



Rewarding Learning

ADVANCED SUBSIDIARY (AS)
General Certificate of Education
2009

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 18 MAY–FRIDAY 22 MAY

TIME

2 hour 30 minutes.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page. Save each document using the name specified in each task. Always add your Candidate Number, Centre Number, Question Number and Printout Label to every printout produced. All printouts may be labelled by hand. **All** printouts must be attached to the examination paper at the end of the examination in the correct order. Use the treasury tag provided to attach your printouts to the examination paper. You **may not** take the examination paper with you.

INFORMATION FOR CANDIDATES

The total mark for this paper is 100.

Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question. In order to complete this examination you should have access to the following:

adventures09_june.mdb

adventures09_june.xls

graphics09_june folder

71

Candidate Number

Number of printouts attached
(to be completed at the end of
the examination)



A3J21

For Examiner's use only			
Question	Marks available	Marks	Remark
DB1	3		
DB2	2		
DB3	2		
DB4	8		
DB5	1		
DB6	6		
DB7	11		
SS1	8		
SS2	3		
SS3	3		
SS4	4		
SS5	11		
SS6	5		
WP1	3		
WP2	2		
WP3	2		
WP4	8		
WP5	7		
MM1	7		
MM2	4		
Total	100		

A database has been set up called **adventures09_june.mdb**

As the database at Afterschool Adventures becomes more widely used by staff, additional requirements for the system are being identified.

Open the database and examine the relationships between the tables.

TASK DB1

This database currently consists of five tables called PARENT, CHILD, GROUP, STAFF and SCHOOL.

When a member of staff joins they are given a contract for a certain number of hours each week. This will determine how much they will be paid at the end of the month.

Open the STAFF table in design view and create a new field as follows:

<i>Field Name</i>	No of Hours
<i>Data Type</i>	Number
<i>Field Size</i>	Byte

- Print a screenshot of the design of the STAFF table showing clearly the Field Name, Data Type and Field Size of the new field you have added.
- Label the printout STAFFDESIGN.
- Close the STAFF table and save the changes. [3]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB2

Members of staff are employed on contracts ranging from eight hours per week to thirty six hours per week.

- Create a validation rule for the No of Hours field in the STAFF table which will ensure that the allocated hours cannot be less than eight or more than thirty six. The validation text that should be shown is “NOT ALLOWED ON CONTRACT”.
- Print a screenshot of the table design showing clearly the validation text you have entered.
- Save as VALIDATION.
- Print VALIDATION.
- Label the printout VALIDATION.
- Close the staff table and save the changes. [2]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB3

- Using the relationships feature, create a one-to-many relationship between the SCHOOL table and the CHILD table.
- Print a copy of the new relationship layout for the database on one A4 page ensuring that ALL tables are visible.
- Label the printout RELATIONSHIPS.
- Close the relationships view and save changes. [2]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB4

When accepting new children into the club, it is useful for staff to be able to see on screen a list of the children currently allocated to each group. You are to use the form wizard to create a form as shown below. The form should display details from the GROUP table AND the CHILD table.

Child First Name	Child Last Name
Peter	Smith
Michael	Smith
Arthur	Brown
Sean	Smith
Michael	Doherty
Paul	Hanna
Vernon	Proust
Walter	Jackson
Jessica	Jackson
Emily	Poots
*	

- Save the form as GROUPFORM.
- Produce a printout of your form showing ONLY the details for the ROBIN group ensuring that all field names and data are fully visible.
- Label the printout ROBIN. [8]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB5

Parental details are currently stored in the database at Afterschool Adventures but these may also be needed in other applications in order to produce bills.

In this task you will use the PARENT table to create a query that will produce a data file which can be imported to another application.

- Using the query function, create a query that will show all fields from the PARENT table.
- Save the query as EXPORT.
- Produce a screenshot of the design of EXPORT.
- Save the screenshot as EXPORTDESIGN.
- Print EXPORTDESIGN.
- Label the printout EXPORTDESIGN. [1]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB6

Due to current economic conditions, Afterschool Adventures is considering offering a discount to families who currently have two or more children using the facility.

In this task you will use the PARENT table and the CHILD table to create a query that will identify those parents who have more than two children at the club.

- Using the query function, create a query that will show **Parent Last Name**, **Parent First Name**, and calculate a value for the **No of Children** who use the club.
- Include only those parents who have two or more children at the club.
- The records should be displayed in alphabetical order by parent last name.
- Save the query as FAMILY.
- Produce a screenshot of the design of the query, making sure all of the criteria and fields are visible.
- Save the screenshot as FAMILYDESIGN.
- Print FAMILYDESIGN.
- Label the printout FAMILYDESIGN. [6]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK DB7

Children who attend Afterschool Adventures are collected by minibus from their school. The bus driver has asked for a list showing which children are to be collected at each school. You will now use the report wizard to produce the list, part of which is shown below.

SCHOOL COLLECTION DETAILS

<i>St Peter's Primary</i>	
<i>12 Cloneery Road</i>	
<i>Secretary: Eileen Smith</i>	<i>076 234 6789</i>
14:00	
Harma	Paul
Jackson	Jessica
Smith	Michael
Number of Children: 3	
15:00	
Proust	Vernon
Smith	Peter
Number of Children: 2	

<i>Glen Road School</i>	
<i>Upper Glen Road</i>	
<i>Secretary: Angela Black</i>	<i>073 234 5678</i>
14:00	
Brown	Arthur
Number of Children: 1	
15:00	
Allen	Jane
Brown	Sonia
Brown	Vivian
Doherty	Michael
Number of Children: 4	

- The report should show School Name, School Address, School Telephone, Secretary, Collection Time, Child Last Name and Child First Name.
- The report should be grouped by Collection Time.
- List the children in alphabetical order.
- Include a calculation that shows the number of children to be collected at each time from each school.
- Apply appropriate formatting.
- Save your report as COLLECTION.
- Print page 1 of COLLECTION.
- Label the printout COLLECTION. [11]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

The database activities are now complete.

Janice has the job of looking after payments received in the Afterschool Adventures scheme.

Open the spreadsheet called **adventures09_june.xls** and examine the data closely in each of the sheets.

TASK SS1

Janice has to produce various reports for the owners and staff. The first report she needs to produce is a list of all the parents' details per month.

To do this task you will use the data from the query called EXPORT created in DB5.

- Insert a new sheet in your spreadsheet.
- Rename the sheet as **Parents**.
- Move to the sheet called **Parents**.
- Place the cursor in cell A1.
- Using the Data menu go to Import External Data and select Import Data.
- Select the query EXPORT created in DB5.
- Produce a screenshot of the method you will use. (It must clearly show that you are about to import data from the database.)
- Save the screenshot as IMPORTMETHOD.
- Print the screenshot IMPORTMETHOD.
- Label the printout IMPORTMETHOD.
- Import the data from the query into the **Parents** sheet.
- Choose an appropriate heading for the report.
- Print out the **parents details** on one A4 page in landscape view.
(Ensure that the Gridlines and Row and Column headings are showing.)
- Label the printout PARENTS.

[8]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the above document.

TASK SS2

Janice is going to use the spreadsheet to calculate the families that are entitled to a discount.

- Open the sheet named **April**.

Examine the column AE. It contains the Total Charges that Janice has previously calculated for the numbers of hours each child has attended plus the number of times that the child has been picked up.

- Open the sheet named **Children**.
- Enter the following data:
 - In cell D1 – Total Charges
 - In cell E1 – Discount
 - In cell F1 – Final Charges
 - In cell D2 enter the value found in cell **April!AE8**
- Copy the remaining values in column AE in the sheet named **April** to the corresponding column called Total Charges in the sheet named **Children**.
- Ensure that the format for the column is currency.
- Move to cell D2.
- Produce a screenshot of the copied data.
- Save the screenshot as COPIEDDATA.
- Print the screenshot on one A4 page in portrait view.
- Label the printout COPIEDDATA.
- Save the spreadsheet. [3]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK SS3

Janice is going to use a subtotal to calculate the amount that each family owes.

- Use the menu option Data and Subtotal... to sum the amount owed by each family. This total should be placed in the Total Charges column.
- Produce a screenshot showing that this has been done.
- Save the screenshot as SUBTOTAL1.
- Print the screenshot.
- Label the screenshot SUBTOTAL1.
- Save the spreadsheet. [3]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK SS4

Janice also needs to count the number of children in each family recorded in the Afterschool Adventures spreadsheet.

- In the sheet named **Children**, use the subtotals menu option to count the number of children in each family. (Do not remove the previous subtotal.)
- This total should be placed in the Total Charges column.
- Adjust the “zoom” control to ensure all the data can be seen.
- Produce a screenshot of this sheet showing clearly that you have used the subtotal method to count the children in each family.
- Save the screenshot as SUBTOTAL2.
- Print SUBTOTAL2.
- Label the printout SUBTOTAL2.

[4]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK SS5

Janice is now going to use the table shown below to help her calculate the discount when billing the parents in May.

Number of children	Discount (%)
1	0
2	10
3	15
4	20

- In the sheet named **Children**, move to cell E5 and enter a formula to show the percentage discount for the first family. (*To gain full marks you must use an “IF” statement.*)
- Copy this formula for all the remaining families.
- Ensure that the column is formatted as a percentage with no decimal places.
- Move back to cell E5.
- Produce a screenshot called DISCOUNT on one A4 page in portrait view, showing clearly the formula you have created in E5 in the formula bar.
- Save the screenshot as DISCOUNT.
- Print and label the screenshot DISCOUNT.

[11]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK SS6

- Use an appropriate formula to calculate the final charge for each family.
- Produce a screenshot showing this formula.
- Save the screenshot as FINALCHARGE.
- Print FINALCHARGE.
- Label the printout FINALCHARGE.

[5]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

The spreadsheet activities are now complete.

Janice has been asked by the owners to send out a letter to parents to make sure they are aware of the current costs of the service at Afterschool Adventures.

TASK WP1

In this task, you will create a letter to parents that will keep them informed about charges at Afterschool Adventures.

- Open a new blank document.
- The document should be in Times New Roman with a font size of 14.
- Set the paper size to Letter.
- Produce a screenshot that shows the above formatting.
- Save the screenshot as SCREENSHOT1.
- Print a copy of SCREENSHOT1.
- Label the printout SCREENSHOT1.
- Save the document as LETTER1. [3]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK WP2

Afterschool Adventures uses the yellow bus as their logo.

- Insert this graphic from the **graphics09_june** folder into the centre header of LETTER1.
- Produce a screenshot that shows this formatting.
- Save the screenshot as SCREENSHOT2.
- Print a copy of SCREENSHOT2.
- Label the printout as SCREENSHOT2.
- Save the document as LETTER2. [2]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK WP3

- Insert the text “AFTERSCHOOL ADVENTURES” in the centre of the footer of LETTER2.
- Produce a screenshot that shows this formatting.
- Save the screenshot as SCREENSHOT3.
- Print a copy of SCREENSHOT3.
- Label the printout as SCREENSHOT3.
- Save the document as LETTER3. [2]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK WP4

- In LETTER3, go to the Insert menu and enter today’s date from the Date and Time option in the format DD/MM/YY at the top right hand side of the page.
- Insert the following text, starting at line 12 column 1:

Dear

Please find below, the charges that will apply to the services we provide for the next six months.

Collection fee	£1
Charge per hour	£2
Late fee	£5

Please note that discounts will apply for more than one child attending.

Yours sincerely

Janice Cooper

- Produce a screenshot that shows this letter positioned correctly.
- Save the screenshot as SCREENSHOT4.
- Print a copy of SCREENSHOT4.
- Label the printout as SCREENSHOT4.
- Save the document as LETTER4. [8]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK WP5

- Open LETTER4 and use it as your starting document.
- Using the mailmerge wizard, select all records from the PARENT table in the **adventures09_june.mdb** database.
- Insert the following fields in the format shown, starting at line 5 column 1

Parent First Name, Parent Last Name
Address1
Town
Postcode

- Insert the fields Parent First Name, Parent Last Name in the letter after Dear.
- Produce a screenshot showing the fields that are to be merged and their position.
- Save the screenshot as SCREENSHOT5.
- Print a copy of SCREENSHOT5.
- Label the printout as SCREENSHOT5.
- Preview the merged letters.
- Complete the merge.
- Save the merged document as LETTERS.
- Print the **FOURTH** page of this document to show a sample letter.
- Label the printout SAMPLE. [7]

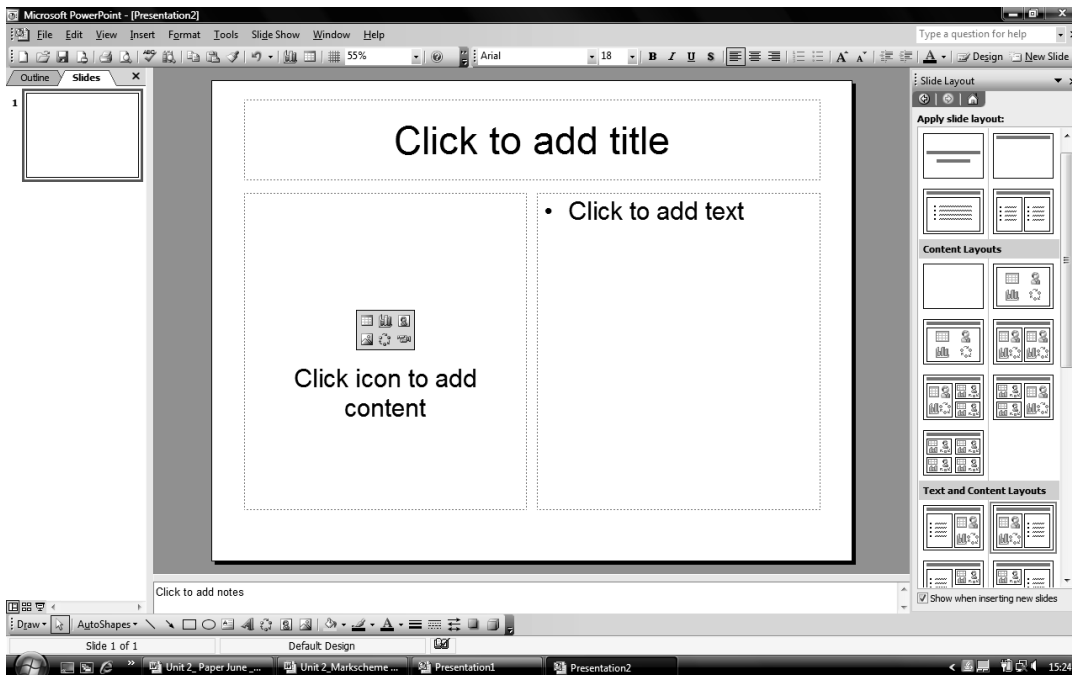
Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

The wordprocessing activities are now complete.

The owners of Afterschool Adventures wish to promote their service. They are developing a website to help them to do this and have invited parents to suggest possible content.

TASK MM1

- Open a new blank presentation.
- Select the Text and Content Layout shown below.
- Insert the Afterschool Adventures logo on the left side of the slide.
- Format the logo so that it is positioned 2 cm horizontally from the top left corner and 7 cm vertically from the top left corner.
- Produce a screenshot that displays this formatting in a dialog box.
- Save the screenshot as SCREENSHOT6.
- Print SCREENSHOT6.
- Label the printout SCREENSHOT6.



- Add the title www.afterschooladventures.com
- In the content box add three headings indicating why Afterschool Adventures might want to use a new website.
- Produce a screenshot that displays this information.
- Save the screenshot as SCREENSHOT7.
- Print SCREENSHOT7.
- Label the printout SCREENSHOT7.

[7]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

TASK MM2

- Create one additional slide and display one of the headings you have chosen.
- Add the following custom animation to the heading of this slide:
 - Entrance, Fly In
 - On Click
 - From Left
 - Medium
- Produce a screenshot to show this animation.
- Save the screenshot as SCREENSHOT8.
- Print SCREENSHOT8.
- Label the printout SCREENSHOT8. [4]

Do not forget to include your Candidate Number, Centre Number and Question Number in a header or footer on the document.

The multimedia activities are now complete.

Final Check

You should have the following 23 printouts in this order.

Each should have your Candidate Number, Centre Number and Question Number and labelled with the printout name in each task.

Indicate that you have completed the task by ticking the appropriate box in the table below.

	Label	Task	Completed
1.	STAFFDESIGN	DB1	
2.	VALIDATION	DB2	
3.	RELATIONSHIPS	DB3	
4.	ROBIN	DB4	
5.	EXPORTDESIGN	DB5	
6.	FAMILYDESIGN	DB6	
7.	COLLECTION	DB7	
8.	IMPORTMETHOD	SS1	
9.	PARENTS	SS1	
10.	COPIEDDATA	SS2	
11.	SUBTOTAL1	SS3	
12.	SUBTOTAL2	SS4	
13.	DISCOUNT	SS5	
14.	FINALCHARGE	SS6	
15.	SCREENSHOT1	WP1	
16.	SCREENSHOT2	WP2	
17.	SCREENSHOT3	WP3	
18.	SCREENSHOT4	WP4	
19.	SCREENSHOT5	WP5	
20.	SAMPLE	WP5	
21.	SCREENSHOT6	MM1	
22.	SCREENSHOT7	MM1	
23.	SCREENSHOT8	MM2	

THIS IS THE END OF THE TASK PAPER
