

X214/202

NATIONAL
QUALIFICATIONS
2009

TUESDAY, 5 MAY
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 the Borders Sport and Leisure Group. The Group has just organised a triathlon (a swimming, cycling and running race). You are required to carry out a number of administrative tasks given to you by Carl Hill, the 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.	20 marks
1b	You are required to complete a spreadsheet, create a bar chart and produce 3 printouts.	14 marks
2	You are required to update a database and produce 2 printouts.	11 marks
3	You are required to complete a letter and produce 2 printouts.	15 marks

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

BTSS — a spreadsheet file containing **2** worksheets — **JUNIORS** for use in TASK 1a and **COMPETITORS** for use in TASK 1b

BTDB — a database file for use in TASK 2

BTLETTER — a word processing file for use in TASK 3

Your name should be displayed on all work submitted.

TASK 1a

*I have started to key in the competitors' points, but haven't quite finished the worksheet for the junior competitors. Complete the sheet **JUNIORS** as instructed below.*

Carl

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

- Open the spreadsheet file **BTSS** and use the sheet **JUNIORS**.
- Insert a row at the top of the worksheet, and key in the heading **Borders Triathlon—Junior Points Total**. Embolden, and increase the font size of this heading.
- Change the orientation of the column headings to 45 degrees.
- Gillian O'Rourke and Aileen Stewart were awarded each other's points for the run—please correct this error.
- Insert formulae to calculate the total points for each competitor.
- Enter a label **Junior Competitors** in cell A17 and embolden.
- Insert a formula in cell A18 to count the total number of junior entrants. Name this cell **Junior_Competers**.
- Females started the swim 30 seconds after the males. In column G, insert a heading **Adjusted Points**. Insert formulae, adding 1 point to the Total Points if a competitor is female, and for males add no points. Ensure consistency in formatting of column heading. Shade the data in this column.
- Sort the sheet to show males first then females in descending order of Adjusted Points.
- Print** one copy of the sheet **JUNIORS** on one page showing values. Include gridlines but not row and column headings.
- Print** one copy of the sheet **JUNIORS** on one page showing formulae. Include row and column headings and gridlines on the printout.

20

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TASK 1b

*Targets were set for the number of competitors this year. Please check if we met our targets. Complete the sheet **COMPETITORS** as instructed below. This sheet is contained in the spreadsheet file **BTSS Carl***

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

- Insert the figure for Total Juniors by using the named cell in the sheet **JUNIORS**.
- Enter the following target figures:

Juniors	15
Seniors	80
Veterans	46
Supervets	13
Vintage	4

- Add **2** new columns.
 - ON TARGET**—insert formulae to indicate “Yes” if the 2009 figure is greater than or equal to the target figure, otherwise “No”.
 - CHANGE**—insert formulae to calculate the percentage increase (to 2 decimal places) in entries from 2008 to 2009 in each category.
- Print** one copy of the sheet **COMPETITORS** on one page showing values. Include gridlines but not row and column headings.
- Print** one landscape copy of the sheet **COMPETITORS** displaying formulae. Include row and column headings and gridlines on the printout.
- Create a bar chart to compare entries for 2008, 2009 and the target figures.
- Print** the chart on a separate sheet.

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TASK 2

The database BTDB contains details of the junior entrants. Please update the database with the information given below.

Carl

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

- Add a field **Entry Fee** and format appropriately. Local entrants pay £15·00 and all others pay £20·00. Update the table appropriately.
- Eleanor Smith's date of birth is incorrect. Her date of birth is 1 October 1992. Amend her details.
- Sort the table in alphabetical order of surname.
- Print** the table on one page.
- All competitors who were born after 31 December 1993 can enter our next event—the Aquathon. Search the database to identify these competitors. Sort in ascending order of town and ascending order of date of birth. Show all fields except Gender, Local and Entry Fee.
- Print** a copy of this search.

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TASK 3

Please complete the letter I have started. The letter should be sent to all entrants born after 31 December 1993 (those identified in your search in Task 2). Include a suitable reference and use today's date. Insert a page break at a suitable point and number page 2 only. Print one copy of the letter showing "merge fields" and one copy of a merged letter. The letter is saved as BTLETTER.

Carl

Dear

TRIATHLON 2009

STET
N.P.

Congratulations on your successful completion of the 2009 Borders Triathlon – well done! We hope you enjoyed the race and that it has given you the taste for further competition. [The race results for your category are shown below.

Insert only the Name and Adjusted Points from the sheet JUNIORS here.

u.c.

Another event is coming up which may be of interest to you. In August we are hosting an aquathon for under 16s. Our records show that you are eligible. Competitors will be set the challenge of a 300m swim followed by a 5km run.

We hope you will be interested – just get in touch on the above phone number or visit our website at www.bslg.co.uk for further information.

We at Borders Sport and Leisure Group
/Constantly are /trying to improve the quality of our
customer service, so please take a moment
to help us change for the better by filling in
the online questionnaire on our website.

Good luck with your training and hope to see
you in August.

Yours

Sarah Mitchell
Activities Manager

Change margins to
2.54cm (1 inch)

15

[END OF QUESTION PAPER]

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