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# Key skills information technology Level 3 - Holidays

Wednesday 4 - Friday 6 September, 2002

## Test Paper

### YOU NEED

- This test paper
- A cover sheet
- Access to a computer, software and printer
- Access to the data files to support the scenario 'Holidays': **Holidays** and **Rebate**

You may use a bilingual dictionary

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**Do NOT open this test paper until you are told to do so by the supervisor**

There are 3 tasks in this test

Task A (total 21 marks)

Task B (total 28 marks)

Task C (total 1 mark)

Total marks available: 50

**Try to complete ALL the tasks**

**YOU HAVE 1 HOUR 30 MINUTES TO FINISH THE TEST**

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### INSTRUCTIONS

- Make sure your personal details are entered correctly on the cover sheet
- Make sure you print out all your work
- Task C **must** be completed; if necessary, it may be carried out after the end of the test

**At the end of the test, check that your name appears on EVERY printed page  
Attach your printouts and this test paper to the cover sheet and hand them  
to the supervisor**

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**REMEMBER: YOU HAVE 1 HOUR 30 MINUTES  
TO FINISH THE TEST**

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**Try to complete ALL the tasks**  
**ENTER YOUR NAME ON EVERY PAGE, PREFERABLY AS A FOOTER**  
**Pages without a name will not be marked**

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**Xtreme Adventure Holidays plc** is a company that offers a wide range of holidays in a number of locations throughout the world. You will use spreadsheet and database software to:

- import a data file into a database table
- interrogate the database and produce a report
- import a data file into a spreadsheet and perform calculations on the data

### Task A

A database is required to generate reports on holidays.

Holiday No	Location	Activity	Departure Airport	No of Nights	Start Date	Departure Day	Cost per Person
T101	Tenerife	Sailing	Manchester	7	21/6/02	TH	£300
K101	Katmandu	River Rafting	Heathrow	21	18/11/02	MO	£1200
T102	Tenerife	Volcano Exploration	Manchester	14	1/6/02	TU	£530
C101	Corfu	JSB	Gatwick	14	11/10/02	SA	£282

1 A database of holidays is required.

- a Open a database application and create a new database. The file name for this database must be the characters **D1-** followed by your initials, for example **D1-FJB**. If your database software requires you to save the file, you should save it after each of the following instructions using the next number in sequence each time, for example **D2-FJB** then **D3-FJB** and so on.
- b Import the data file **Holidays** into a table and name the table **Xtreme**. The data includes a header row, is comma delimited and text is enclosed in quotes (").
- c Set the primary key as **Holiday No**.
- d Format the **Cost per Person** field as currency (£) to zero decimal places and the **No of Nights** field as number to zero decimal places.
- e Set up validation on the **No of Nights** field to accept only values between **7** and **28** inclusive.
- f Use 'Screen Dump', 'Print Screen' or 'Documenter' techniques to show the validation rule and the design of the database table, including the field names and data types. Place your name, today's date and the title **Printout-1** in a footer and print the table design.

**10 marks**

- 2 A report is required listing all holidays costing between £100 and £250 inclusive.
- a Using the **Xtreme** table, create a query named **Low Cost Holidays** to find all holidays where the **Cost per Person** is between £100 and £250 inclusive. Include all fields in the query.
  - b Use the query to produce a report in portrait form with the heading **Holidays - Between £100 and £250 only**.
  - c Include only the fields **Location, Cost per Person, Holiday No, Activity, Start Date** and **Departure Airport** in the report, presented in columns in this order.
  - d Group the report by **Location** with the records in ascending order of **Cost per Person** within each group. Make sure all information is fully displayed.
  - e Place your name, today's date, page number, number of pages and the title **Printout-2** in a footer and print the report.

11 marks

## Task B

A spreadsheet is required to calculate holiday price reductions.

	A	B	C	D	E	F	G
1	Xtreme adventure holidays plc						
2	Holiday No	Location	No of Nights	Cost per Person	Discount	Reduction	New Cost
3	A103	Australia	21	£800			
4	G101	Greenland	21	£720			
5	G104	Greenland	14	£758			

- 3 A spreadsheet showing holiday prices is required.
- Open a spreadsheet application and create a new spreadsheet. Import the data file **Rebates** into the spreadsheet starting at cell **A1**. The data is comma delimited and text is enclosed in quotes (").
  - Merge cell range **A1:G1** and centre align the spreadsheet heading.
  - Both vertically and horizontally centre align all column headings in row **2**.
  - Wrap the text for cells **A2** and **C2** and adjust the column widths so that the headings in these two cells display on two lines as shown above.
  - In rows **3** to **12**, format the data in the **Cost per Person**, **Reduction** and **New Cost** columns as currency (£) to two decimal places, and the data in the **Discount** column as percentage to one decimal place. Make sure all information is fully displayed.
  - Place your name, today's date, page number, number of pages and the title **Printout-3** in the footer and print the spreadsheet in portrait form.
  - Save the spreadsheet using the characters **S1** - followed by your initials as the filename, for example **S1-FJB**.

7 marks

4 A Lookup table is required.

- a Starting at Cell **D16**, create a Lookup table by copying the data shown in the table below.

	D	E
16	Lookup Table	
17	Cost per Person	Discount
18	0	0.015
19	301	0.025
20	601	0.035
21	901	0.05

3 marks

5 Details of holiday discounts are required.

- a Enter a formula in cell **E3** to lookup the **Discount** for the given **Cost per Person** for the first holiday. Replicate this formula in cell range **E4:E12**.
- b A holiday **Reduction** is only given on holidays of longer than 15 nights. Enter a formula in cell **F3** that calculates the **Reduction** for the first holiday. Replicate this formula in cell range **F4:F12**.
- c Enter a formula in cell **G3** that calculates the **New Cost** of the first holiday by subtracting the **Reduction** from the **Cost per Person**. Replicate this formula in cell range **G4:G12**. Make sure all information is fully displayed.
- d Change the title in the footer to **Printout-4** and print the spreadsheet in portrait form.
- e Save the spreadsheet using the characters **S2-** followed by your initials as the file name, for example **S2-FJB**.
- f Change the title in the footer to **Printout-5** and print the spreadsheet in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all formulas are fully displayed.
- g Save the spreadsheet using the characters **S3-** followed by your initials as the filename, for example **S3-FJB**.

18 marks

### Task C

**The following task must be completed.** If you have not completed this item within the time allowed, it must be completed at the end of the test.

- 6 A printout of file names is required.
- a Provide a copy of all filenames created during the test. This may be in the form of a screen dump (print screen) of the filenames with your name, today's date and the title **Printout-6** as a footer.

**1 mark**

## END OF TEST

### Important note

Collect together all your printouts. They should include

- Printout-1** Database structure
- Printout-2** Report headed **Holidays - Between £100 and £250 only**
- Printout-3** Spreadsheet with imported data
- Printout-4** Spreadsheet showing lookup table and calculated data
- Printout-5** Spreadsheet showing formulas
- Printout-6** List of filenames created

Check that your name is printed on every page. If it is not, write it there and ask the supervisor to authenticate that the page contains your own work. Now attach all the pages in order, and this test paper, to the cover sheet and hand them to the supervisor.