

Improving Productivity using IT - Level 3

Scenario Assignment Sample Test 4

Version SampleMQTB/1.0/IP3/v1.0

This test is divided into two parts. You must read through the whole scenario assignment before starting.

You **MUST** complete the **Performance** part before the **Knowledge** part.

The time allowed for both the Performance and the Knowledge parts is **one hour**.

In the **Performance** part of the test you will carry out tasks based on a scenario using an appropriate application of your choice. It is recommended that you allow approximately 45 minutes to complete the Performance part of the test. The pass mark for this part of the test is 75%.

In the **Knowledge** part of the test you will answer some questions which relate to the work you carried out in the Performance part. There are 12 tasks in this section of the test. It is recommended that you allow approximately 15 minutes to complete the Knowledge part of the test. The pass mark for this part of the test is 75%.

Part 1 – Performance

NOS Ref.	Tasks
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| C1.1
C1.5 | <p>You are employed as a trainer with Academy Application Training. You have been temporarily seconded to one of the directors who's PA is away on holiday. You are to continue your own work but take over some of the PA's work on various documents that are in the process of being amended. One of these documents contains details about all courses, delegates, and trainers. Currently this is just a list of names, addresses and details. The Director feels sure that there is a more productive way of storing this data so that it can be used more efficiently.</p> <p>A colleague has been asked to create a new course booking form, to be made available on the company website. The booking form will have a button that, when clicked, will save the record. You are tasked with giving constructive feedback on the suitability of this document.</p> <p>You have 45 minutes to prepare and complete the work.</p> <p>Whilst data is presented to you in different formats, you should pick the most suitable application for the task.</p> <p>Consider the IT experience of the users who will view the files; not all employees who access the data have the same skills as yourself. Ensure that data is presented consistently.</p> <p>Read through the scenario assignment. Ensure that the correct application is used and that the intended data is used.</p> <p>Instructions are given to save the file but good practice dictates that you should save your work regularly during the assignment.</p> |
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- C1.1 Amongst other things, the assignment will require you to:
- Import data from a spreadsheet using a link.
 - Set data entry for a required field.
 - Create and modify relationships between tables / modify a join type.
 - Create queries using calculated fields and parameter queries with or without a wildcard.
 - Create and name a calculated field that performs arithmetic operations.
 - Create a new form.
 - Modify the tab order of controls.
 - Record a simple macro and add to a control on a form.
 - Modify a report by applying settings so that groups are shown on a new page.
 - Amend a report to include a running sum.
 - Provide constructive feedback on a document.
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Four files are provided for this part of the assignment:

- ***Course Booking Form.***
 - ***Courses.***
 - ***Feedback.***
 - ***Personnel.***
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- C1.5 Open the file called ***Courses*** from your Learner Drive. You are required to make
C1.6 the following changes to the file:
Insert the file ***Personnel*** using a link to the data source by creating a linked table.
The first row of the file contains column headings.
Name the table ***Personnel***.
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- C1.5 The design of the **Courses** table needs modifying. As some of the course titles are lengthy we will use the **Course List** table as a look up for all future selections in the database.
- C1.6
- Change the data type of the **Course Title** so that it will look up values from the **Course List** table. The new column label should be **Course Title**.
 - Change the data type of the **Course Date** field to be **Date/Time** and format as a short date. Create an input mask to ensure that the short date is used.
 - Ensure that the field properties for the **Allocated to Trainer** field is set to **Required: Yes**.
 - Save the table. If prompted with a warning about data integrity rules choose **Yes** to continue. Close the table.
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- C1.6 A relational database consists of small, manageable tables, that when linked together, by creating relationships, allows them to communicate with each other and present united data.
- Using the **Centre ID** field create a one-to-many relationship between the **Centres** table and the **Courses table**. Apply referential integrity and ensure that the related fields are updated and related records are automatically deleted.
 - Using the **Course ID** field create a one-to-many relationship between the **Courses** table and the **Clients** table. Apply referential integrity and ensure that the related fields are updated and related records are automatically deleted.
 - Amend the relationship between the **Courses** and **Trainers** tables. The join type should only include rows where the joined fields from both tables are equal.
- Save and close the relationships window.
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- C1.6 You are running a course on a low profit margin and must find a centre that will take the largest number of delegates for the least amount of money.
- Create a query using **ALL** the fields from the **Centres** table.
 - The query should display the top five centres who can seat more than **8** delegates.
 - Save the query as **High Capacity Centres** and close.
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C1.6 Create a query, to display how much a course will cost per delegate. Use the tables and fields from the information below, in the following order, for the query layout:

Courses	Clients
Course Title	First Name
Course Duration	Last Name
Course Cost/day	

- Create a new field called **Invoice Total** that will calculate the cost of the course, based on the **Course Cost/day** being multiplied by the **Course Duration**.
 - Format the **Invoice Total** field to display 2 decimal places with a pound sign.
 - Save the query as **Clients Fees** and close.
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C1.6 As there is a regular need to locate training rooms at very specific prices to fit the budget of the course, it would be useful to have a query that could easily find a venue based on location and cost:
C2.3

- Create a query that will allow a user to search for regularly used queried fields, using **ALL** the fields from the **Centres** table.
 - Use the prompts **[Enter Town]** and **<=[Enter Maximum Charge]** where appropriate.
 - Check that 3 records are returned when the query is run looking for centres in **Leeds** with a maximum hire charge of **200**.
 - Save the query as **Centre and Cost** and close.
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C1.6 You need an overview of the hire charges of the Centres used around the country.

- Create a query using the **Centres** table.
 - The query should use the **Venue Name** for the row heading, **Town** for the column heading and the sum of the **Hire Charge**.
 - Save the query as **Centre Charges** and close.
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C1.6 You need to create a query made up of many fields from many tables which will be used as a new table to create an archive of the data. Use the tables/fields from the list below:

Courses	Clients	Centres	Trainers
Course Title	First Name	Venue Name	First Name
Course Date	Last Name	Town	Last Name
One-to-one			Trainer Rate

- When completed, use the name **Archive Data** for the name of the table and run the query.
 - Save the query as **Archive Dataset Query** and close.
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C2.3 This query may need to have macros enabled.

C3.3 Create a query to correct an error, using the **Centres** table that will update **ALL** occurrences of the town **Man** to **Manchester**.

- Save the query as **Manchester Error**.
 - Run the query in order to update the error and close.
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C1.6 A macro is one of the most productive items you can use in a database. It records a sequence of actions that can be activated automatically or run with a single command.

C2.3

- Create a macro to close the form **Clients**. Save the macro as **Close Clients Form**.
 - Assign the macro to a new button on the **Clients** form. The button should display the text **Click to close form**.
 - Delete the macro **Close Centres Table**.
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C1.6 Open the form **Add New Course** and amend the **Course Title** field so that users of the form must limit the field entry to the lookup list only. Save and close.

C1.6 Create a form using **ALL** the fields in the **Centres** table so that a new centre can be easily entered.

Change the tab order to ensure that the **Telephone Number** field selects immediately after the **Venue Name** field.

Save the form as **New Centres** and close the form.

C1.6 On the **Trainers Assignments** form:

- C3.4
 - Delete the subform from the main form. Ensure that the subform is still available to use at a later date.
 - Delete the red bordered **Options Group** surrounding the form fields.
 - Add two check boxes, one for **male** and one for **female** immediately below the **Comments** box.
 - Save and close the form.
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C1.6 On the **Centres by Town** report:

- Apply a setting so that each town is displayed on a new page when printed.
 - The title in the report header should be **Centres by Town**.
 - Add your own name in the header label which currently reads: **Checked by**.
 - Save and close the report.
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C1.6 On the **Gross Profit** report an additional control is required to create a running total of each group.

- After the **Profit** column add a running sum based on the **Profit** field. Name the field **Running Sum** and ensure it displays with a currency symbol and **2** decimal places.
 - Ensure that the **Running Sum** column title matches the existing column titles and that the entries in the field matches the formatting of the existing entries.
 - Save and close the report.
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C2.4 A colleague has prepared a new course booking form to be made available on the company website.

C2.3 This draft is in a file called **Course Booking Form** which you should open now.
After reviewing the **Course Booking Form**, use the form **Feedback** to give constructive feedback to your colleague in terms of one strength, one weakness and one recommendation for improvement to the document.

C1.6 Save the feedback document to your Learner Drive as **My Feedback** adding your initials at the end of the filename, for example **My Feedback AZ**.

C3.4 Save and close **ALL** files and any open applications.

This is the end of Part 1 - Performance.

Continue on to Part 2 - Knowledge.

Part 2 – Knowledge

NOS Ref.	Item Ref.	Tasks	Marks
		<p>Open the file called Answerfile from your Learner Drive.</p> <p>Enter your Learner Identification and Scenario Assignment Number in the cells provided.</p> <p>Use this file to record your answers to the relevant questions.</p>	
C1.2	1.	<p>Thinking about the resources needed for this assignment, which software application did you consider the most suitable?</p> <p>A. Spreadsheet.</p> <p>B. Presentation.</p> <p>C. Word Processing.</p> <p>D. Database.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 1.</p>	[1 Mark].
C1.3	2.	<p>Which of the following factors would have a negative impact on the outcome of the task?</p> <p>A. You do not have enough time to carry out the work.</p> <p>B. Your colleague has sent you his/her work for checking as requested.</p> <p>C. Your computer is working perfectly.</p> <p>D. You have been given all the information you need for the task.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 2.</p>	[1 Mark].
C1.4	3.	<p>Which of the following tools would be the most appropriate for the task?</p> <p>A. Creating a query of all the fields in all the tables so that you can create an archive table.</p> <p>B. Forcing a page break in a report so that just one item of data is shown on each page.</p> <p>C. Deleting controls in a form because you are unsure what they are for.</p> <p>D. Typing out data repeatedly into different tables rather than creating queries so you can search for specific data.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 3.</p>	[1 Mark].

C1.7 4. Which of the following statements explains why you chose the software application for this task? [1 Mark].

- A. The application automatically numbers the pages as they are printed.
- B. The spell checker checks totals as well as text.
- C. Data can be quickly and cost effectively processed.
- D. The application is useful for editing images.

Enter **A, B, C, or D** in **Answerfile** in the space for question 4.

C1.7 5. Which of the following represents the best reason why you chose this particular software application for the task? [1 Mark].

- A. Text and graphics can be used in conjunction with drawing objects and attractive colours.
- B. The files are saved with picture file extensions.
- C. The application is ideal for large volumes of text.
- D. The application uses related tables to store the information.

Enter **A, B, C, or D** in **Answerfile** in the space for question 5.

C1.8 6. Which of the following is a legal consideration when using IT? [1 Mark].

- A. Ensure that you use licensed software.
- B. Copyright law allows users to copy and publish whatever data they wish.
- C. Data protection laws don't apply if your company employs less than 25 people.
- D. You can copy software at work and share it with your friends.

Enter **A, B, C, or D** in **Answerfile** in the space for question 6.

C2.1 7. Which of the following tasks would represent the main strength in your final work? [1 Mark].

- A. Inserting images to replace important text.
- B. The document is not quite finished as there was not time.
- C. Adding extra data to a report to make it more interesting.
- D. Creating correct relationships between the tables guarantees a robust database.

Enter **A, B, C, or D** in **Answerfile** in the space for question 7.

C2.1 8. Which of the following would represent a weakness in a colleague's work? [1 Mark].

- A. Applying currency symbols to financial data.
- B. Spell checking before printing.
- C. Omitting required data on a form.
- D. Sorting the data in the correct order.

Enter **A, B, C, or D** in **Answerfile** in the space for question 8.

C2.5 9. Which of the following would have a negative impact on a colleague's work? [1 Mark].

- A. Prioritising so that if work is asked for that is urgent you carry this out first.
- B. Checking all work for accuracy before you pass it on to your colleague.
- C. Sending your colleague just some of the documents that they have asked for.
- D. Saving all files so you have a backup before you pass on to your colleague.

Enter **A, B, C, or D** in **Answerfile** in the space for question 9.

C3.1 10. In terms of business productivity, which of the following is NOT efficient? [1 Mark].

- A. Checking that all work produced is accurate, proof read and meets the needs of the intended audience.
- B. Using mail merge to send out large volumes of letters.
- C. Taking regular backups of all electronic files.
- D. Using an inkjet printer for large volume print jobs.

Enter **A, B, C, or D** in **Answerfile** in the space for question 10.

C3.2 11. Which of the following is an example of an efficient, streamlined work process? [1 Mark].

- A. It is easier to keep all records in a spreadsheet than create an efficient and relational database.
- B. Ensuring that all work is checked thoroughly for accuracy before submitting.
- C. All work has to be checked by a colleague before it can be saved.
- D. Large documents that are handwritten are much quicker to produce than using the computer.

Enter **A, B, C, or D** in **Answerfile** in the space for question 11.

C3.5 12. In terms of IT systems and procedures which of the following [1 Mark].
would increase productivity?

- A. Do not check all your work thoroughly before submitting.
- B. Ensure that you prioritise your workload and carry out the most urgent tasks first.
- C. Ensure that you take more breaks than you are entitled to.
- D. Always use your computer at work to do your online banking.

Enter **A**, **B**, **C**, or **D** in **Answerfile** in the space for question 12.

Save and close your file keeping the same filename **Answerfile**.

Close **ALL** files and applications.

Total marks	12
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This is the end of the Assignment.

If you have time, check the work you have done.