NATIONAL
QUALIFICATIONS
2006

ADMINISTRATION
INTERMEDIATE 2
SQA Prelim Paper 2
Solution and Marking Scheme

TASK 1A – PRINTOUT 1

	A	B	C	D	E	F	G
1	**STOCK CARD**						
2	**WEEK 10**						
3	**JAFFA JUICE**						
4	**Multi-packs (1000)**						
5	**DAY**	**DATE**	**DETAILS**	**IN**	**OUT**	**BALANCE**	**REORDER/HOLD**
6	Sunday	38777	Balance			240	=IF(F6<300,"reorder","hold")
7	Monday	38778		350	137	=F6+D7-E7	=IF(F7<300,"reorder","hold")
8	Tuesday	38779			120	=F7+D8-E8	=IF(F8<300,"reorder","hold")
9	Wednesday	38780			38	=F8+D9-E9	=IF(F9<300,"reorder","hold")
10	Thursday	38781		350	222	=F9+D10-E10	=IF(F10<300,"reorder","hold")
11	Friday	38782			49	=F10+D11-E11	=IF(F11<300,"reorder","hold")
12	Saturday	38783			55	=F11+D12-E12	=IF(F12<300,"reorder","hold")
13	Sunday	38784			100	=F12+D13-E13	=IF(F13<300,"reorder","hold")

Data must be accurate and visible to be awarded marks.

AWARD:

Entries in column D (both correct)	1 mark
Entries in column E (all correct)	1 mark
Formulae in column F (one mark for correct first formula and one mark for replication)	2 marks
Insert column REORDER/HOLD – accurate heading and correct position	1 mark
Formulae in this column: two marks for correct first formula and one mark for replication	3 marks
Printing instructions (all correctly carried out)	1 mark
Total	**9 marks**

TASK 1B – PRINTOUT

	A	B	C	D
1	**AZTEC**			
2	**SUMMARY SHEET – WEEK 10**			
3	**PRODUCT - ORANGE JUICE**			
4	**Multi-packs 1000**			
5				
6	**Product**	**Product Code**	**Stock at End**	**Reduced Stock Figure**
7	Espan Gold	NORG244	333	=C7-(C7*B14)
8	Jaffa Juice	D126	=Balance	=C8-(C8*B14)
9	Orange Squash	D124	476	=C9-(C9*B14)
10	Seville Squeeze	ND250	296	=C10-(C10*B14)
11	Sunblush Orange	D125	484	=C11-(C11*B14)
12	*Maximum*			=MAX(D7:D11)
13				
14	Allowance	0.02		

Data must be accurate and visible to be awarded marks.

AWARD:

Insert product Jaffa Juice	1 mark
Named cell for Balance (C8)	1 mark
Insert column Product Code in correct place	1 mark
Entries in Product Code column (all correct)	1 mark
Insert column Reduced Stock Figure in correct place	1 mark
Formulae in this column: one mark for correct first formula and one mark for replication	2 marks
Absolute cell data (even if figure only)	1 mark
Insert label *Maximum* in italics in correct position	1 mark
Formula for maximum	1 mark
Border cell containing this figure/formula	1 mark
Sort	1 mark
Printing instructions (all correctly carried out)	1 mark
Total	**13 marks**

TASK 1C – PRINTOUT 1

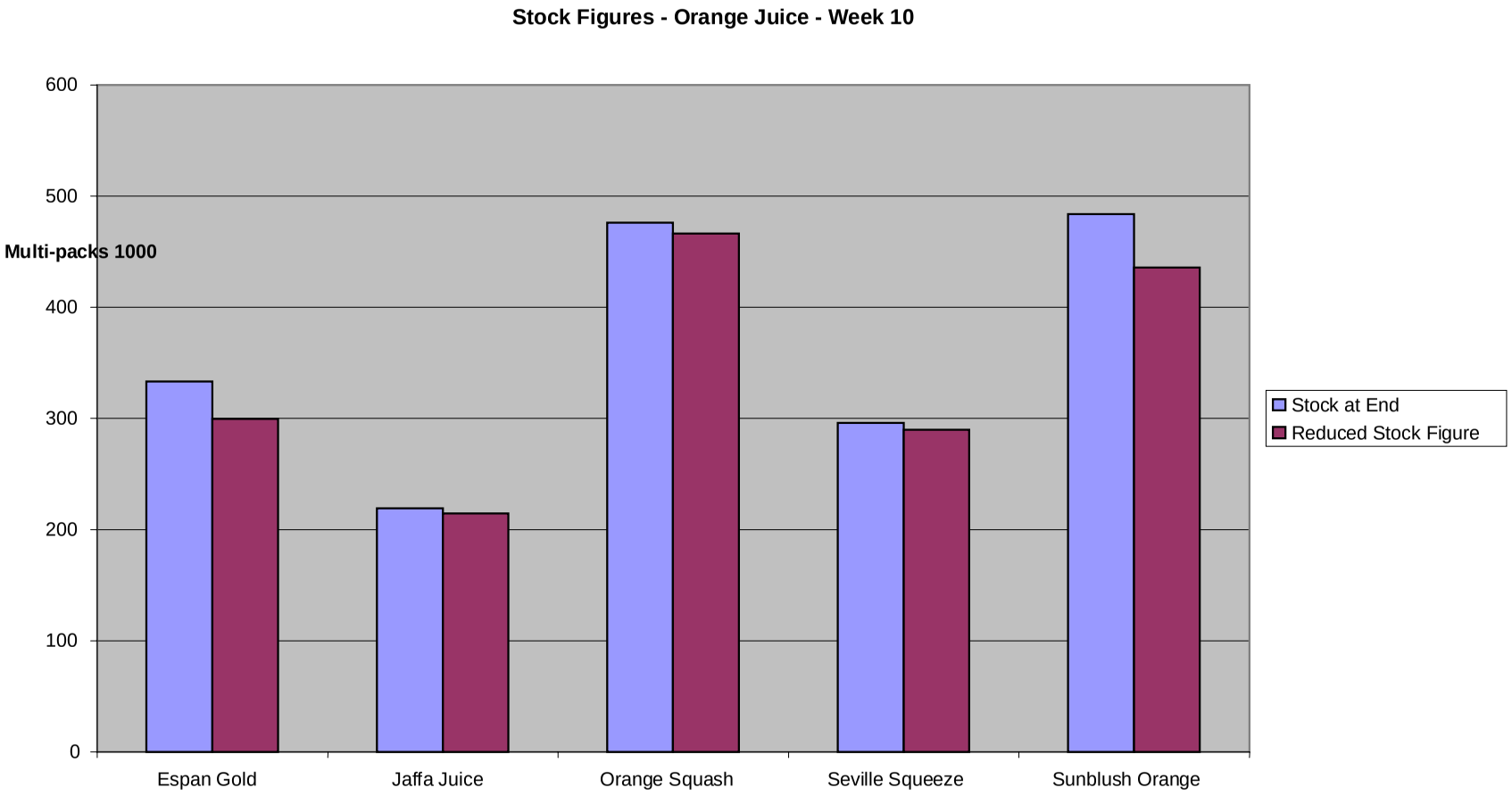
	A	B	C	D	E
1	**AZTEC**				
2	**SUMMARY SHEET – WEEK 10**				
3	**PRODUCT - ORANGE JUICE**				
4	**Multi-packs 1000**				
5					
6	**Product**	**Product Code**	**Perishable/Non-perishable**	**Stock at End**	**Reduced Stock Figure**
7	Espan Gold	ORG244	P	333	=IF(C7="p",D7-(D7*B15),D7-(D7*B16))
8	Jaffa Juice	D126	NP	=Balance	=IF(C8="p",D8-(D8*B15),D8-(D8*B16))
9	Orange Squash	D124	NP	476	=IF(C9="p",D9-(D9*B15),D9-(D9*B16))
10	Seville Squeeze	ND250	NP	296	=IF(C10="p",D10-(D10*B15),D10-(D10*B16))
11	Sunblush Orange	ORG125	P	484	=IF(C11="p",D11-(D11*B15),D11-(D11*B16))
12	*Maximum*				=MAX(E7:E11)
13					
14	Allowance				
15	Perishable	0.1			
16	Non-perishable	0.02			

Data must be accurate and visible to be awarded marks.

AWARD:

Copy sheet	1 mark
Insert column Perishable/Non-perishable in correct place	1 mark
Entries in this column (all correct)	1 mark
Insert new formulae to calculate Reduced Stock Figure: two marks for correct first formula and one mark for replication	3 marks
Printing instructions (all correctly carried out)	1 mark
Total	**7 marks**

TASK 1C – PRINTOUT 2



AWARD:

Appropriate title	1 mark
Correct data and legend	1 mark
axis(es) label(s)	1 mark
Printed as separate sheet	1 mark
Total	**4 marks**

TASK 2 – PRINTOUT 1

Supplier	Address 1	Town	Postcode	Date of First Order	Organic Supplier
Fresh Juices Ltd	67 Fyne Terrace	Dundee	DD6 6UY	12 September 2004	Yes
New World Fruits	2 Kilburn Street	Edinburgh	EH2 5GV	20 March 2004	No
Del Oranga	76 Spey Street	Bathgate	EH21 6KL	12 February 2005	Yes
Citrus World	3 Annan Road	Bathgate	EH21 8YT	01 February 2005	Yes
Florida Citrus	6 Doon Gardens	Bishopbriggs	G64 1AB	08 September 2005	No
Global Orange	44 Nith Street	Cumbernauld	G67 1NG	17 October 2001	Yes
Brooks Wholesaler	56 Tummell Crescent	Helensburgh	G84 6CV	21 November 2004	Yes
Liquid Gold	23 Ness Street	Ayr	KA8 8DF	16 January 2005	No
Sun World	2 Clyde Avenue	Motherwell	ML1 4DS	18 May 2005	Yes
Lake Cash and Carry	3 Dee Drive	Airdrie	ML6 6AF	08 July 2003	Yes
Juices	34 Coe Way	Perth	PH3 3FD	12 June 2003	Yes

Data must be accurate and visible to be awarded marks.

AWARD:

Amend Nova Fruits record	1 mark
Create 2 new fields: one mark each correct field name Entries in each column (all correct) 1 mark per column	 2 marks 2 marks
Print on one page	1 mark
Total	**6 marks**

TASK 2 – PRINTOUT 2

Supplier	Address 1	Town	Postcode	Date of First Order	Organic Supplier
Citrus World	3 Annan Road	Bathgate	EH21 8YT	01 February 2005	Yes
Del Oranga	76 Spey Street	Bathgate	EH21 6KL	12 February 2005	Yes
Sun World	2 Clyde Avenue	Motherwell	ML1 4DS	18 May 2005	Yes

Data must be accurate and visible to be awarded marks.

AWARD:

Correct fields	1 mark
Correct records	1 mark
Sort	1 mark
Total	**3 marks**

TASK 2C – PRINTOUT 3

New Organic Suppliers – Own Name

Supplier	*Town*	*Date of First Order*
Citrus World	Bathgate	01 February 2005
Del Oranga	Bathgate	12 February 2005
Sun World	Motherwell	18 May 2005

Data must be accurate and visible to be awarded marks.

AWARD:

Correct title	1 mark
Correct fields	1 mark
Correct records	1 mark
Total	**3 marks**

Report on Healthy Living - Healthy Sales

TO: <First Name> <Surname>, <Designation>

DATE: Date of examination

Terms of Reference

The Board of Directors of Aztec plc backs the current political drive to improve the nation's health. A Sales Director was instructed[1] to prepare a report on Aztec's current health awareness strategy.

Procedure

A survey of 10 of Aztec's supermarkets and customers was carried out.

Findings

The following quotes are typical of the awareness[2] of Aztec's managers and customers.

"We must persuade UK citizens that a healthy lifestyle is fun!"
"Together we can achieve positive approaches to healthy living."
"Aztec provides a[3] fine selection of healthy foods for its customers."

The following figures illustrate the average increase in the percentage of different health product varieties sold in the 10 branches over[4] the past year.

PRODUCT CATEGORY	2004	2005
Fruit and nuts	5%	7%
Fresh fruit juices	3%	7%
Organic fruit juices	15%	20%

Three new suppliers of organic produce have[5] been brought on board within the last year in 7 out of the 10 branches surveyed:

New Organic Suppliers

Supplier	*Town*	*Date of First Order*
Citrus World	Bathgate	01 February 2005
Del Oranga	Bathgate	12 February 2005
Sun World	Motherwell	18 May 2005

TASK 3 – PRINTOUT 2

Report on Healthy Living - Healthy Sales

TO: Salahudin Khan, Manager

DATE: Date of examination

Terms of Reference

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New Organic Suppliers

Supplier	*Town*	*Date of First Order*
Citrus World	Bathgate	01 February 2005
Del Oranga	Bathgate	12 February 2005
Sun World	Motherwell	18 May 2005

Conclusions

The results of the survey show that Aztec plc is aware of the[6] importance of stocking organic foods and customers are likely to want more.

Recommendations

It is important that Aztec nurtures this trend and offers the necessary variety and support to the 21st Century Customer.[7]

TASK 3

MARKING INSTRUCTIONS

PRINTOUT 1	MARKS
Award one mark for merge fields in "TO" section.	1
PRINTOUT 2	
Merged fields	1
Quotes indented as instructed	1
Table/tabs used	1
Headings in table emboldened (all 3)	1
Database report inserted	1
Search and replace (all replaced)	1
Second page only numbered	1
Keying in of text:	
Award one mark for each of the 7 flagged sections where all text is completely accurate including any manuscript corrections within each section.	7
Total	**15 marks**

TOTAL FOR PAPER 60 MARKS