

# Practical Data Processing Elementary

8966-02-002  
(IT-PDP 2)  
61100

This paper must be returned with  
the candidate's work, otherwise the  
entry will be void and no result will  
be issued.



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**Candidate's name** (Block letters please)

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**Centre no**

**Date**

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**Time allowed:** 1 hour  
(excluding printing time)

This examination paper contains:

- 1 Candidate Instruction Sheet
- 1 Memorandum from Avis Chalfont
- 1 Promotional Flyer
- 1 Telephone Message
- 1 Letter from Carl Patel

Please ensure that your paper is complete.

You must attempt all the tasks given on the Candidate Instruction Sheet overleaf. Do them in the order in which they are given on the sheet.

You should spend the first few minutes of the examination reading through the examination paper.

## For examiner's use only

Printouts	New data	Amendments	Deletions	Selecting

### Candidate Instruction Sheet

You work for a store who is preparing their Back To School promotions and you are asked to keep their computer database up to date.

Carry out the following tasks in the order given.

- 1 Deal with the Memo from Avis Chalfont.
- 2 Enter the **three** new records referred to in the latest Promotional Flyer.
- 3 Look at the Telephone Message and delete the record from the file.
- 4 **Print** the amended database.
- 5 **Print** a list of items supplied by Stevens in answer to Carl Patel's letter.

**Both printouts should include all fields and field headings and all data should be fully displayed.**

**MEMORANDUM FROM AVIS CHALFONT****BACK TO SCHOOL TIME**

## MEMORANDUM

To Database Operator  
From Avis Chalfont, Manager  
Ref Amendments to new database  
Date Today's date

Please amend the following errors in the database file:

Stock No RB23's Price (£) is 1.50 and not 4.80 and these ring binders are red only and do not come in an assortment of colours.

There is no "2 For 1" offer on the Desk Set, and the supplier is Stevens (not Bailey).

**LATEST PROMOTIONAL FLYER****BACK TO SCHOOL TIME**

**Hurry! Hurry! Hurry!**

We have just received the following items to add to our promotions. These are really good value and well worth a visit to our store.

BP15, Ball Point Pens (20), Black only, supplied by Stevens. The price is 1.45 but at this price we regret that we cannot offer you 2 items for the price of 1.

MS41, Maths Set in Case, Blue, supplied by Bailey. The price is 2.25 and again, at this price we regret that we cannot offer you 2 items for the price of 1.

BK27, Backpack, Red only, supplied by Stevens. The price is 3.15 for this single item.

**ONLY AVAILABLE AS LONG AS STOCKS LAST!**

**TELEPHONE MESSAGE****BACK TO SCHOOL TIME**

DATE Today's date, 1200 hours

MESSAGE FOR Database Operator

The set of 12 crayons (CS19) should be deleted from the database file as we are replacing this item with pens.

*Delete this record from the database.*

*Please make a printout of the amended table showing all fields and field headings.*

*Avis Chalfont*

**LETTER FROM CARL PATEL**

3 Dilly Lane  
Cleveland

Yesterday's date

Ms Avis Chalfont  
Back To School Time  
46-48 Commercial Road  
Harrogate

Dear Ms Chalfont

I know that one of your suppliers is Stevens and I should like to see a list of all their products which you are stocking for this promotion.

Yours sincerely

*Carl Patel*

*Print a list of all records of items supplied by Stevens. I can then send this list to Carl Patel.*

*Avis Chalfont*

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**End of examination**