



Rewarding Learning

ADVANCED SUBSIDIARY (AS)  
General Certificate of Education  
January 2009

Centre Number

71	
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Candidate Number

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

## Applied Information and Communication Technology

### Assessment Unit AS 2

*assessing*

### Unit 2: Software Applications and Tools

[A3J21]

MONDAY 12 JANUARY–FRIDAY 16 JANUARY



A3J21

For Examiner's  
use only

Question	Marks available	Marks	Remark
DB1	5		
DB2	2		
DB3	2		
DB4	2		
DB5	5		
DB6	7		
DB7	2		
DB8	10		
SS1	5		
SS2	6		
SS3	7		
SS4	9		
SS5	4		
SS6	7		
WP1	3		
WP2	2		
WP3	3		
WP4	5		
WP5	7		
MM1	2		
MM2	5		

<b>Total</b>	<b>100</b>		
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#### TIME

2 hour 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:  
**adventures09\_jan.mdb**  
**adventures09\_jan.xls**  
**graphics09\_jan folder**

A database has been set up called **adventures09\_jan.mdb**

The owners of Afterschool Adventures are using the database to store data about the children, parents and staff, who use the facilities.

Open the database and examine the relationships between the tables.

### TASK DB1

This database currently consists of four tables called PARENT, CHILD, GROUP and STAFF.

Details about each child are stored in the CHILD table.

The joining date for each child must be recorded.

Open the CHILD table in design view and create a new field as follows.

<i>Field Name</i>	<b>Join Date</b>
<i>Data Type</i>	<b>Date</b>
<i>Format</i>	<b>Short Date</b>

- Modify the properties of this field to ensure that it will automatically default to today's date.
- Print a screenshot of the design of the CHILD table showing clearly the Field Name, Data Type and Field Properties of the new field you have added.
- Label the printout CHILDDDESIGN.
- Close the CHILD table and save the changes. [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 DB2**

A payment method for fees must be recorded in the PARENT table.

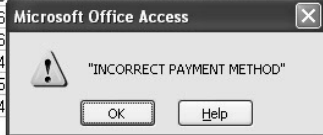
- Create a validation rule for the Payment Method field in the PARENT table that will ensure that payments can only be made daily, weekly or monthly.
- The validation text that should be shown is “INCORRECT PAYMENT METHOD”.
- Print a screenshot of the table design showing clearly the validation text you have entered.
- Save as VALIDATION.
- Print VALIDATION.
- Label the printout VALIDATION.
- Close the PARENT 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.**

**TASK DB3**

The screenshot shown below is the result of an incorrect record having been added to the PARENT table.

+	7	Michael	Doherty	5 Oakley Avenue	Omagh	BT99 3SE	(0563) 567233	(07778) 874234	MONTHLY
+	8	Jonathan	Creaton	77 Gilmore Alley	Omagh	BT99 6AS	(0866		
+	9	Mary	Hanna	12 Home Avenue	Omagh	BT99 4OQ	(0276		
+	10	Vera	Proust	14 Abbey Street	Omagh	BT99 3WW	(0234		
+	11	Trevor	Jackson	16 Burten Lane	Omagh	BT99 3XZ	(0345		
+	12	Katherine	Friel	12 Osprey Road	Omagh	BT99 5RT	(0234		



- Add a record to the PARENT table that would cause this message to be displayed.
- Produce a screenshot that shows the data that has been entered **and** the error message.
- Save the screenshot as RULECHECK.
- Print RULECHECK.
- Label the printout RULECHECK.
- Close the PARENT table without saving 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 DB4

- Using the relationships feature, create a one-to-many relationship between the GROUP table and the CHILD table.
- Print a copy of the new relationship layout for the database on one A4 page.
- Label the printout RELATIONSHIPS.
- Close the relationships view and save changes. [2]

## TASK DB5

The owners want to be able to add data easily to the database. The creation of a data-capture form for entering children's details is necessary.

- Create a form that displays all fields from the CHILD table.
- The form should display "CHILD DETAILS" as the title.
- The form should include a suitable graphic from the graphics folder.
- Save the form as CHILDFORM.
- Produce a screenshot showing CHILDFORM in design view.
- Save the screenshot as CHILDDDESIGN.
- Print CHILDDDESIGN.
- Label the printout CHILDDDESIGN.
- Use your form to add the following new child.

<b>Child No</b>	(automatic)
<b>Child First Name</b>	Martine
<b>Child Last Name</b>	O'Malley
<b>Parent No</b>	2
<b>Date of birth</b>	7/10/2003
<b>Medical Details</b>	Nut allergy, asthma
<b>School</b>	Glen Road School
<b>Collection Time</b>	14:00
<b>Group ID</b>	ROBIN
<b>Join Date</b>	02/12/2008

- Produce a printout of the form showing ONLY the above record ensuring all data is fully visible.
- Label the printout CHILDFORM. [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

On occasion staff may need to contact parents as a result of a child's medical condition.

In this task you will use the PARENT table and the CHILD table to create a query that will identify all children who have asthma.

- Create a query which will show all children who have asthma together with their parents' details.
- The query should show **Child Last Name, Child First Name, Date of Birth, Parent Last Name, Parent First Name and Mobile Number**.
- The records should be displayed in alphabetical order by child last name.
- Save the query as ASTHMA.
- Produce a screenshot of the design of the query, making sure all of the criteria and fields are visible.
- Save the query as ASTHMADESIGN.
- Print ASTHMADESIGN.
- Label the printout ASTHMADESIGN. [7]

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

## TASK DB7

- Run the query ASTHMA.
- Print a copy of the results of the query on one A4 page making sure all data is visible.
- Label the printout ASTHMALIST. [2]

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Examiner Only	
Marks	Remark

## TASK DB8

Children who attend Afterschool Adventures are allocated to groups. Staff have asked for a summary report which will show which children have been allocated to each group.

### CHILDREN BY GROUP

EAGLE	Age 9 - 11	Number in Group:	6
Allen	Jane	07/05/1998	
Brown	Sonia	12/04/1998	
Brown	Vivian	13/07/2000	
Hanna	Edward	05/05/1999	
Foot	Tracy	08/04/1998	
Smith	Clivia	09/01/1998	
ROBIN	Age 5 - 8	Number in Group:	11
Brown	Arthur	07/01/2002	
Deletry	Michael	14/04/2000	
Hanna	Paul	17/03/2001	
Jackson	Jessica	20/10/2003	
Jackson	Walter	19/04/2001	
O'Malley	Martine	07/10/2003	
Foot	Emily	20/02/2003	
Prowt	Vernon	24/09/2000	
Smith	Michael	17/12/2001	
Smith	Peter	04/01/2000	
Smith	Sean	02/04/2000	
SWALLOW	Age 12- 15	Number in Group:	4
Alridge	Jade	12/04/1994	
Alridge	Martin	11/03/1995	
Brown	Joyce	11/01/1994	
Croston	Martine	07/12/1994	
<b>Total No of Children:</b>		<b>21</b>	

- Produce a report as shown above.
- The report should show Group ID, Description, Child Last Name, Child First Name and Date of Birth.
- Children should be listed in alphabetical order of their surname.
- A calculation should be included to show the number of children in each group.
- Appropriate formatting should be applied.
- Save your report as GROUPS.
- Print a copy of GROUPS on one A4 page.
- Label the printout GROUPS.

[10]

**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

A member of staff called Janice has the job of entering the payment details onto a spreadsheet for each of the parents in the Adventurers scheme.

Open the spreadsheet called **adventures09\_jan.xls** and examine the data closely in each of the sheets.

### TASK SS1

Janice has been entering data that records how many hours each child has been cared for each day of the month. This will be used to complete the billing for each parent.

- Move to the sheet named **december**
- Examine the data on this sheet. Notice that it is not possible to view all data without sliding the horizontal scroll bar. Janice wants to make some changes to this sheet.
- Select an appropriate column and switch on the Freeze Panes feature so that columns A and B “freeze” i.e. remain in place while using the horizontal scroll bar.
- Scroll horizontally to display columns A, B, N, O, P, Q, R, S, T, U, V, W and at least rows 1–37.
- Produce a screenshot showing these rows and columns.
- Save the screenshot as FREEZE.
- Print the screenshot on one A4 page in landscape view.
- Label the printout FREEZE.
- Save the spreadsheet. [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 SS2

Janice needs to work out the payment due for each child.

- Move to the sheet named **december**
- Move to cell X5 and enter the text “Total Hours”.
- Move to cell Y5 and enter the text “Number of collections”.
- Move to cell Z5 and enter the text “Total Charges”.
- Ensure that the text in all cells can be clearly seen.
- Move to cell X8 and enter a formula that will total the hours for this row.
- Copy this formula for the column X9:X25.
- Move back to cell X8 and ensure your formula is showing in the formula bar.
- Produce a screenshot called TOTALHOURS on one A4 page in landscape view which shows the text you have entered and the formula you have created in X8 clearly in the formula bar.
- Save the screenshot TOTALHOURS.
- Print the screenshot TOTALHOURS.
- Label the printout TOTALHOURS.
- Save the spreadsheet. [6]

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

## TASK SS3

Janice now needs to calculate the total number of collections for each child.

- Move to the sheet named **december**
- In cell Y8 enter a formula that will count the number of times each child has been picked up.
- Copy this formula for the column Y9:Y25.
- Move back to cell Y8 and ensure this formula is showing in the formula bar.
- Produce a screenshot called COLLECTIONS on one A4 page in landscape view which clearly shows the formula you have created in Y8 in the formula bar.
- Save the screenshot COLLECTIONS.
- Print the screenshot COLLECTIONS.
- Label the printout COLLECTIONS.
- Save the spreadsheet. [7]

**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

Janice now needs to calculate the final bill for each child.

- In the sheet named **december** move to cell Z8.
- Using absolute addressing, enter a formula that will show the total charge for each child.
- Copy this formula for the column Z9:Z25.
- Move back to cell Z8 and ensure the formula is showing in the formula bar.
- Produce a screenshot called TOTALCHARGE on one A4 page in landscape view which clearly shows the formula you have created in Z8 in the formula bar.
- Save the screenshot TOTALCHARGE.
- Print the screenshot TOTALCHARGE.
- Label the printout TOTALCHARGE.
- Save the spreadsheet. [9]

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

## TASK SS5

Janice needs to keep a check each month to ensure Afterschool Adventures makes a profit. At this time the breakeven amount is £1500.

- In the sheet named **december** move to cell A4 and enter two new rows.
- In cell A4 enter the text TOTAL MONTHLY COSTS.
- In cell C4 enter £1500.
- In cell A5 enter the text INCOME.
- In cell A6 enter the text PROFIT/LOSS.
- In cell C5 enter a formula which will calculate the total money collected for this month.
- Produce a screenshot of the formula you have just entered.
- Save the screenshot as MONTHLYTOTAL.
- Print the screenshot on one A4 page making sure the formula is visible and that row and column headings are displayed.
- Label the printout MONTHLYTOTAL. [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 SS6

- In cell C6 enter a formula to calculate the profit or loss.
- In cell B6 enter a formula that will print “PROFIT” if Afterschool Adventures makes a profit this month or will print “LOSS” if Afterschool makes a loss.
- Produce a screenshot of the formula you have entered.
- Save the screenshot as PROFITORLOSS.
- Print the screenshot on one A4 page making sure the formula is visible.
- Label the printout PROFITORLOSS.
- Save the spreadsheet. [7]

**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

Group leaders reward the children for effort and good behaviour by presenting one child in each group with a certificate of merit each week. Certificates are ready for distribution apart from the child's name which will be handwritten on the document.

In this task you will create a Certificate of Merit which can be easily changed as required.

- Open a new blank document.
- The document should be in Lucidia Calligraphy with a font size of 24.
- Set the page to landscape.
- Produce a screenshot that shows the above formatting.
- Save the screenshot as SCREENSHOT1.
- Print a copy of SCREENSHOT1.
- Label the printout SCREENSHOT1.
- Save the document as CERTIFICATE1. [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 the Format menu, go to the Background option and select Printed Watermark.
- Insert the Afterschool Adventures logo from the **graphics09\_Jan folder**
- Save the document as CERTIFICATE2.
- Print a copy of CERTIFICATE2.
- Label the printout as CERTIFICATE2. [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 WP3

- Go the Format menu and create a page border around your document that uses a setting of 3D, with Art set to the first group of stars.
- Produce a screenshot that shows this formatting.
- Save the screenshot as SCREENSHOT2.
- Print a copy of SCREENSHOT2.
- Label this printout as SCREENSHOT2.
- Save the document as CERTIFICATE3.

[3]

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

### TASK WP4

- Select an appropriate logo for a certificate, from the **graphics\_Jan09** folder
- Position and size this logo in the top left hand corner of the document.
- Enter the following text starting at line 2 column 1 in CERTIFICATE3.

*AFTERSCHOOL ADVENTURES*

*This is to certify that*

---

*has been awarded a  
Certificate of Merit  
for excellent behaviour*

- Centre the text appropriately.
- Save the document as CERTIFICATE4.
- Print a copy of CERTIFICATE4.
- Label the printout as CERTIFICATE4.

[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 WP5

Group Leaders have decided to produce stickers, pre-printed for folders that are kept for each child in every group. They want to include the following information held for each child in the CHILD table in the database: **Group ID, Child No, Child First Name and Child Last Name.**

The Group Leaders want to have the stickers sorted into groups for convenience. They want each label to show the information clearly in the following order:

**Group ID**  
**Child No**  
**Child First Name**  
**Child Last Name**

- Open a new blank document.
- Using the mail merge wizard and the Labels option, produce labels of size **Avery Standard 3113-sticker.**
- Select recipients from the CHILD table in the database. All records should be selected.
- Sort the records by Group ID.
- Arrange your labels and use *More items....* to insert the relevant fields.
- **Group ID and Child No should be on separate lines. Child First Name and Child Last Name should be on the same line separated by a space.**
- Update all labels.
- Produce a screenshot showing the design of your labels.
- Save the screenshot as SCREENSHOT3.
- Print a copy of SCREENSHOT3 on one A4 page.
- Label the printout as SCREENSHOT3.
- Preview the labels.
- Complete the merge.
- Save the document as LABELS.
- Print a copy of LABELS on one A4 page.
- Label the printout as LABELS. [7]

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

*The wordprocessing activities are now complete.*

Examiner Only	
Marks	Remark

Group leaders are to be involved in promotional events for Afterschool Adventures. The owners have decided to provide some training regarding presentation skills.

### TASK MM1

- Create a new blank presentation.
- Select a slide layout with a bulleted list in two columns.
- Go to the Format menu and select the slide design “Ocean”.
- Produce a screenshot showing this formatting.
- Save the screenshot as SCREENSHOT4.
- Print a copy of SCREENSHOT4.
- Label the printout as SCREENSHOT4. [2]

### TASK MM2

- Add the following text to each column of the first slide in your presentation.

**How to create a Master Slide**  
**How to add a slide design**

**How to manage slide animation**  
**How to manage slide transition**

- Change the view to Normal.
- Create TWO additional blank slides.
- Print the title “**How to create a Master Slide**” on the first blank slide.
- Provide instructions on how to do this task on this slide.
- Print the slides in Handout view showing three slides to an A4 page.
- Label your printout as SLIDES. [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.*

Examiner Only	
Marks	Remark

## Final Check

You should have the following 23 printouts in this order.

Each should have your Candidate Number, Centre Number and Question Number and be labelled with the 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.	CHILDDDESIGN	DB1	
2.	VALIDATION	DB2	
3.	RULECHECK	DB3	
4.	RELATIONSHIPS	DB4	
5.	CHILDDDESIGN	DB5	
6.	CHILDFORM	DB5	
7.	ASTHMADESIGN	DB6	
8.	ASTHMALIST	DB7	
9.	GROUPS	DB8	
10.	FREEZE	SS1	
11.	TOTALHOURS	SS2	
12.	COLLECTIONS	SS3	
13.	TOTALCHARGE	SS4	
14.	MONTHLYTOTAL	SS5	
15.	PROFITORLOSS	SS6	
16.	SCREENSHOT1	WP1	
17.	CERTIFICATE2	WP2	
18.	SCREENSHOT2	WP3	
19.	CERTIFICATE4	WP4	
20.	SCREENSHOT3	WP5	
21.	LABELS	WP5	
22.	SCREENSHOT4	MM1	
23.	SLIDES	MM2	

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**THIS IS THE END OF THE TASK PAPER**

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