





**Scenario:** You help your friend run a student group selling items on an online auction website. You report on the activities of the group at the monthly online meetings. You want to give the seller of the month a 32GB iPod Touch at the next meeting.

## Part A

**Time allowed: 20 minutes**

- There are **two** tasks in Part A of this assessment and a total of **10** 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 a price comparison website and search for the 32GB iPod Touch.

Paste a screen print showing the search/searches you used and the results into your evidence document.

Save a copy of the web page.

Ensure the file is appropriately named and stored so you can easily find it again later.

**Evidence needed:**

*Screen prints of the search/searches and results pasted into your evidence document.*

**5 marks**

2.

Prepare an email to your friend ([studentgroup@camford.city](mailto:studentgroup@camford.city)) saying you have found a price comparison website with details of the 32GB iPod Touch.

Tell him the address of the website you used.

Add an appropriate subject line and attach the copy of the web page you found.

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

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

**Evidence needed:**

*Screen print/s of your completed email 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 **40** marks available.
- For Part B you need access to the following data files:
  - **Evidence document**
  - **Monthly Summary**
  - **Webpage Info**
  - **Pic A**
  - **Pic B**
  - **Pic C.**

3.

You need to prepare some information for this month's online meeting.

You have been given a file that contains data on the group's activities.

Your friend needs you to add the following data.

Name	Date sold	Item	Price bought	Price sold	Profit/Loss £	Profit %	Feedback
Jade	27/07/10	Henley Jeans	£14.50	£27.76			0.9885

Make sure the data is clear and formatted appropriately.

Next to each person, use a formula or function that returns the words "**Qualify Seller of the Month**" if both the Target Profit % and the Target Feedback % are met.

If they are not met then the words "**Does not Qualify**" should be returned.

Your friend needs a chart that shows the top six sellers who have made the highest profit %.

It should show the Price Bought, Price Sold and the Profit/Loss £ for those six.

**Profit/Loss** is **Price sold** less **Price bought**  
**Profit %** is **Profit/loss** divided by **Price bought**





You must print out the finished spreadsheet and the chart.

You must also print out a spreadsheet that shows the formula/s you have used.

Save the document with a suitable filename.

**Evidence needed:**

- a) *A printout of the finished spreadsheet.*
- b) *A printout of the chart.*
- c) *A formula printout.*

**20 marks**

4.

As your monthly online meetings are held using video conferencing software, you need to produce a web page containing the information for the meeting.

Use the files you have been given to create the webpage.

In the webpage you must include:

- o The chart you made in task 3.
- o The name of the seller of the month and the prize.
- o An image from the ones you have been given. Choose the most appropriate.

You need to insert an organisation chart showing the group members and their responsibilities.

Make sure there are no mistakes.

Format your work so that it is clear and easy for the group to read. Print it out.

**Evidence needed:**

*A printout of your completed web page/s*

**13 marks**





5.

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

Compress (zip) the folder that contains your webpage files.

Paste a screen print showing the files you have created and where they are stored into your evidence document.

You also need a screen print showing the folder you have compressed.

Print out your evidence document.

**Evidence needed:**

- a) *Screen print(s) showing how you have organised your work pasted into your evidence document*
- b) *Screen print showing the folder you have compressed pasted into your evidence document*
- c) *A printout of your evidence document.*

**3 marks**

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

6.

Your friend has lost a file and needs you to find it. All he can remember is that part of the file name is the word 'postage'. How would you search for the file using wildcards?

**2 marks**

7.

State **one** type of digital content that can be stored on an iPod.

**1 mark**





8.

State **one** way you could send an email to a group of people, keeping each member's email address 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 spreadsheet.

A printout of the chart.

A formula printout.

A printout of your completed web page/s.

A printout of your evidence document.

**END OF ASSESSMENT**

