Key skills
Information and communication technology
Level 3 – AdCruise

Wednesday 13th - Friday 15th June 2007

Test Paper

YOU NEED

- This test paper
- A cover sheet
- Access to a computer, software and a printer
- Access to three data files to support the scenario 'AdCruise': **ATrips, AConfirm** and **AList**

You may use a bilingual dictionary

Do NOT open this test paper until you are told to do so by the supervisor

THERE ARE 3 TASKS IN THIS TEST

Task A	(total 28 marks)
Task B	(total 21 marks)
Task C	(total 1 mark)

Total marks available: 50

Try to complete ALL the tasks

YOU HAVE 1 HOUR 30 MINUTES TO FINISH THE TEST

INSTRUCTIONS

- Make sure your personal details are entered correctly on the cover sheet
- Make sure you print out all your work
- Task C **must** be completed; if necessary, it may be carried out after the end of the test

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At the end of the test, check that your name appears on EVERY printed page
Attach your printouts and this test paper to the cover sheet and hand them to the supervisor

REMEMBER: YOU HAVE 1 HOUR 30 MINUTES TO FINISH THE TEST

You may complete either Task A or Task B first
Task C must be completed at the end of the test

Try to complete ALL the tasks
ENTER YOUR NAME ON EVERY PAGE, PREFERABLY AS A FOOTER
Pages without a name will not be marked

AdCruise is a company that runs adventure cruises. You will use spreadsheet and word processing software to:

- import a data file into a spreadsheet and perform calculations on the data
- use a data file to create a mail merged letter

Task A

A spreadsheet is required to perform calculations.

	A	B	C	D	H
1	SHORE EXCURSIONS				
2					
3	Charge Threshold	£90.00			
4					
5	Cruise Number	Excursion	Special Equipment	Cost Per Person	Bookings Last Year
6	AC060901	Viking Ruins	N	£19.15	75
7	AC060903	Snowboarding	Y	£75.20	43
26	AC060904	Husky Sleigh Ride	Y	£120.35	19
27	AC060901	Sledging	Y	£87.35	38

1   A spreadsheet of income from excursions is required.

   a   Open a spreadsheet application and create a new spreadsheet. Import the data file **ATrips** into the spreadsheet starting at cell **A1**. (If the software you are using does not allow import, then open the data file.) The data is comma delimited and text is enclosed in quotes (").

   b   Wrap the text for the column headings in the cell range **C5:H5** and adjust the column widths and row heights so that these column headings are displayed on two lines (as shown above).

c   Set the format for the values in cell **B3** and cell ranges **D6:D27** and **F6:F27** as currency (£) to two decimal places.

d   Save the spreadsheet (in normal spreadsheet format ie NOT as a .txt file) using the characters **S1-** followed by your initials as the filename, for example **S1-FJB**.

<div align="right">3 marks</div>

2   Calculations are required.

a   **Income From Bookings** is **Cost Per Person** multiplied by **Bookings This Year**. Enter a formula in cell **F6** to calculate the **Income From Bookings**.

b   Replicate this formula to display the **Income From Bookings** for all other excursions.

c   In cell **G6** enter a formula to display the message '£10 per person' if **Special Equipment** is 'Y' and the **Cost Per Person** is less than or equal to the **Charge Threshold** in cell **B3**, otherwise to display 'Free'.

d   Replicate this formula to display the **Equipment Charge** for all other excursions.

e   Place your name, today's date and the title **Printout-1** in a footer and print the spreadsheet in landscape form. Make sure all information is fully displayed.

f   Save the spreadsheet using the characters **S2-** followed by your initials as the filename, for example **S2-FJB**.

<div align="right">13 marks</div>

3   A formula printout is required.

a   Hide the data in columns **C**, **D** and **E**.

b   Amend the title in the footer to **Printout-2** and print only the cell range **A5:G27** of the spreadsheet in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure that all information is fully displayed.

c   Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.

d   Close the spreadsheet **(S3)**.

<div align="right">7 marks</div>

4   A stacked bar chart of selected information is required.

a   Open the spreadsheet file **S2**.

b   Sort the spreadsheet so that all the information is displayed in ascending order of **Excursion**.

c   Create a vertically stacked bar chart for the five cruises with helicopter flights, showing the number of bookings for **Bookings This Year** and **Bookings Last Year**. Plot the chart to show the cruises on the x-axis and the bookings on the y-axis.

d   Label the x-axis **Cruise** and the y-axis **Bookings** and give the chart the title **Helicopter Flights.**

e   Place an appropriate legend to the right of the chart.

f   Amend the title in the footer to **Printout-3** and print the chart on a single page. Make sure all information is fully displayed.

g   Save the spreadsheet using the characters **S4-** followed by your initials as the filename, for example **S4-FJB**.

<div align="right">5 marks</div>

Task B

A confirmation letter to all customers is required.

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 trips for the above cruise.

Account: FIRSTNAME LASTNAME
Reference: REF
Trips: EXCURSIONS

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 trips 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

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5   A confirmation letter is required.

a   Use a word processing application to insert or open the data file **AConfirm**.

b   Set the page to A4, in portrait form with top, left and right margins set to 2 cm.

c   Select all of the text and format it as 10 point Times Roman or similar font.

d   Save this letter (in normal word processing format ie NOT as a .txt file) using the characters **W1-** followed by your initials as the filename, for example **W1-FJB**.

4 marks

6 The letter requires additional formatting.

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 slightly 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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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

a Search the letter for the word **'Trips'/'trips'** and replace each occurrence with the word **'Excursions'/'excursions'**.

b Format the text beginning 'Excursion Itineraries' and ending with 'gloves are recommended.' so that all the text appears in two equal columns separated by a space of 1.25 cm (0.5 inches) with a vertical line between the two columns as shown.

c The six lines, with the price list detail, need to be positioned as shown above. Set the following tabs for these lines:
- left tab at 2 cm
- decimal tab at 7 cm
- right tab at 12 cm.

d Save the letter using the characters **W2-** followed by your initials as the filename, for example **W2-FJB**.

e Place your name, today's date and the title **Printout-4** in a footer, and print a copy of the letter in portrait form.

6 marks

7 The letter is required as a mail merge document.

a The data file **AList** is to be used as the data source for the mail merge. This is a comma delimited file with a header row, which some software can use directly as a data source. (Where it cannot be used directly, use word processing software to import or open the file and save it as a mail merge source.)

b Turn the letter into a merge document and select the data file **AList** as the source for the merge.

c In the letter, replace the words DATE, FIRSTNAME, LASTNAME, REF, EXCURSIONS, PERSONS, PRICE, TOTALCOST and BALANCE, wherever they appear, with the appropriate merge fields.

d Ensure that the letter fits on a single A4 page.

e Amend the title in the footer to **Printout-5**.

f Save the letter using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**.

g Print a copy of the unmerged letter in portrait form, showing the merge fields. (If your software will not do this, produce a screen print of the unmerged letter with your name and the title **Printout-5** in a footer.)

<div align="right">7 marks</div>

8 The merged document is required.

a Amend the title in the footer of the letter to **Printout-6**.

b Merge the letter with the data file **AList**.

c Save the merged document using the characters **W4-** followed by your initials as the filename, for example **W4-FJB**.

d Print the first three letters (pages) of the merged document.

<div align="right">4 marks</div>

Task C

The following task must be completed. If you have not completed this item within the time allowed, it must be completed at the end of the test.

9   A printout of the filenames you produced during the test is required.

   a   Produce a list of all the files created during the test. This should be in the form of a screen dump (print screen) showing the filenames with your name, today's date and the title **Printout-7** as a footer.

1 mark

End of test

Important note

Collect together all your printouts. They should include:

Printout-1	Spreadsheet showing results
Printout-2	Formula printout of cell range **A5:G27** with columns **C, D** and **E** hidden
Printout-3	Chart entitled **Helicopter Flights**
Printout-4	The formatted letter
Printout-5	The unmerged letter
Printout-6	The first three merged letters
Printout-7	A printed list of filenames created.

Check that your name is printed on every page. If it is not, write it there.
Now attach all the pages in order to the cover sheet and hand them to the supervisor.