

			Ex: Furnish		
			Max Mark	Mark Awarded	Mod. Leave blank
		Centre No:			
1	a	P7 - 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 correct as shown in display of structure - 2 marks	2		
	d	P1/2/3 – length of postcode to 8 1 mark	1	5	
2	a	P1 – Complete validation rule ≥ 1001 and ≤ 1050 - 3 marks Or Between 1001 and 1050 – 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	4	
	b i	P1 - Readable screen dump of table structure - 1 mark	1		
3	a	P2 Title at top of Report is Company Details (any case) – 1 mark	1		
	b	P2 Correct fields only – 1 mark	1		
	b	P2 Fields in order of Company Name, Address2, Postcode and contact name – 1 mark	1		
	d	P2 Report in portrait and all information fully displayed – 1 mark	1		
	c	P2 Sorted in ascending order of Company – 1 mark	1	6	
	e	P2 Place your centre number , candidate number, today’s date and the title Printout – 2 – 1 mark	1		
4	a	P3 - Only the 27 companies selected who are from Leeds or Wakefield– 2 marks	2		
	b	P3 - Title at top of report is Companies in the Leeds or Wakefield Area (any case) – 1 mark	1		
	c	P3 - all information fully displayed – 1 mark	1		
	d	P3 -Grouped by Address2 - 1 mark P3 – Sorted in ascending order of Customer ID – 1 mark	2	6	
5	a	P4 Text correctly imported into a spreadsheet - 1 mark	1		
	b	P4 Cells A1:D1 have been merged - 1 mark	1		
	b	P4 Title Qipling Furniture has been centred in the merged cells - 1 mark	1		
	c	P4/5/6 Title Qipling Furniture set in large sans serif font- 1 mark	1		
	d	P4 Format the cells C4:C19 as currency to 2 decimal places- 1 mark	1		
		P4 Enter the heading Sale Price in D3- 1 mark	1		
	e	P4 Embolden the title and column headings- 1 mark	1		
	f	P4 Wrap the text except for description and unit price – 2 marks	2		
	h	P4 Centre the headings vertically and horizontally- 1 mark	1		
i	P4 Adjust the column widths to ensure that all data is displayed- 1 mark	1	11		
6	a	P5 Insert a row after first row – 1 mark	1		
	B/c	P5 Discount rate and 25 and 20 correctly entered in E1, E2 and E3	1		
		P5 Format E1 and E2 to percentage and 0 decimal place – 1 mark (<i>check P6 – 0.25 & 0.2</i>)	1		
	D/e	P5 - =IF(C5>2000,C5-(C5*\$E\$2), C5-(C5*\$E\$3))– 6 marks <ul style="list-style-type: none"> One absolute only- 4 marks No absolute – 3 marks Formula not replicated deduct one mark 	6		
	f	P/5/6 Sale Price column formatted to currency– 1 mark	1		
	g	P 5 Hide cells A4:A20 – 1 mark	1		
	h	P 5/6 Description is sorted into ascending order – 1 mark	1		
	i	P5 Left align the data in the range B5:D20 – 1 mark	1		
	j	P5 Enter function to display maximum value =MAX(C5:C20) – 1 mark	1		
	g	P5 All information is fully displayed - 1 mark	1		
	m	P 6 Display column A again- 1 mark	1		

	n	P6 – Spreadsheet formula printed showing gridlines and row and column headings – 1 mark	1	17	
7		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	1	
			Total:	50	50