

Key Skills IT Level 3

Lagan Health Club

Classroom Activity



**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

The theme for this test involves working with a set of information about membership of a leisure and health club called Lagan Health. You will need to use software that has database and word-processing facilities. Specifically you will be asked to

- Import a given data file into a database table
- Interrogate the database and produce a report
- Use given data files to create a mail-merge letter

Task A

- 1 In this task you have to create a database using database software and a directory or folder structure in which to keep your files. The information for the database is provided in the data file **HealthClub**
 - a. Create a new directory or folder called **Health**
 - b. Copy the data files **HealthClub** and **Membership** to the **Health** directory or folder
 - c. 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**. The database must be saved in the directory or folder called **Health**. 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.
 - d. Import the data file **HealthClub** into a table and name the table **Lagan Health**. The data file is a comma-delimited text file containing a header row and text is enclosed in quotes ("")
 - e. During or after import, add a primary key field called **ID**, which numbers the records in your database 1-26
 - f. Set the data type of the **Sub** field as currency to zero decimal places
 - g. Set the data type of the **SubPd** field as logical. (Your software may display this field in a form other than Yes/No.)

(8 marks)

- 2 Validation of the data is required
- Introduce a validation rule for the **Type** field that accepts only **Full, Tennis, Gym, Social** as valid entries
 - Use screen dump, print screen or documenter techniques to show the design of the table, including the validation of the **Type** 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 **Lagan Health** table, produce a report in portrait form with the heading **Membership Details**.
 - Include only the fields **Type, Lastname, Firstname, Address1, Address2, Address3, Pcode** and **Sub** in the report, presented in this order.
 - Group the report by **Type** with the records in ascending order of **Lastname**
 - 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

(6 marks)

- 4 A report is required to show which members have not paid their subscription
- Using the **Lagan Health** table, create a query named **Not Paid** to find all members with **Full** memberships who have not paid their subscription. Include all fields in the query.
 - Use the query to produce a report in portrait form with the heading **Subscriptions Not Paid**
 - Include only the fields **ID, Firstname, Lastname, Address1, Address2,** and **Pcode** in the report in this order. Make sure all information is fully displayed
 - Sort the records in descending order of **Id**
 - Place your centre number, candidate number, today's date and the title **Printout-3** in the footer and print the report

(5 marks)

Task B

- 5 Use Word processing software to create and format a letter as follows
- Import the data file **Membership** into a document
 - Set the title **Lagan Health Club** to a large sans-serif font
 - Set the body of the text to an appropriate size
 - Centre the title **Lagan Health Club** and the club's address and separate them from the rest of the text by drawing a box around them
 - Create a sub-directory (Sub-folder) within **Health** called **Merge** and in it save this document using the characters **W1**- followed by your initials as the filename, for example **W1-FJB**
- (7 marks)

- 6 Prepare the document for a mail merge
- Make the letter a merge document and select the data file **HealthClub** as the source data for the merge
 - In the document replace **NAME DETAILS, ADDRESS1, ADDRESS2, ADDRESS3, PCODE** with appropriate merged fields
 - Replace **Date** with today's date and right align the date
 - Add the merge fields **FIRSTNAME, LASTNAME** after the salutation and **TYPE** and **SUB** at the appropriate place in the body of the letter
 - Below **Yours sincerely** insert an appropriate number of blank lines and add the name **Jim Smyth** where it states **INSERT NAME**. Ensure that the document fits on a single A4 page
 - Place your centre number, candidate number, today's date and the title **Printout-4** in the footer
 - Save this document in the sub-folder (sub-directory) **Merge** using the characters **W2**- followed by your initials as the file name, for example **W2-FJB**
 - Print a copy of the unmerged letter in portrait form, showing the merge fields. If your software will not do this, produce and print an appropriate screen dump with the footer as in f above
- (11 marks)

- 7 Merge the source data with the letter
 - a. Edit the footer of the letter to change the title to **Printout-5**
 - b. Merge the letter with the data file **HealthClub**
 - c. Print the first three letters only of your merged document
 - d. Save the merged document in the sub-folder (sub-directory) **Merge** using the characters **W3-** followed by your initials as the filename, for example **W3-FJB**

(6 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.

- 8 A printout of file names and directory structure is required
 - a. Provide a copy of all filenames and the directory (folder) structure created during this test. This should be of the form of one or more screen dumps (print screens) showing the directory (folder) structure and the filenames, with your centre number, candidate number, date and the title **Printout-6** as a footer

(2 marks)