



Unit Number

**U3051252/KT3T**

**Key Skills**

**Information & Communication Technology**

**Level 3 - KlasCook**

**11 -13 June 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 'KlasCook': **KClasses, KInfo,**

**KCook and KMail**

**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)

Task B (total 23 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*

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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

KlasCook Ltd is a specialist cookery school. 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 classes is required.

	A	B	C	G	H
1	Summary of Classes				
2					
3	Charge per Day	£70			
4	Minimum Class Size	7			
5					
6	Class Code	Start Date	Number in Class	Income	Status
7	F62	04/05/2008	5		
26	PAT34	22/06/2008	5		
27	CC15	26/06/2008	10		

- 1 A spreadsheet is required.
  - a Open a spreadsheet application and create a new spreadsheet. Import the data file **KClasses** 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 Format the cell **B3** and cell range **E7:G27** as currency 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 **Materials Cost** is **Materials Charge** multiplied by **Number in Class**. Enter a formula in cell **F7** to give the **Materials Cost** for the first **Class Code**.
- b **Income** is **Number in Class** multiplied by **Days** multiplied by the **Charge per Day** value in cell **B3**. Enter a formula in cell **G7** for the first **Class Code**.
- c In cell **H7** enter a formula to display 'CANCEL' if the **Number in Class** is less than the **Minimum Class Size** value in cell **B4** AND **Days** is greater than or equal to 2, otherwise to display 'RUN'.
- d Replicate the formulas in cells **F7**, **G7** and **H7** to display the results for all other class codes.
- e Place your name, today's date and the title **Printout-1** in a footer and print the spreadsheet in landscape form. Make sure all information is fully displayed.
- f Save the spreadsheet using the characters **S2-** followed by your initials as the filename, for example **S2-FJB**.

15 marks

3 A formula printout is required.

- a Amend the title in the footer to **Printout-2** and print only cell range **F6:H27** 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 Selected information is required.

- a Open spreadsheet **S2-**.
- b Use a filter or other automatic procedure to display only the class codes that start with the letters 'CC'.
- c Amend the title in the footer to **Printout-3** and print the spreadsheet in landscape form showing sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed.
- d Save the spreadsheet using the characters **S4-** followed by your initials as the filename, for example **S4-FJB**.

3 marks

## Task B

A newsletter for KlasCook students is required.

<p>KlasCook Cookery Classes</p> <p>KlasCook is located in the beautiful Yorkshire Dales. Our country house has stunning views across the dales. The cookery classes take place in a light and airy kitchen equipped to the highest standards. Dining facilities are very comfortable and the decor encourages a relaxed atmosphere.</p> <p>The cookery school has large gardens which you can enjoy during lunch times and evenings. A walled garden is planted with fruit, vegetable and herbs which supply the cookery school with excellent fresh produce throughout most of the year.</p> <p>For those of you on a residential course there is comfortable accommodation. There is also plenty of room for parking.</p> <p>Our creative chef, Mary Dubois, runs the programme of day and residential classes throughout the year. Her career has taken her from the kitchen to television. Please see the website if you would like further details about her career.</p> <p>We have a programme of classes throughout the year but we would like to make special mention of our classes in December which are designed to help you through the festive season.</p>	<p>Festive Classes for December</p> <table><thead><tr><th>Date</th><th>Class</th><th>Cost</th></tr></thead><tbody><tr><td>1st</td><td>Festive Fare</td><td>£110.40</td></tr><tr><td>4th</td><td>Festive Fare</td><td>£110.40</td></tr><tr><td>5th</td><td>Food as Presents</td><td>£100</td></tr><tr><td>11th</td><td>Turkey Special</td><td>£99</td></tr><tr><td>13th</td><td>Turkey Special</td><td>£95.50</td></tr></tbody></table> <p>New Programme for a New Year</p> <p>In 2009 we have a wide range of classes with various styles and themes of cooking. These include; Back to Basics, Perfect Pasta, Fish and Seafood and Playing with Game, to name but a few. Two new one day classes have also now been introduced due to popular demand. We are sure you will be tempted by our one day class in Thai cuisine or our Chocoholic Delight which is a real must for those with a sweet tooth.</p> <p>We enclose a leaflet detailing our full programme of KlasCook classes for 2009 for your information. We are sure that you will find something to tempt you.</p> <p>Booking Form</p> <p>FIRSTNAME LASTNAME ADDRESS1 ADDRESS2 POSTCODE</p>	Date	Class	Cost	1st	Festive Fare	£110.40	4th	Festive Fare	£110.40	5th	Food as Presents	£100	11th	Turkey Special	£99	13th	Turkey Special	£95.50	<p>Booking Form</p> <p>Dear FIRSTNAME</p> <p>Thank you for your enquiry of DATEOFENQUIRY.</p> <p>Please complete the following details so that we can provide you with further information.</p> <p>Class Choice: .....</p> <p>Date of Class: .....</p> <p>Contact Number: .....</p> <p>Send this form to: KlasCook Cookery The Cottage Daleside DL21 9CC</p> <p>We will be in touch with you to confirm availability of spaces on your chosen class and, hopefully, to confirm your booking.</p>
Date	Class	Cost																		
1st	Festive Fare	£110.40																		
4th	Festive Fare	£110.40																		
5th	Food as Presents	£100																		
11th	Turkey Special	£99																		
13th	Turkey Special	£95.50																		

5 A newsletter is required.


- Use a word processing application to insert or open the data file **KInfo**.
- Set the page to A4, in landscape form with top, bottom, left and right margins set to 2 cm.
- Select all of the text and format it as 12 point Times Roman or similar font and set as fully justified.
- Display the newsletter in three equal width columns with column spaces of 1.5 cm and with column separator lines between the columns as shown above.
- Use a word search technique to find all occurrences of the text **KC** and replace it with **KlasCook**.
- Save the newsletter (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

## 6 The newsletter requires additional formatting.

KlasCook Cookery Classes

KlasCook is located in the beautiful Yorkshire Dales. Our country house has stunning views across the dales. The cookery classes take place in a light and airy kitchen equipped to the highest standards. Dining facilities are very comfortable and the decor encourages a relaxed atmosphere.



The cookery school has large gardens which you can enjoy during lunch times and evenings. A walled garden is planted with fruit, vegetable and herbs which supply the cookery school with excellent fresh produce throughout

We have a programme of classes throughout the year but we would like to make special mention of our classes in December which are designed to help you through the festive season.

Festive Classes for December

Date	Class	Cost
1st	Festive Fare	£110.40
4th	Festive Fare	£110.40
5th	Food as Presents	£100
11th	Turkey Special	£99
13th	Turkey Special	£95.50

New Programme for a New Year

In 2009 we have a wide range of classes with various styles and themes of cooking. These include; Back to Basics, Perfect Pasta, Fish and Seafood and Playing with Game, to

- Insert the image file **KCook** into the newsletter and position it in the first column as shown.
- Resize the image to 4 cm high ensuring that it maintains its height to width ratio.
- The six lines of text between 'Festive Classes for December' and 'New Programme for a New Year' need to be positioned as shown above. Set the following tabs for these lines:
  - left tab at 0.5 cm
  - centre tab at 3.5 cm
  - decimal tab at 6.5 cm.
- Ensure that the newsletter fits on a single A4 page in landscape form. Place your name, today's date and the title **Printout-4** in a footer and print the newsletter.
- Save the newsletter using the characters **W2-** followed by your initials as the filename, for example **W2-FJB**.

5 marks

- 7 The newsletter is required as a mail merge document, to be sent to the first three students only.
- a The data file **KMail** 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 newsletter into a merge document and select the data file **KMail** as the source for the merge.
  - c In the newsletter replace the words **FIRSTNAME**, **LASTNAME**, **ADDRESS1**, **ADDRESS2**, **POSTCODE** and **DATEOFENQUIRY** wherever they appear, with the appropriate merge fields.
  - d Ensure that the newsletter fits on a single A4 page in landscape form.
  - e Amend the title in the footer to **Printout-5**.
  - 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 newsletter 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-5** in a footer.)

6 marks

- 8 Printed copies of the merged document are required.
- a Amend the title in the footer to **Printout-6**.
  - b Merge the newsletter with the source file **KMail**.
  - 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 newsletters (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.

- 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 with your name, today's date and the title **Printout-7** as a footer.

1 mark

# End of test

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## Important note

Collect together all your printouts. They should include:

<b>Printout-1</b>	Spreadsheet with formatting and results
<b>Printout-2</b>	Formula printout showing cell range <b>F6:H27</b>
<b>Printout-3</b>	Spreadsheet showing the results of the filter
<b>Printout-4</b>	The formatted newsletter
<b>Printout-5</b>	The unmerged newsletter showing the merge fields
<b>Printout-6</b>	The first three merged newsletters
<b>Printout-7</b>	A screen dump 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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