

## Key Skills IT Level 3

# W.H.U. Costumes

### Classroom Activity



This activity uses the QCA data files to support the scenario  
'Clothes': Clothes, Income and DayChrg

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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 candidate number will not be marked

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W.H.U. Costumes is a small business, which hires men and women's formal wear and fancy dress costumes. You will use database and spreadsheet software to:

- Create a stock database by importing data
- Interrogate the database and produce a report
- Import two data files into a spreadsheet and perform calculations on the data

### Task A

A database of items for hire is required to generate reports

Item ID	Description	Category	Size	Purchase Date	Hire Cost	Return Date	Customer ID
1001	Morning Suit	Formal	Large	01/02/1999	£25.00	11/02/1999	9803
1005	Superman Outfit	Fancy	Medium	12/07/1999	£20.00	22/07/1999	9702
1010	Ballroom Dress	Formal	Small	30/06/1998	£75.00	30/06/1998	8035
1015	Morning Suit	Formal	Large	01/02/2000	£20.00	01/02/2000	8035
1035	Superman Outfit	Fancy	Medium	12/07/1999	£30.00	22/07/1999	9703
1055	Superman Outfit	Fancy	Medium	12/07/1999	£30.00	22/07/1999	9702

- 1 A database table of items for hire 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 **Clothes** into a table and name the table **WHUC**. The data file is a comma-delimited text file containing a header row and text is enclosed in quotes ("")
  - c. Set the primary key field as **Item ID**,
  - d. Set the data type of the **Hire Cost** field as currency (£) to two decimal places

(5 marks)

2 Validation of the data is required

- a. Introduce a validation rule for the **Customer ID** field that accepts only values between 6500 and 9999 inclusive
- b. Use screen dump, print screen or documenter techniques to show the design of the table, including the field names, field data types and the validation of the **Customer ID** field. Place your centre number, candidate number, today's date and the title **Printout-1** in the footer and print the table design.

(4 Marks)

3 A report is required showing items hired in 2000 with a hire cost greater than £30

- a. Using the **Clothes** table, create a query named **2000** to select only those records where the **Purchase Date** is in 2000 and the **Hire Cost** was greater than £30. Include all fields in the query.
- b. Use the query to produce a report in portrait form with the heading **Items Hired in 2000**.
- c. Include only the fields **Category, Hire Cost, Purchase Date, Item ID** and **Description** in the report, presented in columns in this order.
- d. Group the report by **Category** with the records in descending order of **Hire Cost**
- e. Make sure all the information is fully displayed
- f. Place your centre number, candidate number, today's date and the title **Printout-2** in the footer and print the report

(12 marks)

## Task B

A spreadsheet is required to assist in the calculation of the half yearly income

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Percentage Increase	1.5																				
2	WHUC - MONTHLY INCOME REPORT																					
3	Number of Hires																					
4		Jul			Aug			Sep			Oct			Nov			Dec		Total	Income		
5		S	M	L	S	M	L	S	M	L	S	M	L	S	M	L	S	M	L			
6	Category																					
7	Child	10	14	2	15	27	5	13	16	4	5	7	2	16	16	5						
8	Fancy	40	34	10	55	30	14	12	14	5	9	13	3	15	22	6						
9	Formal	20	40	24	32	45	21	26	37	26	12	16	4	16	21	7						
10																						

- 4 A spreadsheet of half yearly income is required
  - a. Open a spreadsheet application and import the data file **Income1** into the spreadsheet starting at cell **A1**. The data is comma delimited and text is enclosed in quotes ("")
  - b. Merge cell range **B3:S3** and centre align the heading **Number of Hires**
  - c. Both vertically and horizontally centre align all data in row 1.
  - d. Wrap the text for all cells in row 1, and adjust column widths so that **Percentage Increase** is displayed on two lines, as shown above
  - e. Change the column width of Columns **B** to **S** to a width of 4
  - f. Merge cells **B4:D4** and centre align the heading **Jul** so that it is displayed above all three sizes, as shown above. Repeat for **Aug** to **Dec**
  - g. In cell **T4** enter the heading **Total**
  - h. In rows **7** to **9**, format the data in the **Jul**, **Aug**, **Sep**, **Oct**, **Nov**, **Dec** and **Total** columns as number to zero decimal places
  - i. In cell **U4** enter the heading **Income** and in cell **V4** enter the heading **Jan-Jun**.
  - j. Format cells **U7:V9** as currency to two decimal places
  - k. Place your Centre Number, Candidate Number, today's date and the title **Printout-3** in a footer and print the spreadsheet in landscape form showing sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed as required
  - l. Save the spreadsheet using the characters **S1-** followed by your initials as the filename, for example **S1-FJB**

(10 marks)

- 5 The half yearly income is to be calculated based on the daily hire charges. A Lookup table is required
- Starting at cell **A18** import the data file **DayChrg**. The data is comma delimited and text is enclosed in quotes("").
  - Make sure all information is fully displayed and column B is readjusted to the same column width as columns C to S
  - The following table shows the **Number of Hires** for **Dec**. Enter this data into your spreadsheet.

	S	M	L
Child	15	7	9
Fancy	16	25	6
Formal	22	14	20

- Enter a formula in cell **T7** to calculate the total number of **Children's** items hired from July to December. Replicate this formula in cells **T8:T9**.
- Enter a formula in cell **U7**, which uses the Lookup table, to calculate the income generated from the **children's** items. (**Daily Charge** multiplied by **Total**). Replicate this formula in cells **U8:U9**.
- The owner hopes to have a percentage increase in income of 1.5 (Cell **B1**) over the next six months. Enter a formula in cell **V7** to calculate how much income he hopes to generate from January to June of the following year. (Note the percentage increase may change). Replicate this formula in cells **V8:V9**
- Make sure all information is fully displayed
- Amend the title in the footer to **Printout-4** and print the spreadsheet in landscape form showing sheet row numbers, sheet column letters and gridlines
- Save this spreadsheet using the characters **S2-** followed by your initials as the file name, for example **S2-FJB**
- Amend the title in the footer to **Printout-5** and print **ONLY** the cell range **Q4 to V9** in portrait 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 **S3-** followed by your initials as the file name, for example **S2-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 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-6** as a footer.

(1 marks)