<u>**Materials required for examination**</u>

This test paper

A return sheet

Access to a computer, software and a printer

Access to the data files to support the scenario 'Magazines': **Subs, Memo, StaffM** and **LogoM**

You may use a bilingual dictionary

Instructions to Candidates

Do not open this test paper until you are told to do so by the supervisor.

In the boxes on the Return Sheet, write your centre number, registration number, surname and initials. The paper reference is shown above.

Task C **must** be completed. If necessary, it may be carried out after the end of the test.

Check that your name appears on EVERY printed page.

At the end of the test, hand the test paper, your printouts (attached to your Return Sheet) and all notes to the supervisor.

Information for Candidates

This test consists of 3 tasks.

Task A (total 27 marks) consists of Questions 1 – 3

Task B (total 22 marks) consists of Questions 4 - 8

Task C (total 1 mark) consists of Question 9

You may commence with Task A or Task B, Task C must be completed at the end of the test.

Advice to Candidates

Try to complete All the tasks

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

Planet Publishing is a company that publishes magazines.

You will use database and word processing software to carry out the following tasks

- import a data file into a database table
- interrogate the database and produce a report
- use a data file to create a mail-merged memo

Task A

A database of customer subscriptions is required.

LastName	FirstName	SubDate	SubLength	SubID	Repeat
Dutton	Thomas	30/06/2004	6	CTE03212	1
Thorley	Amanda	31/12/2004	6	ECO00154	0
Keeble	Christopher	30/06/2004	6	ECO01926	0
Pilaser	Tiglath	31/05/2004	6	ECO01998	0

1 A database 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 Subs into a table and name the table **Customers**. The data file is a comma-delimited text file containing a header row and text is enclosed in quotes (").

  c Set the primary key as **SubID**.

  d Set the data type for the **Sub** field as currency.

  e Set the data type for the **SubLength** field as number with format to zero decimal places.

  f Set the data type for the **Repeat** field as logical. (Your software may use True or -1 instead of Yes).

  g Change the field name **SubDate** to **EndDate**.

8 marks

2   Validation of the data is required.

   a   Set up validation for the **SubLength** field that accepts only 3, 6 and 12 as valid entries with a validation message "Must be 3, 6 or 12".

   b   Use 'Screen Dump', 'Print Screen' or 'Documenter' techniques to show the design of the table including:

   - all field names and data types

   - the primary key

   - the validation rule for the **SubLength** field

   - the validation message for the **SubLength** field.

   c   Place your name, today's date and the title **Printout-1** in a footer and print the table design.

5 marks

3   A customer report is required.

   a   Create a query named **Not England** to find all records where the **Country** is not England, **EndDate** is between 01/10/04 and 31/12/04 inclusive and **Repeat** is Yes (your software may use True or -1 instead of Yes). Include all fields in the query.

   b   Use the query to produce a report in landscape form with the report title **Subscriptions Due October - December**.

   c   Include only fields **Country, Magazine, Title, FirstName, LastName, Sub** and **EndDate** in the report, presented in columns in this order. Make sure all information is fully displayed.

   d   Group the report by **Country** with the records in ascending order of **Magazine**.

   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.

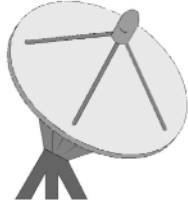**14 marks**

Task B

A memo to all staff is required.

MEMO

From: Managing Director
To: TITLE FIRSTNAME LASTNAME
Date TODAY'S DATE

Planet Publishing is one of the UK's biggest magazine publishers and we have reached this position by embracing a

Our records show that:

You have been employed in the   DEPARTMENT department.
Contracted as a   ESTATUS time member of staff.
Employment commenced STARTDATE
Employee reference is   EMPLOYEEID

Your personal details are as follows:-

Date of birth   DOB
Name   TITLE FIRSTNAME LASTNAME
Address ADDRESS1
            ADDRESS2
            POSTCODE

I confirm that (TICK APPROPRIATE BOX)

My details are correct.

My details are not correct.

Signature..

Date..

4 A standard memo is required.

a Use a word processing application to insert or open the data file **Memo**.

b Set left, right and bottom margins of 2cm, a top margin of 3cm and orientation to portrait.

c Select all of the text and format it as 10 point Times Roman font or similar.

d Format the first line title MEMO to 18 point Arial or similar font.

e Insert the graphic file **LogoM** into the memo.

f Adjust the size of the image so that it is 3cm in height (ensuring that it maintains its height to width ratio).

g Position the image near to the top right hand corner of the page, so that it prints correctly (as shown above).

h 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**.

5 marks

5   The memo requires additional formatting.

MEMO

From: Managing Director
To: TITLE FIRSTNAME LASTNAME
Date   TODAY'S DATE

Planet Publishing is one of the UK's biggest magazine publishers and we have reached this position by embracing a willingness to expand beyond the traditional methods into the technological age.

Our records show that:

You have been employed in the	DEPARTMENT department.
Contracted as a	ESTATUS time member of staff.
Employment commenced	STARTDATE
Employee reference is	EMPLOYEEID

Your personal details are as follows:-

Date of birth	DOB
Name	TITLE FIRSTNAME LASTNAME
Address	ADDRESS1
	ADDRESS2
	POSTCODE

I confirm that (TICK APPROPRIATE BOX)

My details are correct.   ☐

My details are not correct.   ☐

Signature...

Date...

a   The text between the line 'Our records show that:' and the line starting 'I confirm that' needs to be positioned as shown above. Set the following tabs for these lines:

- left tabs at 2.5cm and 8cm

b   Draw and position two (tick) boxes and align vertically as shown.

c   Place your name, today's date and the title **Printout-3** in a footer and print the memo in portrait form on one sheet of A4 paper.

d   Save this document using the characters **W2-** followed by your full initials as the filename, for example **W2-FJB**.

3 marks

6   The memo needs to be a merge document.

a   The data file **StaffM** is to be used as a data source for the mail merge. This is a comma delimited file with a header row, which some software can use directly as a data source. (Where it cannot be used directly, use word processing software to import or open the file and save it as a mail merge source.)

b   Make the memo a merge document and select the data file **StaffM** as the source for the merge.

c   In the document replace the words TITLE, FIRSTNAME, LASTNAME, DEPARTMENT, ESTATUS, STARTDATE, EMPLOYEEID, DOB, ADDRESS1, ADDRESS2 and POSTCODE, wherever they appear, with the appropriate merge fields.

d   Replace the words TODAY'S DATE with today's date.

e   Amend the title in the footer to **Printout-4**.

f   Save this document using the characters **W3-** followed by your full initials as the filename, for example **W3-FJB**.

g   Print a copy of this unmerged memo in portrait form, showing the merge fields. (If your software will not do this, produce a screen print of the unmerged memo with your name and the title **Printout-4** in a footer.)

7 marks

7   The merged document is required.

a   Amend the title in the footer to **Printout-5**.

b   Merge the memo with the data file **StaffM**.

c   Save the merged document (in normal word processing format ie **NOT** as a .txt file) using the characters **W4-** followed by your full initials as the filename, for example **W4-FJB**.

d   Print the first three memos (pages) of the merged document.

e   Close the file.

4 marks

8   A folder/directory needs to be set up.

a   Set up a folder/directory in your user area and name it **APPLY**.

b   Copy the text file **Memo** to the folder/directory **APPLY** and rename the file **Inhouse**.

c   Use 'Screen Dump' or 'Print Screen' techniques to show the name and contents of the **APPLY** folder/directory. Place your name, today's date and the title **Printout-6** in a footer and print a copy of this information.

3 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.

9 A printed copy of a list of the files you produced during the test is required.

    a Produce a list of all the files created during the test. This must be in the form of a print screen (screen dump) of the folders/filenames with your name, today's date and the title **Printout-7** as a footer.

<div align="right">

1 mark

</div>

End of test

Important note

Collect together all your documents. They should include:

Printout-1	Database structure with details of the validation rule
Printout-2	Report headed **Subscriptions Due October - December**
Printout-3	The formatted memo
Printout-4	The unmerged memo showing the merge fields
Printout-5	The first three memos from the merge
Printout-6	Contents of the **APPLY** folder
Printout-7	A list of the folder and filenames created.

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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