

X214/10/21

NATIONAL
QUALIFICATIONS 2012

FRIDAY, 4 MAY
9.00 AM - 10.45 AM

ADMINISTRATION
INTERMEDIATE 1
Instructions to Teachers/
Lecturers



Instructions to Teachers/Lecturers

Prior to the examination the following files require to be created and saved using the file names indicated. This will enable the candidate to access the required information to complete the tasks.

Teachers and lecturers should ensure that candidates CANNOT access the files prior to the examination.

Housestyle is acceptable for all documents. Ensure all data is **accurate**.

Any suitable font may be used. Margins should be set as per housestyle unless otherwise indicated.

FUNDAYDB — a database file

EYCLETTERHEAD — a letterhead (a word processing document)

Note 1: Candidates may use the calculator function on their PC if they are familiar with it, or a hand-held calculator. The hand-held calculator must conform to Scottish Qualifications Authority guidelines.

Note 2: If the question paper necessitates, candidates may have access to a calendar, either an electronic or paper copy.

Note 3: On the date of the examination you are required to send printouts of the prepared files to the Scottish Qualifications Authority. These should be submitted, by the Invigilator, along with the candidates' printouts in **each** return envelope.

FILENAME: FUNDAYDB

Key in the following database; name the table Fun Day Activities.

Fun Day Activities					
Activity	Leader	Suitability	Location	Time	Helpers
Star Jump Challenge	Helen Wood	All	Dance Studio	All day	1
Fabulous Frisbee	Sandy Robertson	All	Playing Fields	Morning	2
Relay Marathon	Charlie Wood	All	Playing Fields	Afternoon	3
Shoot Some Hoops	Bill Williams	Over 12s	Gym Hall	Morning	1
Penalty Shootout	Stuart Kirkpatrick	All	Astroturf	Afternoon	0
Dry Obstacle Course	Nan Monteith	All	Games Hall	All day	3
Space Hop, Skip and Jump	Kylie Anderson	Under 12s	Playing Fields	Morning	4
Table Top Tournament	Aleksandra Turkopulis	Over 12s	Dining Area	All day	2
Wet Obstacle Course	Steph Kenny	All	Swimming Pool	All day	4

[Turn over

FILENAME: EYCLATTERHEAD

- 1 Key in the following word processing document using your organisation's housestyle.
- 2 Use top margin 1.27 cm/or 0.5"; all other margins 2.54 cm or 1.0".
- 3 Insert a suitable graphic.



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[END OF INSTRUCTIONS TO TEACHERS/LECTURERS]