N5

National Qualifications 2018

X801/75/11   Administration and IT

WEDNESDAY, 2 MAY

1:00 PM – 3:00 PM

Total marks — 50

Attempt ALL questions.

Before leaving the examination room, place your cover sheet and printouts inside the clear envelope provided. Hand this envelope to the Invigilator; if you do not, you may lose all the marks for this paper.

SQA

X8017511

Information and instructions for candidates

The following electronic files are provided for you to use during the examination:

- **Finale Dinner** — a spreadsheet file containing 2 worksheets (Price List and Order Form)

- **Logo** — a jpeg file

- **Milan** — a database file containing 2 tables (Model Agencies and Models)

- **Milan Procedures** — a word-processing file

You must:

- complete each question in order

- action and delete all comments within files

- display your name and question number on each printout

- print each spreadsheet or database on one page

Use this table to make sure you have all the printouts required.

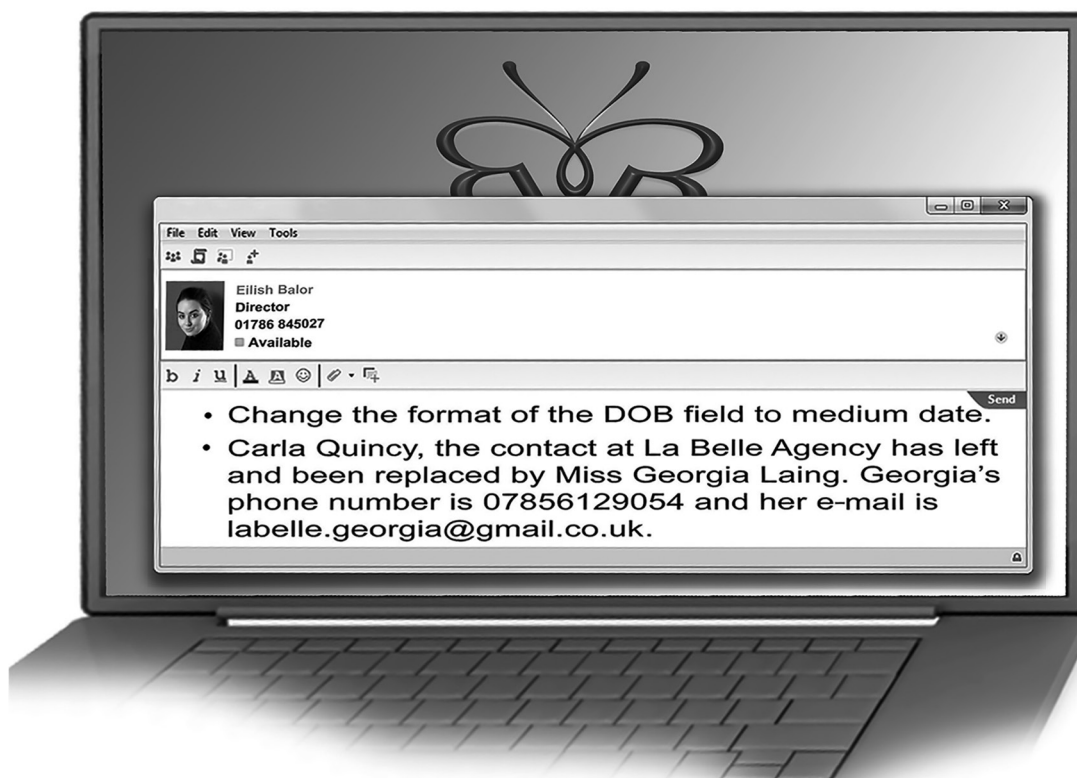| Question	By Balor printouts	Marks available	Completed (✓)
1a	Database table	4	
1b	Database form	4	
1c	Database address labels	3	
1d	Database report	7	

2a	Spreadsheet — Price List
	
	  (i) value view
	      formulae view
	
	Spreadsheet — Order Form
	
	  (ii) value view
	      formulae view
		2
		
		15	

2b	Spreadsheet chart	4	
3	Word-processing document — Milan Procedures	11	

MARKS

Attempt ALL questions

You are the Admin Assistant at By Balor — a small fashion studio based in Stirling. The studio is run by sisters Eilish and Eleanor Balor.

The studio is preparing to take part in fashion shows in Milan, Italy, this summer.

Complete the following questions to prepare for the fashion shows.

1. (a) | The database file **Milan** contains the names of the models and agency details. Update the database using the information below. | 4

   Print a table showing the models at La Belle Agency. Include only the model's name and date of birth, along with contact name, e-mail address and phone number for the agency.


Eilish Balor
Director
01786 845027
☐ Available

- Change the format of the DOB field to medium date.
- Carla Quincy, the contact at La Belle Agency has left and been replaced by Miss Georgia Laing. Georgia's phone number is 07856129054 and her e-mail is labelle.georgia@gmail.co.uk.

1. **(continued)**

(b) | Create a form showing **all** fields from the **Models** table, plus agency name, contact name and e-mail only from the **Model Agencies** table. Use the information below to update the database. Print a copy of Nuala's form. **4**
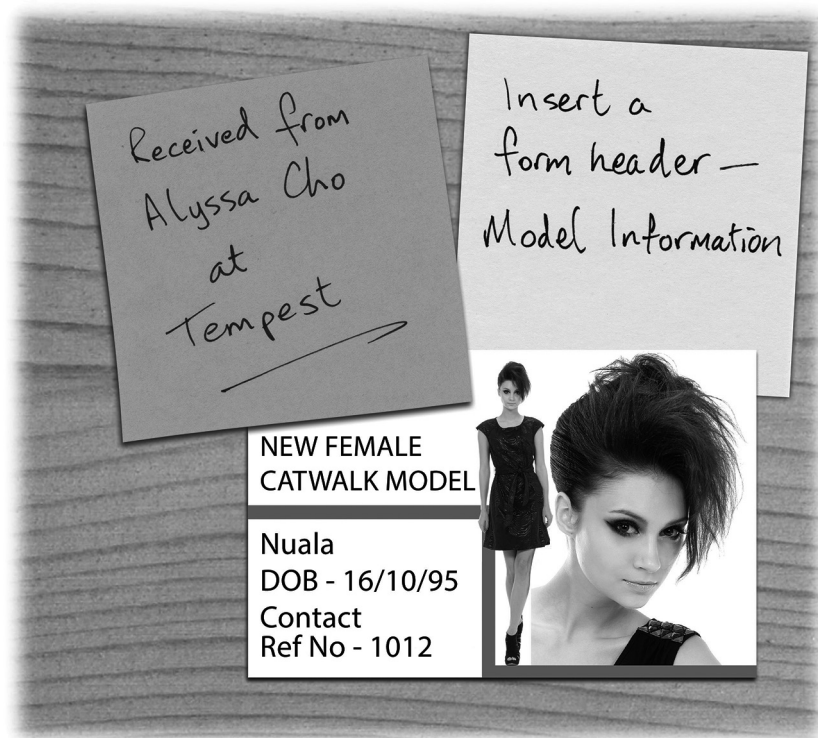
(c) | Packs have to be sent to each of our contacts at the model agencies. Prepare address labels for each contact at each agency. Insert the text MILAN 2018 at the bottom of every label. Sort in order of agency name. Print the first page of the labels only. **3**

(d) | Search for a list of all models born before 1993, except those represented by DP Model Agency. These models will take part in a photoshoot for Graziella magazine. **7**

Print the results as a report showing only model name, date of birth and agency name, in that order. Sort in alphabetical order of agency name and model's name.

Insert a suitable heading — our logo should appear at the top right-hand side.

2. (a) By Balor is hosting a Champagne Reception and Finale Dinner which will take place on the last evening. The order form has to be completed. Open the spreadsheet file **Finale Dinner** and complete both worksheets.

(i) Print one copy of the **Price List** worksheet in value view, with gridlines only, and one copy in formula view, with gridlines, and row and column headings. **2**

(ii) Print one copy of the **Order Form** worksheet in value view, with gridlines only, and one copy in formula view, with gridlines, and row and column headings. **15**

The final numbers are as follows:

· Menu A - 14
· Menu B - 13
· Menu C - 8
· Canapes - 100
· Champagne - 6 bottles
· Other Drinks - 35

(b) Create a pie chart to show the percentage cost of each item for the Finale Dinner. Include labels on each segment and insert an appropriate heading. Print the chart on a separate sheet. **4**

3. Open the file **Milan Procedures** and use the information below to complete it. Print a copy.   **11**

Part A

Staff need to be reminded that when in Milan our health and safety procedures and security measures must still be followed.

Outline 3 responsibilities **By Balor** has for **any 2** of the following health and safety regulations:

1.   Health and Safety at Work Act

2.   Health and Safety (First Aid) Regulations

3.   Health and Safety — Fire Precautions

4.   Health and Safety (Display Screen Equipment) Regulations

You must insert the name of the regulation you have chosen in the top box of the table in the e-file.

Part B

Organisations have a responsibility to ensure the security of people and property.

In the e-file, **explain 5** other ways By Balor can ensure the security of people and property.

Example	The organisation should keep a list of all equipment including serial numbers which will allow it to be identified.

[END OF QUESTION PAPER]

ACKNOWLEDGEMENTS

N5

FOR OFFICIAL USE

National Qualifications 2018

Mark

X801/75/01

Administration and IT Cover Sheet

X8017501

Fill in these boxes and read what is printed below.

Full name of centre

Town

Forename(s)

Surname

Number of seat

Date of birth

Day | Month | Year | Scottish candidate number

Before leaving the examination room, place this cover sheet and your printouts inside the clear envelope provided.

Hand this envelope to the Invigilator; if you do not, you may lose all the marks for this paper.

SQA

X801750101

For marker's use	
Question	Marks

N5

National Qualifications 2018

Administration and IT
Information and Instructions for Teachers and Lecturers

WEDNESDAY, 2 MAY

1:00 PM – 3:00 PM

SQA ©

Information and instructions for teachers and lecturers

Prior to candidates starting the question paper, teachers and lecturers should ensure that the following e-files have been downloaded and are available for candidates to use during the exam:

- **Finale Dinner** — this is a spreadsheet file

- **Logo** — this is a jpeg file

- **Milan** — this is a database file containing 2 tables (also provided as files exported to Excel format to be used if required – Model Agencies and Models).

  Primary key — Model Agencies Table, Contact Ref No.

  A one to many relationship should be set up from the Model Agencies Table to Models Table using the Contact Ref No field.
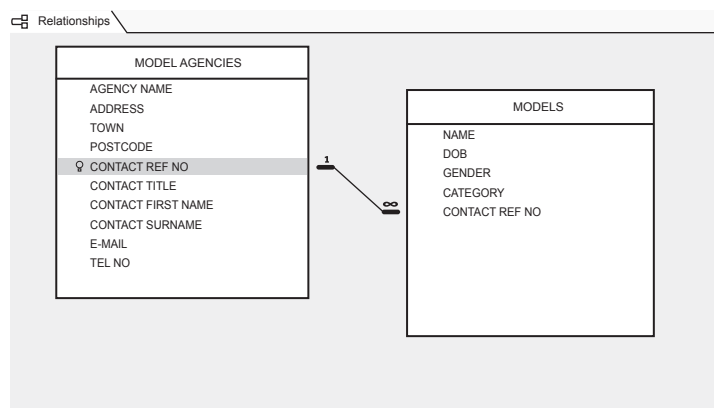
- **Milan Procedures** — this is a word-processing file

[END OF INFORMATION AND INSTRUCTIONS FOR TEACHERS AND LECTURERS]