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# Key skills

## Information and communication technology

### Level 3 - Kennels

15th - 17th March 2006

## Test Paper

#### YOU NEED

- This test paper
- A cover sheet
- Access to a computer, software and a printer
- Access to two data files to support the scenario 'Kennels': **KCosts** and **KClients**.

You may use a bilingual dictionary

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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 24 marks)

Task B (total 25 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**

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#### 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**

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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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**The Dog House** is a boarding kennel for dogs.

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

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

### Task A

A spreadsheet is required to perform calculations.

	A	B	C	D	E	F
1	THE DOG HOUSE					
2						
3	Discount for shared accommodation	6				
4	Name	Code	Share	Number of Days	Daily Cost	Discount
5	Momma Dog Akanbi	C	No	14		
6	Caesar Angelo	B	Yes	7		

1 A spreadsheet of costs is required.

- Open a spreadsheet application and create a new spreadsheet. Import the data file **KCosts** 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 **B3**, cell range **E5:F13** and cell range **G16:G19** as currency to two decimal places. Make sure all information is fully displayed.
- 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 made.

- a In cell **E5** enter a formula that will return the **Daily Cost** for the **Code** shown in cell **B5** using the reference data in cell range **F16:G19**.
- b In cell **F5** in the discount column, enter a formula to display the value in cell **B3** if the **Share** value is equal to Yes, otherwise to display the value zero.
- c Replicate the formulas in cells **E5:F5** to display the **Daily Cost** and **Discount** for all dogs.
- d Place your name, today's date and the title **Printout-1** in a footer and print the spreadsheet in landscape form. Make sure all data is fully displayed.
- e Save the spreadsheet using the characters **S2-** followed by your initials as the filename, for example **S2-FJB**.

16 marks

3 A formula printout is required.

- a Amend the title in the footer to **Printout-2** and print only cell range **E4:F13** of the spreadsheet in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all formulas are fully displayed.
- b Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.

5 marks

## Task B

A database of dogs is required.

FirstName	LastName	ClientID
Alicia	Cairns	AC05105
Alison	Jenkinson	AJ05117
Alan	Murdue	AM05113
Anthony	McKay	AM05121

SpecialDiet	ArrDate	NoDays
1	18/11/2005	7
1	30/10/2005	10
0	26/10/2005	3
0	05/11/2005	7

4 A database 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 **KClients** into a table and name the table **Customers**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
- c Set the primary key as **ClientID**.
- d Set the data type of both the **Medication** and **SpecialDiet** fields as logical. (Your software may display this field in a form other than Yes/No.)
- e Set the field size for the **Code** field as one.

7 marks

5 Validation of the data is required.

- a Set up validation for the **Code** field to accept only **A, B, C** or **D** as valid entries with a validation message "Enter A, B, C or D in this field".
- 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 **Code** field
  - the validation message for the **Code** field
- c Place your name, today's date and the title **Printout-3** in a footer and print the table design.

5 marks

- 6 A report is required.
- Create a query named **Diet** where the **SpecialDiet** field is Yes and the **ArrDate** is between 01/11/2005 and 30/11/2005 inclusive. Include all fields in the query.
  - Use the query to produce a report in portrait form with the heading **November - Dogs With Special Diets**.
  - Include only the fields **NoDays**, **ArrDate**, **ClientID**, **ContactNo**, **DogName** and **Breed** in the report, presented in columns in this order. Make sure all information is fully displayed.
  - Group the report by **NoDays**, with the records in ascending order of **ArrDate** within each group.
  - Place your name, today's date, page number, the total number of pages and the title **Printout-4** in a footer and print the report in portrait form.

13 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.

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

1 mark

## End of test

### Important note

Collect together all your printouts. They should include:

<b>Printout-1</b>	Spreadsheet output showing costs and discounts
<b>Printout-2</b>	Formula output of cell range <b>E4:F13</b>
<b>Printout-3</b>	Database structure with detail of the validation rule
<b>Printout-4</b>	Report headed <b>November - Dogs With Special Diets</b>
<b>Printout-5</b>	A list of the filenames created.

Check that your name is printed on every page. If it is not, write it in there. Now attach all the pages, in order to the cover sheet and hand them to the supervisor.

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