



**KEY SKILLS QUALIFICATION
Information Technology Level 3
External Assessment**

13 - 24 NOVEMBER 2000

WHAT YOU NEED FOR THIS TEST

- This Question Paper
 - An Answer Sheet
 - Access to a Computer, Software and a Printer

 - Bilingual dictionaries may be used
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**TIME ALLOWED - 1 HOUR 30 MINUTES
(Total Marks: 50)**

You should try to complete all of the tasks

INSTRUCTIONS TO CANDIDATES

- Ensure your personal details are correctly entered in the spaces provided on the Answer Sheet
 - Make sure you print out all your work and that it is clearly labelled with your name
 - At the end of the test check that your name appears on each page of printout
 - Attach your printouts to the Answer Sheet and hand them to the supervisor, together with this Question Paper

 - **DO NOT OPEN THIS QUESTION PAPER UNTIL YOU ARE TOLD TO DO SO BY THE SUPERVISOR**

 - **REMEMBER YOU HAVE 1 HOUR 30 MINUTES TO FINISH THE TEST**
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Candidates are required to complete all tasks

Important note

Candidate names must be printed on all documents produced as evidence, preferably in a footer. Documents without a candidate name cannot be marked. Only those materials requested should be provided: one copy of each of **Printout-1** to **Printout-7**.

The **Wealth-E-Commerce Club** is a recently formed e-commerce support group for commercial companies. You will use the membership records of this group to

- store information about members in a table using a database application
- transfer this data to a spreadsheet to perform calculations on the data

Details about the members of the e-commerce club have been written on printed record cards, the first six of which are shown below.

**ID
1**

Wealth-E-Commerce Club

Name: James Robinson
 Company: P C Smith Ltd
 Address: The Old Works
 Bloxham
 Oxon
 OX1 7DF
 Company turnover: £700,000
 No. of employees: 21
 Member of Chamber of Commerce: Y

**ID
2**

Wealth-E-Commerce Club

Name: Celia Maddison
 Company: Adams Plc
 Address: 37 Warwick Road
 Hinckley
 Leicestershire
 LE3 5AJ
 Company turnover: £2,300,000
 No. of employees: 130
 Member of Chamber of Commerce: Y

**ID
3**

Wealth-E-Commerce Club

Name: Zeb Robinson
 Company: Plastisize
 Address: Unit 7 East
 Industrial Estate
 Northampton
 NN1 8KV
 Company turnover: £890,000
 No. of employees: 7
 Member of Chamber of Commerce: N

**ID
4**

Wealth-E-Commerce Club

Name: Simon Baintree
 Company: Baintree Models
 Address: Baintree House
 Kettering Road
 Loughborough
 LE14 6GH
 Company turnover: £650,000
 No. of employees: 14
 Member of Chamber of Commerce: Y

**ID
5**

Wealth-E-Commerce Club

Name: Brian Robinson
 Company: Zanadawn
 Address: 137 Broadway
 Earlsdon
 Coventry
 CV34 5NY
 Company turnover: £1,450,000
 No. of employees: 12
 Member of Chamber of Commerce: N

**ID
6**

Wealth-E-Commerce Club

Name: Sylvia Forbes
 Company: Starshine Ltd
 Address: 63 Archery Road
 Kings Sutton
 Oxon
 OX5 3RT
 Company turnover: £120,000
 No. of employees: 3
 Member of Chamber of Commerce: Y

Task A

- 1 In this task you must create a database using database software. (1 mark)
 - a The filename for this database must be the characters **d1** followed by your initials, for example **d1fjb**. If your database software requires you to save the file at certain points in the following tasks you should save it using the next number in sequence each time, for example **d2fjb** then **d3fjb** and so on.
- 2 Use your database software to set up a membership database as follows. (3 marks)
 - a Create a database structure using the seven field titles shown below.
 - ID
 - First Name
 - Last Name
 - Company
 - Postcode
 - Turnover
 - Employees
 - b ID is the membership number. This will be different for each member. If your database requires a primary key use this field.
 - c Use appropriate data types and field sizes for each field.
 - d If your database software requires a name for the table use the name **Members**.
- 3 Complete the database as follows. (5 marks)
 - a Enter the data using information from the six record cards shown on the facing page. Enter only the data for the seven fields you have created.
 - b Check the accuracy of the entered data.
- 4 Print information from the database as follows. (5 marks)
 - a Create a report titled **All Members** with the records sorted on the **two** fields 'Last Name' then 'First Name' in ascending order.
 - b Include every record in the report.
 - c Ensure that all field headings are fully displayed and that each field displays all its data contents.
 - d Place your name, today's date and the title **Printout-1** in a footer and print the report.
- 5 Print a report titled **High Turnover** displaying only those records where turnover is more than £650,000. (7 marks)
 - a Use an appropriate criterion to select only the required records.
 - b In this report show only the fields 'ID', 'Company' and 'Turnover'. The records may be in any order.
 - c Ensure that the field headings are fully displayed and that each field shows all its data contents.
 - d Place your name, today's date and the title **Printout-2** in a footer and print the report.

Task B

6 A spreadsheet is to be used for financial calculations and to determine the subscription fees for each club member. Create and print this spreadsheet as follows. (9 marks)

- a Use a spreadsheet application to enter the title **Wealth-E-Commerce Club Membership** at the top of a new sheet.
- b Use a suitable technique to copy the data for the six records from your database table into this new spreadsheet beneath the title. Ensure that each database field appears in a separate column.
- c Check that each column has the correct heading and that the columns are wide enough to display all headings and data.
- d Adjust row height and cell formats as necessary for an appropriate layout.
- e Centre the column headings horizontally.
- f Place your name, today's date and the title **Printout-3** in a footer and print this spreadsheet.
- g Save this spreadsheet using the characters **s1** followed by your initials as the filename, for example **s1fjb**.

7 Print a spreadsheet which shows subscription fees as follows. (9 marks)

- a Delete completely the columns headed
 - ID
 - First Name
 - Last Name
 - Postcode
- b There are three remaining columns 'Company', 'Turnover' and 'Employees'. In the next available column of the spreadsheet enter the column heading **Turnover per head**.
- c For the first row of data enter a formula in this new column that will divide the turnover by the number of employees.
- d Replicate this formula to the other cells in the column.
- e Format the cells in this column to show currency in pounds and pence.
- f Change the title of the sheet to **Wealth-E-Commerce Club - Company Subscriptions**.
- g Place your name, today's date and the title **Printout-4** in a footer and print this spreadsheet.
- h Save this spreadsheet using the characters **s2** followed by your initials as the filename, for example **s2fjb**.

- 8 A subscription fee of £100 is charged to companies whose **Turnover per head** is more than £100,000 and £50 to companies whose **Turnover per head** is £100,000 or less. Print the spreadsheet showing the subscription fees as follows. (10 marks)
- a In the next available column enter the column heading **Subscription**.
 - b For the first row of data enter a formula that will display the subscription fee for that company according to the above rule.
 - c Replicate this formula to the other cells in the column.
 - d Format the cells in the 'Subscription' column to display currency with zero decimal places (whole pounds only, no pence).
 - e Place your name, today's date and the title **Printout-5** in a footer and print this spreadsheet.
 - f Save this spreadsheet using the characters **s3** followed by your initials as the filename, for example **s3fjb**.
 - g A printed copy of the formulas used in the spreadsheet is also required. This sheet must also show sheet row numbers, sheet column letters and gridlines. Use the necessary software facilities to display the formulas, adjusting the column widths as necessary to display their contents.
 - h Place your name, today's date and the title **Printout-6** in a footer and print this spreadsheet.

Task C

The following task must be completed. If you have not completed this item within the allotted time, it must be completed immediately after the test.

- 9 Provide a copy of all filenames created during the test. (1 mark)
- a Produce a list of these filenames. This should be in the form of a screen print of the filenames with your name, today's date and the title **Printout-7** as a footer.

