

Joe Blogg's Computer Shop

Name:

Class:

Total:

No	Name	Aim - Test Learner must be able to	Submit	File needed	How marked ...	Mark	Your mark
A	Sales	Process data using a spreadsheet		stocksales.xls			
		Perform simple formatting			Viewed on screen	12	
		Create a graph					
		Use spreadsheet functions and formulae	Printed formulaes		On paper	15	
		Print work			Printed paper	3	
B1	Staff	Create a database with display and formatting requirements Perform an action query	<i>YourSurnameFirstName.mdb</i> with a table Staff		Viewed on screen	13	
B2	General stock	Import data from a spreadsheet and perform a variety of queries	<i>YourSurnameFirstName.mdb</i> with tables Hardprinterink, Hardlaser and Stock	<i>hardprinterink.xls</i> , <i>hardscanner.xls</i> and <i>hardlaser.xls</i>	Viewed on screen	16	
B3	Scanners	Create a report with calculations	<i>YourSurnameFirstName.mdb</i> with a report on scanners		Viewed on screen	6	
						65	

Joe Blogg's Computer Shop

Create a folder called *YourSurnameYourFirstName*. Save all your work in this folder. Any file not saved in this folder will not be marked. Save all files with the correct file names else they will not be marked.

Save your work on a regular basis.

You may use any material legally on the computer system to assist you.

Section A - Excel - Sales

Open the file *stocksales.xls* which is a list of computer firms. Save the file with the name *YourSurnameYourFirstName*

In B3 insert your surname.

Question 1

1. Make the headings in row 5 bold and centred with wrapped text. (1)
 2. In row 1 add the title Sales spread across the headings, merged (1) and coloured a bright colour. Make the word Sales point size 16 and bold (1). See the diagram. (2)
- [3]

Question 2

Use Excel features, functions and formulaes to perform the following:

1. B2 - In B2 insert a function to show today's date in the format shown in the diagram. (Note no time) (2)
2. *Towns* - Add the towns by using a data validation rule with a list and drop down box. See the towns in the diagram. (You can type them in but you will get 0 marks for this question.) (2)
3. *Cost* - The price of each unit is R5, see H3. Using an absolute reference calculate the *Cost* of the goods. You can do it without using an absolute reference but you will get 0 marks for this question. (2)
4. *Cost plus VAT* - Calculate the *Cost plus VAT* at 14%. (2)
5. *Cost plus VAT* - Use conditional formatting to colour in bright pink all figures in the column *Costs plus VAT* where the amount is more than R45. (2)
6. *Discounted price* - If the *Cost* is more than R45, give a discount of 5%. (2)
7. *Give discount* - If they have bought 8 or more *Units* add the words "Give discount". (2)
8. B21 - In B21 find the number of firms in Maitland. (2)
9. B22 - In B22 find the total number of units order ordered from Maitland. (2)
10. Number the firms from 1 to 14 using any method. (1)
11. Make sure no grid lines are seen. (1)

12. Print the page showing ALL the formulae fitted to ONE page. If it is printed without ALL the formulae showing, 0 marks for this question. Adjust the margins and column widths, and orientation. (2)
13. When printed the work must fit on only ONE page. (1)
14. Print. [21]

Question 3

1. Sheet 2 A1 - On Sheet 2 in A1 write the words *Number of firms in Maitland*. In B1 copy the information from Sheet 1 B21. (1)
2. Sheet 2 A2 - On Sheet 2 in A2 write the words *Total units order ordered from Maitland*. In B2 copy the information from Sheet 1 B22. (1)
3. On Sheet 2 create a clustered column graph showing all the Towns and the Cost which must update automatically when the Price in Sheet 1 H3 changes. (Do not worry about what it *looks* like - you were examined in Grade 10 for that.) (2)
4. Save. [4]

Sales							
August 9, 2002							Price
Miller							R5
	Name	Town	Units	Cost	VAT	Cost plus Discounted price	Give discount
1	Alternet (Pty) Ltd	Milnerton	5	R25	R28.50	R28.50-	
2	Blue Digital Interactive	Milnerton	6	R30	R34.20	R34.20-	
3	C-Net	Milnerton	9	R45	R51.30	R48.74	Give discount
4	Digital Technology Systems	Bellville	9	R45	R51.30	R48.74	Give discount
5	Enterprise Connection (Pty) Ltd	Mowbray	9	R45	R51.30	R48.74	Give discount
6	Insight Information Services	Mowbray	7	R35	R39.90	R39.90-	
7	Live Africa Network News	Cape Town	8	R40	R45.60	R43.32	Give discount
8	Networks Unlimited	Pinelands	4	R20	R22.80	R22.80-	
9	Point To Point	Maitland	2	R10	R11.40	R11.40-	
10	Q-Data Network Cabling	Milnerton	3	R15	R17.10	R17.10-	
11	Rendition Computer Systems CC	Maitland	8	R40	R45.60	R43.32	Give discount
12	Silicon Overdrive	Cape Town	5	R25	R28.50	R28.50-	
13	Uptime Technology Services	Claremont	5	R25	R28.50	R28.50-	
14	Western Cape School's Network	Claremont	4	R20	R22.80	R22.80-	

2Number of firms in Maitland
10Total units ordered from Maitland

Printed answers

On a sheet of foolscap paper indicate the formulae in the following cells:

- a. Sheet 1 - B2
- b. Sheet 1 - E6
- c. Sheet 1 - F6
- d. Sheet 1 - G6
- e. Sheet 1 - H6
- f. Sheet 1 - B21
- g. Sheet 1 - B22
- h. Sheet 2 - B1
- i. Sheet 2 - B2

[30]

Section B

Create a database called *YourSurnameYourFirstName*.

Question 1 - Staff

1. Create a table with the following structure. Call the table *Staff*. You must decide what field types to use.

		Mark
Staff number	<ul style="list-style-type: none"> • Any four-digit number • Make this the primary key 	1 1 1
Surname	<ul style="list-style-type: none"> • The surnames must be automatically entered as capital letters 	1
First name		
Date of birth	<ul style="list-style-type: none"> • Add a validation rule that they must be born after 1 January 1980 • Add validation text to indicate that "They must be young!" 	1 1
Address1		
Address2		
Town	<ul style="list-style-type: none"> • Add something so that you do not have to type Bonteheuvel 7763, Kensington 7405, Pinelands 7405 and Rondebosch 7700, over and over as the 10 people in the database come from those places • Make sure that you cannot add another town 	1 1
Phone number	<ul style="list-style-type: none"> • The phone numbers must display as XXX XXXX XXX (as groups of 3 or 4) • Note that many of the young people have cell phones and cell telephone numbers 	1 1 1
		9

2. Add 10 records to the table to see if all the rules and formats work.
3. Add another field with Age. Perform a query so that the ages are automatically processed and created by Access. (4)

[13]

Question 2 - General stock

Into the database *YourSurnameFirstName* import the following Excel files: *hardprinterink* and *hardscanner* and *hardlaser*. Save each table with the file name it was given. The Code must be the primary key for each. Give the field Wholesale price the correct field type.

1. Open the table *hardprinterink*. Create queries on the file to find the:
 - a. total cost of the different kinds of inks (1)
 - b. numbers of the different kinds of inks (1)
 - c. minimum costs of the different kinds of inks (1)
 - d. maximum costs of the different kinds of inks (1)

Save each query with a clear name.

[4]

2. Open the table *hardlaser* Make four new fields with the names below and the field type Currency for the next questions:

- Wholesale price increase of 10%
- Retail price without VAT
- Cost increase of any *oki* materials of 10%
- Cost increase of any *Lexmark* materials by 15%

Create queries to calculate the following based on the original Wholesale prices:

- Wholesale price increase of 10% (2)
 - Retail price (without VAT) which is Wholesale price multiplied by 150% (2)
 - Cost increase of all *oki* materials of 10% (2)
 - Cost increase of all *Lexmark* materials by 15% (2)
- [8]

3. Create a new table called *Stock* with just the fields Code and Name. Append the tables *hardprinterink* and *hardlaser* with just the fields Code and Name. [4]
- [16]

Question 3 - Scanners

1. Create a report on Scanners from the *hardscanner* table, including just the Code, Price and Name. Save the report as *Scanners*. At the end of the report, in the report footer area, add a list of calculations on the following. Make sure that all the prices are in the format currency.

- Number of scanners (1)
- Date when printed (1)
- Average cost of the scanners (2)
- Minimum cost of the scanners (2)

[6]

[35]

[65]