

			Ex: WHU Costumes		
		Candidate No:	Max Mark	Mark Awarded	Mod. Leave blank
		Centre No:			
1	a	P6 - Correct database filename (ie D1-initials, hyphen optional, case unimportant) - 1 mark	1		
	b	P1/2 - Data correctly imported into Database application only (field headings and data correct - allow for differences in presentation). - 1 mark	1		
	c	P1 - Primary key (Item ID) correct as shown in display of structure - 2 marks	2		
	d	P1/2 - Hire Cost field set as currency and two decimal places - 1 mark	1		
2	a	P1 - Complete validation rule ≥ 6500 and ≤ 9999 - 3 marks Or Between 6500 and 9999 - 3 marks <ul style="list-style-type: none"> • Complete validation rule but in the wrong field - 2 marks only • 1 or 2 equals missing in the correct field - 2 marks only 	3		
	b i	P1 - Readable screen dump of table structure - 1 mark	1		
3	a	P2 - Correct 19 records in query - 3 marks	3		
	b	P2 - Title at top of Report is Items Hired in 2000 (any case) - 1 mark P2 - Report in Portrait form - 1 mark	2		
	c	P2 - Correct fields only - 1 mark	1		
	c ii	P2 - Fields in order of Category, Hire Cost, Purchase Date, Item ID, and Description - 1 mark	1		
	d	P2 - Grouped by Category and in ascending order of Hire Cost - 3 marks <ul style="list-style-type: none"> ▪ <i>Sorted by Category and then by Hire Cost - 1 mark only</i> 	3		
	e	P2 - All information is fully displayed - 1 mark	1		
f	P2 - Electronically generated footer containing the correct details (Centre number, candidate number, today's date and Printout - 2) spelling and hyphen unimportant - 1 mark	1			

4	A	P3 – Data correctly imported and positioned at cell A1 - 1 mark	1		
	b	P5 – Cells B3:S3 have been merged - 1 mark	1		
	c	P3 – Data in row 1 is both vertically and horizontally aligned – 1 mark	1		
	d	P3 – Text is wrapped in row 1 and column width adjusted so that Percentage Increase is displayed on two lines – 1 mark	1		
	e	P3 – Column width of Columns B to S has been adjusted – 1 mark	1		
	f	P3 – Correct cells merged and month headings centred – 1 mark	1		
	g	P3 – The heading Total has been entered in Cell T4 – 1 mark	1		
	h	P4 – Data in Jul – Dec columns and Totals columns have been formatted as number to zero decimal places - 1 mark	1		
	i	P3 – Heading Income entered in cell U4 and heading Jan – Jun has been entered in cell V4 - 1 mark	1		
	j	P4 – Cells U7:V9 have been formatted as currency to 2 decimal places - 1 mark	1		
5	a	P4 – Data correctly imported and positioned at cell A18 – 1 mark	1		
	b	P4 – All information is fully displayed and Column B has been readjusted – 1 mark	1		
	c	P4 – Data for Dec has been correctly entered – 1 mark	1		
	c	P5 – Correct formula in cell T7 to calculate total number of Children’s items hired = sum(B7:S7) – 1 mark P5 – Formula replicated in cells T8:T9 – 1 mark	2		
	d	P5 – Correct formula in cell U7 which uses the Lookup table =VLOOKUP(A7,\$A\$19:\$B\$21,2)*T7 – 5 marks <i>Correct VLOOKUP, with use of only 1 absolute ref – 4 marks only</i> <i>Correct VLOOKUP, without use of any absolute ref – 3 marks only</i> P5 – Formula replicated in cells U8:U9 – 1 mark	6		
	e	P5 – Correct formula in cell V7 to calculate projected income =U7*\$B\$1 – 2 marks <i>Correct formula, without use of any absolute ref – 1 mark only</i> P5 – Formula replicated in cells V8:V9 – 1 mark	3		
9	f	P5 – Printout with row and column headings and gridlines and only cell range Q4 to V9 - 4 marks <i>Printout with row and column headings and gridlines – 1 mark only</i>	4		
		P8 - Printed copy listing all files produced by the candidate during this test. (<i>There must be at least 1 database file and 1 spreadsheet file</i>) – 1 mark	1		
			Total:	50	