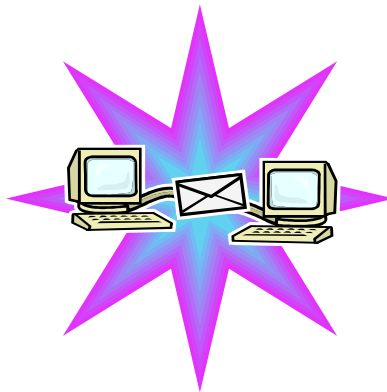


**Key Skills IT Level 3**

# **Clarendon Club**

**Classroom Activity**



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Try to complete ALL the tasks  
ENTER YOUR CANDIDATE NUMBER AND CENTRE NUMBER ON  
EVERY PAGE AS A FOOTER

Pages without a name will not be marked

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The **Clarendon Club** is a recently formed e-commerce support group for commercial companies. You will use database and spreadsheet software to:

- Create a membership database by importing data
- Interrogate the database and produce two reports
- Create a spreadsheet of subscription details by importing data
- Use the spreadsheet data to create a chart

#### Task A

A database of members is required to allow queries and to produce reports

- 1 A database of members is required
  - a. Open a database application and create a new database. The filename 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 the sequence each time, for example **D2-FJB** then **D3-FJB** and so on.
  - b. Import the data file **Membership** into a table and name the table **Members**. The data file is a comma-delimited text file containing a header row and text is enclosed in quotes ("")
  - c. During or after import, add a primary key field called **ID**, which numbers the records in your database 1-24
  - d. Set the data type of the **Turnover** field as currency to zero decimal places
  - e. Set the data type of the **Employees** field to number

(6 marks)

- 2 Validation of the data is required
- Introduce a validation rule for the **Turnover** field that accepts only values between £50,000 and £5,000,000 inclusive
  - Use screen dump, print screen or documenter techniques to show the design of the table, including the validation of the **Turnover** field. Place your centre number, candidate number, today's date and the title **Printout-1** in the footer and print the table design.

(5 Marks)

- 3 A report is required showing membership details.
- Using the **Members** table, produce a report in portrait form with the heading **Membership Details**.
  - Include only the fields **Address**, **Company**, **Firstname**, **Lastname**, and **Postcode** in the report, presented in this order.
  - Group the report by **Address** with the records in ascending order of **Company**
  - Make sure all the information is fully displayed
  - Place your centre number, candidate number, today's date and the title **Printout-2** in the footer and print the report

(7 marks)

- 4 A report is required to show members who have less than 15 **employees** and a **Turnover** of more than £650,000
- Using the **Members** table, create a query named **Turnover** to find all members who have less than 15 **employees** and a **Turnover** of more than £650,000. Include all fields in the query.
  - Use the query to produce a report in portrait form with the heading **High Turnover**
  - Include only the fields **Turnover**, **Firstname**, **Lastname**, **Company**, and **Employees** in the report in this order. Make sure all information is fully displayed
  - Sort the records in ascending order of **Turnover**
  - Place your centre number, candidate number, today's date and the title **Printout-3** in the footer and print the report

(6 marks)

## Task B

A spreadsheet is to be used for financial calculations and to determine the subscription fees for each club member

	A	B	C	D	E	F	G
1	Clarendon Club						
2	Company	Location	Company Turnover	No. of Employees	Turnover per head	Subscription	
3	P C Smith Ltd	Bloxham	700000	21			
4	Adams Plc	Hinckley	2300000	130			
5	Plastisize	Northampton	890000	7			
6	Baintree Models	Loughborough	650000	14			
7	Zanadawn	Coventry	1450000	12			
8	Starshine Ltd	Kings Sutton	120000	3			
9							

- 5 A spreadsheet of member details is required
- Open a spreadsheet application and import the data file **Finance** into the spreadsheet starting at cell **A1**. The data is comma delimited and text is enclosed in quotes ("")
  - Merge cell range **A1:F1** and centre the spreadsheet heading
  - Adjust the column widths so that all data is fully displayed
  - Save the spreadsheet using the characters **S1**- followed by your initials as the filename, for example **S1-FJB**

(3 marks)

- 6 The subscription fee for each company is to be calculated based on their turnover per head
- For the first row of data enter a formula in the **Turnover per head** column that will divide the turnover by the number of employees
  - Replicate this formula to the other cells in the column
  - Format the cells in this column to show currency in pounds and pence
  - Embolden the title and column headings
  - Sort the information in the spreadsheet in ascending order of **Turnover per head**
  - Adjust the column widths so that all information is fully displayed
  - Place your centre number, candidate number, today's date and the title **Printout-4** in the footer and print this spreadsheet in landscape
  - Save this spreadsheet using the characters **S2**- followed by your initials as the file name, for example **S2-FJB**

(7 marks)

- 7 A subscription fee of £100 is charged to companies whose **Turnover per head** is more than £100,000 and £50 to companies whose **Turnover per head** is £100,000 or less.
- Enter a formula in cell **F3** to calculate the subscription fee for **Adams plc**
  - Replicate this formula to the other cells in the column
  - Format the cells in the **Subscription** and **Company Turnover** column to display currency with zero decimal places
  - Check the accuracy of the information and make sure it is fully displayed
  - Place your centre number, candidate number, today's date and the title **Printout-5** in the footer and print this spreadsheet
  - Save this spreadsheet using the characters **S3-** followed by your initials as the file name, for example **S3-FJB**

(8 marks)

- 8 A bar chart of Company Turnover is required
- Create a bar chart showing the **Company Turnover** for all companies. Give the chart the title **Clarendon Club** and label the axes with **Company** and **Turnover** as appropriate. Position the chart below the spreadsheet. No legend is required.
  - Check the accuracy of the information and make sure it is fully displayed
  - Amend the title in the footer to **Printout-6** and print the spreadsheet with the Bar Chart in Landscape
  - Save this spreadsheet using the characters **S4-** followed by your initials as the file name, for example **S4-FJB**
  - A printed copy of the formulas used in the spreadsheet is also required. Amend the title in the footer to **Printout-7** 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.
  - Save this spreadsheet using the characters **S5-** followed by your initials as the file name, for example **S5-FJB**

(7 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.

- 9 A printout of file names and directory structure is required
  - a. Provide a copy of all filenames created during this test. This should be of the form of a screen dump (print screen) of the filenames, with your centre number, candidate number, date and the title **Printout-8** as a footer.

(1 marks)