

Suggested solutions for Set 3, Lockwood's Business College

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	A	B	C	D	E	F	G	H
1	Full Time Enrolments		Data taken from the Student Record System		HND Administration & Information Technology		HIC Administration	HIC Computing
2	Year	HNC Administration & Information Technology	HNC Business	HNC Computing	HND Administration & Information Technology	HIC Administration	HIC Computing	
3	1996	12	16	20	12	20	18	
4	1997	19	18	25	12	22	26	
5	1998	23	26	30	16	20	35	
6	1999	17	24	33	22	22	19	
7	2000	22	18	27	16	20	25	
8	2001	24	29	31	19	27	32	
9	2002	14	18	16	21	18	19	
10	2003	27	26	32	10	26	28	
11	2004	35	38	36	21	19	21	
12	2005	42	40	38	20	26	21	
13	2006	39	32	37	24	22	26	
14	2007	37	35	32	22	30	28	
15	2008	40	38	35	25	33	31	next year's target
16								
17	No of HND Administration & IT students 2001			19				
18	No of NC Administration students in 2006			22				
19								
20	Average number of students per course over period			25				
21								
22	Target increase on each course for next year			3	more than current			

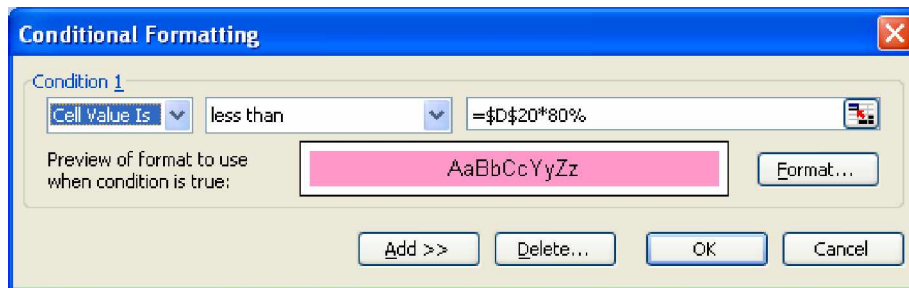
LBC/your initials

	A	B	C	D	E	F	G	H
1	Full Time		Data taken from the Student Record System		HND Administration & Information Technology		NC Administration	NC Computing
2	Year	HNC Administration & Information Technology	HNC Business	HNC Computing	HND Administration & Information Technology	NC Administration	NC Computing	
3	1996	12	16	20	12	20	18	
4	1997	19	18	25	12	22	26	
5	1998	23	26	30	16	20	35	
6	1999	17	24	33	22	22	19	
7	2000	22	18	27	16	20	25	
8	2001	24	29	31	19	27	32	
9	2002	14	18	16	21	18	19	
10	2003	27	26	32	10	26	28	
11	2004	35	38	36	21	19	21	
12	2005	42	40	38	20	25	21	
13	2006	39	32	37	24	22	26	
14	2007	37	35	32	22	30	28	
15	2008	=B14+\$D\$22	=C14+\$D\$22	=D14+\$D\$22	=E14+\$D\$22	=F14+\$D\$22	=G14+\$D\$22	next year's target
16								
17	No of HND A			=LOKUP(2001,A3:A14,E3:E14)				
18	No of NC A c			=LOKUP(2006,A3:A14,F3:F14)				
19								
20	Average num			=AVERAGE(B3:G14)				
21								
22	Target incre			3	more than current			

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Hints

- Next year's target is the 2007 figure plus 3 – the figure in cell D22. You should **Absolutely address** this cell in the formula (press [F4] or type the \$ symbols before each coordinate in the cell address).
- *Conditional Formatting*
 - Select the cell range that you wish to set criteria for, e.g. B3:G14
 - Choose **Conditional Formatting...** from the Format menu.
 - Set up the condition required – in this example you are looking for cells where the value is less than 80% of the average intake (the value in cell D20).



- Click Format... and specify the formatting required, then click OK to close the Formatting dialog box.
- Click OK to close the Conditional Formatting dialog box.
- *Lookup functions*

You should be able to use VLookup, HLookup and perhaps Lookup (depending on the version of software you are using).

To extract the number of students enrolled in 2006 for NC Office Administration possible solutions could be:

=LOOKUP(2006,A3:A14,F3:F14)

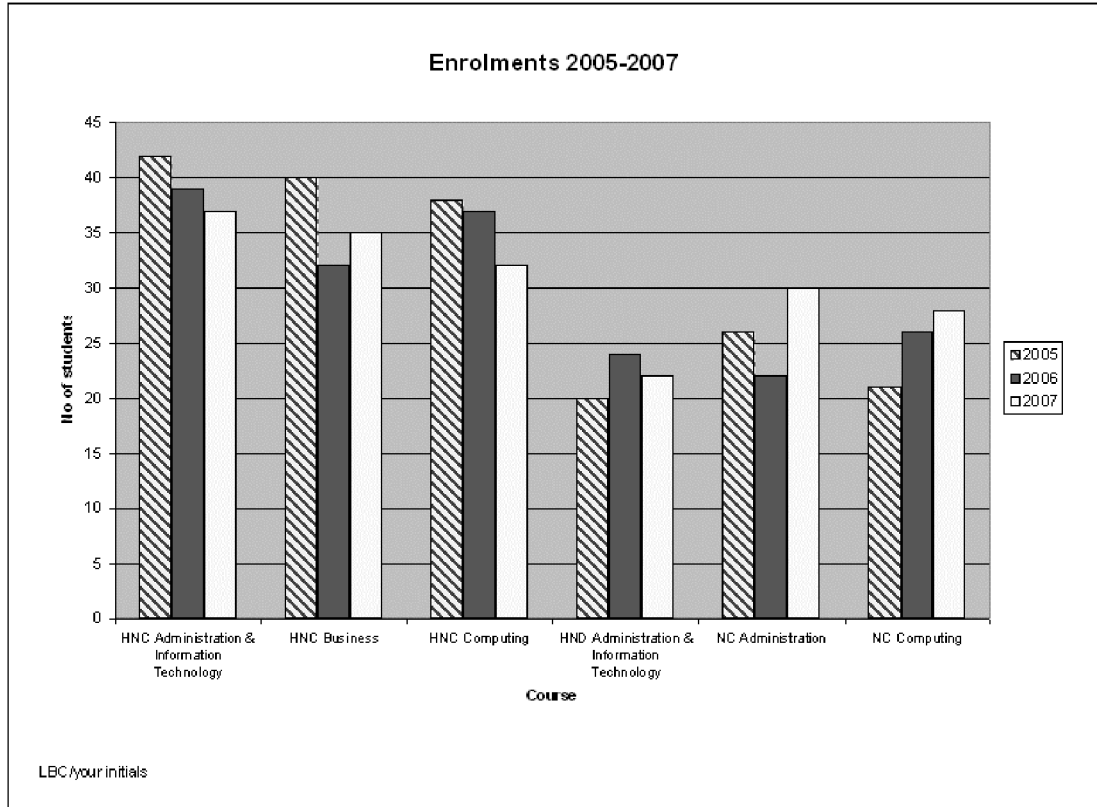
This means locate the value 2006 in the range of cells A3:A14, and then return the value in the same row from the range of cells F3:F14

Or

=VLOOKUP(2006,A3:G14,6)

This means locate the value 2006 in column A, and then, from the cell range A3:G14, go vertically down column 6 (the NC Administration column) and return the value from column 6 that is in the same row as 2006.

Spreadsheet – Full Time Statistics		
Evidence	Marks	Comments
Comment added to cell A1	1	Comment must be displayed or printed to get the mark.
A Lookup function must be used to extract student numbers. Either VLookup or Lookup should be acceptable.	2	Lookup or VLookup could be used for this. The VLookup function would follow one of the following formats, where the year number or cell address is specified as the Lookup value. <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> =VLOOKUP(2001,A3:G14,5) =VLOOKUP(A13,A3:G14,6) </div>
Average function used	1	
Correct cell range identified in Average function	1	B3:G14
Average figure displayed as a whole number	1	
Conditional formatting used to highlight cells	1	Any formatting acceptable, e.g. different font size, cell fill, etc.
Correct formula used to identify cells to be conditionally formatted	1	=D\$21*80% (cell address should be whatever cell contains the average function).
2008 row shows target figures which have been calculated using an appropriate formula	1	e.g. =B14+\$D\$22 No mark if formula not given. Absolute addressing must be used for D22.
Worksheet formatted effectively	2	Font size, bold, italic, shading, borders, etc. could be used. Maximum of 2 marks.
Print-out of data and of formulas	2	
Print-outs displayed legibly on page(s)	1	No mark if reference not displayed.
Total marks	14 marks	



Hints

- The data to be charted, i.e. course titles and data, are not in adjacent cells. Be *very* careful when selecting your data for charting – there should be no Series 1, Series 2, Series 3!

Spreadsheet – Chart		
Evidence	Marks	Comments
Column chart showing 2005–2007 data	1	2-D or 3-D column chart acceptable.
Legend shows years	1	No mark for Series 1, Series 2, Series 3, etc.
Axes have appropriate labels	1	Both axes should have a label.
Chart has suitable title	1	
Title and data series formatted	1	Mark given as long as evidence of formatting is apparent.
Chart printed	1	Reference should be somewhere on print-out, e.g. header/footer.
Total marks	6	

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Lockwood's Business College

Annual Report 2007




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Range of Courses

The range of courses offered this year continued to expand. New courses included the Getting Started At College short summer courses aimed at the prospective student that did not quite meet the entrance requirements.

The courses ran for 6 weeks over the summer period, 5 hours each day. They included Numeracy Skills, Basic IT Skills, Writing Language, Study Skills, Managing Your Time and Managing Your Finances. We ran 3 part of courses with 12 students on each. Of those students 22 students continued on to full time courses with us this year, and the remainder attended day release courses. The courses will run again this summer – enrolments are already open for next year.

Evening courses were another development, with programmes being offered on a Tuesday and Thursday evening from 6 pm – 8.30 pm. These were popular with those already in work as well as those planning to rejoin the working world. IT courses were particularly popular with some courses over subscribed. Marketing and general Business Studies were also popular. We will expand our provision next year to increase the number of students we can cope with, and also add other courses.

Enrolment Data

Enrolment for the year were quite healthy – the IIC in Administration course had its highest intake in recent years. The HND in Administration and IT continue to remain above 20 – a number that has been consistent over the past 4 years. The HNC classes are all very healthy with intakes in excess of 30 in each.

However, it is essential that these figures continue to increase and the target for next year is an increase of 3 students on all full time courses.

The data for the past 8 years is summarised in the table below.

Full time enrolments


Year	HNC Administration & Information Technology	HNC Business	HNC Computing	HND Administration & Information Technology	IIC Administration	IIC Computing
1998	12	16	20	12	20	18
1997	18	18	25	12	22	26
1998	23	20	30	10	20	35
1999	17	24	33	22	22	19
2000	22	18	27	16	20	25
2001	24	29	31	19	27	32
2002	14	18	16	21	18	19
2003	27	26	32	10	26	20
2004	35	38	36	21	19	21
2005	42	40	38	20	26	21
2006	38	32	37	24	22	26
2007	37	35	32	22	30	28

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26/04/2007

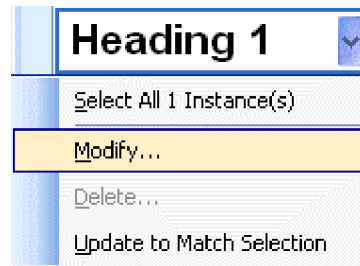
- **Styles**

To modify a style:

- 1 Display the Styles and Formatting task

pane – click  at the left of the Formatting toolbar.

- 2 Click the drop-down arrow to the right of the style name and select Modify.
- 3 Set the formatting options required for the style.
- 4 Click OK.



Word Processing – Annual Report		
Evidence	Marks	Comments
Suitable watermark on pages	1	Should say Draft or similar.
Title page containing first 2 lines, formatted effectively	1	
College logo on page 1	1	
Styles - Normal style is Arial, size 12 - Heading 1 style, Arial, size 14 and bold - Heading 2 style, Arial, size 13 and bold	2	
Heading 1 and 2 applied to appropriate headings	1	No marks if any missed out.
Consistent spacing throughout report and paragraphs justified	1	Title page may be formatted as you wish.
Full Time Enrolment data copied from spreadsheet	1	1996–2007 only.
Conditional formatting removed	1	
Table presented landscape on page 3	2	Document should be in 3 sections, landscape page in section 2.
Font size for table set to 12	1	
Column widths adjusted, etc.	1	Table fits reasonably well on page.
Bullet points added	1	Bullets should be square.
Next Year's Calendar tidied up	2	Calendar should be in 2 columns.
Page numbering, reference and today's date on all pages <i>except</i> page 1	2	Must be in footer, with different first page option selected.
Footer information positioned correctly	1	Tabs need to be moved to facilitate this on landscape page.
Footer has a top border	1	This must be present in all sections.
Table of contents on page 2	1	
Report printed	1	Reference must be somewhere on report to get mark – possibly header/footer.
Total marks	22	

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Course Code	Course Title	CountOfStudent ID
HNC AIT DR 1	HNC Administration and Information Technology	7
HNC AIT	HNC Administration and Information Technology	6
NC Admin	Administration	5
NC Comp	Computing	3
HNC Comp	HNC Computing	3
HNC Bus DR 2	HNC Business	3
HNC Bus DR 1	HNC Business	2
HNC Bus	HNC Business	2
HNC Comp DR 1	HNC Computing	1

Hint

- Aggregate query – display the Totals row in the Query design – **Group** by Course Code/Course Title and **Count** the Student ID.

Database – Aggregate query		
Evidence	Marks	Comments
Query contains Course Code, Course Title and Student ID (or other field for calculation purposes)	2	
Grouped by Course Code/Course Title	1	
Count function used on StudentID field	1	No mark if Sum, Average, etc. used. Could also have counted a different field, e.g. a field from student data table.
Data in descending order on Count field	1	
Query result printed	1	Reference must be somewhere in result, e.g. Query Name, and all data clearly displayed.
Total marks	6 marks	

<i>Report for Student Welfare Services</i>								
								
Mode of Attendance Day Release								
<i>Course Code</i> HNC AIT DR			<i>Course Title</i> HNC Administration and Information Technology					
<i>Surname</i>	<i>First Name</i>	<i>Student ID</i>	<i>Title</i>	<i>Address</i>	<i>Town</i>	<i>Postcode</i>	<i>Telephone No</i>	<i>E-mail</i>
Adamson	Karine	28	Ms	Acom Green	Paisley	PA4 6FF	0141 377 2746	karine33@quista.net
Adamson	Lucy	9	Miss	15 Edinburgh Road	Dunfermline	KY4 2FP	01363 22001	lucydl@yahoo.co.uk
Adamson	Paul	3	Mr	10 Lowland Crescent	Galashiels	TD1 7QQ	01896 222 331	adamsonp@yahoo.co.uk
Braun	Elaine	30	Mrs	25 East Bank Road	Edinburgh	EH14 2Z	0131 888 9998	ebraun@blueyonder.co.uk
Fleming	Jeffrey	20	Mr	10a Lauriston West	Paisley	PA4 1TT	0141 553 7722	j_fleming@virgin.net
Goodard	Jack	27	Mr	37 Viewforth Loan	Paisley	PA4 9AA	0141 677 3992	j_goodard@yahoo.co.uk
Sartas	Suzanne	11	Miss	25 East Bank Road	Edinburgh	EH14 2Z	0131 888 9999	ssartas@virgin.net
<i>Course Code</i> HNC Bus DR			<i>Course Title</i> HNC Business					
<i>Surname</i>	<i>First Name</i>	<i>Student ID</i>	<i>Title</i>	<i>Address</i>	<i>Town</i>	<i>Postcode</i>	<i>Telephone No</i>	<i>E-mail</i>
Borthwick	Susan	4	Miss	37 Bryce Loan	Stirling	FK8 3TT	01786 223 445	susanb@hotmail.co.uk
Thomas	Gemma	6	Miss	22 Bridge Lane	Galashiels	TD1 9RR	01896 333 201	gemma.thomas@yahoo.co.uk
<i>Course Code</i> HNC Bus DR			<i>Course Title</i> HNC Business					
<i>Surname</i>	<i>First Name</i>	<i>Student ID</i>	<i>Title</i>	<i>Address</i>	<i>Town</i>	<i>Postcode</i>	<i>Telephone No</i>	<i>E-mail</i>
Collins	Vicky	8	Miss	45a St Peter's Loan	Edinburgh	EH9 7QQ	0131 333 5522	vcollins@btinternet.co.uk
Douglas	Craig	21	Mr	Haystacks Farm	Nr Galashiels	TD1 6RS	01896 334 201	craig@blueyonder.co.uk
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Database – Report for Student Welfare Services		
Evidence	Marks	Comments
Report in landscape orientation	1	
All student contact details on report	1	All data must be clearly visible.
Mode of attendance, course code and course title on report	1	
Information presented grouped by mode of attendance	1	
Course code and title on one row	1	Under Mode of Attendance.
Student data sorted into ascending order on surname and then first name	2	2 sort fields – 1 mark. Both in ascending order – 1 mark.
College logo in report header	1	
All data clearly visible	1	No marks if all data not displayed.
Report has suitable title	1	
Page breaks in sensible place	1	
Page 1 of report printed	1	Reference must be on print-out.
Total marks	12	

Total marks for Set 3	60 marks
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