





**Scenario:** The manager of a Fishing Club needs help to prepare some information for a club meeting.

## Part A

**Time allowed: 15 minutes**

- There are **two** tasks in Part A of this assessment and a total of **ten** marks available.
- For Part A you need access to the data file **Evidence document**.
- You **need to** use the internet during Part A.

1.

Using the internet, find the Environment Agency's **rod licence costs**.

Paste a screen print showing your search and the results into your evidence document.

Copy and paste the full list of rod licence costs into your evidence document and into a new document.

Save them so you can find them again later.

**Evidence needed:**

- a) Screen print of the search and the results pasted into your evidence document.*
- b) A copy of the rod licence costs pasted into your evidence document.*
- c) A copy of the list of rod licence costs pasted into a new document.*

**4 marks**

2.

You have received an email with the subject **Logo and Costs**.

Open the email and follow the instructions.

**Evidence needed:**

- a) Printout of the flipped image.*
- b) Screen print of the completed reply email pasted into your evidence document.*

**6 marks**

**END OF PART A**





## Part B

**Time allowed: 1 hour 45 minutes**

- There are **six** tasks in Part B of this assessment and a total of **30** marks available.
- For Part B you need access to the following data files:
  - **Evidence document**
  - **Club List**
  - **Fees Letter**
- You **must not** use the internet during Part B.

3.

You have been given a file with membership data.

The club manager needs you to add the details of one member.

The new member, Roger Thatcher, will be a junior member. His membership fee (£20.35) has been paid in full. His contact email address is [newmember@ztcom.city](mailto:newmember@ztcom.city)

The manager also needs to know the total amount of fees unpaid.

Enter formulas to calculate **Total Fees**, **Total Fees Paid** and **Total Fees Unpaid**

**Total Fees Unpaid** is **Total Fees** less **Total Fees Paid**

Filter the records so only the **Junior** member's show.

Make sure your work is clear, easy to read and formatted appropriately.

Print out the finished spreadsheet showing Junior members who have not paid their membership fee at the top of the list.

Print out the spreadsheet showing the formula/s you have used.

**Evidence needed:**

- a) A printout of the spreadsheet.
- b) A printout showing the formula/s used.

**13 marks**





4.

The manager needs you to create a chart to use at the next club meeting.

The information you need is in your updated membership data file.

Using the file, create a suitable chart showing **Total Fees Paid** and **Total Fees Unpaid**.

Insert your chart into a new word processed document.

Check the appearance of the document to make sure it is clear and easy to read.

When you have done this, print out the document.

**Evidence needed:**

*A printout of your chart in a word processed document.*

**7 marks**

5.

Prepare a letter to send to all members telling them that their club membership fees are now due.

You have been given the information to include.

Insert the logo you flipped and saved in task 2 at the top of the letter.

Check that your letter is free from errors, clear and easy to read.

Print out your letter.

**Evidence needed:**

*A printout of your letter.*

**5 marks**





6.

Organise the files you have used and those you have created into folders so they can be found easily.

Paste a screen print showing the folders you have created into your evidence document.

Paste a screen print showing the contents of **one** of your folders into your evidence document.

Print a copy of your evidence document. Make sure that your name appears on every page.

**Evidence needed:**

- a) *Screen print/s showing how you have organised your files and folder(s) pasted into your evidence document.*
- b) *A printout of your evidence document.*

**3 marks**

**You must now answer the following questions.**

7.

State **one** action you could take to make the icons on a desktop more clearly visible.

**1 mark**

8.

State **one** way a spreadsheet containing members' personal details could be kept private.

**1 mark**





**Before handing in your work please read and complete the following instructions.**

Check that your name appears on **every** printout. Printouts without a name will **not** be awarded marks.

Insert your printouts into this booklet and hand it to the supervisor.

**You should have the following printouts:**

A printout of the email attachment – image that has been flipped.

A printout of the spreadsheet.

A printout showing the formula/s used.

A printout of your chart.

A printout of your letter.

A printout of your evidence document.

**END OF ASSESSMENT**

