



Unit Number

U3051252/KT3T

Key Skills

Information & Communication Technology

Level 3 - Loyalty

18 - 20 January 2006

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 'Loyalty': **LSpend**, **LReward**,

LFifty and **LWinners**

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 25 marks) consists of Questions 1 - 4

Task B (total 24 marks) consists of Questions 5 - 9

Task C (total 1 mark) consists of Question 10

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

A village store has linked with a national award scheme and introduced a loyalty scheme for its members.

You will use spreadsheet and wordprocessing software to:

- import a data file into a spreadsheet and perform calculations on the data
- produce a chart
- import data into a word processing document
- insert an image and use a data file to create a mail merged letter

Task A

A spreadsheet is required to calculate members' bonuses.

	A	B	C	D	E	F	G
1	Store Loyalty Scheme						
2	Bonus Reward Date	01/01/2005			Threshold	2000	
3							
4			Expenditure				
5	Member	Joining Date	Jan	Feb	Mar	Spend to Date	Bonus Reward
6	SD18473	02/01/2004	726.03	412.79	966.86		

- 1 A spreadsheet of member data is required.
 - a Open a spreadsheet application and create a new spreadsheet. Import the data file **LSpend** 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 Amend the value of cell **C7** to **535.2** and the value of cell **E8** to **265.5**.
 - c Format cell range **C6:F12** and cell **F2** as currency to two decimal places.
 - d 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**.

3 marks

2 Calculations need to be carried out.

- a Enter a formula in cell **F6** to calculate the total **Spend to Date** for the first member during Jan, Feb and Mar.
- b In cell **G6** enter a formula that displays 'Yes' if the **Spend to Date** for the first member is greater than or equal to the **Threshold** in cell **F2** and the **Joining Date** is on or before the **Bonus Reward Date** in cell **B2**, but otherwise displays 'No'.
- c Replicate the formulas in cells **F6** and **G6** to display the **Spend to Date** and the **Bonus Reward** for all members.
- d Place your name, today's date and the title **Printout-1** in a footer and print the spreadsheet in portrait form.
- e Save the spreadsheet using the characters **S2-** followed by your initials as the filename, for example **S2-FJB**.

12 marks

3 A formula printout is required.

- a Amend the title in the footer to **Printout-2** and print only cell range **A4:G12** of the spreadsheet in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed.
- b Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.
- c Close this spreadsheet.

5 marks

- 4 A chart is required.
- a Open spreadsheet **S2**.
 - b Sort the spreadsheet so that the information about the members is displayed in descending order of **Spend to Date**.
 - c Create a vertically stacked bar chart for the four members with the highest **Spend to Date** to show the expenditure for Jan, Feb and Mar. Plot the chart to show the member on the x-axis and the expenditure on the y-axis.
 - d Give the chart the title **Member Expenditure** and title the x-axis **Member** and the y-axis **Value**.
 - e Place an appropriate legend to the right of the chart and position the chart below the spreadsheet.
 - f Amend the title in the footer to **Printout-3** and print the spreadsheet with the chart in portrait form on a single A4 page.
 - g Save the spreadsheet using the characters **S4-** followed by your initials as the filename, for example **S4-FJB**.

5 marks

Please go on to next page

Task B

A letter to customers is required.

The Village Store, Main Street, Rexbury, Devon BD45 8PD STORE VOUCHA SCHEME			
TITLE FIRSTNAME LASTNAME			
Spend	Reward	Spend	Reward
£1	£0.03	£800	£24
£10	£0.30	£1000	£30
£100	£3	£2500	£75
£250	£7.50	£5000	£150
£500	£15	£10000	£300
Happy spending!			
Dave Ross Store Manager			
---- (cut here) - - - - - (cut here) ----			
Membership Number: MEMBERID			
This voucha is worth £50.00 and may be redeemed at The Village Store, Main Street, Rexbury, Devon BD45 8PD.			
Valid until 30th November 2006			

5 A standard letter is required.

- a Use a word processing application to insert or open the data file **LReward**.
- b Set the page to A4, in portrait form with left, right, top and bottom margins set to 2.2 cm.
- c Select all of the text and format it as 10 point Times Roman font or similar.
- d Centre align the first two lines of text (i.e. the store name and address and the text 'STORE VOUCHA SCHEME') and format them to 18 point Times Roman font or similar.
- e Right align DATE.
- f Use a word search technique to find all occurrences of the word **voucha** and replace with **voucher**.
- g 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**.

5 marks

6 The letter requires additional formatting.

The Village Store, Main Street, Rexbury, Devon BD45 8PD
STORE VOUCHER SCHEME

TITLE FIRSTNAME LASTNAME


Spend	Reward	Spend	Reward
£1	£0.03	£800	£24
£10	£0.30	£1000	£30
£100	£3	£2500	£75
£250	£7.50	£5000	£150
£500	£15	£10000	£300

Happy spending!

Dave Ross
Store Manager

---- (cut here) ----- (cut here) ----

Membership Number: MEMBERID



This voucher is worth £50.00 and may be redeemed at The Village Store, Main Street, Rexbury, Devon BD45 8PD.

Valid until 30th November 2006

- a Set the tabs for the six lines containing the headings and examples in the spend and reward table as:
- left tab at 2 cm
 - decimal tab at 5 cm
 - left tab at 8 cm
 - decimal tab at 11 cm
- b Insert the image file **LFifty** into the letter and resize to 3 cm high and maintain height and width ratio.
- c Position the image near to the left margin, behind the last three lines of text (as shown above).
- d 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-4** in a footer and print the letter.
- e Save the letter using the characters **W2-** followed by your initials as the filename, for example **W2-FJB**.

5 marks

- 7 The letter is required as a mail merge document.
- a The data file **LWinners** is to be used as a data source for a 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 **LWinners** as the source for the merge.
 - c In the letter replace the words **TITLE, FIRSTNAME, LASTNAME, ADDRESS1, ADDRESS2, ADDRESS3, POSTCODE, and MEMBERID**, wherever they appear, with the appropriate merge fields.
 - d Replace **DATE** with today's date.
 - e Amend the title in the footer to **Printout-5** and save the letter using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**.
 - f Ensure that the letter fits on a single A4 page, in portrait form, adjusting the top and bottom margins as necessary.
 - 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-5** in a footer).

7 marks

- 8 Copies of the merged letters are required.
- a Amend the title in the footer to **Printout-6**.
 - b Merge the letter with the source file **LWinners**.
 - 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

- 9 A folder/directory needs to be set up.
- a Set up a folder/directory in your user area and name it **LOYALTY**.
 - b Copy the text file **LReward** to the folder/directory **LOYALTY** and rename the file **Mailshot**.
 - c Use 'Screen Dump' or 'Print Screen' techniques to show the name and contents of the **LOYALTY** folder/directory. Place your name, today's date and the title **Printout-7** 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.

- 10 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 names of the files you have created in this text, with your name, today's date and the title **Printout-8** as a footer.

1 mark

End of test

Important note

Collect together all your printouts. They should include

Printout-1	Spreadsheet with formatting, and results
Printout-2	Formula printout showing cell range A4:G12 only
Printout-3	Spreadsheet with bar chart
Printout-4	The formatted letter
Printout-5	The unmerged letter showing the merge fields
Printout-6	The first three merged letters
Printout-7	The content of the LOYALTY folder
Printout-8	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.