

**Improving Productivity using IT - Level 2**  
**Scenario Assignment Sample Test 2**  
**Version SampleMQTB/1.0/IP2/v1.0**

This test is divided into two parts. You **MUST** complete the **Performance** part before the **Knowledge** part.

You must read through the whole scenario assignment before starting.

The time allowed for the Performance part and the Knowledge part is **one hour**.

In the **Performance** part of the test you will carry out tasks based on a scenario using an appropriate application of your choice. It is recommended that you allow approximately 45 minutes to complete the Performance part of the test. The pass mark for this part of the test is 75%.

In the **Knowledge** part of the test, you will answer some questions, which relate to the work you carried out in the Performance part. There are 12 tasks in this section of the test. It is recommended that you allow approximately 15 minutes to complete the Knowledge part of the test. The pass mark for this part of the test is 75%.

**Part 1 – Performance**

NOS Ref.	Tasks
B1.1 B1.3	<p>You work as an Examinations Officer for an IT training company called Summerville Training who provides training and examination testing facilities for candidates.</p> <p>You have been asked to format and update data, based on candidates and examination results, in preparation for a team meeting.</p> <p>Data already exists in two files but needs editing and formatting ready for discussion at the team meeting.</p> <p>The team meeting is due to begin in 45 minutes where some of the data will be issued as a handout.</p> <p>Whilst data is presented to you in different formats, you should choose the most suitable application for the task. The choice of application should also reflect the most productive use of IT.</p> <p>Consider the IT experience of the users who will view the files; not all employees who access the data have the same skills as yourself. Ensure that data is presented consistently.</p> <p>Read through the scenario assignment. Ensure that the correct application is used and that the intended data is used.</p> <p>Instructions are given to save the file but good practice dictates that you should save your work regularly during the assignment.</p>

B1.7 During the assignment you will be expected to:

- Display data in a professional manner.
  - Select suggested page orientations.
  - Format headings consistently.
  - Move and copy data from one file to another.
  - Enter and edit text and numerical entries.
  - Create a graphical representation of data.
  - Carry out calculations on numerical data.
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There are two files for the assignment:

- ***Summerville Training.***
  - ***Exam Candidates.***
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B1.3 Open the file called ***Summerville Training*** from your Learner Drive.

B1.7 You are required to make the following changes to the ***July Exam Results*** page:

- Save the file to your Learner Drive as ***Summerville Training***, adding your initials at the end of the filename - for example, ***Summerville Training AZ.***
- To conform to good practice **ALL** data must be visible.
- Column **C** and rows **2** and **4** should be deleted so there are **NO** unnecessary blank spaces between the data.
- Embolden the title row showing the candidate number and name headings.
- Ensure that **ALL** headings are formatted consistently.
- Extra data need to be added to the bottom of the list of exam candidates. Ensure that the data is inserted into the correct columns and that the alignment of entries is consistent.

K414	Hewlett	Patrick	74
K454	Jackson	Julian	88
K434	Desai	Shashi	76
K474	Singh	Gupta	91

- It would improve the appearance of the data if the **First Name** column displayed before the **Last Name** column. Change the order of these two columns.
- Sort the data in ascending order of the candidate's **Last Name**.
- To make the titles stand out, apply any colour background to the top two rows. Ensure that the title area **ONLY** is formatted and ensure that the data can still be seen clearly.

- On the top row, amend the text **Summerville** to **Summerville Training** and amend the pass mark to **75**.
  - The pass mark text and the mark itself should be formatted to **13** pts regular.
  - Caroline Brand's score, which was missed out earlier, is **98**. The other blanks scores are 'no-shows'.
  - Calculate, where indicated:
    - The average of the exam marks. The calculation must be rounded down to **1** decimal place.
    - The number of candidates who sat the exam.
    - The number of candidates who failed to sit the exam ('no-shows').
  - The document should contain a left-aligned header displaying the filename and a right-aligned header displaying the current date.
  - Ensure that the document is presented in a portrait orientation.
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B1.3 You are required to make the following changes to the **Revenue** page:

- Add the word **Software** to the end of the application names in the first column of data – for example, **Database Software**.
  - Calculate the **Gross Revenue** by multiplying the **Places Booked** entry by the **Cost per Day** entry in the first row. Copy the formula to the remainder of the column.
  - Calculate the **Net Revenue** by subtracting the **Trainer Fee** from the **Gross Revenue** entry. Copy the formula to the remainder of the column.
  - Calculate totals for the **Gross Revenue**, **Trainer Fee** and **Net Revenue** columns.
  - All financial amounts should be formatted to **0** decimal places with a currency symbol (£).
  - **ALL** calculation totals should be emboldened.
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- B1.3 On its own page, create a 3D graphical representation of the 3 column headings and their totals on the **Revenue** page, as illustrated below.

Gross Revenue	Trainer Fee	Net Revenue
£17,050	£5,750	£11,300

- The page should be named **Revenue Chart**.
  - Add the chart title **Revenue v Trainer Fee**.
  - Each series should be displayed in a different colour for ease of identification.
  - Move the **Revenue Chart** page after the **Revenue** page.
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- B1.3 You are required to add a list of exam candidates to the document on a new page at the end of the existing pages.

- The list can be found in a file called **Exam Candidates**. You must incorporate the **Exam Candidates** data into the **Summerville Training** file as a new page.
  - The new page should be named as **August Exam Candidates**.
  - **NO** printed copies of this document are required.
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- B2.5 Before producing the data for the team meeting, check **ALL** pages for spelling mistakes using the most suitable tool from the application.

Make corrections where needed.

You can safely ignore proper names and make sure that **ALL** calculations are correct.

Ensure that the layout and the quality of the work is suitable for the intended audience and that **ALL** column headings are consistent.

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Save and close your file keeping the same filename **Summerville Training AZ**.

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**This is the end of Part 1 - Performance.**

**Continue on to Part 2 - Knowledge.**

## Part 2 – Knowledge

NOS Ref.	Item Ref.	Tasks	Marks
		<p>Open the file called <b>Answerfile</b> from your Learner Drive.</p> <p>Enter your Learner Identification and Scenario Assignment Number in the cells provided.</p> <p>Use this file to record your answers to the relevant questions.</p>	
B1.2	1.	<p>In terms of resources what software application would be most suitable for this assignment?</p> <p>A. Word processing.</p> <p>B. Database.</p> <p>C. Photographic software.</p> <p>D. Spreadsheet.</p> <p>Enter <b>A, B, C,</b> or <b>D</b> in <b>Answerfile</b> in the space for question 1.</p>	[1 Mark].
B1.2	2.	<p>What feature of the suitable software application allows the task to be completed?</p> <p>A. Send and receive emails and diarise appointments.</p> <p>B. Create a mail merge document.</p> <p>C. Present text and graphics in a read-only format.</p> <p>D. The columns and rows allow quick and effective data inputting.</p> <p>Enter <b>A, B, C,</b> or <b>D</b> in <b>Answerfile</b> in the space for question 2.</p>	[1 Mark].
B1.6	3.	<p>Which of the following represents the <b>best</b> reason why you chose this particular software application for the task?</p> <p>A. The application has a range of features to manage lists and calculations.</p> <p>B. The application is useful for creating flow charts.</p> <p>C. The application was copied from a friend's CD.</p> <p>D. If you make a mistake the application shuts down.</p> <p>Enter <b>A, B, C,</b> or <b>D</b> in <b>Answerfile</b> in the space for question 3.</p>	[1 Mark].

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B1.6 4. Which of the following outcomes represents the **best** reason for choosing this particular software application for this task? [1 Mark].

- A. The application automatically chose the required orientation required for the data.
- B. Data can be quickly and cost effectively processed.
- C. The spell checker checks totals as well as text.
- D. The application is ideal for typing letters.

Enter **A, B, C, or D** in **Answerfile** in the space for question 4.

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5. Which of the following is a legal consideration when using IT? [1 Mark].

- A. You can use other people's software free of charge.
- B. Copyright law only exists if you are photocopying.
- C. Ensuring that the software you use has been legally purchased.
- D. If a company employs 50 or more people, data protection laws don't apply.

Enter **A, B, C, or D** in **Answerfile** in the space for question 5.

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B2.2 6. Which of the following tasks were carried out by the correct tool? [1 Mark].

- A. The data was sorted by cutting and pasting in the required order.
- B. A bold effect was achieved by using a heavier font type.
- C. Calculations were created using the calculator in Windows then pasted into the total area.
- D. The data was inserted into a chart to create a graphical representation.

Enter **A, B, C, or D** in **Answerfile** in the space for question 6.

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B2.3 7. Which of the following would represent a strength in your final work? [1 Mark].

- A. Saving the document using numbers and all 255 characters allowed.
- B. Large amounts of data can be best represented by any type of chart.
- C. The completed document is spellchecked, proof-read and well presented.
- D. The document isn't quite finished as there wasn't time.

Enter **A, B, C, or D** in **Answerfile** in the space for question 7.

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B2.3 8. Which of the following would represent a weakness in your final work? [1 Mark].

- A. Applying currency symbols to financial data.
- B. A chart or image covering data beneath it.
- C. Spell checking before printing.
- D. Ensuring all data can be seen.

Enter **A, B, C, or D** in **Answerfile** in the space for question 8.

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B2.4 9. Which of the following would improve your work? [1 Mark].

- A. Formatting documents using self-taught methods.
- B. Correcting mistakes, spell checking and proof reading.
- C. Not saving files with clear logical filenames.
- D. Apply a different border to each page.

Enter **A, B, C, or D** in **Answerfile** in the space for question 9.

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B3.1 10. In terms of business productivity, which of the following is a benefit of using IT tools and systems in the workplace? [1 Mark].

- A. Modern computers are so reliable that it is not necessary to create data backups anymore.
- B. Storing and retrieving company electronic data is fast and efficient.
- C. Businesses must use networked computers to be efficient.
- D. It is easier to read emails when they are printed out than on screen.

Enter **A, B, C, or D** in **Answerfile** in the space for question 10.

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B3.1 11. In terms of business productivity, which of the following is a drawback of using IT tools and systems in the workplace? [1 Mark].

- A. Insufficient care taken when entering data may lead to work having to be re-done.
- B. It is quicker to hand-write documents than produce them on the computer.
- C. Businesses can't be productive if they don't have a network of computers.
- D. Work has to be checked by a line-manager before it can be saved.

Enter **A, B, C, or D** in **Answerfile** in the space for question 11.

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B3.2 12. Which of the following is a benefit of improving productivity? [1 Mark].

- A. If work is finished early employees can go home early.
- B. Employees rely too heavily on IT applications.
- C. Employees will never receive an annual bonus.
- D. Profitability and sustainability.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 12.

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Save and close your file keeping the same filename **Answerfile**.

Close **ALL** files and applications.

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<b>Total marks</b>	<b>12</b>
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**This is the end of Scenario Assignment Sample Test 2.**