



**KEY SKILLS
INFORMATION TECHNOLOGY
Level 3**

Question Paper
29 January – 9 February 2001

WHAT YOU NEED

- This Question Paper
- An Answer Booklet
- Access to a computer, software and printer

You may use a bilingual dictionary

Do NOT open this Question Paper until you are told to by the supervisor

THIS TEST CONSISTS OF 3 TASKS

Task A (total 30 marks)
Task B (total 19 marks)
Task C (total 1 mark)
Total marks available: 50

Try to complete ALL the tasks

TIME ALLOWED: 1 HOUR 30 MINUTES INCLUDING READING TIME

INSTRUCTIONS

- Ensure that your personal details are entered correctly on the Answer Booklet
- 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

**At the end of the test, check that your name appears on EVERY printed page
Put your printouts and this Question Paper inside the Answer Booklet and hand them to the supervisor
REMEMBER: YOU HAVE 1 HOUR 30 MINUTES TO FINISH THE TEST**

Try to complete ALL the tasks
ENTER YOUR NAME ON EVERY DOCUMENT, PREFERABLY AS A FOOTER
Documents without a printed name will not be marked.

The **BettaHealth Club** is a leisure and health club, which has a gymnasium and provides tennis, squash and swimming facilities. Details about the members of the BettaHealth Club have been written on printed record cards, the first six of which are shown below.

In Tasks A and B you will need to use database and word-processing software to:

- set up a database for members, enter members' details into a database table, interrogate the database and produce reports
- mail merge selected fields from a database query into a letter to selected members

Now turn to Task A and follow the instructions given.

ID	ID	ID
001	002	003
BettaHealth Club	BettaHealth Club	BettaHealth Club
Name: Rose Godwin	Name: Brian Meadows	Name: John Brown
Address: 15 Hadlow Road Seaford East Sussex BN15 4DS	Address: 25 Brighton Road Littlehampton West Sussex BN31 2GJ	Address: 2 Shoreham Road Brighton East Sussex BN12 2SZ
Type: Full	Type: Tennis	Type: Social
Sub: £210	Sub: £120	Sub: £90
Sub Paid: Yes	Sub Paid: No	Sub Paid: No

ID	ID	ID
004	005	006
BettaHealth Club	BettaHealth Club	BettaHealth Club
Name: Jane Rawlings	Name: Alan Rawlings	Name: Martin Johnson
Address: 27 Knighton Close Seaford East Sussex BN15 3LR	Address: 7 Vale Avenue Seaford East Sussex BN15 2FG	Address: 14 Marshall Road Seaford East Sussex BN15 4DT
Type: Full	Type: Gym	Type: Full
Sub: £210	Sub: £120	Sub: £210
Sub Paid: No	Sub Paid: Yes	Sub Paid: Yes

Task A

- 1 In this task you have to create a database using database software. The filename for this 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.

1 mark

- 2 Use your database software to set up a membership database as follows:

- a Create a database structure using the 10 field names shown below.

- ID
- Firstname
- Lastname
- Address1
- Address2
- Address3
- Pcode
- Type
- Sub
- SubPd

- b The ID field will be different for each member. If your database software 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, save the table using the characters **T1** followed by your full initials eg **T1-FJB**.

6 marks

- 3 Complete the database as follows:

- a Enter the data using information from the six record cards provided.

- b Check carefully the accuracy of the entered data.

5 marks

- 4 Print information from the database you have created as follows:
- a Create a report, to be printed in landscape form, with the records sorted in ascending order of Lastname and a report title of "MEMBER RECORDS".
 - b Output all the fields and all the records.
 - 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 in landscape form.

8 marks

- 5 A query is required to select only those records where the subscriptions have not been paid. This query will be used later in the test to produce a report of unpaid subscriptions and also to provide the data for a mail-merge letter to the relevant members.

- a Create a query to select only those records where subscriptions have not been paid.
- b Select all of the fields for this query.
- c In the query apply a sort criterion to place the records in ascending order of Lastname.

3 marks

- 6 A report is required that displays only those records where the subscriptions have **not** been paid.

- a Create the required report based on the query, to be printed in portrait form, with the report title "SUBSCRIPTIONS NOT PAID".
- b Records in the report are required in ascending order of Lastname.
- c Show only the following fields, in the following order: Lastname, Firstname, Type, Sub, ID.
- d Ensure that the field headings are fully displayed and that each field shows all its data contents.
- e Place your name, today's date and the title "Printout-2" in a footer and print the report.

7 marks

Please go on to the next page.

Task B

The finance officer wishes to send a letter to all BetaHealth Club members who have not paid their subscriptions. Because this letter will be sent regularly to members the finance officer wants the letter to be created using mail-merge facilities in word-processing software.

The letter must appear as shown below. Merge fields in this example are shown thus: <<example>>.

Your instructions for this task are on the next page.

BettaHealth Club **15 Marle Place, Coventry, CV4 6RT**

<<Firstname>> <<Lastname>>
<<Address1>>
<<Address2>>
<<Address3>>
<<Pcode>>

Date

Dear <<Firstname>>

I am writing to inform you that your annual membership is now due for renewal. Your membership type is <<Type>> and the subscription due is <<Sub>>.

You can renew your membership by post or in person at the reception desk at the club.

Yours sincerely

Your Name

- 7 Read the following instructions before you commence your mail merge. The instructions may not exactly match the mail-merge facility provided by your software. You must identify what actions you will need to take to produce the mail merge successfully.
- a Open a word-processing application package and create a mail-merge document that is the same as the letter shown on the previous page but excluding the merge fields at this stage. The layout for the letter is:
 - left and right margins 4cm or 1.6 inches
 - club name in 18 point bold font – centred
 - club address in 14 point bold font – centred
 - other text in 12 point – left aligned
 - b Use the records selected by your query in instruction 5 as the data source for the mail merge. Return to the main document and insert the nine merge fields as shown in the attached letter.
 - c Replace **Date** with today's date and ensure that it is right aligned. Replace **Your Name** with your full name.
 - d Create a footer in the main document that contains the title Printout-3 and print a copy of the unmerged letter.
 - e Save this main document using the characters **W1** followed by your full initials as the filename eg **W1-FJB**.
 - f Merge the main document. In the footer of the merged document change the title to Printout-4.
 - g Save this new merged document using the characters **W2** followed by your full initials as the filename eg **W2-FJB**.
 - h Print all pages of the merged document.

19 marks

Task C

The following task must be completed. If you have not completed it within the allotted time, it must be carried out after the end of the test.

- 8 Provide a copy of all filenames created during the test. This may be in the form of a screen dump (screen print) of the filenames, with your name and the date as a footer, or may be a handwritten list authenticated by the supervisor.

1 mark

END OF TEST

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