



National
Qualifications
2023 MODIFIED

X801/75/11

Administration and IT

WEDNESDAY, 26 APRIL

1:00 PM – 2:30 PM

Total marks — 40

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:

- **Competitors** — a database file containing 2 tables (Competitor Details and Groups)
- **Triathlon June 2023** — a spreadsheet file containing 2 worksheets (Entries and Cash Statement)
- **Triathlon Logo** — a jpg file
- **Triathlon Theory** — a word-processing file

You must:

- complete each question in order
- action and delete all comments/notes 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	Portobello Triathlon Club printouts	Marks available	Completed (✓)
1 (a)	Database table	5	
1 (b)	Database report	7	
2 (a)	Spreadsheet — Entries • value view • formula view	9	
2 (b)	Spreadsheet — Cash Statement • value view • formula view	11	
3	Word-processing document — Triathlon Theory	8	

[Turn over

Attempt ALL questions

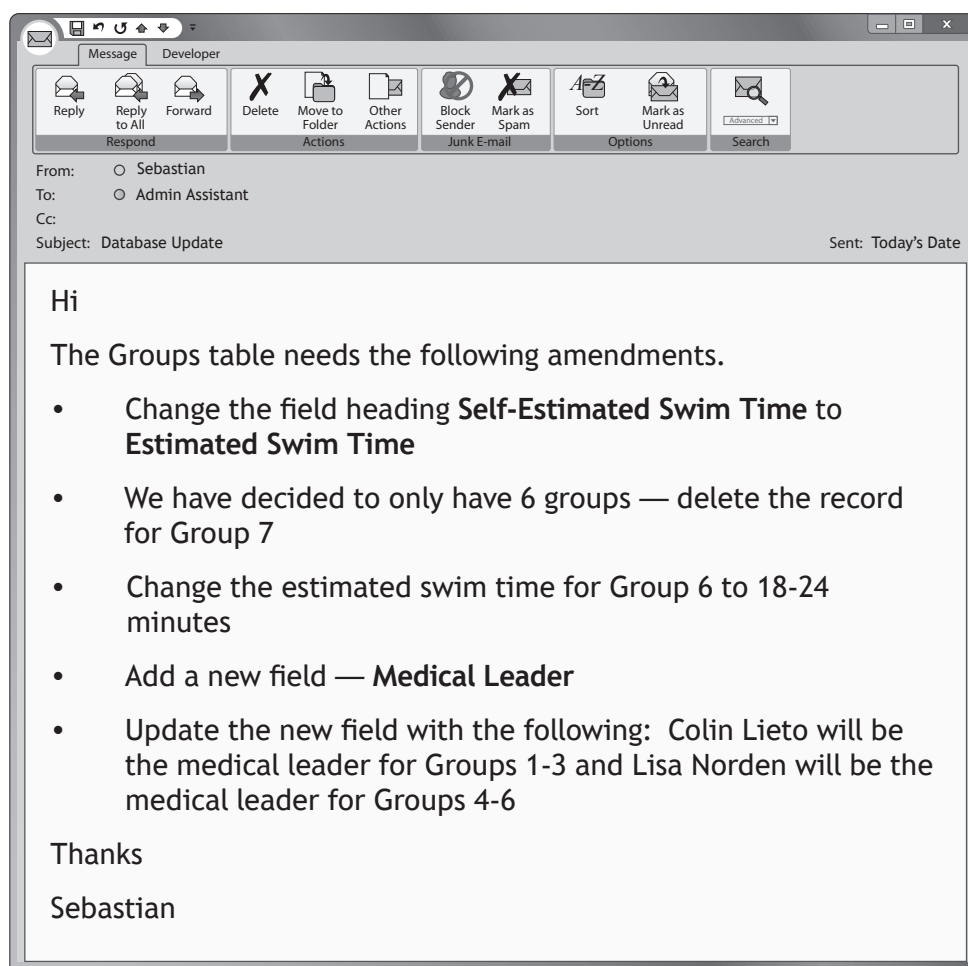
You are the Admin Assistant for Portobello Triathlon Club. They are organising a Summer Triathlon for youth and junior competitors who will swim, cycle and run. It will be held on Saturday 10 June 2023.

The Race Director of the triathlon is Sebastian Carter.

Complete the following questions.

1. (a) The database file **Competitors** contains details of teenagers who have currently registered to compete in the Summer Triathlon.
- Use the information below and print the updated **Groups** table showing all fields.

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1. (continued)

- (b) Use the following information to create and print a database report.
- Sebastian needs to know any medical conditions of competitors under 18.
- Search the database for competitors born after 10 June 2005 with a medical condition. Show only Competitor Name, Medical Details, Date of Birth and Medical Leader in that order. Sort into alphabetical order of Medical Details and Surname.
- Insert a suitable heading — our logo should appear at the top right-hand side.

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2. (a) Sebastian has asked you to update the Summer Triathlon entry fees information. Open the spreadsheet **Triathlon June 2023** and complete the worksheet **Entries**.

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Print a copy of the Entry Fees Breakdown table **only** in value view. This should be portrait with gridlines only.

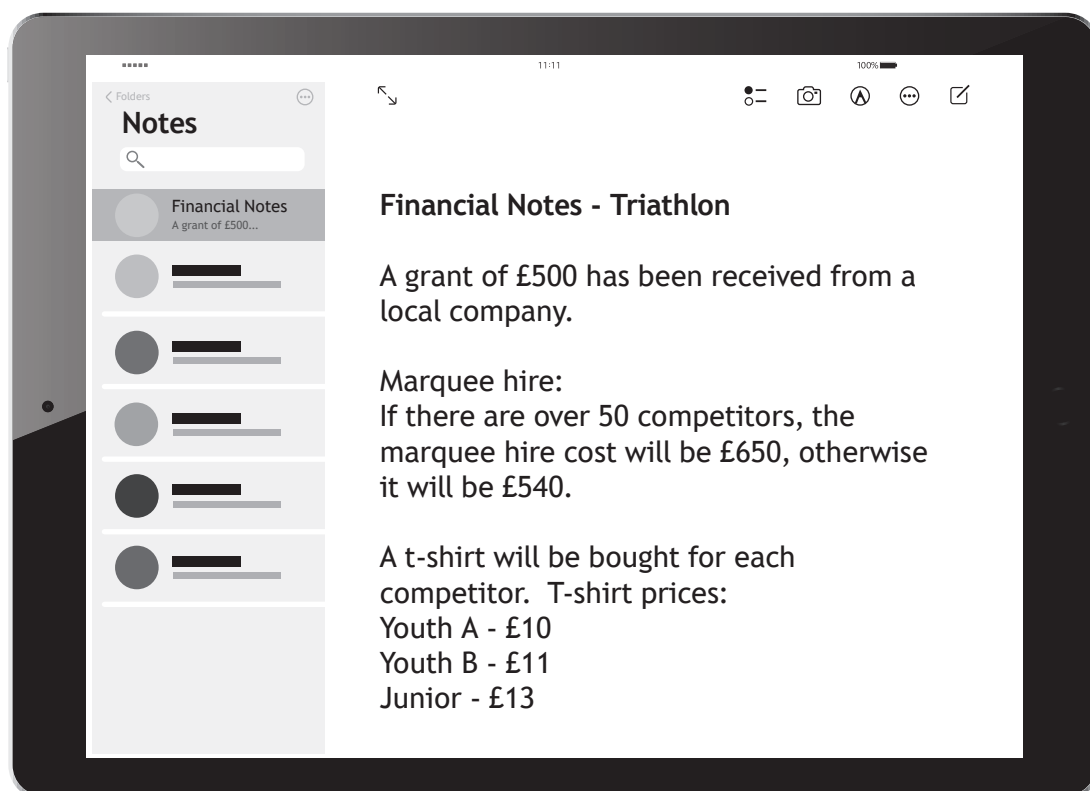
Print a copy of the **whole** worksheet in formula view. This should be landscape with gridlines and row and column headings.

- (b) Open the worksheet **Cash Statement** and complete it using the information below and the **Entries** worksheet.

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Print a copy in value view, portrait with gridlines only.

Print a copy in formula view, landscape with gridlines and row and column headings.



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

1.	outline 3 features of good customer service.
2.	
3.	
1.	Describe 2 features of spreadsheets.
2.	
1.	Explain 3 ways Portobello Triathlon Club can improve its corporate image.
2.	
3.	

[END OF QUESTION PAPER]

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DO NOT WRITE ON THIS PAGE

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Question 2 — Andrey Mertsalov/Shutterstock.com