



[Turn over

2

You have been supplied with the following source files:

N220CLUB.csv
N220EVENT.rtf
N220EVIDENCE.rtf
N220GROUP.csv
N220LOGO.jpg
N220RANK.rtf
N220REGS.rtf
N220SCORE.csv
N220SPONSOR.rtf

Task 1 – Evidence Document

Open the file **N220EVIDENCE.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **N220EVIDENCE** followed by your candidate number, for example: N220EVIDENCE9999

You will need to place screenshots in this Evidence Document.

Task 2 – Document

You are going to edit an information sheet. The company uses a corporate house style for all its documents. Two paragraph styles have already been created. Additional paragraph styles must be created and applied to the information sheet as instructed.

1 Open the file N220EVENT.rtf

The page setup is set to A4, landscape orientation with 2 centimetre margins. Do **not** make any changes to these settings.

Save the document in your work area, in the format of the software you are using, with the file name **RWDETAILS**

EVIDENCE 1

Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

2 Place in the header your name, centre number and candidate number, centre-aligned.

Place in the footer automated page numbers, right-aligned.

Make sure that:

- all the alignments match the page margins
- no other text or placeholders are included in the header and footer areas
- headers and footers are displayed on all pages.

[2]

3

- 3 At the start of the document enter the title:
Tawara MTB Marathon Race

[1]

- 4 Create and store the following styles, basing each on the default paragraph style:

House style specification							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
RW-Title	serif	36	centre	bold, italic	single	0	0
RW-Subtitle	sans-serif	20	right	underline	single	0	0
RW-Subhead	serif	18	centre	bold, underline	single	0	8

EVIDENCE 2

Place in your Evidence Document a screenshot to show that the style settings have been defined for the *RW-Subhead* style.

[2]

- 5 Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence of this list.

EVIDENCE 3

Place this screenshot in your Evidence Document.

[1]

- 6 The style *RW-Body* has already been created, stored and applied to the document text. Modify this style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
<i>RW-Body</i>	sans-serif	10	justified	none	single	0	9

EVIDENCE 4

Place in your Evidence Document a screenshot of these style settings for the *RW-Body* style.

[2]

4

- 7 Apply the *RW-Title* style to the title text entered at Step 3. [1]
- 8 Enter your name immediately after the subtitle *Event details by*:
Apply the *RW-Subtitle* style to this line of text. [1]
- 9 Change the page layout so that the subheading *Event Format* and all following text is displayed in 2 columns of equal width with a 2 centimetre space between the columns. [2]
- 10 Apply bullets to the list from:
Vipers ...
to
... under 8
Make sure that:
- the bullets are indented **2.5** centimetres from the left margin
 - the list is in single line spacing with no space between the lines
 - there is a **9** point space after the last item in the list.
- [2]
- 11 Identify the 6 subheadings in the document and apply the *RW-Subhead* style to each one. [1]
- 12 Locate the table in the document.
Apply the *RW-Table* style to the table. [1]
- 13 Delete the entire row for the *Novice Pairs* category. [1]
- 14 Edit the table so that it looks like this:

Entry Options			
Category	Age	Max Riders	Notes
Solo	18+	1	More experienced riders. Only pit crew and other riders for company. Must be able to perform well without any sleep.
Solo Veteran	40+		
Pairs	18+	2	Relay format, riding shared. Pair decide team tactics and how many laps each rider completes.
Team Open	18+	4	Relay format with men, women and mixed teams. Spreads the load, requires strategy and planning.
Team Veterans	40+	5	Combined age 170+ for 4 riders, 210+ for 5 riders.
Easy Rider	16+	8	Up to 8 riders in relay format. Less demanding for individuals. Suits work groups or clubs.

[5]

5

15 Format only the first row of the table so it:

- has a white **14** point sans-serif font
- is bold and italic
- has a black background.

[3]

16 Make sure:

- the table borders and all data fit within the column width
- no words are split where text is wrapped in column 4
- all internal and external gridlines are displayed when printed
- there is a **9** point space after the table.

[2]

17 Spell check and proofread the document.

Make sure that:

- the list and table are not split over columns or pages
- there are no widows or orphans
- there are no blank pages
- spacing is consistent between all items.

Save the document using the same file name and format used in Step 1.

Print the document.

PRINTOUT 1

Make sure your **name**, **centre number** and **candidate number** are on your document.

[1]

[Total: 29]

6

Task 3 – Database

You are now going to prepare some reports.

- 18 Using a suitable database package, import the file **N220SCORE.csv**

Use these field names and data types:

Field name	Data type	Format
<i>Last_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Club_Code</i>	Text	
<i>Age</i>	Number	Integer
<i>KM_Hour</i>	Number	2 decimal places
<i>Position</i>	Number	Integer
<i>Score</i>	Number	Integer
<i>Race_No</i>	Number	Integer
<i>Cat_Code</i>	Text	
<i>Distance_KM</i>	Number	Integer

Set *Race_No* as a primary key.

Save the data.

[2]

- 19 Import the file **N220CLUB.csv** as a new table in your database with all fields set with appropriate data types.

Set the *Club_Code* field as a primary key.

[1]

- 20 Import the file **N220GROUP.csv** as a new table in your database with all fields set with appropriate data types.

Set the *Group_Code* field as a primary key.

EVIDENCE 5

Place in your Evidence Document screenshots showing the primary keys, field names and data types used in all three tables.

[1]

21 Create one-to-many relationships as links between the:

- *Club_Code* field in the club table and the *Club_Code* field in the score table
- *Group_Code* field in the group table and the *Cat_Code* field in the score table.

EVIDENCE 6

Place in your Evidence Document screenshot(s) showing the type of relationships between the three tables.

[2]

22 Enter the following details as a new record in the score table:

<i>Last_Name</i>	Flater
<i>First_Name</i>	Susan
<i>Club_Code</i>	EPE12
<i>Age</i>	24
<i>KM_Hour</i>	4.05
<i>Position</i>	2
<i>Score</i>	125
<i>Race_No</i>	1476
<i>Cat_Code</i>	FE
<i>Distance_KM</i>	50

Check your data entry for errors.

Save the data.

[2]

23 Using fields from all tables, produce a tabular report that:

- contains a new field called **Total_Time** which is calculated at run-time. This field will multiply the *KM_Hour* by *Distance_KM* and divide this by 1440. Format this field to display time as hh:mm:ss
- selects the records where:
 - *Club_Name* includes the text **MTB**
 - *Age* is **20 or more**
 - *Distance_KM* is **50 or 75**
- shows only the following fields:
Last_Name, First_Name, Gender, Age, Race_No, KM_Hour, Distance_KM, Club_Name, Position and *Total_Time*
 in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Club_Name* and ascending order of *Position*
- has a page orientation of landscape
- fits on a single page wide
- includes only the text **MTB Marathon Results** as a title at the top of the page, formatted so that it displays:
 - in a black, 30 point, serif font style
 - with all letters fully visible
- has only your name, centre number and candidate number in the footer of the report so it appears on every page.

Save and print your report.

PRINTOUT 2

Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

[12]

24 Using fields from the score and club tables produce a tabular report that:

- selects the records where:
 - *Position* is **1**
 - *County* does **not** include **Kent**
- shows only the 6 fields:
Position, First_Name, Last_Name, Club_Name, County and *Distance_KM*
 in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *County*
- has a page orientation of portrait
- fits on a single page
- includes only the text **Winning Club Members** as a title displayed in a larger font size, fully visible, at the top of the page
- calculates the average distance and positions this under the *Distance_KM* column, formatted as an integer
- has a label **Average race distance** to the left of this value
- has your name, centre number and candidate number on the report.

Save and print your report.

PRINTOUT 3

Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

EVIDENCE 7

Place in your Evidence Document a screenshot of the formula used in the database to calculate the average distance.

[10]

25 Export the report created in Step 24 in portable document format (pdf).

Save the exported file with an appropriate file name in your work area.

EVIDENCE 8

Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[1]

[Total: 31]

10

Task 4 – Mail merge

You are required to carry out a mail merge.

- 26** Create a mail merge letter using the file **N220SPONSOR.rtf** as the master document and **N220RANK.rtf** as your data source file.

Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with merge field
<FIRST>	First_Name
<FAMILY>	Last_Name
<ADD1>	Street
<ADD2>	Town
<POST>	Postcode
<FINISH>	Rank
<FUND>	Bursary
<AGREE>	Condition
<CN>	Club_Name
<AREA>	District
<BIB>	Race_No
<YB>	Year_Band
<CAT>	Category

Make sure the spacing, punctuation, alignment and enhancements in the original master document are maintained.

[4]

- 27** Replace the text *Candidate Name* with your name.

Enter your name, centre number and candidate number in the footer of the document.

Save and print your master document.

PRINTOUT 4

Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[1]

11

- 28** Set an automated filter to select riders who have a rank of **3 or less**.

EVIDENCE 9

Place in your Evidence Document a screenshot to show the use of an automated selection method.

[1]

- 29** Merge and print the letters for the selected riders only.

Save and close the files.

PRINTOUT 5

Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your letters.

[1]

[Total: 7]

Task 5 – Printing the Evidence Document

Save and print your Evidence Document.

PRINTOUT 6

Make sure that your **name**, **centre number** and **candidate number** appear on every page of your Evidence Document.

Task 6 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must be formatted to display a title and bulleted list.

30 Create a presentation of 5 slides using the file **N220REGS.rtf**

Use a master slide to display only the following features:

- your name, centre number and candidate number in the bottom left corner
- the club logo, which is saved as **N220LOGO.jpg** in the source files, positioned in the top left corner, resized to a width of **3** centimetres with aspect ratio maintained
- automated slide numbers on the top right of every slide.

Make sure that:

- master slide items appear in the same position on every slide
- there is no overlap on any slide.

[4]

31 Insert a new slide as slide 1 and format this slide so that:

- a title slide layout is applied with no bullets
- the title and subtitle text are centred in the middle of the slide.

[1]

32 Enter the text **Tawara MTB 2020 Race** as a title on slide 1.

Enter the text **Presented by:** followed by your name as a subtitle on slide 1.

[2]

13

33 On the slide with the title *The Course* locate the 3 items:

- *one arrow – Straight Ahead Slow*
- *two arrows – Caution – Dangerous Situation*
- *three arrows – Serious Hazard – Extreme Caution*

Format these 3 items to look like this:

- potentially dangerous situations marked by down pointing arrows:
 - *one arrow – Straight Ahead Slow*
 - *two arrows – Caution – Dangerous Situation*
 - *three arrows – Serious Hazard – Extreme Caution*
- road sections are not closed to traffic

[3]

34 Add the following text as presenter/speaker notes to the slide with the title *The Course*:

Motorbikes and cars will be using the course too – please take extreme care.

Print only this slide as presenter/speaker notes.

PRINTOUT 7

Make sure your **name**, **centre number** and **candidate number** are on this slide.

[2]

35 Save the presentation.

Print the presentation as handouts with **2** slides to the page, each filling half the page.

PRINTOUT 8

Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 13]

14

BLANK PAGE

15

BLANK PAGE

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