

X214/202

NATIONAL
QUALIFICATIONS
2007

FRIDAY, 1 JUNE
10.20 AM – 11.40 AM

ADMINISTRATION
INTERMEDIATE 2
Paper 2

- 1 Attempt all 3 tasks.
- 2 Marks are allocated to tasks as follows:
 - Task 1—34 marks
 - Task 2—11 marks
 - Task 3—15 marks
- 3 At the end of the examination, place your printouts and answer book inside the clear envelope provided. Hand the envelope to the invigilator.



Instructions/Information for Candidates

You are the Administrative Assistant working for Kings College. You are required to carry out a number of tasks given to you by Katya Summers, Senior Administrative Assistant.

All tasks are **closed book tasks**. No reference may be made to notes, books or manuals while carrying out these tasks.

You are allowed **1 hour 20 minutes** to complete all tasks. **Alterations to tasks must not be made after this time**. However if, for any reason, you have not printed during the 1 hour 20 minutes you will be given time to do so at the end of the examination.

TASK NUMBER	TASK	MARKS
1a	You are required to complete a spreadsheet, and produce 2 printouts.	18 marks
1b	You are required to complete a spreadsheet, create a bar chart and produce 2 printouts.	16 marks
2	You are required to update a database and produce 2 printouts.	11 marks
3	You are required to complete a memorandum and produce one printout.	15 marks

The following files have been provided electronically for you to access during the examination.

KCSS — a spreadsheet file containing **2** worksheets — **SUPPLIERS** for use in TASK 1a and **DISCOUNTS** for use in TASK 1b

KCDB — a database file for use in TASK 2

KCMEMO — a word processing file for use in TASK 3

Your name should be displayed on all work submitted.

Key in your name on each printout.

TASK 1a

The College is proposing to renew some of its ICT equipment. Two suppliers are offering discounts on “packages” of products. Complete the sheet **SUPPLIERS** to compare the deals on offer. This sheet is contained in the spreadsheet file **KCSS**.

Katya

You may tick (✓) each box as you complete the instruction.

- Open the spreadsheet file **KCSS** and use the sheet **SUPPLIERS**.
- Insert formulae to calculate total prices for Initial Technologies.
- Enter the data below and insert formulae to calculate total prices for Data Supplies Ltd.

The Data Supplies Ltd package is as follows.

Item	Quantity	Price
PC	10	£700.00
Laptop	6	£700.00
Interactive board	6	£750.00
Data projector	5	£500.00
Printer	4	£400.00

- Increase the font size of the main heading.
- Embolden the headings in rows 1–3.
- Enter a label **Package Total** in cell A9 and embolden this label. Insert formulae to calculate the total price of each package.
- In cell A10 enter a label VAT and in cell B10 enter 17.5%.
- Use an absolute cell reference to calculate the amount of VAT on each package total.
- Calculate the total price including VAT on each package and label appropriately.
- Name the cell containing Initial Technologies’ total **INITIAL** and the cell containing Data Supplies’ total **DATA**.
- Print** one copy of the sheet **SUPPLIERS** on one page showing **values**. Include row and column headings and gridlines on the printout.
- Print** one copy of the sheet **SUPPLIERS** on one page showing **formulae**. Include row and column headings and gridlines on the printout.

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TASK 1b

Complete the sheet **DISCOUNTS** as instructed below. This sheet is contained in the spreadsheet file **KCSS**.

You may tick (✓) each box as you complete the instruction.

- Enter the figures for Package Total including VAT for each supplier by using the named cells in the sheet **SUPPLIERS**.
- Enter the following data for similar deals on offer from 4 other suppliers.

Comms Solutions Ltd	£24,500.00
Silver Chips Plc	£21,900.00
S Tec Services	£30,000.00
Complete Computers Ltd	£28,000.00

- Insert 2 new columns:
 - DISCOUNT** — insert formulae to indicate a discount of 5% if total purchase price is less than £24,000.00, otherwise 10%.
 - TOTAL AFTER DISCOUNT** — insert a formula to calculate the total after discount.
- Identify the cheapest price by inserting a formula in cell D10 to show the minimum total after discount. Shade this cell.
- Sort the sheet in descending order of Total after Discount.
- Print** the sheet on one page displaying formulae. Include row and column headings and gridlines on the printout. 12
- Create a 3-D bar chart to compare the totals after discount for each supplier.
- Print** the chart on one page on a separate sheet. 4

TASK 2

The database KCDB contains details of the College ICT equipment. Please update with the information given below.

Katya

You may tick (✓) each box as you complete the instruction.

- A decision has been made to close the annexe of the College and the equipment will no longer be in use. Delete any records with equipment located in the annexe.
- Add 2 new fields **Purchased** and **Serviced** as detailed below, and format appropriately.
- Complete the database using the following data.

Invoice No*	Purchased	Serviced
16749	28 February 2000	No
16750	15 March 2000	Yes
16751	31 March 2000	Yes
16752	23 August 2003	Yes
16753	23 August 2003	Yes
16754	24 September 2004	Yes
16755	23 October 2005	No

*Several items may appear on one invoice

- Enter details for 8 Data Projectors, invoice number 16756. The model number is FAB218 and the type is NEC. They will be installed in the same location as the interactive boards. The purchase date is 6 February 2006. Service is included under the warranty agreement. Frank Smith is the originator.
- Print** the completed database on one page.
- A decision has been made to renew all PCs and Laptop computers which are over 4 years old. Search the database for Laptops and PCs which were purchased before 01/01/2002. Sort in descending order of Purchase date and ascending order of Type. Show all fields except Model No, Invoice No, Originator and Serviced.
- Create a report based on the above search.
- Print** the report on one page.

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TASK 3

Complete a memo from me to John Adams, Purchasing Manager with the information given below. Use the memo template KCMEMO.
Katya

Further to last week's budget meeting to discuss our plans for upgrading our ICT ^{Computing} equipment, I have researched some packages available from suppliers. As you can see ^{stet} from the chart below the cheapest supplier is insert name of cheapest supplier from spreadsheet in task 1b

insert chart created in task 1b

As discussed at the meeting, due to financial constraints, we may have to review our expenditure in relation to upgrading ICT equipment. We hope to replace PCs and laptops over 4 years old. [Detailed below is a list of equipment which is targeted for replacement: NP

insert the result of the database search created in Task 2

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:

Bullet this list and indent by 15mm from the margin

- Prices
- Delivery dates and arrangements
- Maintenance and warranty

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number only page 2

[END OF QUESTION PAPER]

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