



Unit Number

U3051252/KT3T

Key Skills

Information & Communication Technology

Level 3 - Lettings

16 - 18 November 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 'Lettings': **BProps**, **BLets**,

BIntro and **BClients**

You may use a bilingual dictionary

Instructions to Candidates

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

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 - 8

Task C (total 1 mark) consists of Question 9

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

Advice to Candidates

Try to complete All the tasks

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

Betta Lets is an accommodation bureau set up by a local university.

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 data file and graphic to create a mailshot

Task A

A database of properties is required.

PropID	Address1	Address2	PostCode	Distance	Furnished	ContactNo
R04201	The Fairway		RK2 5BH	0.75	1	0124 67891
R04202	87 Redheath Road		RK1 4HG	0.5	1	0124 23232
R04203	7 Pole Lane		RK5 7TY	5.25	1	0124 67676
R04204	34 Avondale Avenue		RK5 8PT	5.15	1	0124 89898

- 1 A database of accommodation to let is required.
 - a 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.
 - b Import the data file **BProps** into a table and name the table **Lettings**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
 - c Set the primary key as **PropID**.
 - d Set the data type of both the **Parking** and **Furnished** fields as logical. (Your software may display this field in a form other than Yes/No.)
 - e Delete the field **Address2**.

7 marks

- 2 Validation of the data is required.
- a Set up validation for the **Heating** field that accepts only **Oil**, **Gas** or **Electric** as valid entries with a validation message "Enter Oil, Gas or Electric".
 - b Use 'Screen Dump', 'Print Screen' or 'Documenter' techniques to show the full design of the table, including
 - all field names and data types
 - the primary key
 - the validation rule for the **Heating** field
 - the validation message for the **Heating** 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 selected properties is required.
- a Create a query named **Travel** to find all properties where the **Description** field is "House", the **Distance** is less than or equal to one and **Furnished** is Yes. Include all fields in the query.
 - b Use the query to produce a report in portrait form with the report title **Furnished Properties Near The University**.
 - c Include only the fields **Beds**, **Distance**, **Address1**, **Parking**, **Heating**, **PropID** and **ContactNo** in the report, presented in columns in this order. Make sure all information is fully displayed.
 - d Group the report by **Beds** with the records in descending order of **Distance** within each group.
 - 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 mailshot is required for prospective clients.

 University of Redheath PO Box 451, Redheath, RE25 6XP. Tel: 0124 59878
TITLE INITIALS LASTNAME ADDRESS1
Examples of accommodation on our register (prices shown are per week) include: 37 The Hawthorns 3 bedroom house £135 6 Random House Single bedroom flat £97 19 Compton Walk 6 bedroom house £288 Flat 6 Ivy House Single bed-sit £60.50 36 Hall Ave 4 bedroom house £180 24 Polar Ave 2 bed shared room £74.50
Our records show that you recently contacted the University asking for advice on local accommodation. Therefore we have made an appointment for you to visit our office on DAY DATE at TIME in order to speak to one of our accommodation advisors. If this appointment is inconvenient please phone us to organise an alternative date.
We look forward to being able to help you find suitable accommodation.
Yours sincerely
Jean Walsh Customer Services

- 4 A standard letter is required.
- Use a word processing application to insert or open the text file **BIntro**.
 - Set left, right, top and bottom margins to 2.5 cm.
 - Select all of the text and format it as 12 point Times Roman font or similar.
 - Set the text 'University of Redheath' to 20 point Times Roman font or similar.
 - Right align the TODAY line.
 - Insert the image file **BLets** into the letter.
 - Use text wrap to position the image in the top left hand corner of the page (as shown above).
 - Save this document (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

5 The letter requires additional formatting.

Betta Lets University of Redheath
PO Box 451, Redheath, RE25 6XP. Tel: 0124 59878

TITLE INITIALS LASTNAME
ADDRESS1

Examples of accommodation on our register (prices shown are per week) include:

37 The Hawthorns	3 bedroom house	£135
6 Random House	Single bedroom flat	£97
19 Compton Walk	6 bedroom house	£288
Flat 6 Ivy House	Single bed-sit	£60.50
36 Hall Ave	4 bedroom house	£180
24 Polar Ave	2 bed shared room	£74.50

Our records show that you recently contacted the University asking for advice on local accommodation. Therefore we have made an appointment for you to visit our office on DAY DATE at TIME in order to speak to one of our accommodation advisors. If this appointment is inconvenient please phone us to organise an alternative date.

We look forward to being able to help you find suitable accommodation.

Yours sincerely

Jean Walsh
Customer Services

- a Set the tabs for the six lines containing the examples of accommodation as:
- left tab at 2 cm
 - left tab at 8 cm
 - decimal tab at 14 cm.
- b Ensure that the letter fits on a single A4 page, adjusting the top and bottom margins as necessary. Place your name, today's date and the title **Printout-3** in a footer and print the letter.
- c Save the letter using the characters **W2-** followed by your initials as the filename, for example **W2-FJB**.

3 marks

- 6 The letter is required as a mail merge document.
- a The data file **BClients** 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 **BClients** as the source for the merge.
 - c In the letter, replace the words **TITLE, INITIALS, LASTNAME, ADDRESS1, ADDRESS2, POSTCODE, DEPARTMENT, DAY, DATE** and **TIME**, wherever they appear, with the appropriate merge fields.
 - d Replace **TODAY** with today's date.
 - e Ensure that the letter fits on a single A4 page, in portrait form, adjusting the top and bottom margins as necessary.
 - f Amend the title in the footer to **Printout-4** and save the letter using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**.
 - g Print a copy of this 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-4** in a footer).

7 marks

- 7 Copies of the merged letters are required.
- a Amend the title in the footer to **Printout-5**.
 - b Merge the letter with the source file **BClients**.
 - c Save the merged letter using the characters **W4-** followed by your initials as the filename, for example **W4-FJB**.
 - d Print the first three letters only of the merged document.
 - e Close the file.

4 marks

- 8 A folder/directory needs to be set up.
- a Set up a folder/directory in your user area and name it **BETTA**.
 - b Copy the text file **BIntro** to the folder/directory **BETTA** and rename the file **Letter**.
 - c Use 'Screen Dump' or 'Print Screen' techniques to show the name and contents of the **BETTA** folder/directory. Place your name, today's date and the title **Printout-6** in a footer and print a copy of this information.

3 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 printed list of the filenames 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 screen dump (print screen) of the folder (directory) structure showing 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 printouts. They should include:

- Printout-1** Database structure with detail of the validation rule
- Printout-2** Report headed **Furnished Properties Near The University**
- Printout-3** The formatted letter
- Printout-4** The unmerged letter showing the merge fields
- Printout-5** The first three merged letters
- Printout-6** The content of the **BETTA** folder
- Printout-7** A list of the 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 to the cover sheet and hand them to the supervisor.

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