



Scenario: You are working with a librarian at Minton College Library. He wants some information on e-books to give to customers. He also wants you to find out which books are overdue and to send reminder letters.

Part A

Time allowed: 20 minutes

- There are **two** tasks in Part A of this assessment and a total of **11** 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 page on Wikipedia that gives information about e-books.

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

Copy the sections on **advantages** and **drawbacks** of e-books into a new word processed document.

The librarian also needs you to find a picture of an e-reader.

Paste a copy of the picture into your word processed document.

Make sure that your document is clear and easy to read. Print the document.

Evidence needed:

- a) Screen print/s of the searches and the results pasted into your evidence document.*
- b) A print out of the word processed document.*

6 marks





2.

Prepare an email to (librarian@mintoncollege.city) telling him you have found the information he wanted.

Attach the word processed document you saved in task 1.

Paste a screen print of your finished email into your evidence document.

You just have to prepare the email. Do not send it.

Add the librarian to your email address book. Save a screen print showing the entry and paste it into your evidence document.

Evidence needed:

- a) Screen print/s of your completed email pasted into your evidence document.*
- b) Screen print of the address book entry pasted into your evidence document.*

5 marks

END OF PART A





Part B

Time allowed: 1 hour 40 minutes

- There are **six** tasks in Part B of this assessment and a total of **39** marks available.
- For Part B you need access to the following data files:
 - **evidence document**
 - **Overdue Letter**
 - **Loan Books**
 - **Logo**
- You **must not** use the internet during Part B.

3.

The librarian needs you to create a database of the books that are on loan.

You have been given a file with this information.

Make sure all the data types are set correctly.

Take a screen print of the completed database design and paste it into your evidence document.

Use the database to create a report of the books that are overdue, as they were due back **on or before 01/04/2011**.

Include only the **Book Title, Author, ISBN Number, Title, Initial** and **Surname** of the person who has borrowed the book and **Date due back**.

Check that your work is formatted correctly. Make sure that the report is clear and easy to read.

Print a copy.

Evidence needed:

- a) Screen print of the database design pasted into your evidence document*
- b) Printout of report showing overdue books in ascending order*

13 marks





4.

The librarian needs you to use mailmerge to send letters to **only** the people who have overdue books.

You have been given the letter.

You have also been given a logo to include.

He wants the library address inserted in the footer:

The Village Green, Lower Hampton, Minton XC8 99P

Check that the letter is clear and suitable.

Print a copy of the unmerged letter showing all the merge fields and print the merged letters.

Evidence needed:

- a) Printout of the unmerged letter showing all merge fields
- b) Printout of the merged letters to people with overdue books.

18 marks

5.

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

Paste a screen print showing the folder(s) you have created into your evidence document.

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

Compress (zip) the folder. Paste a screen print showing the compressed folder into your evidence document.

Print a copy of your evidence document.

Evidence needed:

- a) Screen print showing folder(s) and files you have created pasted into your evidence document.
- b) Screen print showing your compressed folder pasted into your evidence document.
- c) A printout of your evidence document.

4 marks





You must now answer the following questions.

6.

When might you use an * (asterisk) in a search?

1 mark

7.

State **one** way you could make a USB memory stick safe to use after it has been infected by a virus.

1 mark

8.

State **two** actions you can perform using the right click facility on a mouse.

i)

ii)

2 marks





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 your evidence document.

A printout of the word processed document.

A printout of your report.

A printout of your merged letters.

A printout of your unmerged letter.

END OF ASSESSMENT

