

X214/302

NATIONAL
QUALIFICATIONS 2010

WEDNESDAY, 19 MAY
10.40 AM – 12.00 NOON

ADMINISTRATION
HIGHER
Paper 2

You have 1 hour 20 minutes to complete this paper. No alterations can be made to tasks after this time. However, if you do not have the opportunity to print out all/any of the material during this time you will be given time at the end to do so.

- 1 60 marks are allocated to this paper.
- 2 Your name should be displayed on all work submitted. **Key in** your name on each printout.
- 3 At the end of the examination, place your printouts inside the envelope provided. Hand the envelope to the Invigilator.



INFORMATION FOR CANDIDATES

You work for CSP Promotions which provides celebrity speakers and athletes from a wide variety of sports for promotional, corporate and charity events.

Active Scotland has contracted your company to undertake some specific tasks on their behalf in the run up to the Commonwealth Games.

The Commonwealth Games consists of 10 core sports which are compulsory and the host nation has the option of choosing 7 additional sports.

Your tasks are detailed in the following memo and should be completed today. The e-files required for the tasks can be found in the folder GLASGOW.

Familiarise yourself with these files before starting the tasks.

Please ensure that your name appears on every printout.

MEMORANDUM

TO Administrative Assistant
FROM Maura Carson, Events Director
DATE 19 May 2010
SUBJECT Active Scotland Contract

1. (a) Active Scotland would like to set up a buddy system between Scottish children who will take part in the non-core sports and athletes who have participated in the Commonwealth Games.

Active Scotland believe that the age difference is important and only want to involve athletes who were born after 1979. Only those located in Scotland or Northern Ireland should be considered.

Print the results of your search including the sport field.

- (b) The number of athletes willing to assist with each of the core sports is to be discussed at a meeting. Find out how many athletes there are for each of the core sports and print this information.

- (c) There are plans to hold a fund-raising dinner later in the year. All core sports athletes will attend but not the aquatics team. All athletes have agreed to charge 80% of their charity fee for this occasion.

Create a report showing the athletes who will attend grouped according to their sports. Show the names of athletes in alphabetical order and include the revised fee. Insert a summary total for each sport in the report and ensure labels are appropriate.

The report should be given a suitable title and have the company logo inserted. Include a report footer "Core Sports – 2014".

[Turn over for Questions 2 and 3 on Page four]

2. (a) Each month CSP calculate appearance fees due to the athletes.

In the bookings sheet add 2 new columns–Vat Rate and Total Fee. Insert formulae to show the correct rate of VAT and then insert a formula which will calculate the Total Fee, automatically rounding down to the nearest whole number.

Print this sheet in value view and formulae view (show gridlines and row and column headings in formulae view). Ensure each printout is only on one page.

- (b) In the summary sheet add 2 new columns–Total Number of Appearances and Total Value of Fees.

Insert formulae to show the number of appearances and the total fees for the month of April for each type of appearance.

Print this sheet in both value view and formulae view.

3. Complete the report by carrying out the following.

Enhance the front cover of the report. Insert a table of contents in double line spacing and number pages appropriately.

Insert the result of your search which shows the number of athletes from the core sports. Total the number of athletes.

The table from the file MENTORING SCHEME should be inserted under the heading PARTICIPANTS. This page is to be landscape and you should action the comments before deleting them.

At the end of the report, key in the following. Reorder the points and retain the numbers.

ACTION POINTS

For the August meeting the following points have to be taken forward:

- 2 Seek sponsorship for the Dinner Dance (Maura and team).
- 3 Design Job Descriptions and Person Specifications for the expected vacancies (Karen).
- 1 Finalise and book the venue for the Dinner Dance (Maura).

[END OF QUESTION PAPER]