National
Qualifications
2022 MODIFIED

# X801/75/11 Administration and IT

FRIDAY, 6 MAY

1:30 PM – 3:00 PM

**Total marks — 40**

Attempt ALL questions.

Before leaving the examination room, place your cover sheet and printouts inside the clear envelope provided.

Hand this envelope to the Invigilator; if you do not, you may lose all the marks for this paper.

©

*X801751 1*

C/SA

**Information and instructions for candidates**

The electronic files listed below are provided for you to use during this examination:

- **Generation Golf** — a word-processing file
- **Generation Golf Logo** — a jpeg file
- **Tournament Costs** — a spreadsheet file containing 2 worksheets (Cash Statement and Summary)
- **Tournament Details** — a database file containing 2 tables (Clubs and Players)

You must:

- complete each question in order
- action and delete all comments/notes within files
- display your name and question number on each printout
- print each spreadsheet or database on one page

Use this table to make sure you have all the printouts required.

| Question | Generation Golf printouts | Marks available | Completed (✓) |
|---|---|---|---|
| 1 (a) | Spreadsheet — Cash Statement<br>• value view<br>• formula view | **9** | |
| 1 (b) | Spreadsheet — Summary<br>• value view<br>• formula view | **9** | |
| 2 (a) | Database table | **3** | |
| 2 (b) | Database report | **5** | |
| 2 (c) | Database table | **5** | |
| 3 | Word-processing document — Generation Golf | **9** | |

**[Turn over**

MARKS

**Attempt ALL questions**

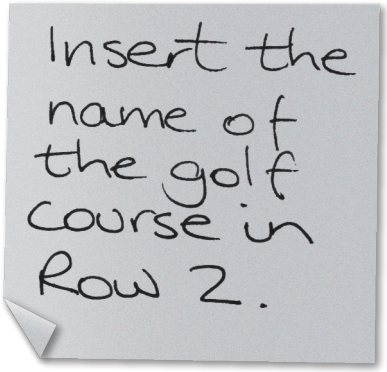
You are the Admin Assistant at Generation Golf. You will be supporting Jason Golden with the organisation of a charity golf tournament which will be held at Tay Golf Course in July 2022.

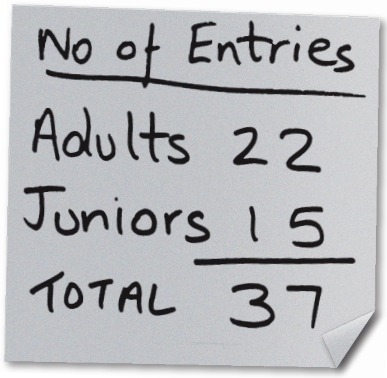
Complete the following questions.

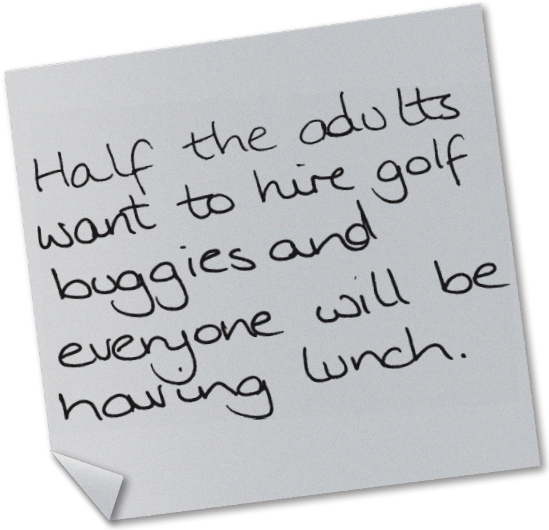
**1.** The numbers for the Tay Golf Course charity golf tournament have now been finalised. Open the spreadsheet file **Tournament Costs** and complete both worksheets following all instructions and using the information below.

(a)
- Print one copy of the **Cash Statement** worksheet in value view, omitting the Cost per Person information. This should be portrait with gridlines only. **9**
- Print one copy of the **Cash Statement** worksheet in formula view, omitting the Cost per Person information. This should be landscape with gridlines and row and column headings.

(b)
- Print one copy of the **Summary** worksheet in value view, landscape with gridlines only. **9**
- Print one copy in formula view, landscape with gridlines and row and column headings.



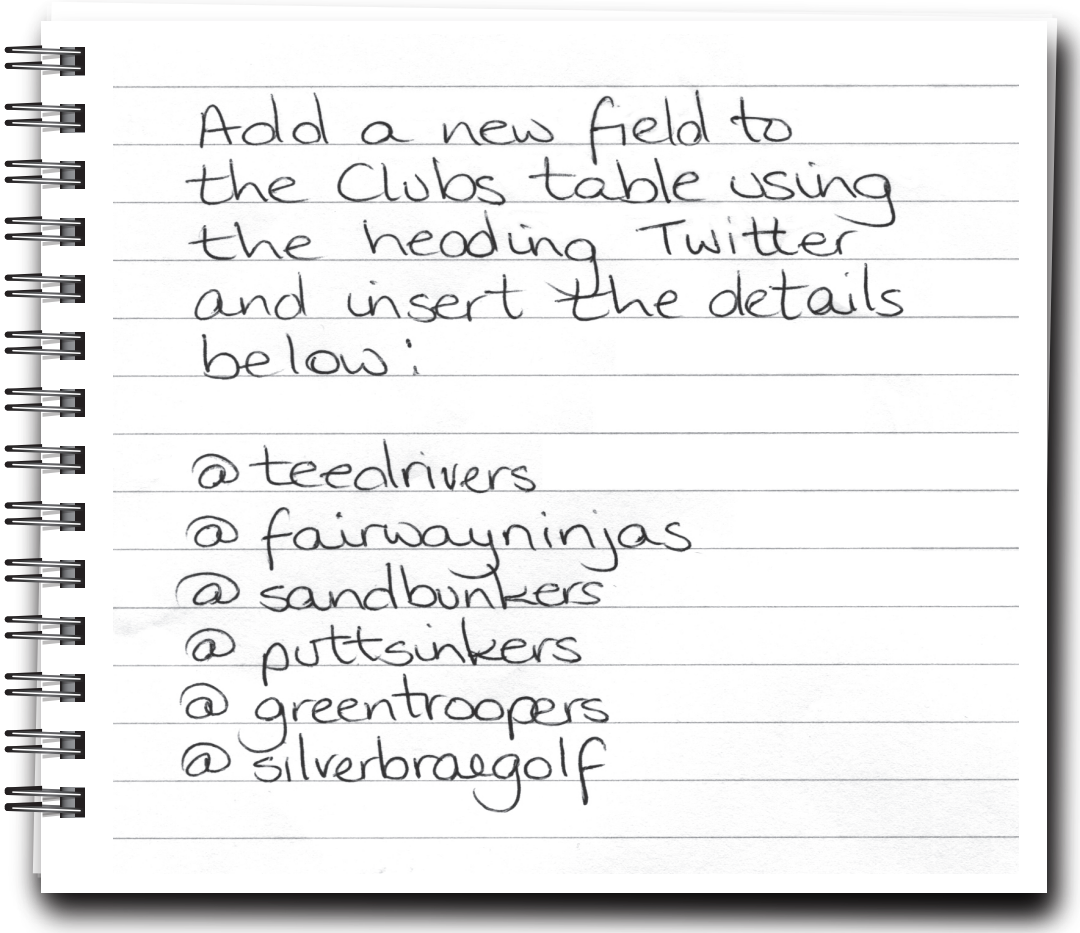



MARKS

**2.** (a) The database file **Tournament Details** contains information about the clubs and players taking part in the Tay Golf Course charity golf tournament. **3**

Update the **Clubs** table using the information below and print showing only the Club Name, E-mail and Twitter fields.




**[Turn over**

MARKS

**2. (continued)**

(b) Using the information below, create and print a database report. **5**

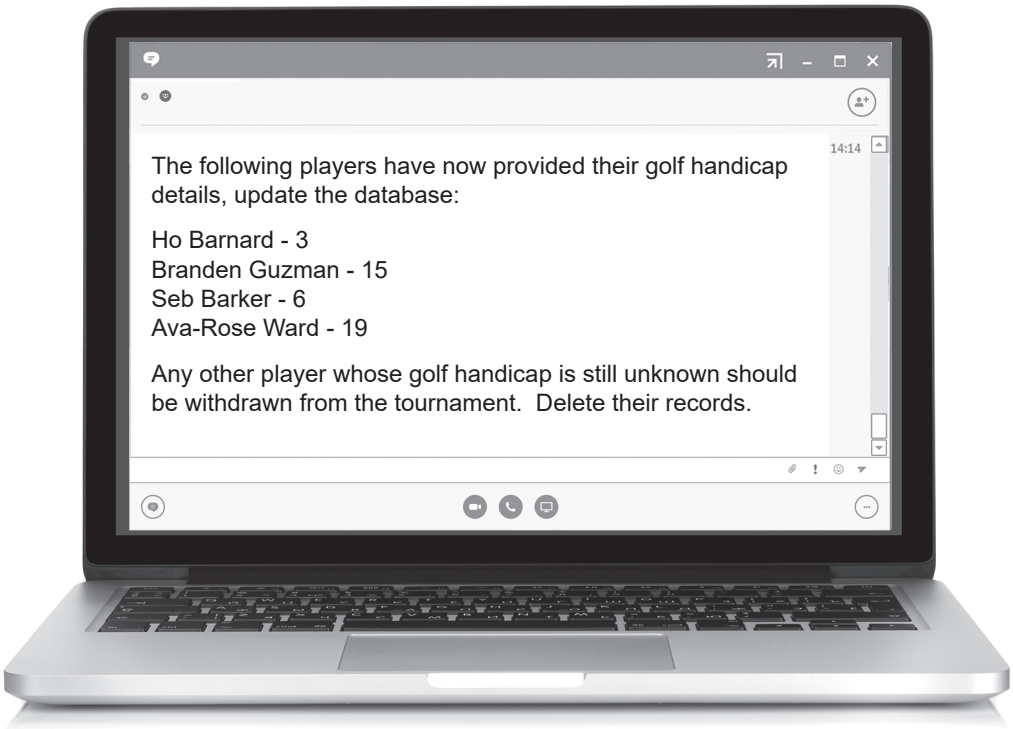
Text messages need to be sent to those who still have to provide their golf handicap. Search the database to find those players whose golf handicap is unknown. Sort in alphabetical order of club name, showing only player's name and their mobile number.

Insert a suitable heading and our logo at the top right hand side.

MARKS

**2. (continued)**

(c) Using the information below, sort by the earliest start time and in alphabetical order of surname. Print the updated **Players** table showing only the player's name and golf handicap fields. **5**




**[Turn over**

| | | MARKS |
|---|---|---|
| **3.** | Open the file **Generation Golf** and use the information below to complete the document. Print one copy. | **9** |

**GENERATION GOLF**

| | |
|---|---|
| **1.** | Outline 3 principles of the General Data Protection Regulation (GDPR) within the Data Protection Act. |
| **2.** | |
| **3.** | |

| | |
|---|---|
| **1.** | Describe 3 features of e-mail. |
| **2.** | |
| **3.** | |

| | |
|---|---|
| **1.** | Explain 3 consequences of poor electronic file management. |
| **2.** | |
| **3.** | |

**[END OF QUESTION PAPER]**

*Acknowledgement of copyright*
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Question 2(c) — Evgeny Karandear/Shutterstock.com