



Rewarding Learning

ADVANCED SUBSIDIARY (AS)
General Certificate of Education
January 2013

Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 7 JANUARY – FRIDAY 11 JANUARY

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71

Candidate Number

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



TIME

2 hours 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:

landscapes13_jan database, landscapes13_jan spreadsheet and images13_jan folder.

8272.09R

For Examiner's use only			
Question	Marks Available	Marks	Remark
DB1	2		
DB2	3		
DB3	4		
DB4	8		
DB5	5		
DB6	11		
SS1	2		
SS2	8		
SS3	6		
SS4	16		
WP1	3		
WP2	5		
WP3	4		
WP4	6		
MM1	3		
MM2	3		
MM3	6		
MM4	5		
Total	100		

A database has been set up called **landscapes13_jan**

Larry McGee has developed a database that will store information about customers, the houses they own and the gardening services they request.

Open the database and examine the relationships between the tables.

TASK DB1

This database currently consists of three tables called CUSTOMER, HOUSE and SERVICE.

The secretary must be able to assign a customer to each house that they own. In order to do this, a relationship must be established between the CUSTOMER table and the HOUSE table.

- Using the relationships feature, create a one-to-many relationship between the CUSTOMER table and the HOUSE table.
- Print a copy of the new relationship layout for the database ensuring that all tables are visible.
- Label the printout RELATIONSHIPS.
- Close the relationships view 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 DB2

Linda, the current secretary, wants to ensure that customer e-mail addresses are correctly entered on the database.

- Add a validation rule to a suitable field within the CUSTOMER table to ensure that the email address contains an @ symbol within it.
- The validation text that should appear is “An email address must contain the @ symbol within it”.
- Produce a screenshot of the CUSTOMER table showing the validation rule and validation text you have applied.
- Save the screenshot as VALIDATION.
- Print VALIDATION.
- Label the printout VALIDATION.
- Close the CUSTOMER 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 DB3

Larry would like to record the date when customers first register for gardening services.

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

<i>Field Name</i>	CustRegDate
<i>Data Type</i>	Date/Time
<i>Format</i>	Short Date

- Modify the properties of the field so that it defaults to today’s date.
- Produce a screenshot of the CUSTOMER table showing clearly the field name, data type, format and default value of the new field you have added.
- Save the screenshot as EXTRAFIELD.
- Print EXTRAFIELD.
- Label the printout EXTRAFIELD.
- Close the CUSTOMER table and save the changes. [4]

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

TASK DB4

Linda needs a quick and easy method to record the location of houses at which gardening services are to be carried out.

Houses

House ID:

House Number:

Street Name:

Town:

County:

Postcode:

Comment:

Close Form

- Create the form shown above.
- Save the form as HOUSEFORM.
- Produce a printout of your form showing details for HouseID H080.
- Ensure that all field names and data are fully visible.
- Label the printout FORMDESIGN.

[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

Linda needs to know if there are any planting or weeding services that have not been completed.

In this task you will use the HOUSE table and the SERVICE table to create a query.

- Create a query to **only** show HouseNumber, HouseStreetName and HousePostcode.
- Include only those houses where a planting or weeding service has been requested but not completed.
- Save the query as PLANTING.
- Produce a screenshot of the design of your query ensuring that all fields and criteria are fully visible.
- Save the screenshot as QUERYDESIGN.
- Print QUERYDESIGN.
- Label the printout QUERYDESIGN. [5]

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

TASK DB6

Larry would like to compare the number of gardening services and the total cost of those services in each county of Northern Ireland.

- Produce a report as shown below.

County	No of Services	Total Charges
Antrim	40	£2,390.00
Armagh	12	£681.00
Derry/Londonderry	16	£825.00
Down	30	£2,715.00
Fermanagh	10	£400.00
Tyrone	8	£460.00
ALL COUNTIES	116	£7,471.00

- The following calculations should be included:
 - number of gardening services requested in each county;
 - total charge for gardening services in each county;
 - total number of gardening services requested in ALL counties;
 - total charge for gardening services in ALL counties.
- Save your report as SUMMARY.
- Print the report on one A4 page ensuring that all data is visible.
- Label the printout SUMMARY. [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.

TASK SS1

Linda also manages the administration and accounts of Luxury Landscapes. She is responsible for setting prices for each of the services provided by the company.

Open the spreadsheet called **landscapes13_jan**

- Move to Sheet1.
- Rename this sheet as **employees**.
- Move to Sheet2.
- Rename this sheet as **quotation**.
- Move **quotation** so that it becomes the first sheet.
- Produce a screenshot of the changes you have made.
- Save the screenshot as RENAMED.
- Print RENAMED.
- Label the printout RENAMED.
- Save the spreadsheet.

[2]

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

TASK SS2

Linda would like to send out quotations to customers.

- Move to the sheet named **quotation**.
- Enter the following text into the header:

LUXURY LANDSCAPES QUOTATION FOR SERVICES

- Enter today's date in the top right hand corner of the header.
- Enter the following text into the footer:

This quotation is valid for 14 days from the date of issue

- Move to cell A1 and enter eight blank rows.
- Enter all the data as shown below.

	A	B	C	D	E
1	CUSTOMER NAME				
2					
3	CUSTOMER ADDRESS				
4					
5	CUSTOMER PHONE				
6	SPECIAL REQUIREMENTS				
7					
8	SERVICE REQUIRED	PRICE (per square metre)	MINIMUM CHARGE	CUSTOMER MEASUREMENTS (square metres)	COST
9	Grass Cutting	£4.50	£40		
10	Hedge Trimming	£0.00	£40		
11	Weeding	£4.50	£40		
12	Patio Cleaning	£4.50	£40		
13	Planting	£4.50	£40		
14	Decking	£10.50	£100		
15	Landscaping	£12.50	£250		
16					
17				QUOTATION	
18				VAT (20%)	
19				TOTAL QUOTATION	

- Set the page to Landscape.
- Print the sheet **quotation**. (*Ensure the row and column headings are shown in your printout.*)
- Label the printout QUOTATION.
- Save the spreadsheet. [8]

Do not forget to include your Candidate Number, Centre Number and Question Number on the above document.

TASK SS3

Larry has just come back from a customer with the following details written on a piece of paper. He wants Linda to send out a quotation.

Mark Hughes
 18 Broadway Lane
 Carrick
 0123457763
 Grass Cutting 40 square metres
 Weeding 40 square metres
 Planting 6 square metres

- Move to the sheet named **quotation**.
- Create a copy of the sheet named **quotation**.
- Rename the copied sheet **Mr. Hughes**.
- Place **Mr. Hughes** before the sheet named **quotation**.
- Enter Mr. Hughes' details onto this sheet.
- Using appropriate formulae, enter the correct totals into cells E9:E19
(To gain maximum marks in this question you must use an IF statement).
- Produce a screenshot of Mr. Hughes' quotation.
- Save the screenshot as HUGHES.
- Print HUGHES.
- Label the printout HUGHES. [6]

Do not forget to include your Candidate Number, Centre Number and Question Number on the above document.

TASK SS4

- Use the sheet named **Mr. Hughes** to display the formulae you have entered.
- Adjust the column widths to allow all the data and formulae to fit on one page in landscape view.
- Print the sheet named **Mr. Hughes** to show the formulae you have used.
- Label the printout FORMULAE.
- Save the spreadsheet. [16]

Do not forget to include your Candidate Number, Centre Number and Question Number on the above document.

The spreadsheet activities are now complete.

TASK WP1

Linda has asked all members of staff to complete a “Staff Details” data collection form.

- Open a new blank document.
- The document font should be set to Verdana, with font size 14.
- Set the page to landscape.
- Produce a screenshot that shows this formatting.
- Save the screenshot as FORMATTING.
- Print FORMATTING.
- Label the printout FORMATTING.
- Save the document as STAFFDETAILS1. [3]

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

TASK WP2

- Using STAFFDETAILS1, enter the text shown opposite on the sample document paying careful attention to alignment.
- Use font Verdana, size 18, emboldened text, for the title “Luxury Landscapes – Staff Details”.
- Use Verdana, size 14 for the remainder of the document.
- Place the cursor on line 1.
- Produce a screenshot that shows this formatting.
- Save the screenshot as STAFF.
- Print STAFF.
- Label the printout STAFF.
- Save the document as STAFFDETAILS2. [5]

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

Luxury Landscapes – Staff Details

FAO: All employees

Please complete all details below in BLOCK CAPITALS.

Title: _____ DOB: _____

Forename: _____ Surname: _____

Address: _____

Postcode: _____ NI Number: _____

Telephone: _____ Car Reg: _____

Larry McGee
Luxury Landscapes (Director)

Examiner Only	
Marks	Remark

TASK WP3

- Using STAFFDETAILS2, insert the Luxury Landscapes logo from the **images13_jan folder** into the top right-hand corner of the document.
- Adjust the logo so that it is 65% of its original height and 60% of its original width.
- Produce a screenshot that shows this formatting.
- Save the screenshot as LOGO.
- Print LOGO.
- Label this printout LOGO.
- Save the document as STAFFDETAILS3.

[4]

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

TASK WP4

To improve the appearance of the document called STAFFDETAILS3, it has been decided to replace some data entry lines with grouped text.

- Amend LOGO exactly as shown below.
- Design the text boxes to have dimensions 0.65 cm in height, 0.5 cm in width.

Examiner Only
Mark

Luxury Landscapes – Staff Details

FAO: All employees

Please complete all details below in BLOCK CAPITALS.

Title: _____ DOB:

Forename: _____ Surname: _____

Address: _____

Postcode: NI Number:

Telephone: Car Reg:

Larry McGee
Luxury Landscapes (Director)

“Luxury Landscapes Logo”
– logo removed due to copyright issues.

- Produce a screenshot that shows this document as well as the formatting for one of the text boxes. *(Note: You will need to ungroup one completed text box to show this formatting.)*
- Save the screenshot as TEXTBOX.
- Print TEXTBOX.
- Label the printout TEXTBOX.
- Save the document as STAFFDETAILS4. [6]

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

The word processing activities are now complete.

Examiner Only	
Marks	Remark

TASK MM1

Larry has decided to produce a promotional presentation detailing the range of services Luxury Landscapes can offer clients. The presentation will be screened at local garden centres.

- Create a new blank presentation.
- In the master slide, insert the Luxury Landscapes logo from the **images13_jan folder** in the top right-hand corner.
- Resize the logo as follows:
 - Height – 5.5 cm.
 - Width – 4.5 cm.
- Send the image behind text.
- Save the screenshot as SLIDEMASTER.
- Print SLIDEMASTER.
- Label the printout SLIDEMASTER.
- Close the master slide.

[3]

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

TASK MM2

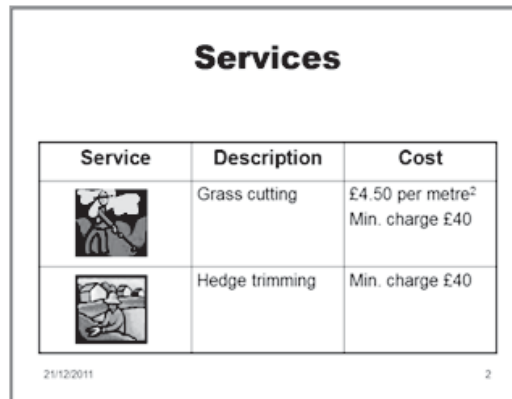
- Include the following on the Header and Footer:
 - Date and time (Update automatically).
 - Slide number.
 - Do not show this information on the title slide.
 - Apply to all.
- Produce a screenshot displaying this information.
- Save the screenshot as FOOTER.
- Print FOOTER.
- Label the printout FOOTER.

[3]

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

TASK MM3

- Create the first two slides of Larry’s presentation as shown below.
(Your slides will show today’s date and the slide number.)



- Insert **two** additional slides, using appropriate graphics and the following information.
 - Slide 3:
Weeding, £4.50 per metre², Min. charge £40
Patio cleaning, £4.50 per metre², Min. charge £40
 - Slide 4:
Planting, £4.50 per metre², Min. charge £40
Decking, £10.50 per metre², Min. charge £100
- Print the slides in Handout View showing **four** slides per page.
- Label the printout as SERVICES. [6]

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

TASK MM4

- Apply the following slide transition to the presentation SERVICES:
 - Cover Right-Down.
 - Speed: Slow.
 - Sound: Breeze.
 - Advance slides automatically after 10 seconds.
 - Apply to all slides.
- Ensure the slideshow will loop continuously until Escape is pressed.
- Produce screenshots displaying the above effects on one A4 page.
- Save the screenshots as EFFECTS.
- Print EFFECTS.
- Label the printout EFFECTS.

[5]

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

The multimedia activities are now complete.

Final check

You should have the following 18 printouts in this order.

Each should have your Candidate Number, Centre Number and Question Number and the labelled 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	RELATIONSHIPS	DB1	
2	VALIDATION	DB2	
3	EXTRAFIELD	DB3	
4	FORMDESIGN	DB4	
5	QUERYDESIGN	DB5	
6	SUMMARY	DB6	
7	RENAMED	SS1	
8	QUOTATION	SS2	
9	HUGHES	SS3	
10	FORMULAE	SS4	
11	FORMATTING	WP1	
12	STAFF	WP2	
13	LOGO	WP3	
14	TEXTBOX	WP4	
15	SLIDEMASTER	MM1	
16	FOOTER	MM2	
17	SERVICES	MM3	
18	EFFECTS	MM4	

THIS IS THE END OF THE TASK PAPER

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