

# Higher Administration and IT Assignment 2016 Instructions to Teachers/Lecturers

Prior to candidates starting the Assignment, teachers and lecturers should ensure that the following e-files have been downloaded and are available for candidates to use. These files should be placed in a folder named **Heart 2 Heart Wedding Solutions**. The files must be kept secure and must not be accessed by candidates prior to the Assignment being undertaken.

**Annual Performance Review** - this is a word processing file

**Customer Satisfaction Survey** - this is a word processing file

**Jones Quote** - this is a spreadsheet file

**Logo** - this is a jpeg file

**Sales Summary** - this is a spreadsheet file

**Wedding Show Presentation** - this is a powerpoint file

**Wedding** - this is a database file containing 4 tables (these are also provided as files exported to Excel format to be used if required - Prices, Regions, Services and Venue Details)

If Excel files are used the primary keys and relationships should be set up as follows:

