

# X214/12/02

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NATIONAL  
QUALIFICATIONS  
2015

WEDNESDAY, 29 APRIL  
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 as an Administrative Assistant for Dundee Arts Council who are organising a city-wide festival which will take place in June.**

**Events will be held in 10 venues across the city—these events have been chosen to appeal to a wide range of ages and interests. Some events have several performances whilst others only have one.**

**There are a number of tasks which are required to be completed for Sharon Syme who is the Chief Executive of the Festival.**

**The e-files that you will require are contained in the folder FESTIVAL.**

**Familiarise yourself with these files before starting the tasks.**

***Please ensure that your name appears on every printout.***

## MEMORANDUM

**TO** Administrative Assistant  
**FROM** Sharon Syme, Chief Executive  
**DATE** Today's  
**SUBJECT** Administrative Tasks

1. (a) We have just had an enquiry from one of our sponsors who would like to bring some guests to the Festival. The guests will be staying in Dundee on both the 12th and 13th of June. They would like to see an adult comedy show. Our sponsors intend to have some pre-performance drinks with the guests at the venue.

Find and print the names of suitable events that the sponsor's guests could attend. Also include the performance date, performance time, venue name, services and category.

- (b) The council want to have an overview of the Festival. For each date find how many events are on and the total capacity for that date. Print a copy of your results.
- (c) As ticket sales for Monday the 8th of June are likely to be low the council has offered to subsidise the ticket price by 30%. Calculate the reduced ticket price and the subsidy per performance assuming full capacity.

Create a report showing the event, capacity, reduced ticket price and the subsidy per performance. Group by category.

Insert the Festival's logo and give the report an appropriate title. In the report footer insert:

DUNDEE ARTS FESTIVAL 2015

**[Turn over**

2. (a) The cost of running each performance and total cost of the event now need to be calculated.

Complete the Event Costs sheet using the Venue Costs and Performances sheets.

Print a copy of the Event Costs sheet in value view on one page. Also print in formulae view on one page omitting the venue.

- (b) I would like information on how tickets are selling for each event as I plan to start promoting those events which are not selling.

- In the Ticket Availability sheet calculate the number of tickets sold using information from the Performances sheet.
- Calculate the percentage of tickets that are still unsold and show the availability for each event.

Print a value view of the sheet on one page, showing the events with the highest percentage of unsold tickets first.

Print a formulae view of the sheet on one page omitting the table.

3. Complete the Council Briefing Report using the following instructions and any comments in the file.

- Create a front page with the following headings and insert the Festival's logo—enhance the front page.

**DUNDEE ARTS FESTIVAL**

**8 – 14 JUNE 2015**

**COUNCIL BRIEFING**

- Insert a table of contents on the second page in double line spacing.
- Insert a footnote at the end of the section on the Impact of the Festival. The wording is as follows:

*More information at edfringe.com*

- Key in the following information as the second paragraph in the section called Involving the Local Community

An information pack is to be sent to all primary schools in the Dundee area with details of our competition which is to design a logo for next year's festival. It has been agreed that the winner will be selected by renowned local artist Jillian Crane and will receive 4 tickets for a performance of "Milkshake". The winner will also have the privilege of starting the Fireworks Display at the close of the Festival.

- Insert page numbers at the right hand side of the footer and Council Briefing on the left hand. The first page should not have a footer.

[END OF QUESTION PAPER]

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