

# GCSE

Edexcel GCSE in

Applied Information and Communication  
Technology (Double Award) (2331)

Unit 1: ICT Tools and Applications

Activity Booklet 2005/2006

These materials should be downloaded and  
distributed to candidates.

Separate Teacher Guidance Notes accompany this  
Document.

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Pre-Release Material

Edexcel GCSE in  
Applied Information and  
Communication Technology (Double  
Award) (2331)

## Information for candidates

### **READ THIS INFORMATION CAREFULLY BEFORE YOU START.**

For the examination, all printouts **MUST** be labelled **BEFORE PRINTING** with your:

**Candidate Name**                      **Candidate Number**                      **Centre Number**

Edexcel issues a set of instructions on how to label your printouts. These instructions can be found on the Edexcel website and your teacher will have a copy. You could also look at 'Managing your exam – printouts' in the 'Candidates Kit' on the website.

**It is important to practice adding your details to each printout as in the exam. Printouts not labelled as instructed will not be marked.**

Make sure that you know how to label your printouts for every type of software you might use, including database software.

## Introduction

### **About Smarts Leisure Park**

Smarts Leisure Park is an imaginary park on the edge of the New Forest in Hampshire. The company has its own website which is updated regularly. You should visit this site from time to time to find out what is going on at the park.

The examination will use Smarts Leisure Park as the scenario. The activities in this booklet are designed to introduce you to the scenario and to the types of activities that you might find in the exam paper.

Imagine that you are employed by Smarts to develop its use of ICT.

## Activity 1: Using the Internet and WP/DTP Software

### Task INT1

**You must print directly from word processing software.**

You need to familiarise yourself with Smarts by using the Internet to visit the company website.

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Visit the Smarts Leisure Park website at [www.smartsleisure.co.uk](http://www.smartsleisure.co.uk).
- Bookmark the Smarts home page.
- Find out more about the company by browsing through the site. Make a note of the main activities available at Smarts and other useful information about the company. You will need some of this to complete later tasks.
- Open a new WP document.
- Copy company details from the website including:
  - company logo
  - company name
  - company address
  - company contact details
- Paste these details into your document.
- Enter **INT1** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the document with the filename **INT1**.
- Print a copy of the document on **one A4 sheet**.

## Task INT2

The Smarts Leisure Park website is updated regularly but there is always room for improvement.

You need to prepare a **two-page** report suggesting how the Smarts website could be improved.

**You must print directly from WP/DTP software.**

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Visit the websites of at least **four** other leisure/activity organisations.
- Identify effective features that have been used on these sites, e.g.
  - colour
  - text
  - graphics
  - navigation tools
  - sound
  - animation

Save some examples for use in your report.

- Open a new WP/DTP document.
- Produce a report suggesting how Smarts website could be improved
  - include two graphics showing examples of effective features you think should be included on the site
  - any other information that makes the report fit for purpose\*\*
- Make sure that:
  - the graphics are big enough to read
  - the report fits on **two A4 sheets**
  - the layout and style are fit for purpose\*\*. Remember that the report is for the committee meeting.
- Enter **INT2** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the document with the filename **INT2**.
- Print a copy of the document on **one A4 sheet**.

**\*\* Fit for purpose – make sure you know what this means, look at the Candidate Kit or ask your teacher.**

### Task INT3

You have received this email from Mike Redhead, the Park Manager.

**From:** "Mike Redhead" [MR@smartsnet.com](mailto:MR@smartsnet.com)

**Date:** 2004/9/29 Wed AM 08:39:14 GMT

**To:** "ICT Consultant"

**Subject:** Website Report

*I am keen to get the website updated as soon as possible. Please send me an electronic copy of your report and let me know when you are available to present your recommendations to the committee.*

*I want to post a copy to Max Smarts, the Chairman. Please prepare an accompanying letter for me to sign. The Chairman's address is:*

*49 Market Square, Bintern, SP2 7SD.*

*Regards*

*Mike*

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Open email software.
- Create a new email message and write a reply to Mike's email. Do NOT print or try to send your email.
- Use the email software to attach a copy of the report you produced for Task **INT2**.
- Produce a screen shot of your email
  - paste the screen shot into a word processing document
  - make sure that it clearly shows the:
    - recipient
    - message
    - attachment
- Enter **INT3** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the document as **INT3**.
- Print the document on **one A4 sheet**.
- Note: Do **NOT** try to send the message!

You will prepare the letter to the Chairman in Task WP2 later in this booklet.

## Activity 2: Using Multimedia Software

You have been asked to help create a multimedia presentation to be used for staff training. The presentation will introduce new staff to the main features of the leisure park.

You have been asked to produce the first **four** slides. You will need to use information from the company website.

Slide 1 must include:

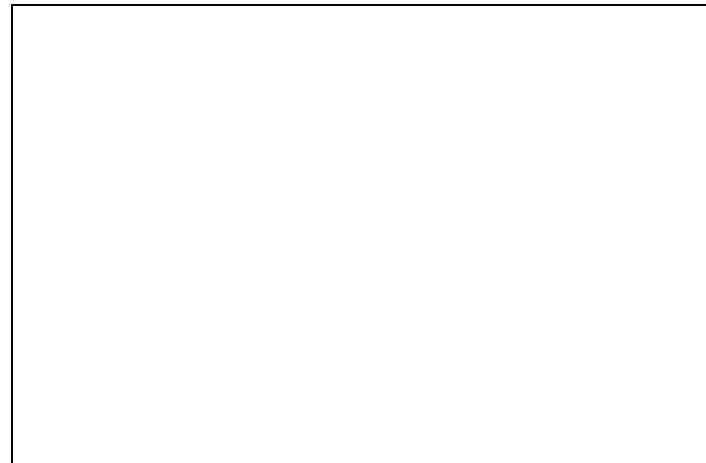
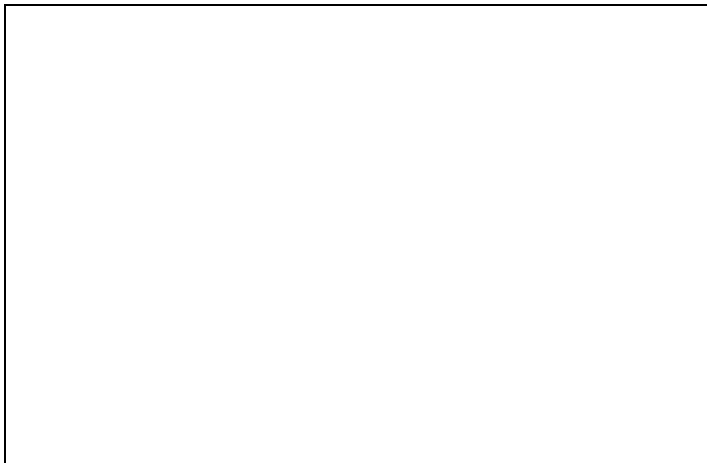
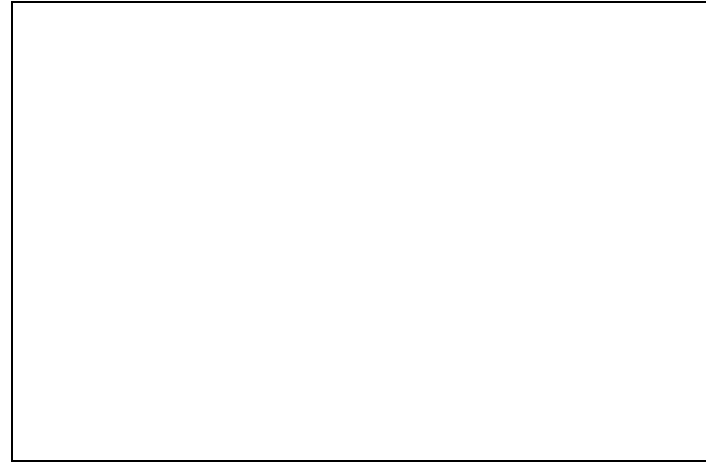
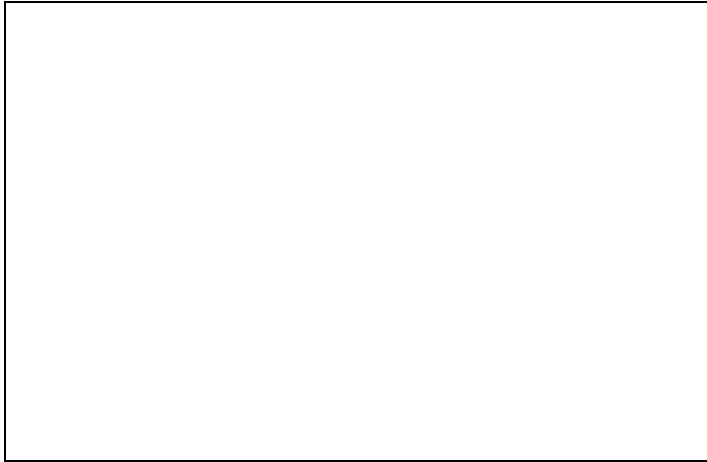
- the company logo
- the company slogan
- a suitable title – remember that the presentation will introduce new staff to Smarts
- a suitable graphic

Slides 2, 3 and 4 must each show a different type of activity in the park. Each slide must include:

- a suitable title
- a brief description of the activity
- a suitable graphic for the activity
- additional information such as times and costs

### Task MM1

- Use the template on the next page to produce a storyboard for your presentation.
- Label the slides and draw arrows to show your navigation route.
- Decide on background, colours, fonts and layout as well as content. Add this information to your storyboard.



## Task MM2

**You MUST use presentation software for this task.**

Using your storyboard you will now create your presentation.

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Create each slide to match your storyboard.
- Check that the presentation runs as you planned.
- Save the presentation as **MM2**.
- Print a copy of your presentation with **all four slides on one A4 sheet**
  - make sure that the slides are big enough to read
  - enter your name, candidate number and centre number in the page footer **BEFORE PRINTING**

## Task MM3

**You MUST use presentation software for this task.**

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Show your presentation to a small group of students in your class. Ask them to pretend to be new members of staff at Smarts.
- Ask them what they think of the presentation and make a note of their comments.
- Annotate your printout from **MM2** to show improvements that you need to make.
- Make the improvements to your slides.
- Check that the presentation runs correctly.
- Make sure that the presentation is fit for purpose. Remember that it is for staff training. Check:
  - layout and use of white space
  - consistency of style
  - accuracy of content
- Save the presentation as **MM3**.
- Print a copy of your presentation with **two slides on each A4 sheet**
  - make sure that the slides are big enough to read
  - enter your name, candidate number and centre number in the page footer of the document **BEFORE PRINTING**
- Annotate the printout to show the different types of components used.



### Activity 3: Using Database Software

There are a number of different types of fitness class. Some of them are repeated during the week. Details of classes and the timetable are currently typed using a word processor. The manager of the fitness suite wants information to be stored in a database so that it can be updated and customer queries can be answered easily.

Two of the tables in the database must be:

- the TIMES Table with details of all classes running during the week
- the CLASS Table with details of the different types of class

You will need to create these tables and set up a relationship between them. The data you need to enter into each table is provided in Appendix 1.

#### Task DB1

- Study the data to be entered.
- Complete the table design forms below.
- Give a suitable data type for each field in the CLASS and TIMES Tables.
- Give validation rules/input masks for:
  - Venue and Level in the CLASS Table
  - Class ID and Day Num in the TIMES Table (Day Num can be any whole number from 1 to 7)
- Tick the field in each table that will be used to create the relationship between the two tables.

#### CLASS Table design

Tick	Field Name	Data Type	Validation Rule/Input Mask
	Class Title		not required
	Description		not required
	Level		
	Cost		not required
	Venue		

#### TIMES Table design

Tick	Field Name	Data Type	Validation Rule/Input Mask
	Class ID		
	Class Title		not required
	Day Num		
	Day		not required
	Time		not required
	Staff ID		not required

## Task DB2

You **MUST** use database software for this task.

You need to create a database with a table for the class details.

You **MUST** enter your name, candidate number and centre number **BEFORE PRINTING**.

- Create a new database called **FITNESS**.
- Create a new database table for the class information. Use your design from Task **DB1**. You do not need to enter any data at this stage.
- Save the table as **CLASS**.
- Display the **design** of your table on the screen.
- Produce a screen shot
  - paste the screen shot into a word processing document
  - make sure that your screen shot shows the validation rule for the **VENUE** field
  - make sure that all field names and the validation rule are big enough to read
- Enter **DB2** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the document as **DB2**.
- Print the screen shot on **one A4 sheet**.
- Close the **CLASS** table.

## Task DB3

You need to create a database table to hold the times details.

You **MUST** enter your name, candidate number and centre number **BEFORE PRINTING**.

- Create a new database table for the **TIMES** information. Use your design from Task **DB1**. You do not need to enter any data at this stage.
- Save the table as **TIMES**.
- Display the design of your table on the screen.
- Produce a screen shot
  - paste the screen shot into a word processing document
  - make sure that your screenshot shows the validation rule for the **DAY NUM** field
  - make sure that all field names and the validation rule are big enough to read
- Enter **DB3** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.

- Save the document as **DB3**.
- Print screen shot on **one A4 sheet**.
- Close the **TIMES** table.

#### Task DB4

The **CLASS** table and the **TIMES** table are related so that they can be searched at the same time.

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Create a relationship between the **CLASS** and **TIMES** tables
  - make sure that entries can only be made in the **TIMES** table for classes which appear in the **CLASS** table
- Produce a screen shot showing the relationship you have created
  - paste the screen shot into a word processing document
  - make sure that it is big enough to read
- Enter **DB4** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the document as **DB4**.
- Print the screen shot on **one A4 sheet**.
- Label the primary key and the foreign key in the relationship.

#### Task DB5

**You MUST use database software for this task.**

**You MUST enter your name, candidate number and centre number and task name BEFORE PRINTING.**

**Note:** Make sure that you now how to do this for all database tasks. Ask your teacher what method he/she would like you to use. You can find advice on this in the Candidate Kit.

- Enter the data into the **TIMES** table, using the data in Appendix 1.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print a copy of the table on **one A4 sheet**. Show all fields.

## Task DB6

You must use a data entry form to enter the data for the **CLASS** table.

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Use database software to create a data entry form.
- Enter a suitable title.
- Make sure that the field names are suitable.
- Make sure that the form is clear and easy to use.
- Produce a screen shot of your data entry form
  - paste the screen shot into a word processing document
  - make sure that you can see the whole form and that it is big enough to read
- Enter **DB6** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING.**
- Save the document as **DB6.**
- Print the screen shot on **one A4 sheet.**

## Task DB7

You can now use your data entry form to enter the data into the **CLASS** table.

**You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.**

- Use your data entry form to enter the given data into the **CLASS** table.
- Open the **CLASS** table.
- Sort the **CLASS** table in ascending order of Description.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING.**
- Print the sorted **CLASS** table on **one A4 sheet.**

## Task DB8

You need to know when Body Tonic classes take place.

**You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.**

- Use database software to run a search/query on the **TIMES** table to find the times of all the Body Tonic classes. Show all fields.
- Save the result of your search/query as **DB8.**

- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**. Show all fields.

### Task DB9

You need to know which General (G) classes take place in the studio.

**You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.**

- Use database software to run a search/query on the **TIMES** table to find this information. Show all fields.
- Save the results as **DB9**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**. Show all fields.

### Task DB10

You need a report showing only general classes in the studio.

You may wish to use the results of the search from Task **DB9**.

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Create the report using database software
  - enter a suitable title
  - enter your name, candidate number, centre number and task name in the footer at the bottom of the page **BEFORE PRINTING**.
  - make sure the report fits on **one A4 sheet**
- Save the report as **DB10**.
- Print the report, using database software, on **one A4 sheet**.

### Task DB11

When customers enquire about classes, an enquiry form is completed.

The forms received recently can be found in Appendix 2.

These details are to be stored in a new table called **ENQUIRIES** in the **FITNESS** database.

The table will have these fields:

Title	Firstname	Surname	Address1	Address2	Town	Postcode	Phone	DOB	Gender	Venue
-------	-----------	---------	----------	----------	------	----------	-------	-----	--------	-------

**You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.**

- Look at the enquiry forms in Appendix 2 to see what data is collected.
- Create the **ENQUIRIES** table with a suitable structure.
- Enter the data from the enquiry forms.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the **ENQUIRIES** table on **one A4 sheet**. Show all fields.

### Task DB12

A customer wants to know what classes are held in the gym.

You need to sort the information so that it is easy to read.

**You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.**

- Use database software to run a search/query on the related tables to find details of all classes taking place in the gym
  - sort the results in ascending order of Day Num with a secondary sort (ascending) on Time
- Look at the results of your search and check that the data is sorted correctly.
- Save the results as **DB12**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet**. Show all fields.

### Task DB13

You want to give the customer the gym timetable in a report.

The results must be sorted in ascending order of Day Num with a secondary sort on Time.

You may wish to use the results of the search from Task **DB12**.

**You MUST enter your name, candidate number and centre number BEFORE PRINTING.**

- Produce the report, using database software
  - use landscape format
  - enter a suitable title
  - use suitable column headings
  - show only Day, Time, Class Title, Description and Level.
  - enter your name, candidate number and centre number in the footer **BEFORE PRINTING**.
  - make sure the report fits on **one A4 sheet**
- Print preview the report. Make sure that it is in landscape format and that all columns are wide enough to show the information.
- Save the report as **DB13**.
- Print the report, using database software, on **one A4 sheet**.

### Task DB14

A customer wants to a list of classes on Fridays that do not cost more than £3.00.

**You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.**

- Use database software and the related tables to run a search/query to find classes on Fridays that cost £3.00 or less
  - sort the results in descending order of Cost
  - show only Class Title, Time and Cost
- Save the results of your search as **DB14**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search on **one A4 sheet..**

### Task DB15

Another customer asks about beginners and general classes on Wednesdays.

**You MUST enter your name, candidate number, centre number and task name BEFORE PRINTING.**

- Use database software to run a search/query to find this information
  - sort the results in ascending order of Time
  - show only Class Title, Description, Cost, Time and Venue
  - make sure it fits on **one A4 sheet**
- Save the results of your search as **DB15**.
- Make sure that your name, candidate number, centre number and task name are entered **BEFORE PRINTING**.
- Print the results of your search **on one A4 sheet**.



## Activity 4: Using Spreadsheet Software

Joanne Reid is the Cycling Supervisor. She wants details of bike hire to be computerised. She wants to be able to enter bookings into a spreadsheet that calculates hire charges, insurance and discount. She also wants to be able to check that enough profit is being made.

This table gives the hire charges for bikes and equipment. It also shows the daily running cost for each item.

Item Name	Daily Charge (£)	Daily Cost (£)
Boneshaker	£11.00	2.00
Dirt Thrasher	£10.00	2.75
Lazybones	£14.00	4.50
Speedstar	£12.00	2.50
Tiger	£8.00	3.00
Venom	£12.00	2.50
Maps (Copies)	0.50	0.10
Body Armour	2.00	0.75
Insurance per person	2.50	0.75
Group Insurance (8-12 people)	26.00	12.00
Family Insurance (2 adults 2 children)	10.00	2.50
Helmet- Full face	1.50	0.60
Helmet - Open Face	1.00	0.50
Goggles	1.00	0.30

## Task SP1

You must use spreadsheet software for this task.

You **MUST** enter your name, candidate number and centre number **BEFORE PRINTING**.

- Open a new spreadsheet file.
- Create a spreadsheet booking form for customers. It should be similar to this one but you will need more rows for the items.

	<b>A</b>	<b>B</b>	<b>C</b>
1	<b>Smarts Leisure Park</b>		
2			
3	<b>Equipment and Insurance Booking Form</b>		
4			
5	Name of Organiser		
6			
7	<b>ITEM NAME</b>	<b>NUMBER REQUIRED</b>	<b>DAILY CHARGE</b>
8			
9			
10			
11			
12			
13			
14			
15			
	<i>More rows here</i>		

- Add the item names and daily charges using information from the table at the beginning of the activity.
- Do **NOT** enter numbers in column B (NUMBER REQUIRED).
- Make all headings bold.
- Format the cells for daily charges in column C to:
  - currency
  - 2 decimal places
  - showing the £ sign
- Make the font size of company name 14pt.
- Enter **SP1** in the header of the document.
- Enter your name, candidate number and centre number in the footer **BEFORE PRINTING**.
- Save the spreadsheet as **SP1**.
- Print a copy of your spreadsheet
  - show the gridlines
  - show the row and column headings
  - make sure it fits on **one A4 sheet**

## Task SP2

**You must use spreadsheet software for this task.**

There is a new bike available for hire. It is a ladies bike called Dragonfly. The daily charge is £10.00.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Insert **one** new row between Lazybones and Dirt Thrasher.
- Add the details for this new bike.
- Change the header to **SP2**.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP2**.
- Print a copy of your spreadsheet
  - show the gridlines
  - show the row and column headings
  - make sure it fits on **one A4 sheet**

## Task SP3

**You must use spreadsheet software for this task.**

You need to show the total charge for each item.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Use column D to calculate the total charge for each item. Label this column **TOTAL**.
- The total for each item is calculated by multiplying the number required by the daily charge.
- Enter a formula for the first item.
- Copy this down for the other items.
- Check that your formulae work properly.
- Change the header to **SP3**.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP3**.
- Print a copy of your spreadsheet
  - show the formulae used
  - show the gridlines
  - show the row and column headings
  - make sure it fits on **one A4 sheet**

## Task SP4

You must use spreadsheet software for this task.

The spreadsheet must show the total charge for the booking.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Choose a suitable cell in column D and enter a formula that uses a function to calculate the total charge for the booking.
- Label this cell **TOTAL CHARGE**.
- Check to ensure that the spreadsheet is clearly presented and easy for the staff to use.
- Change the header to **SP4**.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP4**.
- Print a copy of **column D only**
  - show the formulae used
  - show the gridlines
  - show the row and column headings
  - make sure that the column is wide enough to show all formulae clearly
  - make sure it fits on **one A4 sheet**

## Task SP5

**You must use spreadsheet software for this task.**

Joanne likes the booking form but wants the daily charges to appear before the numbers required.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Display the spreadsheet showing the values, not formulae.
- Move the daily charge information so that it is between the bike names and the numbers required.
- Change the header to **SP5**.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP5**.
- Print a copy of the booking form on **one A4 sheet**
  - show values, not formulae
  - make sure all the columns are wide enough to show the information
  - make sure it fits on **one A4 sheet**

## Task SP6

**You must use spreadsheet software for this task.**

A booking is received from Mrs Wainwright for a group of ten adults.

- Six want to go cross-country racing
- Four want to follow a cross-country trail around the area.
- They require group insurance.

Further details types of bikes in stock can be found on the Smarts company website [www.smartsleisure.co.uk](http://www.smartsleisure.co.uk)

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Using your booking form from **SP5**, complete a booking form for this group.
  - choose suitable bikes for the party
  - include one map for the race and one for the trail
  - include suitable safety equipment for the riders
  - include suitable insurance
- Change the header to **SP6**.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.

- Save the completed booking form as **SP6**.
- Print a copy of the completed booking form
  - show values, not formulae
  - make sure all the columns are wide enough to show the information
  - make sure it fits on **one A4 sheet**

### Task SP7

**You must use spreadsheet software for this task.**

Joanne wants to know how much profit each item makes.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Open a new spreadsheet file.
- Enter the information from the table at the beginning of this activity.
  - Use the column headings

<i>ITEM NAME</i>	<i>DAILY CHARGE</i>	<i>DAILY COST</i>
------------------	-------------------------	-----------------------

- Use the next available column to calculate the daily profit per item.
- Label this column **PROFIT**.
- The profit is calculated by subtracting daily cost from daily charge. Enter a formula for the first item.
- Copy this down for the other items.
- Check that your formulae work properly.
- Enter **SP7** in the header.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP7**.
- Print a copy of your spreadsheet
  - show the formulae used
  - show the gridlines
  - show the row and column headings

## Task SP8

**You must use spreadsheet software for this task.**

Joanne needs a pie chart to show the daily profit (in £) for bikes only.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Create a suitable pie chart to clearly show the profit for each bike.
  - use a legend to identify the items
  - enter the title '**Daily profit for bikes**'
  - show the profit in £ for each bike
- Check that the chart is fit for purpose.
- Save the chart as a separate sheet called **SP8**.
- Enter **SP8** in the header.
- Enter your name, candidate number and centre number in the footer **BEFORE PRINTING**.
- Print a copy of your chart
  - make sure that it is big enough to read
  - make sure it fits on **one A4 sheet**

## Task SP9

**You must use spreadsheet software for this task.**

Joanne introduces a discount of 10% for bookings with a total charge over £150. She wants the spreadsheet to calculate the discount and new total automatically.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Open your spreadsheet **SP5**.
- Select a suitable cell and label it '**LESS 10% DISCOUNT**'.
- Enter a formula in the cell next to this label to check the total charge. If the total charge is more than £150, it must calculate and display the total charge minus 10% discount. If not, it must display "N/A" (i.e. not applicable).

The written expression is:

```
IF TOTAL CHARGE > 150
THEN LESS 10% DISCOUNT = TOTAL CHARGE – (10% * TOTAL CHARGE)
ELSE "N/A"
```

You need to write this in a form that your software will accept.

- Test the formula by making up different bookings with totals above, below and equal to £150. Check that the correct result is displayed each time.
- Change the header to **SP9**.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save your spreadsheet as **SP9**.
- Print a copy of your spreadsheet
  - use landscape
  - show the gridlines
  - show the row and column headings
  - show the formulae used
  - make sure that the columns are wide enough to show the complete formulae

### Task SP10

**You must use spreadsheet software for this task.**

Joanne organises an off-road cycling league. You have been asked to create a spreadsheet to store results. This will be updated each week.

A rider gains one point each time he or she enters a race. The winner gets additional points. Currently there are three points for a win but this can change.

The results so far are:

<b>Smarts Off-road Cycling League</b>				
Name of rider	Races Entered	Races Won	Points	
Joe	10	2		
Freda	10	0		
Henry	7	3		
Martin	9	0		
Lisa	10	0		
Jane	6	1		
Matt	10	2		
Minnie	5	0		
Robert	10	2		
Richard	9	0		



**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Open a new spreadsheet.
- Create a spreadsheet to store this information.
- The number of points for a win is stored in ONE cell.  
Select a suitable cell and enter the number 3.
- Label this cell **Points for a win.**
- The Points column displays the points gained by each rider. The number of points is calculated by multiplying the Races Won by Points for a Win and then adding the number of Races Entered.  
Enter a formula for the first rider (you should use an absolute cell reference or a named cell).
- Copy this formula down for the other riders.
- Enter **SP10** in the header.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING.**
- Save the spreadsheet as **SP10.**
- Print a copy of your spreadsheet
  - use landscape
  - show the gridlines
  - show the row and column headings
  - show the formulae used
  - make sure that the columns are wide enough to show the complete formulae

### **Task SP11**

**You must use spreadsheet software for this task.**

A rider who has ten points from four races is almost certainly better than a rider who has 10 points from 10 races. The average points per race is a better indicator of ability than the total points gained.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Use the next available column to display the average points scored per race by each rider. Label this column '**Average per race**'.
- Enter a formula for the first rider.
- Copy this formula down for the other riders.
- Display the results to 1 decimal place.
- Change the header to **SP11.**
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING.**

- Save the spreadsheet as **SP11**.
- Print a copy of your spreadsheet
  - use landscape
  - show the gridlines
  - show the row and column headings
  - show the formulae used
  - make sure that the columns are wide enough to show the complete formulae
  - make sure it fits on **one A4 sheet**

### Task SP12

**You must use spreadsheet software for this task.**

Joanne wants you to put the fitness class details from the FITNESS database into a spreadsheet so that she can do calculations on the data and print graphs.

**NOTE:** You will need to have done the database tasks up to DB7 before you can do this task.

**You MUST enter your name, candidate number, and centre number BEFORE PRINTING.**

- Open the **CLASS** table in the database **FITNESS**.
- Open a new spreadsheet.
- Copy the **CLASS** table and paste it into the new spreadsheet.
- Check that all data is properly displayed.
- Enter the header **SP12**.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the spreadsheet as **SP12**.
- Print a copy of the spreadsheet on **one A4 sheet**.

## Activity 5: Using Word Processing and Database Software

### Task WP1

**You must use word processing software for this task.**

**NOTE:** You will need to have done tasks INT1, INT2, INT3 AND WP2 before you can do this task.

In Task **INT3**, Mike Redhead asked you to prepare a letter for him to post to the Chairman. You will prepare this letter in the next task but first you need to create a company letterhead.

**You MUST enter your name, candidate number and centre number and task name BEFORE PRINTING.**

- Create a letterhead for Smarts. You will need company information and you may wish to use the details you saved as Task **INT1**. You must include this information for the company:
  - logo
  - name
  - address
  - contact details
- Make sure that the content, layout and style are fit for purpose. Remember that it is a company letterhead.
- Enter **WP1** in the header of the document.
- Enter your name, candidate number and centre number in the footer of the document **BEFORE PRINTING**.
- Save the document with the filename **WP1**.
- Print a copy of the document on **one A4 sheet**.
- Label this printout **WP1**.

## Task WP2

**You must use word processing software for this task.**

You can now use your company letterhead to produce the business letter for Mike Smarts.

- Create this business letter using the letterhead you produced for Task **WP1**. Your letter must include:
  - the recipient's details
  - today's date
  - a suitable subject
  - a sensible message
  - all other standard components of a business letter
- The website report you produced for Task INT2 will be enclosed with the letter and you should indicate this on the letter.
- Make sure that the content, layout and style are fit for purpose. Remember that the document is a business letter.\*\*
- Enter **WP2** in the header of the document.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the document as **WP2**.
- Print a copy of your letter on **one A4 sheet**.

### Task WP3

You must use mailmerge software for this task.

**NOTE:** You will need to have done database task DB11 before you can do this task.

You need to write to all the customers who have enquired about classes, enclosing a timetable for the relevant venue. Details of the enquiries are stored in the **ENQUIRIES** Table in the database **FITNESS** (Task **DB11**).

- Create a standard letter using your letterhead from **WP1**. The letter must include:
  - merge fields from the **ENQUIRIES** table where appropriate
  - standard components of a business letter
  - this paragraph in the body of the letter:

Thank you for your enquiry. I enclose a timetable for all classes being held in the «Venue» this term.

- Enter **WP3** in the header of the document.
- Enter your name, candidate number and centre number in the footer **BEFORE PRINTING**.
- Save the document as **WP3**.
- Print a copy of the standard letter showing the merge fields. Make sure it fits on **one A4 sheet**.

**Note:** You may be using mailmerge software that does not allow you to show the merge fields in a print out of the standard letter. If so, you should produce a screen shot of your letter showing the merge fields.

### Task WP4

You need to use the mailmerge software to print the letters for those enquiring about the gym.

- Use mailmerge software to merge the standard letter **WP3** with the table **ENQUIRIES**
  - select **only** those records where the venue is the gym.
- Make sure that your name, candidate number and centre number are in the footer of the document **BEFORE PRINTING**.
- Save the merged letters as **WP4**.
- Print the letters.

## APPENDIX 1 - Data for the CLASS Table

**Level Codes:** A – Advanced, I – Intermediate, B – Beginners, G – General, S – Special

**Venue:** pool, studio or gym

Class Title	Description	Level	Cost	Venue
ALL IN A LINE	Line dancing. Friendly and fun whilst getting fitter!	G	£2.00	studio
AQUANATAL	Gentle toning before and after childbirth	G	£2.50	pool
AQUAROBICS	High and low level moves choreographed to music	G	£3.80	pool
BODY BALANCE	Yoga based stretch to improve flexibility and balance	I	£3.00	studio
BODY TONIC	Low level class using weights to tighten and tone the whole body	B	£3.80	gym
BUMS AND TUMS	Gradually increase muscle tone and general fitness of lower limbs	G	£3.00	studio
CARDIAC ALERT	Graduated exercise for those with heart problems. GP referral required	S	£3.50	studio
CARDIAC BURST	High impact aerobics. Advanced fitness	A	£3.00	studio
CIRCUITS	Interval training including cardiovascular and muscle training	A	£3.80	gym
CLOSE CIRCUIT	Circuit training with a difference! Including "beat the clock"	I	£3.80	gym
IN STEP	Low impact aerobics to improve leg muscles and all-round fitness	B	£3.00	studio
MUMS AND TUMS	Work on those lax tummy muscles from childbirth	S	£2.50	studio
POP	Increase general fitness to the latest chart hits	G	£2.50	studio
ReACTIVE	Low level exercise for the over 50s	S	£2.00	studio
REHAB	Gentle mobilisation for those with low fitness levels and for the disabled	S	£3.00	studio
SHAPEUP	Concentrate on reducing or losing those beer bellies!	G	£2.50	studio
SPINAROUND	Cardiovascular exercise for all fitness levels	G	£3.00	studio
SPIRIT LIFT	Meditation and relaxation for all	G	£2.80	studio
SUNBURST	Early risers class. Get motivated for the day ahead! All abilities.	G	£3.80	studio
SUNSET	High impact aerobic warm-up, followed by circuits for general fitness	I	£3.80	studio
TAPTAP	Tap dancing for beginners	B	£4.00	studio
TIPTOPTAP	Advanced tap achieving national qualifications	A	£4.00	studio
TIPTOTOP	Intermediate tap. First qualification can be achieved	I	£4.00	studio

## Data for the TIMES Table

Day Num: 1 – Monday, 2 – Tuesday, etc. Used for sorting.

Class ID	Class Title	Day Num	Day	Time	Staff ID
4501	ALL IN A LINE	5	Friday	07:00 PM	Robert
4502	AQUANATAL	1	Monday	10:00 AM	Annie
4503	AQUANATAL	5	Friday	12:00 PM	Kim
4504	AQUAROBICS	1	Monday	09:00 AM	Annie
4505	AQUAROBICS	3	Wednesday	09:00 AM	Annie
4507	AQUAROBICS	6	Saturday	09:00 AM	Marcus
4508	AQUAROBICS	6	Saturday	02:00 PM	Jamie
4509	AQUAROBICS	1	Monday	03:00 PM	Annie
4510	BODY BALANCE	5	Friday	09:00 AM	Martha
4511	BODY BALANCE	3	Wednesday	02:00 PM	Martha
4512	BODY TONIC	1	Monday	09:00 AM	Jamie
4513	BODY TONIC	4	Thursday	10:00 AM	Alex
4514	BODY TONIC	4	Thursday	02:00 PM	Alex
4515	BUMS AND TUMS	2	Tuesday	09:00 AM	Annie
4516	BUMS AND TUMS	4	Thursday	02:00 PM	Annie
4517	BUMS AND TUMS	1	Monday	03:00 PM	Kim
4518	CARDIAC ALERT	1	Monday	11:00 AM	Dave
4519	CARDIAC ALERT	3	Wednesday	11:00 AM	Dave
4520	CARDIAC BURST	1	Monday	02:00 PM	Michael
4521	CIRCUITS	5	Friday	10:00 AM	Jamie
4522	CIRCUITS	1	Monday	07:00 PM	Michael
4523	CIRCUITS	2	Tuesday	07:00 PM	Michael
4524	CIRCUITS	3	Wednesday	07:00 PM	Jamie
4525	CIRCUITS	4	Thursday	07:00 PM	Michael
4526	CIRCUITS	5	Friday	07:00 PM	Michael
4527	CIRCUITS	6	Saturday	07:00 PM	Jamie
4528	CLOSE CIRCUIT	1	Monday	06:00 PM	Rocky
4529	CLOSE CIRCUIT	3	Wednesday	03:00 PM	Rocky
4530	CLOSE CIRCUIT	6	Saturday	10:00 AM	Rocky
4531	IN STEP	6	Saturday	09:00 AM	Sarah
4532	IN STEP	5	Friday	12:00 PM	Alex
4533	IN STEP	2	Tuesday	04:00 PM	Sarah
4534	MUMS AND TUMS	1	Monday	09:00 AM	Kim
4535	MUMS AND TUMS	4	Thursday	09:00 AM	Kim
4536	POP	6	Saturday	11:00 AM	Rocky

Class ID	Class Title	Day Num	Day	Time	Staff ID
4537	POP	1	Monday	07:00 PM	Rocky
4538	POP	3	Wednesday	07:00 PM	Rocky
4539	REACTIVE	3	Wednesday	10:00 AM	Alyusha
4540	REACTIVE	2	Tuesday	02:00 PM	Marcus
4541	REACTIVE	5	Friday	02:00 PM	Marcus
4542	REACTIVE	3	Wednesday	04:00 PM	Alyusha
4543	REHAB	2	Tuesday	12:00 PM	Dave
4544	REHAB	6	Saturday	02:00 PM	Dave
4545	SHAPEUP	2	Tuesday	05:00 PM	Duncan
4546	SPINAROUND	2	Tuesday	10:00 AM	Annie
4547	SPINAROUND	4	Thursday	10:00 AM	Martha
4548	SPINAROUND	6	Saturday	04:00 PM	Jamie
4549	SPIRIT LIFT	1	Monday	05:00 PM	Kate
4550	SPIRIT LIFT	4	Thursday	05:00 PM	Kate
4551	SUNBURST	5	Friday	07:00 AM	Kim
4552	SUNBURST	2	Tuesday	07:00 AM	Annie
4553	SUNBURST	3	Wednesday	07:00 AM	Annie
4554	SUNBURST	1	Monday	07:00 AM	Robert
4555	SUNBURST	4	Thursday	07:00 AM	Martha
4556	SUNBURST	6	Saturday	07:00 AM	Marcus
4557	SUNSET	1	Monday	08:00 PM	Duncan
4558	SUNSET	2	Tuesday	08:00 PM	Jamie
4559	SUNSET	3	Wednesday	08:00 PM	Alex
4560	SUNSET	4	Thursday	08:00 PM	Annie
4561	SUNSET	5	Friday	08:00 PM	Duncan
4562	TAPTAP	4	Thursday	11:00 AM	Robert
4563	TAPTAP	3	Wednesday	05:00 PM	Alex
4564	TIPTOPTAP	5	Friday	03:00 PM	Alex
4565	TIPTOTOP	5	Friday	04:00 PM	Alex



## APPENDIX 2 – Enquiry forms

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### Smarts Leisure Park

#### Fitness Class Enquiry Form

Please complete this form to give us your details and we will write to you as soon as a new timetable becomes available.

Title:  First Name:  Surname:

Address1:

Address2:

Town:  Postcode:

Phone:  Gender:  DOB:

Please indicate whether you are interested in classes in the studio, gym or pool:

### Smarts Leisure Park

#### Fitness Class Enquiry Form

Please complete this form to give us your details and we will write to you as soon as a new timetable becomes available.

Title:  First Name:  Surname:

Address1:

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Phone:  Gender:  DOB:

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## Smarts Leisure Park

### Fitness Class Enquiry Form

Please complete this form to give us your details and we will write to you as soon as a new timetable becomes available.

**Title:**  **First Name:**  **Surname:**

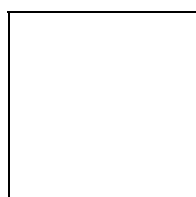
**Address1:**

**Address2:**

**Town:**  **Postcode:**

**Phone:**  **Gender:**  **DOB:**

Please indicate whether you are interested in classes in the studio, gym or pool:



## Smarts Leisure Park

### Fitness Class Enquiry Form

Please complete this form to give us your details and we will write to you as soon as a new timetable becomes available.

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**Address2:**

**Town:**  **Postcode:**

**Phone:**  **Gender:**  **DOB:**

Please indicate whether you are interested in classes in the studio, gym or pool:

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**Address2:**

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**Phone:**  **Gender:**  **DOB:**

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### Fitness Class Enquiry Form

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**Address1:**

**Address2:**

**Town:**  **Postcode:**

**Phone:**  **Gender:**  **DOB:**

Please indicate whether you are interested in classes in the studio, gym or pool:

## Smarts Leisure Park

### Fitness Class Enquiry Form

Please complete this form to give us your details and we will write to you as soon as a new timetable becomes available.

**Title:**  **First Name:**  **Surname:**

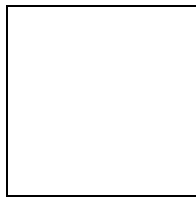
**Address1:**

**Address2:**

**Town:**  **Postcode:**

**Phone:**  **Gender:**  **DOB:**

Please indicate whether you are interested in classes in the studio, gym or pool:



## Smarts Leisure Park

### Fitness Class Enquiry Form

Please complete this form to give us your details and we will write to you as soon as a new timetable becomes available.

**Title:**  **First Name:**  **Surname:**

**Address1:**

**Address2:**

**Town:**  **Postcode:**

**Phone:**  **Gender:**  **DOB:**

Please indicate whether you are interested in classes in the studio, gym or pool