

# IGCSE ICT

## Paper 3B, Set Tasks

Exemplar material from the Train Tours set tasks, 2005.

The material should be studied in conjunction with the 2005 case study, mark scheme, and examiners report.

Identifying marks have been removed from the material in this presentation. It should be assumed that each page had a candidate name, candidate number, and task identification as required by the following instruction to candidates.

6. All material submitted as evidence for a task must be clearly labelled with the Candidate Name and Candidate Number plus the task identification. e.g. Task 1a, Task 1b.

Exemplar material has been taken from several candidates' work, each piece being of A\* quality. There are two examples for each task. The original work has been scanned, this has resulted in some minor distortions and loss of detail.

Because some tasks depend on a previous design task, they have been grouped into 5 sections, rather than presented as 10 separate tasks.

Tasks 1a and 1b, The leaflet.

Tasks 1c and 1d. The spreadsheet.

Tasks 1e and 1f, The macro.

Tasks 2a, 2b and 2c. The database

Task 2d. The letter.

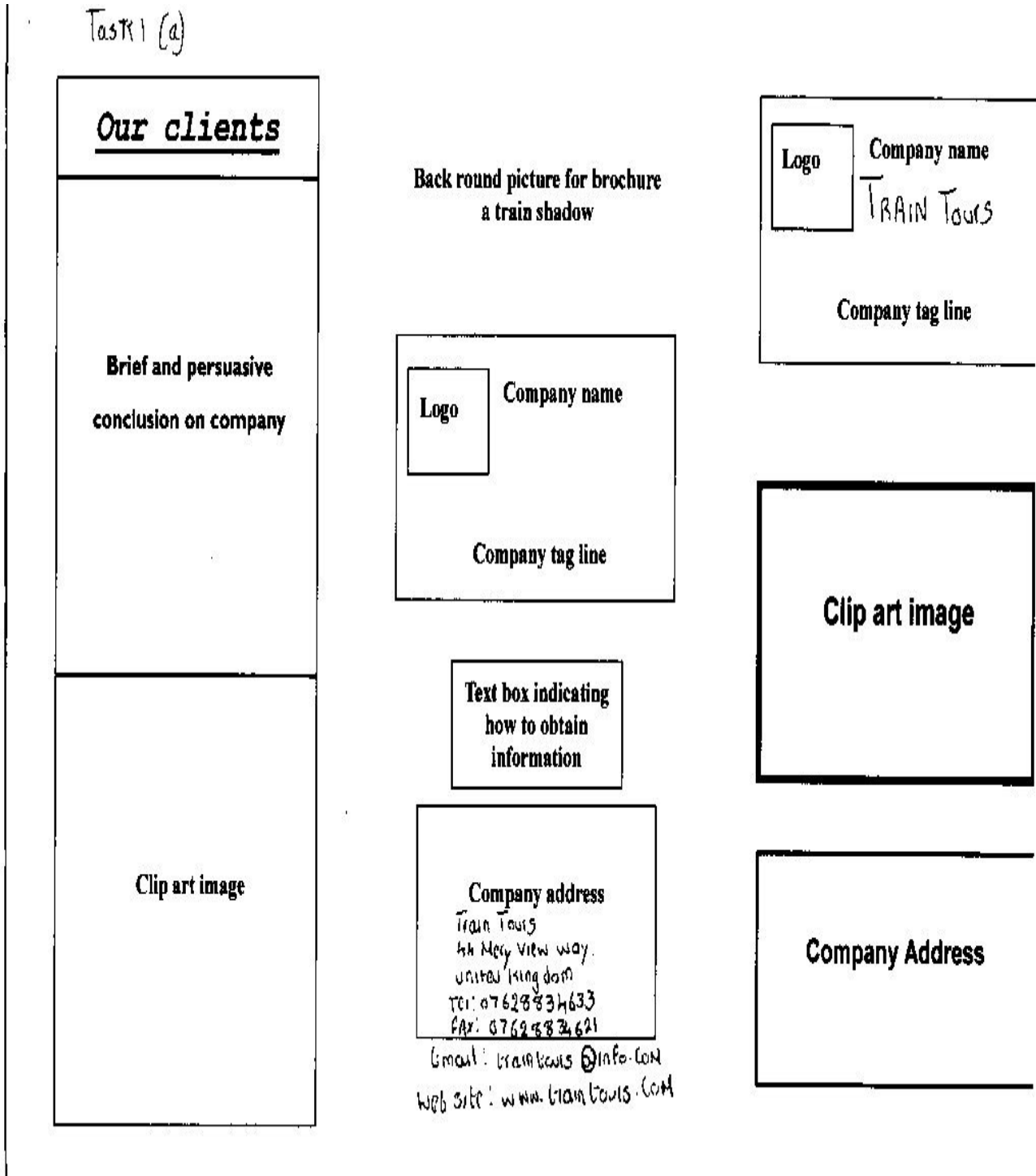
Task 1a, example 1.

There are 13 possible marks in the mark scheme, with a maximum mark of 10.

Mark 10 / 10

The work did not get the marks for suitable graphics. Although their positions are shown and in some cases a brief description is given, outline sketches should have been used to give some indication of their appearance.

Side 1 of the leaflet.



Reverse of side 1, showing text block.

Reverse

**Our clients**

Our client whether big or small get the best treatment that they deserve, whether their needs require to be met day or night, they can consider it done. Because we at Train tours aim for two things maximum customer satisfaction and the greatest value for your money, so if you have any traveling to do, then consider Train tours at your service. Don't hesitate, give us a call our details have been printed at the bottom of our last page.

Clip art image

Logo Company name

Company tag line

Text box indicating how to obtain information

Company address

Logo Company name

Company tag line

Clip art image

Company Address

Side 2 of the leaflet.

Task 1 (a)

<b><u>Luxury train</u></b>
Clip art image
General introduction on the company's operations (Font GILL SANS MT AND SIZE 12)

Back round color for all text boxes is yellow
Attractive clip art picture

QUESTION (20 MARKS)  
0014

<b><u>How To obtain our train</u></b>
A summary of steps indicating how to obtain the company's tour operations
Any attractive train picture
Any attractive train picture

Reverse of side 2, showing text blocks.

TASK 1 LAJ K12P001

<p><b><u>Luxury train</u></b></p>
<p><b>Clip art image</b></p>
<p>Are you looking for a Train tour? Then look no further, consider <b>Train Tours</b> at your service. We have a variety activities to different location each month.</p> <p>We offer a range of activities to a span of locations each month. To start with, we present a wide series of luxury package holidays for groups of steam enthusiasts. We are based in London but can arrange group visits to steam trains anywhere in the world.</p> <p>We can also organize travel, reserves, accommodation and offer optional activities at each of our locations. Each group is limited to a maximum of 24 people and is accompanied with a courier which we provide.</p> <p>At the start of each holiday we provide a driver and a limousine to take our clients from their home to the nearest Mainline railway station.</p>

<p>In addition, we can also organize travel by train to a prearranged meeting point where you join the courier and other members of their group.</p> <p>For international travel, we have set the meeting point in London. For journeys within Europe, groups travel from London by train. For more distant destinations they travel by air. For tours that remain within Britain, the meeting point could be in a suitable in a railway station outside London.</p> <p>Established in 1976, we have been providing the best train services. In these very competitive time, our hard working and experienced work force has put us as the market leader in Britain.</p>
<p><b>Attractive clip art picture</b></p>

<p><b><u>How To obtain our train</u></b></p>
<p>We at train tours try our best that our current and potential customers get access to information about our train schedules from anywhere possible.</p>
<p><b>Any attractive train picture</b></p>
<p>We have put up information on our website, which is up dated every day so that our customers have up to date information. for more details visit our website at <a href="http://www.TrainTours.com">www.TrainTours.com</a></p>
<p><b>Any attractive train picture</b></p>

Task 1b, example 1.

There are 4 possible marks in the mark scheme.

Mark 4 / 4 All of the panels are a reasonable match to the designs.

Side 1 of the leaflet.

Task 1(b)

**Our clients**

Our client whether big or small get the best treatment that they deserve, whether their needs require to be met day or night, they can consider it done. Because we at Train tours aim for two things maximum customer satisfaction and the greatest value for your money, so if you have any traveling to do, then consider Train tours at your service.

Don't hesitate, give us a call our details have been printed at the bottom of our last page.



for more information about train tours please contact

Train Tours  
44 Meryview way  
United kingdom  
Tel: 07628834633  
Fax: 07628834621  
Email: traintours@info.com  
Website: www.traintours.com



***Train Tours***  
44 Meryview way  
United kingdom  
Tel: 07628834633  
Fax: 07628834621  
Email: traintours@info.com  
Web site: www.traintours.com

*Travel in luxury and style*

*Travel in luxury and style*

## Side 2 of the leaflet.

### Luxury train tours



Are you looking for a Train tour? Then look no further, consider **Train Tours** at your service. We have a variety of activities to different locations each month.

We offer a range of activities to a span of locations each month.

To start with, we present a wide series of luxury package holidays for groups of steam enthusiasts. We are based in London but can arrange group visits to steam trains anywhere in the world.

We can also organize travel, reserves, accommodation and offer optional activities at each of our locations. Each group is limited to a maximum of 24 people and is accompanied with a courier which we provide.

At the start of each holiday we provide a driver and a limousine to take our clients from their home to the nearest Mainline railway

In addition, we can also organize travel by train to a prearranged meeting point where you join the courier and other members of their group.

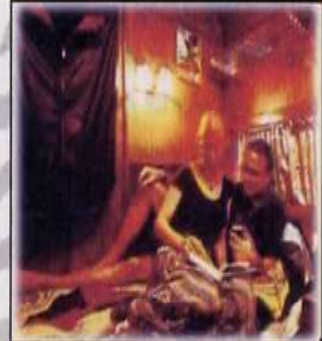
For international travel, we have set the meeting point in London. For journeys within Europe, groups travel from London by train. For more distant destinations they travel by air. For tours that remain within Britain, the meeting point could be in a suitable railway station outside London.

Established in 1976, we have been providing the best train services. In these very competitive times, our hard working and experienced work force has put us as the market leader in Britain.



### How To obtain our train schedules

We at train tours try our best that our current and potential customers get access to information about our train schedules from anywhere possible.



We have put up information on our website, which is up dated every day so that our customers have up to date information. For more details visit our website at [www.traintours.com](http://www.traintours.com). You can also call us on our customer care hotline.



Task 1a, example 2.

There are 13 possible marks in the mark scheme, with a maximum mark of 10.

Mark 10 / 10

The work did not get the marks for suitable graphics. Although their positions are shown and in some cases a brief description is given, outline sketches should have been used to give some indication of their appearance. Only one mark out a possible 2 was awarded for contact details.

Side 1 of the leaflet.

Are you interested in our offer?

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## Sign Up For TT Membership!

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**Q.T.B. (text box)**

A Train Tours membership costs approximately 15,99€ yearly, payable via credit, cheque, or debit card. Please fill in the information below without leaving out any fields, and submit the slip to our office at 2778 Ludwig, United Kingdom, or scan it and submit it to membership@traintours.org. Your request for membership will be fulfilled as soon as possible, and once completed a complimentary postcard and reply slip will be mailed to you.

---

**A.F.T.B. (Fillable table)**

Surname:  
 First name:  
 Sex:  
 Preferred Prefix (Mr, Miss, Dr, etc):  
 Address:  
 Postal Code:  
 Credit Card Number:  
 Security Number (CVV):  
 Expiry date:  
 Mobile phone #:   
 Home number:  
 Fax number:  
 E-mail:

collander (multi) 2.I (collander)  
 December 2004:

2nd - Worldwide Train Enthusiast convention meeting in Madrid Spain

16<sup>th</sup> - 26 hour Train Tour from Madrid, Spain to Berlin, Germany on "Blacks" No. 45212. Stops in Paris, Brno and Zurich

25<sup>th</sup> - Merry Christmas all Train Tour members! Free vouchers (for one Tour) arrive in mail for all TT members.

30<sup>th</sup> - 96 hour Train Tour from Moscow, Russia to Prague on 3100 class locomotive, stop in Riga, Amsterdam, Zurich and Budapest.

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collander (A) 2.C (collander) \*

March 2005:

4<sup>th</sup> - Train Tours Member Tour from Zurich to Copenhagen

10<sup>th</sup> - Train Tours Membership open day

31<sup>st</sup> - Farewell day for Train Tours, free vouchers for all members.

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4<sup>th</sup> June 2005:

5<sup>th</sup> - Locomotive line re-opened, Train Tour - "Blue Betty" No. 49521

15<sup>th</sup> - Avenue party in Portugal, Train Tour schedule (details page)

20<sup>th</sup> - "Purple Sue" 39878 (last locomotive - Auld "IV" by us last year.

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September 2005

2<sup>nd</sup> - Train Tour from Zimbabwe to Dubai

12<sup>th</sup> - Train Tour from Hong Kong to Bratislava

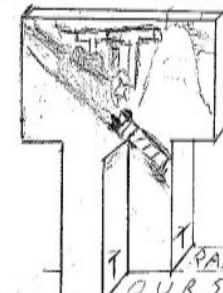
20<sup>th</sup> - Member Tour from Toronto to Arizona

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Address Placeholder 2.I (replacement) All material is Copyright © 1993-2004 Train Tours, Inc. All Rights Reserved. In the event of an internet breach, members will be notified. We are supported by:

Supported by: 2.I (if available)

1.P (picture)



Remembering  
The Revolution

SEE INSIDE FOR DETAILS



Reverse of side 1, showing text blocks.

Side 1	
<p>Logo → The train tour logo is the two Ts in 3D with a train chugging pp with a bridge in the background, in the form of TT. This will be grassy fields, and the Train tour slogan below the logo.</p> <p>Company Name → Embedded into the train tour logos, with the two bearing Ts in the site of the logo</p> <p>Border → Landlot all veterans a zoom border</p> <p>Text → See inside for details in black with white outline.</p> <p>Picture → This will be a captioned image (1.1) of a train speeding down tracks, steam billowing out of the stack, and the TT logo exactly embedded into the image.</p>	<p>Calendar → This will be a current-month calendar, showing current events and recent dates/occurrences.</p> <p>Calendar (2.c) → Right beneath the monthly calendar will be the monthly calendar, so as to show the events that will be taking place in the near future.</p> <p>Address (1.I) → This placeholder will hold all the current address information of Train Tours:                      - 2775 London - United Kingdom</p> <p>Sponsors (2.I) → This placeholder will have the logos of each individual sponsor, aligned horizontally.</p>
<p><u>SLIDE 1:</u>                      Solid background image blurred, bolded colours with black veses. Text is all black, header text is black with white outline.</p>	<p>Tear-off slip form (1.F.T.B) → This will be the membership sign up form text and design place holder, for the future custom to sign up for membership.</p> <p>Tear-off slip description (1.T.B) → This will describe the purpose of said tear-off slip, and the benefits to the customer.</p> <p>"Benefits of a TT membership!"</p> <ul style="list-style-type: none"> <li>- become added to our client database</li> <li>- view/select favorite destinations</li> <li>- chance to win a free trip*</li> <li>- reserved place on my train</li> <li>- Special price on train ride</li> </ul> <p>Tear Here notices (2.T.B) → This text box will simply say "Tear Here" to indicate where to tear off the sign up slip.</p>

1a)

# Train Tours: About us

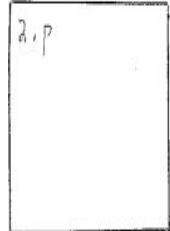
1.T.B

After the industrial revolution the introduction of steam trains powered by burning coal was quick to capture you into the main stream of transportation. We at Train Tours celebrate this revolutionary feat by offering luxury package holidays for all steam train enthusiasts and lovers. With the capability to visit well-known scenic areas to watching "racing" we regard travel as a great recreation - we share the spirit of adventure. At Train Tours we try to give our customers an enjoyable experience in their favorite locomotives that they will cherish and remember through their lifetime, not necessarily the whole day.

1.P



2.P



2.T.B Each tour group is taken a maximum of 40 people and is accompanied by our own tour guide service. Specialised rail tours are available. We are happy to accept as many as 100 people on a single tour to the best of our ability. We are happy to help transport you, your car and other luggage to your destination.

## Remembering The Revolution

3.T.B

So full of antiquity and culture, we at Train Tours try to provide our members a look into the past through these magnificent trains that shaped the world around - and let them know how much we do care about the past that passed and how much we care about the future. We have the best of both worlds and it is the past that passed and how much we care about the future.

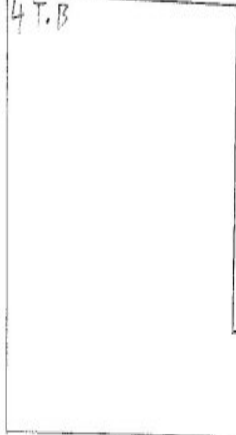
3.P



## Destinations:

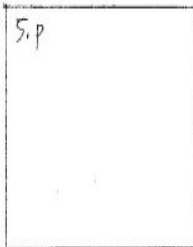
4.P

4.T.B



## Featured Train-Types:

5.P



5.T.B Train for people - a fantastic worldwide range of train types, but by a particular amount of time that we primarily travel by the country available for use on the Great Eastern Railway, but also along a part of the London & North

1.I All Pacific class locomotives are often the most commonly used trains and our tools, but as we cater to the requests of all train enthusiasts, we have also brought into our roster for possible use of the following locomotives:

- Standard class 4 7701A
- 'Black 5' No. 45112
- 4200 class locomotive
- Mogon class locomotive
- 'Purple' class locomotive
- 'Purple' class locomotive
- 'Purple' class locomotive

## Already a TT client?

### Become A Member!

6.P



7.P

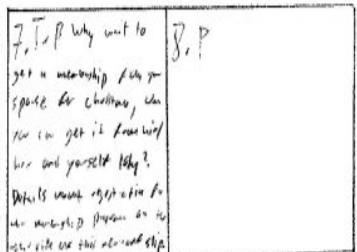


6.T.B With a lot of membership you will have exclusively reserved seats on all TT client departures, and will have a list of board trains and visited locations for your viewing. Moreover, you will have a list of board trains and visited locations for your viewing. Moreover, you will have a list of board trains and visited locations for your viewing. Moreover, you will have a list of board trains and visited locations for your viewing.

Priceless Experiences,  
Thoughtful Savings!  
Be a Member Now!

7.T.P Why wait to get a membership for you space for Christmas, can you get it from now and yourself why? Details about registration for our membership program on the other side of this leaflet slip.

8.P



2.I Tear out this slip and mailing for the opposite side with your personal information.

Reverse of side 2, showing text blocks.

1.T.B → "After the industrial revolution, the introduction of steam trains powered by burning coal was quick to rapidly grow into the main form of transportation for my first-world country. We at train town celebrate this technological feat by observing busy public holidays...  
 "I share with their family and friends.

2.P → A steam train moving through a forest  
 2.P → train lines/station  
 3.P → old steam train drawing  
 2.T.B → Introduction continued  
 3.T.B → Comment from managing director + signature.

4.T.B → Destination ~~gives~~ information and facts, suggestions where given/included.  
 4.P → Copenhagen bridge over river.  
 5.P → Humber Limesire block  
 5.T.B → Train introduction  
 1.I → Available train listings

6.T.B → Membership introduction + Benefits  
 7.T.B → Membership promotion + "How to"  
 7.P → A happy family picture  
 8.P → Steam train stopped at 4 feet seat  
 9.P → Steam train side shot "paddy sue" 39878 class locomotive - Arnold 'IV'  
 2.I → "Tear over this slip after filling in the separate side with your personal information"

Task 1b, example 2.

There are 4 possible marks in the mark scheme.

Mark 4 / 4 The panels do not completely match the designs, but the candidate has included a sheet giving some indication of why the changes were made.

Side 1 of the leaflet.

**Sign Up For TT Membership!**

A Train Tours membership costs approximately 15.99£ monthly, payable VIA check, change, or credit card. Please fill in the information below without leaving out any fields, and submit this slip to our office at 2775 London, United Kingdom, or scan it and submit it to membership@traintours.org. Your request for membership will be fulfilled as soon as possible, and once completed a complimentary fruit basket and reply slip will be sent to you.

Surname:

First Name:

Sex:

Preferred Prefix (Mr, Miss, Dr, etc):

Address:

Postal Code:

Credit Card Number:

Security Number (if):

Expiry date:

Mobile Number:

House Number:

Fax Number (if):

E-mail:

**December 2004:**

- 2nd - Worldwide Train Enthusiast convention meeting in Madrid, Spain
- 16th - 76 hour Train Tour from Madrid, Spain to Berlin, Germany on 'Black 5' No. 45212; stops in Paris, Brussels and Zurich
- 25th - Merry Christmas all train tour members! Free vouchers (for one Tour) arrive in mail for all TT members.
- 30th - 96 hour Train Tour from Moscow, Russia to Paris, France on 3100 class locomotive; stops in Berlin, Amsterdam, Zurich and Brussels

**March 2005:**

- 4th - Train Tours Member Tour from Zurich to Copenhagen
- 16th - Train Tour Merchandising opening day
- 31st - Founding day for Train Tours, free vouchers for all members

**June 2005:**

- 5th - Lacrimosa train line re-opened, Train Tour - 'Blue Betty' No. 4932
- 13th - Aurora party in Portugal, Train Tour scheduled (details pending)
- 24th - 'Puffy Sue' 39878 class locomotive - Arnold 'IV' has its last tour

**September 2005:**

- 8th - Train Tour from Zimbabwe to Dubai
- 17th - Train Tour from Hong Kong to Bratislava
- 24th - Member Tour from Toronto to Arizona

Train Tours HQ 2775 London, United Kingdom

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**Remembering The Revolution!**

**See Inside For Details**

Side 1 of the leaflet.

## Train Tours: About Us

After the industrial revolution, the introduction of steam trains powered by burning coal was quick to rapidly grow into the main form of transportation for any first-world country. We at Train Tours celebrate this technological feat by offering luxury package holidays for all steam train enthusiasts and lovers. With the capability to arrange worldwide group visits to working trains, we organize travel, reserve accommodation – and offer other optional activities. At Train Tours we try and give our



customers an enjoyable experience on their favorite locomotives that they will cherish and remember throughout their lifetime, and hopefully share with their family and friends.



Each tour group can take a maximum of 24 people and is accompanied by our own tour guide coaches – specialized per train and location to give our tour groups as descriptive and accurate a guide to the surrounding train as possible. At the start of each holiday, Train Tours provides each of our clients an individual limousine and driver to help transport them from their homes to the nearest mainline railway station – wherein their Train Tours experience begins.

So full of antiquity and culture, we at Train Tours try to provide for our clients a look into the past towards these magnificent beasts that changed the world forever – and let them into a world of the past that praises and honors everything that a great locomotive train and its line stand

for,  
*Nikolai H*  
- Managing Director



## Destinations:

Our destinations are worldwide rail lines, from UK Railways such as the East Lancashire Railway to the Trans-Siberian Railroad, and even the Tranz Rail Holdings of New Zealand. Our services range worldwide – and our customers are welcome to travel at any of those locations when we are holding an event there. Our extensive database of rail locations has details on the length of the journey, the trains available to use on that specific line – and includes details of the optional activities. Customer sug-



gestions for railway events are pooled at <http://train.tours.org/suggestions/>, feel welcome.

## Featured Train Types:



Train Tours provides a flexible worldwide coverage for train lines, but has a particular amount of trains that are privately owned by the company available for use on the East Lancashire Railway. Train tours also has a fleet of Limousine class Hummers for our clients to be transported in during their tours.

All Pacific class locomotives are often the most commonly used trains for our tours, but as we cater to the requests of all train enthusiasts, we also have brought onto our roster for available trains the following locomotives:

Standard Class 4 75029  
'Black 5' No. 45212  
4200 class locomotive  
Mayo Lumber Company #4 - 'Pacific Coast' Shay 'V'  
3100 class locomotive  
'Blue Betty' No. 49321  
'Puffy Sue' 39876 class locomotive - Arnold 'IV'

## Already a TT Client? Be A member!



With a TT membership you will become exclusively registered into our TT client database, and will have a list of toured trains and visited locations for your viewing pleasure, and also bonus discounts on planned trips. You also receive a reserved place on our TT trains, and have the option to arrange private a smaller group trip, of minimum 3 people, maximum 24 – along with your own choice of accommodation. While the trip has to coincide with available member offers, it is your choice of the people that accompany you, and where you would like to stay.

Why wait to get a membership from your spouse for Christmas, when you can get it for him/her and yourself today? Details about registration for our membership program on the other side of this tear-off slip.



Tear off this slip after filling in the opposite side with your personal information.

## Design amendments.

16)

### Design Changes:

1. Gave Head titles respective boxes to further encapsulate and outline their caption.
2. Split text in text box 1 for graphical purposes.
3. Designed blank text-boxes for the TT Signup Form.
4. Removed "Are you interested in our offer?" from atop of TT Signup sheet.
5. Removed "Remembering The Revolution" from space above Managing Director's Statement.
6. Resized text box 2 on inner leaflet.
7. Resized text box 3 on inner leaflet.
8. Removed "priceless Experiences, Thoughtful Savings! Be a member now!" from space above picture 8 on inner leaflet.

Task 1c, example 1.

There are 14 possible marks in the mark scheme, with a maximum mark of 10.

Mark 10 / 10

Design for sheet 1.

Marks for details such as code and places remaining were assessed on the final copy of sheet 1 from task 1d. Places remaining did not get a mark as there was no evidence of any systematic reduction of the places or of any formulae being used.

*Times New Roman*  
*Font size 12*

<b>TRAIN TOURS    INFORMATION ON TOUR &amp; CLIENT DETAILS</b>								
FIELD HEADINGS	BOOKING	DATE					PLACES	
LIKE: NAME	REFERENCE	CODE	CODE	COUNTRY	TOWN	LENGTH	REMAINING	COST*(£)
FOOT NOTE								

Design for sheet 1.

Full marks for a clear link to the booking reference on sheet 1. Activity and price details were assessed from the final sheet in task 1d.

**TRAIN TOURS INFORMATION ON OPTIONAL ACTIVITIES & TOTAL COST PER ITEM**

NAME	BOOKING REFERENCE	ACTIVITY CHOSEN	MUS	ATT	LEC	ENG	WKS
	=Sheet1!B4		✓				

**OPTIONAL ACTIVITIES**

ACTIVITY	CODE	COST*(£)

ALL FONTS USED ABOVE ARE SIZE 12  
AND TIMES NEW ROMAN



### Design for sheet 3.

One mark missed for not showing a link to the basic tour price on sheet 1.

TRAIN TOURS	INFORMATION ON CLIENT INVOICES
LOGO	<div style="border: 1px solid black; padding: 10px; min-height: 100px;"> <p style="text-align: center;">NAME OF FIRM AND ADDRESS</p> </div>

<b>TITLE: INVOICE</b>	
Invoice No:	
PIN NO:	
VAT NO:	
Customers BOOK REF:	=Sheet1!B4

ORDER DATE	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
				=C11*D11
			Sub Total	=SUM(E11:E14)
			Freight	0
			V.A.T.	=0.16*E25
			Invoice Total	=SUM(E25:E27)

*ALL FONTS ABOVE ARE TIMES NEW ROMAN AND FONT SIZE 12*

Task 1d, example 1.

There are 6 possible marks in the mark scheme.

Mark 6 / 6. The final sheets are a clear match to the designs and all the required details are filled in.

Final sheet 1.

Marks for details such as code and places remaining were assessed here rather than in task 1c. Places remaining did not get a mark as there was no evidence of any systematic reduction of the places or of any formulae being used.

**TRAIN TOURS**      *INFORMATION ON TOUR & CLIENT DETAILS*

NAME	BOOKING REFERENCE	DATE CODE	CODE	COUNTRY	TOWN	LENGTH	PLACES REMAINING	COST*(£)
APURVA SHAH	SHAH006	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	9	1500
JOHN BROWN	BROW001	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	7	1500
NELSON THORNES	THOR003	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	6	1500
SYLVIA HONNOR	HONN002	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	0	1500
W.F.H. WHITMARSH	WHIT004	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	10	1500
N.M. PATEL	PATE010	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	5	1500
S.K. VASISHTA	VASI007	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	6	1500
H.G. PANT	PANT005	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	2	1500
AHMED JAHADHMEY	JAHA008	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	3	1500
DAVID MASSAMBA	MASS009	Aug05	RUMOSC	RUSSIA	MOSCOW	21 DAYS	1	1500

\* This cost does not include any optional activities

## Final sheet 2.

Activity and price details were assessed here rather than in task 1c.

### TRAIN TOURS INFORMATION ON OPTIONAL ACTIVITIES & TOTAL COST PER CLIENT

NAME	BOOKING REFERENCE	ACTIVITY CHOSEN	MUS	ATT	LEC	ENG	WKS
APURVA SHAH	SHAH006	YES	✓	✓		✓	
JOHN BROWN	BROW001	YES		✓	✓		
NELSON THORNES	THOR003	YES	✓		✓	✓	✓
SYLVIA HONNOR	HONN002	YES		✓	✓	✓	✓
W.F.H. WHITMARSH	WHIT004	NO					
N.M. PATEL	PATE010	YES	✓	✓		✓	✓
S.K. VASISHTA	VASI007	NO					
H.G. PANT	PANT005	YES	✓		✓	✓	✓
AHMED JAHADHMEY	JAHA008	NO					
DAVID MASSAMBA	MASS009	YES	✓	✓	✓		✓

OPTIONAL ACTIVITIES		
ACTIVITY	CODE	COST*(£)
MUSEUM VISIT	MUS	30
OTHER ATTRACTIONS	ATT	28
EVENING LECTURES	LEC	40
SPECIAL ACCESS TO ENGINE SHED	ENG	15
SPECIAL ACCESS TO WORKSHOP	WKS	20



### Task 1c, example 1.

There are 14 possible marks in the mark scheme, with a maximum mark of 10.

Mark 10 / 10

### Design for sheet 1.

Full marks. The only item missing is a link to a Notes page.

Sheet 1

TOUR INFORMATION

Destination Country	<input type="text"/>		
Destination Town	<input type="text"/>	Tour Code	<input type="text"/>
Date Code	<input type="text"/>		
Tour Length	<input type="text"/>		
Places Remaining	<input type="text"/>		
Cost per Person (Base)	<input type="text"/>	Total Revenue	<input type="text"/>

CLIENT DETAILS

Client-First Name	Client Surname	Booking Reference	SURNAME CODE	NUMBER CODE
Gonzalo	Magalhães	MAG1001		4001

Handwritten notes and formulas:

- e.g. =CONTRBLANK(B10;E20) → Places Remaining
- cells which haven't been filled in yet in client details table
- COMMAND: e.g. =LEFT(B10;4)
- COMMAND: e.g. =RIGHT(E10;3)
- USING A COMMAND I CAN GENERATE IT AUTOMATICALLY
- e.g. =D10+E10
- Small box:  $\frac{\text{BOOKING REFERENCE}}{\text{NO. OF PEOPLE BOOK}}$



## Design for sheet 3.

Full marks.

Sheet 3

(pivot table)						
	A	B	C	D	E	F
1		Scoring	National Museum	Military Museum	Royal Family Museum	Kremlin Buildings
2	<input checked="" type="checkbox"/>	70	40	0	0	30
3	- Gonzalo					
4						
5						

Drop down box, enables me to select client

Invoice to:	Gonzalo	← this cell's command is: = A3. (the pivot table's selection dropdown box)
Base Cost	510 €	← " cell is formatted in order to give values in euros
Activities		← cell is formatted to give values in euros & it's command is = B2
Skating		← " " " " " " " " " " = C2
National Museum		← " " " " " " " " " " = D2
Military Museum		← " " " " " " " " " " = E2
Royal Family Museum		← " " " " " " " " " " = F2
Kremlin Buildings		← " " " " " " " " " " = F2
Total Cost	650 €	← this cell's command is: = SUM(C10:C15) + 510
V.A.T	... €	← this cell's command is: = 0,19 * C17
Gross Total	... €	← This cell's command is: = C18 + C17

↑ last activity in list  
 ↑ not activity in list  
 ↑ cell value  
 value per total cost is.  
 ↑ VAT value  
 ↑ Total cost value

Task 1d, example 2.

There are 6 possible marks in the mark scheme.

Mark 5 / 6. The final sheets are a reasonable match to the designs, and the candidate has annotated the sheets to show why changes were made.

A mark was missed because the candidate did not fill in the required 5 activities and prices on sheet 3.

Final sheet 1

*making it more personalised*

*COST PER PERSON WAS ALTERED TO "TOUR COST"*

*CHANGE TO INITIAL DESIGN*

*DATE CODE FIELD IS UNDER TOUR CODE, MORE SUITABLE, SAME TYPE OF INFORMATION*

### Tour Information

Destination Country:       Tour Code:

Destination Town:       Date Code:

Tour Length (days):

Remaining Places:

Tour Cost (€):       Total Revenue (€):

### Client Information

Client Forename	Client Surname	Booking Reference	Surname Code	Number Code
John	Smith	Smit100	Smit	100
Karen	Robins	Robi101	Robi	101
Samuel	Holmes	Holm102	Holm	102
Rodrigo	Salema	Sale103	Sale	103
Gary	Berry	Berr104	Berr	104
Juliana	Montana	Mont105	Mont	105
Alan	McNamara	McNa106	McNa	106
David	Lenard	Lena107	Lena	107
Philip	Loureux	Lour108	Lour	108
Naomi	Tralauni	Tral109	Tral	109

*There is a gap now between Surname & Number code since they are less relevant*



Final sheet 2.

CHANGE TO INITIAL DESIGN.  
INSERTED LOGO OF TRAIN TOURS, MAKING IT  
MORE PERSONALISED

Extra Activities

Client Forename	Client Surname	Client ID	Client Age	Client Gender	Client Status	Client Occupation	Client Income	Client Spending	Client Savings	Client Investment
John	Smith	Smit129	510	717	36	0	0	55	46	70
Karen	Robins	Robi130	510	609	0	32	12	55	0	0
Samuel	Holmes	Holm131	510	609	0	32	12	55	0	0
Rodrigo	Salema	Sale132	510	636	36	32	12	0	46	0
Gary	Bery	Berr133	510	655	0	32	12	55	46	0
Juliana	Montana	Mont134	510	681	0	0	0	55	46	70
Alen	McNamara	McNa135	510	761	36	32	12	55	46	70
David	Lenard	Lena136	510	643	0	32	0	55	46	0
Philip	Loureux	Lour137	510	713	0	32	0	55	46	70
Naomi	Tralauni	Tral138	510	715	36	32	12	55	0	70

Final sheet 3a.

Note that the candidate printed 2 sheets instead of one for this task. This cost one of the marks awarded for compliance with the instructions to candidates.

7. Only work which is specified in the set tasks should be submitted.

Sum of Value	Column							
Row	Artificial Skiing Slope	Base Cost	Booking Reference	Client Surname	Kremlin Buildings	Military Museum	National Museum	Royal Family Museum
David	0	510	0	0	55	0	32	0
Grand Total	0	510	0	0	55	0	32	0

**Invoice to: David**

<b>Base Cost</b>	<b>€ 510,00</b>
<b>Extra Activities:</b>	
Artificial Skiing Slope	€ 0,00
Kremlin Buildings	€ 55,00
Military Museum	€ 0,00
National Museum	€ 32,00
Royal Family Museum	€ 0,00
Royal Palace	€ 46,00
<b>Total Cost</b>	<b>€ 643,00</b>
<b>V.A.T</b>	<b>€ 122,17</b>
<b>Grand Total</b>	<b>€ 765,17</b>

CHANGE TO INITIAL DESIGN!

INSERTED TRAIN TOURS LOGO, MAKING IT MORE PERSONALISE!



**Update Info & Print**

Final sheet 3b.

This printout of an invoice was not required as a separate item.

<b>Invoice to:</b>	<b>David</b>
<b>Base Cost</b>	<b>€ 510,00</b>
<b>Extra Activities:</b>	
Artificial Skiing Slope	€ 0,00
Kremlin Buildings	€ 55,00
Military Museum	€ 0,00
National Museum	€ 32,00
Royal Family Museum	€ 0,00
Royal Palace	€ 46,00
<b>Total Cost</b>	<b>€ 643,00</b>
<b>V.A.T</b>	<b>€ 122,17</b>
<b>Grand Total</b>	<b>€ 765,17</b>

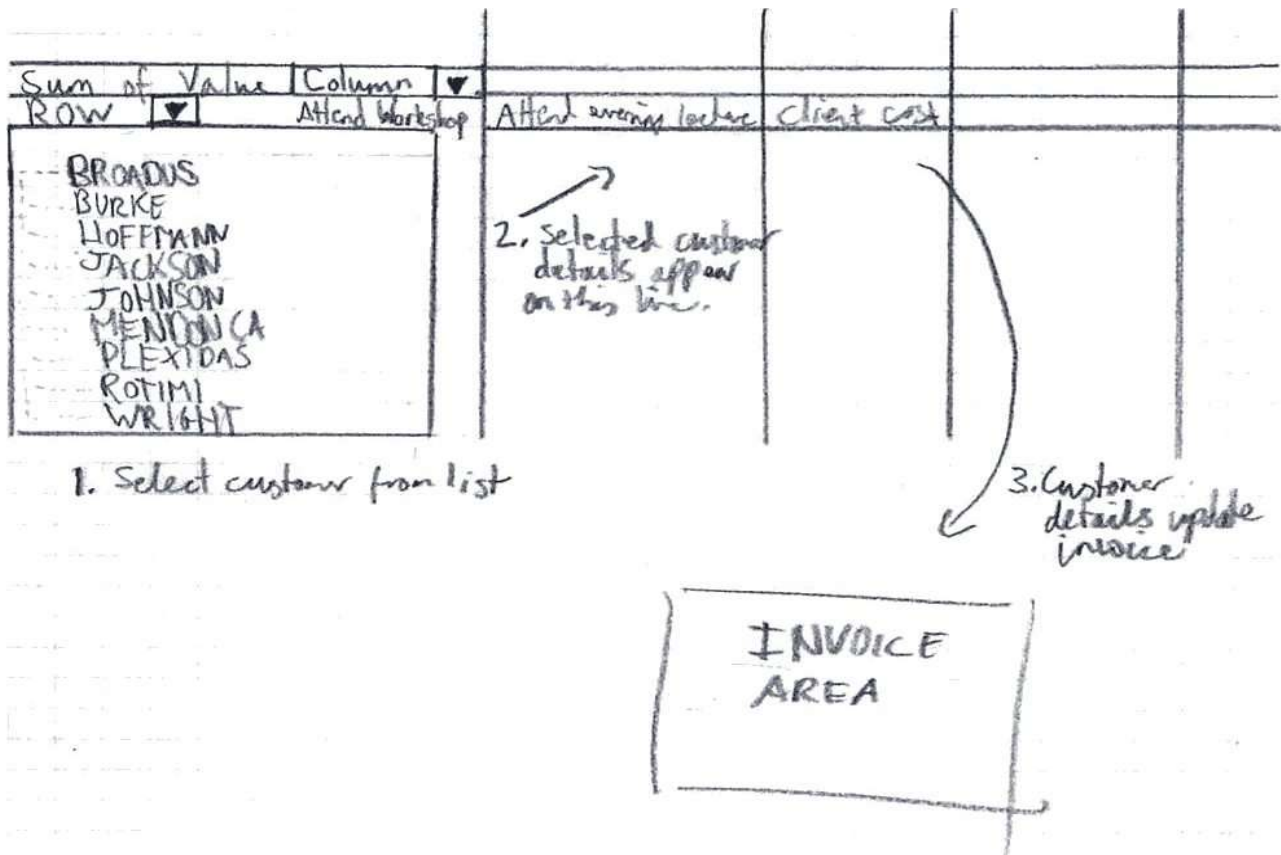


Task 1e, example 1.

There are 6 possible marks in the mark scheme, with a maximum mark of 5.

Mark 5 / 5.

Design for macro.



STRUCTURED ENGLISH FOR THE MACRO:

1. Refresh the pivot table.
2. Highlight invoice area.
3. Print selected area.

Task 1f, example 1.

There are 6 possible marks in the mark scheme, with a maximum mark of 4.

Mark 4 / 4.

TASK 1F

	A	B	C	D	E
1	Page1	(All)			
2					
3	Sum of Value	Column			
4	Row	Attend A Workshop	Attend Evening Lecture	Client Cost	Price activity 1
5	<input type="checkbox"/> BROOKS		0	0	40
6	<input type="checkbox"/> BURKE		0	0	40
7	<input type="checkbox"/> HOFFMANN				
8	<input type="checkbox"/> JACKSON				
9	<input type="checkbox"/> JOHNSON				
10	<input checked="" type="checkbox"/> MENDONÇA				
11	<input type="checkbox"/> PLEXIDAS				
12	<input type="checkbox"/> ROTIMI				
13	<input type="checkbox"/> WRIGHT				
14	OK	Cancel			

Pivot TABLE allows me to select 7 customer.

CODE FOR MACRO:

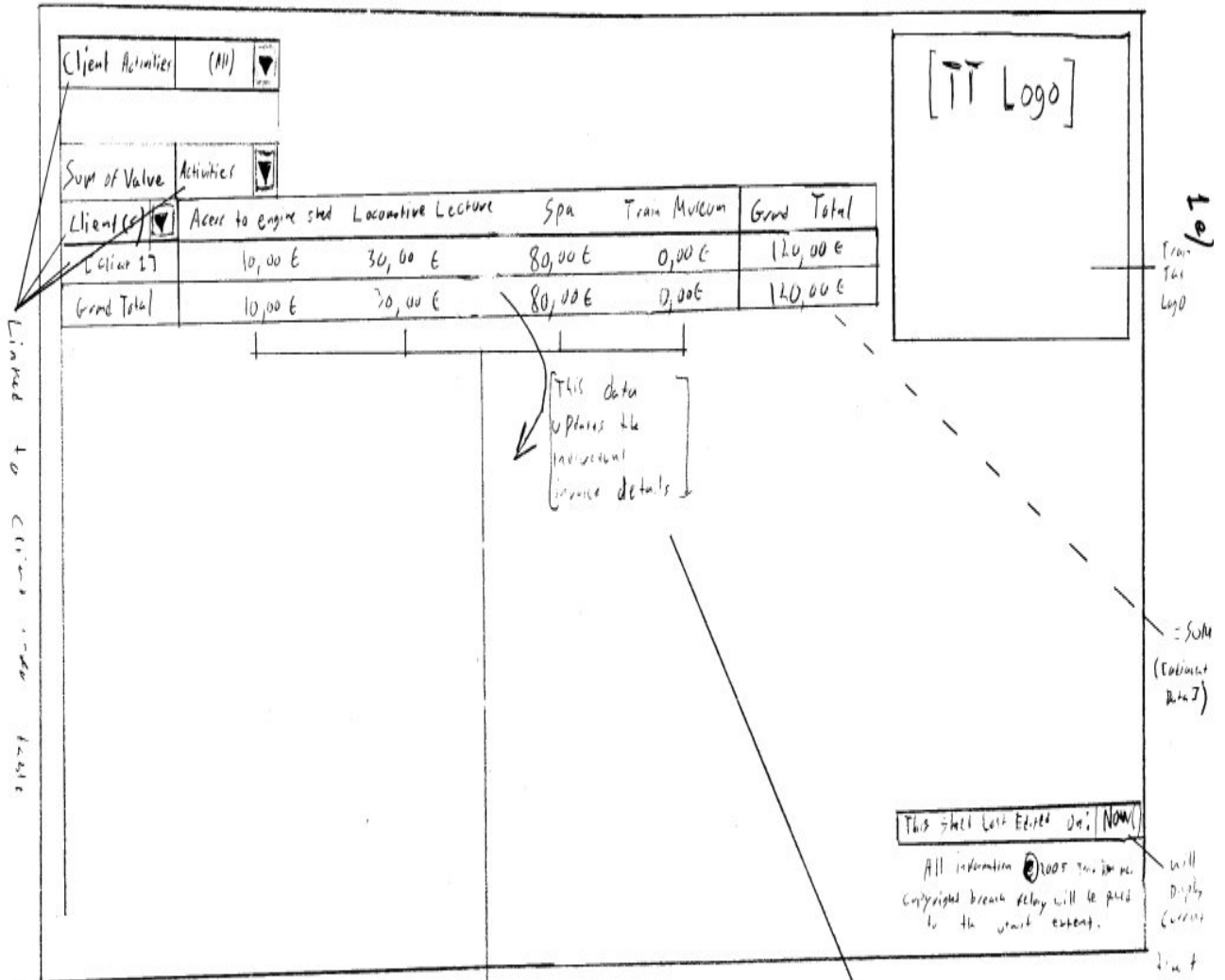
ActiveSheet.PivotTables("PivotTable3").RefreshTable → Updates Pivot Table  
Range("A8:C30").Select → Highlights the invoice  
Selection.PrintOut Copies:=1, Collate:=True → Prints selected area

Task 1e, example 2.

There are 6 possible marks in the mark scheme, with a maximum mark of 5.

Mark 5 / 5.

Design for macro.



MACRO PLAN

1. Update pivot table

2. Select the Invoice Area [sheet no range]

=SUM [value cells]

Space space for multiple clients

IT Logo  
=SUM (Invoice data)  
will display current date automatically

Linked to Client - see below

## Task 1f, example 2.

There are 6 possible marks in the mark scheme, with a maximum mark of 4.

Mark 4 / 4.

### **Macro Code:**

- ① Selects the print table — Sheets("Raw Invoice Data").Select  
Refreshes print table data — ActiveSheet.RawInvoiceData("Raw Invoice Data").RefreshTable
- ② Selects the invoice sheet — Sheets("Individual Invoices").Select  
Selects the invoice Area — Range("A1:M22").Select
- ③ prints selected Area [ ActiveWindow.SelectedSheets.PrintOut Copies:=1,  
Collate:=True

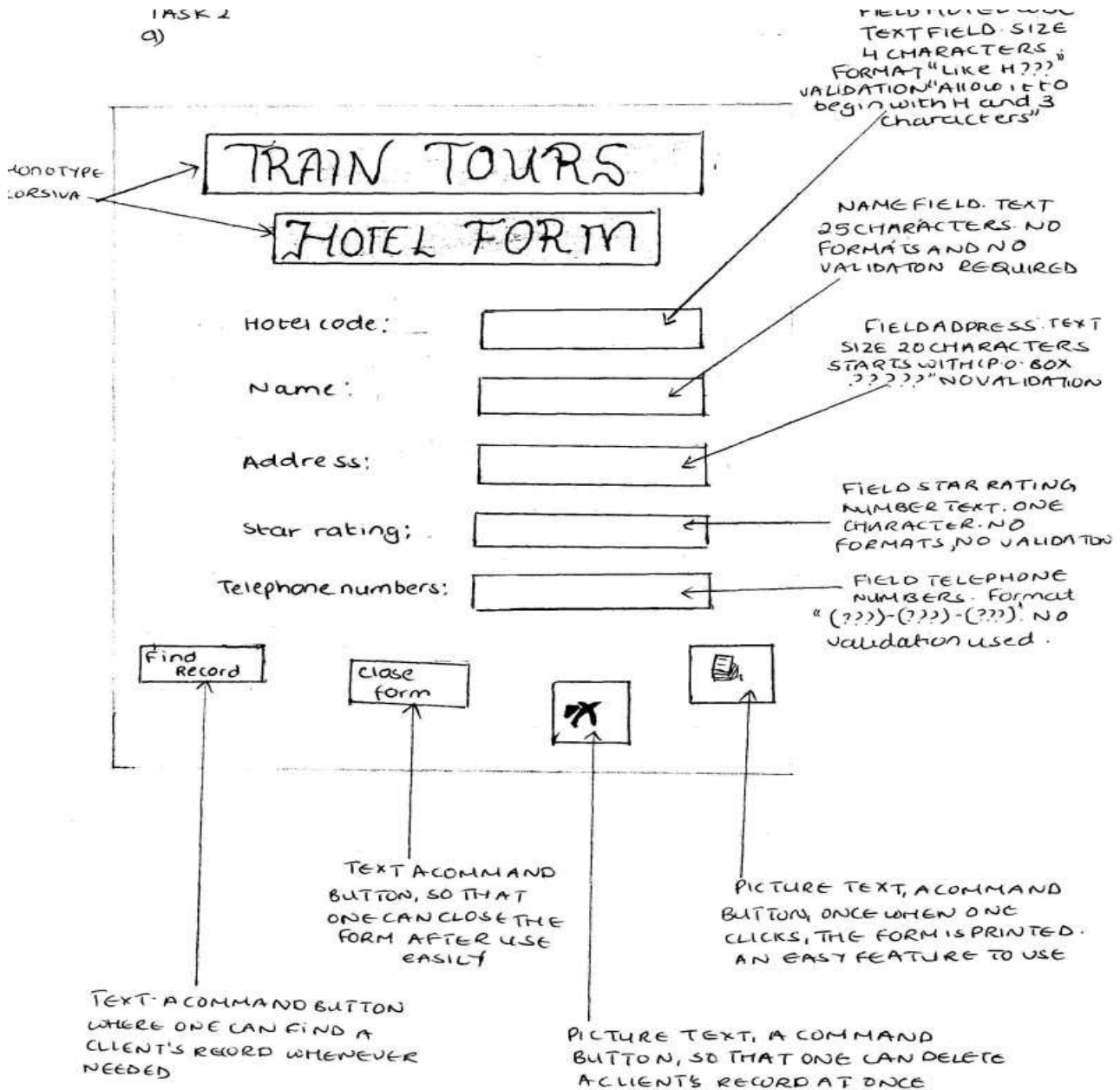
Task 2a, example 1.

There are 18 possible marks in the mark scheme, with a maximum mark of 13.

Mark 11 / 13

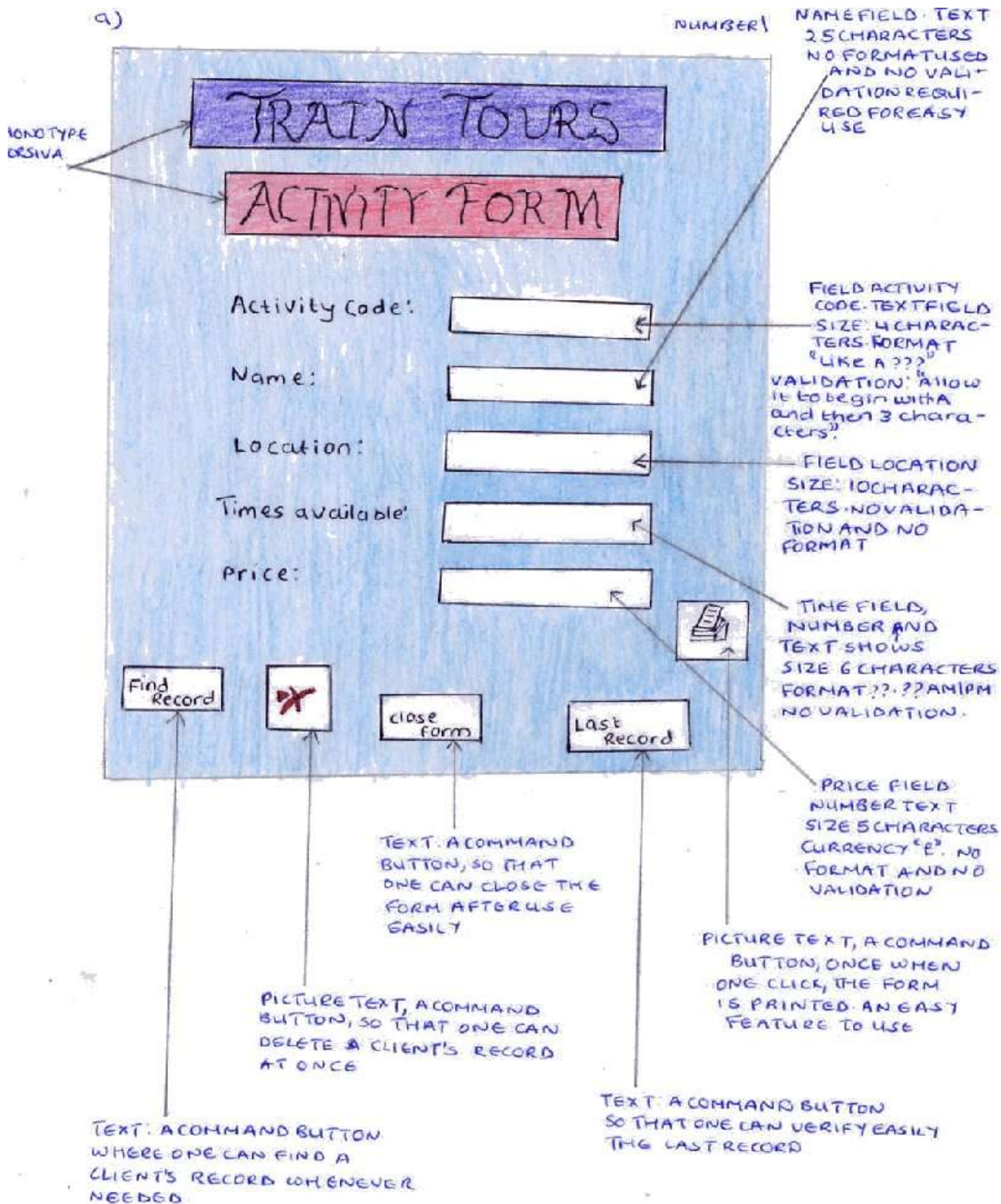
Marks were missed by only having one validation, on the key field, and by not giving all the field sizes.

Design for Hotel input screen.





Design for Activities input screen.



Task 2b, example 1.

There are 8 possible marks in the mark scheme, with a maximum mark of 7.

Mark 5 / 7

Marks were missed by not having formulae, functions or calculations.

Printout of Hotel table.

There was no requirement to design a table but here it is taken as evidence of field types and sizes matching the input screen.

4).

Table1 DEEPALI TTH

Hotelcode	Name	Address	Star rating	Telephone Numbers

↓  
 TEXT SIZE 4  
 CHARACTERS. FORMAT  
 '00' and VALIDATION  
 how to begin with  
 and 3 characters"

↓  
 TEXT SIZE  
 25 CHARACTERS

↓  
 TEXT SIZE  
 30 CHARACTERS

↓  
 NUMBER  
 TEXT.NO  
 FUNCTIONS

↓  
 NUMBER TEXT  
 FORMAT (???)-(???)-  
 (???)

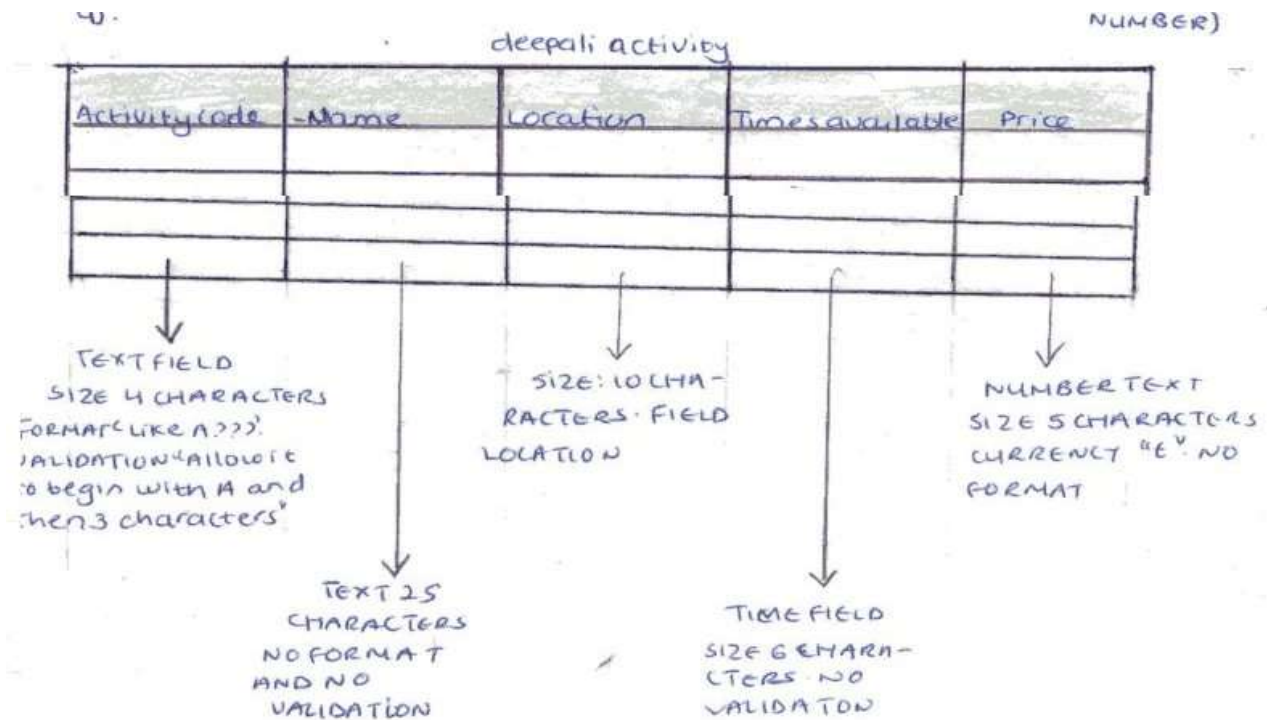
Table1 DEEPALI TTH

3/9/05

Hotel code	Name	Address	Star rating	Telephone numbers
H001	HILTON	P.O.BOX 53677 FRANC	5	(125)-(642)-(123)
H002	INTER CONTINENTA	P.O.BOX 20310RUSSIA	3	(123)-(232)-(323)
H003	HANDI	P.O.BOX 16234BRITAIN	1	(235)-(568)-(021)
H004	OPEN HOUSE	P.O.BOX 23516RUSSIA	2	(100)-(569)-(253)
H005	WHITESANDS	P.O.BOX 12506FRANCE	0	(002)-(561)-(231)
H006	MARASIMBA	P.O.BOX 25602BRITAIN	5	(123)-(258)-(514)
H007	GRAND REGEND	P.O.BOX 25707BRITAIN	3	(254)-(362)-(589)
H008	MAYFAIR	P.O.BOX 27813RUSSIA	5	(125)-(478)-(695)
H009	PARKLANE	P.O.BOX 26173FRANCE	0	(365)-(410)-(254)
H010	SERENA	P.O.BOX 63421RUSSIA	1	(326)-(154)-(258)

## Printout of Activities table.

The hand drawn design has had several blank lines removed to save space.



Activity code	Name	Location	Times available	Price
A001	ACCESS TO SHEDS	PARIS	2.00PM	£250
A002	SWIMMING	MOSCOW	1.15PM	£50
A003	VISITS TO MUSEUMS	DEVON	10.00AM	£250
A004	ENTERTAINMENT	PARIS	9.00AM	£0
A005	EVENING LECTURERS	PARIS	5.00PM	£100
A006	VISITS TO GIFTSHOP	MOSCOW	2.30PM	£250
A007	ACCESS TO SHEDS	MOSCOW	8.00PM	£250
A008	SWIMMING	PARIS	3.00PM	£50
A009	VISITS TO MUSEUMS	PARIS	4.00PM	£250
A010	ENTERTAINMENT	DEVON	11.00AM	£0
A011	EVENING LECTURERS	MOSCOW	5.30PM	£100
A012	VISITS TO GIFTSHOP	PARIS	5.00PM	£250
A013	ACCESSTO SHEDS	DEVON	6.00PM	£250
A015	SWIMMING	DEVON	2.15PM	£50
A016	VISITS TO MUSEUMS	MOSCOW	12.00PM	£250
A017	ENTERTAINMENT	MOSCOW	6.00PM	£0
A018	EVENING LECTURERS	DEVON	7.00PM	£100
A019	VISITS TO GIFTSHOP	DEVON	9.00PM	£250
A020	VISITS TO WORKSHO	DEVON	8.30PM	£250

### Task 2c, example 1.

There are 9 possible marks in the mark scheme.

Mark 8 / 9.

One mark was missed by having an incorrect search setup.

#### Hotel report.

ASK 2 (c)

## *Hotels In France*

<b>Hotel Code</b>	<b>Name</b>	<b>Address</b>	<b>Location</b>	<b>Star Rating</b>	<b>Telephone Number</b>
H0002	Grand Regency	P.O.Box 2564, Paris	France	5 Star	2365410
H0005	Anghiti	P.O.Box 4578, Paris	France	3 Star	1245786
H0009	Ocean World	P.O.Box 1289, Paris	France	2 Star	1547862

#### Activity report.

## *Activities in France*

<b>Activity Code</b>	<b>Name</b>	<b>Location</b>	<b>Times available</b>	<b>Price</b>
A0001	Swimming	France	4.00 pm	£5.00
A0003	Visit to museums	France	9.00 am	£5.00
A0006	Viewing of engines	France	11.00 am	£5.00
A0018	Playing tennis	France	5.00 pm	£5.00
A0012	Going to workshops	France	3.00 pm	£5.00
A0015	Playing golf	France	5.30 pm	£5.00

Hotel input screen.

Changes from the original design have been indicated.

The "hotel form" title and "Train Tours" title have been combined to form one main title

*Train Tours-Hotel Form*






Hotel Code:

Name:

Address:

Star Rating:

Telephone Number:



### Activity input screen.

Changes from the original design have been indicated.

TASK 2 (C)

The screenshot shows a form titled "Train Tours-Activity Form" with the following fields:

Activity Code:	A0001
Name:	Swimming
Location:	France
Times available:	4.00 pm
Price:	£5.00

At the bottom of the form are four icons: a play button, a document with a magnifying glass, a printer, and a trash can.

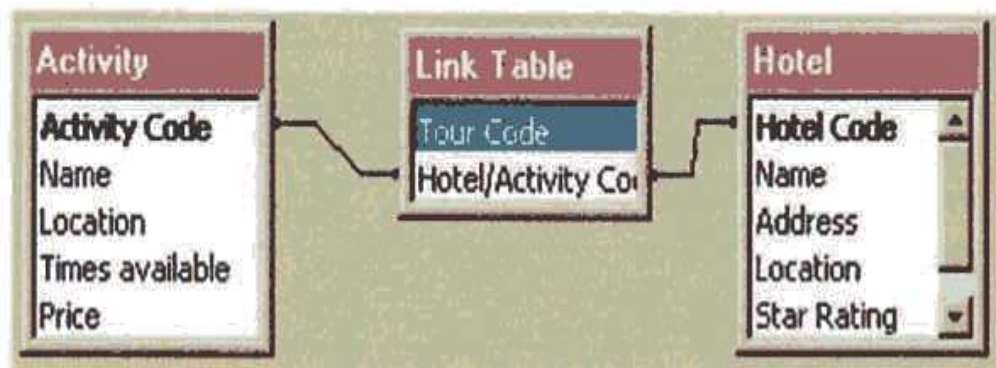
→ The "Train Tours" and "Activity form titles" have been combined to make one main title.

→ There is no picture of a train as indicated in the design.

### Table join.

The join works but it would have been better if the two key fields, Activity Code and Hotel Code had been given a common name. e.g. Key Field. This would have allowed the search to work on both tables at once.

TASK 2 (C)



Search for hotels.

The candidate lost one mark by setting up the search so that the hotels and activities were found in two separate stages.

The search results were marked correct as being consistent with the candidate's searches.

The extra sheets submitted were not penalised as they were required to demonstrate the candidate's searches and results.

The screenshot shows a database search interface. At the top, there are two table design windows. The 'Hotel' table has fields: Hotel Code, Name, Address, Location, and Star Rating. The 'Link Table' has fields: Tour Code and Hotel/Activity Code. A line connects the 'Hotel Code' field in the 'Hotel' table to the 'Hotel/Activity Code' field in the 'Link Table'.

Below the table design is a search criteria table:

Field:	Hotel Code	Name	Address	Location	Star Rating	Tour Code
Table:	Hotel	Hotel	Hotel	Hotel	Hotel	Link Table
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				"FRANCE"		
or:						

Below the search criteria table is the resulting data table:

Hotel Code	Name	Address	Location	Star Rating	Tour Code
H0002	Grand Regency	P.O.Box 2564, Paris	France	5 Star	FRPARI
H0005	Anghiti	P.O.Box 4578, Paris	France	3 Star	FRPARI
H0009	Ocean World	P.O.Box 1289, Paris	France	2 Star	FRPARI

Search for activities.

Field:	Activity Code	Name	Location	Price	Tour Code
Table:	Activity	Activity	Activity	Activity	Link Table
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			"France"		
or:					

Activity Code	Name	Location	Price	Tour Code
A0001	Swimming	France	£5.00	FRPARI
A0003	Visit to museums	France	£5.00	FRPARI
A0006	Viewing of engines	France	£5.00	FRPARI
A0018	Playing tennis	France	£5.00	FRPARI
A0012	Going to workshops	France	£5.00	FRPARI
A0015	Playing golf	France	£5.00	FRPARI



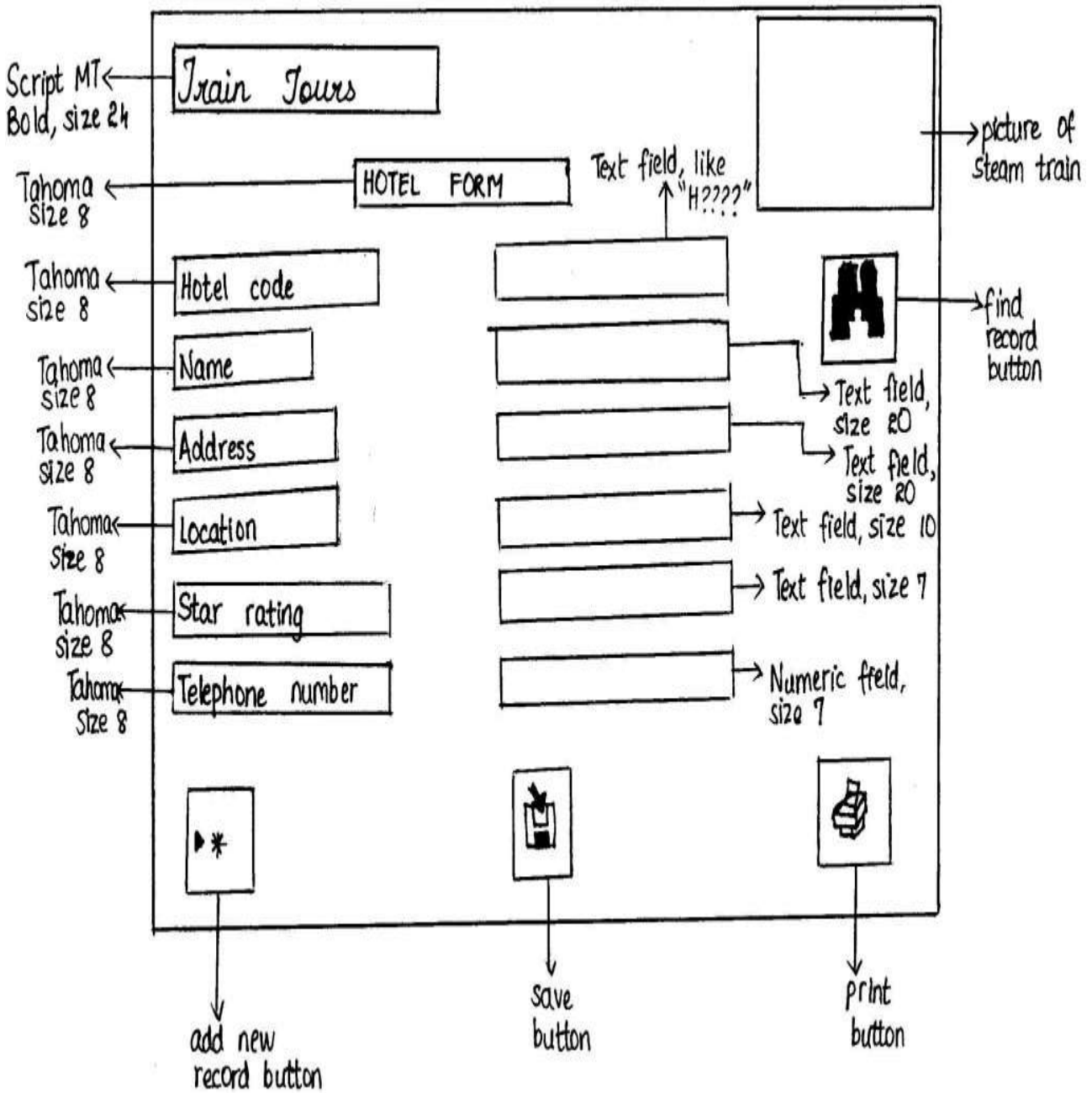
Task 2a, example 2.

There are 18 possible marks in the mark scheme, with a maximum mark of 13.

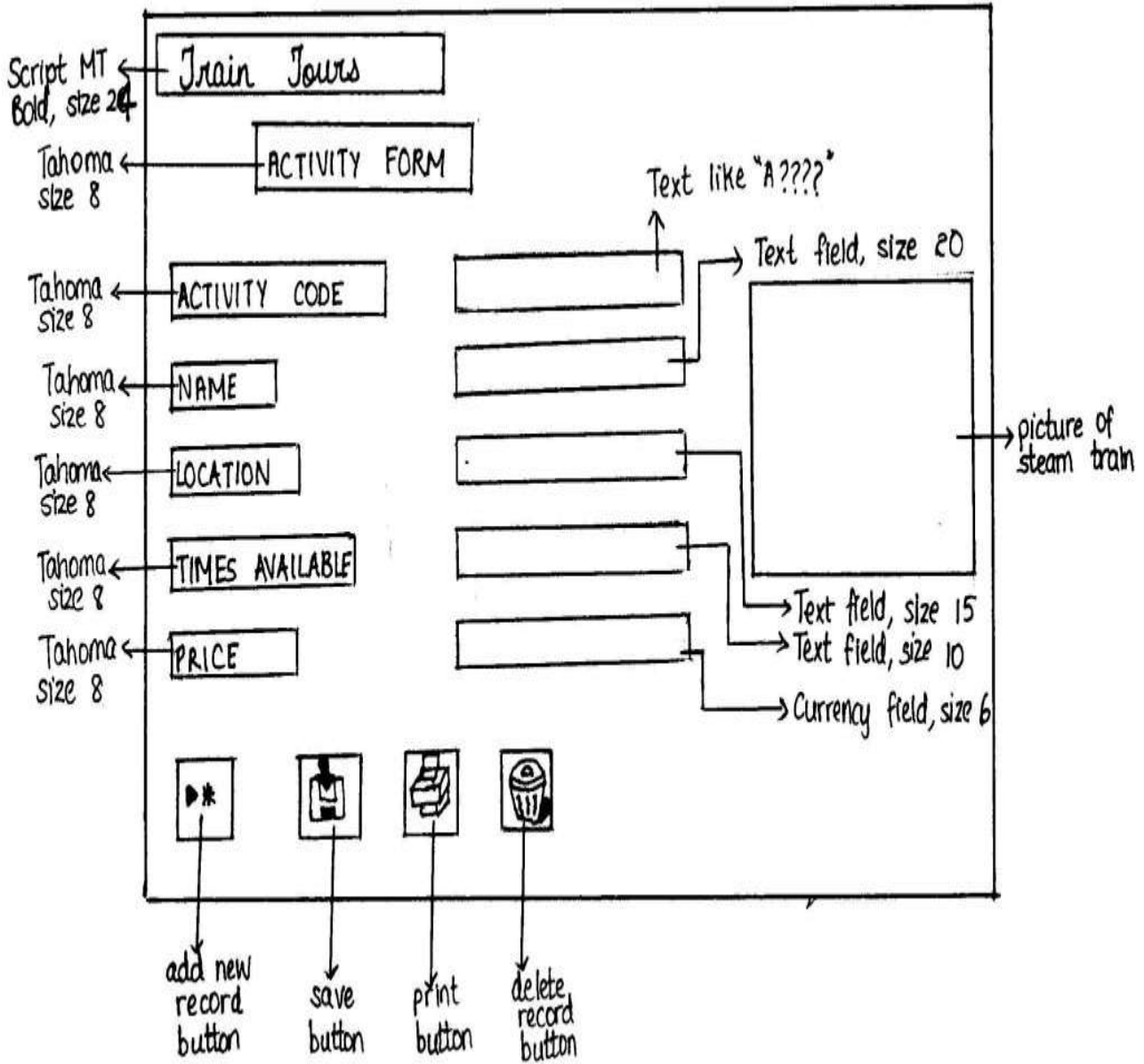
Mark 12 / 13

Marks were missed by not explaining the format of the key field, and by not giving enough explanation of the customisations for ease of use.

Design for Hotel input screen.



Design for Activities input screen.



Task 2b, example 2.

There are 8 possible marks in the mark scheme, with a maximum mark of 7.

Mark 6 / 7

Marks were missed by not having formulae, functions or calculations.

In the absence of any indication of field sizes, the marker will have looked at the input screen designs and then decided if the data entered is consistent with the sizes given there.

Printout of Hotel table.

TASK 2 (b)

Hotel

3/10/05

validation check :  
like "H????"

Hotel Code	Name	Address	Location	Star Rating	Telephone Number
H0001	The Hilton	P.O. Box 4569, Nairobi	Kenya	3 star	5039476
H0002	Grand Regenc	P.O.Box 2564, Paris	France	5 Star	2365410
H0003	Steers	P.O.Box 1254, Moscow	Russia	1 Star	2157894
H0004	Intercontinental	P.O.Box 1457, Moscow	Russia	5 Star	2154876
H0005	Anghiti	P.O.Box 4578, Paris	France	3 Star	1245786
H0006	Bamburi	P.O.Box 2541, Nairobi	Kenya	5 Star	1479563
H0007	Sand Reef	P.O.Box 2365, Moscow	Russia	3 Star	1547869
H0008	Luxury Palace	P.O.Box 1547, Nairobi	Kenya	4 Star	1564789
H0009	Ocean World	P.O.Box 1289, Paris	France	2 Star	1547862
H0010	Walkers	P.O.Box 4571, Nairobi	Kenya	4 Star	1895244

Printout of Activities table.

Activity

validation check :  
like "A????"

Activity Code	Name	Location	Times available	Price
A0001	Swimming	France	4.00 pm	£5.00
A0002	Playing tennis	Russia	4.30 pm	£5.00
A0003	Visit to museums	France	9.00 am	£5.00
A0004	Evening lectures	Kenya	6.00 pm	£5.00
A0005	Playing golf	Kenya	5.00 pm	£5.00
A0006	Viewing of engines	France	11.00 am	£5.00
A0007	Watching movies	Russia	8.00 pm	£5.00
A0008	Going to workshops	Kenya	3.00 pm	£5.00
A0009	Swimming	Kenya	4.30 pm	£5.00
A0010	Watching movies	Kenya	7.30 pm	£5.00
A0011	Playing tennis	Kenya	4.00 pm	£5.00
A0012	Going to workshops	France	3.00 pm	£5.00
A0013	Visits to museums	Russia	11.30 am	£5.00
A0014	Viewing of engines	Russia	11.00 am	£5.00
A0015	Playing golf	France	5.30 pm	£5.00
A0016	Evening lectures	Russia	6.00 pm	£5.00
A0017	Watching movies	Kenya	8.00 pm	£5.00
A0018	Playing tennis	France	5.00 pm	£5.00
A0019	Visits to museums	Kenya	10.00 am	£5.00
A0020	Playing golf	Russia	5.00 pm	£5.00

Task 2c, example 2.

There are 9 possible marks in the mark scheme.

Mark 8 / 9.

One mark was missed by having an incorrect search setup.

Hotel report.

The report was formatted using the default of printouts of the input screen and therefore occupied several pages. Only one page is shown here. The candidate lost one of the marks for compliance with the instructions to candidates.

7. Only work which is specified in the set tasks should be submitted.

## *RUSSIA MOSCOW HOTEL REPORT*

Hotel code: H010  
Name: SERENA  
Address: P.O.BOX 63421RU  
Star rating: 1  
Telephone numbers: (326)-(154)-(258)  
Tour code: RUMOSC

---

Hotel code: H002  
Name: INTER CONTINEN  
Address: P.O.BOX 20310RU  
Star rating: 3  
Telephone numbers: (123)-(232)-(323)  
Tour code: RUMOSC

---

Hotel code: H004  
Name: OPEN HOUSE  
Address: P.O.BOX 23516RU  
Star rating: 2  
Telephone numbers: (100)-(569)-(253)  
Tour code: RUMOSC

---

### Activities report.

The report was formatted using the default of printouts of the input screen and therefore occupied several pages. Only one page is shown here. The candidate lost one of the marks for compliance with the instructions to candidates.

## **RUSSIA ACTIVITIES TOUR**

**Activity code:** A007 **Name:** ACCESS TO SHE

**Times available:** 8.00PM **Location:** MOSCOW

**Price:** £250

**Tour code:** RUMOSC

---

**Activity code:** A006 **Name:** VISITS TO GIFTSH

**Times available:** 2.30PM **Location:** MOSCOW

**Price:** £250

**Tour code:** RUMOSC

---

**Activity code:** A002 **Name:** SWIMMING

**Times available:** 1.15PM **Location:** MOSCOW

**Price:** £50

**Tour code:** RUMOSC

---

Hotel input screen.

# TRAIN TOURS

## HOTEL FORM

Hotel code:

Name:

Address:

Star rating:

Telephone numbers:



Find Record

Close Form



Activity input screen.

# TRAIN TOURS

## ACTIVITY FORM

Activity code:

Name:

Location:

Times available:

Price:



Find Record

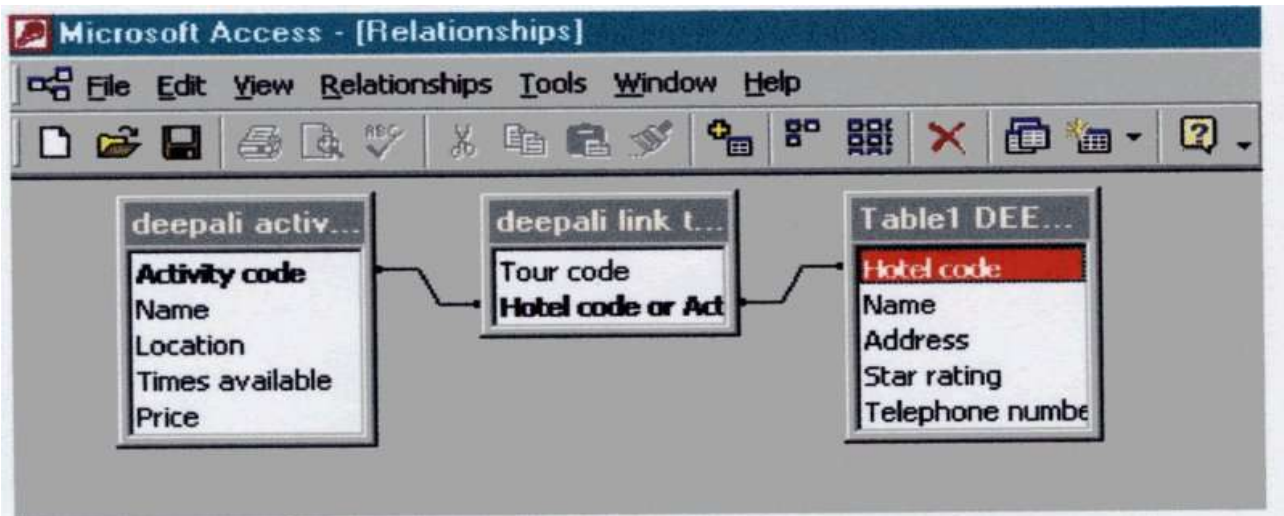


Close Form

Last Record

## Table join.

The join works but it would have been better if the two key fields, Activity Code and Hotel Code had been given a common name. e.g. Key Field. This would have allowed the search to work on both tables at once.



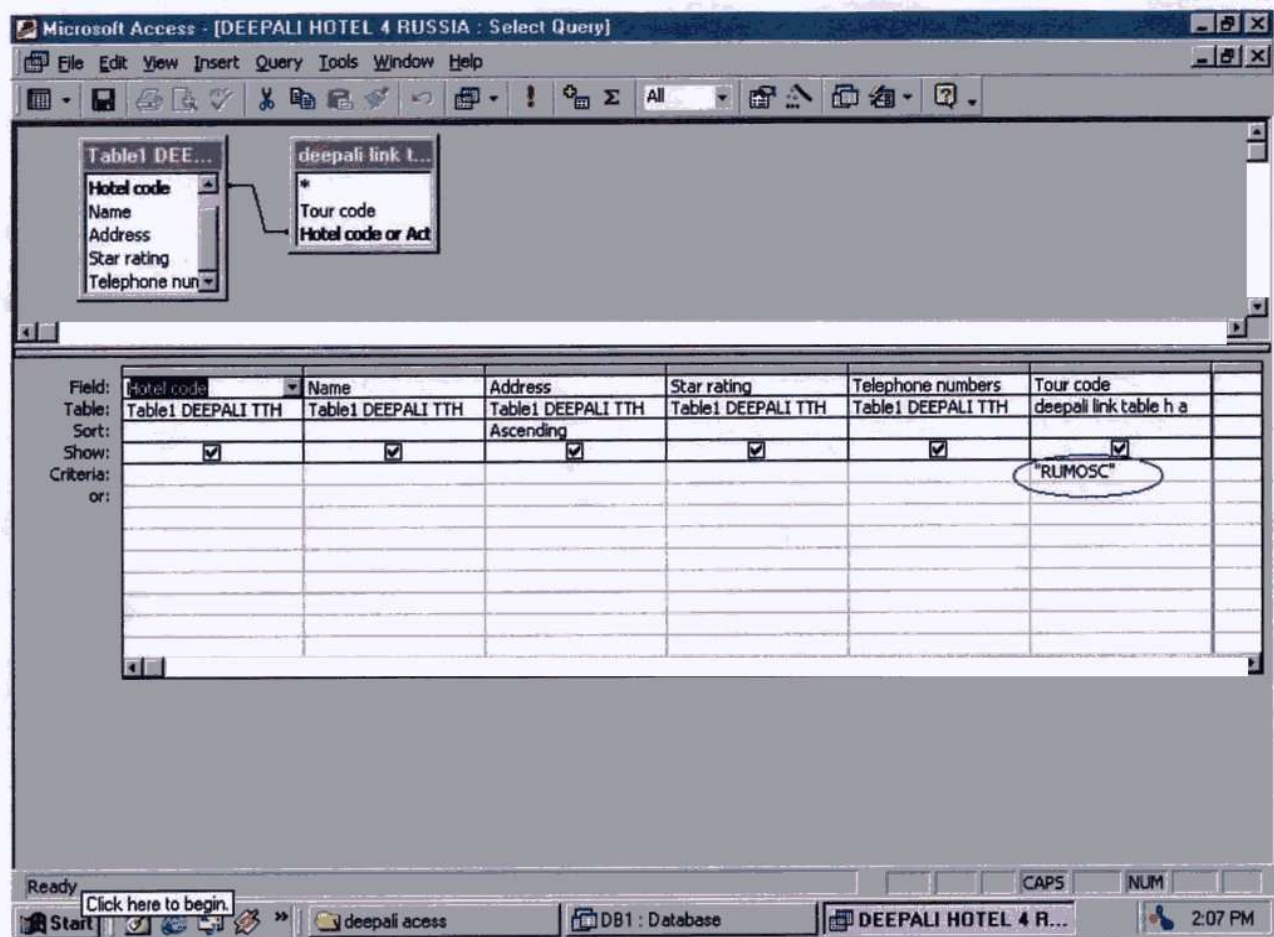


### Search for hotels.

The candidate lost one mark by setting up the search so that the hotels and activities were found in two separate stages.

The search results were marked correct as being consistent with the candidate's searches.

The extra sheets submitted were not penalised as they were required to demonstrate the candidate's searches and results.



### DEEPALI HOTEL 4 RUSSIA

Hotel code	Name	Address	Star rating	Telephone numbers	Tour code
H010	SERENA	P.O.BOX 63421RUSSIA		1(326)-(154)-(258)	RUMOSC
H002	INTER CONTINENTA	P.O.BOX 20310RUSSIA		3(123)-(232)-(323)	RUMOSC
H004	OPEN HOUSE	P.O.BOX 23516RUSSIA		2(100)-(569)-(253)	RUMOSC
H008	MAYFAIR	P.O.BOX 27813RUSSIA		5(125)-(479)-(605)	RUMOSC

Search for activities.

The screenshot shows a database query tool interface. At the top, there is a menu bar with options like 'File', 'Edit', 'View', 'Insert', 'Query', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main workspace is divided into two panes: 'deepali activ...' on the left and 'deepali link t...' on the right. The 'deepali activ...' pane lists fields: Activity code, Name, Location, Times available, and Price. The 'deepali link t...' pane lists fields: Tour code and Hotel code or Act. Below these panes is a table grid with columns: Field, Table, Sort, Show, Criteria, and an empty column. The 'Table' row shows 'deepali activity' for 'Name', 'Location', 'Times available', and 'Price', and 'deepali link table h a' for 'Tour code'. The 'Sort' row shows 'Ascending' for 'Location'. The 'Show' row has checkboxes for all columns. The 'Criteria' row has a search criterion 'RUMOSC' circled in the 'Tour code' column. At the bottom, there is a taskbar with a 'Click here to begin' button, several 'DEEPA...' icons, and a clock showing '1:56 PM'.

DEEPALI ACTIVITIES 4 RUSSIA

Activity code	Name	Location	Times available	Price	Tour code
A017	ENTERTAINMENT	MOSCOW	6.00PM	£0	RUMOSC
A016	VISITS TO MUSEUMS	MOSCOW	12.00PM	£250	RUMOSC
A011	EVENING LECTURERS	MOSCOW	5.30PM	£100	RUMOSC
A007	ACCESS TO SHEDS	MOSCOW	8.00PM	£250	RUMOSC
A006	VISITS TO GIFTSHOP	MOSCOW	2.30PM	£250	RUMOSC
A002	SWIMMING	MOSCOW	1.15PM	£50	RUMOSC

Task 2d, example 1.

There are 10 possible marks in the mark scheme, with a maximum mark of 9.

Mark 9 / 9.

Letter template.

TASK 2 d)



# TRAIN TOURS

*luxury at its finest*

**TRAIN TOURS,  
96 SOUTH END  
CROYDON CRO-KDR  
SUREY  
ENGLAND**

**(0208)774908 OR (0208)764235  
8<sup>TH</sup> MARCH 2005**

**The HOTEL MANAGER,  
«Name»  
«Location»  
«Address»  
«Telephone\_numbers»**

**DEAR SIR/ MADAM,**

### **REQUEST OF PRICE LIST**

Train Tours would like you to kindly send us an updated list of your hotel prices as the one we currently have is for the previous year.

We would like you to send it as soon as possible as we are planning to send a tour group to your hotel in the upcoming month.

**SINCERELY,  
GRACE LOINE,  
THE MANAGER.**

Sample letter.

TASK 12'd)



**TRAIN TOURS**  
*luxury at its finest*

**TRAIN TOURS,  
96 SOUTH END  
CROYDON CRO-KDR  
SUREY  
ENGLAND**

**(0208)774908 OR (0208)764235  
8<sup>TH</sup> MARCH 2005**

**The HOTEL MANAGER,  
Hilton Hotel  
Devon, Britain  
35 East End Street, Devon, Britain  
(208)656894**

**DEAR SIR/ MADAM,**

**REQUEST FOR PRICE LIST**

Train Tours would like you to kindly send us an updated list of your hotel prices as the one we currently have is for the previous year.

We would like you to send it as soon as possible as we are planning to send a tour group to your hotel in the upcoming month.

**SINCERELY,  
GRACE LOINE,  
THE MANAGER.**

Envelope template.



**TRAIN TOURS**  
*luxury at its finest*

**«Name»**

**«Location»**

**«Address»**

**«Telephone\_numbers»**

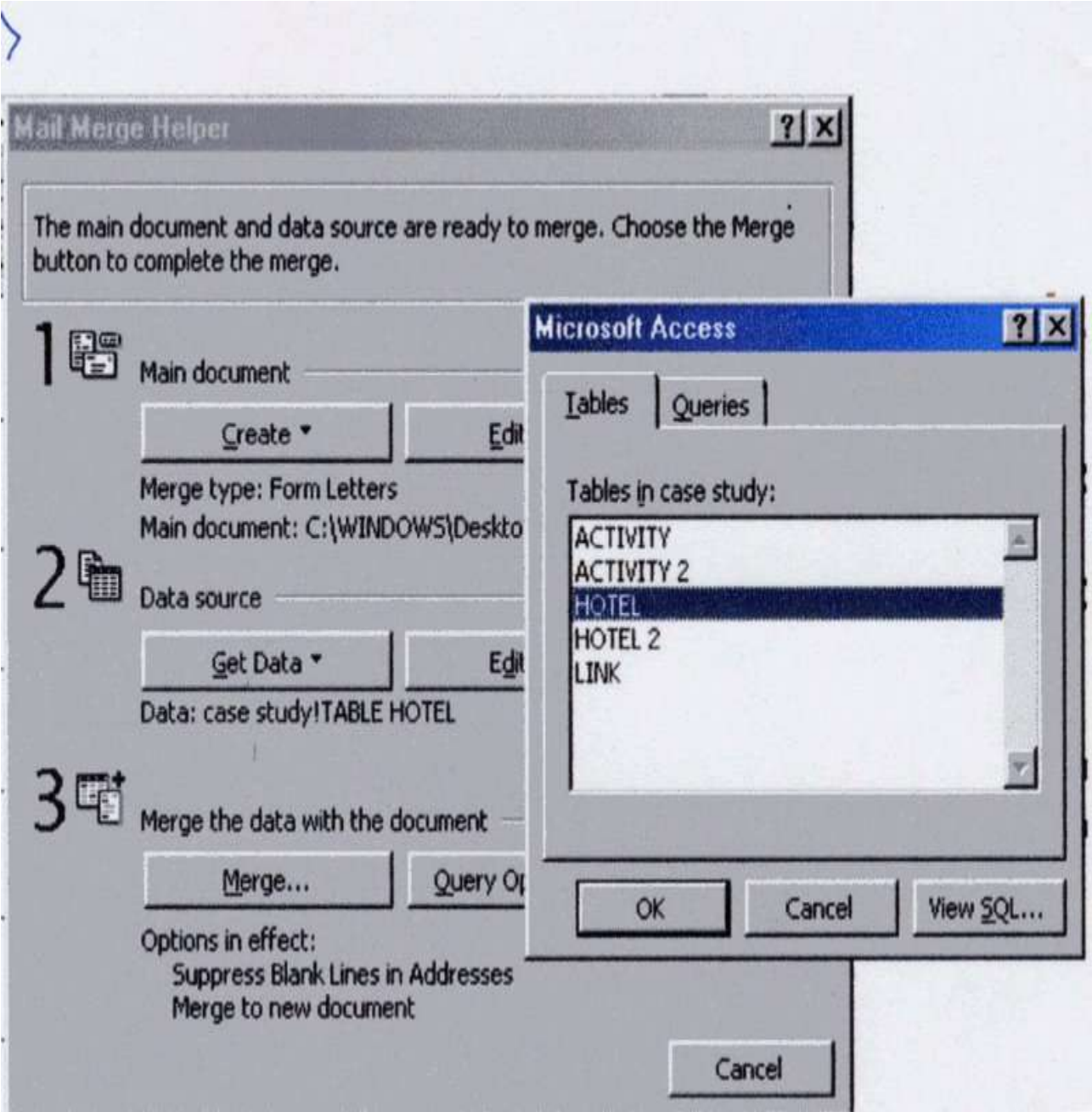
Sample envelope.



**TRAIN TOURS**  
*luxury at its finest*

**Hilton Hotel**  
**Devon, Britain**  
**35 East End Street,**  
**Devon, Britain**

Screen showing link to database.



Task 2d, example 2.

There are 10 possible marks in the mark scheme, with a maximum mark of 9.

Mark 9 / 9.

Letter template.

task : 2 (d)



TRAIN TOURS & TRAVEL  
P.O. BOX 45687,  
LONDON, UNITED KINGDOM.

«Name»  
«Hotel\_code»  
«Address»  
«Telephone\_no»

Dear Sir/Madam,

**Ref: updated price lists.**

We are kindly requesting you to send us a copy of your updated price lists as we are planning to send a group of tourists to your region very soon. Please send them to us as soon as possible so that any inconveniences may be avoided later on.

Thank you.  
Dixit Patel  
Travel Agent

Sample letter.



asu : 2 (d)

TRAIN TOURS & TRAVEL  
P.O. BOX 45687,  
LONDON, UNITED KINGDOM.

HOTEL BOULEVARD  
HBOL15  
165 YUSHENKO, MOSCOW, RUSSIA  
7135025

Dear Sir/Madam,

**Ref: updated price lists.**

We are kindly requesting you to send us a copy of your updated price lists as we are planning to send a group of tourists to your region very soon. Please send them to us as soon as possible so that any inconveniences may be avoided later on.

Thank you.  
Dixit Patel  
Travel Agent



Envelope template.



**TRAIN TOURS & TRAVEL  
P.O. BOX 45687,  
LONDON, UNITED KINGDOM.**

**«Name»  
«Hotel\_code»  
«Address»  
«Telephone\_no»**

Sample envelope.



**TRAIN TOURS & TRAVEL  
P.O. BOX 45687,  
LONDON, UNITED KINGDOM.**

**HOTEL BOULEVARD  
HBOL15  
165 YUSHENKO,  
MOSCOW, RUSSIA  
7135025**

Screen showing link to database.

