APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY **9713/02**

Paper 2 Practical Test A **October/November 2008**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are clearly visible on every printout, before it is sent to the printer.
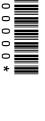
Carry out **every** instruction in each task.

Before each printout you should proof-read the document to make sure that you have followed all the instructions correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

The number of marks is given in brackets [ ] at the end of each question or part question.

This document consists of **5** printed pages.

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You work as an ICT consultant for the Tawara Beach Hotel. You are going to test a trial database to record and extract the payroll details of the employees in the company.

1 Using a suitable software package, create a new database.

2 Import the files **N8EMPLOY.CSV**, **N8QUAL.CSV** and **N8JOB.CSV**

You will need to use the following information to create the tables:

N8EMPLOY	
Field name	**Type**
PayNumber	Text
FName	Text
SName	Text
BranchCode	Integer
JobCode	Integer

🔑 denotes primary key

N8QUAL	
Field name	**Type**
Code	Integer
Qualification	Text
Weighting	Numeric: 2 decimal places

N8JOB	
Field name	**Type**
Job	Integer
Description	Text
Rate	Numeric: 2 decimal places

[8]

3 Provide evidence of the three tables showing all of the field types. Make sure that the primary keys are clearly visible. Place your name, Centre number and candidate number in the header. Save and print this evidence.

4 Establish the following One-to-Many Relationships:

N8QUAL.Code   1 ---- ∞   N8EMPLOY.Branchcode

N8JOB.Job   1 ---- ∞   N8EMPLOY.JobCode   [2]

5 Provide screen shot evidence of the relationships between these tables. Make sure that there is evidence of the relationship type. Place your name, Centre number and candidate number in the header. Save and print this evidence. [2]

6 Select only the full names, qualification and job descriptions of all the employees whose job description contains the word **Manager**

You will need to use the *Description* field to find this information. [3]

7 Sort this extract into ascending order of *Qualification*. Add the title **List of managers** to this extract. Place your name, Centre number and candidate number in the header of this extract. Save and print this extract. [3]

You are going to prepare a summary report which identifies employees in some job categories for selected sites.

8 Select from all the records only the details of employees where the *Qualification* is **NVQ L1**, **NVQ L2**, **NVQ L3** or **NVQ L4** [2]

9 Using this data, create a cross-tab (pivot table) which shows *Description* as row labels and the *Qualification* names as the column headings. Show the number of employees for each job type. [6]

10 Add the title **Number of NVQ qualifications** to the report. Place your name, Centre number and candidate number in the header of the report. Save and print the report. [2]

*You are going to extract a summary report showing the salaries of the catering employees.
To calculate the amount paid, the rate of pay is multiplied by a weighting.*

11 Select from all the records only the details of employees where the *JobCode* is
greater than **53** and less than **80** [2]

12 Create a field called **Pay** which is calculated at run time. This must calculate the
Rate multiplied by the *Weighting* [4]

13 Select only the fields *PayNumber, Fname, Sname, Qualification, Description* and
Pay [1]

14 Create a grouped report, grouping the data by *Qualification*

In each detail row show the *PayNumber, FName, Sname, Description* and *Pay* [2]

15 In each group footer, calculate the total *Pay* for the group. [2]

16 In the report footer, place your name, Centre number, candidate number and
calculate the total *Pay* for the report. [3]

17 Ensure that the subtotals and report total are in a bold font. [1]

18 Add the title **Rates of pay for catering employees** to the report. Ensure that the
report fits on a single page. Save and print the report. [2]

*A new version of this report must be created without personal data visible. The general manager
requires all names to be 'blacked out' and individual pay to be removed, without changing the
totals.*

19 Copy the report saved at Step 18. On the new copy, change the title to **Catering
employees summary** [1]

20 Remove the employee's names by setting the background of ONLY the names to
black. Remove the individual pay figures by making these invisible. Ensure that all
other parts of the report are still visible. Save and print this report. [4]

*You have been asked to prepare a graph for the general manager comparing the number of
employees to the average pay for each qualification.*

21 Select from all the records only the employees with a *Branchcode* of greater than
1 and less than **6** [2]

22 Use this data to produce a graph comparing the number of employees and the
average pay for each of these qualifications. Select the most appropriate type of
graph to display the data. [2]

23 Make sure that the primary and secondary axes are appropriately scaled so that
both data series are clearly visible. Ensure that the graph is fully documented.
Place your name, Centre number and candidate number on the graph. Save and
print the graph. [9]

4

The manager wants you to calculate new room prices for each bedroom.

24 Using a suitable software package, load the file **N8ROOM.CSV**

25 Give the cell containing *42* the name **SGL**, the cell containing *80* the name **DBL** and the cell containing *41* the name **BTH**

Give the cell containing *3* the name **FR** and the cell containing *2* the name **TV** [5]

26 Format all cells in row 7 and all cells in column A to be centre aligned, italic and emboldened. [2]

27 In the column headed *Guest* enter a formula which extracts the numeric value from the first character of the *Code* [5]

28 In the column headed *Basic* enter a formula that:

- if the second character of *Code* is **S** multiplies *Guest* by *SGL*

- if the second character of *Code* is **D** multiplies *Guest* by *DBL*

- if the second character of *Code* is **B** multiplies *Guest* by *BTH*

- if the second character of *Code* is none of the above returns a zero.

You may add extra column(s) to help. [12]

29 In the column headed *Fridge* enter a formula that:

- if the third character of *Code* is **F** returns the contents of *FR*

- if the third character of Code is not **F** returns a zero. [6]

30 In the column headed *Television* enter a formula that:

- if the fourth character of *Code* is **T** returns the contents of *TV*

- if the fourth character of Code is not **T** returns a zero. [6]

31 In the column headed *Total* enter a formula that adds together the *Basic*, *Fridge* and *Television* values for that room. [1]

32 Replicate the formulae entered at Steps 27 to 31 for every room. [1]

33 Format the *Basic, Fridge, Television and Total* columns so that they show Sri Lankan rupees (LKR) to 2 decimal places. [2]

34 Extract only the rooms where there is no fridge. [2]

35 Create a header which says **Rooms requiring a fridge** and a footer which contains your name, Centre number and candidate number. [2]

36 Save and print all details of this extract, adjusting the page layout if necessary so that the whole table fits on a single page. Make sure that the contents of all cells are fully visible. [2]

37 Change the wording of the header to **Formulae Used** [1]

38 Print this extract in landscape orientation, showing all formulae instead of values. Make sure that all formulae and labels are fully visible. Show row and column headings. [4]

The manager wants to create hyperlinks from internal documents to link to various websites and to allow e-mail messages to be sent. To do this he has asked you to prepare a test document to show the board of directors.

39 Using a word processing package, load the file **N8EMEMO.TXT**

Add your name, Centre number and candidate number to this document.

40 Create a hyperlink within this document to link the word *website* to the URL **www.hothouse-design.co.uk**

Print evidence showing the creation of this hyperlink. Make sure that your name, Centre number and candidate number are visible.   [2]

41 Create a hyperlink within this document to link the words *contact details* to the URL **www.hothouse-design.co.uk/contact_us/index.html**

Print evidence showing the creation of this hyperlink. Make sure that your name, Centre number and candidate number are visible.   [1]

42 Create a hyperlink within this document to link the word *e-mail* with an e-mail to the mailbox at **design.h@cie.org.uk**

Set the default subject line to **ICTCOREX**

Print evidence showing the creation of this hyperlink. Make sure that your name, Centre number and candidate number are visible.   [3]

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