

Key Skills IT Level 3

Qipling Furniture

Classroom Activity



This activity uses the QCA data files to support the scenario 'Furniture': Customer and Inventory

Try to complete ALL the tasks
ENTER YOUR CANDIDATE NUMBER, CENTRE NUMBER AND TODAY'S DATE ON
EVERY PAGE AS A FOOTER
Pages without a candidate number will not be marked

Qipling Furniture is a modern furniture store with an extensive range of furniture at exceptionally keen prices. You will use database and spreadsheet software to:

- Create a stock database by importing data
- Interrogate the database and produce reports
- Import a data file into a spreadsheet and perform calculations on the data

**** Copy the text files Customer and Inventory into your Folder****

Task A

- 1 A database of Companies 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 **Customer** into a table and name the table **Companies**. 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 **Customer ID**
 - d. Set the length of the **Postcode** field to 8

(5 marks)

- 2 Validation of the data is required
 - a. Introduce a validation rule for the **Customer Id** field that accepts only values between 1001 and 1050 inclusive.
 - b. Use screen dump, print screen or documenter techniques to show the design of the table, including the validation of the **Customer ID** field and the length of the **Postcode**. 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 Company details.
 - a. Using the **Companies** table, produce a report in portrait form with the heading **Company Details**.
 - b. Include only the fields **Company Name**, **Address2**, **Postcode** and **Contact Name** in the report, presented in this order.
 - c. Sort the records in ascending order of **Company Name**
 - d. Make sure all the information is fully displayed
 - e. Place your centre number, candidate number, today's date and the title **Printout-2** in the footer and print the report

(6 marks)

- 4 A report is required showing details of all those companies in the Leeds or Wakefield area
 - a. Using the **Companies** table, create a query named **Leeds-Wakefield** to find all companies in the Leeds or Wakefield area. Include all fields in the query.
 - b. Use the query to produce a report in landscape form with the heading **Companies in the Leeds or Wakefield Area**
 - c. Include all the fields in the report. Make sure all information is fully displayed
 - d. Group the report by **Address2** with the records in ascending order of **Customer ID**
 - e. 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

Qipling Furniture Store is planning on having a special sale. A spreadsheet is required to assist in the calculation of sale price

	A	B	C	D	E	F	G	H	I	J	K	L
1	Qipling Furniture											
2												
3	Item code	Description	Unit Price									
4	B310	Huanguali	2300									
5	B320	Wedding c	3453									
6	B330	Sloping-sty	1302									
7	C240	Horseshoe	1652									
8	C250	Yoke-back	1657									
9	C540	Coffers sid	950									
10	C550	Trunk mec	750									
11	D710	Bookcase,	950									
12	D720	Jichinu scr	3704									
13	D730	Desk, star	345									
14	T410	Chest, lac	230									
15	T420	Jia Qing M	1245									
16	T430	Pagoda st	1230									
17	T610	Black lacq	100									
18	T620	Table low r	310.5									
19	T630	Jichinu cat	2110									

- 5 Create the spreadsheet as follows
 - a. Open a spreadsheet application and import the data file **Inventory** into the spreadsheet starting at cell **A1**. The data is comma delimited and text is enclosed in quotes ("")
 - b. Merge cell range **A1:D1** and centre align the heading **Qipling Furniture**
 - c. Set the heading **Qipling Furniture** to a large sans serif font
 - d. Format the cells **C4:C19** as currency to 2 decimal places.
 - e. In cell **D3** enter the heading **Sale Price**
 - f. Embolden the title headings

- g. Wrap the text for all the column heading cells and adjust the column widths so that, except for the "**Description**" column and "**Unit Price**" column, all other column headings in row 3 display on two lines
- h. Both vertically and horizontally centre align all data in row 3.
- i. Adjust the column widths to ensure that all data is fully displayed
- j. Place your Centre Number, Candidate Number, today's date and the title **Printout-4** in a footer and print the spreadsheet in portrait form showing sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed as required
- k. Save the spreadsheet using the characters **S1-** followed by your initials as the filename, for example **S1-FJB**

(11 marks)

6 The **Sale Price** is based on the unit price as follows.

If the unit price is more than £2000 then the sale price is 25% less than the unit price. If the unit price is less than or equal to £2000 then the **sale price** is 20% less than the unit price. (note the percentage reduction given in the sale may change)

- a. Insert an extra row after row 1
- b. Format the cells E2 and E3 to percentage with no decimal places
- c. In cell **E1** Type Discount Rates, in cell **E2** type 25 and in **E3** type 20
- d. In cell **D5** enter a formula to calculate the new **sale price** based on the discount rate
- e. Replicate this formula to cells **D6:D20**
- f. Format the cells **D5:D20** to display as currency with 2 decimal places
- g. Hide cells in the range **A4:A20** and make sure all other information is fully displayed
- h. Sort Description by ascending order
- i. Left align all data in the range **B5: D20**
- j. In cell **C22** enter a formula to display the maximum unit price
- k. Amend the title in the footer to **Printout-5** and print the spreadsheet in portrait form showing sheet row numbers, sheet column letters and gridlines
- l. Save this spreadsheet using the characters **S2-** followed by your initials as the file name, for example **S2-FJB**
- m. Display contents of cell range **A4:A20** again
- n. Amend the title in the footer to **Printout-6** and print in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all formulas are fully displayed.
- o. Save this spreadsheet using the characters **S3-** followed by your initials as the file name, for example **S3-FJB**

(17 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.

- 7 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-7** as a footer.

(1 mark)