



Unit Number

**U3051252/KT3T**

**Key Skills**

**Information & Communication Technology**

**Level 3 - Health**

**12 -14 November 2008**

**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 'Health': **HStaff, HLetter,**

**HName and HData**

**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)

Task B (total 24 marks)

Task C (total 1 mark)

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

**Instructions to Centres**

---

This paper must not be photocopied

*Turn Over*

First published in 2007. © Qualifications and Curriculum Authority 2007. 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-Q4-P4-v7.0-URN:669

---

You may complete Task A or Task B in any order  
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

---

An organisation is collecting and analysing data on the Body Mass Index (BMI) of some of its employees. You will use spreadsheet and word processing software to:

- import a data file into a spreadsheet and perform calculations on the data
- use data files to create a mail merged letter

### Task A

A spreadsheet of employee data is required.

	A	B	C	D	E	F	G	H
1	Oaklyn Staff Survey							
2								
3	Qualifying Date of Birth	01/07/1990						
4								
5	Last Name	First Name	Gender	Date of Birth	Region	BMI	Category	Qualifies
6	Evans	Alwyn	M	15/09/1990	N	24		
25		25	Overweight					
26		30	Obese					

- 1 A spreadsheet is required.
  - a Open a spreadsheet application and create a new spreadsheet. Import the data file **HStaff** 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 Set the format for the values in cell range **F6:F20** as number to zero decimal places.
  - c Save the spreadsheet (in normal spreadsheet format i.e. 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** In cell **H6** enter a formula to display 'Yes' if the **Date of Birth** for the first staff member is earlier than the **Qualifying Date of Birth** in cell **B3**, otherwise to display 'No'.
- b** Using the information in cell range **A23:B26** as a lookup table, enter a formula in cell **G6** that will display the **Category** for the **BMI** shown in cell **F6**.
- c** Replicate the formulas in range **G6:H6** to display the results for all other staff members.
- d** Sort the spreadsheet data so that the information is displayed in ascending order of **Region**.
- e** Place your name, today's date and the title **Printout-1** in a footer and print the spreadsheet in landscape form.
- f** Save the spreadsheet using the characters **S2-** followed by your initials as the filename, for example **S2-FJB**.

17 marks

**3** A formula printout is required.

- a** Hide the data in columns **A, B, C, D** and **E**.
- b** Amend the title in the footer to **Printout-2** and print the spreadsheet in portrait form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed.
- c** Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.

5 marks

## Task B

A letter to employees is required.


<p>FIRSTNAME LASTNAME ADDRESS1 ADDRESS2 ADDRESS3 POSTCODE</p> <p>Date as postmark</p> <p>Dear FIRSTNAME</p> <p>Welcome to the Oaklyn Staff Welfare Initiative. Historically, our company gives a high priority to the welfare of our employees.</p> <p>We would like to thank you for taking part in the pilot exercise we carried out to survey the Body Mass Index of our staff. Body Mass Index values indicate whether people are overweight. Research has shown that people within a certain range of body size tend to live the longest and enjoy the best health. The percentage of adults who are obese has roughly doubled since the mid-1980s. Some statistics are:</p> <table><thead><tr><th>Category</th><th>Index</th><th>Men</th><th>Women</th></tr></thead><tbody><tr><td>Underweight</td><td>&lt;18.5</td><td>4%</td><td>6%</td></tr><tr><td>Ideal</td><td>18.5-24.9</td><td>33%</td><td>41%</td></tr><tr><td>Overweight</td><td>25.0-30.0</td><td>46%</td><td>32%</td></tr><tr><td>Obese</td><td>&gt;30</td><td>17%</td><td>21%</td></tr></tbody></table> <p>(source: www.health.coz)</p>	Category	Index	Men	Women	Underweight	<18.5	4%	6%	Ideal	18.5-24.9	33%	41%	Overweight	25.0-30.0	46%	32%	Obese	>30	17%	21%	<p>Your Body Mass Index is: RESULT</p> <p>If your result indicates you are underweight, overweight or obese we would advise you to arrange an appointment with your doctor to discuss the health implications of this result. We would also encourage you to look at your lifestyle and maybe change some of your lifestyle choices.</p> <p>Many of our sites have on-site recreation facilities for staff and these facilities are accessible by close family members free of charge. In addition, a number of initiatives are offered to all staff.</p> <p>You may choose to benefit from any of the following offers.</p> <p>Discounted membership fees at Rackets Fitness Centres Discounted membership fees at IXL Health Clubs Health Insurance Programme Discounted holiday breaks</p> <p>If you are concerned about your Body Mass Index or, if you wish to find out further details about the various initiatives detailed above, feel free to speak to the Oaklyn Staff Welfare Officer on your site.</p> <p>Yours sincerely</p> <p>Oaklyn Senior Staff Welfare Officer</p>
Category	Index	Men	Women																		
Underweight	<18.5	4%	6%																		
Ideal	18.5-24.9	33%	41%																		
Overweight	25.0-30.0	46%	32%																		
Obese	>30	17%	21%																		

4 A letter is required.

- a Use a word processing application to insert or open the data file **HLetter**.
- b Set the page to A4, in landscape form with top, bottom, left and right margins of 2 cm.
- c Select all of the text and format it as 12 point Times Roman or similar font and set as fully justified.
- d Display the document in two equal width columns with a column space of 1 cm and with a column separator line between the columns as shown above.
- e Use a word search technique to find all occurrences of the text **BMI** and replace it with **Body Mass Index**.
- f 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**.

8 marks

## 5 The letter requires additional formatting.

<p>FIRSTNAME LASTNAME ADDRESS1 ADDRESS2 ADDRESS3 POSTCODE</p> <p>Date as postmark</p> <p>Dear FIRSTNAME</p> <p>Welcome to the Oaklyn Staff Welfare Initiative. Historically, our company gives a high priority to the welfare of our employees.</p> <p>We would like to thank you for taking part in the pilot exercise we carried out to survey the Body Mass Index of our staff. Body Mass Index values indicate whether people are overweight. Research has shown that people within a certain range of body size tend to live the longest and enjoy the best health. The percentage of adults who are obese has roughly doubled since the mid-1980s. Some statistics are:</p> <table border="1"><thead><tr><th>Category</th><th>Index</th><th>Men</th><th>Women</th></tr></thead><tbody><tr><td>Underweight</td><td>&lt;18.5</td><td>4%</td><td>6%</td></tr><tr><td>Ideal</td><td>18.5-24.9</td><td>33%</td><td>41%</td></tr><tr><td>Overweight</td><td>25.0-30.0</td><td>46%</td><td>32%</td></tr><tr><td>Obese</td><td>&gt;30</td><td>17%</td><td>21%</td></tr></tbody></table> <p>(source: www.health.coz)</p>	Category	Index	Men	Women	Underweight	<18.5	4%	6%	Ideal	18.5-24.9	33%	41%	Overweight	25.0-30.0	46%	32%	Obese	>30	17%	21%	 <p>Your Body Mass Index is: RESULT</p> <p>If your result indicates you are underweight, overweight or obese we would advise you to arrange an appointment with your doctor to discuss the health implications of this result. We would also encourage you to look at your lifestyle and maybe change some of your lifestyle choices.</p> <p>Many of our sites have on-site recreation facilities for staff and these facilities are accessible by close family members free of charge. In addition, a number of initiatives are offered to all staff.</p> <p>You may choose to benefit from any of the following offers.</p> <p>Discounted membership fees at Rackets Fitness Centres Discounted membership fees at IXL Health Clubs Health Insurance Programme Discounted holiday breaks</p> <p>If you are concerned about your Body Mass Index or, if you wish to find out further details about the various initiatives detailed above, feel free to speak to the Oaklyn Staff Welfare Officer on your site.</p> <p>Yours sincerely</p> <p>Oaklyn Senior Staff Welfare Officer</p>
Category	Index	Men	Women																		
Underweight	<18.5	4%	6%																		
Ideal	18.5-24.9	33%	41%																		
Overweight	25.0-30.0	46%	32%																		
Obese	>30	17%	21%																		

- Insert the image file **HName** into the letter.
- Resize the image so that it is 7cm wide, ensuring that it maintains its height to width ratio.
- Position the image to the right of the name and address (as shown above) ensuring that it does not cover any of the text.
- The five lines of text below 'Some statistics are:' need to be positioned as shown above. Set the following tabs for these lines:
  - left tab at 1cm
  - decimal tab at 5cm
  - right tab at 8cm
  - right tab at 10cm.
- Ensure that the letter fits on a single A4 page in landscape form. Place your name, today's date and the title **Printout-3** in a footer and print the letter.
- Save this document using the characters **W2-** followed by your initials as the filename, for example **W2-FJB**.

6 marks

- 6 The letter is required as a mail merge document, to be sent to the first three employees only.
- a The data file **HData** 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 merge document and select the data file **HData** as the source for the merge.
  - c In the letter replace the words **FIRSTNAME**, **LASTNAME**, **ADDRESS1**, **ADDRESS2**, **ADDRESS3**, **POSTCODE** and **RESULT**, wherever they appear, with the appropriate merge fields.
  - d Ensure that the letter fits on a single A4 page in landscape form.
  - e Amend the title in the footer to **Printout-4**.
  - f Save this document using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**.
  - g Print a copy of the unmerged letter in landscape 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.)

6 marks

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

4 marks

## Task C

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

- 8 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 with your name, today's date and the title **Printout-6** as a footer.

1 mark

# End of test

---

## Important note

Collect together all your printouts. They should include:

- |                   |   |
|-------------------|---|
| <b>Printout-1</b> | Spreadsheet showing the BMI data                                    |
| <b>Printout-2</b> | Formula printout with columns <b>A, B, C, D</b> and <b>E</b> hidden |
| <b>Printout-3</b> | The formatted letter  |
| <b>Printout-4</b> | The unmerged letter showing the merge fields                        |
| <b>Printout-5</b> | First three merged letters  |
| <b>Printout-6</b> | A screen dump 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**