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FOR WALES



Edexcel
Success through qualifications

Key skills Information and communication technology Level 3 - Members

Wednesday 17 - Friday 19 November 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 'Members': **MMembers**, **MFunding** and **SMembers**

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 25 marks)

Task B (total 24 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

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

A tennis club offers coaching to its members to raise funds.

You will use database and spreadsheet software to

- import data files into a database
- interrogate the database and produce a report
- import a data file into a spreadsheet and perform calculations on the data
- produce a chart

Task A

A database of club members is required.

Title	FirstName	LastName	DOB	Gender	MemberType	MemberID	Coach	Paid	Level
Mr	Frank	Streeter	13/08/1990	M	J	1021		1	B
Ms	Heena	Shah	17/07/1979	F	L	1022	JohnsonJ	0	I
Mr	William	Ponsonby	16/12/1978	M	M	1023	DouglasS	1	A
Mr	Mark	Pratney	02/03/1971	M	M	1024		1	I

1 A database of members is required.

- Open a database application and create a new database. The filename for this database must be the characters **D1**- followed by your 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.
- Import the data file **MMembers** into a table and name the table **Members**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
- Set the primary key as **MemberID**.

- d Payment of the annual membership fee is recorded in the **Paid** field. Set the data type for the **Paid** field as logical. (Your software may display this field in a form other than Yes/No.)
- e Import (Merge or Append) the data file **SMembers** into the table **Members**. The data file contains a header row, is comma delimited and text is enclosed in quotes (").
- f Use Screen Dump/Print Screen or Documenter techniques to show the design of the table, including
 - all the field names and data types
 - the primary key
- g Place your name, today's date and the title **Printout-1** in a footer and print the table design.

9 marks

- 2 A report is required listing members who have coaching.
- a Using the **Members** table, create a query named **Coaching** to find all members who were born on, or before 15/02/90 who have a coach (ie the **Coach** field is not blank) and who have paid their membership fee. Include all fields in the query.
 - b Use the query to produce a report in landscape form with the title **Coaching for Members**.
 - c Include only the fields **Level**, **DOB**, **LastName**, **FirstName**, **MemberID**, **Coach** and **Paid** presented in columns in this order. Make sure all information is fully displayed.
 - d Group the report by **Level** with the records in ascending order of **DOB** within each group.
 - e Place your name, today's date, page number, number of pages and the title **Printout-2** in a footer and print the report.
 - f Close the file.

16 marks

Task B

A spreadsheet is required.

	A	B	C
1	Fundraising Results		
2			
3	Targets per Event		20
4			
5	Event	Costs	Tickets Sold
6	Tennis Competition	15	18

E	F
	100
Income	Profit

3 A spreadsheet of fundraising is required.

- Open a spreadsheet application and create a new spreadsheet. Import the data file **MFunding** 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 (").
- Set the format for the values in cell **F3** and the cell ranges **B6:B9** and **D6:F9** as currency (£) to two decimal places.
- Enter a formula in cell **E6** to calculate the **Income** for the Tennis Competition by multiplying **Tickets Sold** by the **Cost per Ticket**.
- Enter a formula in cell **F6** to calculate the **Profit** for the Tennis Competition by subtracting **Costs** from **Income**.
- Replicate the formulas in the cell range **E6:F6** to display the results for each event listed.
- Place your name, today's date and the title **Printout-3** in a footer and print the spreadsheet in portrait form. Make sure all information is fully displayed.
- Save the spreadsheet using the characters **S1-** followed by your initials as the filename, for example **S1-FJB**.

4 marks

- 4 Calculations on meeting the target are required.
- a In cell **G6** enter a formula to return the message "Target Met" if the **Profit** in cell **F6** is greater than or equal to the target in cell **F3** OR if the number of tickets sold in cell **C6** is greater than or equal to the target in cell **C3**, otherwise to display "Target Not Met".
 - b Replicate the formula in cell **G6** to display the results for each event listed.
 - c Hide the data in columns **B** and **D**.
 - d Amend the title in the footer to **Printout-4** and print the spreadsheet in landscape form, showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all formulas are fully displayed.
 - e Save the spreadsheet using the characters **S2-** followed by your initials as the filename, for example **S2-FJB**.
 - f Close the spreadsheet **S2**.

14 marks

- 5 A chart of results is required.
- a Open (revert to) spreadsheet **S1**.
 - b From the columns headed **Profit** and **Costs**, use the data for each event to create a vertical stacked bar chart with profit and costs on the y-axis and events on the x-axis.
 - c Give the chart the title **Summer Fundraising**.
 - d Label the x-axis **Event** and the y-axis **Amount**.
 - e Provide an appropriate legend to the right-hand side of the chart.
 - f Place the chart on a separate sheet, and adjust it so that all the information can be clearly seen when printed.
 - g Place your name, today's date and the title **Printout-5** in a footer and print the chart in landscape form, making sure that all information is fully displayed.
 - h Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.
 - i Close the file.

6 marks

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.

- 6 A printout of filenames is required.
 - a Provide a copy of all filenames created during the test. This may be in the form of a screen dump (print screen) of 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 printouts. They should include

- Printout-1** Database table design
- Printout-2** Report titled **Coaching for Members**
- Printout-3** Spreadsheet showing fundraising data
- Printout-4** Spreadsheet showing formulas
- Printout-5** Bar chart showing results
- Printout-6** Printout 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, and this test paper, to the cover sheet and hand them to the supervisor.