2007 Administration

Intermediate 2 – Paper 2

Finalised Marking Instructions

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Task 1a – printouts 1 and 2

	A	B	C	D	E	F	G	
1	**COMPARISON OF SUPPLIERS**							**1S**
2		**Initial Technologies**			**Data Supplies Ltd**			
3	**Item**	**Quantity**	**Unit Price**	**Total Price**	**Quantity**	**Unit Price**	**Total Price**	**1B**
4	PC	12	£750.00	£9,000.00	10	£700.00	£7,000.00	
5	Laptop	10	£750.00	£7,500.00	6	£700.00	£4,200.00	
6	Interactive	2	£600.00	£1,200.00	6	£750.00	£4,500.00	
7	Data Projector	5	£700.00	£3,500.00	5	£500.00	£2,500.00	
8	Printer	2	£335.00	£670.00	4	£400.00	£1,600.00	
9	**Package Total**			£21,870.00			£19,800.00	
10	VAT	17.5%		£3,827.25			£3,465.00	**1A**
11	Total price including VAT			£25,697.25			£23,265.00	**1P**

Data must be *accurate* and *visible* to be awarded marks.

AWARD:

Value Printout

Data Supplies Ltd details – all details accurately inserted	1 mark
Increase font size of main heading	1 mark
Embolden headings in rows 1-3	1 mark
Print displaying values, showing row and column headings and gridlines, on one page	1 mark
Total	**4 marks**

	A	B	C	D	E	F	G
1	**COMPARISON OF SUPPLIERS**						
2		**Initial Technologies**			**Data Supplies Ltd**		
3	**Item**	**Quantity**	**Unit Price**	**Total Price**	**Quantity**	**Unit Price**	**Total Price**
4	PC	12	750	=B4*C4 **1F**	10	700	=E4*F4 **1F**
5	Laptop	10	750	=B5*C5	6	700	=E5*F5
6	Interactive Board	2	600	=B6*C6	6	750	=E6*F6
7	Data Projector	5	700	=B7*C7	5	500	=E7*F7
8	Printer	2	335	=B8*C7 **1R**	4	400	=E8*F8 **1R**
9	**Package Total** **1B 1L**			=SUM(D4:D8)	**1F**	**1F**	=SUM(G4:G8)
10	VAT	0.175 **1L**		=D9*B10	**1F**	**1F**	=G9*B10
11	Total Price including VAT	**1L**		=D9+D10	**1F**		=G9+G10

1Pf

Formula Printout

Enter formulae to calculate Initial Technology total prices One mark for formula, one for replication	2 marks
Enter formulae to calculate Data Supplies total prices One mark for formula, one for replication	2 marks
Enter Package Total label Embolden Package Total label Formula in this row – one mark each	1 mark 1 mark 2 marks
Enter VAT label and VAT rate Formulae to calculate VAT – one mark each - **must** be absolute	1 mark 2 marks
Enter Package Total Including VAT label	1 mark
Enter formulae to calculate Package Total including VAT for both	1 mark
Printing instructions (all correctly carried out) print displaying formulae, showing row and column headings and gridlines, on one page.	1 mark
Total	**14 marks**

Data must be *accurate* and *visible* to be awarded marks.

NOTES

1 Capitalisation should be as copy.
2 When inserting appropriate label, do not award marks if there are any inaccuracies regarding capitalisation/spacing. This label should have at least an initial capital.
3 If only one printout allocate marks where possible. Annotate the missing printout on the left side of the available printout.

Task 1b – printout 3

	A	B	C	D
1	**DISCOUNT SUMMARY**		**1H**	
2	**SUPPLIERS**	**PACKAGE TOTAL (incl VAT)**	**DISCOUNT**	**TOTAL AFTER DISCOUNT**
3	S Tec Services	30000	=IF(B3<24000,B3*5%,B3*10%) **2F**	=B3-C3 **1F**
4	Complete Computers Ltd	28000	=IF(B4<24000,B4*5%,B4*10%)	=B4-C4
5	Initial Technologies	=Initial **1L**	=IF(B5<24000,B5*5%,B5*10%)	=B5-C5
6	Data Supplies Ltd	=Data	=IF(B6<24000,B6*5%,B6*10%)	=B6-C6
7	Comms Solutions Ltd	24500	=IF(B7<24000,B7*5%,B7*10%)	=B7-C7
8	Silver Chips Plc	21900	=IF(B8<24000,B8*5%,B8*10%) **1R**	=B8-C8 **1R**
9	**1S**	**1A**		
10	Minimum			=MIN(D3:D8) **1F 1Sh**

Data must be *accurate* and *visible* to be awarded marks. **1P**

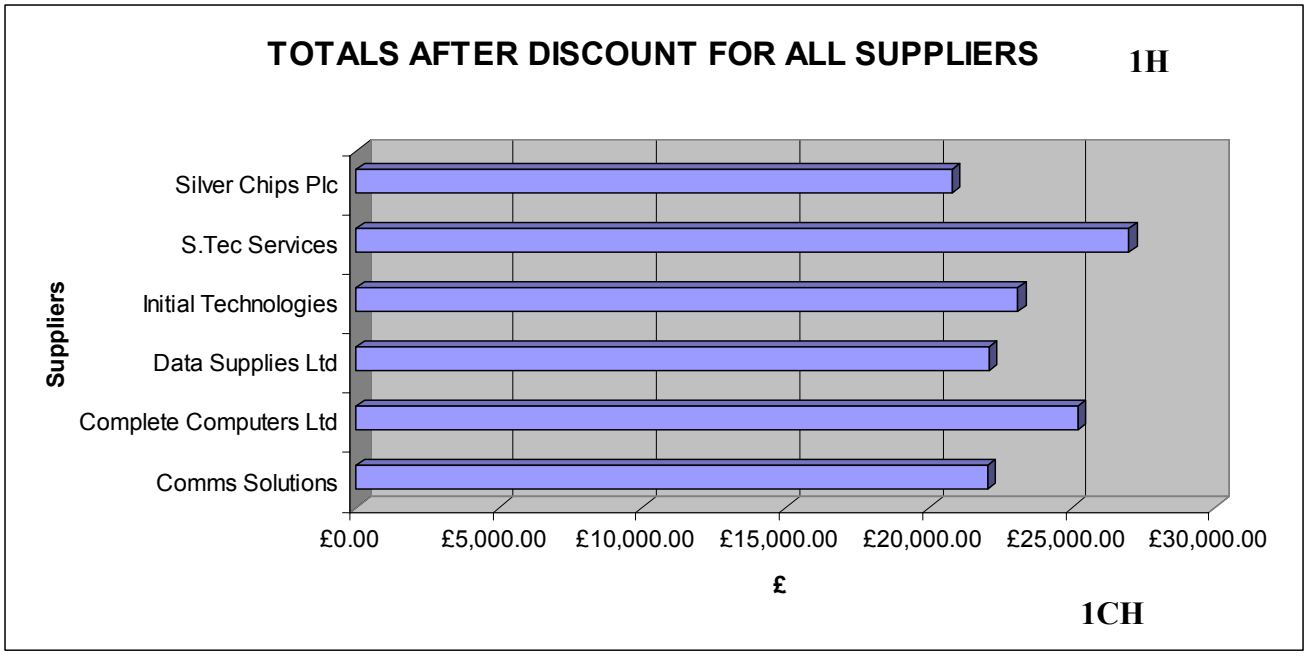
AWARD:

Links to SUPPLIERS sheet (named cells DATA and INITIAL) - (both or nothing)	1 mark
Insert figures for other suppliers (all correct)	1 mark
Insert headings DISCOUNT and TOTAL AFTER DISCOUNT Formulae in DISCOUNT column – 2 marks for first formula and one mark for replication	1 mark 3 marks
Formulae in TOTAL AFTER DISCOUNT column – one mark for first formula and one mark for replication	2 marks
Minimum – correct formula and shaded	1 mark 1 mark
Data sorted correctly	1 mark
Printing instructions (all correctly carried out) print displaying formulae, showing row and column headings and gridlines on one page	1 mark
Total	**12 marks**

NOTES

1 If value printout - allocate marks where possible.
2 Capitalisation should be as copy.

3 **TASK 1b – printout 4**



Data must be *accurate* and *visible* to be awarded marks.

AWARD:

Chart title – accurate and appropriate	1 mark
Correct data and legend and axis	1 mark
3D chart type	1 mark
Printed on one page	1 mark
Total	**4 marks**

NOTES

If legend is used bars must be clearly distiguishable.

TASK 2 – Printout 1

Item	Type	Location	Model No	Quantity	Invoice No	Originator	*Purchased*	*Serviced*	
							1NF	**1NF**	
PC	IBM	Room 1	SSB012	20	16751	AW	*31/03/2000*	*Yes*	
PC	IBM	Room 2	GNY301	20	16750	AW	*15/03/2000*	*Yes*	
PC	IBM	Room 3	SSB012	18	16751	AW	*31/03/2000*	*Yes*	
PC	IBM	Room 3	FAB014	20	16752	AW	*23/08/2003*	*Yes*	
PC	HP	Room 4	HPJ140	20	16753	FS	*23/08/2003*	*Yes*	
PC	HP	Room 1	HPJ140	20	16753	FS	*23/08/2003*	*Yes*	
Laptop	HP	Staff 2	HPL700	10	16754	FS	*24/09/2004*	*Yes*	
Laptop	HP	Staff 1	HPL700	8	16754	FS	*24/09/2004*	*Yes*	
Laptop	HP	Staff 2	FAB016	10	16749	FS	*28/02/2000*	*No*	
Laptop	HP	Staff 1	FAB016	6	16749	FS	*28/02/2000*	*No*	
Interactive Board	Promethean	Floors 1/2	INT800	8	16755	LB	*23/10/2005*	*No*	
Printer	HP4000	Floors 1/2	PRD200	5	16751	LB	*31/03/2000* **1A**	*Yes* **1A**	
Data Projectors	*NEC*	*Floors 1/2*	*FAB218*	*8*	*16756*	*FS*	*06/02/2006*	*Yes*	**1R**
									1DR
									1P

Data must be *accurate* and *visible* to be awarded marks.

AWARD:

Delete 2 records relating to the **annexe**	1 mark
Add 2 new fields Purchased and Serviced	2 marks
Entries in each column (all correct) one mark per column	2 marks
Add new record – all details as per copy	1 mark
Print on one page	1 mark
Total	**7 marks**

TASK 2 – Printout 2

Laptops and PCs to be Renewed **1T**

Item	*Location*	*Quantity*	*Purchased*	*Type*	**1F**
PC	Room 3	18	31/03/2000	IBM	
PC	Room 1	20	31/03/2000	IBM	
PC	Room 2	20	15/03/2000	IBM	
Laptop	Staff 1	6	28/02/2000	HP	**1R**
Laptop	Staff 2	10	28/02/2000	HP	

1S

Data must be *accurate* and *visible* to be awarded marks.

AWARD:

Correct fields	1 mark
Correct records	1 mark
Correct order	1 mark
Insert appropriate title	1 mark
Total	**4 marks**

NOTES

1 If not a REPORT no award for this question.
2 Be aware of consequentiality.

TASK 3 – Printout 1

MEMORANDUM 1T

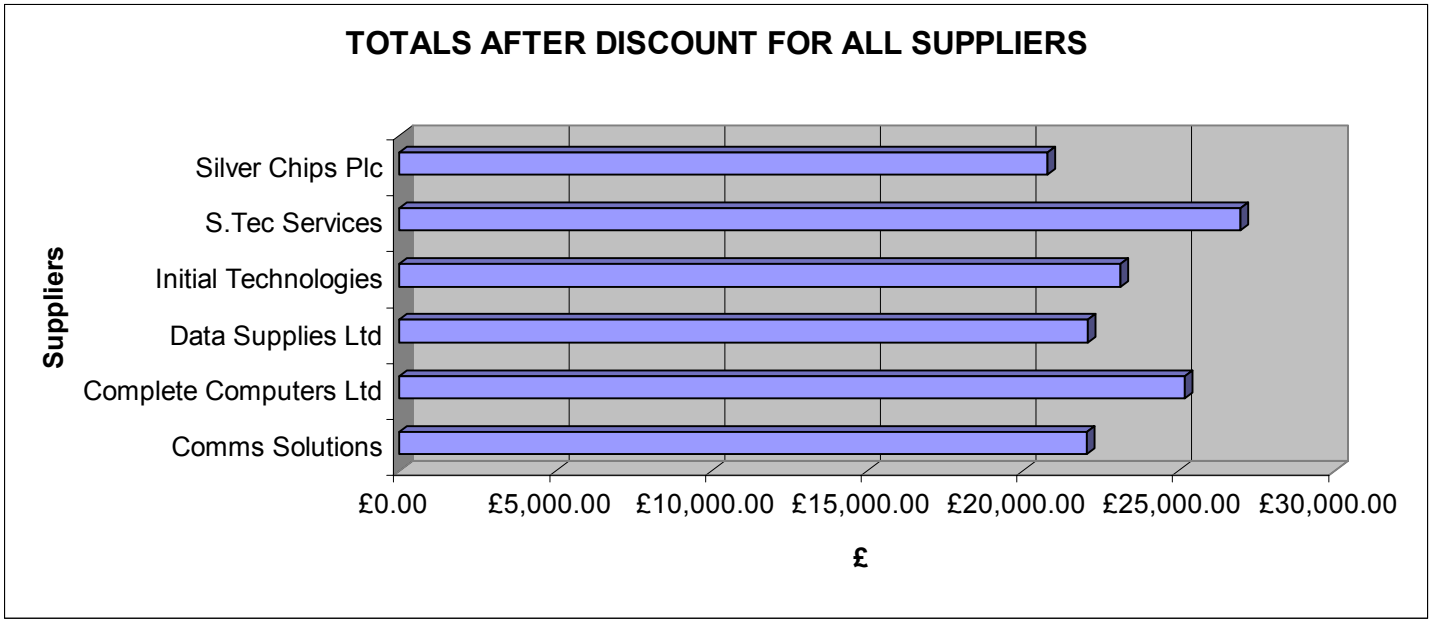
To: John Adams, Purchasing Manager

From: Katya Summers, Senior Administrative Assistant

Subject: Upgrading ICT Equipment 1H

Date: today's

Further to last week's budget meeting to discuss[1] our plans for upgrading our ICT equipment, I have researched some packages available from suppliers. As you can see from the chart below the cheapest[2] supplier is Silver Chips Plc. **1I**



1CH

As discussed at the meeting, due to financial constraints, we may have to review our expenditure in relation to upgrading[3] ICT equipment. We hope to replace PCs and laptops over 4 years old.

Detailed below is a list of equipment which is targeted[4] for replacement:

Item	Location	Quantity	Purchased	Type
PC	Room 3	18	31/03/2000	IBM
PC	Room 1	20	31/03/2000	IBM
PC	Room 2	20	15/03/2000	IBM
Laptop	Staff 1	6	28/02/2000	HP
Laptop	Staff 2	10	28/02/2000	HP

1DB

1Pl

Please distribute a letter of enquiry to relevant suppliers asking them to provide quotes for the above. Please ensure they provide us with information on:

- Prices
- Delivery arrangements and dates
- Maintenance and warranty[5]

1B
1F

1Con

1Pg2

Data must be *accurate* and *visible* to be awarded marks.

AWARD:

Key in text accurately (one mark per flags). Manuscript corrections must be carried out for the text to be accurate within sections	5 marks
Memo template used	1 mark
Subject heading relevant and correct	1 mark
Insert name of cheapest supplier	1 mark
Chart inserted	1 mark
Database search imported	1 mark
Both Chart and DB in correct place	1 mark
List bulleted Indented 15 mm from left margin	1 mark 1 mark
Consistency in relation to use of font and line spacing throughout and appropriate pagination	1 mark
Printout of memo - numbering page 2 only	1 mark
TOTAL	**15 marks**

NOTES
Accept search results or report imported.

[END OF MARKING INSTRUCTIONS]