

OCR Nationals

Level 2 ICT

Unit 1 handbook

An abstract graphic featuring a large, vibrant splatter of paint in shades of orange, yellow, pink, and green, primarily concentrated in the bottom-left corner and extending towards the center of the page.

**somerights
reserved**

With thanks to:

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Introduction

Update – vers 1.1

Some Rights Reserved is now being used in several schools around the UK, and as such is constantly being updated & improved. In addition to the [somerights.org.uk](http://www.somerights.org.uk) website, there is now a Moodle course packed with the resources missing from the original release, all available from my website.

Thanks to everyone who has contributed – I hope it continues to be a valuable resource.

James Greenwood
9th April, 2010

This assignment was written to allow students to meet the criteria of unit 1 of the OCR Nationals GCSE course while examining the impact of copyright & Creative Commons licensing on the wider world.

A potentially dry subject, the assignment is supported by high quality graphic & video materials to use in class. This should lead to a more professional feel to completed coursework, within the parameters set by the specification.

The Some Rights Reserved website is available at <http://www.somerights.org.uk>, and the corresponding Moodle course can be found at <http://resources.james-greenwood.com>

Assessment

Google Spreadsheet-based tracking sheets are available, and map exactly to the scheme of work.

Details on how to use them are available [here](#). Tracking sheets for OCR Nationals units 3, 8, 21 & 23 are also available.

[u1] 11b/lt1

11b/lt1			Unit 1: Office skills						
First name	Last name	Form	AO1	AO2	AO3	AO4	AO5	AO6	Overall
3		3GFM	Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	D
4		4BA	Distinction	Merit	Distinction	Pass	Distinction	Distinction	D (weak)
5		3TA	None submitted	None submitted	Below pass	Below pass	None submitted	Below pass	F
6		16MM	Distinction	Distinction	Distinction	Merit	Distinction	Distinction	D
7		2AD	Pass	Pass	Merit	Pass	Below pass	Pass	F
8		1RW	Distinction	Distinction	Distinction	Pass	Distinction	Distinction	D (weak)
9		5AK	Pass	Pass	Merit	Pass	Merit	Merit	M (weak)
10		2DB	Below pass	Below pass	Pass	Below pass	Pass	Merit	F
11		5LF	None submitted	None submitted	None submitted	None submitted	None submitted	None submitted	F
12		ARC	Merit	Pass	Merit	Pass	Pass	Pass	P
13		3IS	Below pass	Pass	Distinction	Pass	Distinction	Distinction	F
14		25W	Pass	Pass	Merit	Pass	Distinction	Distinction	M
15		16MM	Below pass	Below pass	Merit	Pass	None submitted	Below pass	F
16		19F	Merit	Merit	Pass	Pass	Pass	None submitted	F
17		2JG	Merit	Pass	Distinction	Pass	Distinction	Merit	M
18		5KH	None submitted	Below pass	None submitted	None submitted	None submitted	None submitted	F
19		5HA	Pass	Merit	Distinction	Pass	Below pass	Distinction	F
20		4SA	Distinction	Distinction	Distinction	Distinction	Distinction	Distinction	D
21		5KH	Below pass	Pass	Merit	Pass	Pass	Pass	F
22		1NK	Pass	Pass	Pass	Pass	Pass	Pass	P

Disclaimer

This assignment is not endorsed by OCR, and was created by [James Greenwood](#) for [Royds Hall High School](#). It is currently being used with Key Stage 4 groups to good effect, and is being shared for free.

If you have resources you would like to share, [follow James](#) on Twitter or contact him on [his site](#).

Version 1.1, released 09/04/10

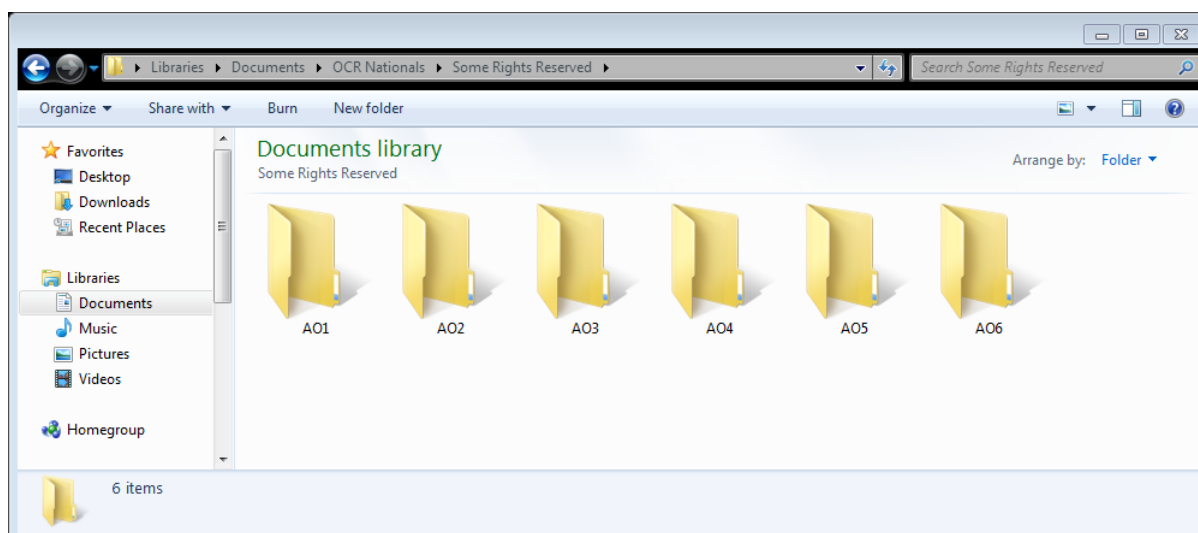
AO1: Working practices

Mark scheme

Pass	Merit	Distinction
Save some files in appropriate locations with appropriate filenames Set up two directories Password protect a file Locate and open files in own folders Backup files to removable medium Create shortcuts to directory Create shortcuts to file	Save most files in appropriate locations with appropriate filenames Set up two subdirectories in two directories with appropriate names Open existing files from different sources Delete directory Delete file Copy directory Copy file Move directory Move file Restore files from removable medium Create shortcut to program	Save all files in appropriate locations with appropriate filenames Use Windows search facility Rename file Rename directory Delete shortcut to directory Delete shortcut to file Delete shortcut to program Edit shortcuts to directory Edit shortcuts to file Edit shortcuts to program

This AO should be completed using the files & folder structure created through the course of completing the coursework.

Students are advised to create a copy of their AO4 folder (containing business card, flyer, letter & newsletter) inside their AO1 folder in order to complete the merit criteria deleting, copying & moving files and folders in order to avoid accidentally deleting work.



AO2: Using the web

Mark scheme

Pass	Merit	Distinction
Use two different search engines to find information List addresses of sites that contain the information Send email Receive email Forward email Reply to email Send email to multiple recipients Open attachment Save attachment Comments on risks of opening email attachments	Locate information on local media Used searches with key words Comments on trustworthy sites Used bookmarks Comments on copyright legislation Copy and paste in compliance with copyright law Send multiple attachments Appropriate subjects and message body Set message to high or low priority Use of CC Summarize risks of opening email attachments	Used searches with Boolean operators Comments on validity of site Date of information on sites Bookmarks in folders Download graphics and text files Use of BCC, showing you understand privacy issues Use of personal contacts list E-mail signature Appropriate subjects and message texts Suggest actions to minimize risks of attachments

Web search



By virtue of the subject material, there are plenty of opportunities for students to hit the higher level criteria in this AO, especially in their comments on copyright legislation, Boolean searching and copying & pasting in compliance with copyright law.

A good way to combine the Boolean search criteria with date of information on sites is by using Google's advanced search features covering date & licensing:

copyright plagiarism -theft

Find web pages that have...

all these words: copyright plagiarism

this exact wording or phrase:

one or more of these words:

But don't show pages that have...

any of these unwanted words: theft

Need more tools?

Results per page: 10 results

Language: any language

File type: any format

Search within a site or domain: (e.g. youtube.com, .edu)

[Date, usage rights, numeric range, and more](#)

Date: (how recent the page is) past month

Usage rights: not filtered by license

Where your keywords show up: not filtered by license

Region: free to use or share, even commercially

Numeric range: free to use, share or modify, even commercially (e.g. \$1500, \$3000)

[SafeSearch:](#) ☒ Off ☐ On

Advanced Search

Searching by usage rights

copyright plagiarism -theft

Find web pages that have...

all these words: copyright plagiarism

this exact wording or phrase:

one or more of these words:

But don't show pages that have...

any of these unwanted words: theft

Need more tools?

Results per page: 10 results

Language: any language

File type: any format

Search within a site or domain: (e.g. youtube.com, .edu)

[Date, usage rights, numeric range, and more](#)

Date: (how recent the page is) anytime

Usage rights: anytime

Where your keywords show up: past 24 hours

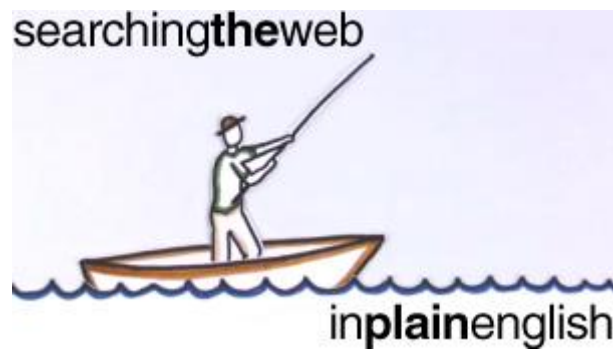
Region: past month

Numeric range: past year

[SafeSearch:](#) ☒ Off ☐ On

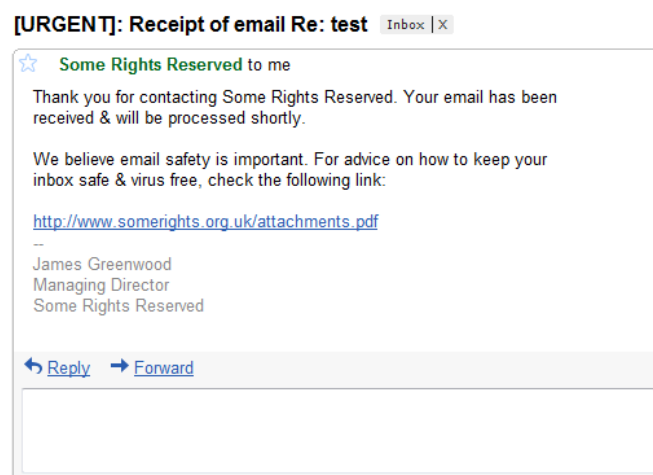
Advanced Search

Searching by date



Resources for the web search part of this assessment objective are available from the [Finding resources](#) page. [Commoncraft](#)'s excellent [Searching The Web In Plain English](#) is an excellent primer on how to use search engines to find information.

Email



Students can email contact@somerights.org.uk for an instant autoresponder message they can use to evidence that they have received a message. They should then reply to it and forward it on to at least two other students for the remaining criteria.

As autoresponders cannot be set up to send attachments, a document on the problems with viruses is available for download. A link to this [document](#) is included in the autoresponder. Email this document to students to evidence downloading & opening an attachment.

AO3: Presentation

Mark scheme

Pass	Merit	Distinction
Three slide presentation Text and graphics Error checked (fix spelling errors) Largely fit for purpose	Four slide presentation Appropriate text and graphics Consistent page styles Slide transition used Error free (spellcheck + proofreading) Printed handouts	Five slide presentation Animations used Appropriate speaker notes - printed Near professional quality Presentation fit for purpose and audience

In this assessment objective, students should create a simple PowerPoint presentation about Some Rights Reserved, Creative Commons, and copyright. They are free to include images & text from the website, and embed video if software will allow it – every video on the website can be downloaded and run from a local drive.

Note that if students *do* embed video and submit their work electronically the video file must also be submitted otherwise it will not play.

Due to the size of the graphics, if students choose to use the paint splash PNG images as a background for their slides, they should do so using the slide master, rather than copying & pasting the set from slide to slide to keep file size down. This also ensures 100% consistency throughout. Alternatively, students could create a master background image in a graphics package and use it in their presentation, documents & evidence.

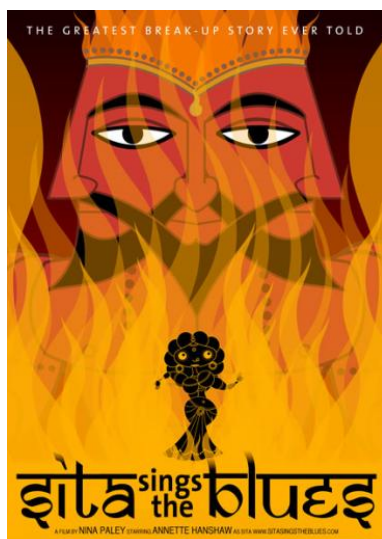
AO4: Business documents

Mark scheme

Pass	Merit	Distinction
Create business letter Create business card Create business flyer Graphics included Two sources of graphics Some suitable formatting; e.g. font, size, justification Spell check used (may be some errors however)	Create two page newsletter Three sources of graphics Newsletter formatted and positioned appropriately Table included Graph included Chart included Graphs and charts created in other software Range of tools used appropriately Mostly consistent layout of documents Spell and grammar checks (maybe a few errors left) Correct documents so few errors remain	Create mail merge document Create four page newsletter Four sources of graphics Extensive range of tools used Consistent house style throughout Spelling and grammar (virtually error free, near professional) Insertion of fields, including date and document information

Most materials for AO4 are located on the [Spread the Word!](#) page. This includes hi-res PNG images of paint splashes in the Some Rights Reserved theme colours (as used on the website), as well as black silhouettes. These images can be used in formatting the letter, business card, flyer & newsletter consistently while avoiding use of templates. These images can be used as one of the required sources of graphics. Other graphics are available in the [Photo Gallery](#), from [Flickr](#) or the [Stock Exchange](#) if your school has access to these sites. Distinction students should be encouraged to include graphics of their own making & digital photos they took themselves as examples of different sources of graphics.

Students should be encouraged to choose appropriate colours to correspond with the theme of their documents, and use appropriate fonts. The standard font used for headings on the website is **Helvetica**, though **Arial** is very similar.



Business letter

The business letter should be an invitation to a conference aimed at promoting creative commons licensing. This should include a musical performance by one of the musicians listed on the [MP3 Jukebox](#) page, a showing of the animated movie [Sita Sings the Blues](#) and an exhibition of creative commons artwork and photography.

Also included should be a venue, date, cost (free!) and contact details to register interest. Students can either direct the recipient to the website, or provide a tear-off slip at the bottom to reply.

The letter can include information from the website, and should give an address for Some Rights Reserved. As the charity doesn't exist, either give the address of your school or use the following:



Address: Some Rights Reserved
Luck Lane
Paddock
Huddersfield
HD3 4HA

Email: contact@somerights.org.uk
Tel: (01484) 444443
Fax: (01484) 444445

Students should sign off the letter using their own name, and the title **Director of Communications**.

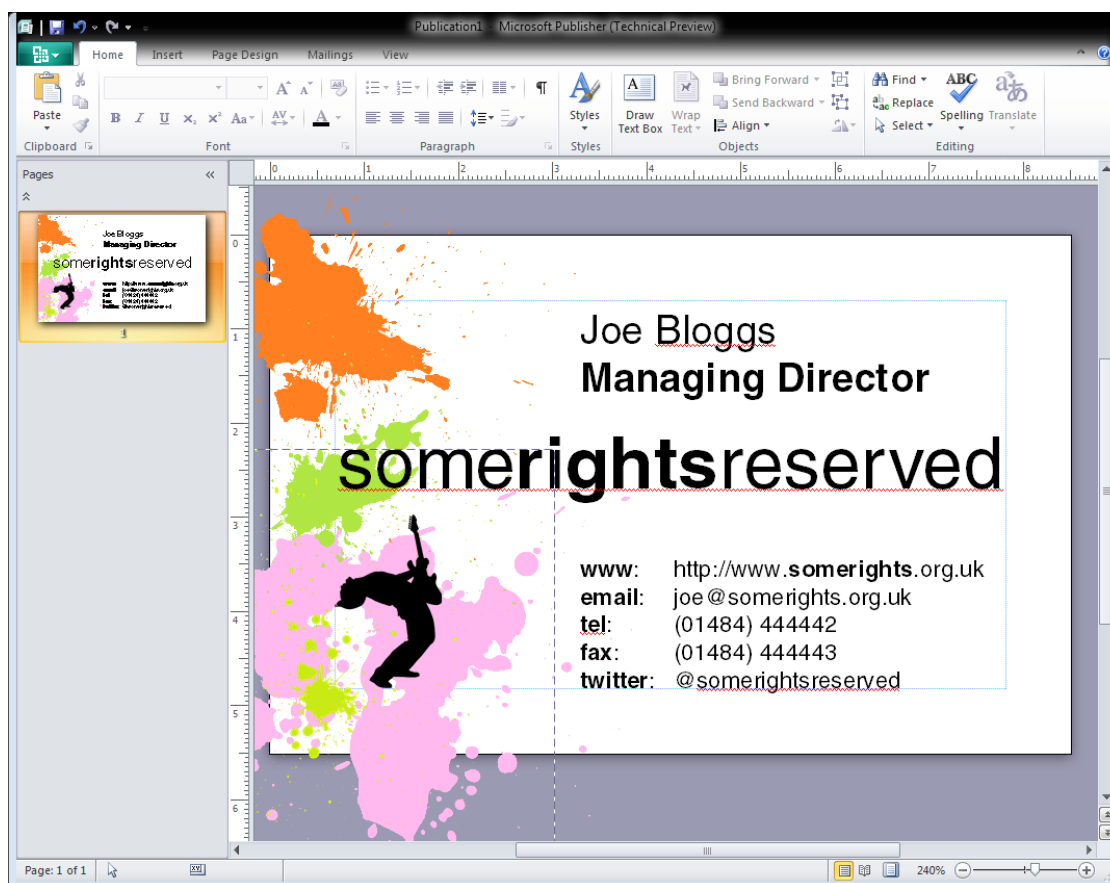
For a distinction, students should create a mail merge on this letter, inserting addressee name & address as well as the current date. A list of addressees is available in Microsoft Excel (.xls) format and Comma Separated Value (.csv) format on the website. These formats should be accessible in any software.

	A	B	C	D	E	F	G	H	I	J
	Title	First name	Surname	House No.	Street	Town	County	Postcode	Telephone	E Mail
1	Mr	Allen	Smith	8	Town Street	Huddersfield	West Yorkshire	HD4 5TT	01484 321111	allensmith@email.com
2	Miss	Suzie	Jane	42	Middle Road	Dewsbury	West Yorkshire	WF4 2WE	01942 472890	timbermerchants@thegatehouse.net
3	Mr	Carol	Parker	209	Hill Top	Bradford	West Yorkshire	BD3 5TT	01274 56656	parker@parkerjones.btinternet.co.uk
4	Mrs	Jessie	Hallop	4	Pine View	Huddersfield	West Yorkshire	HD8 4RR	01484 777777	jessiehallop@btopenworld.com
5	Dr	Harry	Vaughn	1	Leeds Road	Huddersfield	West Yorkshire	HD3 2EE	01484 566188	vaughnh@yahoo.com
6	Mrs	Kerry	Lawson	2	Leeds Road	Huddersfield	West Yorkshire	HD3 4EE	01484 999000	kerry@kerrylawson.me.uk
7	Mr	Farooq	Anwar	6	Yews Hill Road	Huddersfield	West Yorkshire	HD1 4EF	01484 566678	fasttrack@btworld.net
8	Mr	Saqib	Javed	4	Blacker Road	Huddersfield	West Yorkshire	HD4 5RT	01484 543333	s.javed@googlemail.co.uk
9	Mr	Steven	Collins	5	The Triangle	Huddersfield	West Yorkshire	HD1 4BB	01484 654553	stev9952@hotmail.com
10	Miss	Jane	Rexford	7	Great Horton Road	Bradford	West Yorkshire	BD2 3EW	01274 443322	jrexford42@yahoo.co.uk

Mailmerge details

Business card

The business card is one of the simpler tasks in this assessment objective. Students should combine the graphics on the website, using their own details as well as the contact information above to complete their business card. Email address and mobile numbers can be made up, provided they remain consistent throughout all of the documents created.



Exemplar business card



Flyer

The flyer should aim to promote the conference described in the business letter. It should include the date, venue, information about the events, and fit with the Some Rights Reserved theme. Images of musicians can be used from the web, and if students wish to use a movie poster from the film *Sita Sings the Blues*, all artwork is available as creative commons licensed material (and will count as a second source of graphics).

Remind students to record the sources of their graphics.

Newsletter

For a distinction, the newsletter must contain a chart, a graph, a table and a selection of other information (some of which can be taken directly from the website). The chart, graph & table should be created using data from the AO5 spreadsheet.

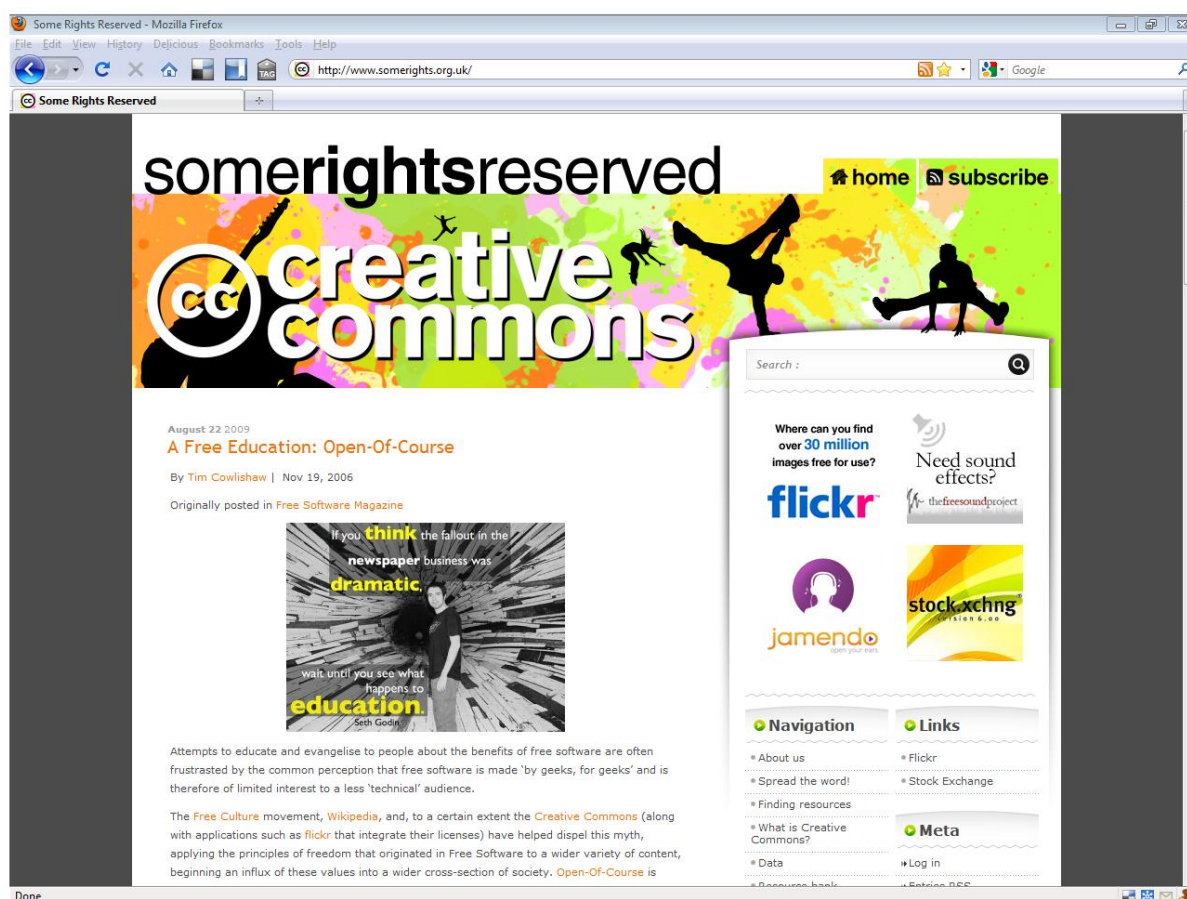
Line graph: use dates & visit/click/from Google information

Pie chart: donations with Gift Aid (yes/no), or use =COUNTIFs to create another table adding up totals for standard donations (A-E) and create a pie chart based on these.

Table: standard donations or average visits per month

The newsletter should contain information about what creative commons is (creativecommons.org is an excellent source of information), how Some Rights Reserved aims to promote the message in schools, and how people are already sharing their creativity online.

Students should also include some news stories based on Creative Commons licensing. A selection of these is available on the website front page.



AO5: Spreadsheet

Mark scheme

Pass	Merit	Distinction
Simple spreadsheet created Simple functions & formulas that work Use of headings: reasonably easy to understand Some evidence of formatting Data changed to obtain different results Printout of spreadsheet	Effective spreadsheet with accurate figures Title and effective column/row headings Range of formatting techniques Different formulas and a function used Insertion & deletion of rows Formula view printout of spreadsheet Printouts with appropriate formatting	Efficient use of formulas and more than one function Effective spreadsheet Effective formatting Use of headers & footers and other layout features

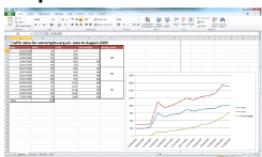
This assessment objective should be completed solely in a spreadsheet program, taking screenshots for the accompanying evidence document. The files needed to complete the tasks are available for download on the [Data](#) page, or visit this [direct link](#).

While IF statements and VLOOKUPS are not implicitly mentioned in the mark scheme, there is scope to use them in the spreadsheet. They do not *have* to be done in order to hit a distinction, but a student who does use IF statements or VLOOKUPS would have made better use of functions & features than one who hadn't. There is the scope (but not the requirement) in this exercise to go beyond the requirements of the specification.

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worksheet

AO5: Spreadsheet



Tasks

In this assessment objective, you will complete a spreadsheet & perform analyses on it. Complete the tasks below in order to do this. You need to show that you can use cell referencing, formulas & functions. Take screenshots as evidence of completing the tasks, saving them in a blank document called "AOS Evidence".

Pass

- Using fonts, colour, borders & sizing, format the spreadsheet appropriately.
- Using the key for donations, enter the values of donations in column E in the second table.
- Work out the total donation by adding gift aid if it is indicated in column F. Enter the total donations in column G.
- Calculate the grand total for donations for this period.
- The entry for Jin Zenshin is incorrect. He did not make a 8 donation – he donated £10. Change the spreadsheet and see what effect this change has.
- Print preview your spreadsheet.

Merit

- Find the average visits for the months of June, July and August separately. Display them on your spreadsheet.
- Find the average donations for this period. Display this on your spreadsheet.
- Find the maximum number of clicks for any week and display it on your spreadsheet.
- Format your spreadsheet so the traffic data prints out on one page, and the donation data prints out on a second page.
- Joseph Carney's entry for Gift Aid should read "yes". Add the value of Gift Aid to his donation and see what effect this change has.

Distinction

- Apply a header to your spreadsheet. Call it "Some Rights Reserved traffic & donation data".
- Put the page number in the footer.
- Print preview your spreadsheet, and ensure that your traffic table fits on one landscape A4 page. Move your donations table so it fits on the next page.

<http://www.somerights.org.uk>

Students should complete the worksheet on the Data page, located [here](#). This worksheet breaks down tasks by grade criteria. If you prefer not to do this, copy & paste the list of tasks into a blank document.

Screenshots of the spreadsheet in progress follow. A completed spreadsheet (including VLOOKUPS and IF statements) is available [here](#). The password to open the file is "lessig".

The screenshot shows a Microsoft Excel window titled "A05 - blank - Microsoft Excel (Technical Preview)". The left sidebar contains a "Print" button and a "Print Settings" panel. The "Print Settings" panel includes a "Print" button, a "Printer" dropdown set to "Adobe PDF", a "Print What" dropdown set to "Active Sheets", and "Other Settings" including "Collated", "Landscape Orientation", "A4", and "Normal Margins". The main area displays a table titled "Some Rights Reserved traffic donation data" with the subtitle "Traffic data for somerights.org.uk: June to August 2009". The table has columns: Date, Visits, Clicks, From Google, and Average Visits. The data is grouped by month, with totals for each month and a grand total. The table is on sheet 1 of 2.

Date	Visits	Clicks	From Google	Average Visits
01/06/2009	196	254	C	340
08/06/2009	185	299	O	
15/06/2009	225	308	O	
22/06/2009	596	892	108	
29/06/2009	498	738	94	619
06/07/2009	569	802	134	
13/07/2009	573	894	146	
20/07/2009	694	995	196	
27/07/2009	649	961	208	747
03/08/2009	702	1029	284	
10/08/2009	714	1057	312	
17/08/2009	729	1114	284	
24/08/2009	800	1340	491	747
31/08/2009	789	1296	618	
Total	7909			

Completed traffic data table.

The screenshot shows a Microsoft Excel window titled "A05 - blank - Microsoft Excel (Technical Preview)". The left sidebar contains a "Print" button and a "Print Settings" panel. The "Print Settings" panel includes a "Print" button, a "Printer" dropdown set to "Adobe PDF", a "Print What" dropdown set to "Active Sheets", and "Other Settings" including "Collated", "Landscape Orientation", "A4", and "Normal Margins". The main area displays a table titled "Some Rights Reserved traffic donation data" with the subtitle "Donations: June to August 2009". The table has columns: Date, Name, Surname, Donation, Donation in box, Gift Aid?, Total Donation, Standard donation, and Value. The data is grouped by month, with totals for each month and a grand total. The table is on sheet 2 of 2.

Date	Name	Surname	Donation	Donation in box	Gift Aid?	Total Donation	Standard donation	Value
04/06/2009	Diaphne	Price	B	£ 500	yes	£ 640	A	£ 1.00
18/06/2009	Kamal	Ewing	A	£ 100	yes	£ 128	B	£ 5.00
19/06/2009	Kelise	Burton	A	£ 100	yes	£ 128	C	£ 10.00
23/06/2009	Jantha	Novas	C	£ 1000	yes	£ 1280	D	£ 20.00
24/06/2009	Travis	Collier	A	£ 100	yes	£ 128	E	£ 50.00
28/06/2009	lin	Zarshin	B	£ 500	no	£ 500		
29/06/2009	Ben	Hodges	D	£ 2000	yes	£ 2560		
03/07/2009	Devon	Lytham	A	£ 100	no	£ 100		
03/07/2009	Ebony	Bruce	E	£ 5000	yes	£ 6400		
03/07/2009	Brenda	Hall	A	£ 100	yes	£ 128		
08/07/2009	Aidan	Chang	B	£ 500	yes	£ 640		
12/07/2009	Keegan	Short	B	£ 500	yes	£ 640		
18/07/2009	Joseph	Carney	D	£ 2000	no	£ 2000		
28/07/2009	Bradley	Buchanan	C	£ 1000	yes	£ 1280		
30/07/2009	Eden	Sharpe	A	£ 100	yes	£ 128		
04/08/2009	Jordan	Lee	A	£ 100	no	£ 100		
05/07/2009	Lars	Jordan	C	£ 1000	yes	£ 1280		
18/07/2009	Rhonda	Buck	B	£ 500	yes	£ 640		
23/07/2009	Lois	Richmond	A	£ 100	yes	£ 128		
28/07/2009	Timothy	Nelamun	B	£ 500	yes	£ 640		
Grand total						£ 194.68		

Key

Standard donation	Value
A	£ 1.00
B	£ 5.00
C	£ 10.00
D	£ 20.00
E	£ 50.00

Gift Aid 288

Completed donation data table.

Print Settings
Specify how you want the document to be printed and then click Print.
Number of Copies: 1

Printer
Adobe PDF
Ready

Print What
Active Sheets
Only the active sheets will print
Pages: 1 to 2

Other Settings
Collated
1,2,3 1,2,3 1,2,3
Landscape Orientation
A4
21 cm x 29.7 cm
Narrow Margins
Top: 1.91 cm Bottom: 1.91 cm
[Printer Properties](#)

Some Rights Reserved traffic donation data
Traffic data for somerights.org.uk: June to August 2009

Date	Visits	Clicks	From Google	Average visits
39965	196	294	0	
=A3+7	185	299	0	
=A4+7	225	308	0	
=A5+7	596	892	108	
=A6+7	498	738	94	=AVERAGE(B3:B7)
=A7+7	569	802	134	
=A8+7	573	894	148	
=A9+7	694	995	196	
=A10+7	649	951	208	=AVERAGE(B8:B11)
=A11+7	732	1029	264	
=A12+7	714	1087	312	
=A13+7	729	1114	384	
=A14+7	800	1340	491	
=A15+7	789	1298	618	=AVERAGE(B12:B16)
Total	=SUM(B8:B16)			

21/08/2009 1 of 2

Completed traffic data table in formula view.

Print Settings
Specify how you want the document to be printed and then click Print.
Number of Copies: 1

Printer
Adobe PDF
Ready

Print What
Active Sheets
Only the active sheets will print
Pages: 1 to 2

Other Settings
Collated
1,2,3 1,2,3 1,2,3
Landscape Orientation
A4
21 cm x 29.7 cm
Narrow Margins
Top: 1.91 cm Bottom: 1.91 cm
[Printer Properties](#)

Some Rights Reserved traffic donation data
Donations: June to August 2009

Date	First name	Surname	Donation	Donation value	Gift Aid?	Total Donation
39968	Daphne	Price	B	=VLOOKUP(D35:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F35="yes",E35*(E35*5.0564),E35)
39962	Kamell	Ewing	A	=VLOOKUP(D36:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F36="yes",E36*(E36*5.0564),E36)
39963	Kellie	Burton	A	=VLOOKUP(D37:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F37="yes",E37*(E37*5.0564),E37)
39967	Kantha	Rowe	C	=VLOOKUP(D38:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F38="yes",E38*(E38*5.0564),E38)
39968	Travis	Collier	A	=VLOOKUP(D39:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F39="yes",E39*(E39*5.0564),E39)
39992	Jim	Zarehsh	B	=VLOOKUP(D40:\$A\$58:\$B\$62,2,TRUE)	no	=IF(F40="yes",E40*(E40*5.0564),E40)
39993	Ben	Hodges	D	=VLOOKUP(D41:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F41="yes",E41*(E41*5.0564),E41)
39997	Gavin	Lyons	A	=VLOOKUP(D42:\$A\$58:\$B\$62,2,TRUE)	no	=IF(F42="yes",E42*(E42*5.0564),E42)
39997	Ebony	Bruce	E	=VLOOKUP(D43:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F43="yes",E43*(E43*5.0564),E43)
39997	Brenda	Hall	A	=VLOOKUP(D44:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F44="yes",E44*(E44*5.0564),E44)
40002	Aidan	Chang	B	=VLOOKUP(D45:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F45="yes",E45*(E45*5.0564),E45)
40006	Keegan	Short	B	=VLOOKUP(D46:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F46="yes",E46*(E46*5.0564),E46)
40012	Joseph	Carney	D	=VLOOKUP(D47:\$A\$58:\$B\$62,2,TRUE)	no	=IF(F47="yes",E47*(E47*5.0564),E47)
40022	Bradley	Buchanan	C	=VLOOKUP(D48:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F48="yes",E48*(E48*5.0564),E48)
40024	Edan	Sharpe	A	=VLOOKUP(D49:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F49="yes",E49*(E49*5.0564),E49)
40029	Jordan	La	A	=VLOOKUP(D50:\$A\$58:\$B\$62,2,TRUE)	no	=IF(F50="yes",E50*(E50*5.0564),E50)
39999	Jani	Jordan	C	=VLOOKUP(D51:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F51="yes",E51*(E51*5.0564),E51)
40012	Rhonda	Buco	B	=VLOOKUP(D52:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F52="yes",E52*(E52*5.0564),E52)
40017	Lois	Richmond	A	=VLOOKUP(D53:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F53="yes",E53*(E53*5.0564),E53)
40022	Timothy	Nakamura	B	=VLOOKUP(D54:\$A\$58:\$B\$62,2,TRUE)	yes	=IF(F54="yes",E54*(E54*5.0564),E54)
				Grand total		=SUM(B35:B54)

Key

Standard donation	Value
A	1
B	5
C	10
D	20
E	50

Gift Aid: 0.28

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Completed traffic data table in formula view.

AO6: Database

Mark scheme

Pass	Merit	Distinction
Enter data into a database Edit data in a database Delete data in a database Simple query with a single criterion	Simple query with single criterion, sorted on one field Create report for selected data for specific need	Use of data for wide range of business purposes At least two queries using more than one criterion Create two reports, printing in different formats

ID	Resource type	Author	Resource name	Physical size	Date uploaded	Source
1	Article	Maria Pesock	Textbooks tighten students' load	3 kb	19-Sep-08	http://www.cmcwire.com/cms/web-content/online-text
2	Article	Jonathan Roberts	DVD about free culture and free software	4 kb	03-Dec-07	http://www.freewaremagazine.com/columns/free_software
3	Article	Tim Cowlishaw	A free education: open-of-course	4 kb	19-Nov-06	http://www.freewaremagazine.com/columns/a_free_education
4	Article	Margy Rochlin	Hindu Goddess as Betty Boop? It's Personal	8 kb	13-Feb-09	http://www.nytimes.com/2009/02/13/movies/13roch.htm
5	Image	Creative Commons	CC logo - black PNG	44 kb	04-Jun-09	http://www.somerights.org.uk/images/logo/cc-black.png
6	Image	Creative Commons	CC logo - black AI	26 kb	04-Jun-09	http://www.somerights.org.uk/images/logo/cc-vector.ai
7	Image	Creative Commons	CC logo - white PNG	49 kb	04-Jun-09	http://www.somerights.org.uk/images/logo/cc-white.png
8	Image	Creative Commons	CC logo - shadow PNG	78 kb	04-Jun-09	http://www.somerights.org.uk/images/logo/cc-white-shadow.png
9	Video	Commoncraft	Searching the web in plain English	9900 kb	08-Jun-09	www.youtube.com/watch?v=CWHP00ikag
10	Image	Creative Commons	CC search logo	7 kb	08-Jun-09	http://search.creativecommons.org/
11	Image	Flickr	Flickr logo	5 kb	08-Jun-09	http://www.flickr.com
12	Video	Justin Cone	Creativity always builds on the past	8400 kb	08-Jun-09	http://creativecommons.org/videos/building-on-the-past
13	Audio	Sean Fournier	Goodbye	5880 kb	16-Jun-09	http://www.sean-fournier.com/ohmy/
14	Audio	Sean Fournier	Broken Stereo	4121 kb	16-Jun-09	http://www.sean-fournier.com/ohmy/
15	Audio	Sean Fournier	Holding the Hand of the Hurricane	3870 kb	16-Jun-09	http://www.sean-fournier.com/ohmy/
16	Audio	Sean Fournier	Another Like You	4500 kb	16-Jun-09	http://www.sean-fournier.com/ohmy/
17	Audio	Sean Fournier	Put the World on Stop	3290 kb	16-Jun-09	http://www.sean-fournier.com/ohmy/
18	Audio	Sean Fournier	Falling For You	4250 kb	16-Jun-09	http://www.sean-fournier.com/ohmy/
19	Audio	Lasse Gjertsen	Amy, Amy, Amy	4910 kb	16-Jun-09	http://www11.nrk.no/urot/Artist/lassegg/default.aspx
20	Audio	Lasse Gjertsen	Chaplin Snacker	3110 kb	16-Jun-09	http://www11.nrk.no/urot/Artist/lassegg/default.aspx
21	Audio	Lasse Gjertsen	Kjelt Rolig	3060 kb	16-Jun-09	http://www11.nrk.no/urot/Artist/lassegg/default.aspx
22	Audio	Lasse Gjertsen	Rommel	2960 kb	16-Jun-09	http://www11.nrk.no/urot/Artist/lassegg/default.aspx
23	Audio	Lasse Gjertsen	Alt er Bølgjer	3080 kb	16-Jun-09	http://www11.nrk.no/urot/Artist/lassegg/default.aspx
24	Audio	Brad Sucks	Dropping Out of School	5780 kb	16-Jun-09	http://www.iamendo.com/en/artist/bradsucks
25	Audio	Brad Sucks	Fake It	5280 kb	16-Jun-09	http://www.iamendo.com/en/artist/bradsucks
26	Audio	Brad Sucks	I Think I Started a Trend	4270 kb	16-Jun-09	http://www.iamendo.com/en/artist/bradsucks
27	Audio	Brad Sucks	Never Get Out	3020 kb	16-Jun-09	http://www.iamendo.com/en/artist/bradsucks
28	Audio	Brad Sucks	Sick as a Dog	4780 kb	16-Jun-09	http://www.iamendo.com/en/artist/bradsucks
29	Audio	Brad Sucks	There's Something Wrong	5280 kb	16-Jun-09	http://www.iamendo.com/en/artist/bradsucks
30	Video	Jesse Dylan	A Shared Culture	34020 kb	27-Aug-09	http://creativecommons.org/videos/a-shared-culture
31	Video	Creative Commons	Wanna Work Together?	18052 kb	27-Aug-09	http://creativecommons.org/videos/wanna-work-together
32	Video	Creative Commons	Science Commons	10850 kb	27-Aug-09	http://creativecommons.org/videos/sciencecommons

somerightsreserved

worksheet

AO6: Database

Tasks

In this assessment objective you will make edits to and complete a flat file database, then select information from it to present in a manageable format. In order to complete this assessment objective, you must complete the tasks below and show evidence that you have done so by taking screenshots for each one.

Pass

- Two records haven't been entered to the database. Add these now:
- Margy Rochlin, the copyright holder of resource #4 "Hindu Goddess as Betty Boop? It's Personal" has asked to be removed from the database. Delete this record.
- The URL for resources 5, 6, 7 & 8 are wrong. Change the address for each record to http://commons.wikimedia.org/wiki/Creative_Commons_icons
- Create a query to show all audio resources. Call this query "qry audio".

Merit

- Create a query to show all video resources that are shown on the website. Sort the results of this query in ascending order of file size. Call this query "qry video".
- Create a report for the qry video query, formatted appropriately.

Distinction

- Edit your qry audio query to only show audio resources created by Brad Sucks.
- Each resource is going to be backed up. Create labels based on the qry audio query showing the following fields: Author, Resource name, Physical size, Date uploaded. Format these appropriately.

<http://www.somerights.org.uk>

As with the spreadsheet task, all materials for this AO are available on the [Data](#) page. Students need the resources database and the tasks list. The tasks are largely self-explanatory, but some students may need guidance with creating a query & a report.