



National
Qualifications
2019

X801/75/11

Administration and IT

THURSDAY, 25 APRIL

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.



* X 8 0 1 7 5 1 1 *

Information and instructions for candidates

The electronic files listed below are provided for you to use during this examination.

- **Ceilidh Clan Logo** — a jpeg file
- **Ceilidh Costs** — a spreadsheet file containing 2 worksheets (Price List and Hawick Cost Statement)
- **St Andrew's Ceilidhs 2019** — a database file containing 2 tables (Tickets and Venues)
- **Staff Meeting** — 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	Ceilidh Clan printouts	Marks available	Completed (✓)
1(a)	Database table	3	
1(b)	Database query	4	
1(c)	Database form	5	
1(d)	Database report	7	
2(a)	Spreadsheet — Price List (i) value view formulae view	3	
	Spreadsheet — Hawick Cost Statement (ii) value view formulae view	16	
2(b)	Spreadsheet chart	3	
3	Word-processing document — Staff Meeting	9	

[Turn over

Attempt ALL questions

You are the Admin Assistant at **Ceilidh Clan** — a ceilidh dance club in the Borders. The committee is organising ceilidhs in Hawick, Jedburgh, Kelso and Selkirk which are being held in the weeks leading up to St Andrew's Day in November 2019. The Chairperson of the Organising Committee is Meghan Brechin.

Complete the following questions.

1. (a) The database file **St Andrew's Ceilidhs 2019** contains details of people who have purchased tickets for each ceilidh and the venue information. Use the information below and print the updated **Venues** table showing all fields.

3

From:	☐ Meghan Brechin
To:	☒ Admin Assistant
Cc:	
Subject:	Change of Venue
	Sent: 13:05

Hi

Change the format of the **Date of Ceilidh** field to Long Date and change the field heading **Max** to **Max Guests**.

Meridian Hotel has changed its name to **Thistle Hotel**. Amend this record.

We have managed to find a venue for another ceilidh.

Add a new record using the details below.

Waterfront Hotel

Melrose

Max 100 Guests

Start: 8.00 pm

Finish: 11.00 pm

Date: 29/11/19

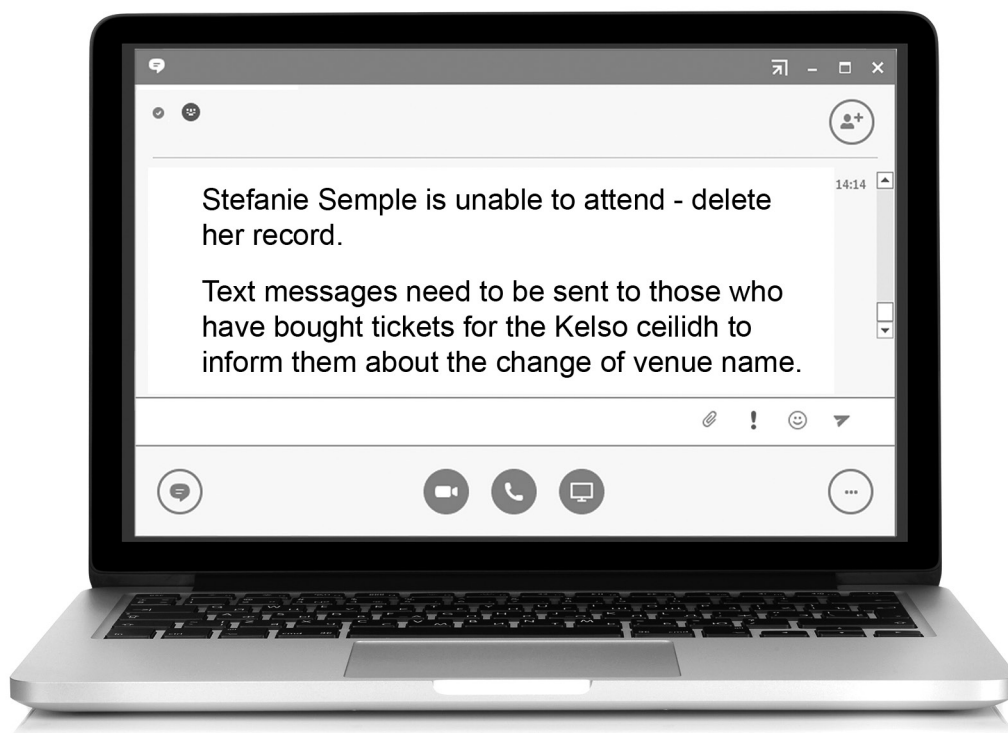
Regards

Meghan

1. (continued)

- (b) You have received the following e-message. Print this information as a table, sorted by surname, and showing only name and contact number.

4



- (c) The following message has been received about buying tickets. Create a form using **all** fields and update the database with the details. Insert the heading **Tickets Sold** and our logo at the top right hand side. Print a copy of Leah's form.

5

Telephone Message	
Ceilidh Clan	Miss Leah Reid
	07890152990
	leahreid@mymail.co.uk
	10 tickets for Jedburgh
	Received by Elaine

Venue ID: 3

1. (continued)

- (d) Using the information below, create and print a database report.

7

I am concerned that ticket sales for the Braidwood Lodge and Saturno Halls ceilidhs are low.

Search the database for these venues. Sort in alphabetical order of town and descending order of no of tickets, showing only ticket holder name, no of tickets and town.

Insert a suitable heading.
Insert the following sentence in the report footer:
'Information correct as at (insert today's date).'

Meghan

2. (a) (i) Meghan has asked you to complete the Price List so she can calculate the cost of a ceilidh. Open the spreadsheet file **Ceilidh Costs** and complete the worksheet **Price List**. 3
- Print one copy in value view, landscape with gridlines only.
- Print one copy showing formulae, landscape with gridlines and row and column headings.
- (ii) Meghan has asked you to record the cost of the Hawick ceilidh. Open the worksheet **Hawick Cost Statement** and complete it using the worksheet **Price List** and the information below. 16
- Print one copy in value view, portrait with gridlines only.
- Print one copy showing formulae, landscape with gridlines and row and column headings.

Extract from minutes of meeting

Hawick Ceilidh

- All 150 tickets have now been sold
- The balloons should spell CEILIDH
- Additional items required:
 - Selfie Mirror - **yes** x 1
 - Photographer - **no**
 - Prize of Luxury Hotel Stay - **yes** x 2
- The 4 band members will each work 5 hours. Two of these hours will be paid at the overtime rate
- The budget for the ceilidh is £2,500

- (b) Create a bar chart showing the total cost of each item for the Hawick ceilidh. Print a copy on a separate sheet. 3

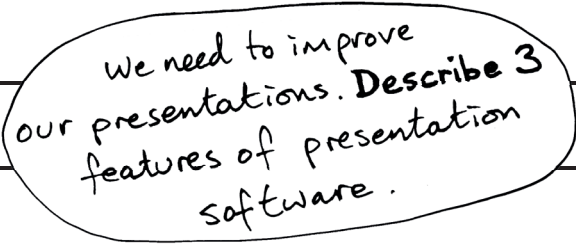
3. Open the file **Staff Meeting** and use the information below to complete it.
Print one copy of the document.

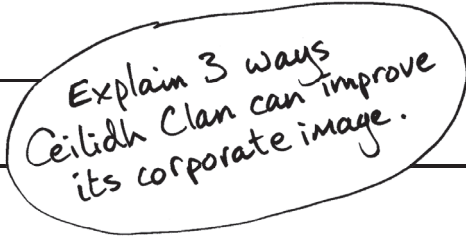
9

Ceilidh Clan

Points to highlight at the next staff meeting.

1.		
2.		
3.		

1.		
2.		
3.		

1.		
2.		
3.		

[END OF QUESTION PAPER]

Acknowledgement of copyright

Question 1(b) – Evgeny Karandaev/shutterstock.com



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National
Qualifications
2019

Mark

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X801/75/01

**Administration and IT
Cover Sheet**



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

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Administration and IT Information and Instructions

THURSDAY, 25 APRIL

1:00 PM – 3:00 PM



Information and instructions

Electronic file security

The electronic files (e-files) are confidential and must be subject to the same level of security as the question paper. They must now be downloaded and saved in a secure location that cannot be accessed by candidates or unauthorised staff.

The e-files must remain secure and confidential until the exam takes place on 25 April 2019.

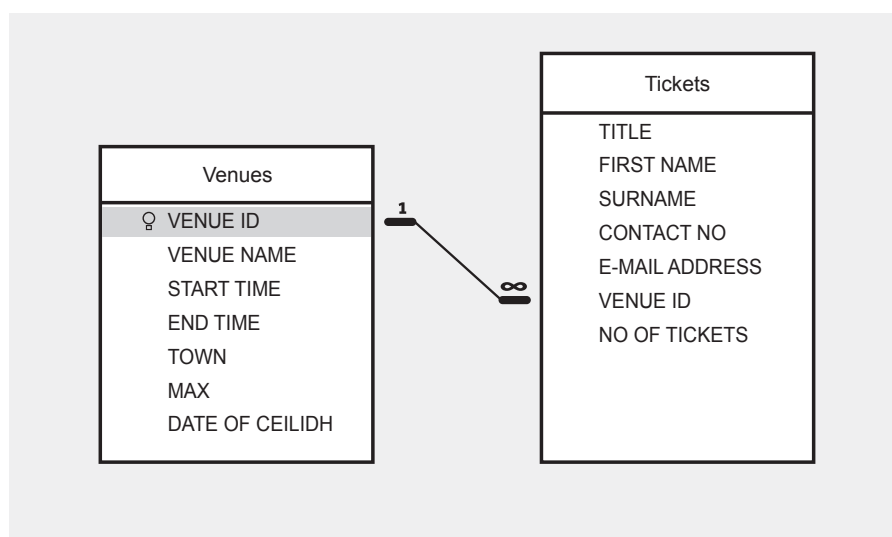
On the day of the exam

Prior to candidates starting the question paper, an authorised member of staff should save the following e-files in a designated folder and ensure that the e-files open correctly. This must be done in the presence of an invigilator and no earlier than 60 minutes before the start time of the exam. Candidates should not receive the **Spreadsheet file for database** folder.

Up to 10 minutes before the start of the exam, candidates should check that they can see the required e-files. Candidates are permitted to open the question paper to *page 02* for this purpose.

E-files for National 5 Administration and IT question paper 2019

- **Ceilidh Clan Logo** — this is a jpeg file
- **Ceilidh Costs** — this is a spreadsheet file containing 2 worksheets (Price List and Hawick Cost Statement)
- **St Andrew's Ceilidhs 2019** — this is a database file containing 2 tables (also provided as a file exported to spreadsheet format to be used if required — Tickets and Venues)



- **Staff Meeting** — this is a word processing file

[END OF INFORMATION AND INSTRUCTIONS]