N5 National Qualifications

Administration and IT Assignment

Assessment Task: Sounds on the Shore

This is the assessment task for the assignment Component of National 5 Administration and IT Course assessment.

It must be read in conjunction with the general assessment information for this Component of Course assessment.

Valid for session 2015/16 only

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Sounds on the Shore

Instructions for Candidates

This assignment applies to the assessment for National 5 Administration and IT.

This assessment is worth 100 marks. The marks contribute 100% of the overall marks for the Course assessment. The course will be graded A-D.

This is a closed book assessment.

It assesses the following skills and theory:

♦ use of advanced IT functions in word processing, spreadsheets, databases, presentations and desktop publishing to produce and process information in familiar contexts
♦ skills in using technology for investigation
♦ skills in using technology for electronic communication, taking account of the context, audience and purpose of communication
♦ administrative skills relating to organising and supporting an event
♦ skills in problem solving

Your assessor will let you know how the assessment will be carried out and any required conditions for doing it.

In this assessment, you will:

♦ work through a series of tasks, which will test the skills and theory listed above
♦ complete the tasks in the order presented
♦ be allowed four hours to complete the assignment
♦ make sure your name and task number are entered on each printout submitted.

Assignment Task

Your company, **Sounds on the Shore,** is organising a music festival.

You will be working as an Admin Assistant with Mitch Goodwin, the Festival Organiser, and he has asked you to organise and support this event.

Sounds on the Shore is taking place on the South Beach, Aberdeen, for the first time on Friday 29 July and Saturday 30 July 2016.

Contact details are as follows:

Sounds on the Shore
453 Union Street
Aberdeen
AB11 6DB

Phone: 07725381221
E-mail: sos@fastmail.co.uk
Web: www.sos.co.uk

- **The Assignment should be completed in task order.**

- **Ensure your name and task number are displayed on each printout.**

- **Ensure all comments within files are actioned and deleted.**

- **Your teacher/lecturer will provide you with e-mail addresses.**

- **Printouts of e-mails must show evidence of sending.**

- **Each spreadsheet or database must be printed on one page.**

2016 TO-DO-LIST

Task	Printouts	Marks Available	Completed √
1	Headed Paper	4	
2	Completed e-file	6	
3a	Database Table	6	
3b	Database Report	4	
4a	Presentation in handout view	8	
4b	E-mail – cc, with evidence of sending	5	
5a	Spreadsheet (i) Value view (ii) Formulae view	2 8	
5b	Spreadsheet (i) Value view (ii) Formulae view	1 6	
5c	Graph	3	
6	Wristband	3	
7	Internet printouts	3	
8	Database Form	4	
9	E-diary weekly view	3	
10	Running Order	6	
11a	Database Query	3	
11b	Mail Merge • Showing merge fields • Showing merged letter	7	
12	Completed e-file	6	
13	Security Pass	6	
14	Press Release	6	

Task 1

You have received the following text from Mitch.

Design and print headed paper using the appropriate information and logo provided.

Task 2

Complete and print the file **Recruitment** which will be included in the advertisement for Administrative Assistants.

Task 3a

Acts have now been allocated to the 4 stages at the festival. Open the file **Sounds on the Shore** and add a new field to the **Act** table: STAGE and insert the following information. Sort in order of Stage and Act Name. Print a copy of the updated **Act** table on one page.

Task 3b

Fenomenon and Hi-Gloss have confirmed their attendance – update their records accordingly.

Prepare and print a report showing all confirmed acts with 5 or more members. Show the Act Name, Genre and No in Act fields, in that order. Insert a suitable heading and the festival logo.
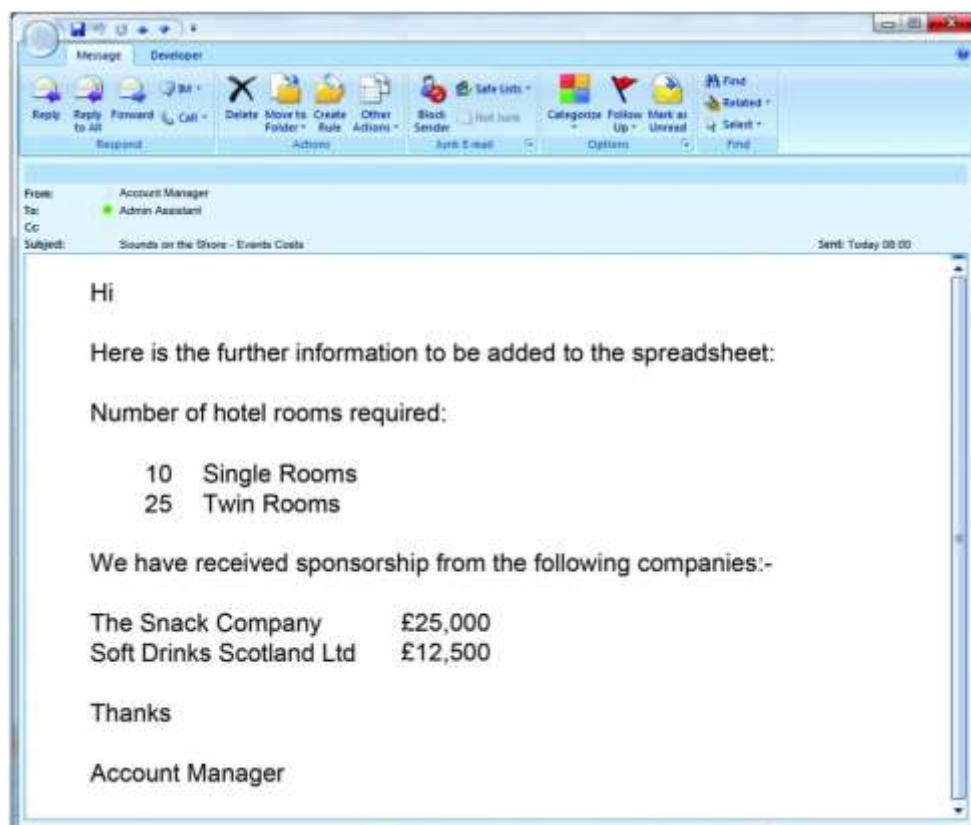
Task 4a and 4b

Open and action the e-mail you have received.

Task 5a

The following e-mail has been received from the Account Manager. Open the spreadsheet file **Event Costs** and use the information in both worksheets together with the e-mail to complete the Costs worksheet following all instructions in the order indicated.

- Print one copy of the Costs worksheet in value view, portrait with gridlines
- Print one copy of the Costs worksheet in formula view, portrait with gridlines and row and column headings.

From: Account Manager
To: Admin Assistant
Cc:
Subject: Sounds on the Shore - Events Costs   Sent: Today 08:00

Hi

Here is the further information to be added to the spreadsheet:

Number of hotel rooms required:

    10   Single Rooms
    25   Twin Rooms

We have received sponsorship from the following companies:-

The Snack Company   £25,000
Soft Drinks Scotland Ltd   £12,500

Thanks

Account Manager

Task 5b

The tickets for the Festival have been on sale for the last 10 weeks, we need to calculate the income generated. Open the spreadsheet **Event Costs** and update the Ticket Sales worksheet.

- Print one copy in value view, portrait on one page with gridlines only.
- Print one copy showing formulae, landscape on one page with gridlines and row and column headings.

Task 5c

Create a line graph using the information in the Ticket Sales worksheet to display the income from ticket sales for weeks 1-10. Insert an appropriate heading. Print the graph on a separate page.

Task 6

Design a wristband for weekend festival goers. It must contain the information below. Print a copy of the wristband.

Sukpaiboonwat/Shutterstock.com

CHECKLIST:
✓ Logo
✓ Dates of festival
✓ Price (from spreadsheet)

Sun, sea and live music, what's not to like?

Insert this at the bottom of the wristband

Task 7

Access the internet to find the following information. Print evidence from websites showing a suitable hotel and flight details.
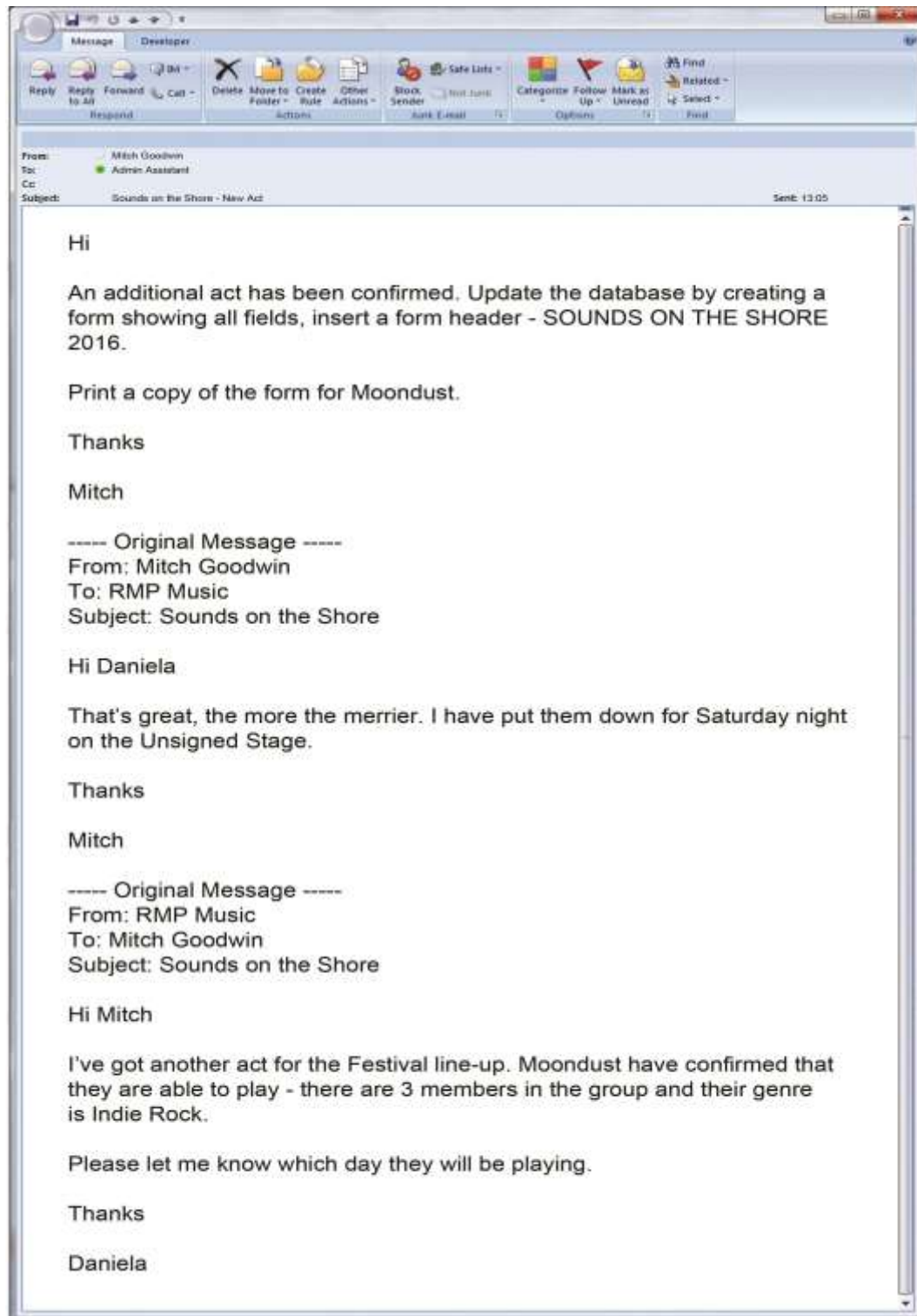
Admin Assistant

A promoter wants to attend the festival. Find a suitable 4 or 5 star hotel in Aberdeen city centre.

He also needs the time of a flight from London to Aberdeen on Thursday 28 July 2016, arriving between 1pm – 5pm.

Task 8

The following e-mail has been forwarded by Mitch for your attention.

From:	Mitch Goodwin
To:	● Admin Assistant
Cc:	
Subject:	Sounds on the Shore - New Act

Sent: 13:05

Hi

An additional act has been confirmed. Update the database by creating a form showing all fields, insert a form header - SOUNDS ON THE SHORE 2016.

Print a copy of the form for Moondust.

Thanks

Mitch

----- Original Message -----
From: Mitch Goodwin
To: RMP Music
Subject: Sounds on the Shore

Hi Daniela

That's great, the more the merrier. I have put them down for Saturday night on the Unsigned Stage.

Thanks

Mitch

----- Original Message -----
From: RMP Music
To: Mitch Goodwin
Subject: Sounds on the Shore

Hi Mitch

I've got another act for the Festival line-up. Moondust have confirmed that they are able to play - there are 3 members in the group and their genre is Indie Rock.

Please let me know which day they will be playing.

Thanks

Daniela

Task 9

Enter the following information in the e-diary for the first week of next month.

Print a copy in weekly view.

1) The Festival Events Team Briefing will be every weekday at 9am for 30 mins in the Deeside Suite.

2) Aberdeen Council Meeting on the Friday of the same week at 10.30 am – this should last for one and a half hours at Council HQ.

Task 10

Mitch Goodwin has asked you to update the running order for the acts on Saturday. Open the file **Running Order** and update as indicated. Print a copy of the completed file as a 4-page booklet on one A4 page.

SOUTH STAGE

1400 hrs	Castille
1700 hrs	Enclosure
1700 hrs	Kings of Mars
2000 hrs	The Candleford Co
2000 hrs	Blues Preachers

NORTH STAGE

1400 hrs	Emily Banks
1400 hrs	Leanna
1700 hrs	ElectroDJs
2000 hrs	Jack Jackson
2000 hrs	Laura Lawson

UNSIGNED STAGE

1400 hrs	Creed Assassin
1700 hrs	Minotaur
1700 hrs	Kno-alls
2000 hrs	Fox Rocks
2000 hrs	Hickory Smoke

Design an attractive front page.

Include the festival dates and logo.

Border this page only.

Paris has unfortunately cancelled. Move Radio Ghosts to their slot on the main stage.

Task 11

You have received the following e-mail.
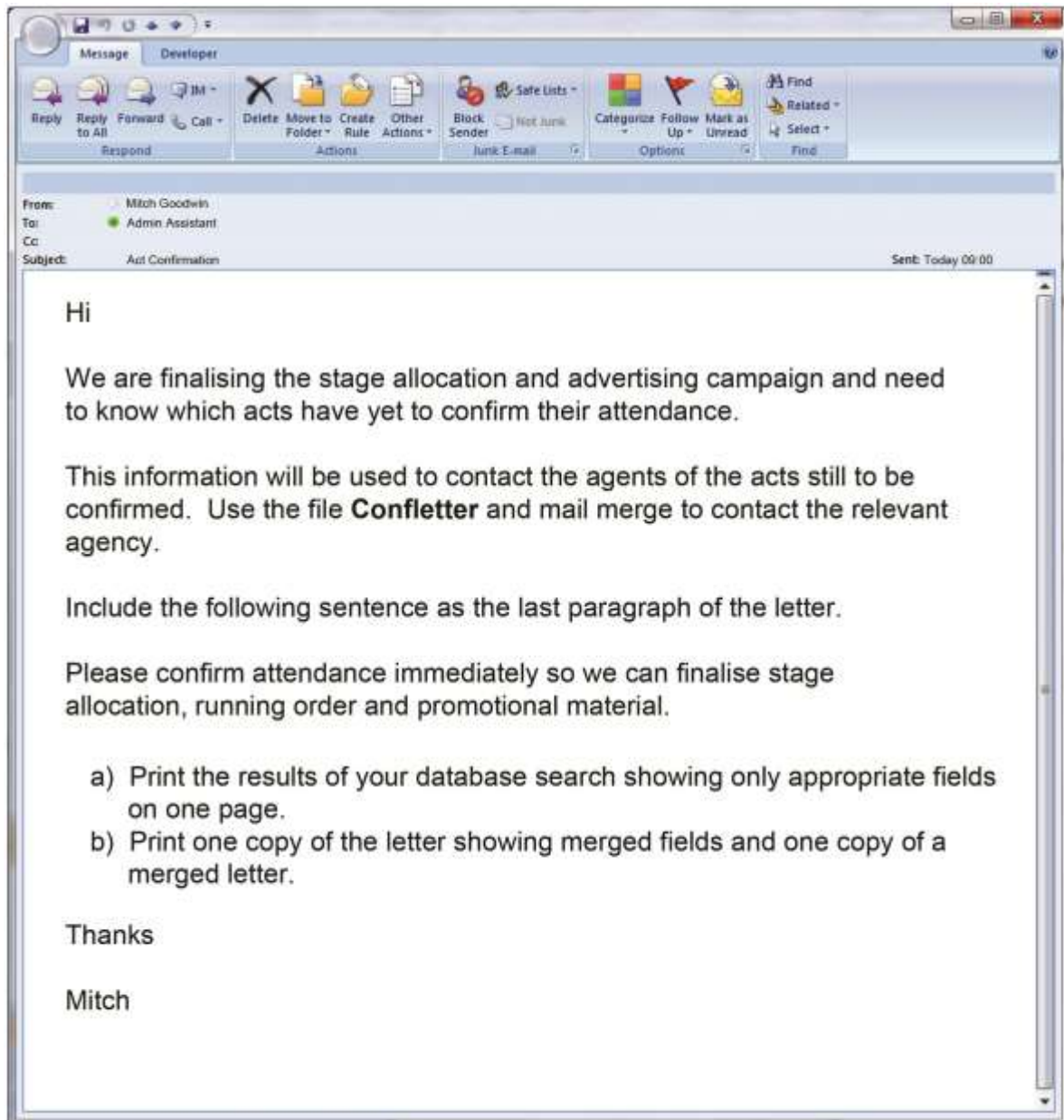
Task 12

Complete the file **Security** and print a copy.

Task 13

Security passes will have to be issued to all acts, managers, backstage crew, site crew, etc.

Design a pass for the Main Stage. Ensure you include the dates, name of stage and festival logo on the pass. Insert your name and job title. Also ensure that the size is no larger than 10 cm x 10 cm.

Use a variety of fonts and text formats in your design. Print a copy of the completed pass.
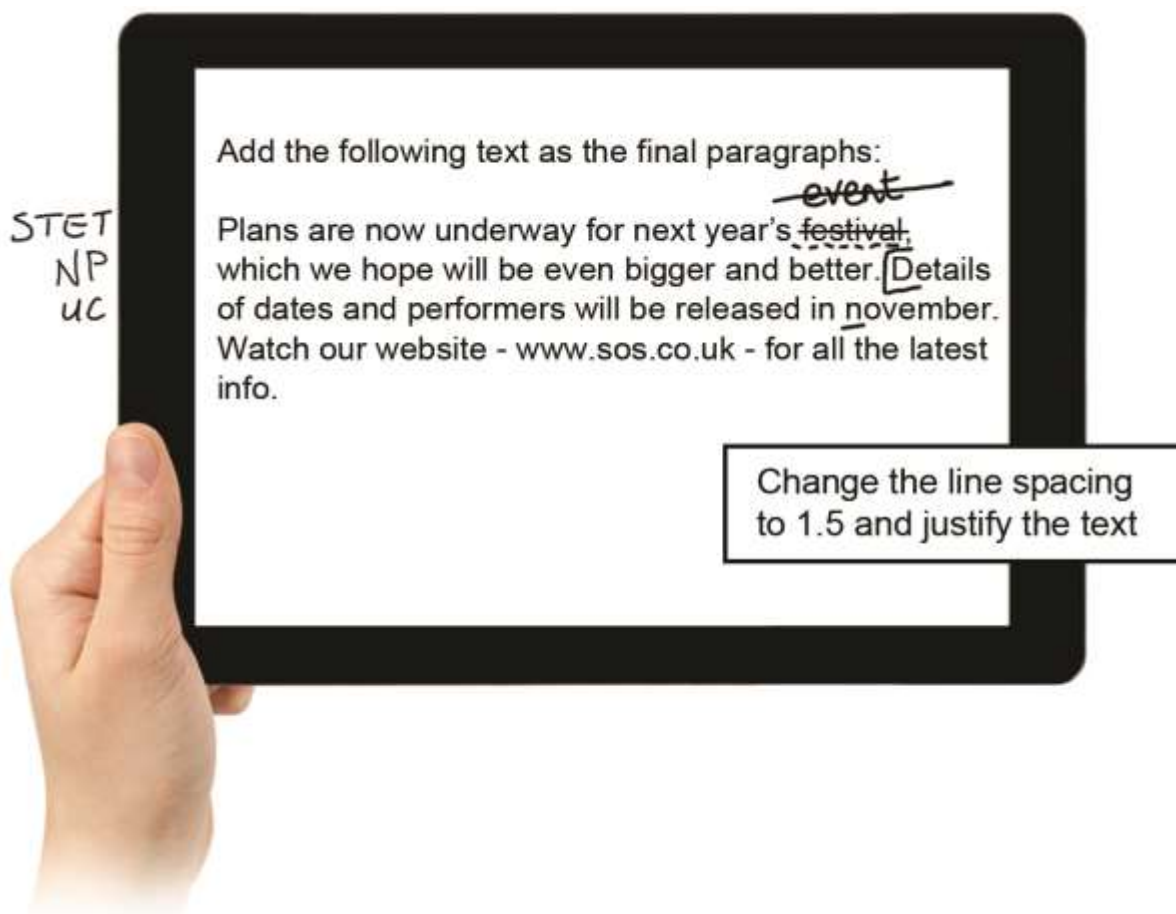
Task 14

A press release about the success of the festival is to be sent to local and national newspapers as well as being displayed on our website.

Open the file **Press** and follow all instructions.

Print a copy of the completed press release.

STET
NP
uc

Add the following text as the final paragraphs:

Plans are now underway for next year's ~~festival~~ *event* which we hope will be even bigger and better. Details of dates and performers will be released in november. Watch our website - www.sos.co.uk - for all the latest info.

Change the line spacing to 1.5 and justify the text

Copyright acknowledgements

Task 1   Mobile Phone   Iculig/Shutterstock.com

Task 6   Festival Wristband   Sukpaiboonwat/Shutterstock.com

Task 10   Festival Running Order

              South Stage   Ralf Siemieniec/Shutterstock.com

              North Stage &
              Unsigned Stage   Anton Gvozdikov/Shutterstock.com

Task 14   Hand with Tablet   VladislavGudovskiy/Shutterstock.com

Administrative information

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History of changes

Version	Description of change	Authorised by	Date

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