

# X214/11/02

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NATIONAL  
QUALIFICATIONS 2012

FRIDAY, 4 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—31 marks
  - Task 2—14 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.



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## Instructions/Information for Candidates

You are the Administrative Assistant working for the Alevview Lawn Tennis Club. You are required to carry out a number of tasks given to you by Janet Johnston, Club Secretary.

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.

<b>TASK NUMBER</b>	<b>TASK</b>	<b>PRINTOUTS REQUIRED</b>	<b>MARKS</b>
<b>1a</b>	You are required to complete a spreadsheet.	<b>1</b>	<b>13 marks</b>
<b>1b</b>	You are required to complete a spreadsheet.	<b>3</b>	<b>18 marks</b>
<b>2</b>	You are required to update a database.	<b>3</b>	<b>14 marks</b>
<b>3</b>	You are required to prepare a letter for mail merge.	<b>2</b>	<b>15 marks</b>
<b>Total</b>			<b>60 marks</b>

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

**ALTCSS** — a spreadsheet file containing **2** worksheets—**MEMBERSHIP** for use in TASK 1a and **SUMMARY** for use in TASK 1b

**ALTCDB** — a database file for use in TASK 2

**ALTCWP** — a word processing file for use in TASK 3

**ALTCLOGO** — a word processing file for use in TASK 3

Your name **must** be displayed on all work submitted.

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**TASK 1a**

*I have received some membership forms from new members. Please use them to complete the worksheet **MEMBERSHIP**. This worksheet is contained in the spreadsheet file **ALTCSS**.*

*Janet*

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

- Open the spreadsheet file **ALTCSS** and use the sheet **MEMBERSHIP**.
- From the new membership forms below, select and insert relevant data into columns A-C.

**ALEVIEW LAWN TENNIS CLUB MEMBERSHIP APPLICATION**

Name: *Ian Robertson* Senior/~~Junior~~\* DOB: *23/12/66*

Address: *14 Caiystane Gardens, Edinburgh*

Telephone Number: *0131 3324179* Mobile Phone Number: *0778351235*

Email Address:

Other family members wishing to join		
Name	DOB:	Senior/Junior
<i>Douglas Robertson</i>	<i>20/07/03</i>	<i>Junior</i>
<i>Jenny Robertson</i>	<i>10/04/01</i>	<i>Junior</i>

**TASK 1a (continued)**

**ALEVIEW LAWN TENNIS CLUB MEMBERSHIP APPLICATION**

Name: Linda Goodall Senior/~~Junior~~\* DOB: 01/06/54  
 Address: 102 West Crossway, Edinburgh  
 Telephone Number: 0131 552 2348 Mobile Phone Number: 07914 27494  
 Email Address: lindagoodall5@hotmail.com

Other family members wishing to join		
Name	DOB:	Senior/Junior

**ALEVIEW LAWN TENNIS CLUB MEMBERSHIP APPLICATION**

Name: Jane Anderson Senior/~~Junior~~\* DOB: 15/06/70  
 Address: 14a Cramond Heights, Edinburgh  
 Telephone Number: 0131 339 2378 Mobile Phone Number: 0789253747  
 Email Address: jane212@bt.co.uk

Other family members wishing to join		
Name	DOB:	Senior/Junior
<u>Finn Anderson</u>	<u>03/02/03</u>	<u>Junior</u>

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**TASK 1a (continued)**

*Marks*

- Sort the members' names into alphabetical order.
- Name the 2 cells containing the 2012 Subscription Rates—**Senior** and **Junior**.
- Complete column D by inserting the correct 2012 Subscription Rate for each new member.
- Insert formulae to show Lawn Tennis Association (LTA) Fees—if members are juniors they pay £7·50, otherwise they pay £15·00. As fees may vary use absolute cell references.
- In column F insert formulae to show the Total Charge Per Member.
- Add a new column **Total Charge Per Family**.
- Insert formulae to calculate the Anderson family total in cell G8, the Goodall family total in cell G10 and the Robertson family total in cell G11.
- Print** one copy of the sheet **MEMBERSHIP** on one page showing **formulae**. Include row and column headings and gridlines.

**13**

Complete the sheet **SUMMARY** as instructed below. This sheet is contained in the spreadsheet file **ALTCSS**.

Janet

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

- Using the Number of Members (2012) details, insert formulae to calculate the 2012 income from subscriptions. (Link to the sheet **MEMBERSHIP** for up-to-date subscription rates for each type of membership.)
- Add 2 new columns:
  - in column D—**Percentage Change**—insert formulae to calculate the percentage increase in incomes from 2011 to 2012.
  - in column E—**2013 (Projected)**—insert formulae to calculate the projected incomes for 2013 based on the same percentage changes calculated for 2012.
- Enter a label **Total Income** in cell A6 and embolden.
- Insert formulae to calculate the Total Income for each year 2011–2013 (Projected).
- Expenditure for 2013 is projected to be £7,500. If the Club is to proceed with planned developments the total income must be greater than expenditure.  
Insert a formula in cell E8 to indicate **YES** if the projected total income for 2013 exceeds expenditure, otherwise **NO**.
- Print** one copy of the sheet **SUMMARY** on one page showing **values**. Include gridlines only.
- Print** one copy of the sheet **SUMMARY** on one page showing **formulae**. Include row and column headings and gridlines.
- Create a bar chart to compare the Total Incomes for 2011–2013 (Projected).
- Print** the chart on a separate sheet.

18

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*Some changes need to be made to our membership database. Use the information below to update the database file **ALTCDB**. Thanks.  
Janet*

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

- Open the database table **ALTCDB**.
- Insert a new field “**Fundraiser**”.
- The following members are fundraisers. Update the table appropriately.

<b>Member</b>
Gregor Innes
Sung Lee
Amanda Ferguson
Roddy Ferguson
Ashley MacIntyre
Campbell Chisholm
Janet Morrison
Hannah Turgoose

- Search the database for those members born before 31 May 1992.
- Print** a copy of this search on one page showing the First Name, Surname and DOB fields.
- Insert a new field “**Membership Category**” to the database table. Complete this field by indicating Senior or Junior for each member. (Seniors are those members born before 31 May 1992.)  
Sort the records alphabetically by full name.
- Print** the completed database on one page.
- Search the database for all fundraising seniors.
- Create a report from this search showing all fields except DOB and Fundraiser.
- Insert a suitable report header.
- Print** a copy of the report on one page.



Using the information below, prepare a letter to be sent by post to thank all of our senior fundraisers. This is the result of the search in task 2. Use the files **ALTCWP** and **ALTCLOGO**.

Print one copy of the letter showing the merge fields and one copy to any one senior fundraiser for my signature.

Janet

Dear

Insert the Club logo in the letterhead

Loyalty and Fundraising

Loyal We would like to take this opportunity to thank you for renewing your membership. You have been a member since \* and we hope that you will continue your membership for years to come!

\* insert merge field to show year

You are a valued fundraiser - we want to thank you for your commitment and efforts. TRS We are very pleased with the fundraising figures and would like to ask our members how they would prefer the funds to be spent.

Please use the tear off slip below to indicate your preference and return to me before the end of June.

Yours \_\_\_\_\_

bold ALEVIEW LAWN TENNIS CLUB  
italics Preferred Development - please circle as appropriate

- 2 LS { Floodlights  
Speedserve and ball machine  
Re-surfacing

Name \_\_\_\_\_ Date \_\_\_\_\_

The results of our consultation will be discussed at the AGM next month.

move this sentence to become paragraph 3

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