



# Information and communication technology

## Level 3

## AdCruise

## Final

### Notes for markers

The award of each mark is clearly stated. Where more than one mark is awarded, partially correct answers are awarded fewer marks - these are clearly defined. Half marks must not be used.

Where a candidate has been penalised for an error this must be allowed as a follow-through error and not penalised again.

If a printout is missing but the evidence can be found elsewhere then this should be marked.

All printouts must contain the candidate name. Printouts without a name must not be marked. If the filename lists/screen prints or other printouts do not have the candidate's name printed, the candidate's name should be hand written.

Case is unimportant, unless otherwise stated.

Formula printouts should contain sheet row and column headings. All formulas should be checked by the marking examiner and all effective formulas should be accepted.

The filenames listed should be recognised as being of the file type required in the test.

	<b>Task A - Spreadsheet</b>	<b>Mark</b>	<b>&lt; L3</b>	<b>Refer to</b>	<b>Maximum Mark</b>
1a	Data correctly imported into spreadsheet	<b>1</b>		<b>Printout 1</b>	<b>3</b>
1b	Column headings <b>C5:H5</b> displayed on two lines	<b>1</b>	<b>y</b>	<b>Printout 1</b>	
1c	Cell <b>B3</b> and cell ranges <b>D6:D27</b> & <b>F6:F27</b> set as currency to 2dp	<b>1</b>	<b>y</b>	<b>Printout 1</b>	
2a	Effective formula in cell <b>F6</b> eg =D6*E6	<b>1</b>	<b>y</b>	<b>Printout 2</b>	<b>13</b>
2c	Effective formula in cell <b>G6</b> eg =IF(AND(C6="Y",D6<=\$B\$3),"£10 per person","Free") Or =IF(C6="Y",IF(D6<=\$B\$3,"£10 per person","Free"),"Free")	<b>10</b>		<b>Printout 2</b>	
	Incorrect logical operator – deduct 2 marks				
	Correct single IF condition - 5 marks only				
	Correct IF without absolute - deduct 2 marks				
2d	Formulas in cells <b>F6:G6</b> replicated to remaining excursions	<b>1</b>	<b>y</b>	<b>Printout 2</b>	
2e	Printout in landscape format	<b>1</b>	<b>y</b>	<b>Printout 1</b>	
3a	Columns <b>C, D</b> and <b>E</b> hidden <i>Only award if column headings present</i>	<b>2</b>		<b>Printout 2</b>	<b>7</b>
3b	Formula printout	<b>1</b>		<b>Printout 2</b>	
	All formulas fully displayed	<b>1</b>			
	Gridlines, row and column headings	<b>1</b>			
	Only cell range <b>A5:G27</b> printed. <i>Only award if row and column headings present</i>	<b>2</b>			
4b	Data sorted in ascending order of <b>Excursion</b>	<b>1</b>	<b>y</b>	<b>Printout 3</b>	
4c	Correct data selected Presented as a stacked bar chart Percentage stacked bar chart - 2 marks only Bar chart not stacked. - 1 mark only Incorrect data but stacked bar chart – 1 mark only	<b>3</b>		<b>Printout 3</b>	
4d/e	Chart title <b>Helicopter Flights</b> with axes labels and titles correct and appropriate legend positioned to the right of the chart	<b>1</b>	<b>y</b>	<b>Printout 3</b>	

**Total for Task A** 28

	<b>Task B –Word processing</b>	<b>Mark</b>	<b>&lt;L3</b>	<b>Refer to</b>	<b>Maximum Mark</b>	
5a	Data file <b>CConfirm</b> correctly opened/imported	<b>1</b>		<b>Printout 4</b>	<b>4</b>	
5b	Top and left margins all set approx to 2 cm	<b>1</b>	<b>y</b>	<b>Printout 4</b>		
5c	Body text in Times Roman 10 pt or similar	<b>1</b>	<b>y</b>	<b>Printout 4</b>		
5d	Filename saved as <b>W1</b> -initials (Hyphen unimportant)	<b>1</b>	<b>y</b>	<b>Printout 6</b>		
6a	'Trips' replaced with 'Excursions' four times.	<b>1</b>	<b>y</b>	<b>Printout 4</b>	<b>6</b>	
6b	Only the 2 paragraphs set as 2 columns	<b>1</b>	<b>y</b>	<b>Printout 4</b>		
	Separator line between columns	<b>1</b>				
6c	All three tabs set correctly (2, 7, 12cm) 1 or 2 tabs set correctly – 1 mark only	<b>3</b>		<b>Printout 4</b>		
7a/b	Correct file (AList) used as the source data any of (65413, 65423, 65433, 65443, 65453, 65463)	<b>1</b>		<b>Printout 6</b>	<b>7</b>	
7c	All (10) Merge fields entered correctly into the standard document. Any incorrect spacing deduct 1 mark At least one merge field inserted in correct position award 1 mark Where address or greeting block used check printout 6 for correct fields and spacing	<b>4</b>		<b>Printout 5</b>		
	7d	Complete letter on 1 single A4 page	<b>1</b>			<b>Printout 5</b>
	7g	Printed copy of unmerged letter with merge fields	<b>1</b>			<b>Printout 5</b>
8b	Data merged with document (Only award if unmerged document is present)	<b>3</b>		<b>Printout 6</b>		
8d	Letters for <b>Simpson, Phillips</b> and <b>Patel</b> only	<b>1</b>		<b>Printout 6</b>		

**Total for Task B**      **21**

	<b>Task C - Record of filenames produced during test</b>	<b>Mark</b>	<b>&lt;L3</b>	<b>Refer to</b>	<b>Maximum Mark</b>
9a	A screen dump showing all files produced by the candidate during this test. Minimum should be one spreadsheet file and one word processing file.	<b>1</b>		<b>Printout 7</b>	<b>1</b>

**Total for Task C**      **1**

**TOTAL NUMBER OF MARKS FOR TEST**      **50**

## SHORE EXCURSIONS

Charge Threshold £90.00

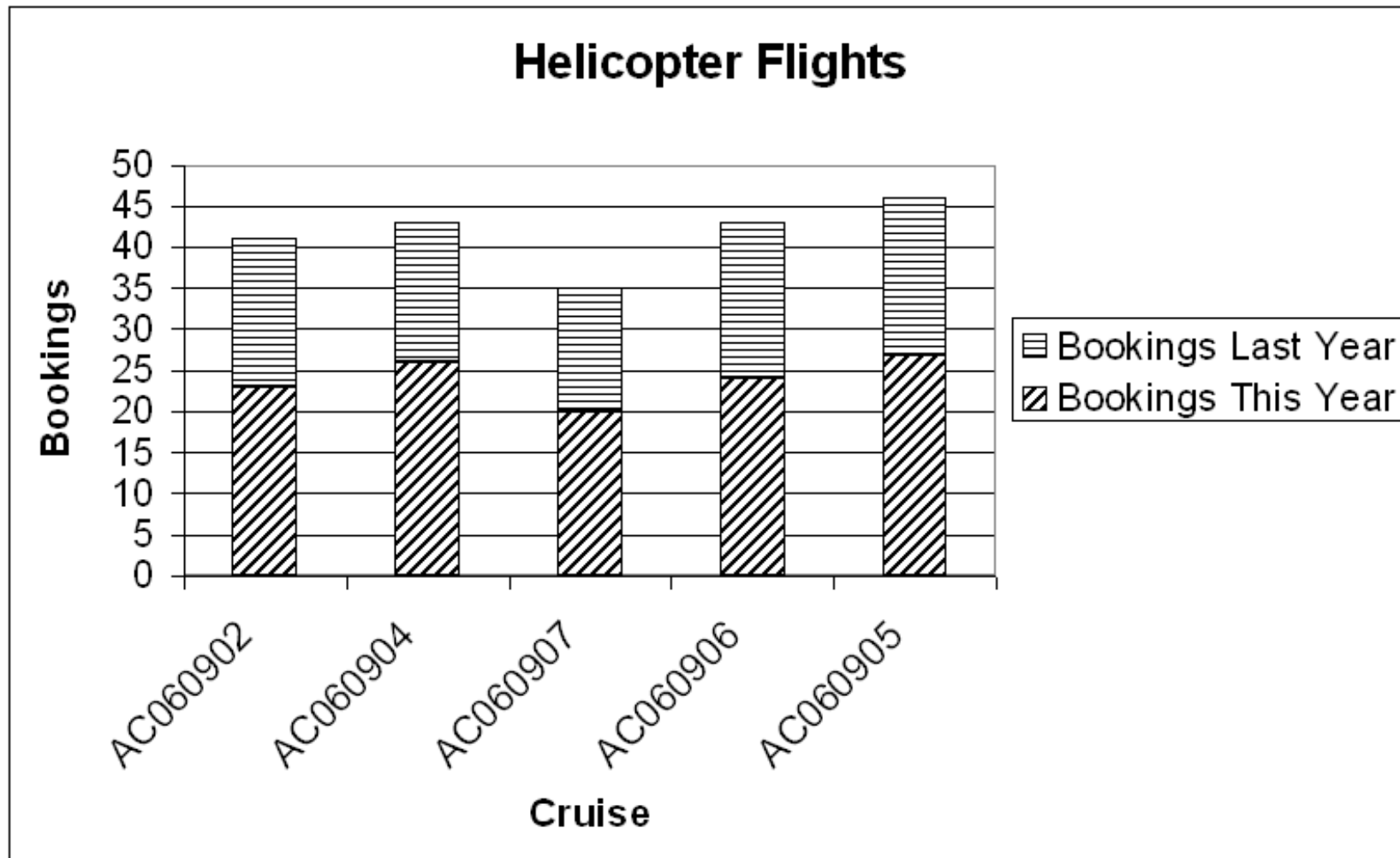
Cruise Number	Excursion	Special Equipment	Cost Per Person	Bookings This Year	Income From Bookings	Equipment Charge	Bookings Last Year
AC060901	Viking Ruins	N	£19.15	45	£861.75	Free	75
AC060903	Snowboarding	Y	£75.20	79	£5,940.80	£10 per person	43
AC060905	Hike to Eskimo Ruins	N	£22.12	39	£862.68	Free	78
AC060901	Hike to Eskimo Ruins	N	£22.12	39	£862.68	Free	78
AC060903	Hot Air Balloon Flight	N	£110.25	28	£3,087.00	Free	19
AC060902	Helicopter Flight	N	£169.75	23	£3,904.25	Free	18
AC060901	Sledging	Y	£87.35	70	£6,114.50	£10 per person	42
AC060904	Helicopter Flight	N	£169.75	26	£4,413.50	Free	17
AC060907	Helicopter Flight	N	£169.75	20	£3,395.00	Free	15
AC060901	Hot Air Balloon Flight	N	£110.25	22	£2,425.50	Free	14
AC060906	Hike to Eskimo Ruins	N	£22.12	48	£1,061.76	Free	88
AC060905	Snowboarding	Y	£75.20	87	£6,542.40	£10 per person	65
AC060902	Sledging	Y	£87.35	82	£7,162.70	£10 per person	59
AC060903	Hike to Eskimo Ruins	N	£22.12	49	£1,083.88	Free	71
AC060904	Viking Ruins	N	£19.15	57	£1,091.55	Free	81
AC060906	Helicopter Flight	N	£169.75	24	£4,074.00	Free	19
AC060907	Hike to Eskimo Ruins	N	£22.12	55	£1,216.60	Free	85
AC060905	Helicopter Flight	N	£169.75	27	£4,583.25	Free	19
AC060902	Quad Bike Ride	Y	£120.35	29	£3,490.15	Free	17
AC060908	Viking Ruins	N	£19.15	74	£1,417.10	Free	91
AC060904	Husky Sleigh Ride	Y	£120.35	31	£3,730.85	Free	19
AC060901	Sledging	Y	£87.35	69	£6,027.15	£10 per person	38

Freda J Bloggs

Date

Printout-1

	A	B	F	G
5	Cruise Number	Excursion	Income From Bookings	Equipment Charge
6	AC060901	Viking Ruins	=D6*E6	=IF(AND(C6="Y",D6<=\$B\$3),"£10 per person","Free")
7	AC060903	Snowboarding	=D7*E7	=IF(AND(C7="Y",D7<=\$B\$3),"£10 per person","Free")
8	AC060905	Hike to Eskimo Ruins	=D8*E8	=IF(AND(C8="Y",D8<=\$B\$3),"£10 per person","Free")
9	AC060901	Hike to Eskimo Ruins	=D9*E9	=IF(AND(C9="Y",D9<=\$B\$3),"£10 per person","Free")
10	AC060903	Hot Air Balloon Flight	=D10*E10	=IF(AND(C10="Y",D10<=\$B\$3),"£10 per person","Free")
11	AC060902	Helicopter Flight	=D11*E11	=IF(AND(C11="Y",D11<=\$B\$3),"£10 per person","Free")
12	AC060901	Sledging	=D12*E12	=IF(AND(C12="Y",D12<=\$B\$3),"£10 per person","Free")
13	AC060904	Helicopter Flight	=D13*E13	=IF(AND(C13="Y",D13<=\$B\$3),"£10 per person","Free")
14	AC060907	Helicopter Flight	=D14*E14	=IF(AND(C14="Y",D14<=\$B\$3),"£10 per person","Free")
15	AC060901	Hot Air Balloon Flight	=D15*E15	=IF(AND(C15="Y",D15<=\$B\$3),"£10 per person","Free")
16	AC060906	Hike to Eskimo Ruins	=D16*E16	=IF(AND(C16="Y",D16<=\$B\$3),"£10 per person","Free")
17	AC060905	Snowboarding	=D17*E17	=IF(AND(C17="Y",D17<=\$B\$3),"£10 per person","Free")
18	AC060902	Sledging	=D18*E18	=IF(AND(C18="Y",D18<=\$B\$3),"£10 per person","Free")
19	AC060903	Hike to Eskimo Ruins	=D19*E19	=IF(AND(C19="Y",D19<=\$B\$3),"£10 per person","Free")
20	AC060904	Viking Ruins	=D20*E20	=IF(AND(C20="Y",D20<=\$B\$3),"£10 per person","Free")
21	AC060906	Helicopter Flight	=D21*E21	=IF(AND(C21="Y",D21<=\$B\$3),"£10 per person","Free")
22	AC060907	Hike to Eskimo Ruins	=D22*E22	=IF(AND(C22="Y",D22<=\$B\$3),"£10 per person","Free")
23	AC060905	Helicopter Flight	=D23*E23	=IF(AND(C23="Y",D23<=\$B\$3),"£10 per person","Free")
24	AC060902	Quad Bike Ride	=D24*E24	=IF(AND(C24="Y",D24<=\$B\$3),"£10 per person","Free")
25	AC060908	Viking Ruins	=D25*E25	=IF(AND(C25="Y",D25<=\$B\$3),"£10 per person","Free")
26	AC060904	Husky Sleigh Ride	=D26*E26	=IF(AND(C26="Y",D26<=\$B\$3),"£10 per person","Free")
27	AC060901	Sledging	=D27*E27	=IF(AND(C27="Y",D27<=\$B\$3),"£10 per person","Free")



ADCRUISE  
 Adventure Cruising  
 Webb House  
 Stockport  
 SK65 4RT

August 2006

RE: Cruise AC060901 - Voyage of Exploration DATE

Dear FIRSTNAME

We have pleasure in confirming your booking of the following **excursions** for the above cruise.

Account: FIRSTNAME LASTNAME  
 Reference: REF  
**Excursions**: EXCURSIONS  
 No of Persons: PERSONS  
 Unit Price (£): PRICE  
 Total Cost (£): TOTALCOST  
 Balance Due (£): BALANCE

Excursion Itineraries

Owing to the necessity of going to press in advance of actual sailing, it is possible that, due to local conditions on arrival in port, it may be necessary to alter excursion itineraries. Occasionally places may have to be omitted, although whenever possible an alternative visit will be made.

Dress and Footwear

A comfortable pair of shoes is essential for sightseeing. The climate in these countries can be extremely unpredictable and we would suggest layered clothing so you can add or remove as necessary. A waterproof coat and shoes are essential and a hat and gloves are recommended.

Photographs

We are delighted to be able to inform you that a professional photographer will accompany all **excursions** this season. The price list is shown below.

Size (inches)	Price	Format
5 x 3	£5	unmounted
7 x 4	£9.75	card mounted
10 x 8	£25	card mounted
10 x 8	£47.50	framed
15 x 12	£115	framed canvas

If you have not yet paid for your **excursions**, you are reminded that payment must be made at least twenty-one days before departure.

Yours sincerely

Neve Adams  
 Administration Supervisor

Freda J Bloggs

Date

Printout-4

ADCRUISE  
Adventure Cruising  
Webb House  
Stockport  
SK65 4RT

August 2006

RE: Cruise AC060901 - Voyage of Exploration «DATE»

Dear «FIRSTNAME»

We have pleasure in confirming your booking of the following **excursions** for the above cruise.

Account: «FIRSTNAME» «LASTNAME»

Reference: «REF»

Excursions: «EXCURSIONS»

No of Persons: «PERSONS»

Unit Price (£): «PRICE»

Total Cost (£): «TOTALCOST»

Balance Due (£): «BALANCE»

#### Excursion Itineraries

Owing to the necessity of going to press in advance of actual sailing, it is possible that, due to local conditions on arrival in port, it may be necessary to alter excursion itineraries. Occasionally places may have to be omitted, although whenever possible an alternative visit will be made.

#### Dress and Footwear

A comfortable pair of shoes is essential for sightseeing. The climate in these countries can be extremely unpredictable and we would suggest layered clothing so you can add or remove as necessary. A waterproof coat and shoes are essential and a hat and gloves are recommended.

#### Photographs

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Size (inches)	Price	Format
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7 x 4	£9.75	card mounted
10 x 8	£25	card mounted
10 x 8	£47.50	framed
15 x 12	£115	framed canvas

If you have not yet paid for your excursions, you are reminded that payment must be made at least twenty-one days before departure.

Yours sincerely

Neve Adams  
Administration Supervisor

Freda J Bloggs

Date

Printout-5



ADCRUISE  
Adventure Cruising  
Webb House  
Stockport  
SK65 4RT

August 2006

RE: Cruise AC060901 - Voyage of Exploration 01/08/2006

Dear Joan

We have pleasure in confirming your booking of the following excursions for the above cruise.

Account: Joan Simpson  
Reference: 65413  
Excursions: Viking Ruins/Husky Sleigh Ride  
No of Persons: 2  
Unit Price (£): 19.15  
Total Cost (£): 38.30  
Balance Due (£): 0.00

#### Excursion Itineraries

Owing to the necessity of going to press in advance of actual sailing, it is possible that, due to local conditions on arrival in port, it may be necessary to alter excursion itineraries. Occasionally places may have to be omitted, although whenever possible an alternative visit will be made.

#### Dress and Footwear

A comfortable pair of shoes is essential for sightseeing. The climate in these countries can be extremely unpredictable and we would suggest layered clothing so you can add or remove as necessary. A waterproof coat and shoes are essential and a hat and gloves are recommended.

#### Photographs

We are delighted to be able to inform you that a professional photographer will accompany all excursions this season. The price list is shown below.

Size (inches)	Price	Format
5 x 3	£5	unmounted
7 x 4	£9.75	card mounted
10 x 8	£25	card mounted
10 x 8	£47.50	framed
15 x 12	£115	framed canvas

If you have not yet paid for your excursions, you are reminded that payment must be made at least twenty-one days before departure.

Yours sincerely

Neve Adams  
Administration Supervisor

Freda J Bloggs

Date

Printout-6

ADCRUISE  
Adventure Cruising  
Webb House  
Stockport  
SK65 4RT

August 2006

RE: Cruise AC060901 - Voyage of Exploration 21/08/2006

Dear Tom

We have pleasure in confirming your booking of the following excursions for the above cruise.

Account: Tom Phillips  
Reference: 65423  
Excursions: Snowboarding  
No of Persons: 12  
Unit Price (£): 85.00  
Total Cost (£): 1020.00  
Balance Due (£): 1020.00

#### Excursion Itineraries

Owing to the necessity of going to press in advance of actual sailing, it is possible that, due to local conditions on arrival in port, it may be necessary to alter excursion itineraries. Occasionally places may have to be omitted, although whenever possible an alternative visit will be made.

#### Dress and Footwear

A comfortable pair of shoes is essential for sightseeing. The climate in these countries can be extremely unpredictable and we would suggest layered clothing so you can add or remove as necessary. A waterproof coat and shoes are essential and a hat and gloves are recommended.

#### Photographs

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Size (inches)	Price	Format
5 x 3	£5	unmounted
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10 x 8	£25	card mounted
10 x 8	£47.50	framed
15 x 12	£115	framed canvas

If you have not yet paid for your excursions, you are reminded that payment must be made at least twenty-one days before departure.

Yours sincerely

Neve Adams  
Administration Supervisor

Freda J Bloggs

Date

Printout-6

ADCRUISE  
Adventure Cruising  
Webb House  
Stockport  
SK65 4RT

August 2006

RE: Cruise AC060901 - Voyage of Exploration 09/09/2006

Dear Amina

We have pleasure in confirming your booking of the following excursions for the above cruise.

Account: Amina Patel  
Reference: 65433  
Excursions: Husky Sleigh Ride/Snowboarding  
No of Persons: 2  
Unit Price (£): 215 . 35  
Total Cost (£): 430 . 70  
Balance Due (£): 430 . 70

#### Excursion Itineraries

Owing to the necessity of going to press in advance of actual sailing, it is possible that, due to local conditions on arrival in port, it may be necessary to alter excursion itineraries. Occasionally places may have to be omitted, although whenever possible an alternative visit will be made.

#### Dress and Footwear

A comfortable pair of shoes is essential for sightseeing. The climate in these countries can be extremely unpredictable and we would suggest layered clothing so you can add or remove as necessary. A waterproof coat and shoes are essential and a hat and gloves are recommended.

#### Photographs

We are delighted to be able to inform you that a professional photographer will accompany all excursions this season. The price list is shown below.

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10 x 8	£25	card mounted
10 x 8	£47.50	framed
15 x 12	£115	framed canvas

If you have not yet paid for your excursions, you are reminded that payment must be made at least twenty-one days before departure.

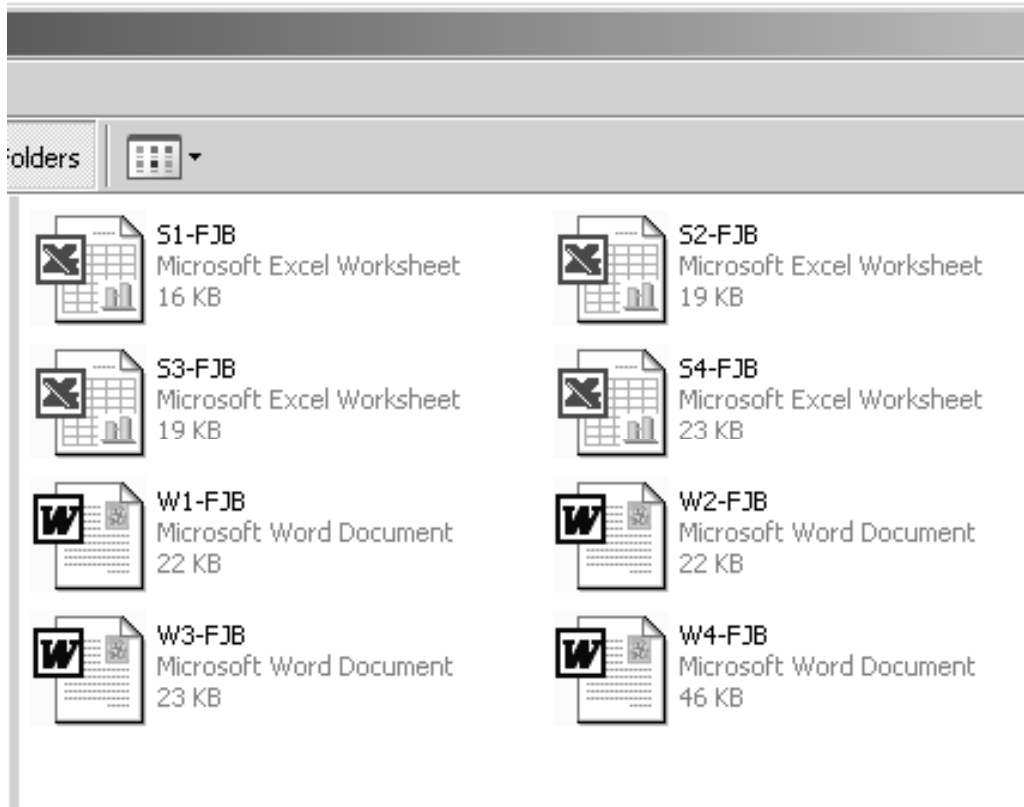
Yours sincerely

Neve Adams  
Administration Supervisor

Freda J Bloggs

Date

Printout-6



Freda J Bloggs

Date

Printout-7