CANDIDATE
NAME

CENTRE NUMBER

|  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |

CANDIDATE NUMBER


Paper 2 Practical Test

October/November 2010
2 hours $\mathbf{3 0}$ minutes

Additional Materials: Candidate Source Files

## READ THESE INSTRUCTIONS FIRST

Make sure that your Centre number, candidate number and name are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will not be marked.

## DO NOT WRITE IN ANY BARCODES.

Carry out every instruction in each step.
Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick $(\checkmark)$ when you have completed it; this will help you track your progress through the test.

At the end of the exam put this Question Paper and 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.

This document consists of 7 printed pages and 1 blank page.

You work for a company called Hothouse Design. You are going to perform some clerical tasks for this company.

1 Prepare an e-mail message to be sent to design.h@cie.org.uk which contains the subject line November 2010 article

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text Please send the draft materials I need to work on.

Send this message.
You should receive the instructions that you need within an e-mail reply.
2 Read the reply to your message and follow the instructions.
3 Add to your e-mail address book a new contact with the name Sports Manager XXXX Replace XXXX with your candidate number. Use the e-mail address that you received in the e-mail reply.

4 Save and print the entry in your address book. (This may be a screenshot to show that you have added the contact to your address book.)

You are now going to edit a document about Power Kite Sports.
5 Using a suitable software package, load the file N10EKS.RTF
6 Set the page size to A4.
7 Set the page orientation to landscape.
8 Set the top, bottom, left and right margins to 4 centimetres.
9 Save the document with a new filename to your work area.
10 Set all the text to a serif font.
11 Set all the text to single line spacing.
12 Set the alignment of all the text to be fully justified.
13 Set the font size of all the text to 10 point.
14 Place in the header:

- your candidate number and your Centre number left aligned
- the automated file name and path right aligned

Place in the footer:

- an automated page number centre aligned
- today's date right aligned

Make sure that all the alignments match the page orientation and margins.
Make sure that headers and footers are displayed on each page.
15 Make sure there is a blank line 10 points high after each paragraph and that the line spacing is consistent.

16 Insert a blank line at the start of the document and enter the heading EKS Club News
17 Set the font size of the heading to 36 point.
18 Add the text Report by: and add your name. Place this as a subheading below the heading.
19 Set both the heading and subheading to a sans-serif font.
20 Make the subheading italic.
21 Set the font size of the subheading to 18 point.
22 Underline the heading.
23 Make both the heading and subheading right aligned.
spacing is consistent.

24 After the subheading, format the rest of the document into two equally spaced columns, with a 1 centimetre gap.

25 Delete the paragraph that begins: The Power Kite School courses ... kite flying theory, teaching, practice and safety to be covered.

26 Change the list of basic safety rules to be a numbered list. Make sure the numbered list does not have any blank line spaces between the items. It includes the text from:

Do not attempt to learn ...
to
Never over estimate your own ability.
27 Insert a table with five columns and five rows after the text Here are some courses we have on offer:
28 Enter the following data into the table:

| Learn to use your kite safely |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
| Course | Level | Duration | Cost | Group |
| Power kite taster | Beginner | 1 hour | 15.00 | Max 4 |
| Basic driving techniques | Intermediate | 1 day | $\mathbf{7 5 . 0 0}$ | Max 4 |
| Advanced flying or driving skills | Advanced | 3 hours | $\mathbf{8 0 . 0 0}$ | 1 to 1 |

29 Make sure the table fits within the column, using text wrap where needed. Make sure text is aligned to the top of the cell if text is wrapped.

30 Format only the text in the top two rows of the table to be centred and underlined.
Apply light grey shading $(20-40 \%)$ to the top two rows of the table.
31 Merge the cells in the top row of the table so that the text is centred across the five columns.

32 Set all gridlines to be visible with lines 2 to 2.5 points wide.

33 Place the image N10SURF.GIF at the beginning of the paragraph that starts Our Extreme Sports Centre gives you...

Align the image with the top line of the paragraph and the left margin. Make sure the text wraps to the right and below the image.

Re-size the image to $\mathbf{3}$ centimetres high and maintain the aspect ratio.
It may look like this:


34 Save the document.
You are going to prepare some reports for the company
35 Using a suitable database package, import the file N10EKS.CSV
Assign the following data types to the fields.

| Make | Text |
| :--- | :--- |
| Model | Text |
| Size | Numeric / 1 decimal place |
| Price | Currency / 2 decimal places |
| Skill level | Text |
| Wind condition | Text |
| Use | Text |
| Number | Numeric / Integer |
| Stock item | Boolean / Logical |

Make sure that you use these field names. You may add another field as a primary key field if your software requires this.
Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, Centre number and candidate number are included on this printout.

36 Insert the following three records:

| Make | Model | Size | Price | Skill level | Wind <br> condition | Use | Number | Stock <br> item |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :---: | :---: |
| Airush | Vapour | 16 | 999 | Beginner | Low | Kite Surf | 1 | Yes |
| Best | Nemesis | 12 | 979 | Beginner | Medium | Kite Surf | 1 | Yes |
| Airush | Flow | $\mathbf{5}$ | 699 | Beginner | High | Kite Surf | 1 | Yes |

Check your data entry for errors.
37 Save the data.

Produce a report which:

- contains a new field called Order which is calculated at run-time. This field will calculate the Price multiplied by 3
- has the Order field set as currency with 2 decimal places
- shows only the records where Number is less than 2 and Stock item is Yes
- shows all the fields and their labels in full
- fits on a single page wide
- has a page orientation of landscape
- sorts the data into ascending order of Make (with Airush at the top)
- calculates the total value of kites to be ordered and
- shows this total value at the bottom of the Order column
- formats this total value to currency with no decimal places
- has the label Total order value for the total value
- includes the heading Kites we need to restock at the top of the page
- has your name, Centre number and candidate number on the left footer of each page.
39 Save and print this report.
40 Produce labels from all the data which:
- fit two side by side on the page
- $\quad$ show only the records where Use contains Kite Surf, the Stock item field is Yes and the Skill level is not Beginner
- show only the fields Make, Model, Size , Price and Wind condition, each on a separate line
- display the field name as well as the data
- are sorted into ascending order of Size
- include the heading Special offer for kite surfers at the top of each label
- have your name, Centre number and candidate number at the bottom of each label.

The page layout may look like this


41 Save and print these labels.
42 Produce an extract from all the data which:

- selects only
- small kites of less than size 3
- those suitable for beginners
- shows only the fields Make, Model, Size and Price
- sorts the kites into ascending order of price.

43 Save this data in a form which can be imported into the document that you saved in step 34.

44 Import this data into your document as a table after the paragraph which ends: Here are some small kites suitable for a beginner, some of which will still be suitable as you progress to intermediate skills:

Make sure that all required fields and their labels are fully visible and that there is one blank line above and below the table.
45 Search the website address specified in the body of the e-mail from step 2 for a file that contains information on EKS adventure trips. Save this file in your work area.
46 Insert this text, as a table, into your document after the line Here are details of planned trips:
47 Format the table to match that of the table you created in steps 27 to 32 .
48 Spell-check and proof-read the document.
Place page breaks, if necessary, to ensure that:

- tables do not overlap two columns or pages
- bulleted lists do not overlap two columns or pages
- there are no widows
- there are no orphans

49 Save the document.
Print the document.
50 Prepare an e-mail message:

- to be sent to design.h@cie.org.uk
- copied to events.eks@cie.org.uk
- with the subject line Draft club news article

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text Here is the draft news letter you asked me to prepare.

51 Attach to your e-mail the document you saved in step 49.
52 Print a copy of this e-mail, showing clearly that the attachment is present.
Send the e-mail.

## Write today's date in the box below.

Date
$\square$

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