of 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be aw FName Christoph Mohamm Jill Charlotte At least one field											
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 7 Total for Task DB5 4 DB6 Marks can be awarded from design view 1 DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 38383 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct of fields (as given above) 1 1	Task1Screen shot of dat2Suitable title for of "Runners". Suitable3All 8 fields presen4Field labels FNamDB6Marks can be awFName Christoph Mohamm Jill CharlotteTask1Correct 4 records At least one field											
Task Answer Mark 1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 DB6 Marks can be awarded from design view DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Task Answer Mark Answer Mark 1 Correct 4 records (or <18 in design view) 1 Correct 4 records (or <18 in design view) At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 Correct of fields (as given above) 1	Task 1 Screen shot of dat 1 Screen shot of dat 2 Suitable title for of 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be aw FName Christoph Mohamm Jill Charlotte All 8 fields presen 4 For the state of the stat	-										
1 Screen shot of data entry form showing title bar and navigation in data view. 1 2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 Total for Task DB5 4 Be Marks can be awarded from design view DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Portsmouth Ala Franks 09933 636363 Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 2 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct order of fields (as given above) 1	1 Screen shot of dat 2 Suitable title for of "Runners". Suitab 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte At least one field	Answer		Mark								
2 Suitable title for data entry form - should include "runner". Do not accept just "Runners". Suitable capitalisation. Correct spelling. 1 3 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 Total for Task DB5 4 Marks can be awarded from design view DB6 Marks can be awarded from design view DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 38388 Mohammed Dib 14 Southampton Central Jaclyn James 09223 38388 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 A correct order of fields (as given above) 1	2 Suitable title for c "Runners". Suitable 3 All 8 fields presen 4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte 1 Correct 4 records At least one field	entry form showing title ba	ar and navigation in data view.	1								
1 All 8 fields present. 1 4 Field labels FName, LName and PCode customised appropriately 1 Total for Task DB5 4 DB6 Marks can be awarded from design view DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 38388 Mohammed Dib 14 Southampton Central Jaclyn James 09223 38388 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Task Amswer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct order of fields (as given above) 1	3 All 8 fields presen 4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte Task 1 Correct 4 records At least one field	ita entry form - should inclu	Ide "runner". Do not accept just	1								
3 An o holds present: 1 4 Field labels FName, LName and PCode customised appropriately 1 Total for Task DB5 4 DB6 Marks can be awarded from design view DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Mohammed Dib 14 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct order of fields (as given above) 1	4 Field labels FNam DB6 Marks can be av FName Christoph Mohamm Jill Charlotte 1 Correct 4 records At least one field	e capitalisation. Correct spe	ining.	1								
Total for Task DB5 4 DB6 Marks can be awarded from design view Image: ClubName in the residence of the test of the test of test	DB6 Marks can be av FName Christoph Christoph Mohamm Jill Charlotte Task 1 Correct 4 records At least one field	All o field labels EName. I Name and PCode customised appropriately.										
DB6 Marks can be awarded from design view DB6 Marks can be awarded from design view DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Mohammed Dib 14 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Portsmouth Alan Franks 09933 636633 Task Answer Mark 1 Correct 4 records (or <18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct order of fields (as given above) 1	DB6 Marks can be av FName Christoph Christoph Mohamm Jill Charlotte Task 1 Correct 4 records At least one field	Total for Task DP5										
DB0 Marks can be awarded from design view Imarks can be awarded from design view Imarks can be awarded from design view FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Mohammed Dib 14 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Task Answer Mark Alan Franks 09933 636363 1 1 Correct 4 records (or <18 in design view) 1 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct order of fields (as given above) 1	FName FName Christoph Mohamm Jill Charlotte Task 1 Correct 4 records At least one field	arded from design view		-								
DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Mohammed Dib 14 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Portsmouth Alan Franks 09933 636363 Charlotte Harries 16 Portsmouth Alan Franks 09933 636363 Charlotte Harries 16 Portsmouth Alan Franks 09933 636363 Task Correct 4 records (or <18 in design view)	FName Christoph Mohamm Jill Charlotte 1 Correct 4 records At least one field	arded from design view										
DB6 FName LName Age ClubName Trainer Phone Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Mohammed Dib 14 Southampton Central Jaclyn James 09223 383838 Jill Lockyer 15 Portsmouth Alan Franks 09933 636633 Charlotte Harries 16 Portsmouth Alan Franks 09933 636363 Task Correct 4 records (or <18 in design view)	FName Christoph Mohamm Jill Charlotte 1 Correct 4 records At least one field											
FNameLNameAgeClubNameTrainerPhoneChristopherBancroft17Southampton CentralJaclyn James09223383838MohammedDib14Southampton CentralJaclyn James09223383838JillLockyer15PortsmouthAlan Franks09933636363CharlotteHarries16PortsmouthAlan Franks09933636363CharlotteHarries16PortsmouthAlan Franks09933636363Correct 4 records (or <18 in design view)1112At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone).113Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation.114Correct order of fields (as given above)11	FName Christoph Mohamm Jill Charlotte Task 1 Correct 4 records At least one field	DB6										
Christopher Bancroft 17 Southampton Central Jaclyn James 09223 383838 Mohammed DibMohammed Dib14 Southampton Central Jaclyn James 09223 383838 JillJillLockyer15 PortsmouthAlan Franks09933 636363CharlotteHarries16 PortsmouthAlan Franks09933 636363TaskAnswerMark1Correct 4 records (or <18 in design view)12At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone).13Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation.14Correct order of fields (as given above)1	Task 1 Correct 4 records At least one field	LName Age ClubName	Trainer Phone									
Integration Central Jackyn James 09223 30303JillLockyer15 PortsmouthAlan Franks09933 636363CharlotteHarries16 PortsmouthAlan Franks09933 636363TaskAnswerMark1Correct 4 records (or <18 in design view)12At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone).13Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation.14Correct order of fields (as given above)1	Task 1 Correct 4 records At least one field	r Bancrott 1/ Southampton Centr	al Jaciyn James 09223 383838									
CharlotteHarries16PortsmouthAlan Franks09933 636363TaskAnswerMark1Correct 4 records (or <18 in design view)12At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone).13Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation.14Correct order of fields (as given above)1	Task 1 Correct 4 records At least one field	Lockver 15 Portsmouth	Alan Franks 09933 636363									
TaskAnswerMark1Correct 4 records (or <18 in design view)12At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone).13Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation.14Correct order of fields (as given above)1	Task 1 Correct 4 records At least one field	Harries 16 Portsmouth	Alan Franks 09933 636363									
TaskAnswerMark1Correct 4 records (or <18 in design view)12At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone).13Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation.14Correct order of fields (as given above)1	Task1Correct 4 recordsaAt least one field		· · ·									
TaskAnswerMark1Correct 4 records (or <18 in design view)12At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone).13Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation.14Correct order of fields (as given above)1	1 Correct 4 records	A		Maria								
1 Correct 4 records (or < 18 in design view) 1 2 At least one field from each table (One of FName, LName and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct order of fields (as given above) 1	At least one field	Answer		Mark								
2 At least one field from each table (one of Fivame, Livame and Age AND one of ClubName, Trainer, Phone). 1 3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No truncation. 1 4 Correct order of fields (as given above) 1			no. I Namo and Ago AND and of	1								
3 Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No 1 4 Correct order of fields (as given above) 1	2 ClubName Traine	or <18 in design view)	, At least one field from each table (One of FName, LName and Age AND one of									
3 truncation. 1 4 Correct order of fields (as given above) 1	Correct 6 fields FN	or <18 in design view) om each table (One of FNa Phone)	ClubName, Trainer, Phone).									
4 Correct order of fields (as given above)	³ truncation.	or <18 in design view) fom each table (One of FNa , Phone). ame, LName, Age, ClubNam	Correct 6 fields FName, LName, Age, ClubName, Trainer, Phone only. No									
	4 Correct order of f	or <18 in design view) fom each table (One of FNa , Phone). ame, LName, Age, ClubNam	e, framer, Phone only. No	1								
Total for Task DB6 4		or <18 in design view) om each table (One of FNa , Phone). ame, LName, Age, ClubNam elds (as given above)		1								
		or <18 in design view) rom each table (One of FNa , Phone). ame, LName, Age, ClubNam elds (as given above)	Total for Task DB6	4								
Total for Activity 2: 26 marks		or <18 in design view) om each table (One of FNa , Phone). ame, LName, Age, ClubNam elds (as given above)	Total for Task DB6	4								

	Activity 3: Using Word Processing Software						
WP1	Marking points 1 - 8 may be awarded from WP1 or WP2 if no merge fields shown.	Must					
	nave at least one merge field for marking points 9 - 13.						
	(magent)						
	LEISURE PARK						
	10. January 2011						
	<title» <lastname»<br="" <tistname»=""><commany=< td=""><td></td></commany=<></title»>						
	«Address1» «Address2» «PCode»						
	Dear «Title» «LastName»						
	Smarts Leisure Park is delighted to announce that we are holding a Sponsored Fun Run to support local children's charties. The event will take place on Sunday 24 April 2011 starting at 2.30. The run will follow a 10 mile route around the Leisure Park. We already have over 100 entrants with ages ranging from 14 to 66. We will also be holding a younger person's event with a 1 mile walk around the nature trail at Smarts Leisure Park. This will be open to children under 10.						
	We already have a number of local organisations who have indicated their willingness to support this activity. Some have offered to donate prizes and free gifts for the participants. We have so far						
	 received orters of support with the tollowing prizes. Free weekend family pass to Smarts Leisure Park donated by Max Smarts 30 minute flight for two over the south coast 						
	Family meal for two adults and two chuloren at Union Cate restaurant I am writing bask you whether you would be writing to support this activity. Any help you can give						
	supported by these local charities includes helping bereaved children by providing holidays and days out.						
	Yours sincerely						
	Caitlin Donavon Manager – Smarts Leisure Park						
Task	Answer	Mark					
1	Letterhead template as given used for letter	1					
•	Date: 10 - 14 January 2011.	•					
2	Must have year.	1					
2	² Any acceptable UK format. Do not accept TH format eg 11^{TH}						
	Ignore day if correct						
2	Date entered below letterhead and above text of letter, left or right aligned. No						
3	other text on same line. One blank line space above and below date if text is	I					
4	Attempt at single recipient details, top or bottom, left only	1					
5	Text of letter conjed from DRAFT data file. Penalise if "Draft" included	1					
6	Yours sincerely as complimentary close below text of letter	1					
0	Caitlin Donavon, Manager (of) Smarts Leisure (Park) below "Yours sincerely".	•					
	Must have space for signature between "Yours sincerely" and "Caitlin						
7	Donavon"	1					
	Suitably spaced.						
8	Inclusion of suitable subject in appropriate location. Do not accept "Subject:	1					
	Any 2 merge fields from SPONSORS spreadsheet in address and salutation.						
9	Accept Address block/Greeting line provided that WP2 shows use of two fields	1					
	Address						
	«Title» «Firstname» «Lastname»						
	«Company»						
10	«Address1»	1					
	«Address2»						
	erroot use of morge fields. Check WD2 if Address black used. Check for spaces						
	Dear "Titles "I astnames - check that brackets are removed and space left after						
11	Dear and between «Title» and «Lastname»	1					
12	Consistent font and style for letter. Allow enhancements for subject line if	1					
. –	,	i					

	present.	
13	Overall fitness for purpose (all above plus no unnecessary info).	1
	Total for Task WP1	13

	Activity 3: Using Word Processing Software						
WP2	Any editing changes to WP1 gains zero marks for task WP2.						
	 Definition of the second second						
Task	Answer	Mark					
1	Successful mailmerge of their WP1 with SPONSORS spreadsheet.	2/0					
2	Accept changes to task details only.	4					
3	Une mail-merged letter only submitted	1					
	Total for Task WP2	3					
Total for Activity 2, 14 m							
	Total for Activity 3: 16	marks					

SP1 Image: Sign of the second	Activity 4: Using Spreadsheet Software												
Task A B C D E F G H 1 1 SMARTS LEISURE 10 MILE FUN RUN 10	SP1												
Task A B C D E F G H 1 Image: Sense Cells of the Sense Cells													
Task A B Answer Mar 1 Bold and Bol													
Task Answer Mar 1 Row inserted (check for blank line between data and Total) Mar 2 Data entered as given / Mar 3 f22.17 may be in wrong cell due to sorting. Appropriate borders and shading. 4 Conum E formatted to show £ and 2 dp. Column E sorted in descending order.		1 SMARTS LEISURE 10 MILE FUN RUN											
Task Answer Mar Mar 1 Row inserted (check for blank line between data and Total) Image: Chief of the second													
Task Answer Mar 1 Row inserted (check for blank line between data and Total) 1 2 Data entered as given / 2 3 22.17 may be in wrong cell due to sorting. 2 4 Appropriate borders and shading. 5 5 Column E formatted to show £ and 2 dp. 6 6 Column E sorted in descending order. 7 7 Whole table of data sorted on column E. No truncation. 1			4	Connor	Carter	29	10	£46.67	Income	Donus	Total Income		
TaskAnswerMar 11Row inserted (check for blank line between data and Total)Mar 12Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.Mar 23Column E formatted to show £ and 2 dp.Column E sorted in descending order.24Appropriate borders and shading.Column E. No truncation.2			5	Christopher Pierre	Bancroft Stevenson	17	9	£46.47 £43.00					
Image: Single of the second			7	Mingmei	Hulian	46	5	£37.23					
Task Answer Mar 1 Row inserted (check for blank line between data and Total) 42 2 Data entered as given / Data entered with error in one cell f22.17 4 3 23 10 Etristication for the stress of the			8	Noah	Parker-Smithson	39	10	£35.96					
Task Answer Mar 1 Row inserted (check for blank line between data and Total) 1 2 Data entered as given / 23 Data entered with error in one cell £22.17 20 £22.17 10 £11.08 13 Check for blank line between data and Total) 10 2 Data entered as given / 23 Data entered as given / 23 22.17 3 E22.17 10 4 Appropriate borders and shading. 23 4 Appropriate borders and shading. 24 5 Column E formatted to show £ and 2 dp. 24 6 Column E sorted in descending order. 24 7 Whole table of data sorted on column E. No truncation. 25			10	Amarjit	Singh	64	8	£30.59					
Task Answer Mar 1 Row inserted (check for blank line between data and Total) 2 2 Data entered as given / 2 Data entered with error in one cell 22.17 may be in wrong cell due to sorting. 2 4 Appropriate borders and shading. 2 5 Column E formatted to show £ and 2 dp. 6 6 Column E sorted in descending order. 7 7 Whole table of data sorted on column E. No truncation. 7			11	Elizabeth	Finch-Williams	37	10	£24.65					
Interpretation 36 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 £18.88 10 118 10 118 10 118 10 118 10 118 10 118 10 118 10 118 10 118 10 118 10 118 118 10 118			13	Christopher	Fotheringay	27	8	£22.17					
In the second se			14	Sofia	Svensson	36	10	£18.88					
Image Gold3510£11.33181927£11.081919101119101120Totals111Row inserted (check for blank line between data and Total)12Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.23E22.17 may be in wrong cell due to sorting.44Appropriate borders and shading.55Column E formatted to show £ and 2 dp.56Column E sorted in descending order.67Whole table of data sorted on column E. No truncation.1			16	Mohammed	Dib	19	5	£15.70					
TaskAnswerMar1Row inserted (check for blank line between data and Total)12Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.23£22.17 may be in wrong cell due to sorting.44Appropriate borders and shading.55Column E formatted to show £ and 2 dp.56Column E sorted in descending order.67Whole table of data sorted on column E. No truncation.5			17	Emma	Gold	35	10	£11.93					
TaskAnswerMar1Row inserted (check for blank line between data and Total)2Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.322.17 may be in wrong cell due to sorting.4Appropriate borders and shading.5Column E formatted to show £ and 2 dp.6Column E sorted in descending order.7Whole table of data sorted on column E. No truncation.			19	гттр	Reynaidson	42	1	211.00					
TaskAnswerMar1Row inserted (check for blank line between data and Total)2Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.3£22.17 may be in wrong cell due to sorting.4Appropriate borders and shading.5Column E formatted to show £ and 2 dp.6Column E sorted in descending order.7Whole table of data sorted on column E. No truncation.			20	Totals									
TaskAnswerMar1Row inserted (check for blank line between data and Total)2Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.3£22.17 may be in wrong cell due to sorting.4Appropriate borders and shading.5Column E formatted to show £ and 2 dp.6Column E sorted in descending order.7Whole table of data sorted on column E. No truncation.		L											
TaskAnswerMar1Row inserted (check for blank line between data and Total)2Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.3E22.17 may be in wrong cell due to sorting.4Appropriate borders and shading.5Column E formatted to show £ and 2 dp.6Column E sorted in descending order.7Whole table of data sorted on column E. No truncation.	Teele						A						D.4 a set a
1Row inserted (check for blank line between data and Total)2Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.3£22.17 may be in wrong cell due to sorting.4Appropriate borders and shading.5Column E formatted to show £ and 2 dp.6Column E sorted in descending order.7Whole table of data sorted on column E. No truncation.	Task						Ans	wer					Mark
2Data entered as given / Data entered with error in one cell £22.17 may be in wrong cell due to sorting.*********************************	1	Row inserted (check for blank line between data and Total)										1	
3 Data entered with error in one cell 4 4 Appropriate borders and shading. 5 5 Column E formatted to show £ and 2 dp. 6 6 Column E sorted in descending order. 7 7 Whole table of data sorted on column E. No truncation. 6	2	Data entered as given /										2/	
3 £22.17 may be in wrong cell due to sorting. 4 Appropriate borders and shading. 5 Column E formatted to show £ and 2 dp. 6 Column E sorted in descending order. 7 Whole table of data sorted on column E. No truncation.		Data entered with error in one cell									2/ 1		
4 Appropriate borders and shading. 5 Column E formatted to show £ and 2 dp. 6 Column E sorted in descending order. 7 Whole table of data sorted on column E. No truncation.	3	£22.17 may be in wrong cell due to sorting.									I		
5 Column E formatted to show £ and 2 dp. 6 Column E sorted in descending order. 7 Whole table of data sorted on column E. No truncation.	4	Appropriate borders and shading.									1		
6 Column E sorted in descending order. 7 Whole table of data sorted on column E. No truncation.	5	Column E formatted to show £ and 2 dp.									1		
7 Whole table of data sorted on column E. No truncation.	6	6 Column E sorted in descending order.										1	
	7	Whole table	of	data so	orted on	, C0	lumn E. N	lo truncatio	n.				1
Total for Task SP1											Total	for Task SP1	7

	Activity 4: Using Spreadsheet Software							
SP2								
	Fun Run - Sponsorship per Mile for each runner							
	figure figure							
Task	Answer	Mark						
1	Bar chart of correct data produced.	1						
2	Suitable title for graph including "Fun Run" and "Sponsorship". Suitable capitals and spelling.							
3	Suitable axis labels. E.g Runners and Sponsorship. Correct spelling and consistent capitals.							
4	All Last Names displayed as category labels. No truncation.	1						
5	Legend not displayed.	1						
6	Graph printed to fill one A4 landscape sheet. No unnecessary information.	1						
	Total for Task SP2	6						

Activity 4: Using Spreadsheet Software										
SP3 Marking points 1, 2, 3, 4 & 6 awarded only if row and column headings displayed										
	ABF1SMARTS LEISURE 10 MILE FUN RUN2									
Task		Answer		Mark						
1	=D4*E4 entered in cell F4			2/						
2	=SUM(D4*E4) [or other formula which works using appropriate cell references] entered in cell F4									
3	Formulae replicated to cells F5 to F18	8 (or F17 if new	row not inserted)	1						
4	=SUM(F4:F18) entered in F20 [or =SUM(F4:F17) if new row not inserted]									
5	Formula view with no truncation of in	formation		1						
6	Columns A, B & F only printed on one truncation).	A4 sheet. May	be in data view (No	1						
			Total for Task SP3	6						

Activity 4: Using Spreadsheet Software												
SD4	Marks 1 - 6 awarded only if row and column headings displayed. Must be in formu										ıla	
JF 4	view for any marks.											
		Α	В	C	D	E	F	G	Н			
	1 SMARTS LEISURE 10 MILE FUN RUN 2											
	3 Forename Last Name Age Miles Completed Sponsorship per Mile Income Bonus Total Income 4 Connor Carter 29 10 46.67 =D4*F4 =IFI/D4=10 F4*35% 01 =F4+G4											
		5 Christopher 6 Pierre	Bancroft Stevenson	17	9	46.47 43	=D5*E5 =D6*E6	=IF(D5=10,F5*35%,0) =IF(D6=10,F6*35%,0)	=F5+G5 =F6+G6			
		7 Mingmei 8 Noch	Hulian Parker Smithcon	46	5	37.23	=D7*E7	=IF(D7=10,F7*35%,0)	=F7+G7			
		9 Jill	Lockyer	15	7	31.44	=D9*E9	=IF(D9=10,F9*35%,0)	=F9+G9			
	1	10 Amarjit 11 Elizabeth	Singh Finch-Williams	64 37	8 10	24.65	=D10^E10 =D11*E11	=IF(D10=10,F10^35%,0) =IF(D11=10,F11*35%,0)	=F10+G10 =F11+G11			
	1	12 Joanne 13 Christopher	Nicholls Fotheringay	23	5 8	24.5 22.17	=D12*E12 =D13*E13	=IF(D12=10,F12*35%,0) =IF(D13=10,F13*35%,0)	=F12+G12 =F13+G13			
	1	14 Sofia 15 Anna	Svensson Banks	36 25	10 10	18.88 16	=D14*E14 =D15*E15	=IF(D14=10,F14*35%,0) =IF(D15=10,F15*35%,0)	=F14+G14 =F15+G15			
	1	16 Mohammed 17 Emma	Dib Gold	19	5	15.7	=D16*E16 =D17*E17	=IF(D16=10,F16*35%,0) =IF(D17=10,F17*35%,0)	=F16+G16 =F17+G17			
	1	18 Philip	Reynaldson	42	7	11.08	=D18*E18	=IF(D18=10,F18*35%,0)	=F18+G18			
	2	20 Totals					=SUM(F4:F18)	=SUM(G4:G18)	=SUM(H4:H18)			
	L									1		
Task						Answer					Mark	
1	=IF(D4=1	10,)	entered	in (cell G4. N	lust have cl	osing br	acket for ma	ark		1	
2	F4*35% c	or F4*0.	35 or F4	*35	/100 as T	RUE respon	se				1	
3	0 as FAL	SE resp	onse. Do	o no	ot accept	"0"					1	
4	=F4+G4	entered	d in cell	H4.	Do NOT	accept =SUI	M(F4+G4	4)			1	
	=SUM(G4	4:G18)	in cell G	20	Do not ac	cept =G4+G	i5					
	AND											
5	=SUM(H4:H18) in cell H20 Do not accept =H4+H5									1		
	Allow follow through if extra row not inserted in task SP1.											
	Formulae must be in same row as "Totals"											
6	Formula	e in ce	lls G4 an	d⊦	14 replica	ted for all r	unners	only.			1	
7 Printed on one A4 sheet with all columns and no truncation.								1				
Total for Task SP4									7			
								Total f	for Activi	ty 4: 26	marks	

Activity 5 - Using Presentation Software		
MM1		
	<section-header><section-header><section-header><section-header><list-item><list-item><list-item><list-item><section-header></section-header></list-item></list-item></list-item></list-item></section-header></section-header></section-header></section-header>	
Task	Answer	Mark
1	Titles for slides as given Smarts Fun Run, Entrants, Sponsorship, Younger Runners. All 4 slides.	1
2	Text for slides 1 & 2 as given. Allow pm after 2.30.	1
3	Smarts Leisure Park Logo in bottom right corner of all 4 slides. Logo same size on all slides. Suitable size and proportions retained.	1
4	Image of Caitlin on Slide 1 and suitable image from GRAPHICS on slide 2. Runners, Shoe, Running, Joggers, and Run for Fun. Suitable size and proportions retained.	1
5	Graph from Task SP2 inserted in slide 3. Suitable size and proportions	1
6	Text for slide 3 appropriate to graph.	1
7	Correct spelling and grammar of text on slide 3.	1
8	Database query results from DB3 inserted in slide 4. Do not accept screen shot.	1
9	Query results based on DB3 query design readable. No truncation.	1
10	Text for slide 4 appropriate to database extract.	1
11	Correct spelling and grammar of text on slide 4.	1
	Total for Task MM1	11
MM2		
1	All text (except database extract) in Comic Sans font.	1
2	All images (including graph and database extract) below title and above logo and on right hand side of slides.	1
3	Text for slides presented as consistent bullet points - consistent use of full stops	1
4	Plain white background on all slides. No embellishments.	1
5	Slides printed in Handout format, 2 to a page with slide borders	1
	Total for Task MM2	5
I otal for Activity 5: 16 marks		

Further copies of this publication are available from Edexcel Publications, Adamsway, Mansfield, Notts, NG18 4FN

Telephone 01623 467467 Fax 01623 450481 Email <u>publications@linneydirect.com</u> Order Code UG026101 January 2011

For more information on Edexcel qualifications, please visit <u>www.edexcel.com/quals</u>

Edexcel Limited. Registered in England and Wales no.4496750 Registered Office: One90 High Holborn, London, WC1V 7BH