



Rewarding Learning
 ADVANCED SUBSIDIARY (AS)
 General Certificate of Education
 2015

Centre Number

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Candidate Number

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Applied Information and Communication Technology

Assessment Unit AS 2

assessing

Unit 2: Software Applications and Tools

[A3J21]

MONDAY 11 MAY – FRIDAY 15 MAY



A3J21

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:

writeitright15_may database, writeitright15_may spreadsheet and images15_may folder.

For Examiner's use only			
Question	Marks available	Marks	Remark
DB1	2		
DB2	3		
DB3	3		
DB4	9		
DB5	5		
DB6	11		
SS1	3		
SS2	3		
SS3	4		
SS4	15		
SS5	10		
WP1	6		
WP2	5		
WP3	3		
MM1	4		
MM2	9		
MM3	5		

Total	100		
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Number of printouts attached (to be completed at the end of the examination)

A database has been set up called **writeitright15_may**

Frank Wright has developed a database that will store information on customers, the services they order and the consultations they book.

Open the database and examine the relationships between the tables.

TASK DB1

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

- Open the CUSTOMER table.
- Change the data type of the PreferredContact field to Lookup Wizard.
- Use the Lookup Wizard to create a lookup list for the PreferredContact field with the following options: none; post; telephone; email; sms.
- Produce a screenshot of the design of the CUSTOMER table showing clearly the field name and values of the look up list for the PreferredContact field.
- Save the screenshot as CONTACTFIELD.
- Print CONTACTFIELD.
- Label the printout CONTACTFIELD.
- Close the CUSTOMER 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.

Examiner Only	
Marks	Remark

TASK DB2

William would like to investigate the services ordered by each customer. In order to do this, a relationship must be established between the CUSTOMER table and the SERVICE table.

- Open the SERVICE table.
- Insert a new field called CustomerNo into the SERVICE table, to act as a foreign key to the CUSTOMER table, choosing an appropriate data type and field size.
- Close the SERVICE table and save the changes.
- Using the relationships feature, create a one-to-many relationship between the CUSTOMER table and the SERVICE table.
- Print a copy of the new relationship layout on one A4 page.
- Label the printout RELATIONSHIPS.
- Close the relationships view 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

There are only three rooms available for holding consultations in the Write It Right business premises.

- Add a validation rule to a suitable field in the CONSULTATION table to ensure that the consultation room can only store the numbers 1, 2, or 3.
- The validation text that should appear is “This room number does not exist!”
- Produce a screenshot of the CONSULTATION table showing the validation rule and validation text you have applied.
- Save the screenshot as VALIDATION.
- Print VALIDATION.
- Label the printout VALIDATION.
- Close the CONSULTATION 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.

Examiner Only	
Marks	Remark

TASK DB4

Jane needs a form to enter new consultations for existing customers. Frank has produced an initial design of the form.

Consultation

CUSTOMER

Customer No:	9
Surname:	McCann
First Name:	Morris
MobileNo:	0884 9289 921
Email:	mccannmorris@mechanics.co.uk

CONSULTATION DETAILS

No	Date	StartTime	Duration (Hours)	RoomNo	Status	Description
13	14 January 2015	10:00	1	1	Did not show	
16	17 January 2015	15:30	1	1	Attended	
31	20 February 2015	16:30	1	2	Did not show	
46	08 March 2015	15:30	1.5	1	Booked	
*						

Record: 4 of 4 | No Filter | Search

- Create the form and subform exactly as shown above.
- Save the form as CONSULTATION.
- Display the record for Morris McCann.
- Modify the status of his consultation on the 8th March 2015 to 'Did not show'.
- Produce a printout of your form showing details for Morris McCann and his consultation details, ensuring that all field names and data are visible.
- Label the printout FORMDESIGN. [9]

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

Examiner Only	
Marks	Remark

TASK DB5

Some customers have indicated that they would like to be contacted by SMS text messaging but Frank discovers that sometimes there is no record of their mobile number.

- Produce a query that will show those customers whose preferred contact method is SMS but whose mobile number is missing.
- The query should **only** show FirstName, Surname and TelephoneNo.
- Sort the results in alphabetical order by Surname.
- Save the query as EMPTYMOBILE.
- Produce a screenshot of the design of your query ensuring that all fields and criteria are fully visible.
- Save the screenshot as EMPTYMOBILE.
- Print EMPTYMOBILE.
- Label the printout EMPTYMOBILE. [5]

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

Examiner Only	
Marks	Remark

TASK DB6

Frank and Lloyd need a monthly report to remind them about booked consultations. They also need to know the number of consultations each month.

- Produce the report exactly as shown opposite (only part of the first page is displayed).
- Ensure that each whole group is held together on one page.
- Save your report as MONTHLY REPORT.
- Print page 1 of MONTHLY REPORT.
- Label the printout MONTHLY REPORT.
- View the report in Design View.
- Produce a **screenshot** (**not** a printout) of the report in Design View, ensuring that all relevant evidence is shown in the **Group, Sort and Total Window**.
- Save the screenshot as DESIGNVIEW.
- Print DESIGNVIEW.
- Label the printout DESIGNVIEW.

[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.

Examiner Only	
Marks	Remark

Monthly Consultations

August 2015	ConsultationNo	RoomNo	BookingDate	StartTime	Status	FirstName	Surname
	72	2	05 August 2015	13:00	Booked	Anne	Bayfield
	73	2	13 August 2015	09:00	Booked	John	Smyth
	74	3	15 August 2015	10:00	Booked	Doris	Devlin
	75	1	20 August 2015	12:30	Booked	Henry	Watson
	76	3	20 August 2015	15:30	Booked	David	Coleman
	77	1	29 August 2015	11:30	Booked	Sharon	Traynor

No of Consultations: 6

July 2015	ConsultationNo	RoomNo	Booking Date	StartTime	Status	FirstName	Surname
	66	2	01 July 2015	15:30	Booked	Tom	Burns
	67	3	07 July 2015	09:00	Booked	Michael	McGarry
	68	1	11 July 2015	10:00	Booked	Annette	Beattie
	69	1	17 July 2015	11:30	Booked	Lily	Blair
	70	1	18 July 2015	13:30	Booked	Michele	Foster
	71	2	23 July 2015	11:30	Cancelled	Doris	Devlin

No of Consultations: 6

TASK SS1

Jane, the secretary, is responsible for the accounts in Write It Right. She uses a spreadsheet to create bills for customers.

Open the spreadsheet called **writeitright15_may**

- Move to Sheet1.
- Select the range of cells A1:B8.
- Sort the range A1:B8 into ascending order A..Z.
- Rename Sheet1 as LookupTable.
- Produce a screenshot of this sheet.
- Save the screenshot as SORT.
- Print SORT.
- Label the printout SORT.
- Save the spreadsheet.

[3]

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

TASK SS2

Jane wants to use a Lookup Table to set up a bill for a customer named Mr Nash.

- In LookupTable, select the data in the range A1:A8.
- Copy this data.
- Move to Sheet2.
- Move to cell A1.
- Paste the data from A1:A8 ensuring all data is visible.
- Rename Sheet2 as Mr Nash.
- Produce a screenshot of the pasted data.
- Save the screenshot as PASTE.
- Print PASTE.
- Label the printout PASTE.
- Save the spreadsheet.

[3]

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

Examiner Only	
Marks	Remark

TASK SS3

Jane now wants to use the database, **writeitright15_may** to obtain the personal details of Mr Nash and use these details in the spreadsheet.

- Using the database called **writeitright15_may** open the table called CUSTOMER.
- Copy the details for Mr Nash from the CUSTOMER table.
- Close the database.
- Move to the sheet called Mr Nash.
- Insert a new header in the sheet called Mr Nash.
- Paste the details for Mr Nash into the header.
- Edit the header so that only his name, address, postcode and telephone number remain.
- Insert a new row above row 1.
- Enter the following text.

	A	B	C	D
1	ORDER DETAILS	QUANTITY	PRICE	COST

- Produce a screenshot of the header and the data within.
- Save the screenshot as HEADER.
- Print HEADER.
- Label the printout HEADER.
- Save the spreadsheet.

[4]

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

Examiner Only	
Marks	Remark

TASK SS4

- In the sheet called Mr Nash insert the values shown in the QUANTITY column.

ORDER DETAILS	QUANTITY	PRICE	COST
Application forms (per 30 mins)	2		
Binding (per page)	100		
CV Service (per 30 mins)			
Editing (per page)	100		
Formatting (per page)	100		
Private Consultation (per 30 mins)			
Proofing (per page)	100		
Publishing (per page)	100		

- Move to cell C2.
 - Insert a lookup formula to display the price.
 - Fill down this formula for the rest of the column.
 - Move to D2 and insert a formula to calculate the cost.
 - Fill down this formula for the rest of the column.
 - In formula view produce a screenshot to show the formulae.
 - Save the screenshot as FORMULAE.
 - Print FORMULAE.
 - Label the printout FORMULAE.
 - Save the spreadsheet.
- [15]

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

Examiner Only	
Marks	Remark

TASK SS5

- Move to C10 and add the text TOTAL.
- Move to C11 and add the text VAT.
- Move to C12 and add the text GRAND TOTAL.
- Move to D10 and enter a formula to calculate the TOTAL.
- Move to D11 and enter a formula to calculate the VAT (which is 20% of the TOTAL).
- Move to D12 and enter a formula to calculate the GRAND TOTAL.
- Produce a screenshot to show the formulae you have used.
- Save the screenshot as FINALBILL.
- Print FINALBILL.
- Label the printout FINALBILL.
- Save the spreadsheet.

[10]

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

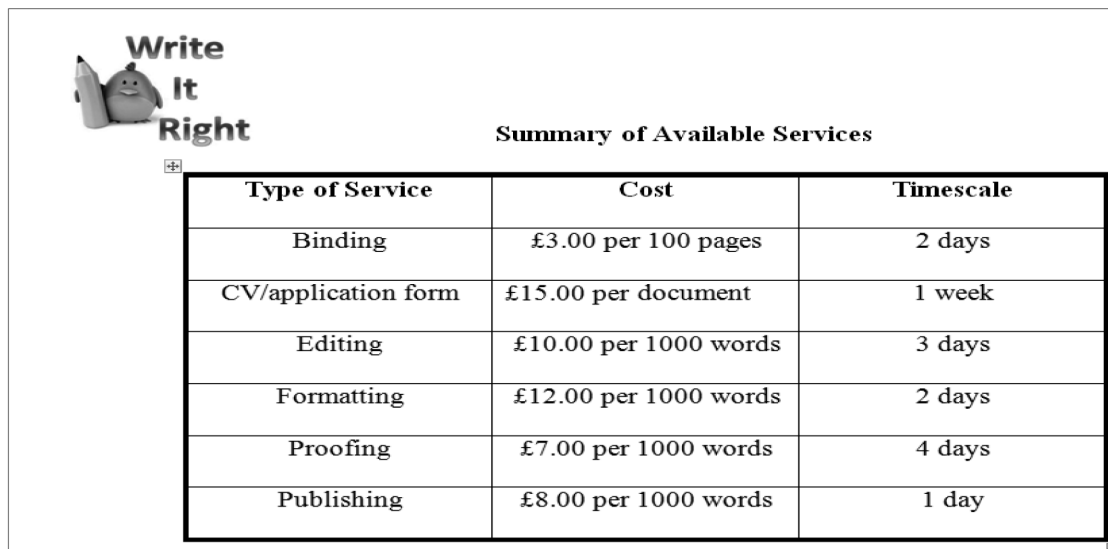
The spreadsheet activities are now complete.

Examiner Only	
Marks	Remark

TASK WP1

William Wright requires a list of editing and publishing services to be compiled for advertising purposes. He has reduced the number of services and has adjusted the costs.

- Open a new blank document.
- Insert the Write It Right logo into the top left-hand corner of the document from the **images15_may folder**.
- Produce the text exactly as shown below.



The screenshot shows a document with the 'Write It Right' logo in the top left corner. The logo features a cartoon character holding a pencil. To the right of the logo is the text 'Summary of Available Services'. Below this is a table with three columns: 'Type of Service', 'Cost', and 'Timescale'. The table contains six rows of data.

Type of Service	Cost	Timescale
Binding	£3.00 per 100 pages	2 days
CV/application form	£15.00 per document	1 week
Editing	£10.00 per 1000 words	3 days
Formatting	£12.00 per 1000 words	2 days
Proofing	£7.00 per 1000 words	4 days
Publishing	£8.00 per 1000 words	1 day

- Produce a screenshot of the finished document.
- Save the screenshot as **FORMAT**.
- Print **FORMAT**.
- Label the printout **FORMAT**.
- Save the document 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 WP2

As part of the CV form service the company provides it has been decided that a template should be designed for customers.

- Open a new blank document.
- Set the font to Tahoma, size 14.
- Insert the following text on line 1 (centred):
Curriculum Vitae
- Enter the following field names and merge fields from the CUSTOMER Table in the database **writeitright15_may**, beginning on line 3. Ensure formatting is exactly as shown below.

Title:	«Title»
First Name:	«FirstName»
Surname:	«Surname»
Address:	«HouseNo» «Street» «County» «Postcode»
Telephone:	«TelephoneNo»
Mobile:	«MobileNo»
Email:	«Email»

- Produce a screenshot showing the above formatting.
- Save the screenshot as MERGE.
- Print MERGE.
- Label the printout as MERGE.
- Print a completed merge for Professor Morris McCann.
- Label the printout MCCANN.
- Save the document as DRAFTCV. [5]

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

Examiner Only	
Marks	Remark

TASK WP3

Using DRAFTCV

- Insert the following text below Email:
 - Qualifications:
 - Experience:
 - Interests/Hobbies:
- Insert rounded rectangle shapes below each of these headings.
- Set the dimensions of each shape as follows:
 - Height: 3 cm
 - Width: 16 cm
- Produce a screenshot that shows this formatting.
- Save the screenshot as COMPLETECV.
- Print COMPLETECV.
- Label the printout COMPLETECV.
- Save the document as TEMPLATECV.

[3]

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

Write It Right wishes to ensure their ICT systems are fully protected against viruses and other security threats.

- Create a new blank presentation.
- In the first slide enter the following text in the title text box:
Protecting Our Network.
- Delete the subtitle text box.
- Insert the Write It Right logo from the **images15_may** folder directly above the title text box.
- Set the dimensions of the logo as follows:
 - Height: 200%
 - Width: 200%
- Produce a screenshot displaying this formatting.
- Save the screenshot as LOGO.
- Print LOGO.
- Label the printout LOGO.
- Save the presentation as SLIDES. [4]

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

Examiner Only	
Marks	Remark

TASK MM2

- Use the following headings and suitable images from the **images15_may** folder to add **three** further slides to the presentation.

Slide 2: User Accounts

Slide 3: Firewalls

Slide 4: Automatic Updates

- Use suitable text to evaluate the usefulness of each system software feature.
- Print the slides showing four slides per page.
- Label the printout FEATURES.
- Save the presentation. [9]

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

Examiner Only	
Marks	Remark

TASK MM3

Examiner Only	
Marks	Remark

- Insert a fifth slide with the title – Virus Protection Options.
- Explore the screenshots for two virus protection software examples shown below.

Virus Protection – Option A

<p style="text-align: center;">Scan</p> <p style="text-align: center;">Email Scan</p> <p style="text-align: center;">Settings</p> <p style="text-align: center;">Install Update</p> <p style="text-align: center;">Quarantine</p> <p style="text-align: center;">Submit Sample</p> <p style="text-align: center;">Reports</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">Scan Completed</div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Scanning Statistics</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Files Scanned</td> <td style="text-align: right;">142</td> <td>Deleted</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Infected</td> <td style="text-align: right;">5</td> <td>Renamed</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Disinfected</td> <td style="text-align: right;">2</td> <td>Quarantined</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Definitions</td> <td style="text-align: right;">Real-time</td> <td>Spyware</td> <td style="text-align: right;">Off</td> </tr> </table> </div>	Files Scanned	142	Deleted	2	Infected	5	Renamed	0	Disinfected	2	Quarantined	1	Definitions	Real-time	Spyware	Off
Files Scanned	142	Deleted	2														
Infected	5	Renamed	0														
Disinfected	2	Quarantined	1														
Definitions	Real-time	Spyware	Off														

OK
Report

Virus Protection – Option B

<p style="text-align: center;">Status</p> <p style="text-align: center;">Scan</p> <p style="text-align: center;">Report</p> <p style="text-align: center;">Install Update</p> <p style="text-align: center;">Quarantine</p> <p style="text-align: center;">Submit Sample</p> <p style="text-align: center;">Reports</p> <p style="text-align: center;">Identity</p> <p style="text-align: center;">Performance</p> <p style="text-align: center;">FAQ</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">Scan in Progress</div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Activated Features</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Spyware Protection</td> <td style="text-align: right;">On</td> </tr> <tr> <td>Worm Protection</td> <td style="text-align: right;">On</td> </tr> <tr> <td>Virus Definitions</td> <td style="text-align: right;">Updated 3 months ago</td> </tr> <tr> <td>Email Scanning</td> <td style="text-align: right;">On</td> </tr> <tr> <td>Anti Phishing</td> <td style="text-align: right;">On</td> </tr> </table> </div>	Spyware Protection	On	Worm Protection	On	Virus Definitions	Updated 3 months ago	Email Scanning	On	Anti Phishing	On
Spyware Protection	On										
Worm Protection	On										
Virus Definitions	Updated 3 months ago										
Email Scanning	On										
Anti Phishing	On										

OK
Report

- Add text to the fifth slide evaluating both options and choose a recommendation of the best option for Write It Right.
- Print the fifth slide.
- Label the printout OPTIONS.
- Save the presentation. [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 19 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	CONTACTFIELD	DB1	
2	RELATIONSHIPS	DB2	
3	VALIDATION	DB3	
4	FORMDESIGN	DB4	
5	EMPTYMOBILE	DB5	
6	MONTHLY REPORT	DB6	
7	DESIGNVIEW	DB6	
8	SORT	SS1	
9	PASTE	SS2	
10	HEADER	SS3	
11	FORMULAE	SS4	
12	FINALBILL	SS5	
13	FORMAT	WP1	
14	MERGE	WP2	
15	MCCANN	WP2	
16	COMPLETECV	WP3	
17	LOGO	MM1	
18	FEATURES	MM2	
19	OPTIONS	MM3	

THIS IS THE END OF THE QUESTION PAPER

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