



National  
Qualifications  
2019

**X801/75/11**

**Administration and IT**

THURSDAY, 25 APRIL

---

**Total marks — 50**

Attempt ALL questions.

Questions marked with an asterisk differ in some respects from those in the printed paper.

Marks are shown in square brackets at the end of each question or part question.

An OW in the margin indicates a new question.

## Information and instructions for candidates

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

- **Ceilidh Clan Logo** — a jpeg file
- **Ceilidh Costs** — a spreadsheet file containing 2 worksheets (Price List and Hawick Cost Statement)
- **St Andrew's Ceilidhs 2019** — a database file containing 2 tables (Tickets and Venues)
- **Staff Meeting** — a word-processing file

You must

- complete each question in order
- action and delete all comments 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.

In the table below, Question is followed by: Ceilidh Clan printouts; Marks available.

<b>Question</b>	<b>Ceilidh Clan printouts</b>	<b>Marks available</b>
1(a)	Database table	<b>3</b>
1(b)	Database query	<b>4</b>
1(c)	Database form	<b>5</b>
1(d)	Database report	<b>7</b>
2(a)	Spreadsheet — Price List  (i) value view formulae view	<b>3</b>
	Spreadsheet — Hawick Cost Statement  (ii) value view formulae view	<b>16</b>
2(b)	Spreadsheet chart	<b>3</b>
3	Word-processing document — Staff Meeting	<b>9</b>

### Attempt ALL questions

You are the Admin Assistant at **Ceilidh Clan** — a ceilidh dance club in the Borders. The committee is organising ceilidhs in Hawick, Jedburgh, Kelso and Selkirk which are being held in the weeks leading up to St Andrew's Day in November 2019. The Chairperson of the Organising Committee is Meghan Brechin.

Complete the following questions.

- \*1. (a) The database file **St Andrew's Ceilidhs 2019** contains details of people who have purchased tickets for each ceilidh and the venue information. Use the information below and print the updated **Venues** table showing all fields.  
**[3 marks]**

The text below represents an e-mail.

**From:** Meghan Brechin  
**To:** Admin Assistant  
**Subject:** Change of Venue  
**Sent:** 13:05

Hi

Change the format of the **Date of Ceilidh** field to Long Date and change the field heading **Max** to **Max Guests**.

Meridian Hotel has changed its name to **Thistle Hotel**. Amend this record.

We have managed to find a venue for another ceilidh.

Add a new record using the details below.

*Waterfront Hotel*

*Melrose*

*Max 100 Guests*

*Start: 8.00 pm*

*Finish: 11.00 pm*

*Date: 29/11/19*

Regards

Meghan

- (b) You have received the following e-message. Print this information as a table, sorted by surname, and showing only name and contact number **[4 marks]**

Stefanie Semple is unable to attend - delete her record.

Text messages need to be sent to those who have bought tickets for the Kelso ceilidh to inform them about the change of venue name.

- \*(c) The following telephone message has been received about buying tickets. Create a form using **all** fields and update the database with the details. Insert the heading **Tickets Sold** and our logo at the top right hand side. Print a copy of Leah's form **[5 marks]**

### Telephone Message

Venue ID : 3

From: Miss Leah Reid

07890152990

leahreid@mymail.co.uk

10 tickets for Jedburgh

Received by Elaine

- (d) Using the information below, create and print a database report. [7 marks]

The text below represents a note.

I am concerned that ticket sales for the Braidwood Lodge and Saturno Halls ceilidhs are low.

Search the database for these venues. Sort in alphabetical order of town and descending order of no of tickets, showing only ticket holder name, no of tickets and town.

Insert a suitable heading.

Insert the following sentence in the report footer: 'Information correct as at (insert today's date).'

Meghan

\*2. (a) (i) Meghan has asked you to complete the Price List so she can calculate the cost of a ceilidh. Open the spreadsheet file **Ceilidh Costs** and complete the worksheet **Price List**.

Print one copy in value view, landscape with gridlines only.

Print one copy showing formulae, landscape with gridlines and row and column headings. **[3 marks]**

(ii) Meghan has asked you to record the cost of the Hawick ceilidh. Open the worksheet **Hawick Cost Statement** and complete it using the worksheet **Price List** and the information below.

Print one copy in value view, portrait with gridlines only.

Print one copy showing formulae, landscape with gridlines and row and column headings. **[16 marks]**

**Extract from minutes of meeting**

**Hawick Ceilidh**

- All 150 tickets have now been sold
- The balloons should spell CEILIDH
- Additional items required:
  - Selfie Mirror - **yes** x 1
  - Photographer - **no**
  - Prize of Luxury Hotel Stay - **yes** x 2
- The 4 band members will each work 5 hours. Two of these hours will be paid at the overtime rate
- The budget for the ceilidh is £2,500

(b) Create a bar chart showing the total cost of each item for the Hawick ceilidh. Print a copy on a separate sheet. **[3 marks]**

**\*3.**

Open the file **Staff Meeting** and use the information below to complete it.  
Print one copy of the document. **[9 marks]**

### **Ceilidh Clan**

Points to highlight at the next staff meeting.

1. Our employees should always follow good file management practices. Outline **3** benefits of good file management.

- 1.

- 2.

- 3.

2. We need to improve our presentations. Describe **3** features of presentation software.

- 1.

- 2.

- 3.

3. Explain **3** ways Ceilidh Clan can improve its corporate image.

- 1.

- 2.

- 3.

**[END OF QUESTION PAPER]**