

TABLE HIGH SCHOOL BAZAAR

Background

You attend Table High School, 22 View Drive, Melkbosstrand 7441. Telephone 021 553 3468 : Fax 021 553 3469. Your school is to have a school bazaar to raise funds to buy additional computer equipment for the school. You, as a Computer Studies SG learner, have been asked to help with the administration side of the bazaar by being in charge of computer-related tasks that need to be completed.

- Create a folder called SCHOOL BAZAAR into which **all** files must be saved.
- Print your work as you go through the paper. Do not leave the printing to the end.

	Print and hand in		Files in SCHOOL BAZAAR folder
1.2	LISTDATA table	1.1	BAZAAR with table LISTDATA
1.3	Report - Managers' Names	2.1	LETTHEAD
2.2	Non-mail merged letter	2.2	MERGE
2.3	Merged letter	3.1	EXPENSES
3.4	Spreadsheet with formulae	3.3	SORTED
3.5	Spreadsheet with chart	3.4	FORMULAE
4	Poster	4.1	POSTER

Question 1 - 10 marks

- 1.1.1 Create a database called BAZAAR to store the following names and addresses of the businesses to whom you plan to write letters for donations. You will need to know the name of the manager of the company in order to personalise the letter that you will need to write. Create a table called LISTDATA in the database BAZAAR. (5)

YOUR NAME BAKERY Your address 1 Your address 2 Your town Your postal code Manager: Ms/Mr Your Name	MELKBOS FISHERIES Palm Centre 6 th Avenue Melkbosstrand 7441 Manager: Mr B. Fish
BARNYARD FARMSTALL West Coast Road Melkbosstrand 7441 Manager: Ms A.N. Other	LYN GREEN STATIONERS Charles Hoffe Street Van Riebeeckstrand 7441 Manager: Ms Lyn Green
MELKBOS TRAVEL 4 Cape Rock Close Melkbosstrand 7441 Manager: Ms Lindsey Stephenson	

When asked to select a primary key select 'Yes'. Access will assign ID as your primary key with the Data type as Autonumber. The database description should be as follows:

Field name	Data type	Description
Company	Text	Name of company
Address1	Text	1 Building, street address or box number
Address2	Text	2 Building, street address or box number
City	Text	Name of town/city
Code	Text	Postal code
Manager	Text	Name of manager

- 1.2 Display the table in table format (also called datasheet or list view) and resize the fields to display all data. **Print** the table LISTDATA in landscape. Save the table called LISTDATA in the database called BAZAAR. (2)
- 1.3 Create a database report entitled Managers' Names, including **just** the Company and Manager fields in the report. **Print** the report Manager's Names. (3)

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Question 2 - 14 marks

- 2.1 Using a word processor design a letterhead for the school, showing all its details (as provided at the beginning of the question paper in the section Background). Make sure that the letterhead only takes up a few lines at the top of a sheet of paper. (Some marks will be awarded for the use of different fonts, size, etc.) Save your design with the name LETTHEAD. (5)
- 2.2 Using the letterhead created above, create a form (mail merge) letter to be sent from the school to businesses in the community asking for donations of items to sell at the bazaar. Use the database table called LISTDATA in the database BAZAAR. Save the letter with the filename MERGE. **Print** a plain (non mail-merged) copy showing field markers. (4)

The general format of the letter should be as follows:

LETTERHEAD	22 November 2000
The Manager	
<<Company>>	
<<Address1>>	
<<Address2>>	
<<City>>	
<<Code>>	
Dear <<Manager>>	
Re: Request for donation	
Our school is to have a school bazaar to raise funds to buy additional computer equipment for the school. We would be most grateful if you would provide a donation that we may use to generate funds at the bazaar.	
Yours faithfully	
H. Master Principal	

- 2.3 Merge the names and addresses that are stored in the database table with the form letter. **Print** a copy of a letter to the YOUR NAME BAKERY company in the database, on the school letterhead. (5)

[14]

Question 3 -9 marks

3.1 The list of expenses that you have been given to date is as follows:

Expenses	June	July	August
Hire of tents	0	0	799.95
Advertising	45.73	63.35	132.46
Groceries for pancake stall	0	0	412.97
Liquor licence	0	0	1027.85
Stock for beer garden	133.50	127.30	133.25
Materials - Needlework	47.33	35.82	23.15
Transport	350.00	350.00	350.00
Stationary and postage	0	0	0
Wages	0	0	0

Create a spreadsheet to store the expense details. The headings of each should be underlined and in bold type. Each column must be just wide enough. Save the spreadsheet using the filename EXPENSES.

- 3.2 Insert your name as a footer. (1)
- 3.3 Add a TOTALS column to the right of the spreadsheet and calculate the amount spent on each item. All figures should be formatted to 2 decimal places as Rand. (3)
- 3.4 Sort the rows according to alphabetical order of the Expenses column. Save the spreadsheet with the name SORTED. (1)
- 3.5 Create a pie chart showing the Expenses and Totals with the legend (heading) 'Expenses to date'. Be sure to show all data legends. **Print** a copy of the spreadsheet and graph fitted to ONE page (2)
- 3.6 Display the formulae in the spreadsheet. Save the spreadsheet using the filename FORMULAE. **Print** a copy of the spreadsheet showing the formulae in landscape. (2)

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Question 4 - 7 marks

4.1 Design a poster to advertise the school bazaar. It is important to provide sufficient detail about the bazaar in order to attract the attention of the public so that they will want to attend.

The following are suggested inclusions in the poster:

- date, time and attractions

You should have two of the following in your poster:

- clip art
- frame/border around the poster
- a change in font
- a change in font size
- a change in style

Save the poster with the file name POSTER. **Print.**

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