



Key skills information technology Level 3 - Catering

Wednesday-Friday 26-28 May 2004

Test Paper

YOU NEED

- This test paper
- A cover sheet
- Access to a computer, software and a printer
- Access to the data files to support the scenario 'Catering': **DetailsA**, **DetailsB**, **Letter** and **Logo**

You may use a bilingual dictionary

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

THERE ARE 3 TASKS IN THIS TEST

Task A (total 26 marks)

Task B (total 23 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

**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

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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

Choice Catering provides mobile catering. You will use database and word-processing software to

- import a data file into a database table
- interrogate the database and produce a report
- use a given data file to create a mailshot

Task A

A database of client details is required to store records and produce reports.

Title	FirstName	LastName	ContractID	PricePerPerson	Paid	OptExtras	CostExtras
Mrs	Alison	Roxeby	AO123	12.75	0	D	5
Miss	Reni	Nyurat	AO124	12.75	0	D	5
Mr	Nazir	Fletcher	AO126	12.75	0	D	5

- 1 A database of client details is required.
 - A Open a database application and create a new database. The filename for the database must be the characters **D1-** followed by your full initials, for example **D1-FJB**. If your database software requires you to save the file you should save it after each of the following instructions, using the next number in sequence each time, for example **D2-FJB** then **D3-FJB** and so on.
 - B Import the data file **DetailsA** into a table and name the table **Clients**. The data file is a comma-delimited text file containing a header row, and text is enclosed in quotes (").
 - C Set the primary key as **ContractID**.
 - D Set the data type for the **Numbers** field to number with zero decimal places.
 - E Set the data type for the **PricePerPerson** and the **CostExtras** fields as currency with two decimal places.

- F** Set the data type for the **Paid** field to logical. (Your software may display this field in a form other than Yes/No.)
- G** Import (Merge or Append) the data file **DetailsB** into the **Clients** table. The data file is a comma-delimited text file containing a header row and text is enclosed in quotes (").

9 marks

2 Validation of the data is required.

- A** Set up validation for the **Numbers** field so that it accepts only values in the range 4 to 50 inclusive, with a validation text message: "Must be between 4 and 50 inclusive".
- B** Use 'Screen Dump', 'Print Screen' or 'Documenter' techniques to show the design of the table including
- All field names and data types
 - the primary key
 - the validation rule for the **Numbers** field
 - the validation message for the **Numbers** field
- C** Place your name, today's date and the title **Printout-1** in a footer and print the table design.

5 marks

3 A report of client details is required.

- A** Create a query named **NotPaid** to find all the clients where the **OptExtras** field includes the letter **W** (this field may also contain other letters) and where the client has not paid. Include all fields in the query.
- B** Use the query to produce a report in landscape form with the report title **W Clients - Unpaid**.
- C** Include only fields **Event**, **LastName**, **FirstName**, **ContractID**, **Date**, **PricePerPerson**, **CostExtras** and **Numbers** in the report, presented in columns in this order. Make sure all information is fully displayed.
- D** Group the report by **Event** with the records in ascending order of **LastName**.
- E** Place your name, today's date, the page number, the total number of pages and the title **Printout-2** in a footer and print the report.

12 marks

Task B

A mailshot is required to inform clients of new services.

Choice Catering
64 Marple Close
Stockton
ZK2 5BH

TEL: 0161 478 15555

DATE

TITLE FIRSTNAME LASTNAME
ADDRESS1
ADDRESS2
POSTCODE

Dear TITLE LASTNAME

As a valued customer of Choice Catering in the ADDRESS2 area, we would like to explain a new discount scheme that we have introduced.

Use our services five times within a six-month period to be eligible for our new gold certificate. Apply for this certificate NOW and you will receive 10% discount on all further bookings.

The details below indicate some of the savings you could make.

	Event	Previous Cost	New Cost	Savings
		£	£	£
Buffet	150	135	15	
Optional Tidying		5.50	4.95	0.55
Optional Gifts		15	13.50	1.50

FIRSTNAME, I am sure you will see the benefit of applying for this certificate and so do not delay - apply today!

4 A standard letter is required.

- A Use a word-processing application to insert or open the text file **Letter**.
- B Format all text as 10 point with a Times Roman font or similar.
- C Make the text of the first six lines (the company name, address and telephone number) upper case with a font size between 16 and 22 points.
- D Insert the image file **Logo** into the letter.
- E Position the image at the top right hand side of the letter opposite the company name and address.
- F Adjust the size of the image so that it is approximately 3cm in height, ensuring that it maintains its height-to-width ratio.
- G Crop the image so that the bow tie is no longer visible.
- H Save this letter (in normal word-processing format, ie NOT as a .txt file) using the characters **W1**- followed by your full initials as the filename, for example **W1-FJB**.

7 marks

5 The five lines giving details of cost require formatting.

Event	Previous Cost £	New Cost £	Savings £
Buffet	150	135	15
Optional Tidying	5.50	4.95	0.55
Optional Gifts	15	13.50	1.50

- A Set centre tabs for the first two lines and decimal tabs for the last three lines so that the data is aligned as shown above.
- B Ensure that the letter fits on a single A4 page, adjusting margins as necessary. Place your name, today's date and the title **Printout-3** in a footer and print the letter.
- C Save this letter using the characters **W2-** followed by your full initials as the filename, for example **W2-FJB**.

4 marks

6 The letter is required as a mail-merge document.

- A The data file **DetailsB** is to be used as a 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 **DetailsB** as the source for the merge.
- C In the letter, replace the words **TITLE**, **FIRSTNAME**, **LASTNAME**, **ADDRESS1**, **ADDRESS2** and **POSTCODE** wherever they appear with the appropriate merge fields.
- D Replace **DATE** with today's date.
- E Make sure that the letter fits on a single A4 page, in portrait form, adjusting margins as necessary. Place your name, today's date and the title **Printout-4** in a footer.
- F Save this letter using the characters **W3-** followed by your full initials as the filename, for example **W3-FJB**.
- G Print a copy of this un-merged letter in portrait form showing the merge fields. (If your software will not do this, produce a screen print of the un-merged letter with your name, today's date and the title **Printout-4** in a footer.)

8 marks

- 7 Copies of the merged letters are required.
- A Amend the footer of the letter to change the title to **Printout-5**.
 - B Merge the letter with the data file **DetailsB**.
 - C Save the merged letter using the characters **W4-** followed by your full initials as the filename, for example **W4-FJB**.
 - D Print the letter for each of the first **two** clients only.

4 marks

Please go on to the next page

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.

- 8 A printout of filenames is required.
- A Provide a copy of all filenames created during the test. This must be in the form of a screen dump (print screen) of the folder (directory) structure showing the filenames with your name, today's date and the title **Printout-6** as a footer.

1 mark

End of test

Important note

Collect together all your documents. They should include

- Printout-1** Database table design
Printout-2 Report headed **W Clients - Unpaid**
Printout-3 Word-processing document showing the formatted letter
Printout-4 Word-processing document showing the unmerged standard letter
Printout-5 Word-processing document showing the two merged letters
Printout-6 A list of filenames created.

Check that your name is printed on every page. If it is not, write it there and ask the supervisor to authenticate that the page contains your own work. Now attach all the pages in order, and this test paper, to the cover sheet and hand them to the supervisor.