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# Key skills Information and communication technology Level 3 - Stamps

Wednesday 19 - Friday 21 January 2005

## Test Paper

### YOU NEED

- This test paper
- A cover sheet
- Access to a computer, software and a printer
- Access to the data files to support the scenario Stamps: List, News and Stamp

You may use a bilingual dictionary

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**Do NOT open this test paper until you are told to do so by the supervisor**

**THERE ARE 3 TASKS IN THIS TEST**

Task A (total 26 marks)

Task B (total 23 marks)

Task C (total 1 mark)

Total marks available: 50

**Try to complete ALL the tasks**

**YOU HAVE 1 HOUR 30 MINUTES TO FINISH THE TEST**

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### INSTRUCTIONS

- Make sure your personal details are entered correctly on the cover sheet
- Make sure you print out all your work
- Task C **must** be completed; if necessary, it may be carried out after the end of the test

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**At the end of the test, check that your name appears on EVERY printed page  
Attach your printouts and this test paper to the cover sheet and hand them  
to the supervisor**

**REMEMBER: YOU HAVE 1 HOUR 30 MINUTES TO FINISH THE TEST**

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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

## Stamps

**Prestige Stamps** is a company which auctions stamps.

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 data files to create a newsletter

### Task A

A database is required.

LotNo	CatNo	Year
50	366	1912
6	494	1948
1	104	1867

Condition	Notes	Estimate	ReservedPrice
um	dmb	10	1
fdc	ct	25	1
mm	d	35	0

- 1 A database of stamp details is required.
  - a Open a database application and create a new database. The filename for the database must be the characters **D1-** followed by your full 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 eg **D2-FJB** then **D3-FJB** and so on.
  - b Import the data file **List** into a table and name the table **Stamp List**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
  - c Set the primary key as **CatNo**.
  - d Set the data type for the **Estimate** field as currency.
  - e Set the data type for the **ReservedPrice** field to logical. (Your software may display this field in a form other than Yes/No.)
  - f Use 'Screen Dump', 'Print Screen' or 'Documenter' techniques to show the design of the table including:
    - all field names and data types
    - the format of the fields **Estimate** and **ReservedPrice**
    - the primary key
  - g Place your name, today's date and the title **Printout-1** in a footer and print the table design.

**8 marks**

- 2 A report of stamp details is required.
- a Create a query named **fdc** to find all stamps where **Year** is any year from **1937** to **1951** inclusive, the **Condition** is **fdc** and the **Notes** field contains the letter **t**. Include all fields in the query.
  - b Use the query to produce a report in landscape form with the heading **First Day Stamps 1937 to 1951**.
  - c Include only the fields **Year**, **LotNo**, **CatNo**, **Estimate** and **Description** in the report, presented in columns in this order. Make sure all information is fully displayed.
  - d Group the report by **Year** with the records in ascending order of **LotNo** within **Year**.
  - e 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.

18 marks

**Please go on to the next page**

## Task B

A newsletter is required to give clients information about road show locations.

### A WORD FROM THE EDITOR

Thinking of investing in Stamps?

In the present financial climate of shaky stock market trading and a dangerously overvalued housing market it might be an idea to consider investing your money into rare and valuable stamps.

There are millions of stamp collectors worldwide and a wide range of countries and themes to collect. Another advantage is that stamps are small and very portable.

Some suggestions for investment collectors are modern first day covers date stamped with the operational (i.e. not philatelically created) postal markings of related offices.

Only a few years ago it would have been unthinkable to 'invest' in a first day cover which did not carry the full set of stamps. Today such concerns are things of the past. Hence the covers with their single stamps are date stamped in the location relevant to that particular stamp.

A selection of attractive covers is to be offered in our next auction and a sample of these is shown below.

Gone Forever?

Only yesterday I visited my local post office to find in the window a poster inviting its users to make representations against its impending closure. It would seem that the outcome of any consideration of these views is unlikely to be encouraging as most of the poster was devoted to informing customers of other post offices in the vicinity and of the services they

offer. If my local office is swept aside in the march of economics and progress how easy will a local postal historian of the future find it to track down a specimen of its date stamp? The increasing use of mail centres and the mass cancellation of mail means that sub office date stamps see little use on mail these days. Take my tip and, for a very small investment, prepare a few dozen covers for posting on the closing day if and when your local office is identified as one to be killed off in the march of progress. I do not think that the patient investor will regret the outlay.

Country Definitives

They used to be known as 'Regionals' but the definitive stamps for Scotland, Wales, Northern



Ireland and England have been 'country definitives' for some years. I remember a time when the 'Regionals' were tipped for their investment potential but, sadly, that day did not come and, apart from various varieties, the full set of stamps dating back to 1958 can still be put together for a minimal outlay. I hope that those who like to keep their country definitives collection up to date should remember that se-tenant confections of these stamps now seem to figure somewhat incongruously, in each prestige booklet. The relevant panes from those booklets, neatly date stamped in the respective country (sometimes this will mean more than one!) are tipped as something which it will be difficult to find in the future.

Keeping up the Stock

With eleven postal auctions each year we at Prestige Stamps are constantly seeking new lots of stamps, postal history and related items (such as postcards) to

offer to our insatiable customers. With the distribution of our auction lists to thousands of customers all over the world and with our advertisements in six international philatelic magazines, as well as on the Internet, our turnover is vast. Consequently, as much of our effort goes into securing lots as it does into describing, valuing, advertising and despatching them to successful bidders. Our specialist team of valuers and buyers makes frequent journeys around the country in order to meet potential sellers and to advise on the disposal of collections. These are advertised in the local press and attract many people. In all cases we provide a valuation free of charge for any material brought to us to view. We are also happy to make offers to buy material on the spot or to place material in our auctions on a commission basis. In many cases it is also possible to visit owners at home in order to view material too bulky or valuable to bring to our valuing sessions. For very large and valuable collections we are also willing to make visits abroad.

Forthcoming valuation sessions are to be held at the following locations.

#### ROAD SHOW LOCATIONS

Date	Time	Town/City
15 March	10.30 am	Plymouth
16 March	2.30 pm	Exeter
17 March	11.30 am	Weston-Super-Mare
19 March	1.30 pm	Gloucester
2 April	2.30 pm	Southampton
4 April	11.30 am	Guildford
6 April	10.30 am	Maidstone

Appointments may be booked in advance.

### 3 A newsletter is required.

- Use a word processing application to insert or open the data file **News**.
- Format all the text as 10 point Times Roman or similar font.
- Set top, bottom, left and right margins of 2cm and orientation to landscape.
- Format the title, **A WORD FROM THE EDITOR**, to 18 point Arial or similar font and centre it across the top of the page.
- Format the text below the title so that it is fully justified and appears in three equal columns with a space of 1.25cm between the columns.
- Replace the word **postmarked** with the words **date stamped** wherever it appears.
- Save this document (in normal word processing format ie NOT as a .txt file) using the characters **W1-** followed by your full initials as the filename, for example **W1-FJB**.

8 marks

- 4 A picture of a stamp is required in the newsletter.
- Insert the graphic file **Stamp** into the document.
  - Resize the image to 4cm x 4cm.
  - Format the image to wrap text and position it approximately as shown.
- 2 marks**
- 5 The 'ROAD SHOW LOCATIONS' timetable, at the end of the newsletter, requires formatting.
- The headings Date, Time and Town/City need to be positioned as shown. Set the following tabs for this line of text:
    - left tabs at 0.5cm, 3.0cm and 5.5cm
  - The dates, times and town names in the list beneath the headings also need to be positioned as shown. Set the following tabs for these lines:
    - right tabs at 1.5cm and 7.5cm
    - a decimal tab at 3.0cm
  - Move the sentence beginning "**Appointments may be**", which appears in the last paragraph, to below the timetable and centre it across the column as shown.
  - Place your name, today's date and the title **Printout-3** in a footer, and print the newsletter in landscape form on one sheet of A4 paper.
  - Save this document in the folder using the characters **W2-** followed by your full initials as the filename, for example **W2-FJB**.
- 8 marks**
- 6 A folder/directory needs to be set up.
- Set up a folder/directory named **Prestige**.
  - Copy the text file **News** to the folder/directory **Prestige**.
  - Copy the image file **Stamp** to the folder/directory **Prestige**.
  - Use 'Screen Dump' or 'Print Screen' techniques to show the **Prestige** folder/directory and its contents.
  - Place your name, today's date and the title **Printout-4** in a footer and print a copy of this information.
- 5 marks**

### Task C

**The following task must be completed.** If you have not completed this task within the allowed time, it must be carried out at the end of the test.

- 7 A list of folders and filenames is required.
- a Provide a copy of all filenames created during the test. This may be in the form of one or more print screens (screen dump) of the folders/files with your name, today's date and the title **Printout-5** as a footer.

1 mark

## End of test

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### Important note

Collect together all your documents. They should include:

- |                   |   |
|-------------------|---|
| <b>Printout-1</b> | A printout of the Database design                       |
| <b>Printout-2</b> | Report headed 'First Day Stamps 1937 to 1951'           |
| <b>Printout-3</b> | Newsletter  |
| <b>Printout-4</b> | Prestige folder showing the files News and Stamp within |
| <b>Printout-5</b> | List of filenames created during the test               |

Check that your name is printed on every page. If it is not, write it there. Now attach all the pages in order, and this test paper, to the cover sheet and hand them to the supervisor.

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