



Unit Number

**U3051252/KT3T**

**Key Skills**

**Information & Communication Technology**

**Level 3 - Creative**

**15 - 17 June 2005**

**Total Marks: 50**

**Time: 1 hour 30 minutes** (including reading time)

**Materials required for examination**

This test paper

A return sheet

Access to a computer, software and a printer

Access to the data files to support the scenario 'Creative': **CAdultEd**, and

**CCosting**

**You may use a bilingual dictionary**

**Instructions to Candidates**

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

In the boxes on the Return Sheet, write your centre number, registration number, surname and initials. The paper reference is shown above.

Task C **must** be completed. If necessary, it may be carried out after the end of the test.

Check that your name appears on EVERY printed page.

At the end of the test, hand the test paper, your printouts (attached to your Return Sheet) and all notes to the supervisor.

**Information for Candidates**

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This test consists of 3 tasks.

Task A (total 26 marks) consists of Questions 1 - 3

Task B (total 23 marks) consists of Questions 4 - 5

Task C (total 1 mark) consists of Question 6

You may commence with Task A or Task B, Task C must be completed at the end of the test.

**Advice to Candidates**

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Try to complete All the tasks

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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

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**Creative Courses** is a company that offers leisure courses.

You will use database and spreadsheet software to carry out the following tasks

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

### Task A

A database of customer subscriptions is required.

CourseID	Name
A123	Junior Knits
A124	Senior Knits
A125	Comfy Crochet
A126	Sensible Sewing

Residential	Rating	Category	StartDate
0	I	CL	04/09/2004
0	B	CL	11/09/2004
1	I	CL	16/10/2004
1	M	CL	01/10/2004

- 1 A database 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 eg **D2-FJB** then **D3-FJB** and so on.
  - b Import the data file **CAdultEd** into a table and name the table **Courses**. 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 **CourseID**.
  - d Set the data type for the **Residential** field as logical. (Your software may display this field in a form other than Yes/No.)
  - e Change the field size for **Rating** to one.

7 marks

2 Validation of the data is required.

- a Set up validation for the **Rating** field that accepts **B, I** or **M** as valid entries with a validation message "Enter B, I or M".
- 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 field size of the **Rating** field
  - the validation rule for the **Rating** field
  - the validation message for the **Rating** 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 is required.

- a Create a query named **Costing** to find all records where the **DurationHrs** is between 18 and 20 hours (inclusive) long, **Residential** is Yes (your software may use True or -1 instead of Yes) and the **StartDate** is before 20/11/04. Include all fields in the query.
- b Use the query to produce a report in portrait form with the report title **Residential Courses before December**.
- c Include only fields **Category, StartDate, CourseID, Name** and **DurationHrs** in the report, presented in columns in this order. Make sure all information is fully displayed.
- d Group the report by **Category** with the records in ascending order of **StartDate** for each category.
- 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.

14 marks

## Task B

A spreadsheet is required to perform calculations.

	A	G	H	I	J
1	Course Enrolments				
2					
3					
4	Course	Course Cost	Start Date	Duration in Hours	Status
5	Thyme Matters	275.95	25/09/2004	20	
6	Beautiful Braiding	95	12/02/2005	22	
7	Perfect Plaiting	95	30/10/2004	18	
8	Punchy Ponchos	128	30/11/2004	20	
9	Elastic Lassoos	328	27/11/2004	30	

4 A spreadsheet of enrolments is required.

- Open a spreadsheet application and create a new spreadsheet. Import the data file **CCosting** 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 (").
- Enter a formula in cell **J5** to display the words **Run Course** if the **Enrolments**, for the *Thyme Matters* course, are equal to or more than the **Min Enrolments** otherwise display the words **Cancel Course**.
- Replicate this formula down column **J** for all the other courses.
- Hide the columns **B, D, E, F, G and H**.
- Place your name, today's date and the title **Printout-3** in a footer and print the spreadsheet in landscape form, showing sheet row numbers, sheet column letters and gridlines. Make sure all remaining data is fully displayed.
- Save the spreadsheet using the characters **S1-** followed by your initials as the filename, for example **S1-FJB**.

8 marks

5 The full name of the category for each course is required.

- In cell **K4** enter the words **Category in Full**.
- Using the information in cell range **L18:M26** as a lookup table, enter a formula in cell **K5** that will display the full name of the **Category**.
- Replicate this formula to display the **Category** for all the other courses.
- Save the spreadsheet using the characters **S2-** followed by your initials as the filename, for example **S2-FJB**.
- Ensure that the columns **B, D, E, F, G and H** are hidden.

- f Amend the title in the footer to **Printout-4** and print only cell range **A1:K17** of the spreadsheet in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all formulas are fully displayed.
- g Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.

15 marks

### Task C

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

- 6 A printed copy of a list of the files you produced during the test is required.
  - a Produce a list of all the files created during the test. This must be in the form of a print screen (screen dump) of the filenames with your name, today's date and the title **Printout-5** as a footer.

1 mark

## End of test

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### Important note

Collect together all your documents. They should include:

Printout-1	Database structure with detail on the validation rule
Printout-2	Report with the title - <b>Residential Courses before December</b>
Printout-3	Spreadsheet output with columns <b>B, D, E, F, G</b> and <b>H</b> hidden
Printout-4	Formula output of cell range <b>A1:K17</b>
Printout-5	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, and this test paper, to the cover sheet and hand them to the supervisor.

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