

# **X214/11/12**

---

NATIONAL  
QUALIFICATIONS 2012

FRIDAY, 4 MAY  
10.20 AM - 11.40 AM

ADMINISTRATION  
INTERMEDIATE 2  
Paper 2  
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 information required to complete the tasks.**

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

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.

Housestyle is acceptable for all documents – ensure all data is **accurate**.

**ALTCSS** — this is a spreadsheet file containing 2 worksheets for use in Task 1

**ALTCDB** — this is a database file for use in Task 2

**ALTCWP** — this is a word processing file for use in Task 3

**ALTCLOGO** — this is a word processing file for use in Task 3

**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.

Worksheet for use in Task 1a—MEMBERSHIP

	A	B	C	D	E	F
1	<b>Membership Details</b>					
2	<b>Membership Type</b>	<b>2012 Subscription Rates</b>				
3	Senior	£75.00				
4	Junior	£35.00				
5						
6						
7	<b>First Name</b>	<b>Surname</b>	<b>Membership Type</b>	<b>Subscription Rate</b>	<b>LTA Fees</b>	<b>Total Charge Per Member</b>
8						
9						
10						
11						
12						

**Instructions to Teachers/Lecturers**

- Key in the above sheet.
- Name this sheet **MEMBERSHIP**.
- **Do not** enter any formula.
- Wrap headings as shown.
- Embolden cells as shown.
- Insert border around cells A1–B4.
- Save this file as **ALTCCS**.

NB Do **not** show row and column headings **or** gridlines.

[Turn over

## Worksheet for use in Task 1b—SUMMARY

	A	B	C	D	E
1	<b>Income</b>	<b>2011</b>	<b>2012</b>		
2	Senior Subscriptions	£2,800.00			
3	Junior Subscriptions	£1,200.00			
4	Tennisathon/Fundraising	£1,080.00	£1,090.00		
5	Tournament Entries	£96.00	£112.00		
6					
7					
8				<b>Proceed?</b>	
9					
10					
11					
12	<b>Number of Members (2012)</b>				
13	Senior Members	43			
14	Junior Members	62			
15					

## Instructions to Teachers/Lecturers

- Key in the above sheet.
- Name this sheet **SUMMARY**.
- **Do not** enter any formula.
- Embolden cells as shown.
- Insert border round cells A12–B14.
- Save this file as **ALTCS**.

NB Do **not** show row and column headings **or** gridlines.

## Task 2

Title	First Name	Surname	Street	Town/City	Postcode	DOB	Year Joined
Mr	Gregor	Innes	61 Quality Street	Edinburgh	EH1 2WD	25/07/1996	2004
Miss	Sophie	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	17/12/1998	2003
Mrs	Rachel	Robertson	135 Urquhart Gardens	Edinburgh	EH1 5TL	06/11/1975	1995
Mr	Sung	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	11/06/1991	2001
Miss	Kirsty	Lee	33 Robinson Road	Dalkeith	EH13 4DJ	24/08/1992	2001
Mr	Neil	Stewart	86 Waterloo Avenue	Dalkeith	EH13 7NJ	13/03/1997	2010
Mr	Christopher	Hamilton	28 Strudwick Close	Dalkeith	EH14 9ZF	15/09/1997	2010
Ms	Anne	Pirie	8 The Harrowgate	Linlithgow	EH19 3CD	27/04/1998	2011
Mr	Ahmet	Mukherjee	14 Falcon Walk	Edinburgh	EH2 4RS	30/09/1999	2011
Mr	Andy	Scott	48 Mount Pleasant	Musselburgh	EH23 7WS	05/04/1999	2010
Mrs	Amanda	Ferguson	18b Bank Street	Roslin	EH24 5TQ	31/01/1980	1989
Mr	Roddy	Ferguson	18b Bank Street	Roslin	EH24 5TQ	03/10/1979	1993
Ms	Hannah	Turgoose	124 Harley Road	Livingston	EH27 9RD	22/08/1988	1992
Miss	Ashley	MacIntyre	23 Ferguson Drive	Edinburgh	EH3 6TT	21/04/1998	2009
Mrs	Alie	Calvert	55 Aird Avenue	Bathgate	EH31 4WS	27/10/1968	1990
Ms	Jenny	Ho	55 Aird Avenue	Bathgate	EH31 4WS	05/05/1999	2010
Mr	Robin	Watt	11 Smith Terrace	Penicuik	EH34 7FY	08/07/1997	2008
Mr	Andrew	Douglas	9 Farrer Terrace	North Berwick	EH34 8ED	25/04/1997	2008
Dr	Ruth	Chalmers	22 Burton Road	Edinburgh	EH4 2ED	03/07/1988	2010
Miss	Seema	Singh	74 Dingwall Drive	Edinburgh	EH5 8ED	06/12/1999	2011
Ms	Liz	Ford	101 Macdonald Gardens	Edinburgh	EH6 3FK	26/08/1998	2008
Miss	Anna	Mackinnon	3 Mair Park	Edinburgh	EH6 6BG	16/07/1998	2008
Mrs	Janet	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	19/01/1971	1989
Mr	Iain	Morrison	25 Swanston Place	Edinburgh	EH7 4LW	23/02/1972	1991
Mr	Campbell	Chisholm	32 Rankin Road	Edinburgh	EH7 8WM	18/01/1999	2011
Mr	Alasdair	Rankin	4 Clark Avenue	Edinburgh	EH8 3HY	14/06/1996	2006
Mr	Ian	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	23/12/1966	2012
Mr	Douglas	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	20/07/2003	2012
Ms	Jenny	Robertson	14 Caiystane Gardens	Edinburgh	EH7 2LY	10/04/2001	2012
Mrs	Linda	Goodall	102 West Crossway	Edinburgh	EH8 5RG	01/06/1954	2012
Mr	Robert	Goodall	102 West Crossway	Edinburgh	EH8 5RG	15/03/1960	2012
Mrs	Jane	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	15/06/1970	2012
Mr	Finn	Anderson	14a Cramond Heights	Edinburgh	EH7 8PT	03/02/2003	2012

## Instructions to Teachers/Lecturers

- Create the above database.
- Format DOB field to date, Year Joined to number, all other fields should be text.
- Save this file as **ALTCDB**.

**Task 3**

**Aleview Lawn Tennis Club**  
107 Ferry Road  
EDINBURGH  
EH5 7WA

**Instructions to Teachers/Lecturers**

- Create the above letterhead.
- Top and bottom margins of 1·5 cm.
- Left and right margins of 2·5 cm.
- Save this file as **ALTCWP**.

**Task 3**



**Instructions to Teachers/Lecturers**

- Create an appropriate logo as above.
- Save this file as **ALTCLOGO**.

*[END OF INSTRUCTIONS TO TEACHERS/LECTURERS]*

**[BLANK PAGE]**