



Unit Number

U3051252/KT3T

Key Skills

Information & Communication Technology

Level 3 - Nursery

14 -16 May 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 'Nursery': **NCharges,**

NCherubs and NLogo

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 24 marks)

Task B (total 25 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

Little Cherubs is a nursery for children. You will use database and spreadsheet software to:

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

Task A

A database of nursery children is required.

ChildID	FirstName	LastName	Gender
AM134	Abbas	Mukhtar	Boy
AN110	Alison	Neal	Girl
AP146	Angela	Parlov	Girl

Class	KeyWorker	Days
Walkers	Amanda	4.5
Walkers	Jill	3
Movers	Sandra	2.5

- 1 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 **NCherubs** into a table and name the table **Personal**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
 - c Set the primary key as **ChildID**.
 - d Set the data type for the **MedForm** field as logical. (Your software may display this field in a form other than Yes/No.)

5 marks

- 2 Validation of the data is required.
- a Set up validation for the **Days** field that accepts only numbers between 1 and 5 inclusive as valid entries with a validation message "Valid range is 1 to 5 only".
 - 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 **Days** field
 - the validation message for the **Days** 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 **KeyWorker** to find all children who do not have a **Medform** and whose **KeyWorker** is either Gemma or Amanda. Include all fields in the query.
 - b Use the query to produce a report in portrait form with the report title **MEDFORMS REQUIRED**.
 - c Include only the fields **KeyWorker**, **DOB**, **FirstName**, **ChildID**, **Gender**, **Class** and **MedForm** in the report, presented in columns in this order. Make sure all information is fully displayed.
 - d Group the report by **KeyWorker** with the records in descending order of **DOB** within each group.
 - e Place the image file **NLogo** into the header section of the report and position it on the right hand side of the report title. (Retain the original size of the image.)
 - f Place your name, today's date, the page number, number of pages and the title **Printout-2** in a footer and print the report.

14 marks

Task B

A spreadsheet of nursery charges is required.

	A	B	C	D	G
1	Little Cherubs Nursery				
2					
3	Rate per day	£30.00			
4					
5	Child ID	Gender	Class	Days	Discount
6	IH102	Boy	Sitters	3.5	
7	BR103	Boy	Movers	3	
23	KP139	Boy	Heads Up	3	
24	LS148	Girl	Heads Up	2.5	

4 A spreadsheet is required.

- Open a spreadsheet application and create a new spreadsheet. Import the data file **NCharges** 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 cells **B3**, **F3** and the cell range **F6:G24** as currency to two decimal places.
- 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**.

2 marks

5 Calculations need to be carried out.

- Charge** is **Days** multiplied by the **Rate per day** value in cell **B3**. Enter a formula in cell **F6** to calculate the **Charge** for the first **ChildID**.
- In cell **G6** enter a formula to display the value in cell **F3** if either **Days** is at least 4 OR **Payment Type** is 'DD', otherwise to display the value zero.
- Replicate the formulas in cell range **F6:G6** to display the **Charge** and **Discount** for all other children.
- Place your name, today's date and the title **Printout-3** in a footer and print the spreadsheet in landscape form. Make sure all information is fully displayed.
- Save the spreadsheet using the characters **S2** - followed by your initials as the filename, for example **S2-FJB**.

14 marks

- 6 Selected information is required.
- a Use a filter, or other appropriate procedure, to display only details where the **Gender** is Boy and the **Class** is either Heads Up or Walkers.
 - b Amend the title in the footer to **Printout-4** and print the spreadsheet in landscape form showing all sheet row numbers, sheet column letters and gridlines.
 - c Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.
 - d Close the spreadsheet.

4 marks

- 7 A formula printout is required.
- a Open spreadsheet **S2**.
 - b Hide the data in columns **B, C, D** and **E**.
 - c Amend the title in the footer to **Printout-5** and print the spreadsheet in landscape form showing all formulas, 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 a filename, for example **S4-FJB**.

5 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 is required.
- a Produce a list of all the files you have created during the test. This should 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-6** 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 headed MEDFORMS REQUIRED |
| Printout-3 | Spreadsheet showing the charges for children at the nursery |
| Printout-4 | Spreadsheet showing the results of the filter |
| Printout-5 | Formula printout with columns B, C, D and E hidden |
| Printout-6 | 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.

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