



Unit Number

U3051252/KT3T

Key Skills

Information & Communication Technology

Level 3 - KompCare

14 -16 November 2007

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 'KompCare': **KCust, KLetter and KNew**

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 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

KompCare is a mail order company supplying digital equipment to its customers.
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 customers is required.

AccountNo	CompanyName	Address1
1000	Dbam Systems	342 Lurke Street
1001	Dean Ellis	11 St Johns Road
1002	L J D Rentals	1A Redman Yard
1003	H R Spencer & Son	61 Church Street

Interest	Type	DateLastOrder
Electronic	S	28/10/05
Photography	M	12/12/05
General	L	03/02/06
Electronic	L	01/11/06

1 A database of customer details 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 **KCust** into a table and name the table **Customer**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
- Set the primary key as **AccountNo**.
- Set the field size for **Type** as 1.

6 marks

- 2 Validation of the data is required.
- a Set up validation for the **Type** field that accepts only **S**, **M** or **L** as valid entries with a validation message "Enter S, M or L 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 field size for the **Type** field
 - the validation rule for the **Type** field
 - the validation message for the **Type** 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 of selected companies is required.
- a Create a query named **Old** to find all customers where **Type** is **S** or **M** and the **DateLastOrder** is between 01/10/06 and 30/11/06 inclusive. Include all fields in the query.
 - b Use the query to produce a report in landscape form with the title **Customer Report for October and November**.
 - c Include only the fields **Interest**, **DateLastOrder**, **CompanyName**, **AccountNo**, **PostCode** and **Type** in the report, presented in columns in this order. Make sure all information is fully displayed.
 - d Group the report by **Interest** with the records in descending order of **DateLastOrder** within each group.
 - e Modify the report to show the column heading **DateLastOrder** as **Last Order**.
 - f 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.

15 marks

Task B

A mailshot is required for prospective customers.

KCC House Newtown Leeds LS55 8YY	
KompCare Catalogue	January 2007
The Purchasing Department COMPANYNAME ADDRESS1 ADDRESS2 ADDRESS3	
As a special offer to valued customers, the following delivery charges apply to all orders made before the end of February.	
Order Value	Delivery Charge
At least £100 or more	*Free
Between £10 and £50	£5
Between £51 and £99.99	£2.50
For next working day delivery	£11.95
*Free delivery excludes next working day	
I look forward to receiving your order in the very near future.	
Yours faithfully	
Betsy Turnbull Co-founder of KompCare	

4 A standard letter is required.

- a Use a word processing application to insert or open the data file **KLetter**.
- b Set the page to A4, in portrait form, with top, 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 Set the text **KompCare Catalogue** to 20 point Times Roman or similar font.
- e Right align the text **January 2007** as shown above.
- f Move the address **KCC House Newtown Leeds LS55 8YY** into the header and centre it as shown above.
- g 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**.

7 marks

5 The letter requires additional formatting.

KCC House Newtown Leeds LS55 8YY

KompCare Catalogue

January 2007

The Purchasing Department
COMPANYNAME
ADDRESS1
ADDRESS2
ADDRESS3

As a special offer to valued customers, the following delivery charges apply to all orders made before the end of February.

	Order Value	Delivery Charge
At least	£100 or more	*Free
Between	£10 and £50	£5
Between	£51 and £99.99	£2.50
For next working day delivery		£11.95

*Free delivery excludes next working day

I look forward to receiving your order in the very near future.

Yours faithfully

Betsy Turnbull
Co-founder of KompCare

- a The five lines containing the order values and delivery charges need to be positioned as shown above. Set the following tabs for these lines:
- left tab at 1 cm
 - centre tab at 8.5 cm
 - left tab at 11.5 cm
 - decimal tab at 13 cm.
- b Ensure that the letter fits on a single A4 page. Place your name, today's date and the title **Printout-3** in the footer and print the letter.
- c Save the letter 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 **KNew** 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 **KNew** as the source for the merge.
 - c In the letter, replace the words **COMPANYNAME**, **ADDRESS1**, **ADDRESS2**, **ADDRESS3**, **POSTCODE**, **DATELASTORDER** and **INTEREST**, wherever they appear, with the appropriate merge fields.
 - d Ensure that the letter fits on a single A4 page, in portrait form.
 - e Amend the title in the footer to **Printout-4** and save the letter using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**.
 - f Print a copy of the 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.)

6 marks

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

4 marks

- 8 A folder/directory needs to be set up.
- a Set up a folder/directory in your user area and name it **KOMP**.
 - b Copy the data file **KNew** to the folder/directory **KOMP**.
 - c Use 'Screen Dump' or 'Print Screen' techniques to show the name and contents of the **KOMP** folder/directory. 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 with detail of the validation rule |
| Printout-2 | Report entitled Customer Report for October and November |
| Printout-3 | The formatted letter |
| Printout-4 | The unmerged letter showing the merge fields |
| Printout-5 | The first three merged letters |
| Printout-6 | The content of the KOMP 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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