

G12 ECZ COMPUTER STUDIES P2 2017 SOLUTIONS

Grade 12 ECZ Computer Studies Paper 2 (Practical), 2017 (7010/2) — Day One/Two/Three

1 hour 30 minutes each | 3 separate day-papers, 2 questions each, 30 marks each (practical)

es THREE separate practical papers (Day One, Day Two, Day Three). The full question paper appears first — the exact formulas/steps/answers

EXAMINATIONS COUNCIL OF ZAMBIA

Examination for School Certificate Ordinary Level

Computer Studies

7010/2

Paper 2 Practical

Monday

27 NOVEMBER 2017

DAY ONE

Time: 1 hour 30 minutes

Instructions to Candidates

- 1 There are **two** questions in this paper, answer both.
- 2 You are required to use a word document where you will be pasting your screenshots.
- 3 Save the word document with the name **EVIDENCE**. Type your full **name**, **Examination number** and **centre name** in the header as shown below.

SURNAME_FIRSTNAME_EXAM NUMBER_CENTRE NAME.

- 4 At the end of the examination, print out all your screenshots from the document you saved as EVIDENCE.

NOTE: DO NOT WRITE ANYTHING ON YOUR EVIDENCE DOCUMENT

Information for candidates

The number of marks is shown in brackets [] at the end of each question or part question.

The total number of marks for this paper is 30.

Cell phones are not allowed in the examination room.

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1 Use a Microsoft Excel spreadsheet program to answer this question.

(a) Open a new worksheet and type the data below.

	A	B	C	D	E	F
1	Old price (ZMK)	Description	Section	Price rise (ZMK)	New price (ZMK)	
2	25.45	1L Liquid Dish washer	Perishable			
3	10.20	750g Washing powder	Perishable			
4	5.30	250ml Tooth paste	Perishable			
5	75.80	Garden fork	Hardware			
6	278.00	Shovel	Hardware			
7	350.00	20m Hose Pipe	Hardware			
8	90.00	5L Cooking oil	Perishable			
9	45.00	2.5L Cooking oil	Perishable			
10	20.35	500g Butter	Perishable			
11	20.45	2L Orange Juice	Perishable			

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(a)**.

(b) Insert two rows above row 1.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(b)**.

(c) In cell A1 type the title "CHABOTA SUPERMARKET".

[1]

(d) Merge and centre A1 and E1.

[1]

(e) Change the font size for the title to 20 pts and font face to Algerian.

[2]

(f) In cell B2 type the subtitle "REPORT ON 5.34% PRICE INCREASE".

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(f)**.

(g) In cell D4, type a formula to calculate the Price rise.

[2]

(h) Replicate the formula in D4 through to D13.

[1]

(i) In cell E4, type a formula to calculate the new price.

[2]

(j) Replicate the formula in E4 through to E13.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(j)**.

(k) Show formulas in the worksheet.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(k)**.

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Close the Microsoft Excel spreadsheet program.

2 You are required to use Microsoft Access database program to answer this question.

(a) (i) Create the table as shown below.

Field Name	Data type	Field size
Staff_ID	Text/short text	4
Date	Date/time	
Booking	Text/short text	6
Week	Number/integer	
Price	Number/integer	
Number	Number/integer	
Tour	Look up wizard	[2]

(ii) Select an appropriate key field for the table structure. [1]

Take a screenshot of the table structure and paste it in the EVIDENCE document. Number it as **2(a) (i)**.

(b) Enter the following records:

Staff_ID	Date	Booking	Price	Week	Number	Tour
JP01	29/03/2016	ALMGPL	400	1	2	Yes
FD02	29/03/2016	ALMGPL	400	1	2	No
JP03	31/03/2016	ALMGPL	400	1	6	No
ST04	01/01/2016	JGBEXC	190	2	3	No
PB05	01/01/2016	JGBEXC	190	2	7	Yes
AR06	01/01/2016	ALMGPL	400	2	7	No
ME07	01/01/2016	ALMGPL	400	1	2	No

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(b)**. [2]

(c) Produce a query which:

(i) Contains a new field called **Income** which is calculated at run-time. This field will calculate **Price** multiplied by **Number**. [3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c) (i)**.

(ii) Shows only the records where the booking was for holidays in week 1, the booking date was between 01/03/2016 and 31/03/2016 inclusive. [3]

Take a screenshot and paste it in the EVIDENCE document.

Number it as **2(c) (ii)**.

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(iii) Shows only the fields Staff_ID, Date, Booking and Number. [2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c) (iii)**.

(iv) Sorts the data in ascending order of Staff_ID. [2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c) (iv)**.

Print the EVIDENCE document.

EXAMINATIONS COUNCIL OF ZAMBIA

Examination for School Certificate Ordinary Level

Computer Studies

Paper 2 Practical

7010/2

Wednesday

29 NOVEMBER 2017

DAY TWO

Time: 1 hour 30 minutes

Instructions to Candidates

- 1 There are **two** questions in this paper, answer both.
- 2 You are required to use a word document where you will be pasting your screenshots.
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SURNAME_FIRSTNAME_EXAM NUMBER_CENTRE NAME.
- 4 At the end of the examination print out all your screenshots from the document you saved as EVIDENCE.

NOTE: DO NOT WRITE ANYTHING ON YOUR **EVIDENCE** DOCUMENT

Information for candidates

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The total number of marks for this paper is 30.

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1 Use a Microsoft Excel spreadsheet program to answer this question.

(a) Open a new worksheet and type the data below.

	A	B	C	D	E	F
1						
2	ITEM	OPENING STOCK	ORDERED OUT	COMMENT		
3	Pens	250	247			
4	Pencils	250	175			
5	Folders	20	20			
6	Tonner	10	0			
7	Books	370	325			
8	Markers	30	8			
9	Dusters	20	0			
10	Graph papers	60	11			

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(a)**.

(b) Insert a column between column C and column D. Type "STOCK BALANCE" in cell D2. [2]

(c) Insert a row above row 2 and merge cells A1 to E1. [2]

(d) Type "ALWAYS ACADEMY CENTRE" in the merged cells. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(d)**.

(e) In cell D4, enter a formula to calculate the stock balance. [2]

(f) Replicate the formula in D4 through to D11. [1]

(g) Type a function in E4 that will display a message on stock levels:

Less or Equal to 20 "Order New Stock"

Less or Equal to 50 "Stock level is low "

Less or Equal to 100 "Stock level ok "

Above 100 "out of range". [3]

(h) Replicate the function in E4 through to E11. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(h)**.

(i) Show formulas. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(i)**.

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Close the Microsoft Excel spreadsheet program.

2 Use a Microsoft Access database program to answer this question.

- (a) (i)** Create a database with the following file structures:

Field Name	Data type	
Student Number	Number/integer	
Surname	Text/short text	
First name	Text/short text	
Sex	Lookup wizard	
Class	Text/short text	
School Fees	Number/numeric	
Amount paid	Number/numeric	
Comment	Text/short text	[2]

- (ii)** Select an approximate key field for the table structure. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(a)**.

- (b)** Enter the following information in the table created in part **2(a)** as:

Record 1: Banda John, Male, 1010060567, 11G, School fees: 850, Paid: 850, Comment: completed.

Record 2: Catherine Moonga, Female, 1010060276, 10A, School fees: 850, Paid: 850, comment: completed.

Record 3: Naomi Mwangala, Female, 1010060384, 10B, School fees: 850, Paid: 135, comment: Not completed.

Record 4: Joe Kalumba, Male, 1010060077, 10A, School fees: 850, Paid: 50, Comment: Not completed.

Record 5: Mary Njavwa, Female, 1010060079, 11C, School fees: 850, Paid: 710, Comment: Not completed. [2]

Take a screenshot of the table structure and paste it in the EVIDENCE document. Number it as **2(b)**.

- (c)** Produce a query which:

- (i)** Contains a new field called **BALANCE** which is calculated at run-time. This field will calculate **School fees** minus **Amount paid**. [3]

Take a screenshot in query design view and data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (i)**.

- (ii) Shows **only** students who have completed paying school fees. [2]

Take a screenshot of a query in design view and data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (ii)**.

- (iii) Shows **only** students who have not completed paying school fees. [2]

Take a screenshot of a query in both design view and data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (iii)**.

- (iv) Sorts the records in ascending order of **Surname**. [1]

Take a screenshot of a query in data sheet view and paste it in the EVIDENCE document. Number it as **2(c) (iv)**.

- (d) Create a report using a wizard in tabular layout from the table created in part **2(b)**, showing student number, sex, amount paid and comment. [2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(d)**.

Print the EVIDENCE document.

EXAMINATIONS COUNCIL OF ZAMBIA

Examination for School Certificate Ordinary Level

Computer Studies

7010/2

Paper 2 Practical

Tuesday

28 NOVEMBER 2017

DAY THREE

Time: 1 hour 30 minutes

Instructions to Candidates

- 1 There are **two** questions in this paper, answer both.
- 2 You are required to use a word document where you will be pasting your screenshots.
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SURNAME_FIRSTNAME_EXAM NUMBER CENTRE NAME.

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Information for candidates

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1 Use a Microsoft Excel spreadsheet program to answer this question.

(a) Open a new worksheet and type the data below.

	A	B	C	D	E
1	Model A annual depreciation rate	15%			
2	Model B annual depreciation rate	25%			
3	CAR MODEL	INITIAL COST AMOUNT (ZMW)	COST VALUE YEAR 1	COST VALUE YEAR 2	COST VALUE YEAR 3
4	A	13 500			
5	B	18 500			

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(a)**.

(b) Insert a row above row 1 and type the heading "ANNUAL DEPRECIATION SIMULATION" in cell A1.

[2]

(c) Change the heading to font face Algerian and font size 16pts.

[2]

(d) Merge and centre cells range A1 to E1 and apply bold attribute to the heading.

[2]

(e) In cell C4, type a formula to calculate the depreciation of CAR MODEL A after one year.

[2]

(f) Replicate the formula in C4 through to E4.

[1]

(g) In cell C5, type a formula to calculate the depreciation of CAR MODEL B after one year.

[2]

(h) Replicate the formula in C5 through to E5.

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(h)**.

(i) Show formulas in the worksheet .

[1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **1(i)**.

Close the Microsoft Excel spreadsheet program.

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2 Use a Microsoft Access database program to answer this question.

- (a) (i)** Create a database table with the following file structure and save it as LODGE table:

Field Name	Data type	Field size
Booking Number	Text/short text	4
Customer Name	Text/short text	30
Type of Breakfast	Text/short text	20
Number per night	Number	
Amount per night	Number	
Customer Address	Memo/long text	

[2]

- (ii)** Select an appropriate field as primary key.

[1]

Take a screenshot of the file structure and paste it in the EVIDENCE document. Number it as **2(a)(ii)**.

- (b)** Enter the following records in the LODGE Table:

Booking Number	Customer Name	Type of Breakfast	Number of Nights	Amount per night	Customer Address
BK 01	Angela Kunda	English	5	150	Mansa
BK 02	Danny Likedzo	Continental	4	250	Mazabuka
BK 03	Lewis Zulu	Continental	7	150	Ndola
BK 04	Febby Bwalya	English	5	150	Choma
BK 05	Kelvin Sikazwe	English	4	350	Solwezi
BK 06	Miriam Hantuli	English	6	270	Lundazi

[2]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(b)**.

- (c)** Use a form wizard to create a form in columnar layout and enter the following records.

BK 07, James Ngulube, English, 6, 150, Lusaka

BK 15, Noah Daka, English, 5, 250, Lusaka

[3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(c)**.

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- (d)** Produce a query which sorts the records in ascending order of CUSTOMER NAME. [1]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(d)**.

- (e)** Produce a query which contains a new calculated field called TOTAL. Use the following criteria to make the calculations.

Total = number of nights multiplied by Amount per night [3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(e)**.

- (f)** Use a wizard to create a report in Tabular layout that will contain the following information: Booking Number, customer name, number of nights and customer address. [3]

Take a screenshot and paste it in the EVIDENCE document. Number it as **2(f)**.

Print the EVIDENCE document.



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Question DAY ONE — Q1. Use a Microsoft Excel spreadsheet program. (a) Type the given supermarket price-list data (Old price/Description/Section for 10 items). [2] **(b)** Insert two rows above row 1. [1] **(c)** In cell A1 type the title 'CHABOTA SUPERMARKET'. [1] **(d)** Merge and centre A1 and E1. [1] **(e)** Change the title font size to 20pts and font face to Algerian. [2] **(f)** In cell B2 type the subtitle 'REPORT ON 5.34% PRICE INCREASE'. [1] **(g)** In cell D4, type a formula to calculate the Price rise, replicate through D13. [2+1] **(i)** In cell E4, formula for New price, replicate through E13. [2+1] **(k)** Show formulas in the worksheet. [1]

(a)-(f) Type the data as given (10 items from '1L Liquid Dish washer' to '2L Orange Juice'), insert two blank rows above the original row 1 (shifting the header row to row 3 and all 10 items to rows 4-13), merge & centre A1:E1 for the title 'CHABOTA SUPERMARKET' (Algerian font, 20pt), and type the subtitle into B2.

Answer: (g)-(h) Price rise = Old price x 5.34%. Formula for D4: =A4*5.34% (or =A4*0.0534), replicated down through D13. Results (2 d.p.): 25.45->1.36; 10.20->0.54; 5.30->0.28; 75.80->4.05; 278.00->14.85; 350.00->18.69; 90.00->4.81; 45.00->2.40; 20.35->1.09; 20.45->1.09.

Answer: (i)-(j) New price = Old price + Price rise. Formula for E4: =A4+D4, replicated down through E13. Results (2 d.p.): 26.81; 10.74; 5.58; 79.85; 292.85; 368.69; 94.81; 47.40; 21.44; 21.54.

(k) Use Formulas -> Show Formulas (Ctrl+) to display the underlying formulas instead of their results, then take the required screenshot.

Question DAY ONE — Q2. Use Microsoft Access. (a) Create a table (Staff_ID Text/4, Date Date/time, Booking Text/6, Week Number/integer, Price Number/integer, Number Number/integer, Tour Lookup wizard) and select an appropriate key field. [2+1] (b) Enter the 7 given booking records (JP01...ME07). [2] (c)(i) Query with a calculated field Income = Price x Number. [3] (ii) Query showing only bookings for holidays in week 1, with booking date between 01/03/2016 and 31/03/2016 inclusive. [3] (iii) Query showing only Staff_ID, Date, Booking and Number. [2] (iv) Query sorting the data in ascending order of Staff_ID. [2]

(a) Create the table with the fields exactly as specified; since Staff_ID uniquely identifies every booking record, set STAFF_ID as the PRIMARY KEY.

(b) Enter the 7 records exactly as given.

Answer: (c)(i) Add a calculated field: Income: [Price]*[Number]. Values: JP01 400x2=800; FD02 400x2=800; JP03 400x6=2400; ST04 190x3=570; PB05 190x7=1330; AR06 400x7=2800; ME07 400x2=800.

Answer: (ii) Criteria: Week=1 AND Date Between #01/03/2016# And #31/03/2016#. Checking all 7 records, only the 3 records dated in March with Week=1 qualify: JP01 (29/03/2016, wk1), FD02 (29/03/2016, wk1), JP03 (31/03/2016, wk1) — ME07 is Week 1 but dated 01/01/2016 (not in March), so it is excluded.

(iii) In the query design grid, add only the fields Staff_ID, Date, Booking and Number (leave out Price, Week and Tour).

- (iv) Set the Staff_ID column's Sort option to Ascending in the query design grid.

Question DAY TWO — Q1. Use Microsoft Excel. (a) Type the given stock data (Item/Opening Stock/Ordered Out for 8 items: Pens...Graph papers). [2] **(b)** Insert a column between column C and D, type 'STOCK BALANCE' in cell D2. [2] **(c)** Insert a row above row 2, merge cells A1:E1. [2] **(d)** Type 'ALWAYS ACADEMY CENTRE' in the merged cells. [1] **(e)** In cell D4, formula for stock balance, replicate through D11. [2+1] **(g)** In cell E4, nested-IF function for stock-level message (<=20 'Order New Stock', <=50 'Stock level is low', <=100 'Stock level ok', else 'out of range'), replicate through E11. [3+1] **(i)** Show formulas. [1]

(a)-(d) Type the 8-item stock list, insert a new column between C and D (heading 'STOCK BALANCE' in D2, pushing the original 'COMMENT' column to E), insert a blank row above row 2 and merge A1:E1 for the title 'ALWAYS ACADEMY CENTRE'. After these inserts the 8 items occupy rows 4-11 (Pens=4, Pencils=5, Folders=6, Tonner=7, Books=8, Markers=9, Dusters=10, Graph papers=11).

Answer: (e)-(f) Stock Balance = Opening Stock - Ordered Out. Formula for D4: =B4-C4, replicated through D11. Results: Pens 250-247=3; Pencils 250-175=75; Folders 20-20=0; Tonner 10-0=10; Books 370-325=45; Markers 30-8=22; Dusters 20-0=20; Graph papers 60-11=49.

Answer: (g)-(h) Formula for E4: =IF(D4<=20,"Order New Stock",IF(D4<=50,"Stock level is low",IF(D4<=100,"Stock level ok","out of range"))), replicated through E11. Results: Pens (3) 'Order New Stock'; Pencils (75) 'Stock level ok'; Folders (0) 'Order New Stock'; Tonner (10) 'Order New Stock'; Books (45) 'Stock level is low'; Markers (22) 'Stock level is low'; Dusters (20) 'Order New Stock'; Graph papers (49) 'Stock level is low'.

- (i) Use Formulas -> Show Formulas (Ctrl+) then take the required screenshot.

Question DAY TWO — Q2. Use Microsoft Access. (a) Create a table (Student Number Number/integer, Surname/First name/Class/Comment Text, Sex Lookup wizard, School Fees/Amount paid Number/numeric) and select the appropriate key field. [2+1] **(b)** Enter the 5 given student records (Banda John...Mary Njavwa). [2] **(c)(i)** Query with calculated field BALANCE = School fees minus Amount paid. [3] **(ii)** Query showing only students who have completed paying (comment='completed'). [2] **(iii)** Query showing only students who have NOT completed paying. [2] **(iv)** Query sorting records in ascending order of Surname. [1] **(d)** Report (tabular, wizard) from the table showing student number, sex, amount paid and comment. [2]

(a) Create the table with the fields exactly as specified; STUDENT NUMBER is the natural PRIMARY KEY, since every student's number (e.g. 1010060567) is unique.

(b) Enter the 5 records exactly as given.

Answer: (c)(i) Add a calculated field: BALANCE: [School Fees]-[Amount paid]. Values: Banda John 850-850=0; Catherine Moonga 850-850=0; Naomi Mwangala 850-135=715; Joe Kalumba 850-50=800; Mary Njavwa 850-710=140.

Answer: (ii) Criteria: Comment = "completed". Only 2 records qualify: Banda John and Catherine Moonga (both fully paid, Balance = 0).

Answer: (iii) Criteria: Comment = "Not completed". The remaining 3 records qualify: Naomi Mwangala, Joe Kalumba and Mary Njavwa.

(iv) Set the Surname column's Sort option to Ascending in the query design grid.

(d) Use Create -> Report Wizard, choosing only the fields Student Number, Sex, Amount paid and Comment, select Tabular layout, and finish the wizard.

Question DAY THREE — Q1. Use Microsoft Excel. (a) Type the given car-depreciation data (Model A annual depreciation rate 15% in B1, Model B rate 25% in B2, then a CAR MODEL/INITIAL COST/COST VALUE YEAR1-3 table with Model A=13 500 and Model B=18 500). [2] (b) Insert a row above row 1 and type the heading 'ANNUAL DEPRECIATION SIMULATION' in cell A1. [2] (c) Change the heading to font face Algerian, 16pt. [2] (d) Merge and centre A1:E1, apply bold. [2] (e) In cell C4, formula for CAR MODEL A depreciation after one year, replicate through E4. [2+1] (g) In cell C5, formula for CAR MODEL B depreciation after one year, replicate through E5. [2+1] (i) Show formulas. [1]

NOTE ON CELL NUMBERING: inserting a new row above row 1 technically shifts every existing row down by one (so the rate cells move to B2/B3 and the CAR MODEL A/B data rows move to row 5/row 6). This solution follows the paper's own cell labels (C4 for Model A, C5 for Model B, with rates in B1/B2) literally, exactly as the question states them, since that is what a candidate is expected to type.

Answer: (e)-(f) Cost Value Year 1 (Model A) = Initial Cost x (1 - depreciation rate). Formula for C4: =B4*(1-\$B\$1). Filling this formula RIGHT into D4 and E4 automatically advances the reference to the previous year's value each time, giving D4: =C4*(1-\$B\$1) and E4: =D4*(1-\$B\$1). Results for Model A (initial cost 13 500, rate 15%): Year 1 = $13\,500 \times 0.85 = 11\,475$; Year 2 = $11\,475 \times 0.85 = 9\,753.75$; Year 3 = $9\,753.75 \times 0.85 = 8\,290.69$ (2 d.p.).

Answer: (g)-(h) Formula for C5: =B5*(1-\$B\$2). Filling right: D5: =C5*(1-\$B\$2), E5: =D5*(1-\$B\$2). Results for Model B (initial cost 18 500, rate 25%): Year 1 = $18\,500 \times 0.75 = 13\,875$; Year 2 = $13\,875 \times 0.75 = 10\,406.25$; Year 3 = $10\,406.25 \times 0.75 = 7\,804.69$ (2 d.p.).

(i) Use Formulas -> Show Formulas (Ctrl+`) then take the required screenshot.

Question DAY THREE — Q2. Use Microsoft Access. (a) Create a LODGE table (Booking Number Text/4, Customer Name Text/30, Type of Breakfast Text/20, Number per night/Amount per night Number, Customer Address Memo/long text) and select an appropriate primary key. [2+1] (b) Enter the 6 given booking records (BK01...BK06). [2] (c) Use a form wizard (columnar layout) to enter 2 more records: BK07 James Ngulube English 6 150 Lusaka; BK15 Noah Daka English 5 250 Lusaka. [3] (d) Query sorting records in ascending order of Customer Name. [1] (e) Query with calculated field TOTAL = Number of nights x Amount per night. [3] (f) Report (tabular, wizard) showing Booking Number, Customer Name, Number of nights and Customer Address. [3]

(a) Create the LODGE table with the fields exactly as specified; BOOKING NUMBER is the natural PRIMARY KEY, since each booking (e.g. BK01) is unique.

(b)-(c) Enter the 6 given records (BK01 Angela Kunda through BK06 Mirriam Hantuli), then use Create -> Form Wizard (Columnar layout) on the LODGE table to add BK07 (James Ngulube) and BK15 (Noah Daka), giving 8 records in total.

Answer: (d) Sort Customer Name ascending gives this order: Angela Kunda, Danny Likedzo, Febby Bwalya, James Ngulube, Kelvin Sikazwe, Lewis Zulu, Mirriam Hantuli, Noah Daka.

Answer: (e) Add a calculated field: TOTAL: [Number of Nights]*[Amount per night]. Values: BK01 5x150=750; BK02 4x250=1 000; BK03 7x150=1 050; BK04 5x150=750; BK05 4x350=1 400; BK06 6x270=1 620; BK07 6x150=900; BK15 5x250=1 250.

(f) Use Create -> Report Wizard, choosing only the fields Booking Number, Customer Name, Number of Nights and Customer Address, select Tabular layout, and finish the wizard.

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