



Unit Number

U3051252/KT3T

Key Skills

Information & Communication Technology

Level 3 - Boats

12-14 March 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 'Boats': **BResults**, **BPark**,

BList and **BBoat**

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 27 marks)

Task B (total 22 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

Links Sailing Club organises dinghy races for different classes of sailing boats.
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 document

Task A

A database of dinghy race results is required.

LastName	FirstName	Class	SailNo
Peters	William	Enterprise	E26778
Hall	David	Laser	LA3334
Gainford	Steve	Laser	LA3612

RecordID	Visitor
7601	No
7603	No
7604	No

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 **BResults** into a table and name the table **Results**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
- Set the primary key as **RecordID**.
- Add a field called **Visitor** to the **Results** table and set the data type for this new field as logical. (Your software may display this field in a form other than Yes/No.)
- Edit the data in the **Visitor** field to show that only **RecordID** numbers 7717, 7720 and 7730 are visitors.

8 marks

2 Validation of the data is required.

- a Set up validation for the **RaceNo** field that accepts only 1, 2 or 3 as valid entries with a validation message "Maximum three races in a day".
- 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 **RaceNo** field
 - the validation message for the **RaceNo** field.
- c Place your name, today's date and the title **Printout-1** in a footer and print the table design.

5 marks


3 A report is required.

- a Create a query named **July18** to find the results of all races held on 18/07/2007 and where the **TimeTaken** was equal to or less than one hour (note: **TimeTaken** is formatted as hh:mm:ss). Include all fields in the query.
- b Use the query to produce a report in portrait form with the report title **Race Times for 18th July**.
- c Include only the fields **Class**, **TimeTaken**, **RaceNo**, **LastName**, **RecordID**, **RaceDate** and **Visitor** in the report, presented in columns in this order. Make sure all information is fully displayed.
- d Group the report by **Class** with the records in ascending order of **TimeTaken** within each group.
- e Place your name, today's date, the page number, the total number of pages and the title **Printout-2** in a footer and print the report.

14 marks

Task B

A letter explaining new boat parking charges is required.

<p>Links Sailing Club West Marine Aberaur PP6 4HB</p>	
<p>DATE</p> <p>Dear FIRSTNAME</p> <p>I am writing to you on behalf of the L.S.C. boats committee regarding the annual charge for boat parking at the club. This year we have had to increase our charges slightly to cover the cost of the County Council's health and safety requirements. The new charges are set out below.</p>	
<p>As payment to park the above boat at L.S.C., I enclose a cheque for: (Please make cheques payable to: "Links Sailing Club".)</p> <p>Signed:</p> <p>Date:</p>	

- 4 A letter is required.
- a Use a word processing application to insert or open the data file **BPark**.
 - b Set the page to A4, in portrait form, with top, bottom, left and right margins set to 2 cm.
 - c Select all of the text and format it as 12 point Times Roman or similar font.
 - d Centre align the name and address of the Links Sailing Club and enlarge the text size to 16 point.
 - e Insert the image file **BBoat** into the letter.
 - f Adjust the size of the image so that its height is approximately 4 cm (ensuring that it maintains its height to width ratio).
 - g Position the image near the top right hand corner of the page (ensuring that the address remains in the centre, as shown above).
 - h Save this document (in normal word processing format, i.e. 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 additional formatting.

I am writing to you on behalf of the L.S.C. boats committee regarding the annual charge for boat parking at the club. This year we have had to increase our charges slightly to cover the cost of the County Council's health and safety requirements. The new charges are set out below.

Class	Cost	Location
Enterprise	£50	Boat Park
Firefly	£75.50	Boat House
Flying	£105	Boat Park
Laser	£45.50	Boat Park
Sailboard	£9.50	Sailboard Rack
Wayfarer	£80.50	Boat House
Other	£50	Boat Park

To ensure that a place is reserved for your boat this year, please complete the slip below and return it, together with your cheque, to the club treasurer at the above address.

- a The list showing the new charges needs to be positioned as shown above. Set the following tabs for these lines:
- left tab at 2 cm
 - decimal tab at 8 cm
 - centre tab at 12 cm.
- b Ensure that the letter fits on a single A4 page in portrait form. Place your name, today's date and the title **Printout-3** in a footer and print the letter.
- c Save this document using the characters **W2-** followed by your initials as the filename, for example **W2-FJB**.

3 marks

- 6 The letter is required as a mail merge document.
- a The data file **BList** 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 **BList** as the source for the merge.
 - c Replace **DATE** with today's date.
 - d In the letter, replace the words **FIRSTNAME**, **LASTNAME**, **ADDRESS1**, **ADDRESS2**, **POSTCODE**, **CLASS**, **SAILNUMBER** and **MEMBERID**, wherever they appear, with the appropriate merge fields.
 - 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 the document using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**.
 - h Print a copy of the unmerged letter, 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 letter are required.
- a Amend the title in the footer to **Printout-5**.
 - b Merge the letter with the source file **BList**.
 - 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 letters of the merged document only.

4 marks

- 8 A new folder/directory is required.
- a Set up a folder/directory in your user area and name it **NEWBOATS**.
 - b Copy the image file **BBoat** to the folder/directory **NEWBOATS**.
 - c Use 'Screen Dump' or 'Print Screen' techniques to show the **NEWBOATS** 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 is required.
- a Produce a list of all the files you have 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

Important note

Collect together all your printouts. They should include:

Printout-1	Database structure showing the validation rule
Printout-2	Report headed Race Times for 18th July
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 the NEWBOATS folder
Printout-7	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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