



Higher
coursework
assessment task



Higher Administration and IT Assignment

Coursework Finalised Marking instructions

General marking principles

Always apply these general principles. Use them in conjunction with the detailed/specific marking instructions, which identify the key features required in candidates' responses.

- a Always use positive marking. This means candidates accumulate marks for the demonstration of relevant skills, knowledge and understanding; marks are not deducted for errors or omissions.
- b If a candidate response does not seem to be covered by either the principles or detailed/specific marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- c Candidates gain marks for specific skills, knowledge and understanding. Award marks for using different functions and features of a variety of IT applications in the following areas:

Spreadsheet – 20 marks (+/- 4 marks)

- using a range of simple, complex and advanced formulae to perform calculations and summarise information
- using a range of simple, complex and advanced functions to manipulate and analyse information

Database – 20 marks (+/- 4 marks)

- searching and sorting information using a range of criteria
- presenting information

Word processing – 20 marks (+/- 4 marks)

- layout and presentation of information
- integration of information from other IT applications

Communication – 10 marks (+/- 2 marks)

- presenting/disseminating information to different audiences

d Layouts

Marks will be awarded for a wide variety of layouts used in word processing and desktop publishing tasks. Candidates will not be penalised for applying a layout to a document that is different to one that has been supplied in the detailed Marking Instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

e Formulae

It is possible for candidates to use a variety of different formulae to resolve the problem and provide the information needed in the spreadsheet. Marks will be awarded where a formulae has been used that provides the correct answer, the formulae provided in the Marking Instructions is not the only correct answer.

f Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on any available alternative printout.

g Keying-in

Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 25 words. Flags may be included where appropriate to identify where marks are awarded.

h Marking codes

Marking codes may be provided in the marking instructions for markers to use to identify what they are awarding marks for, to help with the quality assurance of marking.

Specific marking instructions

TASK 1(a) - PRESENTATION		
Evidence	Marks	Comments
Keyboarding in notes area	1	Accurate and in notes section
Bullet points	1	Can be awarded if not in notes section
Apply a suitable design template	1	Do not award (DNA) if obscured by text/graphics
Create title slide: event and date	1	All correct - Thursday not needed
Logos inserted	1	
Insert sample itinerary	1	
Landmarks in: Barcelona Lisbon Venice	2	Must have all 3 landmarks correct to gain both marks. Max 1 mark DNA for keyboarding errors.
Print	1	2 slides per page and notes view for 'Special Offers and Group Bookings' slide
	9	

Notes view

Special Offers and Group Bookings

LAUNCH BOOKING DISCOUNTS

Special "Launch" Discount (25% off) – a limited-time offer for booking during the first few months after the cruise ship is launched.

Bonus perks include a free wifi package, drinks package or a pre-cruise excursion.

GROUP BOOKING DISCOUNTS

5+ Cabins (15% off) – discount offered to groups that book 5 or more cabins on the same sailing.

Bonus perks include free cocktail parties or a private group dinner with the Captain.

- The discount is limited to one booking within 12 months of the launch event.
- Free cabin offer – book 10 cabins and get the 10th free. ✓ Notes

✓ Bullets

✓ Print

2 slides per page view



Ocean Majesty Launch Event

THURSDAY, 30 APRIL 2026

✓ Details



1 ✓ Logos

Sample Itinerary

DAY	PORT OF CALL	ARRIVAL TIME	DEPARTURE TIME	ACTIVITIES/EXCURSIONS
Day 1	Greenock		1700 hours	- Embarkation and welcome aboard - Cocktail reception and dinner - Onboard entertainment - Relaxation and onboard activities
Day 2	At Sea			- Themed dinner - Broadway style show
Day 3	Civitavecchia (Rome), Italy	0800 hours	1800 hours	Visit the Vatican City Sistine Chapel and St Peter's Basilica
Day 4	Livorno (Florence/Pisa), Italy	0700 hours	1700 hours	- Option 1: Visit Florence - Option 2: Explore Pisa - Free time in Livorno
Day 5	Monte Carlo, Monaco	0900 hours	1800 hours	- Explore Monte Carlo - Shopping or museum visits
Day 6	Greenock	0700 hours		

3 ✓ Insert itinerary

Sample Excursions

BOOKABLE EXCURSIONS	OTHER POSSIBLE LANDMARKS
Barcelona – Sagrada Família	Barcelona – Casa Milà
Lisbon – Belem Tower	Lisbon – Sao Jorge Castle
Venice – Ponte di Rialto	Venice – Doge's Palace

✓ ✓ Research

5

Ship Features

State-of-the-art Facilities (modern, eco-friendly design)

Smart Technology (AI, smart cabins, mobile app for bookings and services)

Unique Architecture

Luxury Cabins (suites, ocean view rooms, interior cabins, balconies)

Signature Rooms (penthouses, luxury suites, family suites)

Luxury Spa and Wellness Centre (treatments, gyms, meditation areas)

Onboard Entertainment (theatres and shows, water parks and pools, casino and nightlife, exclusive guest performances)

Dining Options (fine dining restaurants, buffet and casual dining, speciality dining, bars and lounges)

2

Special Offers and Group Bookings

LAUNCH BOOKING DISCOUNTS	GROUP BOOKING DISCOUNTS
Special "Launch" Discount (25% off) – a limited-time offer for booking during the first few months after the cruise ship is launched. Bonus perks include a free wifi package, drinks package or a pre-cruise excursion.	5+ Cabins (15% off) – discount offered to groups that book 5 or more cabins on the same sailing. Bonus perks include free cocktail parties or a private group dinner with the Captain.

4

Booking Contact Details

Hayley Chau
Reservations Manager
Majestic International Cruises
25 Camphill Terrace
Glasgow
G4 9AP

Tel: 01418329680
Email: hchau@majesticinternational.co.uk

✓ Design Temp

6

TASK 1(b) - E-MAIL		
Evidence	Marks	Comments
Evidence of sending	1	Date and/or time stamp
Attachment - Launch Event PowerPoint	1	Accept shared document
Content: subject heading, message and close	1	DNA if spelling errors or if message is not meaningful
	3	

LAUNCH PRESENTATION









To: Wed 22/04/2026 12:27 ✓


LAUNCH EVENT PRESENTATI...


502 KB ✓

Hi

Please find attached the completed presentation for the Ocean Majesty Launch Event.

Regards

A Student ✓
Senior Admin Assistant

TASK 2 - DATABASE REPORT		
Evidence	Marks	Comments
Cabin type - suite	1	
Area - not southern Europe	1	
Title and Logo	1	DNA if inconsistent capitalisation or spelling errors Must include 'early booking' somewhere in the title
Sort by Cruise Name	1	
New field headings: Discounted Cost per Person/Monthly Payment	1	Consistent capitalisation and correct spelling
Discounted cost calculation	2	All or nothing
Monthly payment calculation	2	All or nothing
Formatting	1	Currency with 2 decimal places
Presentation/correct fields	1	DNA if any data is truncated
	11	

EARLY BOOKING DISCOUNTS

Title and Logo ✓



CRUISE NAME	DESTINATIONS	New fields ✓	DISCOUNTED COST PER PERSON	MONTHLY PAYMENT
Arctic Adventure	Alesund, Alta, Reykjavik, Helsinki		£1,799.10	£299.85
Baltic Capitals Cruise	Portsmouth, Riga, Tallinn, Helsinki	Calculation ✓ ✓	£1,799.10	Calculation ✓ ✓ £299.85
Baltic Gems	Portsmouth, Riga, Tallinn, Copenhagen		£1,709.10	£284.85
Caribbean Getaway	Fort Lauderdale, Nassau, Puerto Plata, Cozumel, George Town, Montego Bay		£2,790.00	£465.00
European Highlights	Rotterdam, Zeebrugge, Hamburg		£1,619.10	£269.85
Fjords of Norway	Göteborg, Stockholm, Copenhagen, Oslo, Bergen		£2,159.10	£359.85
Iberian Peninsula Cruise	Gibraltar, Cadiz, Lisbon		£1,709.10	£284.85
Northern Lights Journey	Andalsnes, Tromsø, Hammerfest		£2,159.10	✓ £359.85
Tropical Escape	Nassau, Puerto Plata, George Town, Montego Bay		£1,349.10	£ & 2dp £224.85
Viking Shores Expedition	Hammerfest, Narvik, Bodø		£1,799.10	£299.85

Sort ✓

Query - Cabin Suite ✓

Query - Not Southern Europe ✓

✓ Presentation/fields

TASK 3 - SPREADSHEET - ATTENDEE INFORMATION		
Evidence	Marks	Comments
No of guests attending per type	2	Countif - all or nothing
Total costs of guests attending per type	2	Sumif - all or nothing
	4	
Note: Accept named ranges as shown below		

ATTENDEE TYPE	TOTAL NUMBER ATTENDING	TOTAL COST OF EACH TYPE
General Public	12	£275.88
Photographer	4	£140.00
Press	11	£522.50
VIP	11	£825.00

ATTENDEE TYPE	TOTAL NUMBER ATTENDING	TOTAL COST OF EACH TYPE
General Public	=COUNTIF(GUESTS!\$C\$2:\$C\$39,A2)	=SUMIF(GUESTS!\$C\$2:\$C\$39,A2,GUESTS!\$D\$2:\$D\$39)
Photographer	=COUNTIF(GUESTS!\$C\$2:\$C\$39,A3)	=SUMIF(GUESTS!\$C\$2:\$C\$39,A3,GUESTS!\$D\$2:\$D\$39)
Press	=COUNTIF(GUESTS!\$C\$2:\$C\$39,A4)	=SUMIF(GUESTS!\$C\$2:\$C\$39,A4,GUESTS!\$D\$2:\$D\$39)
VIP	=COUNTIF(GUESTS!\$C\$2:\$C\$39,A5)	=SUMIF(GUESTS!\$C\$2:\$C\$39,A5,GUESTS!\$D\$2:\$D\$39)

✓ ✓

✓ ✓

ATTENDEE TYPE	TOTAL NUMBER ATTENDING	TOTAL COST OF EACH TYPE
General Public	=COUNTIF(ATTENDEE_TYPE,A2)	=SUMIF(ATTENDEE_TYPE,A2,ATTENDEE_COST)
Photographer	=COUNTIF(ATTENDEE_TYPE,A3)	=SUMIF(ATTENDEE_TYPE,A3,ATTENDEE_COST)
Press	=COUNTIF(ATTENDEE_TYPE,A4)	=SUMIF(ATTENDEE_TYPE,A4,ATTENDEE_COST)
VIP	=COUNTIF(ATTENDEE_TYPE,A5)	=SUMIF(ATTENDEE_TYPE,A5,ATTENDEE_COST)

TASK 4 - WORD PROCESSING - PROGRAMME - FRONT COVER

Evidence	Marks	Comments
<u>Details:</u> Blue Horizon Events Presents Grand Launch of Ocean Majesty Date: 30 April 2026 Greenock Port	1	DNA 1 mark if an item omitted or any spelling/caps errors Day is not required but if present must be correct
Page border on first page only	1	
Enhanced and with both logos	1	Font size, bold, word art etc



Blue Horizon Events Presents

Grand Launch of Ocean Majesty

Thursday, 30 April 2026

Greenock Port



1

✓ Page Border

✓ Details

✓ Logos

TASK 4 - WORD PROCESSING - PROGRAMME - EVENTS SCHEDULE		
Evidence	Marks	Comments
Events Schedule:		
• Inserted in correct position	1	Must have “Events Schedule”
• Shade 1 st row	1	
• Convert text to table	1	
	3	

Ocean Majesty

EVENTS SCHEDULE

✓ Insert information

Launch of the Ocean Majesty
CEO's Welcome Message Special address by the CEO, highlighting the vision for Ocean Majesty and the opportunities for travel partners.
Ship Presentation Multimedia showcase of Ocean Majesty's design, amenities, and unique selling points for clients.
Virtual Guided Ship Tour Exclusive tour for travel agents to explore key features, staterooms, dining venues, and leisure spaces.
Networking Lunch Reception Gourmet buffet with live entertainment, offering opportunities for networking with executives, sales teams, and industry peers.
Sales & Marketing Workshop Interactive session focusing on how travel agents can position and sell Ocean Majesty to their clients. Includes promotional packages, incentives, and sales tools.
Panel Discussion: The Future of Cruise Travel Industry experts discuss emerging trends, sustainability in cruising, and opportunities for travel agents.
Closing Remarks & Prize Draw Final words of thanks, followed by a prize draw for exclusive giveaways, including complimentary cruise experiences.
Departure & Souvenir Collection Guests depart with event gift bags and exclusive Ocean Majesty sales kits.

✓ Shade 1st row

✓ Text to table

TASK 4 - WORD PROCESSING - PROGRAMME - WELCOME MESSAGE		
Evidence	Marks	Comments
Welcome Message: - Displayed side by side and in the correct place - Keyboarding - Insert photo	1 2 1	1 mark per flagged section correct
	4	

Your Voyage, Your Majesty

WELCOME MESSAGE

It is with immense pride and profound delight that I welcome you to the grand debut of our latest masterpiece in luxury cruising – Ocean Majesty. Today marks far more than the introduction of a ship; it signifies the dawn of a new era in the refinement of travel and discovery.



Natalia Brook
CEO
Majestic International Cruises

- ✓ Info side by side
- ✓ Insert photo

SHIP PROFILE

The **Ocean Majesty** represents the pinnacle of modern luxury cruising, blending timeless elegance with state-of-the-art innovation. Designed to redefine the guest experience at sea, the ship offers a seamless combination of sophistication, comfort, and adventure. With sleek lines, spacious decks, and panoramic views, Ocean Majesty is as much a destination as the ports it visits.

Guests will find themselves immersed in a world of indulgence from the moment they step aboard. The ship boasts a wide range of exquisite dining venues, from fine international cuisine to casual alfresco options, as well as lounges and bars designed for every mood. Luxurious staterooms and suites provide a serene sanctuary at sea, complete with modern amenities and private balconies for breathtaking ocean views.

Ocean Majesty also features a wealth of entertainment and leisure options. Guests can enjoy live performances in the grand theatre, unwind in the full-service spa and wellness centre, or spend leisurely afternoons by the infinity pool overlooking the horizon. For those seeking enrichment, curated shore excursions, cultural programmes, and onboard workshops ensure every voyage is as rewarding as it is relaxing.

With sustainability at its core, Ocean Majesty incorporates cutting-edge green technologies to minimise its environmental footprint while delivering the highest standards of safety and comfort. Every journey aboard this remarkable vessel is designed to inspire wonder, connect cultures, and create memories that will last a lifetime.

THE FUTURE OF CRUISE TRAVEL

Cruise travel is entering a new era defined by innovation, sustainability, and personalisation. As **holidaymakers** seek more meaningful and immersive experiences, the cruise industry is responding with ships designed not only for comfort and entertainment but also for exploration and connection. Tomorrow's voyages will be less about transportation and more about creating unforgettable journeys tailored to individual passions and lifestyles.

One of the most significant trends shaping the future is the drive toward sustainability. New generations of cruise ships are being built with advanced green technologies - such as cleaner fuels, energy-efficient systems, and waste-reduction programmes - that minimise environmental impact while preserving the pristine destinations they visit. Guests can look forward to sailing with a clear conscience, knowing their adventures are aligned with global efforts to protect the planet. Technology is also playing a central role in the cruise experience of the future. From smart staterooms and app-based service requests to virtual shore excursions and AI-driven itinerary planning, ships are becoming more connected and seamless than ever before. These innovations ensure that holidaymakers enjoy greater convenience, personalisation, and flexibility throughout their journey.

Finally, the destinations themselves are evolving. Tomorrow's cruises will go beyond traditional itineraries, offering deeper cultural encounters, exclusive boutique ports, and curated excursions that provide authentic local experiences. For travel agents, this means new opportunities to offer clients unique adventures that combine luxury with discovery. The future of cruise travel is bright, promising voyages that are more responsible, more innovative, and more inspiring than ever.

DESTINATIONS

On the next page you will find the itinerary of the Spring/Summer European Cruise Itinerary for the Ocean Majesty.

However, when the chill of winter settles over Europe, Ocean Majesty will move to sunnier shores. Winter sailings transport guests from grey skies to golden beaches, where warm breezes and sparkling seas create the ideal backdrop for relaxation and adventure. For those seeking to trade scarves for swimsuits, winter cruises deliver the promise of sunshine all year round.

Popular routes will take holidaymakers to the Caribbean, where palm-fringed islands like Barbados, St Lucia, and Antigua offer pristine beaches, vibrant culture, and crystal-clear waters perfect for snorkelling or sailing. Similarly, the Canary Islands provide a convenient option for European holidaymakers, with volcanic landscapes, charming villages, and pleasant year-round temperatures.

Winter cruises to warmer regions not only promise comfort but also provide a welcome contrast to the European cold. With carefully curated itineraries, world-class service, and unforgettable experiences, they offer the perfect opportunity to rejuvenate body and spirit while exploring some of the world's most captivating destinations.

TASK 4 - WORD PROCESSING - PROGRAMME - ITINERARY		
Evidence	Marks	Comments
Find and replace	1	5 occasions
Header	1	Ocean Majesty on even pages Your Voyage, Your Majesty on odd pages Not on first page
Footnote	1	Check placement and accuracy
Justify	1	Not the front cover or events schedule
Draft watermark	1	All pages
Last page landscape	1	
Page numbers in footer	1	Accept if on front cover, any position
Presentation	1	Consistent spacing, appropriate page breaks
	8	
	18	

Your Voyage, Your Majesty ✓

7-Day European Cruise Itinerary – Ocean Majesty

Day 1 – Barcelona, Spain (Embarkation)

Begin your journey in the vibrant city of Barcelona.

✓ Watermark

Day 2 – Marseille, France

France's oldest city welcomes visitors with a mix of historic charm and modern elegance. From the picturesque Old Port to the stunning Notre-Dame de la Garde basilica, Marseille offers breathtaking views and a rich cultural experience. Guests may also choose excursions to the Provence countryside for wine tasting and lavender-filled landscapes.

Day 3 – Florence/Pisa (via Livorno), Italy

Arriving in Livorno, guests have the chance to explore two of Italy's most iconic cities. In Florence, the cradle of the Renaissance, holidaymakers can visit the Uffizi Gallery and marvel at Michelangelo's David. Alternatively, a visit to Pisa offers the world-famous Leaning Tower and charming piazzas steeped in history.

✓ Find & Replace

Day 4 – At sea

Day 5 – Naples, Italy

Naples offers a gateway to some of southern Italy's greatest treasures. Guests can explore the city's lively streets, discover the ruins of Pompeii, or take a scenic trip along the Amalfi Coast. For a taste of island life, Capri awaits with its famous Blue Grotto and upscale charm.

Day 6 – Valletta, Malta

The fortified capital of Malta is a UNESCO World Heritage Site filled with history and beauty. From the Baroque architecture of St John's Co-Cathedral to the panoramic views of the Grand Harbour, Valletta blends culture, history, and Mediterranean sunshine. Guests can also explore charming fishing villages or relax on golden beaches.

Day 7 – Return to Barcelona, Spain (Disembarkation)

The voyage concludes back in Barcelona, offering guests another chance to enjoy the city's cultural highlights or extend their stay in this cosmopolitan destination. Disembarkation is followed by fond farewells, with memories of a spectacular week at sea.

✓ Justify

¹ This route is available from May-September. ✓

5 ✓

✓ Landscape

✓ Presentation

TASK 5 - SPREADSHEET - WAGES		
Evidence	Marks	Comments
Create a pivot table with meaningful headings	1	Accurate and consistent
Total Wages	1	
% of Overall Total	1	
Formatting	1	
Sort highest percentage first	1	
	5	

DEPARTMENT	TOTAL WAGES	% OF OVERALL TOTAL	✓
Guest Amenities	£2,574.00	41.31%	
Catering	£1,885.33	30.26%	
Venue Setup	£868.75	13.94%	
Security/Support	£552.96	8.87%	
Audio/Visual	£350.00	5.62%	✓ Sort
Grand Total	£6,231.04	100.00%	

✓

✓

✓ Formatting £%

TASK 6 - SPREADSHEET - EVENT COSTS

Evidence	Marks	Comments
Catering price per item	2	Vlookup all or nothing
Total cost for catering	1	
Individual gift bags cost	2	Hlookup all or nothing
Total cost of gift bags	1	
% Discount	2	Nested If - all or nothing
Convert to discount amount	1	
Sub total	1	
VAT	1	
	11	
Note: Accept named ranges		

CATERING COSTS					GIFT BAGS		
PRODUCT	PRICE PER ITEM	NUMBER REQUIRED	TOTAL COST		TYPE	NUMBER REQUIRED	TOTAL COST
Mini Quiche Variety Pack	£2.75	25	£68.75		VIP	11	£385.00
Italian Meatballs with Marinara	£3.50	50	£175.00		Press	11	£275.00
Spinach & Feta Phyllo Triangles	£2.25	15	£33.75		General Public	12	£120.00
Mini Chicken & Waffles	£4.25	45	£191.25		Photographer	4	£68.00
Shrimp Cocktail Shooters	£4.50	30	£135.00		Total Gift Bag Costs		£848.00
Grilled Vegetable Skewers	£2.50	35	£87.50				
Baked Mac & Cheese Bites	£2.50	25	£62.50			SUMMARY	
Chocolate Brownie Bites	£2.25	40	£90.00			Total Wages	£6,231.04
Mini Eclairs	£2.75	25	£68.75			Total Catering Costs	£1,061.50
Assorted Cookies Platter (24)	£24.00	1	£24.00			Total Gift Bag Costs	£848.00
Sparkling Water (250 ml bottle)	£1.25	40	£50.00			Order Amount	£8,140.54
Coffee/Tea Station (per cup)	£1.50	50	£75.00			Discount Amount	£81.41
Total Catering Costs			£1,061.50			Sub Total	£8,059.13
						VAT	£1,611.83
						Final Cost	£9,670.96

CATERING COSTS			
PRODUCT	PRICE PER ITEM	NUMBER REQUIRED	TOTAL COST
Mini Quiche Variety Pack	=VLOOKUP(A3,ITEMS!\$B\$2:\$C\$31,2,FALSE)	25	=B3*C3
Italian Meatballs with Marinara	=VLOOKUP(A4,ITEMS!\$B\$2:\$C\$31,2,FALSE)	50	=B4*C4
Spinach & Feta Phyllo Triangles	=VLOOKUP(A5,ITEMS!\$B\$2:\$C\$31,2,FALSE)	15	=B5*C5
Mini Chicken & Waffles	=VLOOKUP(A6,ITEMS!\$B\$2:\$C\$31,2,FALSE)	45	=B6*C6
Shrimp Cocktail Shooters	=VLOOKUP(A7,ITEMS!\$B\$2:\$C\$31,2,FALSE)	30	=B7*C7
Grilled Vegetable Skewers	=VLOOKUP(A8,ITEMS!\$B\$2:\$C\$31,2,FALSE)	35	=B8*C8
Baked Mac & Cheese Bites	=VLOOKUP(A9,ITEMS!\$B\$2:\$C\$31,2,FALSE)	25	=B9*C9
Chocolate Brownie Bites	=VLOOKUP(A10,ITEMS!\$B\$2:\$C\$31,2,FALSE)	40	=B10*C10
Mini Eclairs	=VLOOKUP(A11,ITEMS!\$B\$2:\$C\$31,2,FALSE)	25	=B11*C11
Assorted Cookies Platter (24)	=VLOOKUP(A12,ITEMS!\$B\$2:\$C\$31,2,FALSE)	1	=B12*C12
Sparkling Water (250 ml bottle)	=VLOOKUP(A13,ITEMS!\$B\$2:\$C\$31,2,FALSE)	40	=B13*C13
Coffee/Tea Station (per cup)	=VLOOKUP(A14,ITEMS!\$B\$2:\$C\$31,2,FALSE)	50	=B14*C14 ✓
Total Catering Costs ✓✓			=SUM(D3:D14)

Alternative formula: =XLOOKUP(A3,ITEMS!\$B\$2:\$B\$31,ITEMS!\$C\$2:\$C\$31,,FALSE)

GIFT BAGS		
TYPE	NUMBER REQUIRED	TOTAL COST
VIP	11	=HLOOKUP(F3,'GIFT BAGS'!\$B\$1:\$E\$2,2,FALSE)*G3
Press	11	=HLOOKUP(F4,'GIFT BAGS'!\$B\$1:\$E\$2,2,FALSE)*G4
General Public	12	=HLOOKUP(F5,'GIFT BAGS'!\$B\$1:\$E\$2,2,FALSE)*G5
Photographer	4	=HLOOKUP(F6,'GIFT BAGS'!\$B\$1:\$E\$2,2,FALSE)*G6 ✓
Total Gift Bag Costs		=SUM(H3:H6) ✓✓

Alternative formula: =XLOOKUP(F3,'GIFT BAGS'!\$B\$1:\$E\$1,'GIFT BAGS'!\$B\$2:\$E\$2,,FALSE)

SUMMARY	
Total Wages	6231.04
Total Catering Costs	=D15
Total Gift Bag Costs	=H7
Order Amount	=SUM(H10:H12)
Discount Amount	=IF(H13>15000,5%,IF(H13<10000,1%,3%))*H13 ✓
Sub Total	=H13-H14 ✓✓
VAT	=H15*20% ✓
Final Cost	=H15+H16

Alternative formula for Discount %:

=IF(H13>15000,5%,IF(H13>=10000,3%,1%))
=IFS(H13>15000,5%,H13>=10000,3%,H13<10000,1%)
=IFS(H13<10000,1%,H13<=15000,3%,H13>15000,5%)

Do not accept:

=IF(H13>=10000,3%,IF(H13>15000,5%,1%))
=IFS(H13>=10000,3%,H13>15000,5%,H13<10000,1%)

TASK 7 - DATABASE - HIGHEST AND LOWEST CABIN COSTS PER CRUISE		
Evidence	Marks	Comments
New field headings	1	Consistent, meaningful and accurate
Group by Cruise Name	1	
Highest Cost per Person	1	Maximum function
Lowest Cost per Person	1	Minimum function
	4	

CRUISE NAME	HIGHEST COST PER PERSON	LOWEST COST PER PERSON
Adriatic Discovery	£1,499.00	£1,099.00
Adriatic Highlights	£1,399.00	£699.00
Adriatic Sea Wonders	£1,400.00	£799.00
Arctic Adventure	£1,999.00	£1,299.00
Baltic Capitals Cruise	£1,999.00	£1,299.00
Baltic Gems	£1,899.00	£999.00
Caribbean Getaway	£3,100.00	£1,999.00
European Highlights	£1,799.00	£899.00
Fjords of Norway	£2,399.00	£1,699.00
Greek Isles Adventure	£1,899.00	£1,099.00
Iberian Peninsula Cruise	£1,899.00	£1,299.00
Ionian Odyssey	£2,499.00	£1,499.00
Italian Coast Explorer	£1,299.00	£699.00
Mediterranean Explorer	£1,499.00	£699.00
Mediterranean Medley	£1,099.00	£399.00
Mediterranean Odyssey	£1,400.00	£799.00
Mediterranean Voyage	£1,399.00	£599.00
Northern Lights Journey	£2,399.00	£1,499.00
Tropical Escape	£1,499.00	£699.00
Viking Shores Expedition	£1,999.00	£1,199.00

✓

✓

✓

TASK 8 - DATABASE - MR O'DOWD CRUISE ENQUIRY

Evidence	Marks	Comments
Departure dates - May or June	1	
Duration - 8 nights or less	1	
Balcony cabin type	1	
Canal excursion	1	
Print selected fields	1	Accept in any order
	5	

CRUISE NAME	DEPARTURE DATE	DURATION (NIGHTS)	COST PER PERSON	EXCURSION NAME	EXCURSION COST
Arctic Adventure	01/06/2026	7	£1,699.00	Helsinki Canal Tour	£84.00
Italian Coast Explorer	14/05/2026	5	£1,099.00	Venice City and Canal Tour	£75.00

✓ Cabin
Type

✓

✓

✓

✓

[END OF MARKING INSTRUCTIONS]