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**INFORMATION TECHNOLOGY**

**9626/02**

Paper 2 Practical

**February/March 2018**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files:

**M18Bus.csv**  
**M18Destination.csv**  
**M18Driver.csv**  
**M18Seats.csv**



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**READ THESE INSTRUCTIONS FIRST**

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each task.  
Save your work using the file name given in the task as and when instructed.

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

Any businesses described in this paper are entirely fictitious.

You must **not** have access to either the internet or any email system during this examination.

You must save your work in the correct file format as stated in the tasks. If work is saved in an incorrect file format, you will **not** receive marks for that task.

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This document consists of **5** printed pages and **3** blank pages.

You work for Tawara International Airport and will analyse data about bus journeys taken each morning during one week.

Dates are to be displayed in dd/mm/yyyy format. Unless specified otherwise, all times are to be displayed in hh:mm format and are set to GMT (Greenwich Mean Time).

Unless specified otherwise, do not edit, delete or sort any data in the source files.

You must use the most efficient method to solve each task. All work must be of a professional standard and suit the business context.

You are required to provide evidence of your work, including screen shots at various stages. Create an Evidence Document named:

M18\_Centre number\_candidate number

e.g. M18\_ZZ999\_9999

Place your name, Centre number and candidate number in the header of your Evidence Document.

1 Open a new spreadsheet.

Place these files as separate worksheets within your workbook	Ensure these worksheets are called:
<b>M18Bus.csv</b>	<b>Bus</b>
<b>M18Destination.csv</b>	<b>Dest</b>
<b>M18Driver.csv</b>	<b>Driver</b>
<b>M18Seats.csv</b>	<b>Seats</b>

Examine the data in these worksheets.

Analyse the contents of the worksheet named **Dest**

Identify any errors and describe these in your Evidence Document. Add an evaluation of the potential impact of these errors.

#### **Evidence 1**

A description of the errors and your evaluation of their impact.

Correct the errors you have identified.

#### **Evidence 2**

Save this spreadsheet as Q1\_ followed by your Centre number\_ then your candidate number, for example: Q1\_ZZ999\_9999

[6]

- 2 In the worksheet **Bus** insert a new row between rows 1 and 2.

Enter the text:

- **Destination** into cell A2
- **Mean delay** into cell B2

Make only the contents of rows 1, 2, 12 and 13 centre aligned and bold. [4]

- 3 For each journey use formulae in the:

- *Date* column to extract the date from the *Bus Code* column. For example: if the first 6 digits are 140118 the date would be 14 January 2018
- *Destination* column to extract the name of the destination using the single letter embedded in the *Bus Code* column
- *Late* column to calculate the number of minutes the bus was late. If the bus was early this should return 00:00
- *Minutes* column to calculate the minutes the bus was late as an integer value
- *Passengers* column to extract the 9th character of the *Bus Code* and look up the maximum number of seats on the bus for this journey. [35]

- 4 In the *Mean delay* column use functions to calculate the average delay to each destination. Ensure that any errors are trapped and not displayed. Display the *Mean delay* in **hh:mm:ss** format.

#### Evidence 3

Save this spreadsheet as Q4\_ followed by your Centre number\_ then your candidate number, for example: Q4\_ZZ999\_9999

[14]

- 5 Create and fully label a chart to compare the average delays to each destination for the whole week. [5]
- 6 Create a pivot table to show, for each destination, the total number of minutes late on each day. This must display the totals for each day but not the totals for each destination. Gridlines must be visible.

Create a report for the manager of the airport, which includes:

- your pivot table
- your chart.

The report must:

- fit on a single portrait page
- include in the footer your name, Centre number and candidate number. [11]

- 7 Export this report in **portable document format**.

#### Evidence 4

Save this document as Q7\_ followed by your Centre number\_ then your candidate number, for example: Q7\_ZZ999\_9999.pdf

[1]

Your manager wants a report on the drivers who have the fewest delayed journeys per week.

- 8 Insert in the *Bus* worksheet the *Driver ID* and full name of each driver. The *Driver ID* for each journey is stored as the 12th and 13th digits in the *Bus Code*. The names of the drivers can be found in the *Driver* worksheet.

Copy a list of the *Driver IDs* and names into a new worksheet called **Report**. For each driver calculate the number of journeys that were on time or early.

Create a report listing all the drivers who had more than one journey on time or early.

The report will be saved in **rich text format** and must be in ascending order of the number of journeys. It must be set out like this:

Your title with your candidate details	
Driver	Number of journeys
Karl Roth	3
Holly Jenkinson	3

Note that the numbers shown are examples; they are **not** correct.

At the end of the report add the text:

**The name of this week's best driver is:**

followed by the driver with the most journeys that arrived on time or early.

#### Evidence 5

Save this spreadsheet as Q8\_ followed by your Centre number\_ then your candidate number, for example: Q8\_ZZ999\_9999

#### Evidence 6

Save the report as Driver\_ followed by your Centre number\_ then your candidate number, for example: Driver\_ZZ999\_9999.rtf

[28]

- 9 The following was entered in a spreadsheet:

=IF(F4\*RANDBETWEEN(1,10)>60,"WIN","LOSE")

John said this was a formula and Stuart said it was a function. Explain, using examples from the above, who is correct.

**Evidence 7**

Place your explanation in your Evidence Document.

[6]

- 10 Save your Evidence Document.





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