



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



Key skills

Information and communication technology

Level 3 - Funrun

Wednesday 15th - Friday 17th November 2006

Test Paper

YOU NEED

- This test paper
- A cover sheet
- Access to a computer, software and a printer
- Access to five data files to support the scenario 'Funrun': FRunners, FExtra, FLetter, FAthlete and FLateEnt

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 2006.

© Qualifications and Curriculum Authority 2006.

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-S6_A-P1-v7.2-URN:575

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

Arrangements need to be made for a 5K fun run. 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 to create a mail merged letter

Task A

A database of runners is required.

FirstName	LastName	RunnerID	Gender
Bertrand	Brazier	1	M
Zara	Samad	2	F
Carl	Schumann	3	M
Stephen	Goddard	4	M

Promises	NewEntry
321.6	0
31.57	1
393.23	0
462.96	0

1 A database is required.

- 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.
- Import the data file **FRunners** into a table and name the table **EntryList**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
- Set the primary key as **RunnerID**.
- Set the data type for the **Promises** field as currency with two decimal places.

- e Set the data type for the **NewEntry** field as logical. (Your software may display this field in a form other than Yes/No).
- f Import (Merge or Append) the data file **FExtra** into the **EntryList** table. The data includes a header row, is comma delimited and text is enclosed in quotes (").

8 marks

2 Validation of the data is required.

- a Set up validation for the **Age** field that accepts entries for runners aged 16 to 75 inclusive, with a validation message "Must be aged between 16 and 75".
- 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 validation rule for the **Age** field
 - the validation message for the **Age** field.
- c Place your name, today's date and the title **Printout-1** in a footer and print the design of the table.

5 marks


3 A report is required.

- a Using the **EntryList** table, create a query named **NewWomen** to find all the female runners who are new entries and are not in either the junior or elite classes. Include all the fields in the query.
- b Use the query to produce a report in landscape form with the report title **New Women Runners**.
- c Include only fields **Class**, **PersonalBest**, **RunnerID**, **FirstName**, **LastName**, **Gender**, **NewEntry** and **Promises** in the report, presented in columns in this order. Make sure that all the information is fully displayed.
- d Group the report by **Class** with the records in descending order of **PersonalBest** within each group.
- e Place your name, today's date, the page number, number of pages and the title **Printout-2** in a footer and print the report.

13 marks

Task B

A letter to runners is required.

<p>THE WEST WAY ANNUAL 5K RUN Granville Church Hall Church Street Granville PP01 4HK</p> <p>DATE</p> <p>FIRSTNAME LASTNAME ADDRESS1 ADDRESS2 POSTCODE</p> <p>Dear FIRSTNAME</p> <p>The West Way Annual 5K Run committee thanks you for expressing an interest in the 8th Annual 5K Run. This event attracts many people interested in running including experienced distance runners as well as beginners. Your provisional number for the run is RUNNERID and you will be classified as being in the CLASS group of runners. See the table below for details of your starting time.</p>	
<p>If you have any further questions, please call West Way Annual 5K Run on 04321 9870654</p> <p>Yours sincerely</p> <p>Ronald Hare (Secretary)</p>	

- 4 A standard letter is required.
 - a Use a word processing application to open or insert the data file **FLetter**.
 - b Set the page to A4, in portrait orientation, with top, left and right margins set to 2 cm.
 - c Select all text and format it as 10 point Times Roman or similar font.
 - d Format the text in the first line as upper case to 20 point.
 - e Insert the graphic file **FAthlete** into the letter.
 - f Crop the image so that the words "**IN THE**" are no longer visible.
 - g Adjust the size of the image so that it measures approximately 3 cm wide (ensuring that it maintains its height to width ratio).
 - h Position the image near to the top right hand corner of the page (as shown above).
 - i Save this document (in normal word processing format ie NOT as a .txt file) using the characters **W1-** followed by your initials as the filename, for example **W1-FJB**.

6 marks

5 The letter requires formatting.

The West Way Annual 5K Run committee thanks you for expressing an interest in the 8th Annual 5K Run. This event attracts many people interested in running including experienced distance runners as well as beginners. Your provisional number for the run is RUNNERID and you will be classified as being in the CLASS group of runners. See the table below for details of your starting time.

Classification	Entry Fee	Start Time
Elite	£15	10:00
WheelChair	£7.50	10:10
Junior	£2.50	10:20
Senior	£7.50	10:30
General	£11	10:40

Your entry fee, which is non-refundable, must be sent with the entry form. Make cheques payable to "West Way Annual 5K Run". OAPs and full time students receive a concession of 50%.

- a The 6 lines of text between '... of your starting time.' and 'Your entry fee...' need to be positioned as shown above. Set the following tabs for these lines:
- left tab at 4 cm
 - decimal tab at 9 cm
 - right tab at 14 cm.
- b Save this document using the characters **W2-** followed by your initials as the filename, for example **W2-FJB**.
- c Place your name, today's date and the title **Printout-3** in a footer and print the letter in portrait form on one sheet of A4 paper.

3 marks

6 The letter is required as a merge document.

- a The data file **FLateEnt** is to be used as the 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 mail merge document and select the data file **FLateEnt** as the source for the merge.
- c In the letter, replace the words **FIRSTNAME**, **LASTNAME**, **ADDRESS1**, **ADDRESS2**, **POSTCODE**, **RUNNERID** and **CLASS**, wherever they appear, with the appropriate merge fields.
- d Replace **DATE** with today's date.
- e Ensure that the letter fits on a single A4 page in portrait form.
- f Amend the title in the footer to **Printout-4**.

- g Save this document using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**.
- h 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 Printed copies of the merged letter are required.

- a Amend the title in the footer to **Printout-5**.
- b Merge the letter with the data file **FLateEnt**.
- c Save the merged document using the characters **W4-** followed by your initials as the filename, for example **W4-FJB**.
- d Print the letters for the first three runners only.

4 marks

8 A new directory/folder is required.

- a Set up a directory/folder in your user area and name it **RunData**.
- b Copy the data file **FRunners** to the directory/folder **RunData** and rename the file **Entries**.
- c Use 'Screen Dump' or 'Print Screen' techniques to show the **RunData** directory and its contents. 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) showing the filenames you created 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 showing validation rule |
| Printout-2 | Report entitled New Women Runners |
| Printout-3 | The formatted letter |
| Printout-4 | The unmerged letter showing the merge fields |
| Printout-5 | The first three merged letters |
| Printout-6 | Contents of RunData folder |
| Printout-7 | A 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 to the cover sheet and hand them to the supervisor.

BLANK PAGE