

Downloadable Tunes



ICT Department



Name

Teacher

You have been employed to assist with the expansion of a 'Downloadable Tunes' internet business and will complete a variety of ICT tasks to promote the business. The company website already includes numerous singles and albums which can be purchased online so that customers can download the tunes they require.

The company was previously run by one person from their home – it started as a hobby but has taken off. The website was created and customers have been accessing the site, ordering the tunes online and then after making a payment they are able to download the tracks in a format to suit them. The business owner has been recording all details by hand but it is becoming apparent that if the business is to survive it needs to:


- produce an electronic slide presentation about the company
- produce professional documentation that can be used to promote the business, including a newsletter
- record business transactions in a spreadsheet
- Finally you will record customer details in a database

Downloadable Tunes are based at:

**Downloadable Tunes
1 Coventry Square
Coventry
CV1 3HQ
024 76 470033**

Important

- Downloadable Tunes is always spelt with capital D and a capital T.
- All screenshots must have annotation (notes) beside them.
- All students must attempt **as much** of an Assessment Objective as possible in the timescale given.
- Each write up should have a header / footer with name and task description

AO1 Working with files and folders		
When completing business projects it is important to be well organised.		
Pass Criteria –Grade C		
Create at least two folders to hold your Downloadable Tunes coursework		
Save some of your coursework files in appropriate folders using appropriate filenames.		
Password protect at least 2 files.		
Locate and open existing files that you have saved in your folders.		
Backup some of your files onto a USB Stick		
Create a shortcut to at least one folder		
Create a shortcut to at least one file		
Merit Criteria –Grade B		
Create a folder for each assessment objective. (Screenshot before and after)		
Create the folders from the next page in the first folder you have created		
Copy and move the folders into each of the six assessment objective folders (Screenshot before and after)		
Rename the folders you need and delete the folders which you do not need (Screenshot before and after)		
Provide evidence of at least one instance of deleting, copying, moving and renaming files		
Restore your backup files from the USB stick		
Create a shortcut to at least one program		
Distinction Criteria –Grade A/A*		
Locate and open existing files, using search facilities of the operating system software		
Edit and delete shortcuts to at least one program (NB Renaming a shortcut will NOT count in this section.)		
Edit and delete shortcuts to at least one folder		
Edit and delete shortcuts to at least one file		



AONumber_Images



AONumber_Publisher



AONumber_Worddocs



AONumber_Excel




AONumber_Powerpoint


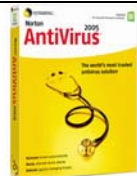



AONumber_Database


General Folder Structure to be used by students

You may also want to create a number of backup folders

AO2A Searching the Internet You will need to use search engines to find out about recent music releases.		
Pass Criteria –Grade C		
Use search engines to find information on the Internet about albums and singles. Provide evidence of at least 5 searches using at least 2 different search engines.		
List the full web addresses of at least 5 of the websites you have used		
Screen shot some of the images you have found and list the website address of the image. (Please do not state Google as the source)		
Merit Criteria –Grade B		
Use the file search facility on Word to find a file used in your project		
From the list of web sites you have used comment on each website's trustworthiness and the date it was published.		
Produce evidence that you have stored these music websites in your favourites		
Explain how you have and will respect copyright when producing your coursework		
Provide evidence that you have used copyright free graphics (Think about using clipart or creative commons)		
Distinction Criteria –Grade A/A*		
Search for more information on singles and albums using Boolean operators, quotations and advanced search features. Provide evidence of at least 5 searches		

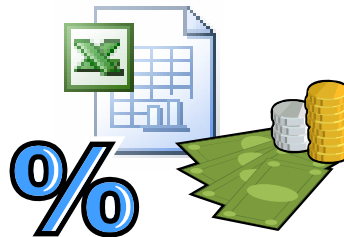
AO2B –Sending and Receiving Emails You will need to send email messages with appropriate subject headings and message text	 	
Pass Criteria –Grade C		
Save the email containing the customer details		
Open the email containing the customer details		
Forward the email to at least 2 of your class mates –make sure to add text and a header		
Reply to your tutor's email attaching at least 2 images- make sure to add sensible text and a header –comment on the risks of receiving and opening email attachments.		
Merit Criteria –Grade B		
Resend the email to your tutor with high or low importance and CC it to another student		
Distinction Criteria –Grade A/A*		
Add at least 2 contacts to your address book		
Create a professional email signature		
Send an email to your tutor explaining how to reduce the risk of email attachments, use CC, BCC, and priority. Write the email using a clear subject, header and text.		

<p>AO3 Creating a Business presentation</p> <p>You will create an electronic slide presentation which will support you giving a talk to new colleagues about the 'Downloadable Tunes' business.</p> <p>A good PowerPoint should have no more than 6 lines with 6 words of text to a slide.</p>	
Pass Criteria –Grade C	
Create a new logo for Downloadable Tunes	
Create a presentation to new staff at Downloadable Tunes containing at least 4 slides of text information with graphics.	
Spell Check the presentation and annotate to say why it is fit for the intended purpose	
Merit Criteria –Grade B	
Make sure that you have at least 5 slides and that all your slides have a consistent style	
Set up consistent slide transitions for your presentation	
Proof read the presentation and make sure there are definitely no errors	
Print the presentation in handout form (3 slides per page with lines to write notes)	
Distinction Criteria –Grade A/A*	
Make sure that you have at least 6 slides and that you have added some professional animation to your slides	
Add speaker notes to at least two slides and print the presentation in note form	
Print the presentation in slide sorter view to all the animations you have used	

<p>AO4 Creating Business Documents</p>  <p>The owner has asked you to create a number of business documents for Downloadable Tunes you also need to produce newsletter to be sent out to all customers, promoting the company.</p>	
Pass Criteria –Grade C	
Create a letter to inform customers of the ‘buy one get one free promotion’ which is currently running at Downloadable Tunes	
Create a memo telling the general manager that the letter has been created and that it will be sent out to all customers	
Create a flyer which will be sent out informing customers about the ‘buy one get one free’ offer –make sure to use your logo and graphics from another source in this flyer.	
Spell check all of the documents	
Complete the image table to demonstrate the source of your images	
Merit Criteria –Grade B	
Create a newsletter of at least 4 pages about Downloadable Tunes which will be sent out to all customers	
Using the statistics provided add at least 1 graph and 1 table to your newsletter	
For each image you have used in your newsletter –write down the source of the image	
Spell check your newsletter	
Distinction Criteria –Grade A/A*	
Produce a mail merge version of your customer letter	
Insert at the bottom of your letter the filename, file path and the date it was created on.	
Make that the letter, memo, flyer and newsletter have a consistent housestyle in terms of colour, font, font size, font style and layout.	
Insert the date and page numbers into the newsletter	
Proof read all of your documents	

A05 Creating a Business Spreadsheet

You need to create a business spreadsheet for Downloadable Tunes which will allow you to track the income and expenditure, so that the company accounts can be produced at the end of each financial year.



Pass Criteria –Grade C

Create a spreadsheet based on the figures provided on the next page

Format the cells in your spreadsheet appropriately. Consider

- Number format (decimal places, percentage, currency, date/time)
- Text formatting (font, size, style, alignment)
- Borders and shading.

Use appropriate formulae/functions to calculate the income and expenditure for the business.

Print out your spreadsheet(s) in full showing figures

Print out your spreadsheet(s) showing the formulae in full (CTRL+↵)

order number 1001 has been entered incorrectly. The amount of £15 should be £18 and the VAT should be £3.15. Change this entry

Reprint the spreadsheet highlighting the changes you have made and how this has affected the totals

The owner has requested a password be applied to your electronic workbook. Produce a screenshot showing that the password has been set up

Make sure the spreadsheet has a title and appropriate row/column headings.

Merit Criteria –Grade B

Make sure that you use at least 1 Function in your spreadsheet.

Order 1014 has now been paid and needs to be entered in an appropriate place in the spreadsheet

Order No	Date Received	Amount	Vat
1014	28-Jul	16	2.8

Order 1006 has been returned by a dissatisfied customer. Delete the entire row for this order from your spreadsheet

Calculate the income/expenditure for each of the four months for Downloadable Tunes. You will need to display this data by adding new rows/columns to your spreadsheet as appropriate

Preview and print out the spreadsheet using appropriate page orientation and number of pages

Preview and print out the spreadsheet using appropriate page orientation and number of pages in formula view

Distinction Criteria –Grade A/A*	
Use the average function to calculate the average income over four months(This must be at least the second function you have used in the spreadsheet)	
Use appropriate headers and footers	
Preview and print out the spreadsheet using appropriate page orientation and number of pages.	
Preview and print out the spreadsheet using formulae view and the appropriate page orientation and number of pages.	

Income

Downloadable Tunes SALES			
Order No	Date Received	Amount	Vat
1001	18-Apr	15	2.63
1002	26-Apr	8	1.4
1003	04-May	23	4.03
1004	12-May	18	3.15
1005	20-May	23	4.03
1006	28-May	29	5.08
1007	05-Jun	36	6.3
1009	13-Jun	8	1.4
1010	21-Jun	6.5	1.14
1011	29-Jun	23	4.03
1012	07-Jul	18	3.15
1013	15-Jul	23	4.03
1015	23-Jul	6.5	1.14

Downloadable Tunes Expenditure

Date	Description	Amount
18-Apr	Web Host	99
26-Apr	CDs	2
04-May	Ink	15
12-May	Paper	1.99
11-Jul	Ink	15
19-Jul	CDs	5

AO6 Creating a Business Database

The owner of Downloadable Tunes has created an electronic database to record customer details. The database will be used to efficiently store and maintain customer details and to target advertising to specific customer groups.



Pass Criteria –Grade C

Open the database and carry out the following tasks:

- A new order has been received, enter the following customer details into the database

Initial	Surname	Address1	Address2	Address3	Postcode	Age
M	Khan	31 Haystings Close		York	YO4 2TT	14

A Smith has asked to be removed from the database. Delete this record.

T Park has recently married and is now T Forrest. Amend this record, to reflect this change.

Create one query showing all of the customers that live in **Leeds**.

Merit Criteria –Grade B

Sort the Leeds query on the **Surname** field (ascending or descending order)

Create a new report using the query for customers living in **Leeds**. This report must be in the form of address labels

Distinction Criteria –Grade A/A*

Create a new query showing all the customers that live in **Durham** and who are **within the age range of 16 to 25**.

Sort this query on the **Age** field (ascending or descending order)

Create a report using the query for the customers living in **Durham** and who are **aged between 16 and 25**

Customer Details

Initial	Surname	Address1	Address2	Address3	Postcode	Age
A	Clarkson	67 Canal Street	Newton Hall	Durham	DH1 2BB	23
C	Beaumont	42 Cathedral View	Belmont	Durham	DH1 2FR	44
T	Manson	43 Hylton Road	Belmont	Durham	DH1 2PT	43
K	Harris	Dene View		Durham	DH1 3PZ	25
A	Tindale	3 Elvet Bridge	Newton Hall	Durham	DH1 3PZ	35
T	Jones	14 Market Place	Newton Hall	Durham	DH1 4NQ	37
J	Bloggs	1 Finchale Avenue		Durham	DH1 5NT	15
B	Hall	4 Richmond Close		Durham	DH2 1QQ	17
P	Jolly	13 Howling Lane	Chester le Street	Durham	DH2 3PB	45
H	Marley	21 Garforth Road		Durham	DH5 8QN	17
M	Bond	1 The Croft		Durham	DH5 9NN	17
C	Smithwon	4 Mill Lane		Durham	DH9 5QT	16
A	Chisholm	121a Richmond Court		Leeds	LS1 2QQ	23
A	Smith	45 The Parks		Leeds	LS1 3BQ	15
K	Bates	21 York Road		Leeds	LS1 8NB	39
K	Edmonson	44 The Links		Leeds	LS2 4BN	20
B	Singh	66 The Bronx	Garforth	Leeds	LS2 4BN	16
T	Park	43 Haydon Bridge Road	Garforth	Leeds	LS41 8RQ	30
J	Booth	99 Mill Way	Belmont	York	YO3 2QT	26
C	Hogg	31 Haystings Close		York	YO4 2TT	14