



AWDURDOD
CYMWYSTERAU,
CWRICWLWM AC ASESU
CYMRU
—
QUALIFICATIONS,
CURRICULUM &
ASSESSMENT AUTHORITY
FOR WALES



Key skills Information and communication technology Level 3 - Gardens

Wednesday 16 - Friday 18 March 2005

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 **Gardens: GLetter, GChart, GLogo and GStock**

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 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

First published in 2005.

© Qualifications and Curriculum Authority 2005.

Reproduction, storage, adaptation or translation, in any form or by any means, of this publication is prohibited without prior written permission of the publisher, unless within the terms of licences issued by the Copyright Licensing Agency.

Printed in Great Britain.

The Qualifications and Curriculum Authority is an exempt charity under Schedule 2 of the Charities Act 1993.

Qualifications and Curriculum Authority, 83 Piccadilly, London W1J 8QA. www.qca.org.uk

Ref: ICT/L3/3/P37

**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 garden centre sells products.

You will use word processing and spreadsheet software to

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

Task A

A mail merge letter is required, which will be stored in a new directory/folder.

- 1** A new directory/folder is required.
 - a Set up a directory/folder called **Merge**.
 - b Copy the data files **GLetter**, **GClient**, **GStock** and **GLogo** to this directory/folder.

2 marks

2 A letter is required as a mailshot to customers.

```
GrowYourOwn Garden Centre
1 High Street
Newton

DATE

TITLE FIRSTNAME LASTNAME
ADDRESS1
ADDRESS2
POSTCODE

Dear TITLE LASTNAME

As a valued customer of GrowYourOwn Garden Centre, I would like to inform you of
some special offers available this week.

    Pond liners
    12 x 9          £16.38

-----

    Aqua 20          £75
    Aqua 25          £75

    Hoses
    Automatic reel  120m  £105
    Automatic reel  20m   £69.99
    Mini reel       5m    £9.99

To take advantage of these offers visit your local store this week.


Yours sincerely

Taylor Burton
Customer Promotions Manager
```

- a Use a word-processing application to insert or open the data file **GLetter**.
- b Set the page size to A4, in portrait form with left, right and bottom margins of 2cm and the top margin set to 3.5cm.
- c Format all text as 10 point Times Roman, or similar font.
- d Format the three lines with the company name and address to 18 point Arial or similar font and right align them.
- e Position a single horizontal line from margin to margin to separate the company address from the rest of the letter.
- f Save this document in the directory/folder named **Merge** (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**.

6 marks

3 Further formatting is required.



GrowYourOwn Garden Centre
1 High Street
Newton

DATE

TITLE FIRSTNAME LASTNAME
ADDRESS1
ADDRESS2
POSTCODE

Dear TITLE LASTNAME

As a valued customer of GrowYourOwn Garden Centre, I would like to inform you of some special offers available this week.

Pond liners	
12 x 9	£16.38
15 x 12	£26
28 x 28	£133.40

- Insert the graphic file **GLogo**.
- Crop the image to remove the words 'Garden Centre' and all excess white space around the edges of the image, as shown.
- Adjust the size of the image so that it is approximately 5cm wide. Make sure that it maintains its height to width ratio.
- Position the image as shown, above the horizontal line and at the top left-hand side of the page.
- The list of special offers in the letter, starting with 'Pond liners', and for the list below, and all their headings need to be positioned as shown above. Set the following tabs for these lines:
 - a left tab at 2cm
 - a right tab at 6cm
 - a decimal tab at 8cm.
- Save this document in the directory **Merge** using the characters **W2-** followed by your full initials as the filename, for example **W2-FJB**.
- Place your name, today's date and the title **Printout-1** in a footer and print the letter in portrait form.

7 marks

- 4 The letter is required as a mail-merge document.
- a The data file **GClient** 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 mail merge source.)
 - b Turn the letter into a mail-merge document and select the data file **GClient** as the source data for the merge.
 - c Replace the word DATE with today's date and right align it.
 - d In the letter, replace the words TITLE, FIRSTNAME, LASTNAME, ADDRESS1, ADDRESS2 and POSTCODE wherever they appear, with the appropriate merge fields.
 - e Make sure that everything fits on to a single page.
 - f Save this document in the directory/folder **Merge** using the characters **W3-** followed by your full initials as the filename, for example **W3-FJB**.
 - g Amend the title in the footer to **Printout-2**.
 - h 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, today's date and the title **Printout-2** in a footer.)

6 marks

- 5 Printed copies of the merged letter are required.
- a Amend the title in the footer to **Printout-3**.
 - b Merge the letter with the source data file **GClient**.
 - c Save the merged document in the directory/folder **Merge** using the characters **W4-** followed by your full initials as the filename, for example **W4-FJB**.
 - d Print the letters (pages) for the first three customers only.

4 marks

- 6 A printout of the new directory/folder is required.
- a Use 'Screen Dump' or 'Print Screen' techniques to show the **Merge** directory and its contents.
 - b Place your name, today's date and the title **Printout-4** in a footer and print a copy of this information.

1 mark

Task B

A spreadsheet is required to perform calculations.

	A	B
1	Items in stock	
2		
3	Reorder level	5
4		
5	Item code	Description
6	1200	Cascader 25 water pump
7	1201	Cascader 12 water pump
8	1202	Aqua 20 water pump

J	K
Discontinued	Reorder required
No	
No	
Yes	

7 A spreadsheet of stock is required.

- a Open a spreadsheet application and create a new spreadsheet. Import the data file **GStock** 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 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**.
- c In cell **H6** enter a formula to display the **4 Week Total** sales for **Week 1, Week 2, Week 3** and **Week 4**.
- d **Current stock level** is **Stock level last month** minus **4 Week Total**. Enter a formula in cell **I6** to calculate **Current stock level** for the first item.
- e In cell **K6** enter a formula to display the message "LEAVE" if **Current stock level** in cell **I6** is greater than or equal to the **Reorder level** in cell **B3** OR if the value in cell **J6** for **Discontinued** is "Yes", otherwise display "ACTION".
- f Replicate the formulas in cells **H6:I6** and the formulas in cell **K6** to display the results for all the other items.
- g Save the spreadsheet using the characters **S2**- followed by your initials as the filename, for example **S2-FJB**.
- h Make sure all information is fully displayed.
- i Place your name, today's date and the title **Printout-5** in a footer and print only the information in cell range **B5:K12** in landscape form.

18 marks

- 8 A printout of the spreadsheet formulas is required.
- a Hide the data in columns **B, C, D, E, F** and **G**.
 - b Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.
 - c Amend the title in the footer to **Printout-6** and print the spreadsheet in landscape form, showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all data and formulas for columns **A, H, I, J** and **K** are fully displayed.

5 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.

- 9 A printout of directories/folders and filenames is required.
- a Provide a printout of all directories/folders and 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-7** as a footer.

1 mark

End of test

Important note

Collect together all your documents. They should include

- Printout-1** Formatted letter
- Printout-2** Letter showing merged fields
- Printout-3** Three merged letters
- Printout-4** **Merge** folder/directory
- Printout-5** Spreadsheet showing stock data for the cell range B5:K12
- Printout-6** Spreadsheet showing formulas for columns A, H, I, J and K only
- Printout-7** Printout 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.

BLANK PAGE