X214/10/01

1   Attempt all 4 tasks.

2   Marks are allocated to tasks as follows:

Task 1—41 marks

Task 2—19 marks

Task 3—20 marks

Task 4—20 marks

3   At the end of the examination, place your printouts and Worksheet for Task 4 inside the envelope provided. Hand the envelope to the Invigilator.

SQA

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You are a member of The Eildons Youth Club. The youth club recently held a fun day to raise money for charity.

The Youth Club Leader, Sandy Robertson, has asked you to complete the following tasks. You are required to read the instructions and carry out the tasks.

All tasks are **closed book tasks**. No reference may be made to notes, books, manuals or any other source of information while carrying out these tasks.

You are allowed **1 hour 45 minutes** to complete all tasks. **Alterations must not be made to tasks after this time**. However if, for any reason, you have not printed during the 1 hour 45 minutes you will be given time to do so at the end of the examination.

TASK NUMBER	TASK	PRINTOUTS REQUIRED	MARKS
1a	This task requires you to create a spreadsheet.	1	23 marks
1b	This task requires you to amend the spreadsheet you created in Task 1a.	2	11 marks
1c	This task requires you to create and print a bar chart.	1	7 marks
2a	This task requires you to amend a database.	1	6 marks
2b	This task requires you to further amend the database.	1	10 marks
2c	This task requires you to search the database.	1	3 marks
3	This task requires you to prepare a letter.	1	20 marks
4	This task requires you to provide a **written** response to questions. A **worksheet** is provided for this. If you prefer you may key in your answers—these must be numbered correctly. You must produce a printout of this work.		
			20 marks

The following files are provided electronically for you to access during the examination.

FUNDAYDB — a database file

EYCLETTERHEAD — a letterhead (a word processing document)

Key in your name on each printout.

[Turn over

TASK 1a

Thanks for agreeing to help with the admin tasks now that the Fun Day is over. I hope you will agree it was a great day!

Please see my instructions below for creating a spreadsheet showing the money raised from each Fun Day activity and other money received.

Thanks, Sandy

Please create and complete a spreadsheet using the instructions provided below.

You may tick (✓) each box as you complete the instruction.

❑ Input the information as shown below:

Fun Day – Money Raised			
Activity	Under 12s Sponsorship	Over 12s Sponsorship	Entry Fees
Star Jump Challenge	£44·25	£56·62	£0·00
Fabulous Frisbee	£42·38	£35·67	£0·00
Relay Marathon	£15·67	£20·45	£0·00
Shoot Some Hoops	£0·00	£0·00	£37·00
Penalty Shootout	£0·00	£0·00	£110·50
Backwards Long Jump	£42·35	£0·00	£0·00
Dry Obstacle Course	£0·00	£0·00	£68·53
Space Hop, Skip and Jump	£38·10	£0·00	£0·00
Wet Obstacle Course	£0·00	£0·00	£134·45

❑ Format the main heading to size 14 and use a different font.

❑ Wrap column headings and right align the headings in columns B, C and D as shown.

TASK 1a (continued)

❑   Add a column after Entry Fees headed **Total**. Format this column heading appropriately.

❑   Enter a formula to calculate the total money raised from each activity.

❑   Add a row under the last activity. Insert the label **Sub Total**.

❑   Enter a formula to calculate the sub totals in columns B to E. Embolden this row.

❑   Format cells where necessary using currency to 2 decimal places.

❑   **Print** one copy of the spreadsheet showing **values** on one page. Show gridlines only.

23

[Turn over

TASK 1b

❑ Add the following 3 rows under **Sub Total**. Insert this information using column A for the labels and column E for the values:

Donations	£250·00
Profits from Drinks Stall	£135·78
Profits from Healthy Snack Bar	£105·56

❑ Add a row after Profits from Healthy Snack Bar. Insert the label **Total Money Raised**.

❑ Enter a formula to calculate the total money raised. Format this row to size 14 and use italics.

The fund raising committee will use the money raised to support a local charity. The different funding options are:

Option A	To produce an information booklet	£1·50
Option B	To provide an organic fruit and vegetable box	£22·00
Option C	To fund a family support worker for one day	£184·00
Option D	To gift a holiday for one person plus carer	£350·00

The committee has chosen Option C. The spreadsheet should clearly show how many support worker days can be funded.

❑ Enter a formula at an appropriate place to calculate how many support worker days can be funded. Include an appropriate label for this figure.

❑ Format all cells appropriately.

❑ **Print** one copy of the spreadsheet showing **values** on one page. Show gridlines only.

❑ **Print** one copy of the spreadsheet showing **formulae** on one page. Show row and column headings and gridlines.

11

TASK 1c

❑   Sort the activities in order of total raised with the highest amount first.

❑   Hide columns B to D.

❑   Create a bar chart showing the total money raised from each activity. Use the title **Fun Day – Money Raised from Activities**.

❑   **Print** a copy of the chart on a separate sheet.   **7**

Total (41)

[Turn over

TASK 2a

> I appreciate the work you have done so far. Now for the database...
>
> Please see my instructions below for updating the database of activities which was prepared before the Fun Day.
>
> Thanks, Sandy.

Open the database file FUNDAYDB and make the following changes to the Fun Day Activities table.

You may tick (✓) each box as you complete the instruction.

❑ The Table Top Tournament was cancelled due to lack of interest – delete this record.

❑ Kylie Anderson was unable to attend the Fun Day. Margaret Stark agreed to lead the Space Hop, Skip and Jump activity – amend the appropriate record.

❑ The Star Jump Challenge proved to be more popular and needed another helper – amend this record.

Margaret Stark also led an extra activity in the afternoon – Backwards Long Jump. This activity was suitable for Under 12s and was held at the playing fields. One helper was required.

❑ Add the extra activity to the table.

❑ **Print** all records on one page.

6

TASK 2b

❑ Sort the database in alphabetical order by Activity.

❑ Add a field to the database with the heading **Target**. Format this field as currency.

❑ Complete the Target field using the information below:

Activity	Target
Backwards Long Jump	£75·00
Dry Obstacle Course	£80·00
Fabulous Frisbee	£80·00
Penalty Shootout	£95·00
Relay Marathon	£45·00
Shoot Some Hoops	£25·00
Space Hop, Skip and Jump	£20·00
Star Jump Challenge	£80·00
Wet Obstacle Course	£100·00

❑ Add another field to the database with the heading **Target Achieved**. Format this field as Yes/No.

❑ Complete the Target Achieved field using the information below:

The following activities achieved their target:

Star Jump Challenge
Shoot Some Hoops
Penalty Shootout
Space Hop, Skip and Jump
Wet Obstacle Course

❑ **Print** all records on one page.

10

TASK 2c

❑ Search the database for all activities that had a target of more than £75. Show all fields except Helpers.

❑ **Print** the result of this search.

Total (19)

TASK 3

> Please prepare the following letter using the letterhead provided (file name EYCLETTERHEAD).
> Insert a suitable reference and use today's date.
>
> Print the letter on one page.
>
> Thanks, Sandy.

Dear Parent/Guardian

run on

Thank you for your support of our recent Fun Day.

·The event comprised 9 activities – some were sponsored and for others an entry fee was charged. From the chart below you can see how much was raised by each activity:

[Insert chart created in Task 1C]

NP

I am pleased to report that once money from donations and catering were included, we raised a total of £*. [Special congratulations go to Gemma Black who managed 45 star jumps in one minute and raised £* from sponsorship.

stet

Our next event is a Family Picnic on 28 July 2012. We hope you will be able to ~~join in~~ and help raise more money for local charities.
~~attend~~

Yours faithfully

Sandy Robertson
Youth Club Leader

> Missing money figures:
>
> • for total raised figure refer to spreadsheet completed in Task 1b.
>
> • for Gemma's sponsorship total, see attached sponsorship form.

20

TASK 3 (continued)

The Eildons Youth Club

FUN DAY
Sponsorship Form

STAR JUMP CHALLENGE

Your Name: *Gemma Black*

Safety First!

- **Please make sure you tell your parent or guardian when and where you are recruiting sponsorship.**

- **Never approach strangers whilst recruiting sponsorship or collecting funds.**

- **Please do not collect after dark or at a house where you are not known.**

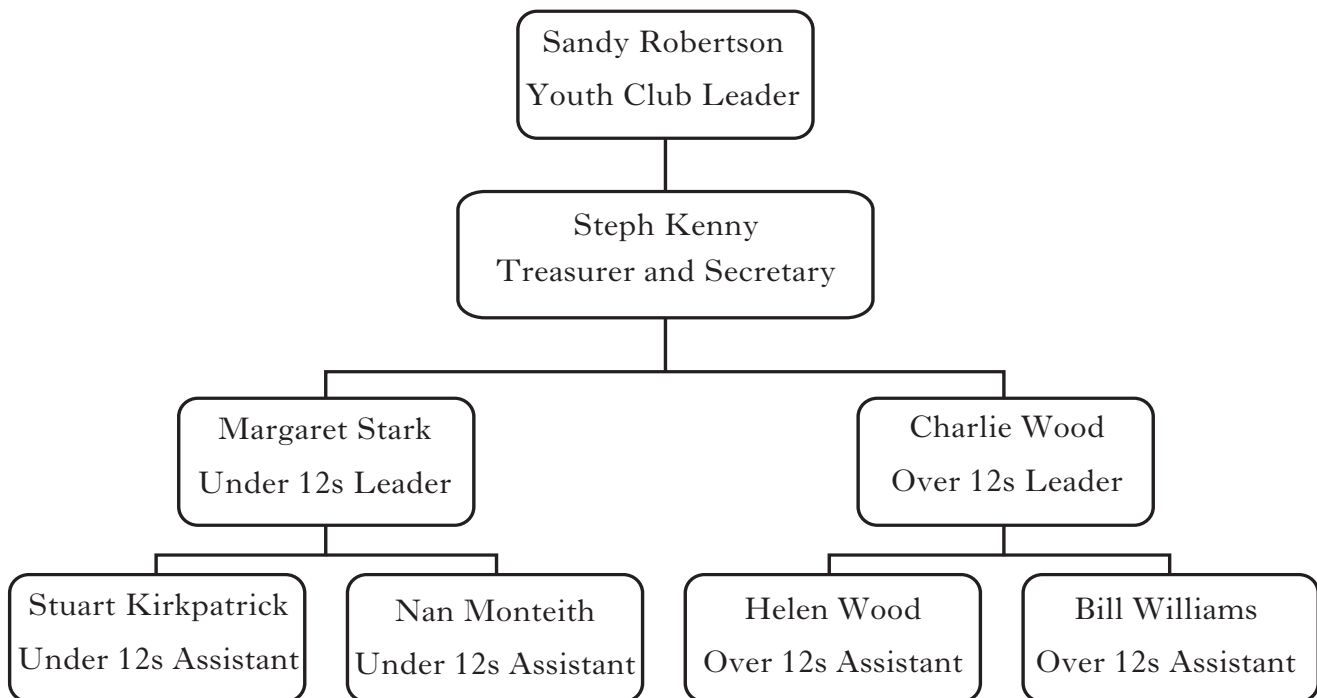| Name of Sponsor	Address of Sponsor	Amount per Star Jump	Full Amount	Payment Received
R Black	40 Dingleton Drive, Melrose	5p	£2.25	✓
H Black	40 Dingleton Drive, Melrose	3p	£1.35	✓
J Black	24 Dingleton Drive, Melrose	2p	£0.90	✓
K BLACK	15/3 St Boswells Way, Melrose	NA	£1.00	✓
J STEEDMAN	87 GATTONSIDE ROAD, MELROSE	5p	£2.25	✓
S. DAVIDSON	13/5 RIVERWAY ROAD, MELROSE	N/A	£1.00	✓
P McClusky	14 Main Street, Galashiels	N/A	£5.00	✓
S Hendry	42/3 Eildon Lane, Melrose	10p	£4.50	✓
I Hutchison	2 Tweedside Grove, Galashiels	2p	£0.90	✓

TOTAL £19.15

Total (20)

TASK 4

Read the following and answer the questions **ON THE WORKSHEET PROVIDED.**

Question 1

Study the diagram below and answer the questions which follow.

The Eildons Youth Club

```
                    Sandy Robertson
                    Youth Club Leader
                           |
                     Steph Kenny
                Treasurer and Secretary
                           |
        _____|_____
       |                                       |
  Margaret Stark                        Charlie Wood
  Under 12s Leader                      Over 12s Leader
       |                                       |
   ____|____                             _____|_____
  |         |                           |             |
Stuart      Nan Monteith           Helen Wood    Bill Williams
Kirkpatrick Under 12s Assistant    Over 12s      Over 12s
Under 12s                          Assistant     Assistant
Assistant
```

(*a*)   State the name of this diagram.   **1**

(*b*)   Outline the purpose of this diagram.   **1**

(*c*)   Identify **one** other item of information that may be included in this
        document.   **1**

TASK 4 (continued)

Question 2

Study the picture below and answer the question which follows.

Identify **3** hazards in the picture above.

3

TASK 4 (continued)

Question 3

Sandy Robertson, the Youth Club Leader, has started work organising the next fundraiser event — the Family Picnic.

(*a*) Outline **one** feature of e-mail that would be useful to Sandy when organising this event.

1

(*b*) Describe **one** feature of an e-diary that would be useful to Sandy when organising this event.

1

Question 4

Sandy, the Youth Club Leader, has asked you to prepare an electronic database containing details of all members. These details are currently held on paper.

(*a*) Name the legislation that exists to protect personal information.

1

(*b*) Outline **2** methods of keeping personal information held on computer secure.

2

(*c*) Outline **2** disadvantages of manual filing.

2

TASK 4 (continued)

Question 5

Study the job advert below and answer the questions which follow.

WANTED!

EVENING RECEPTIONIST

@Borders Community School

Do you have great administration skills and enjoy working with people?
If so, this may be the job for you.

You will be responsible for supporting the evening activity programme
in the school. You will be organised, hard working and self-motivated.
Excellent IT skills are essential as is the ability to work quickly and
accurately in a busy environment. Previous experience is desirable.

17·5 hours per week Mon - Fri
Job share considered
£8·48 per hour

For more information contact monica@borders.ac.uk

(*a*) State **2** duties that may be included in the Job Description for the post of
Receptionist. **2**

(*b*) Outline the purpose of a Person Specification in the recruitment process. **1**

(*c*) Describe **2** flexible working practices, other than job share. **2**

(*d*) Describe **2** advantages to the employee of flexible working. **2**

Total (20)

[*END OF QUESTION PAPER*]

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X214/10/11

NATIONAL QUALIFICATIONS 2012

FRIDAY, 4 MAY 9.00 AM – 10.45 AM

ADMINISTRATION INTERMEDIATE 1
Worksheet for Task 4

Fill in these boxes and read what is printed below.

Full name of centre

Town

Forename(s)

Surname

Date of birth

Day | Month | Year | Scottish candidate number | Number of seat

To be inserted with candidate's printouts and returned with them.
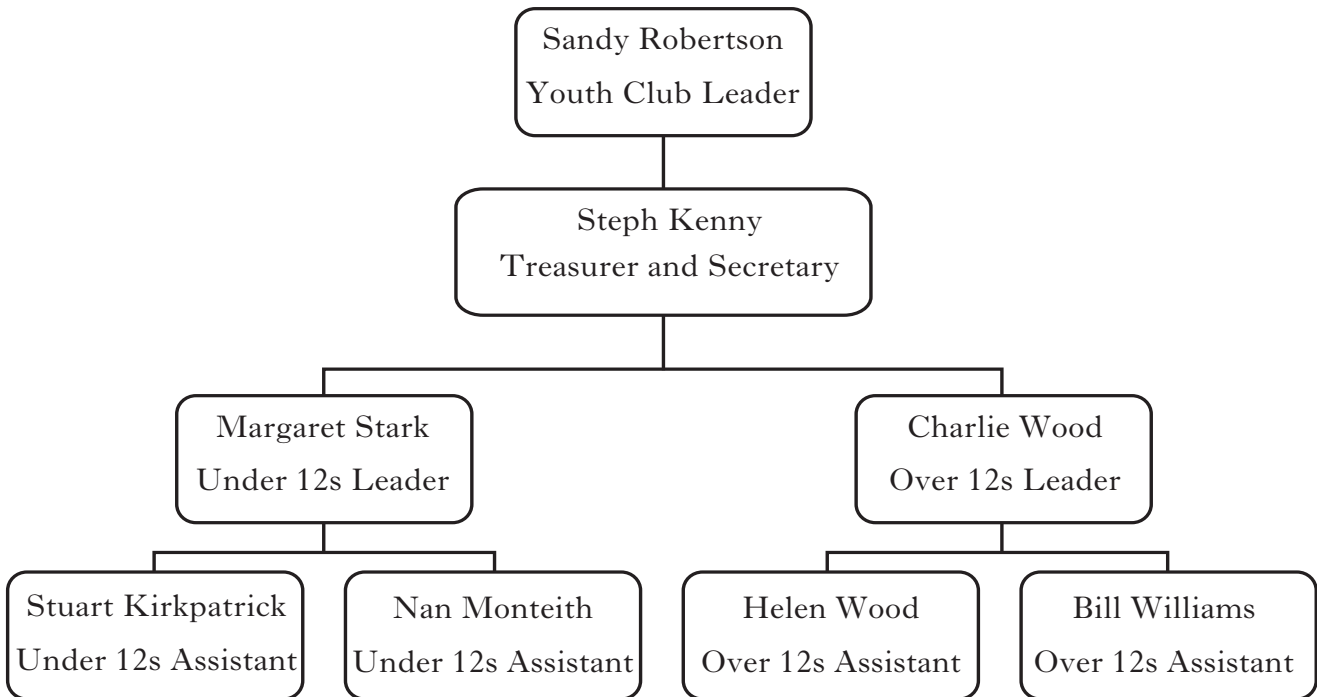
SQA

©

WORKSHEET—TASK 4

Read the following and answer the questions which follow.

> **Question 1**
>
> Study the diagram below and answer the questions which follow.

The Eildons Youth Club

```
                    Sandy Robertson
                    Youth Club Leader

                        Steph Kenny
                    Treasurer and Secretary

        Margaret Stark                    Charlie Wood
        Under 12s Leader                  Over 12s Leader

Stuart Kirkpatrick   Nan Monteith    Helen Wood        Bill Williams
Under 12s Assistant  Under 12s Assistant  Over 12s Assistant  Over 12s Assistant
```

(*a*) State the name of this diagram.

_____ **1**

(*b*) Outline the purpose of this diagram.

_____

_____ **1**

(*c*) Identify **one** other item of information that may be included in this document.

_____

_____ **1**

TASK 4 (continued)

Question 2

Study the picture below and answer the question which follows.

Identify **3** hazards in the picture above.

1 _____

_____

2 _____

_____

3 _____

_____

3

[Turn over

TASK 4 (continued)

Question 3

Sandy Robertson, the Youth Club Leader, has started work organising the next fundraiser event — the Family Picnic.

(*a*) Outline **one** feature of e-mail that would be useful to Sandy when organising this event.

_____

_____ **1**

(*b*) Describe **one** feature of an e-diary that would be useful to Sandy when organising this event.

_____

_____ **1**

TASK 4 (continued)

Question 4

Sandy, the Youth Club Leader, has asked you to prepare an electronic database containing details of all members. These details are currently held on paper.

(*a*) Name the legislation that exists to protect personal information.

_____

1

(*b*) Outline **2** methods of keeping personal information held on computer secure.

1 _____

_____

2 _____

_____

2

(*c*) Outline **2** disadvantages of manual filing.

1 _____

_____

2 _____

_____

2

[Turn over

TASK 4 (continued)

Question 5

Study the job advert below and answer the questions which follow.

WANTED!

EVENING RECEPTIONIST

@Borders Community School

Do you have great administration skills and enjoy working with people?
If so, this may be the job for you.

You will be responsible for supporting the evening activity programme
in the school. You will be organised, hard working and self-motivated.
Excellent IT skills are essential as is the ability to work quickly and
accurately in a busy environment. Previous experience is desirable.

17·5 hours per week Mon - Fri
Job share considered

£8·48 per hour

For more information contact monica@borders.ac.uk

(*a*) State **2** duties that may be included in the Job Description for the post of
Receptionist.

1 _____

_____

2 _____

_____

2

TASK 4 (continued)

Question 5 (continued)

(*b*) Outline the purpose of a Person Specification in the recruitment process.

_____

_____

_____ **1**

(*c*) Describe **2** flexible working practices, other than job share.

1 _____

_____

_____

2 _____

_____

_____ **2**

(*d*) Describe **2** advantages to the employee of flexible working.

1 _____

_____

_____

2 _____

_____

_____ **2**

Total (20)

[*END OF WORKSHEET*]

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X214/10/21

ADMINISTRATION
INTERMEDIATE 1
Instructions to Teachers/
Lecturers

SQA
©

Instructions to Teachers/Lecturers

Prior to the examination the following files require to be created and saved using the file names indicated. This will enable the candidate to access the required information to complete the tasks.

Teachers and lecturers should ensure that candidates CANNOT access the files prior to the examination.

Housestyle is acceptable for all documents. Ensure all data is **accurate**.

Any suitable font may be used. Margins should be set as per housestyle unless otherwise indicated.

FUNDAYDB — a database file

EYCLETTERHEAD — a letterhead (a word processing document)

Note 1: Candidates may use the calculator function on their PC if they are familiar with it, or a hand-held calculator. The hand-held calculator must conform to Scottish Qualifications Authority guidelines.

Note 2: If the question paper necessitates, candidates may have access to a calendar, either an electronic or paper copy.

Note 3: On the date of the examination you are required to send printouts of the prepared files to the Scottish Qualifications Authority. These should be submitted, by the Invigilator, along with the candidates' printouts in **each** return envelope.

FILENAME: FUNDAYDB

Key in the following database; name the table Fun Day Activities.

Fun Day Activities					
Activity	**Leader**	**Suitability**	**Location**	**Time**	**Helpers**
Star Jump Challenge	Helen Wood	All	Dance Studio	All day	1
Fabulous Frisbee	Sandy Robertson	All	Playing Fields	Morning	2
Relay Marathon	Charlie Wood	All	Playing Fields	Afternoon	3
Shoot Some Hoops	Bill Williams	Over 12s	Gym Hall	Morning	1
Penalty Shootout	Stuart Kirkpatrick	All	Astroturf	Afternoon	0
Dry Obstacle Course	Nan Monteith	All	Games Hall	All day	3
Space Hop, Skip and Jump	Kylie Anderson	Under 12s	Playing Fields	Morning	4
Table Top Tournament	Aleksandra Turkopulis	Over 12s	Dining Area	All day	2
Wet Obstacle Course	Steph Kenny	All	Swimming Pool	All day	4

[Turn over

FILENAME: EYCLETTERHEAD

1 Key in the following word processing document using your organisation's housestyle.

2 Use top margin 1·27 cm/or 0·5"; all other margins 2·54 cm or 1·0".

3 Insert a suitable graphic.

The Eildons Youth Club
c/o Borders Community School
Woodcock Drive
Melrose
TD7 8GI

eildons@youthclub.org.uk

[*END OF INSTRUCTIONS TO TEACHERS/LECTURERS*]