Cambridge NATIONALS

Accredited

SAMPLE LEARNER WORK WITH COMMENTARY

UNIT R002: USING ICT TO CREATE BUSINESS SOLUTIONS

ICT

Level 1/2

www.ocr.org.uk/cambridgenationals

OCR
Oxford Cambridge and RSA

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INTRODUCTION

This is a guide for teachers so that you can see how we would mark work, Cambridge Nationals are designed to give the learners the project and let them create the work.

The guide contains sample learner work for this unit and covers all learning objectives, graded at Marking Band 1 (MB1) and Marking Band 3 (MB3).

The accompanying commentary explains why each piece of work was awarded its grade.

For MB1 graded work, additional guidance has been added to suggest improvements that could be made to make it an MB2 graded piece of work.

For MB3 graded work, additional guidance has been added to explain why it was awarded that grade and not the lower grade of MB2.

You **MUST NOT** allow your learners to copy the samples contained in this guide. OCR moderators have been advised to report any copying, in whole or in part. Misuse of these samples will lead to a malpractice investigation being conducted and would put all submitted learner work at risk of investigation.

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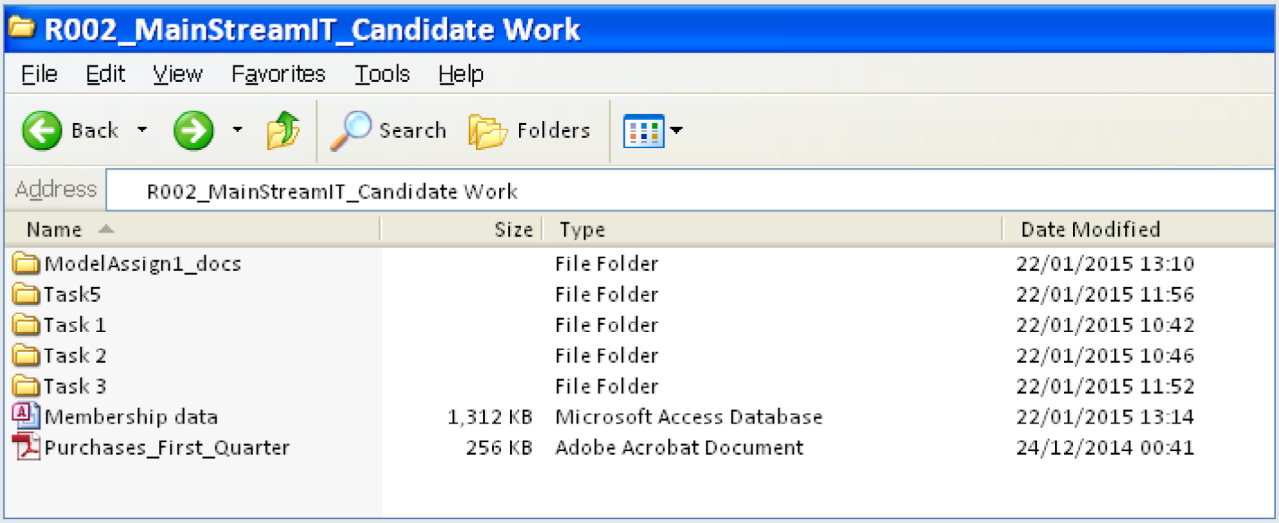
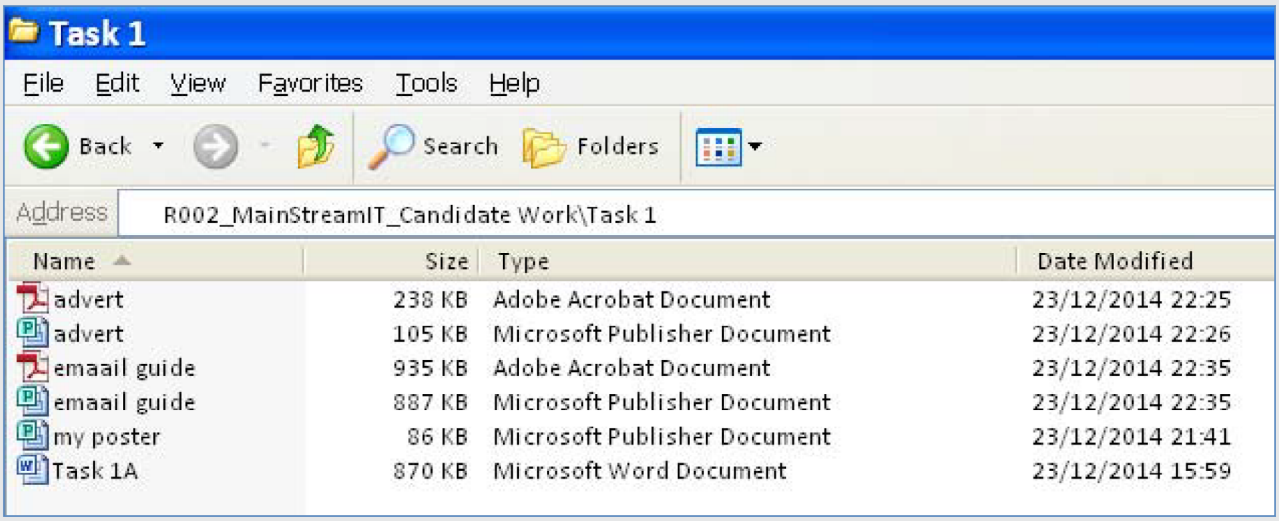
Learning Objective 1 – Be able to use techniques to search for, store and share information

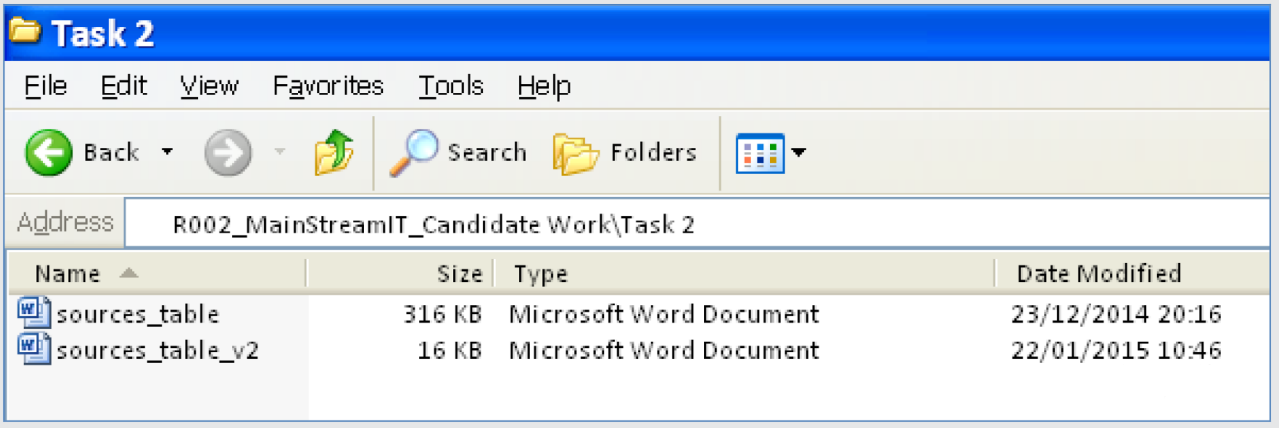
MB1

The work for this Learning Outcome is in response to the MStreamIT Assignment Unit R002 – Using ICT to create business solutions – Model Assignment 1 (see http://www.ocr.org.uk/qualifications/cambridge-nationals-ict-level-1-2-j800-j810-j820/)

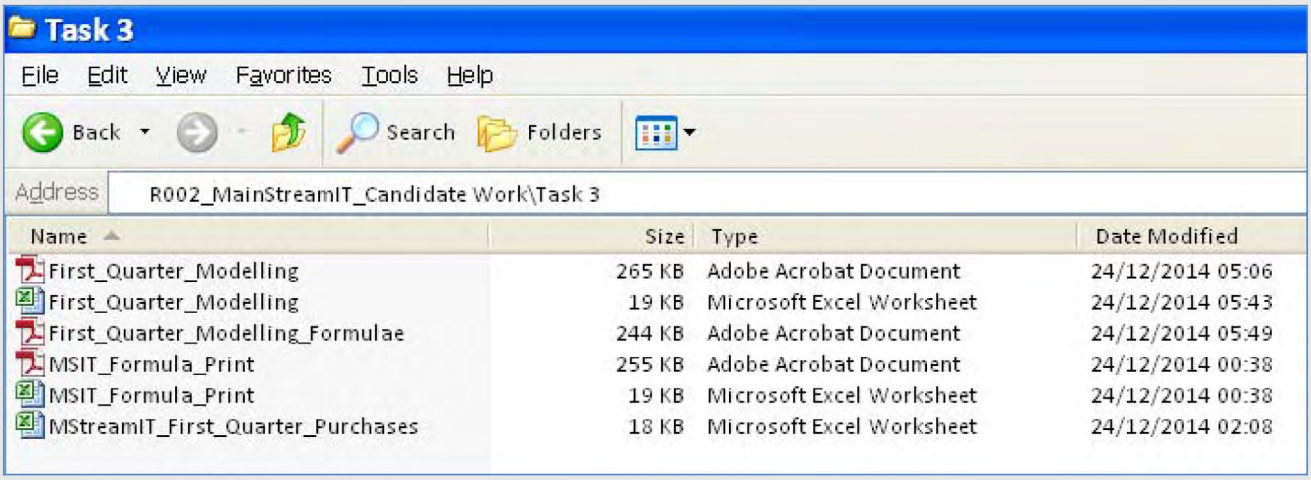
SAMPLE LEARNER WORK

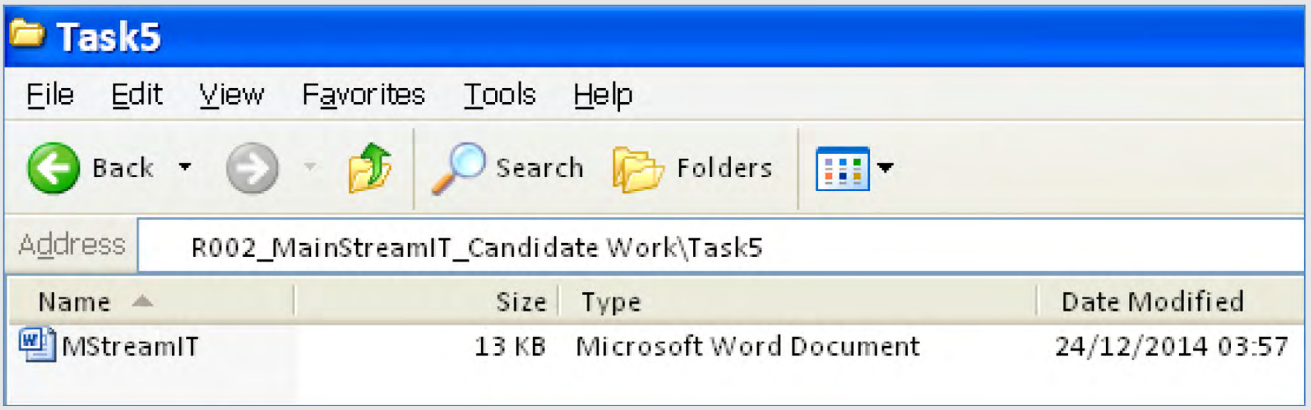


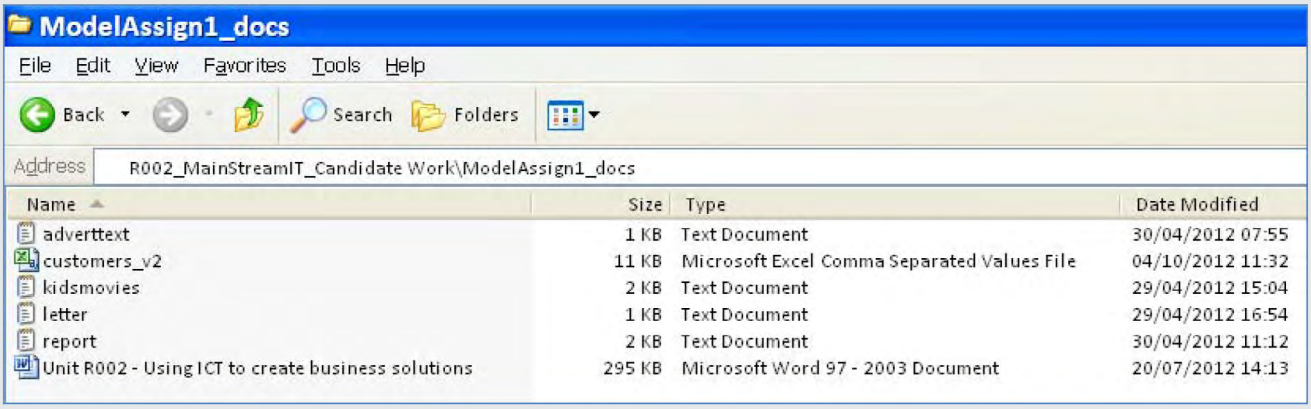




SAMPLE LEARNER WORK



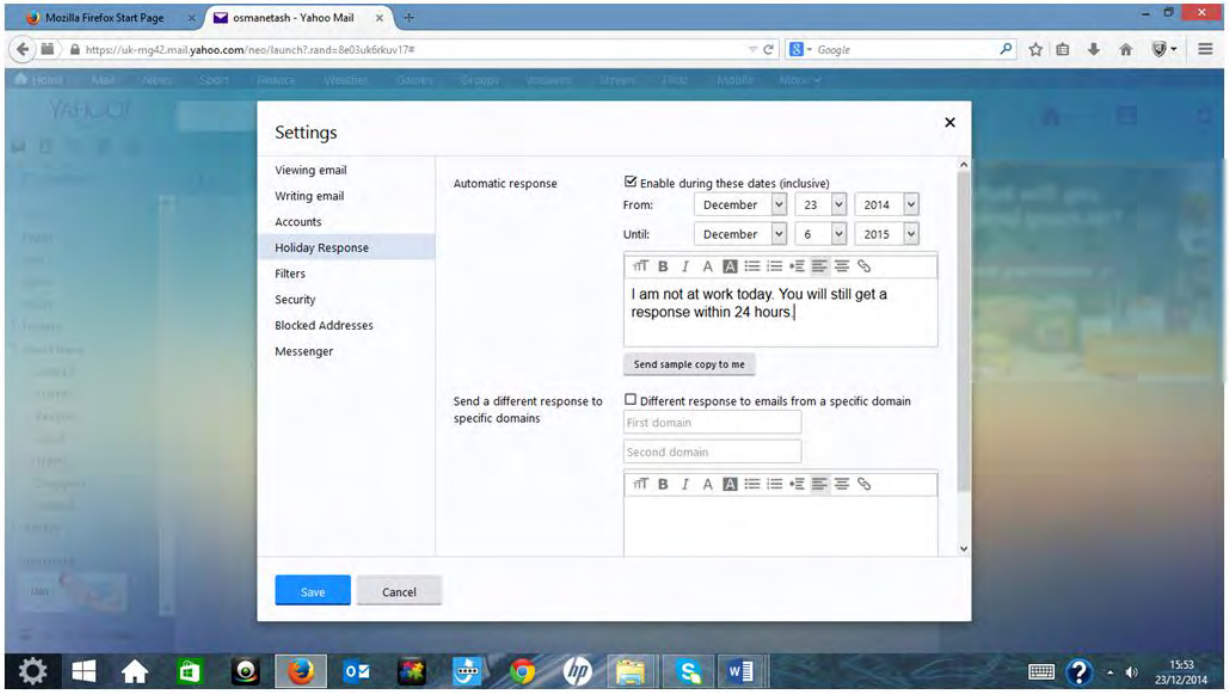




Task 1A - Microsoft Word

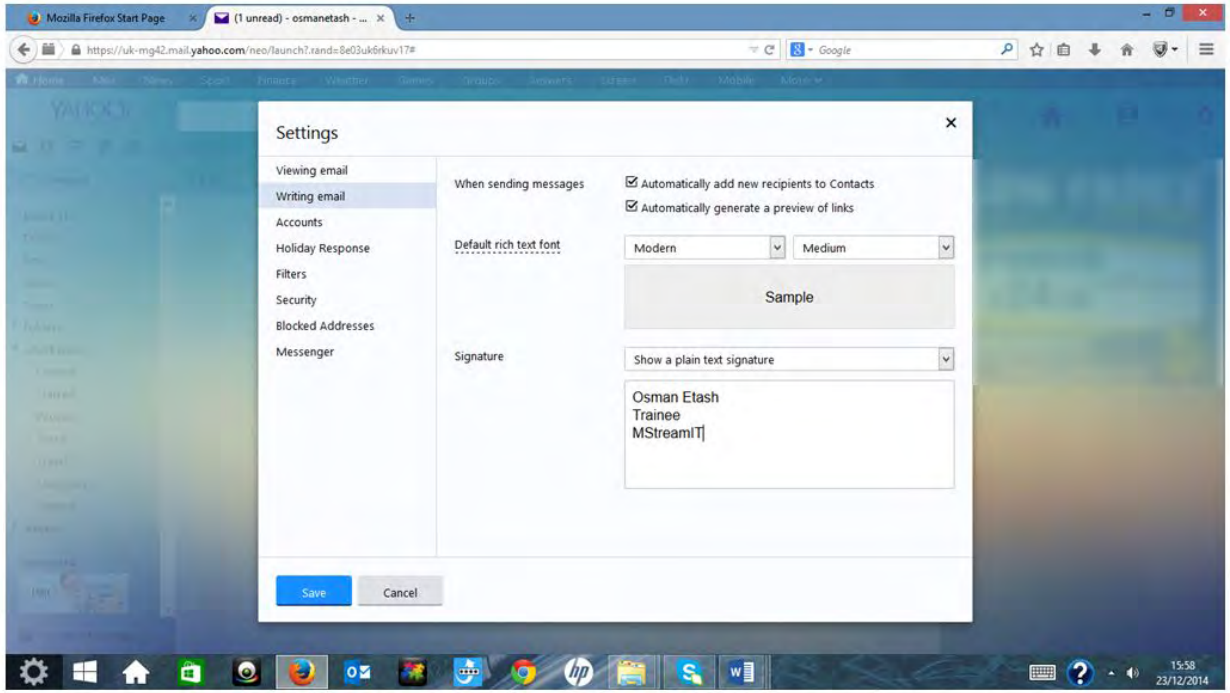
Task 1A

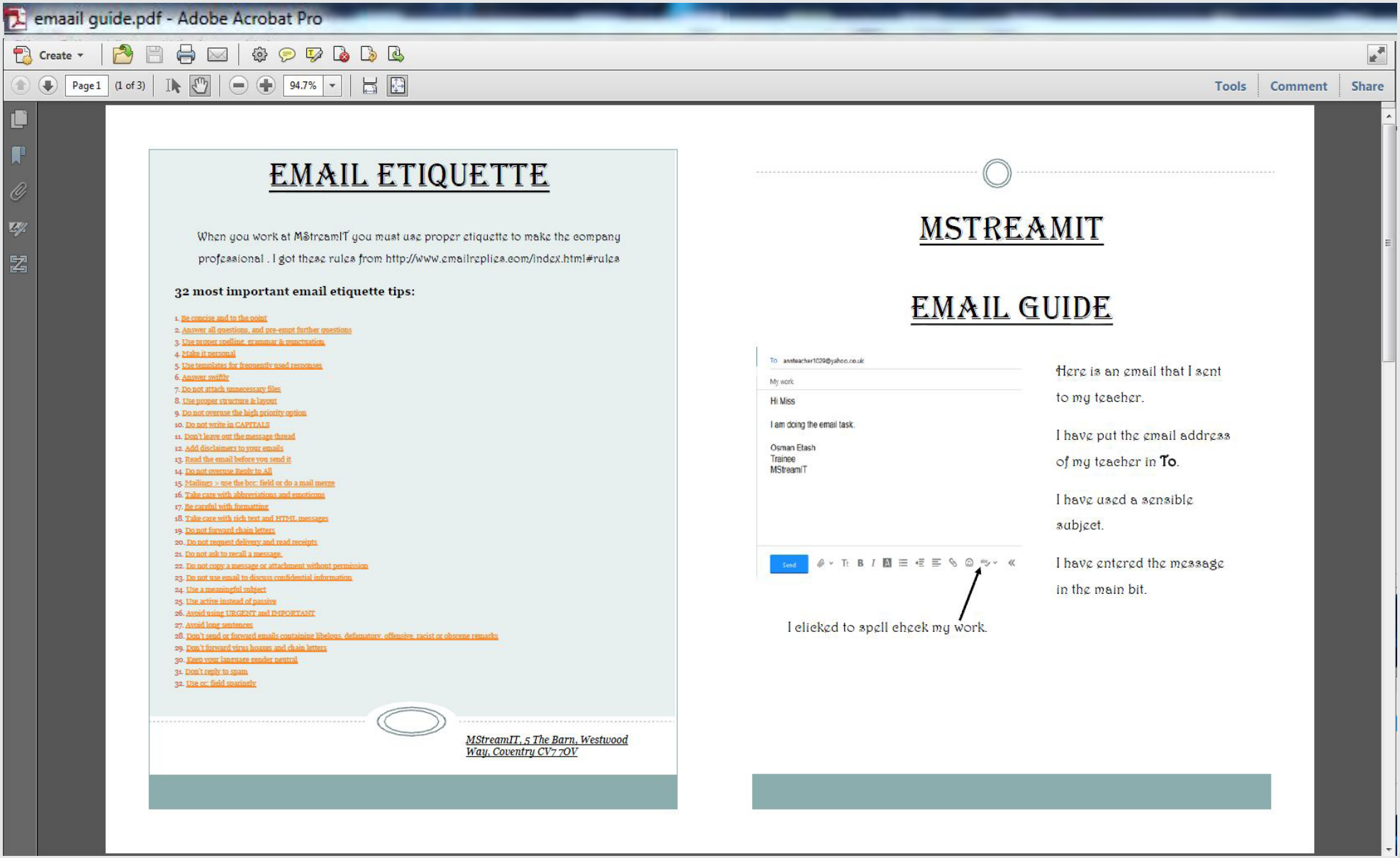
I have made a holiday response



Task1A - Microsoft Word

I have made a signature for my emails





EMAIL ETIQUETTE

When you work at MStreamIT you must use proper etiquette to make the company profeasional . I got these rules from http://www.emailreplies.com/index.html#rules

32 most important email etiquette tips:

1. Be concise and to the point
2. Answer all questions, and pre-empt further questions
3. Use proper spelling, grammar & punctuation
4. Make it personal
5. Use templates for frequently used responses
6. Answer swiftly
7. Do not attach unnecessary files
8. Use proper structure & layout
9. Do not overuse the high priority option
10. Do not write in CAPITALS
11. Don't leave out the message thread
12. Add disclaimers to your emails
13. Read the email before you send it
14. Do not overuse Reply to All
15. Mailings > use the bcc: field or do a mail merge
16. Take care with abbreviations and emoticons
17. Be careful with formatting
18. Take care with rich text and HTML messages
19. Do not forward chain letters
20. Do not request delivery and read receipts
21. Do not ask to recall a message.
22. Do not copy a message or attachment without permission
23. Do not use email to discuss confidential information
24. Use a meaningful subject
25. Use active instead of passive
26. Avoid using URGENT and IMPORTANT
27. Avoid long sentences
28. Don't send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks
29. Don't forward virus hoaxes and chain letters
30. Keep your language gender neutral
31. Don't reply to spam
32. Use cc: field sparingly

MStreamIT, 5 The Barn, Westwood Way, Coventry CV7 7OV

MSTREAMIT

EMAIL GUIDE

I clicked to spell check my work.

Here is an email that I sent to my teacher.

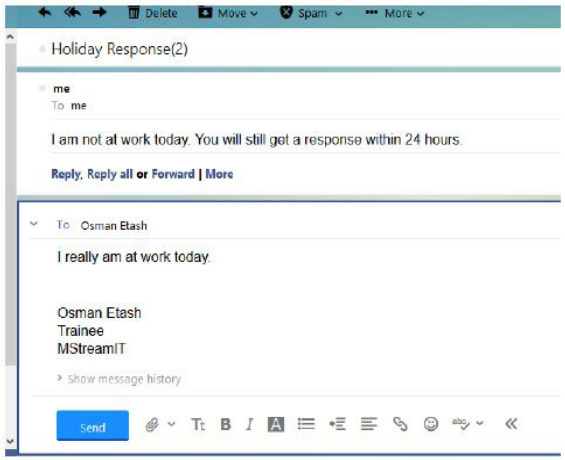
I have put the email address of my teacher in **To**.

I have used a sensible subject.

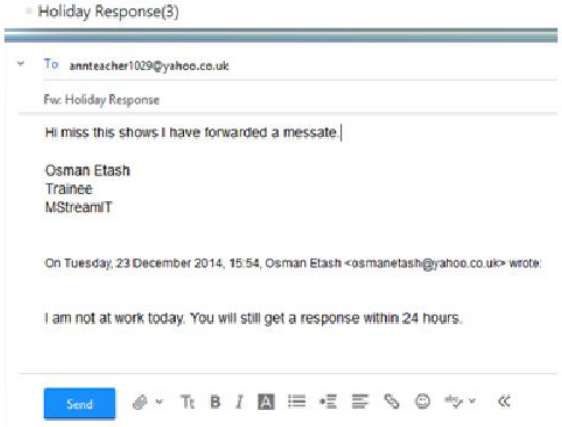
I have entered the message in the main bit.

emaail guide.pdf - Adobe Acrobat Pro

Create | Page 2 (2 of 3) | 94.7% | Tools | Comment | Share



I clicked on Reply to send a reply. Then put in a message.



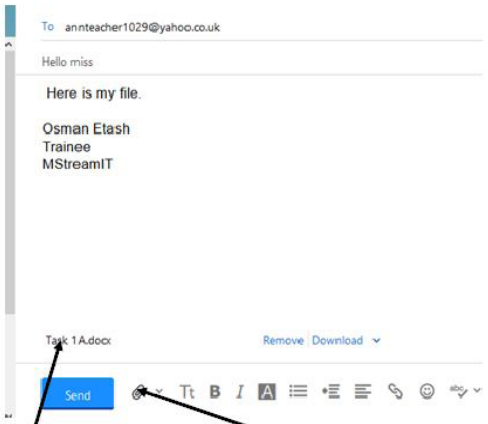
This shows I have forwarded a message.

You need to click on Send to send the message.

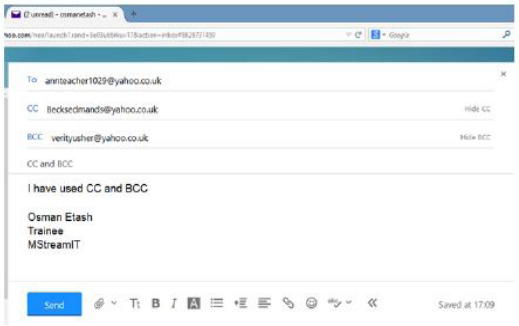
Caption describing picture or graphic

emaail guide.pdf - Adobe Acrobat Pro

Create | Page 3 (3 of 3) | 94.7% | Tools | Comment | Share

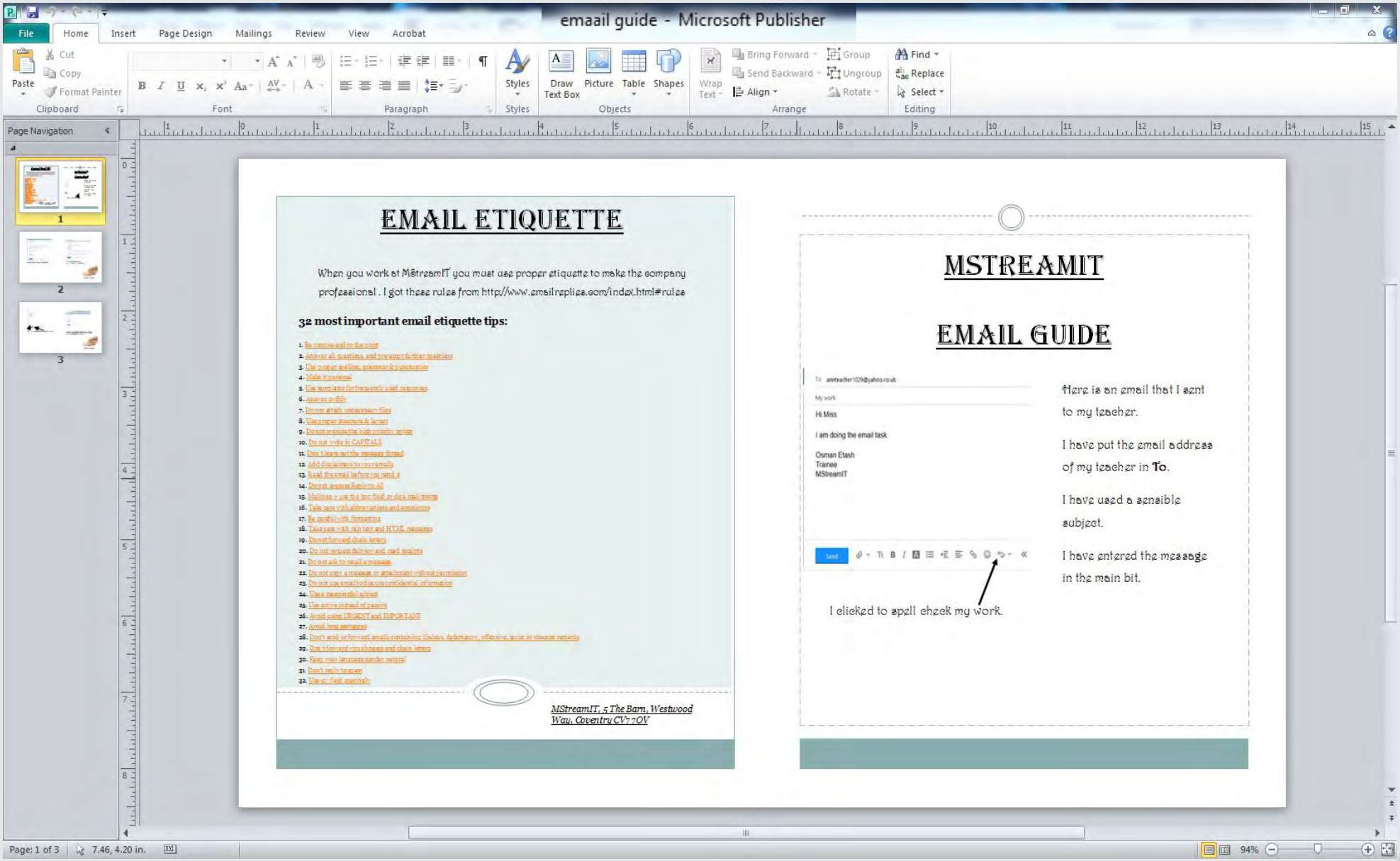


Here I have sent an attachment. I clicked here then I could find the file I wanted to send.



I have used CC and BCC. CC means everone sees the email address but BCC doesnt show anyone the enail address and the person that you send it to don't know you sent it to the other person.

Caption describing picture or graphic


emaail guide - Microsoft Publisher
File
Home
Insert
Page Design
Mailings
Review
View
Acrobat
Page Navigation
EMAIL ETIQUETTE
When you work at MStreamIT you must use proper etiquette to make the company professional . I got these rules from http://www.emailreplies.com/index.html#rules
32 most important email etiquette tips:
1. Be concise and to the point
2. Answer all questions, and pre-empt further questions
3. Use proper spelling, grammar & punctuation
4. Make it personal
5. Use templates for frequently used responses
6. Answer swiftly
7. Do not attach unnecessary files
8. Use proper structure & layout
9. Do not overuse the high priority option
10. Do not write in CAPITALS
11. Don't leave out the message thread
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13. Read the email before you send it
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18. Take care with rich text and HTML messages
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21. Do not ask to recall a message
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23. Do not use email to discuss confidential information
24. Use a meaningful subject
25. Use active instead of passive
26. Avoid using URGENT and IMPORTANT
27. Avoid long sentences
28. Don't send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks
29. Don't forward virus hoaxes and chain letters
30. Keep your language gender neutral
31. Don't reply to spam
32. Use cc: field sparingly
MStreamIT, 5 The Barn, Westwood Way, Coventry CV7 7OV
MSTREAMIT
EMAIL GUIDE
To anneteacher1029@yahoo.co.uk
My work
Hi Miss
I am doing the email task.
Osman Etash
Trainee
MStreamIT
Send
I clicked to spell check my work.
Here is an email that I sent to my teacher.
I have put the email address of my teacher in To.
I have used a sensible subject.
I have entered the message in the main bit.
Page: 1 of 3
7.46, 4.20 in.
94%

emaail guide - Microsoft Publisher

Holiday Response(2)

me
To me

I am not at work today. You will still get a response within 24 hours.

Reply, Reply all or Forward | More

To Osman Etash

I really am at work today.

Osman Etash
Trainee
MStreamIT

Show message history

Send

I clicked on Reply to send a reply. Then put in a message.

Holiday Response(3)

To annteacher1029@yahoo.co.uk

Fw: Holiday Response

Hi miss this shows I have forwarded a messate

Osman Etash
Trainee
MStreamIT

On Tuesday, 23 December 2014, 15:54, Osman Etash <osmanetash@yahoo.co.uk> wrote:

I am not at work today. You will still get a response within 24 hours.

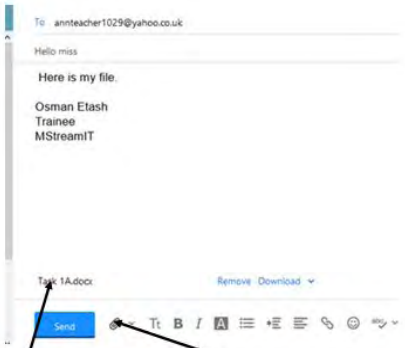
Send

This shows I have forwarded a message.

You need to click on Send to send the message.

Caption describing picture or graphic

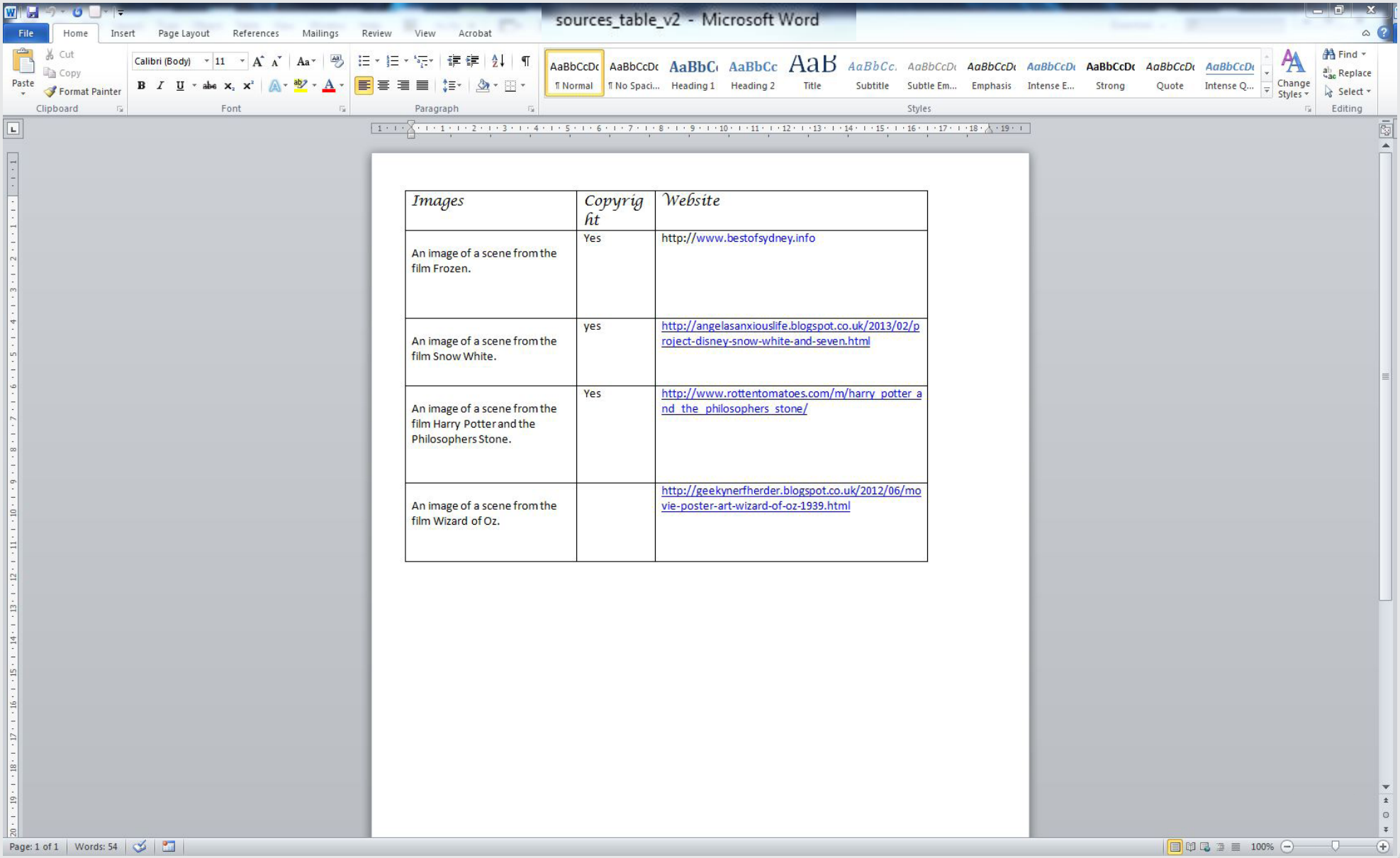
emaail guide - Microsoft Publisher



Here I have sent an attachment. I clicked here then I could find the file I wanted to send.

I have used CC and BCC. CC means everone sees the email address but BCC doesnt show anyone the enail address and the person that you send it to don't know you sent it to the other person.

Caption describing picture or graphic



Images	*Copyright*	*Website*
An image of a scene from the film Frozen.	Yes	http://www.bestofsydney.info
An image of a scene from the film Snow White.	yes	http://angelasanxiouslife.blogspot.co.uk/2013/02/project-disney-snow-white-and-seven.html
An image of a scene from the film Harry Potter and the Philosophers Stone.	Yes	http://www.rottentomatoes.com/m/harry_potter_and_the_philosophers_stone/
An image of a scene from the film Wizard of Oz.		http://geekynerfherder.blogspot.co.uk/2012/06/movie-poster-art-wizard-of-oz-1939.html

Marking commentary on MB1 sample learner work

The learner has created a basic folder structure to store their files although the names of the folders are not really appropriate for use in business. Some files (approximately 50%) have meaningful names, although this is not consistent and some have spelling errors eg 'emaail guide'. Some files have been stored logically within the folder structure but a number of files have been left in the main folder. This is a typical MB1 response to this task. Task 6 has not been completed so there is no evidence of backup or any security measures taken to protect files.

The learner has produced an email guide but not in the context of the assignment. They have simply demonstrated that they can use the common tools and feature. The explanations of these are tools and features are basic, demonstrating only a limited understanding. The email etiquette guide has been copied and pasted from another source without any explanation, even though the source has been acknowledged, the learner cannot be credited with any understanding. For this to be credited the learner would have needed to provide their own explanations. The email guide would not really be suitable MStreamIT staff and this must be taken into consideration when awarding a mark for learning outcome 3.

The learner has not provided any evidence of the search criteria used therefore no credit can be awarded for this part of the learning outcome. Although they have found images that might be suitable they have only provided the URL of the website on which they were found, rather than the details of copyright holder of the actual image. They have therefore not provided the information requested in the assignment and have not fully meet the MB1 requirement for this aspect of the learning outcome.

Suggested improvements to progress sample learner work to MB2

To move this into mark band 2 the learner would need to store more files in the appropriate folders, use more suitable file names for at least some of the tasks and attempt Task 6.

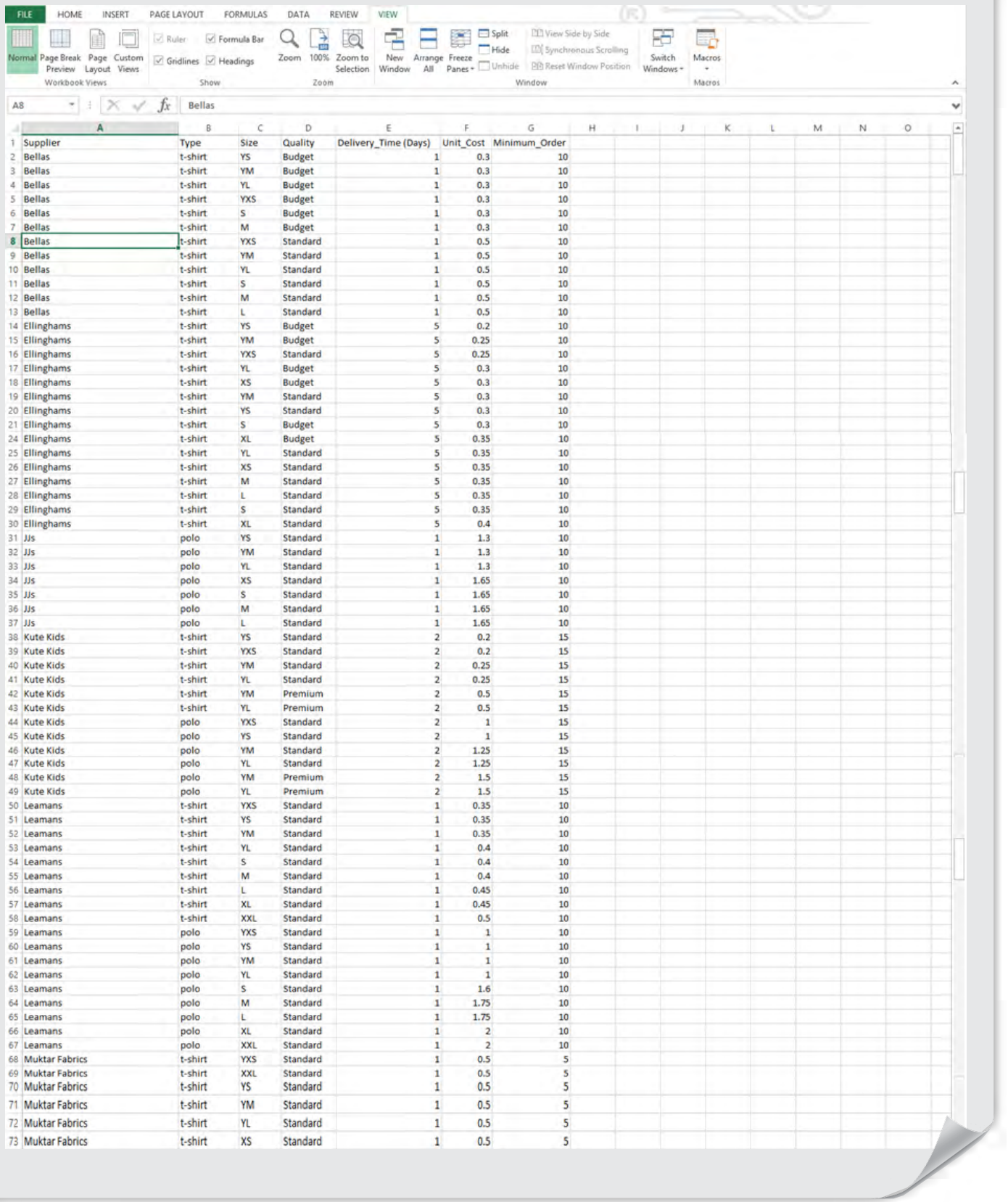
The email guide should be related to the needs of the staff of MStreamIT with better explanations of how the features and facilities could be used by the MStreamIT staff. For example they might have shown how to set up contacts for the staff listed in the scenario and/or they could have shown how to set up folders to store emails.

There would need to be evidence that appropriate search criteria had been used with more accurate details of the copyright holders of each of the images.

Learning Objective 2 – Be able to select and use software to handle data

MB1

SAMPLE LEARNER WORK



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Normal | Page Break Preview | Page Layout | Custom Views — Workbook Views
Ruler | Formula Bar | Gridlines | Headings — Show
Zoom | 100% | Zoom to Selection — Zoom
New Window | Arrange All | Freeze Panes | Split | Hide | Unhide | View Side by Side | Synchronous Scrolling | Reset Window Position — Window
Switch Windows | Macros — Macros

A8 Bellas

	A	B	C	D	E	F	G
1	Supplier	Type	Size	Quality	Delivery_Time (Days)	Unit_Cost	Minimum_Order
2	Bellas	t-shirt	YS	Budget	1	0.3	10
3	Bellas	t-shirt	YM	Budget	1	0.3	10
4	Bellas	t-shirt	YL	Budget	1	0.3	10
5	Bellas	t-shirt	YXS	Budget	1	0.3	10
6	Bellas	t-shirt	S	Budget	1	0.3	10
7	Bellas	t-shirt	M	Budget	1	0.3	10
8	Bellas	t-shirt	YXS	Standard	1	0.5	10
9	Bellas	t-shirt	YM	Standard	1	0.5	10
10	Bellas	t-shirt	YL	Standard	1	0.5	10
11	Bellas	t-shirt	S	Standard	1	0.5	10
12	Bellas	t-shirt	M	Standard	1	0.5	10
13	Bellas	t-shirt	L	Standard	1	0.5	10
14	Ellinghams	t-shirt	YS	Budget	5	0.2	10
15	Ellinghams	t-shirt	YM	Budget	5	0.25	10
16	Ellinghams	t-shirt	YXS	Standard	5	0.25	10
17	Ellinghams	t-shirt	YL	Budget	5	0.3	10
18	Ellinghams	t-shirt	XS	Budget	5	0.3	10
19	Ellinghams	t-shirt	YM	Standard	5	0.3	10
20	Ellinghams	t-shirt	YS	Standard	5	0.3	10
21	Ellinghams	t-shirt	S	Budget	5	0.3	10
24	Ellinghams	t-shirt	XL	Budget	5	0.35	10
25	Ellinghams	t-shirt	YL	Standard	5	0.35	10
26	Ellinghams	t-shirt	XS	Standard	5	0.35	10
27	Ellinghams	t-shirt	M	Standard	5	0.35	10
28	Ellinghams	t-shirt	L	Standard	5	0.35	10
29	Ellinghams	t-shirt	S	Standard	5	0.35	10
30	Ellinghams	t-shirt	XL	Standard	5	0.4	10
31	JJs	polo	YS	Standard	1	1.3	10
32	JJs	polo	YM	Standard	1	1.3	10
33	JJs	polo	YL	Standard	1	1.3	10
34	JJs	polo	XS	Standard	1	1.65	10
35	JJs	polo	S	Standard	1	1.65	10
36	JJs	polo	M	Standard	1	1.65	10
37	JJs	polo	L	Standard	1	1.65	10
38	Kute Kids	t-shirt	YS	Standard	2	0.2	15
39	Kute Kids	t-shirt	YXS	Standard	2	0.2	15
40	Kute Kids	t-shirt	YM	Standard	2	0.25	15
41	Kute Kids	t-shirt	YL	Standard	2	0.25	15
42	Kute Kids	t-shirt	YM	Premium	2	0.5	15
43	Kute Kids	t-shirt	YL	Premium	2	0.5	15
44	Kute Kids	polo	YXS	Standard	2	1	15
45	Kute Kids	polo	YS	Standard	2	1	15
46	Kute Kids	polo	YM	Standard	2	1.25	15
47	Kute Kids	polo	YL	Standard	2	1.25	15
48	Kute Kids	polo	YM	Premium	2	1.5	15
49	Kute Kids	polo	YL	Premium	2	1.5	15
50	Leamans	t-shirt	YXS	Standard	1	0.35	10
51	Leamans	t-shirt	YS	Standard	1	0.35	10
52	Leamans	t-shirt	YM	Standard	1	0.35	10
53	Leamans	t-shirt	YL	Standard	1	0.4	10
54	Leamans	t-shirt	S	Standard	1	0.4	10
55	Leamans	t-shirt	M	Standard	1	0.4	10
56	Leamans	t-shirt	L	Standard	1	0.45	10
57	Leamans	t-shirt	XL	Standard	1	0.45	10
58	Leamans	t-shirt	XXL	Standard	1	0.5	10
59	Leamans	polo	YXS	Standard	1	1	10
60	Leamans	polo	YS	Standard	1	1	10
61	Leamans	polo	YM	Standard	1	1	10
62	Leamans	polo	YL	Standard	1	1	10
63	Leamans	polo	S	Standard	1	1.6	10
64	Leamans	polo	M	Standard	1	1.75	10
65	Leamans	polo	L	Standard	1	1.75	10
66	Leamans	polo	XL	Standard	1	2	10
67	Leamans	polo	XXL	Standard	1	2	10
68	Muktar Fabrics	t-shirt	YXS	Standard	1	0.5	5
69	Muktar Fabrics	t-shirt	XXL	Standard	1	0.5	5
70	Muktar Fabrics	t-shirt	YS	Standard	1	0.5	5
71	Muktar Fabrics	t-shirt	YM	Standard	1	0.5	5
72	Muktar Fabrics	t-shirt	YL	Standard	1	0.5	5
73	Muktar Fabrics	t-shirt	XS	Standard	1	0.5	5

SAMPLE LEARNER WORK

74	Muktar Fabrics	t-shirt	S	Standard	1	0.5	5
75	Muktar Fabrics	t-shirt	M	Standard	1	0.5	5
76	Muktar Fabrics	t-shirt	L	Standard	1	0.5	5
77	Muktar Fabrics	t-shirt	XL	Standard	1	0.5	5
78	Muktar Fabrics	polo	YXS	Standard	1	0.65	5
79	Muktar Fabrics	polo	YS	Standard	1	0.65	5
80	Muktar Fabrics	polo	YM	Standard	1	0.65	5
81	Muktar Fabrics	polo	YL	Standard	1	0.65	5
82	Muktar Fabrics	polo	XS	Standard	1	1.55	5
83	Muktar Fabrics	polo	S	Standard	1	1.55	5
84	Muktar Fabrics	polo	M	Standard	1	1.55	5
85	Muktar Fabrics	polo	L	Standard	1	1.55	5
86	Muktar Fabrics	polo	XL	Standard	1	1.55	5
87	Muktar Fabrics	polo	XXL	Standard	1	1.55	5
88	Naomi West Wholesale	t-shirt	YXS	Standard	7	0.4	20
89	Naomi West Wholesale	t-shirt	YS	Standard	7	0.4	20
90	Naomi West Wholesale	t-shirt	YM	Standard	7	0.4	20
91	Naomi West Wholesale	t-shirt	YL	Standard	7	0.4	20
92	Naomi West Wholesale	t-shirt	YXS	Premium	7	0.6	20
93	Naomi West Wholesale	t-shirt	YS	Premium	7	0.6	20
94	Naomi West Wholesale	t-shirt	YM	Premium	7	0.6	20
95	Naomi West Wholesale	t-shirt	YL	Premium	7	0.6	20
96	Naomi West Wholesale	polo	YXS	Standard	7	0.75	20
97	Naomi West Wholesale	polo	YS	Standard	7	0.75	20
98	Naomi West Wholesale	polo	YM	Standard	7	0.75	20
99	Naomi West Wholesale	polo	YL	Standard	7	0.75	20
100	Naomi West Wholesale	polo	YS	Premium	7	1.25	20
101	Naomi West Wholesale	polo	YM	Premium	7	1.25	20
102	Naomi West Wholesale	polo	YL	Premium	7	1.25	20
103	Naomi West Wholesale	polo	YXS	Premium	7	1.5	20
104	Quality Apparel	t-shirt	S	Premium	2	1.5	20
105	Quality Apparel	t-shirt	M	Premium	2	1.5	20
106	Quality Apparel	t-shirt	L	Premium	2	1.5	20
107	Quality Apparel	t-shirt	XL	Premium	2	1.5	20
108	Quality Apparel	t-shirt	XXL	Premium	2	1.7	20
109	Quality Apparel	polo	S	Premium	2	2.25	20
110	Quality Apparel	polo	M	Premium	2	2.5	20
111	Quality Apparel	polo	L	Premium	2	2.75	20
112	Quality Apparel	polo	XL	Premium	2	2.75	20
113	Quality Apparel	polo	XXL	Premium	2	3	20
114	Stock Shop	t-shirt	YXS	Standard	2	0.25	12
115	Stock Shop	t-shirt	YS	Standard	2	0.25	12
116	Stock Shop	t-shirt	YM	Standard	2	0.35	12
117	Stock Shop	t-shirt	YL	Standard	2	0.35	12
118	Stock Shop	t-shirt	XS	Standard	2	0.35	12
119	Stock Shop	t-shirt	S	Standard	2	0.45	12
120	Stock Shop	t-shirt	M	Standard	2	0.45	12
121	Stock Shop	t-shirt	L	Standard	2	0.5	12
122	Stock Shop	t-shirt	XL	Standard	2	0.5	12
123	Stock Shop	t-shirt	XXL	Standard	2	0.55	12
124	Stock Shop	polo	YXS	Standard	2	1.2	12
125	Stock Shop	polo	YS	Standard	2	1.5	12
126	Stock Shop	polo	YM	Standard	2	1.5	12
127	Stock Shop	polo	YL	Standard	2	1.5	12
128	Stock Shop	polo	XS	Standard	2	1.5	12
129	Stock Shop	polo	S	Standard	2	1.75	12
130	Stock Shop	polo	M	Standard	2	1.75	12
131	Stock Shop	polo	L	Standard	2	1.75	12
132	Stock Shop	polo	XL	Standard	2	2	12
133	Stock Shop	polo	XXL	Standard	2	2	12
134	The Brothers Discount Warehouse	t-shirt	XS	Budget	1	0.3	10
135	The Brothers Discount Warehouse	t-shirt	S	Budget	2	0.3	10
136	The Brothers Discount Warehouse	t-shirt	M	Budget	3	0.3	10
137	The Brothers Discount Warehouse	t-shirt	L	Budget	4	0.4	10
138	The Brothers Discount Warehouse	t-shirt	XL	Budget	5	0.4	10
139	The Brothers Discount Warehouse	t-shirt	XXL	Budget	6	0.4	10
140	Threads	t-shirt	YS	Budget	1	0.25	5
141	Threads	t-shirt	YM	Budget	1	0.25	5
142	Threads	t-shirt	YL	Budget	1	0.25	5
143	Threads	t-shirt	XS	Budget	1	0.35	5
144	Threads	t-shirt	S	Budget	1	0.35	5
145	Threads	t-shirt	M	Budget	1	0.45	5
146	Threads	t-shirt	L	Budget	1	0.45	5
147	VJ Wholesale	polo	XS	Budget	2	0.79	25
148	VJ Wholesale	polo	S	Budget	2	0.79	25
149	VJ Wholesale	polo	M	Budget	2	0.79	25
150	VJ Wholesale	polo	XS	Standard	2	0.99	25
151	VJ Wholesale	polo	S	Standard	2	0.99	25
152	VJ Wholesale	polo	M	Standard	2	0.99	25
153	VJ Wholesale	polo	L	Standard	2	1.29	25
154	VJ Wholesale	polo	XL	Standard	2	1.29	25
155	VJ Wholesale	polo	XXL	Standard	2	1.29	25
156	Yings	t-shirt	YXS	Premium	3	0.4	10
157	Yings	t-shirt	YS	Premium	3	0.4	10
158	Yings	t-shirt	YM	Premium	3	0.4	10
159	Yings	t-shirt	YL	Premium	3	0.4	10
160	Yings	t-shirt	XS	Premium	3	0.4	15

Report XXL - Microsoft Word

Osman Etash

Report XXL

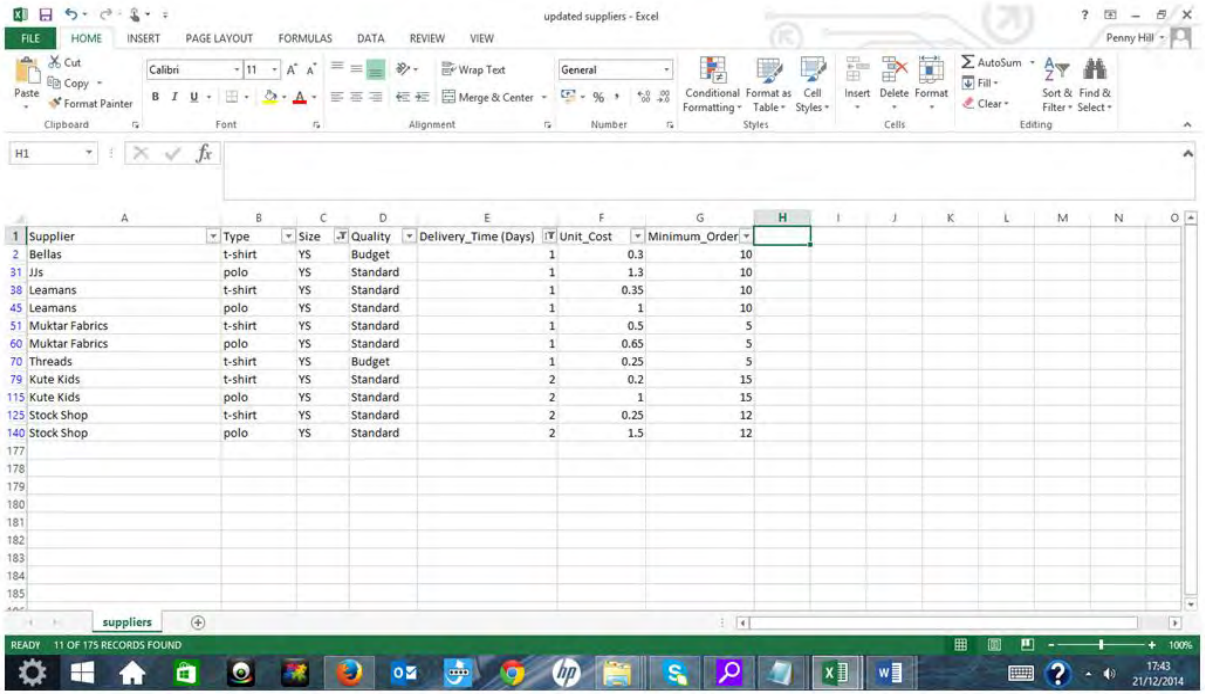
updated suppliers - Excel

	Supplier	Type	Size	Quality	Delivery_Time (Days)	Unit_Cost	Minimum_Order
58	Leamans	t-shirt	XXL	Standard	1	0.5	10
67	Leamans	polo	XXL	Standard	1	2	10
69	Muktar Fabrics	t-shirt	XXL	Standard	1	0.5	5
87	Muktar Fabrics	polo	XXL	Standard	1	1.55	5
108	Quality Apparel	t-shirt	XXL	Premium	2	1.7	20
113	Quality Apparel	polo	XXL	Premium	2	3	20
123	Stock Shop	t-shirt	XXL	Standard	2	0.55	12
133	Stock Shop	polo	XXL	Standard	2	2	12
139	The Brothers Discount Warehouse	t-shirt	XXL	Budget	6	0.4	10
155	VJ Wholesale	polo	XXL	Standard	2	1.29	25
165	YINGS	POLO SHIRTS	XXL	Premium	3	2	
166	Yings	t-shirt	XXL	Premium	3	0.5	10
173	Zenith Rags	polo	XXL	Budget	3	0.75	10

Report YS - Microsoft Word

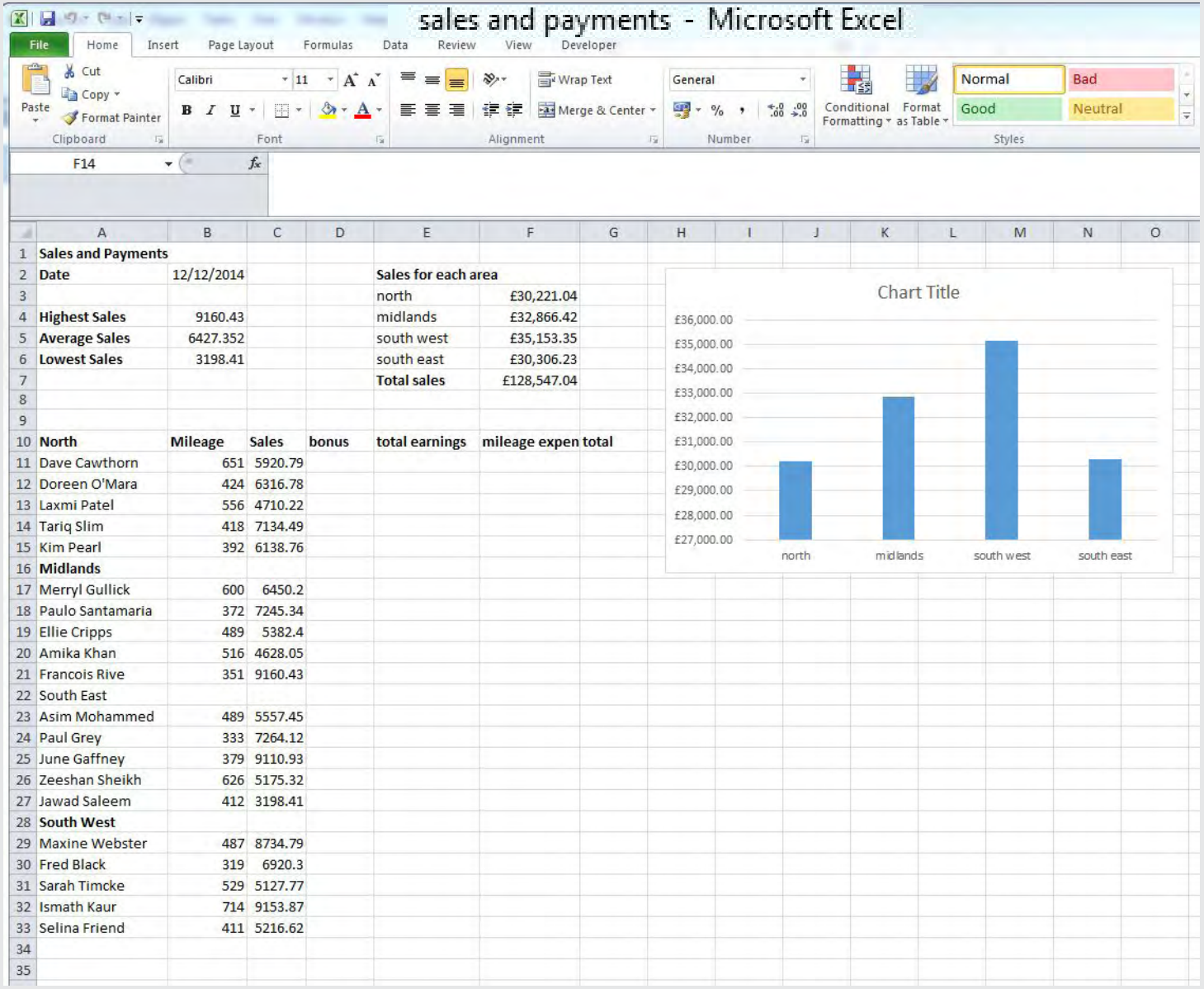
Osman Etash

Report YS

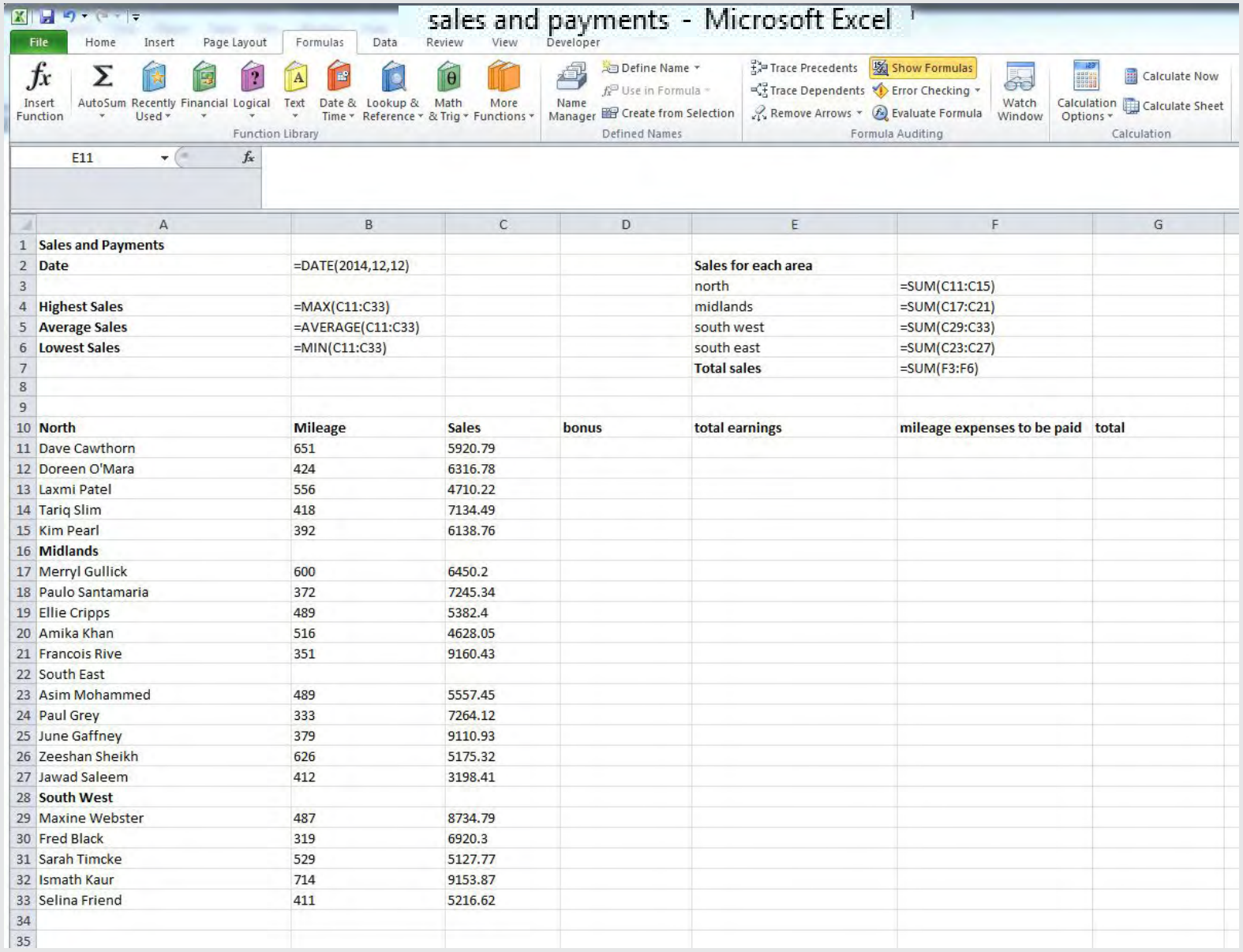


updated suppliers - Excel

	Supplier	Type	Size	Quality	Delivery_Time (Days)	Unit_Cost	Minimum_Order
2	Bellas	t-shirt	YS	Budget	1	0.3	10
31	JJs	polo	YS	Standard	1	1.3	10
38	Leamans	t-shirt	YS	Standard	1	0.35	10
45	Leamans	polo	YS	Standard	1	1	10
51	Muktar Fabrics	t-shirt	YS	Standard	1	0.5	5
60	Muktar Fabrics	polo	YS	Standard	1	0.65	5
70	Threads	t-shirt	YS	Budget	1	0.25	5
79	Kute Kids	t-shirt	YS	Standard	2	0.2	15
115	Kute Kids	polo	YS	Standard	2	1	15
125	Stock Shop	t-shirt	YS	Standard	2	0.25	12
140	Stock Shop	polo	YS	Standard	2	1.5	12



	A	B	C	D	E	F
1	**Sales and Payments**					
2	**Date**	12/12/2014			**Sales for each area**	
3					north	£30,221.04
4	**Highest Sales**	9160.43			midlands	£32,866.42
5	**Average Sales**	6427.352			south west	£35,153.35
6	**Lowest Sales**	3198.41			south east	£30,306.23
7					**Total sales**	£128,547.04
8						
9						
10	**North**	**Mileage**	**Sales**	**bonus**	**total earnings**	**mileage expen total**
11	Dave Cawthorn	651	5920.79			
12	Doreen O'Mara	424	6316.78			
13	Laxmi Patel	556	4710.22			
14	Tariq Slim	418	7134.49			
15	Kim Pearl	392	6138.76			
16	**Midlands**					
17	Merryl Gullick	600	6450.2			
18	Paulo Santamaria	372	7245.34			
19	Ellie Cripps	489	5382.4			
20	Amika Khan	516	4628.05			
21	Francois Rive	351	9160.43			
22	South East					
23	Asim Mohammed	489	5557.45			
24	Paul Grey	333	7264.12			
25	June Gaffney	379	9110.93			
26	Zeeshan Sheikh	626	5175.32			
27	Jawad Saleem	412	3198.41			
28	**South West**					
29	Maxine Webster	487	8734.79			
30	Fred Black	319	6920.3			
31	Sarah Timcke	529	5127.77			
32	Ismath Kaur	714	9153.87			
33	Selina Friend	411	5216.62			
34						
35						



	A	B	C	D	E	F	G
1	**Sales and Payments**						
2	**Date**	=DATE(2014,12,12)			**Sales for each area**		
3					north	=SUM(C11:C15)	
4	**Highest Sales**	=MAX(C11:C33)			midlands	=SUM(C17:C21)	
5	**Average Sales**	=AVERAGE(C11:C33)			south west	=SUM(C29:C33)	
6	**Lowest Sales**	=MIN(C11:C33)			south east	=SUM(C23:C27)	
7					**Total sales**	=SUM(F3:F6)	
8							
9							
10	**North**	**Mileage**	**Sales**	**bonus**	**total earnings**	**mileage expenses to be paid**	**total**
11	Dave Cawthorn	651	5920.79				
12	Doreen O'Mara	424	6316.78				
13	Laxmi Patel	556	4710.22				
14	Tariq Slim	418	7134.49				
15	Kim Pearl	392	6138.76				
16	**Midlands**						
17	Merryl Gullick	600	6450.2				
18	Paulo Santamaria	372	7245.34				
19	Ellie Cripps	489	5382.4				
20	Amika Khan	516	4628.05				
21	Francois Rive	351	9160.43				
22	South East						
23	Asim Mohammed	489	5557.45				
24	Paul Grey	333	7264.12				
25	June Gaffney	379	9110.93				
26	Zeeshan Sheikh	626	5175.32				
27	Jawad Saleem	412	3198.41				
28	**South West**						
29	Maxine Webster	487	8734.79				
30	Fred Black	319	6920.3				
31	Sarah Timcke	529	5127.77				
32	Ismath Kaur	714	9153.87				
33	Selina Friend	411	5216.62				
34							
35							

Marking commentary on MB1 sample learner work

The work for this learning outcome is in response to the JB Clothing Emporium Assignment. In this assignment Task 4 and Task 6 are assessed in this learning outcome.

The learner has used spreadsheet software to complete both data handling tasks. They have attempted all parts of Task 4 - Supplier data. They have successfully deleted the correct record, but have made errors when entering the new record leaving the Minimum_ Order field blank. Errors have also been made in entering 'POLO SHIRTS' instead of 'polo' in the Type field, and 2 instead of 2.75 in the Unit_Cost field. In addition they have not followed the case shown in the rest of the data file. Both searches have been carried out by filtering the data; however the data in the second search for 'YS' suppliers who can deliver within 2 days has been sorted incorrectly on the 'Delivery_Time' field rather than the 'Unit Cost' field. An attempt has been made at providing reports but these are screen-shots of the searches put into Word documents so are not entirely fit for purpose.

For Task 6 the learner has imported the data successfully into a spreadsheet. They have accurately completed the first four bullet points of Task 6A but have not attempted to calculate any of the figures for each sales manager. A graph has been created and inserted into the same sheet, but this does not have a main title or axis titles although there are data labels. Task 6c and 6d (the modelling tasks) have not been attempted.

With so many tasks not completed, the learner has not fully met the mark band 1 requirements of 'some' (50%) of the specified requirements for this part of the task.

Suggested improvements to progress sample learner work to MB2

The errors in the edits of the 'Suppliers' data file and the lack of appropriate reports result in only some of the specified requirements having been met for this task. If the edits had been more accurate and/or if the data had been accurately exported into a Word document with an appropriate title then a mark in mark band 2 could have been considered.

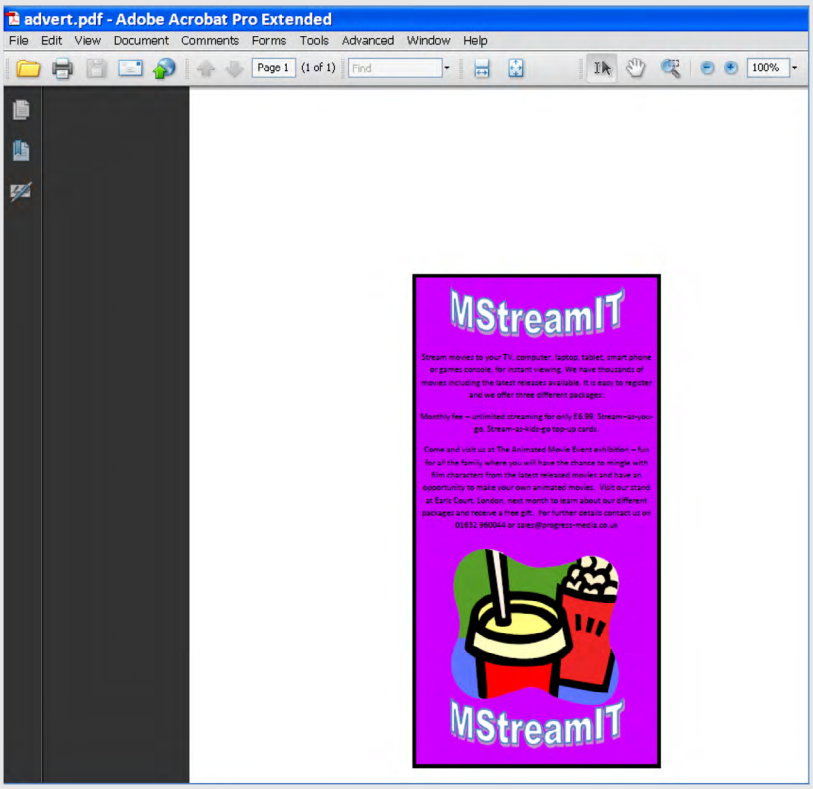
For the spreadsheet the learner would need to successfully attempt at least some of the remaining tasks for a mark in mark band 2 to be considered. Although most learners working in mark band 2 would be expected to use both spreadsheet and database software, if most of the tasks been completed successfully a mark in mark band 2 could still be considered provided that the edits were accurate and most of the specified requirements had been met.

Learning Objective 3 – Be able to select and use software to communicate information for a business

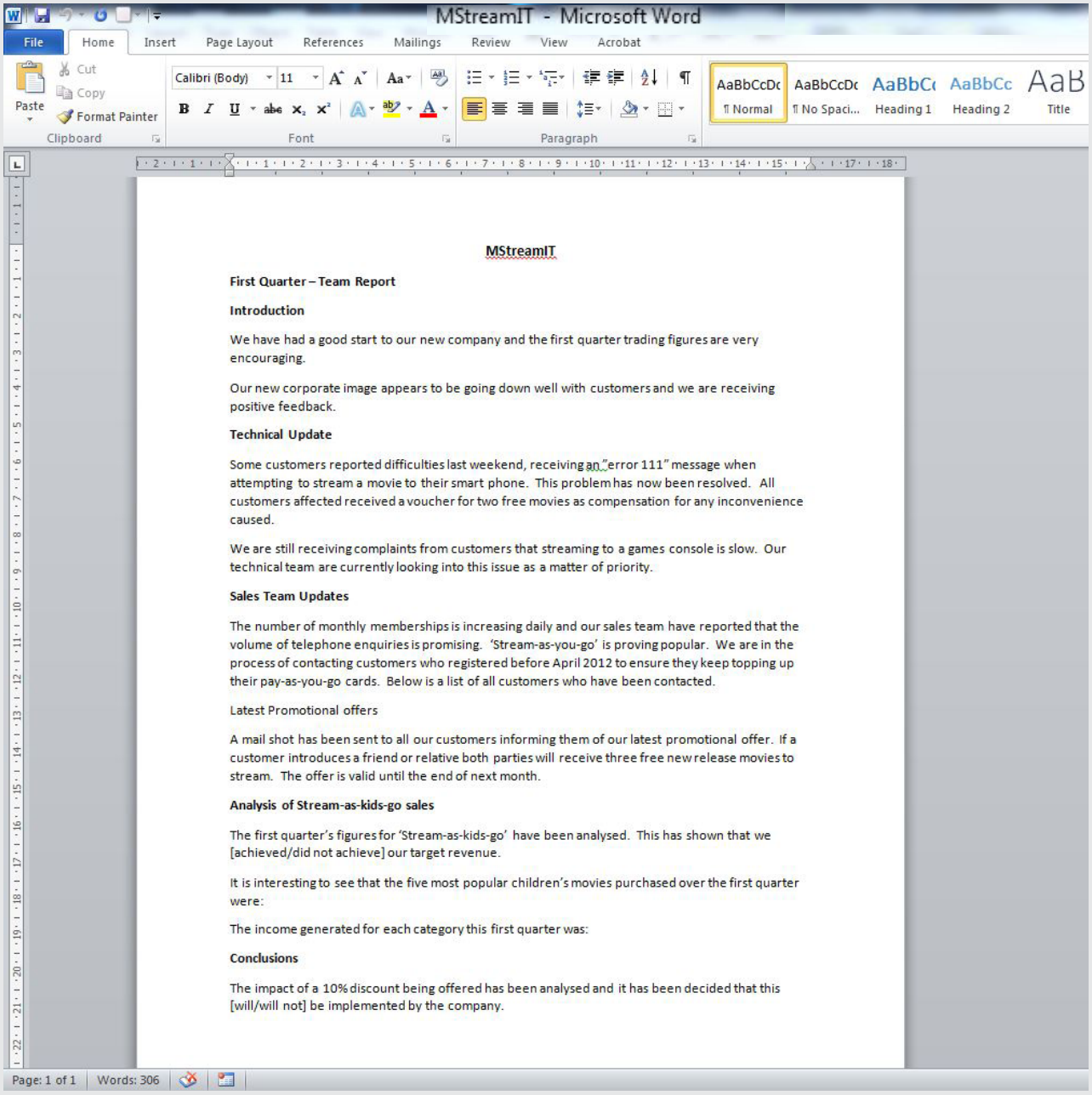
MB1

SAMPLE LEARNER WORK

The work for Task 1A - email task (pages 6 to 10) must also be considered here.



SAMPLE LEARNER WORK



Marking commentary on MB1 sample learner work

The work for this learning outcome is in response to the MStreamIT Assignment.

This learning outcome is assessed using the learners responses to those tasks that involve communicating information using a range of documents that are typically used in business; the specification for this learning outcome lists the range of software that learners are expected to be taught as Word Processing, Desktop Publishing, Presentation, Web page and Graphics.

The learner has created Word and Publisher documents in response to all tasks, this can be considered only as a limited range as required for mark band 1. The learner has used some of the tools and facilities listed in the specification but have not always used these effectively, for example, a template has been used for the email guide and some of the original template text and images remain in the final publication (the book image and the text 'Caption describing picture or graphic'). The advertisement has also been created using publisher and although the actual advertisement is the correct size, the learner has chosen an A4 publication size instead of setting the publication size to suit the advertisement.

For the second part of this learning outcome, the learner has produced a response to most tasks but there are SPAG errors in most documents, in addition the email task is not entirely appropriate for the target audience (see notes in learning outcome 1), the promotional material only promotes the top-up card not the business and there are no contact details. The learner has created a report but only a few of the necessary edits have been completed and those that have been made are not accurate. Overall the limited suitability for the target audience suggests that a mark in mark band 1 would be the most appropriate.

Suggested improvements to progress sample learner work to MB2

To move this into mark band 2 the learner would need to use a greater range of software and would need to use the tools and facilities to better effect.

For the second part of this learning outcome the learner would need to ensure that the documents produced were more suitable for the target audience, for example, the email guide would have a business focus and would explain the features and facilities the MStreamIT staff would need to use and would also explain the importance of email etiquette rather than just providing a copied list. The promotional material would be more comprehensive and would need to promote both the Company and the Top-up Cards and would certainly need to include the company contact details; and the report would include most of the required information.

Learning Objective 4 – Be able to use software tools to format information

This learning outcome assesses the formatting applied to all the tasks created to evidence learning objectives 1, 2 and 3.

Marking commentary on MB1 sample learner work

Although the learner has applied some formatting to most documents, they have only used a limited range of the formatting techniques listed in the specification. In addition where formatting has been applied this is not always consistent, for example, the front and back cover of the email guide has been formatted but the default fonts appear to have been used for the remainder of the publication. In some instances the formatting applied has made the text more difficult to read, for example the text in the advertisement and the etiquette list in the email guide is too small. Although the learner has worked independently, the limited range of formatting tools, the inconsistency of their application and the limited impact on the overall appearance results in a mark in mark band 1 being the most appropriate.

Suggested improvements to progress sample learner work to MB2

To achieve a mark in MB2 the learner would need to use a greater range of the formatting tools listed in the specification. They would also need to improve the consistency of formatting within the documents and ensure that any formatting applied makes the text clear and easy to read.

Learning Objective 1 – Be able to use techniques to search for, store and share information
MB3

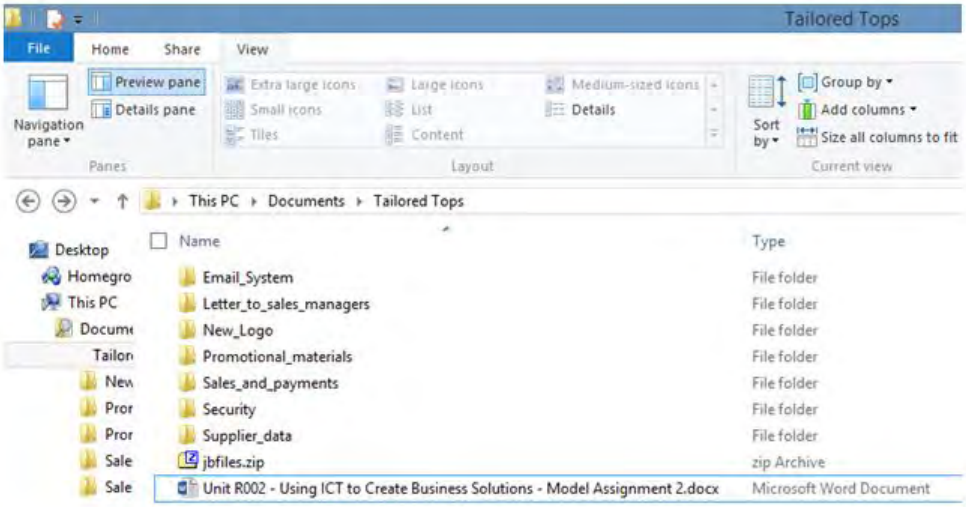
SAMPLE LEARNER WORK

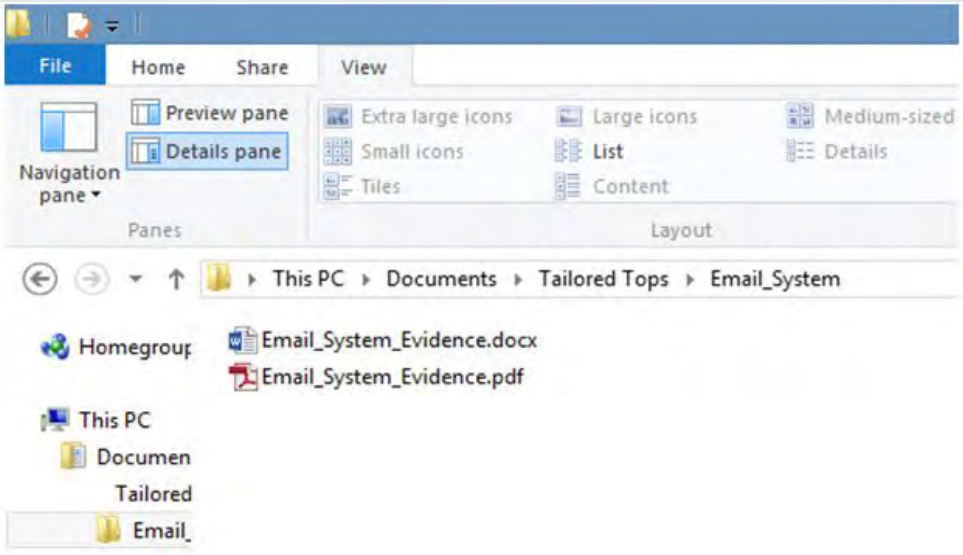
Verity Usher
Candidate No 2015

File Structure and Security

Filing structure

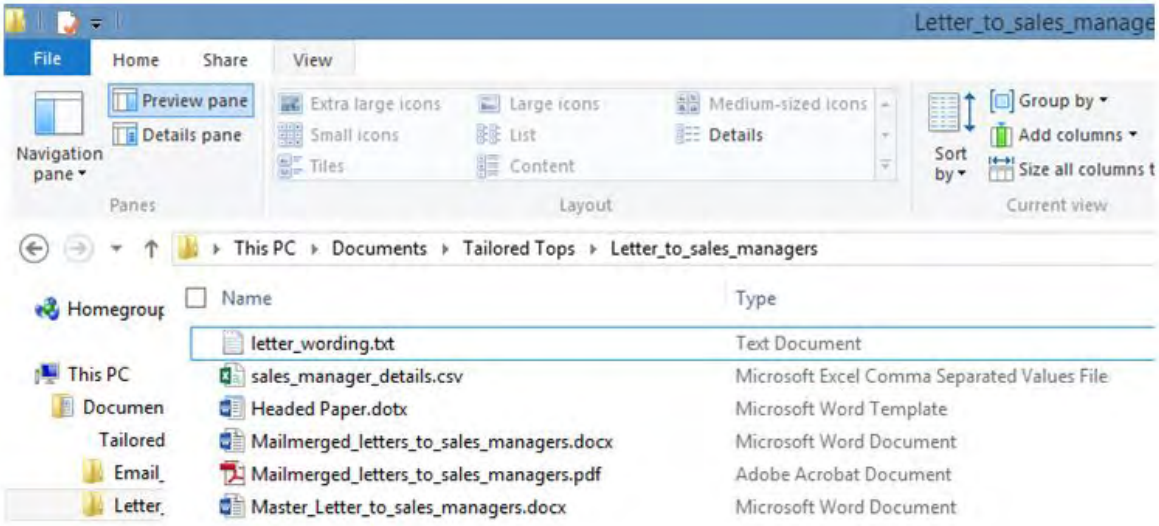
This is my file structure

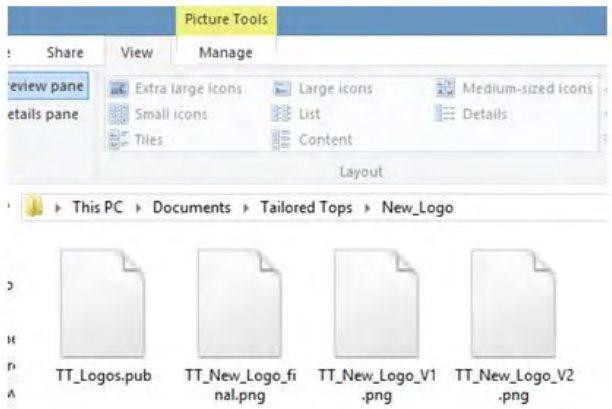


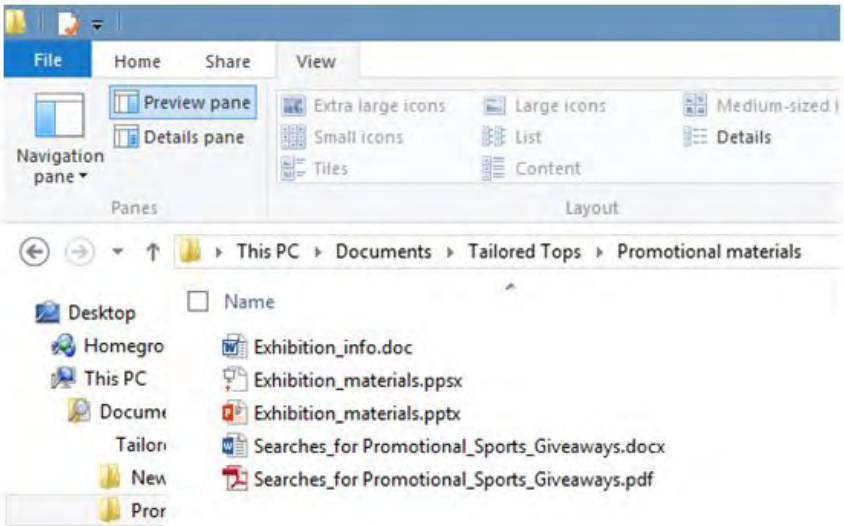


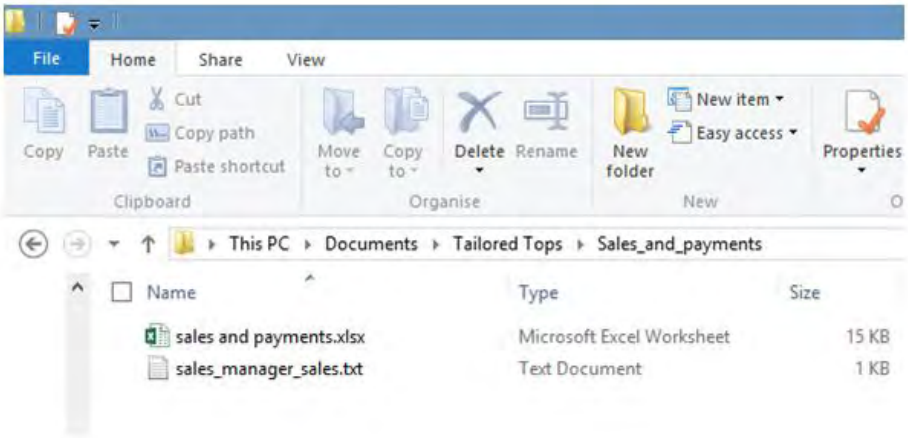
SAMPLE LEARNER WORK

Verity Usher
Candidate No 2015





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Properties
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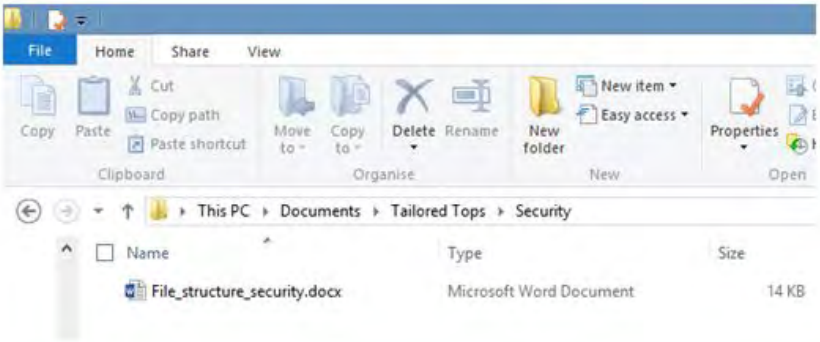
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Properties
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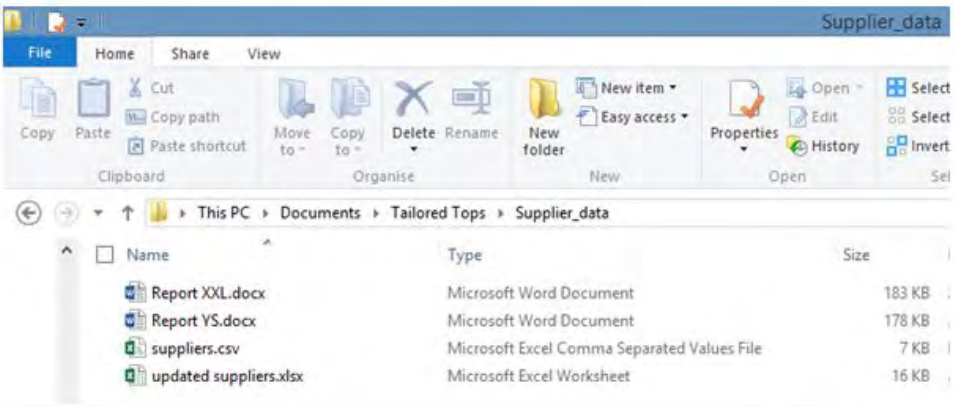
Supplier_data
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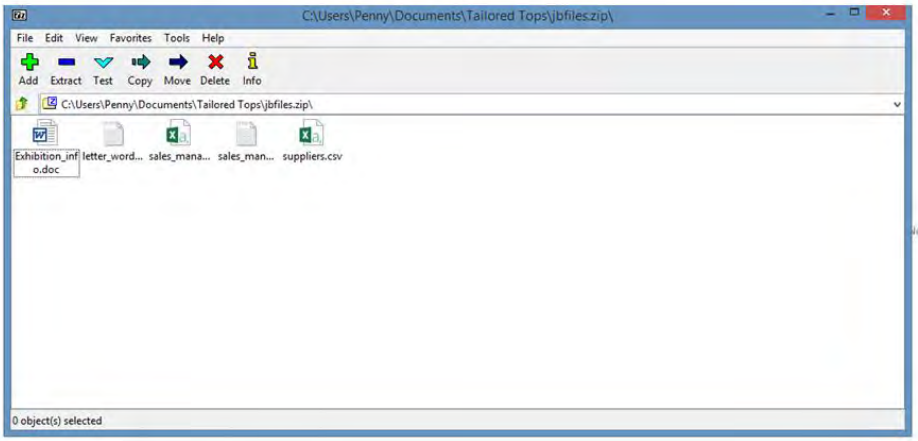
Copy Paste Cut Copy path Paste shortcut
Move to Copy to Delete Rename
New folder New item Easy access
Properties Open Edit History
Select Select Invert
Clipboard Organise New Open
This PC ▸ Documents ▸ Tailored Tops ▸ Supplier_data
Name Type Size
Report XXL.docx Microsoft Word Document 183 KB
Report YS.docx Microsoft Word Document 178 KB
suppliers.csv Microsoft Excel Comma Separated Values File 7 KB
updated suppliers.xlsx Microsoft Excel Worksheet 16 KB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File Edit View Favorites Tools Help
Add Extract Test Copy Move Delete Info
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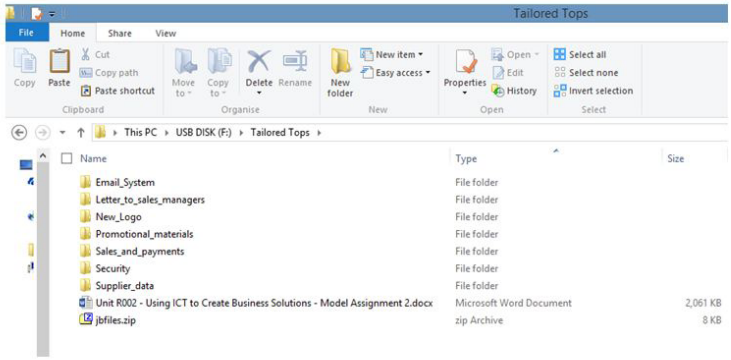
Exhibition_info.doc
letter_word...
sales_mana...
sales_man...
suppliers.csv
0 object(s) selected

SAMPLE LEARNER WORK

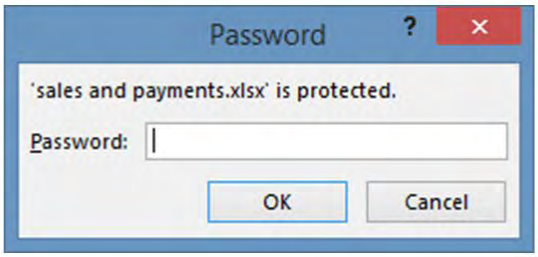
Verity Usher
Candidate No 2015

Security Measures

Our computer systems are backed up automatically every Friday to make sure that files are not lost. I have made a backup of my work to keep at home so it will be safe even if there is a fire.



I have password protected my spreadsheet because it has confidential information in it.



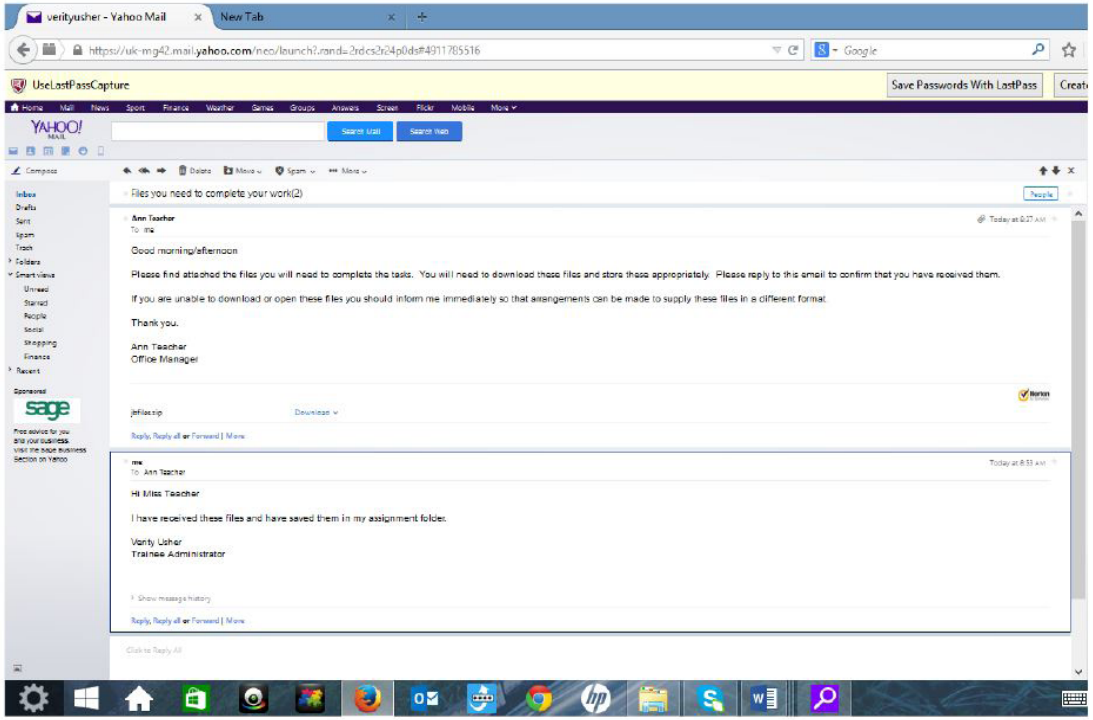
Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 1 / 6 | 125% | Tools | Comment | Share

Verity Usher
Candidate No 2015

Email Evidence

My reply to my teacher



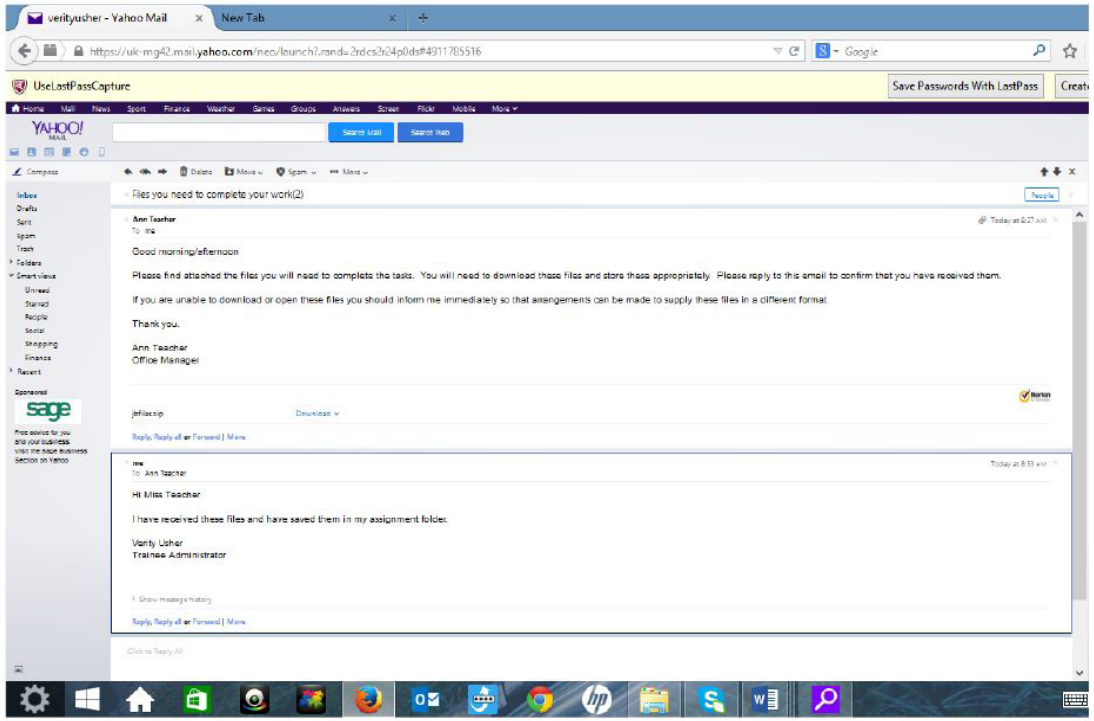
Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 1 / 6 | 125% | Tools | Comment | Share

Verity Usher
Candidate No 2015

Email Evidence

My reply to my teacher

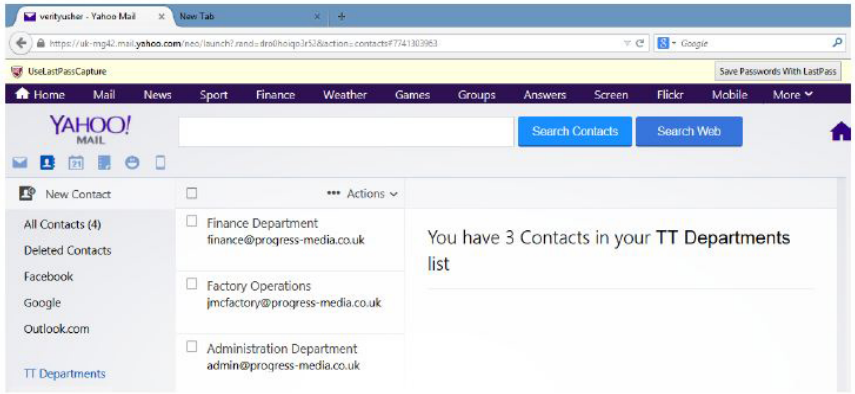


Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 2 / 6 | 125% | Tools | Comment | Share

Verity Usher
Candidate No 2015

Because I need to send some emails to all of them at once I have created a group. This is more efficient as I will only have to click on one address and it will enter all their email addresses in the To box with one click. Here is the group I have set up.

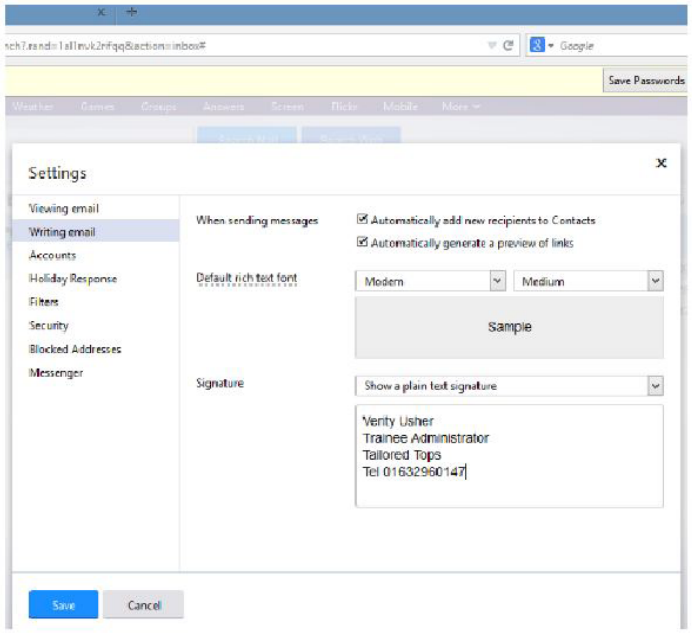


Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 2 / 6 | 125% | Tools | Comment | Share

Email signature

I have set up an email signature. This will save me from having to type in my name at the end of each email. This will save time and will make sure that it goes at the end of every email so it will be more business-like. I have checked the telephone number so I know it will be right every time. This is more efficient than having to type it in and check it each time. Here is the signature I set up.

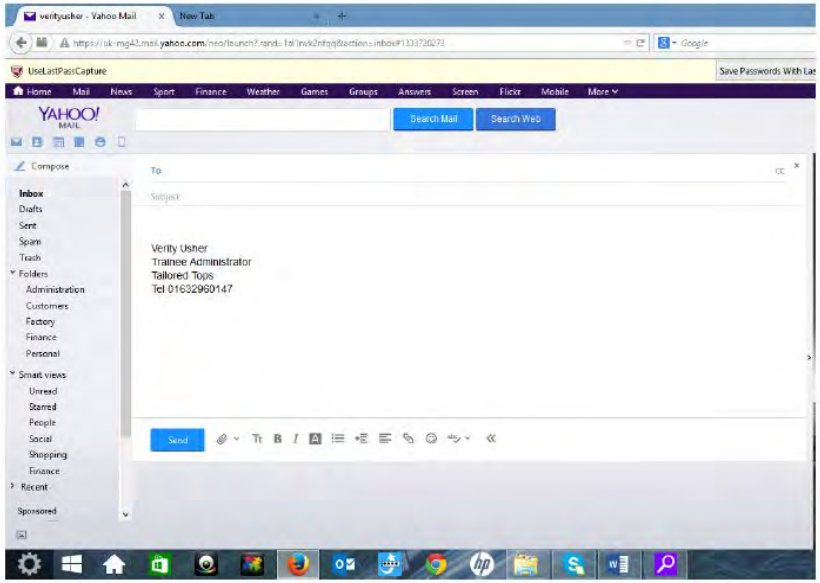


Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 3 / 6 | 125% | Tools | Comment | Share

Verity Usher
Candidate No 2015

When I start a new email it will look like this.

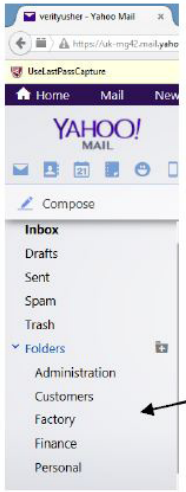


Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 3 / 6 | 125% | Tools | Comment | Share

Folders to store emails

I have created folders to store my emails.



I set up the folders for the three departments and for customers and also made one to store any personal emails.

This will make it more efficient because if I get an email from one of the departments or a customer I can put it in the right folder so all that if I need to find an email I can find it easily. If I am away from work. It will also make it easy for someone else to find them as they won't have to go through all of the messages in my Inbox.

3

Email_System_Evidence.pdf - Adobe Acrobat Pro

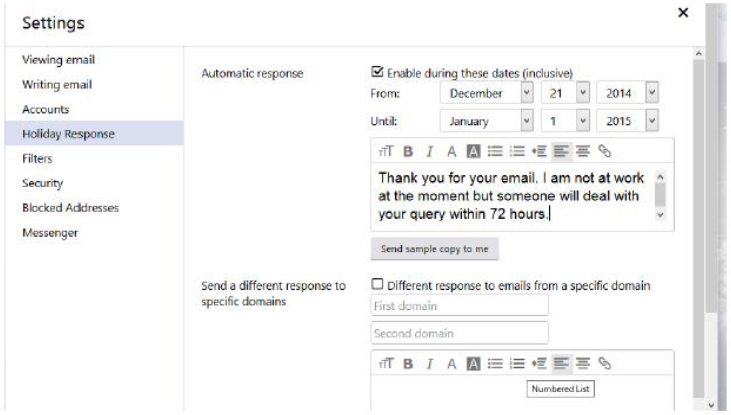
Create | 4 / 6 | 125% | Tools | Comment | Share

Verity Usher
Candidate No 2015

Holiday response

I have created a message to let people know that someone will deal with their email if I am not in work. This will give the company a good image because they will know that they are not going to be ignored just because I am not at work.

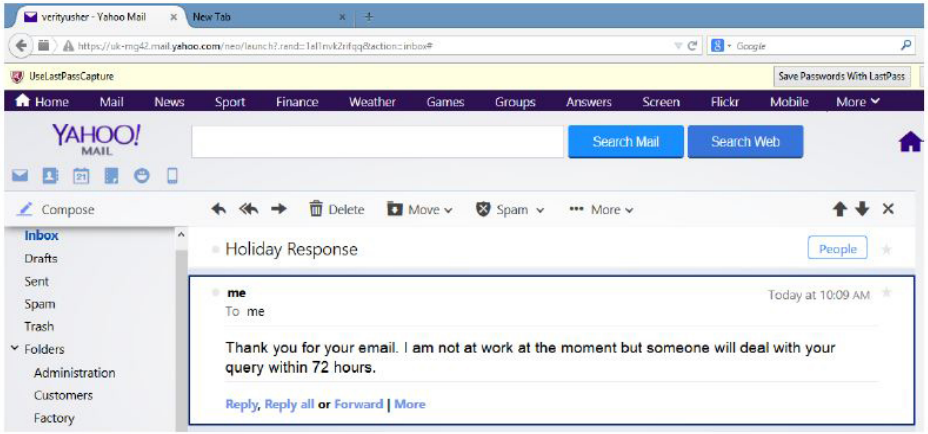
Here is the message I created.

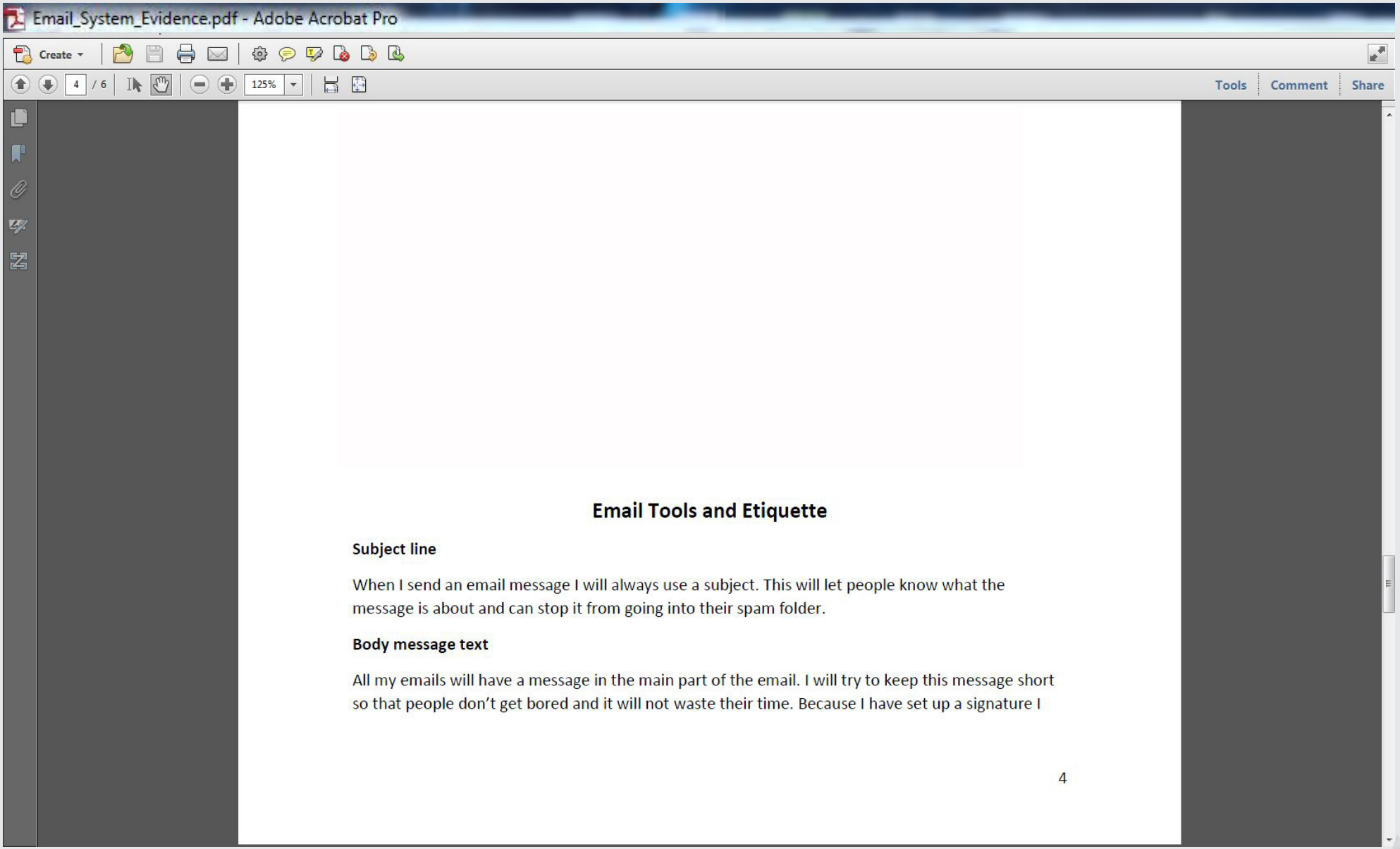


Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 4 / 6 | 125% | Tools | Comment | Share

I asked the program to send me a copy of my message just to make sure it works.





Email Tools and Etiquette

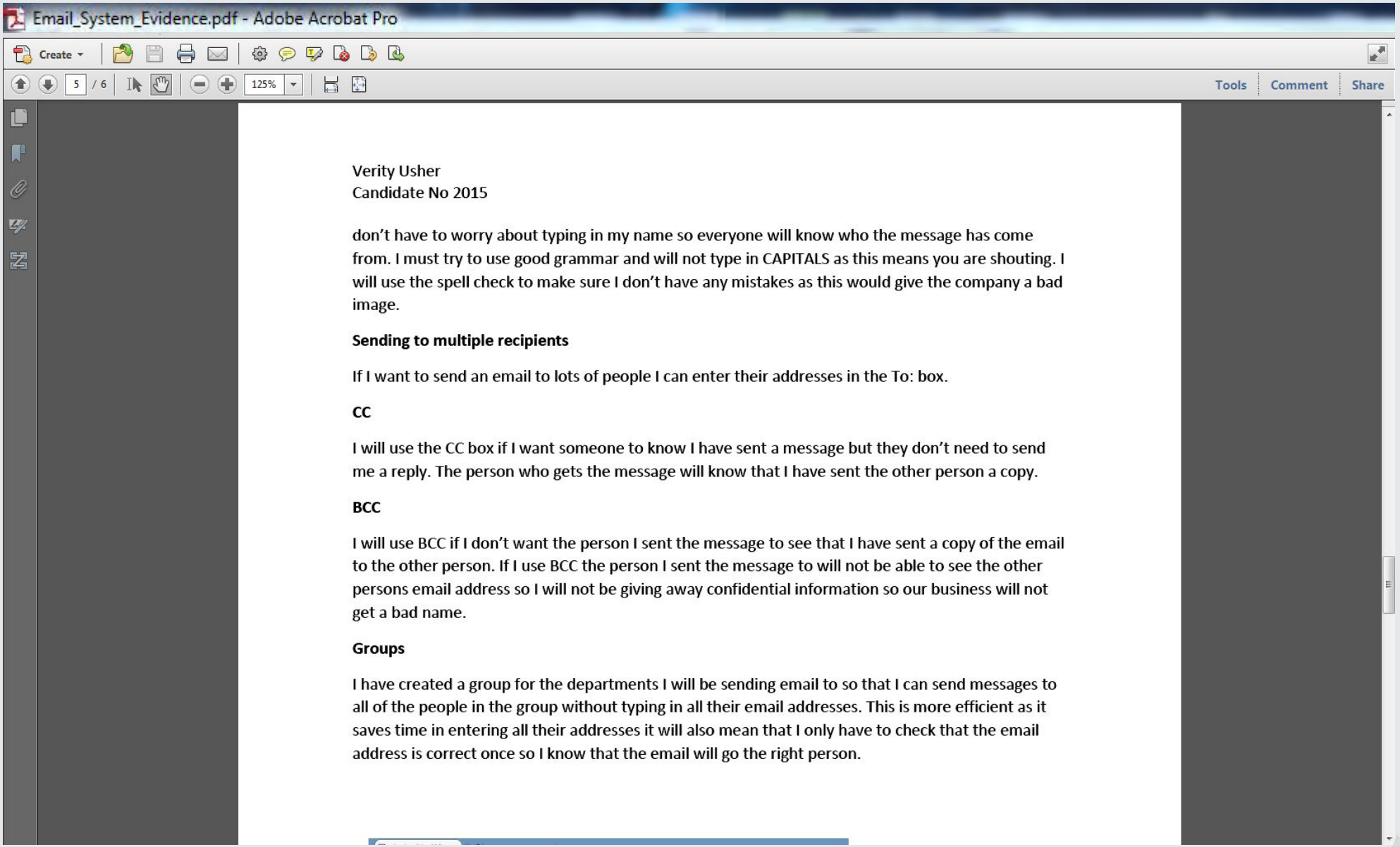
Subject line

When I send an email message I will always use a subject. This will let people know what the message is about and can stop it from going into their spam folder.

Body message text

All my emails will have a message in the main part of the email. I will try to keep this message short so that people don't get bored and it will not waste their time. Because I have set up a signature I

4



Verity Usher
Candidate No 2015

don't have to worry about typing in my name so everyone will know who the message has come from. I must try to use good grammar and will not type in CAPITALS as this means you are shouting. I will use the spell check to make sure I don't have any mistakes as this would give the company a bad image.

Sending to multiple recipients

If I want to send an email to lots of people I can enter their addresses in the To: box.

CC

I will use the CC box if I want someone to know I have sent a message but they don't need to send me a reply. The person who gets the message will know that I have sent the other person a copy.

BCC

I will use BCC if I don't want the person I sent the message to see that I have sent a copy of the email to the other person. If I use BCC the person I sent the message to will not be able to see the other persons email address so I will not be giving away confidential information so our business will not get a bad name.

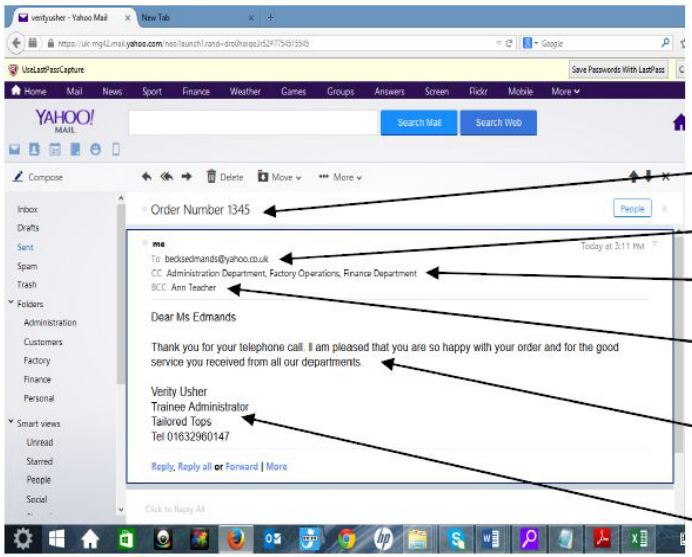
Groups

I have created a group for the departments I will be sending email to so that I can send messages to all of the people in the group without typing in all their email addresses. This is more efficient as it saves time in entering all their addresses it will also mean that I only have to check that the email address is correct once so I know that the email will go the right person.

Email_System_Evidence.pdf - Adobe Acrobat Pro

Create | 5 / 6 | 125% | Tools | Comment | Share

Here is an example of an email I have sent. I sent it to the group I had set up and copied my teacher in the BCC so here email address would not be seen by anyone else.



I entered a subject

I added the email

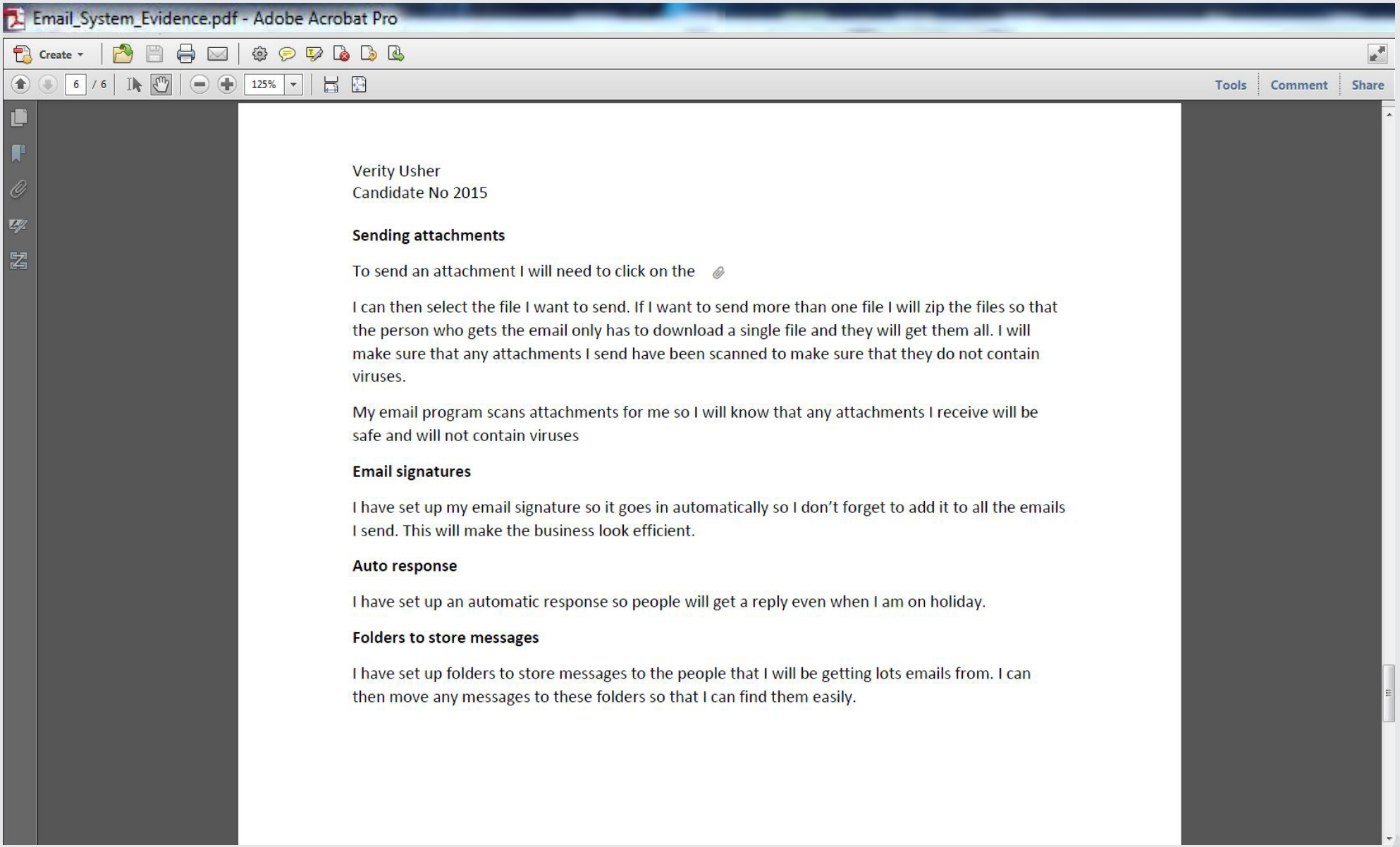
I added the group to CC

I added used BCC to send a copy to my boss

I typed in my message using good grammar and spelling

My signature was added automatically

5



Verity Usher
Candidate No 2015

Sending attachments

To send an attachment I will need to click on the

I can then select the file I want to send. If I want to send more than one file I will zip the files so that the person who gets the email only has to download a single file and they will get them all. I will make sure that any attachments I send have been scanned to make sure that they do not contain viruses.

My email program scans attachments for me so I will know that any attachments I receive will be safe and will not contain viruses

Email signatures

I have set up my email signature so it goes in automatically so I don't forget to add it to all the emails I send. This will make the business look efficient.

Auto response

I have set up an automatic response so people will get a reply even when I am on holiday.

Folders to store messages

I have set up folders to store messages to the people that I will be getting lots emails from. I can then move any messages to these folders so that I can find them easily.

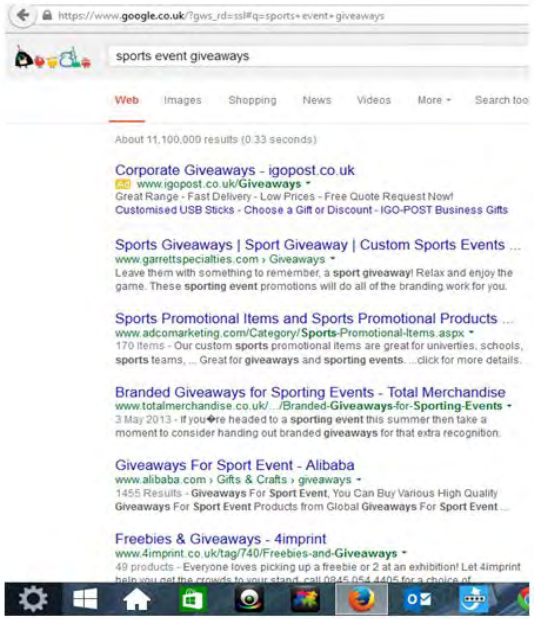
Searches_for Promotional_Sports_Giveaways - Microsoft Word

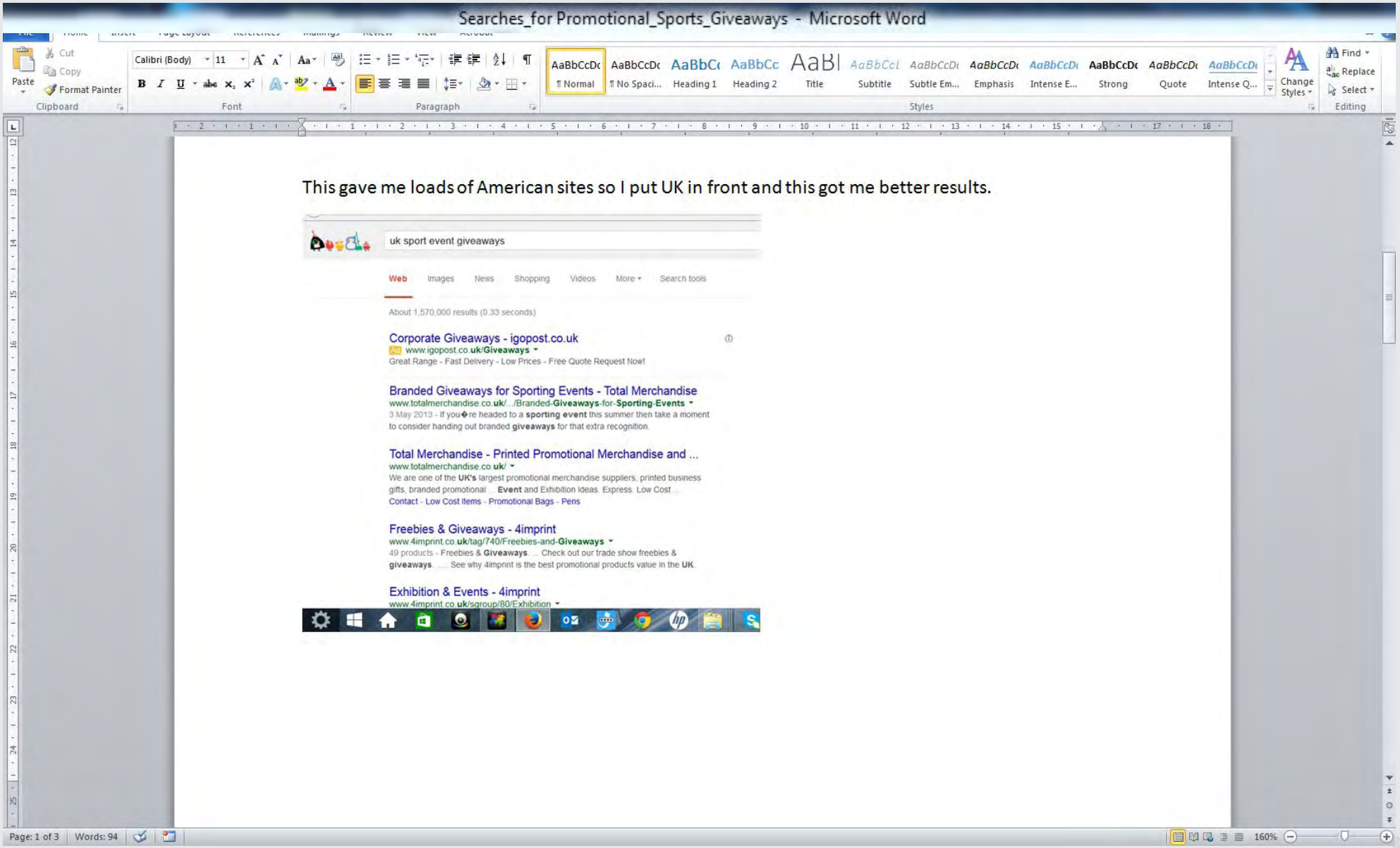
Verity Usher
Candidate No 2015

Promotional Materials

Search Criteria Used

I used Google to search for Sport event giveaways.




Searches_for Promotional_Sports_Giveaways - Microsoft Word
This gave me loads of American sites so I put UK in front and this got me better results.
uk sport event giveaways
Web
Images
News
Shopping
Videos
More
Search tools
About 1,570,000 results (0.33 seconds)
Corporate Giveaways - igopost.co.uk
www.igopost.co.uk/Giveaways
Great Range - Fast Delivery - Low Prices - Free Quote Request Now!
Branded Giveaways for Sporting Events - Total Merchandise
www.totalmerchandise.co.uk/.../Branded-Giveaways-for-Sporting-Events
3 May 2013 - If you're headed to a sporting event this summer then take a moment to consider handing out branded giveaways for that extra recognition.
Total Merchandise - Printed Promotional Merchandise and ...
www.totalmerchandise.co.uk/
We are one of the UK's largest promotional merchandise suppliers, printed business gifts, branded promotional ... Event and Exhibition Ideas. Express. Low Cost ...
Contact - Low Cost Items - Promotional Bags - Pens
Freebies & Giveaways - 4imprint
www.4imprint.co.uk/tag/740/Freebies-and-Giveaways
49 products - Freebies & Giveaways ... Check out our trade show freebies & giveaways. ... See why 4imprint is the best promotional products value in the UK.
Exhibition & Events - 4imprint
www.4imprint.co.uk/sgroup/80/Exhibition
Page: 1 of 3
Words: 94
160%

Searches_for Promotional_Sports_Giveaways.pdf - Adobe Acrobat Pro

Create | 1 / 2 | 68.8% | Tools | Comment | Share

Verity Usher
Candidate No 2015

Items found

Promotional Item	Copyright Details	Cost per item	Total Cost for 1500 items
Cap	This web site does not supply ownership information. Contact www.totalmerchandise.co.uk	£2.36	£3,525.00
Website link: http://www.totalmerchandise.co.uk/products/details/Curved-Peak-Heavy-Cotton-Cap			
Pedometer	This web site does not supply ownership information. Contact www.4imprint.co.uk	£0.88	£1,320.00
Website link: http://www.4imprint.co.uk/tag/125/Health-and-Personal-Care/t/1314			

Verity Usher
Candidate No 2015

	This web site does not supply ownership information. Contact www.emcadgifts.co.uk	£1.08	£1,620.00
Website link: http://www.emcadgifts.co.uk/drawstring-rucksack			

Marking commentary on MB3 sample learner work

The work for this learning outcome is in response to the JB Clothing Emporium Assignment.

The learner has created a good filing structure using appropriate file names mainly taken from the tasks in the assignment. All files appear to have been stored appropriately. There is some evidence of versions eg TT_New_Logo_V1, TT_New_Logo_V2, TT_New_Logo_Final. Backup to a USB has been evidenced and a password has been set on the spreadsheet file. A brief explanation of why these procedures have been followed is given, although these could be more detailed and better explained. The learner has extracted the files from the zipped folder sent in an email and these have been placed in the appropriate folder.

Evidence for Task 1A and Task 1C can be found in the file 'Email_System_Evidence'. The learner has responded to all the tasks in the assignment. I look as if the learner has taken headings from the Specification in response to Task 1D this has resulted in a little repetition as some of the features already covered in Task 1C, however it does mean that all the email features listed in the specification have been covered. The learner shows a reasonably sound understanding) of most of the common and advanced email features listed in the specification and has shown some understanding of email etiquette although the explanations of the email features could be more detailed and etiquette could have been covered in greater depth.

The learner has used entered search criteria to find suitable promotional materials; they have refined the search to find UK suppliers so this can be considered sound. They have found suitable products all within the price range specified but they have not been able to identify the copyright holders so have suggested that the website owner should be contacted so it can only be considered that they have recorded limited information on the Copyright holder(s) of the information found (mark band 1).

Why it was awarded MB3 not MB2

The folder structure represents a mark band 3 response with almost all of the criteria being met. There is some evidence of versions; however, it is a pity that this was only shown for the logo. Although more regular backups could have been evidenced, and protection could have been added to more files, there is sufficient here to award a mark in mark band 3.

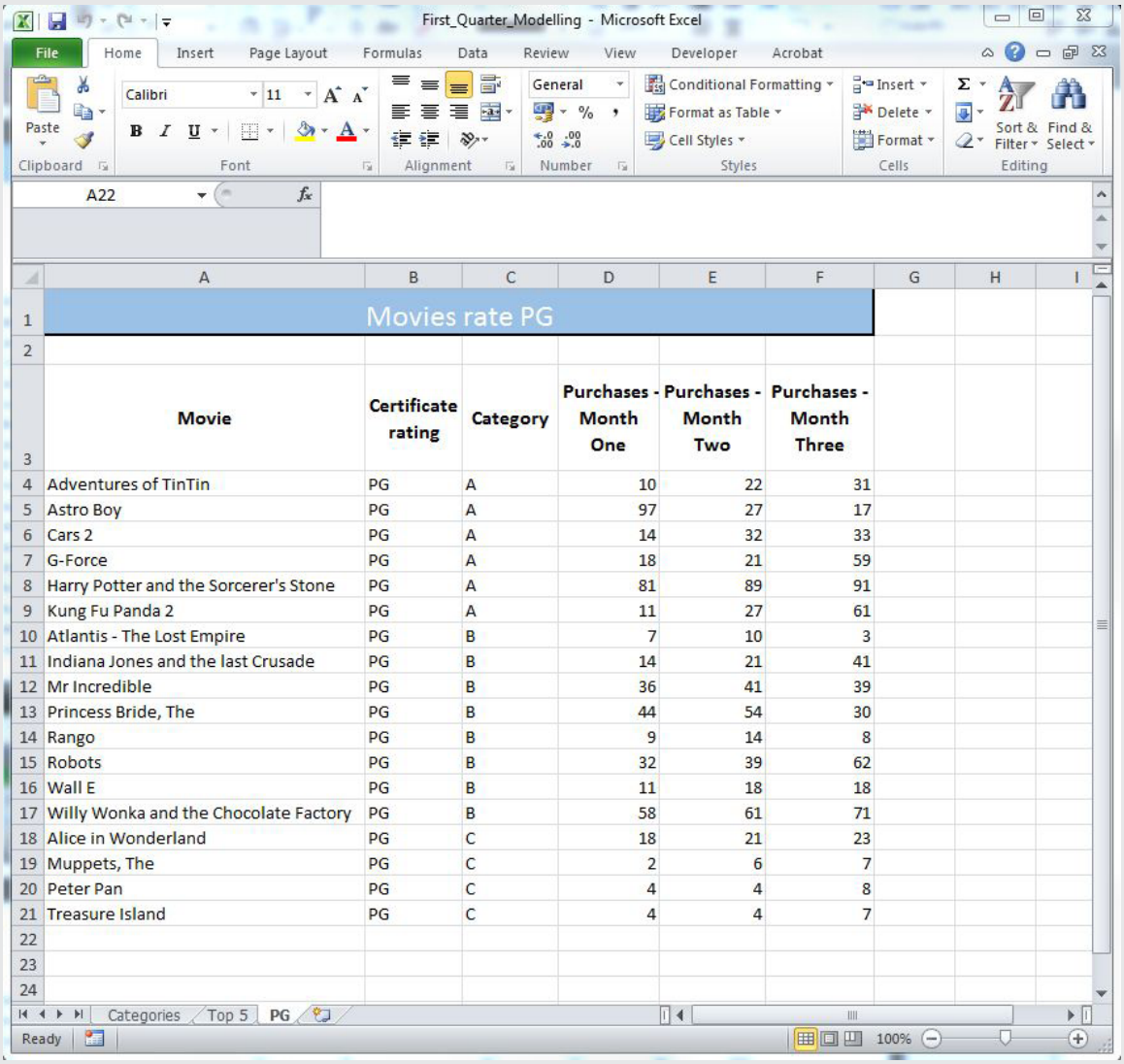
The response to the email task is good. Although email etiquette has not explicitly covered, there is some evidence of the learner's understanding of email etiquette in the main text provided by the learner, for example in the 'Body text' section the learner mentions about not using capital letters and about keeping the message short. Although more detailed explanations could be given there is just sufficient here to award a mark at the bottom of MB3.

Although the copyright details are weak, the search criteria has been shown and the products found are appropriate and do meet the task requirements.

Although there are weaknesses, particularly in the copyright information, the overall quality of the work suggests that a mark at the bottom of mark band 3 would be the most appropriate for this learning outcome.

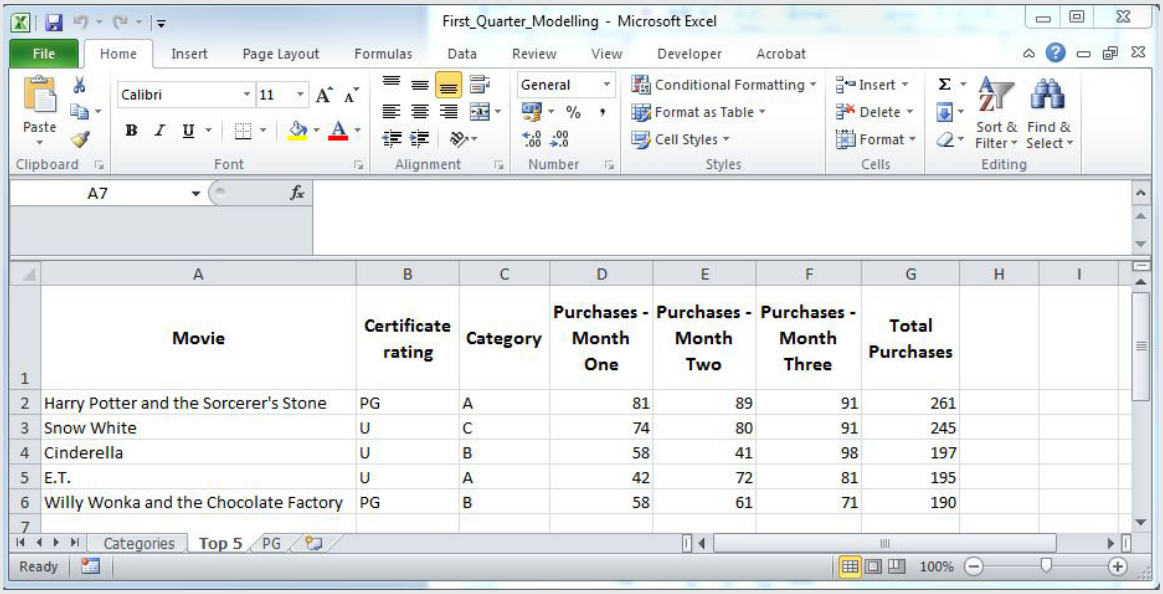
Learning Objective 2 – Be able to select and use software to handle data
MB3

SAMPLE LEARNER WORK



First_Quarter_Modelling - Microsoft Excel

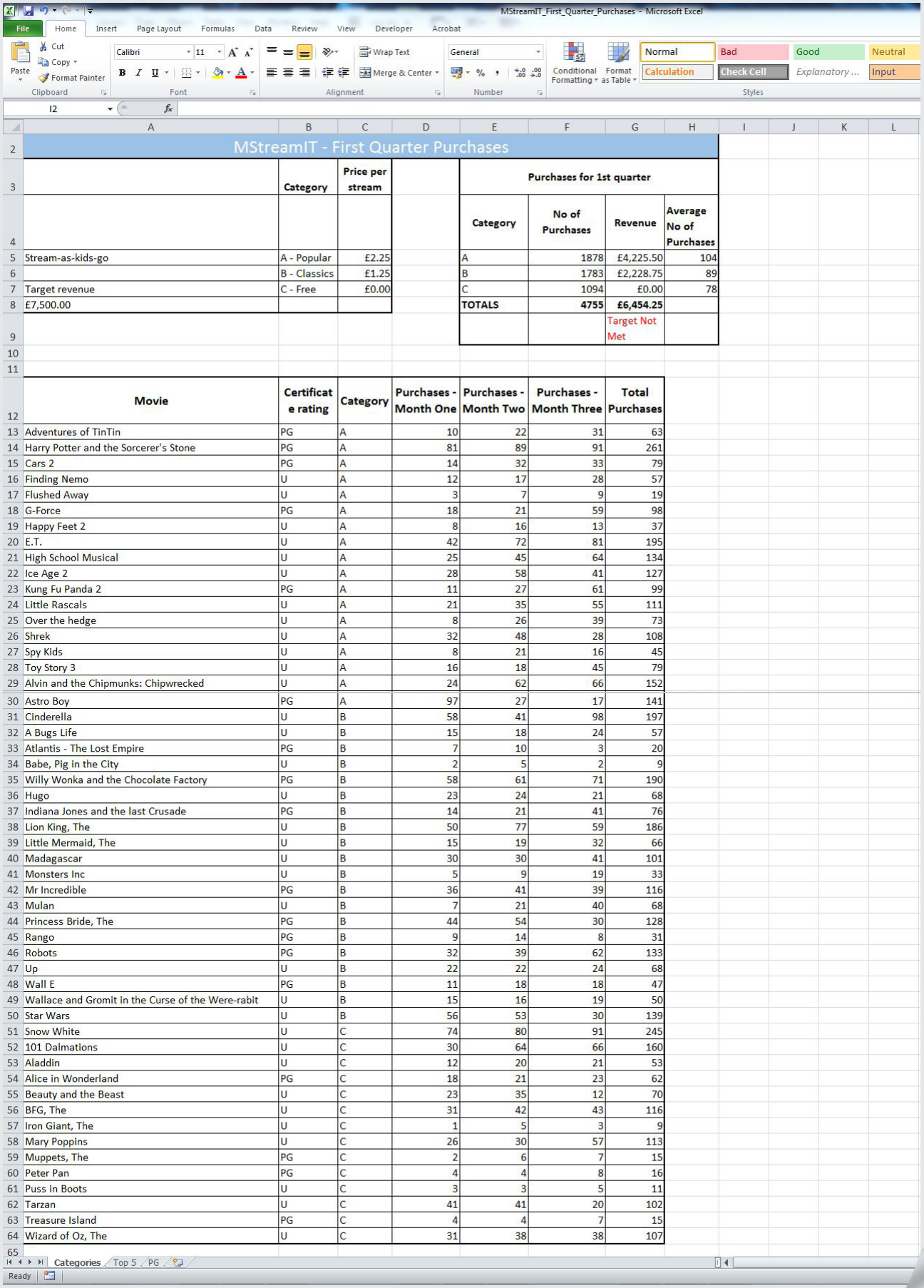
	A	B	C	D	E	F	G	H	I
1	Movies rate PG								
2									
3	**Movie**	**Certificate rating**	**Category**	**Purchases - Month One**	**Purchases - Month Two**	**Purchases - Month Three**			
4	Adventures of TinTin	PG	A	10	22	31			
5	Astro Boy	PG	A	97	27	17			
6	Cars 2	PG	A	14	32	33			
7	G-Force	PG	A	18	21	59			
8	Harry Potter and the Sorcerer's Stone	PG	A	81	89	91			
9	Kung Fu Panda 2	PG	A	11	27	61			
10	Atlantis - The Lost Empire	PG	B	7	10	3			
11	Indiana Jones and the last Crusade	PG	B	14	21	41			
12	Mr Incredible	PG	B	36	41	39			
13	Princess Bride, The	PG	B	44	54	30			
14	Rango	PG	B	9	14	8			
15	Robots	PG	B	32	39	62			
16	Wall E	PG	B	11	18	18			
17	Willy Wonka and the Chocolate Factory	PG	B	58	61	71			
18	Alice in Wonderland	PG	C	18	21	23			
19	Muppets, The	PG	C	2	6	7			
20	Peter Pan	PG	C	4	4	8			
21	Treasure Island	PG	C	4	4	7			
22									
23									
24									



First_Quarter_Modelling - Microsoft Excel

	A	B	C	D	E	F	G	H	I
1	**Movie**	**Certificate rating**	**Category**	**Purchases - Month One**	**Purchases - Month Two**	**Purchases - Month Three**	**Total Purchases**		
2	Harry Potter and the Sorcerer's Stone	PG	A	81	89	91	261		
3	Snow White	U	C	74	80	91	245		
4	Cinderella	U	B	58	41	98	197		
5	E.T.	U	A	42	72	81	195		
6	Willy Wonka and the Chocolate Factory	PG	B	58	61	71	190		
7									

SAMPLE LEARNER WORK



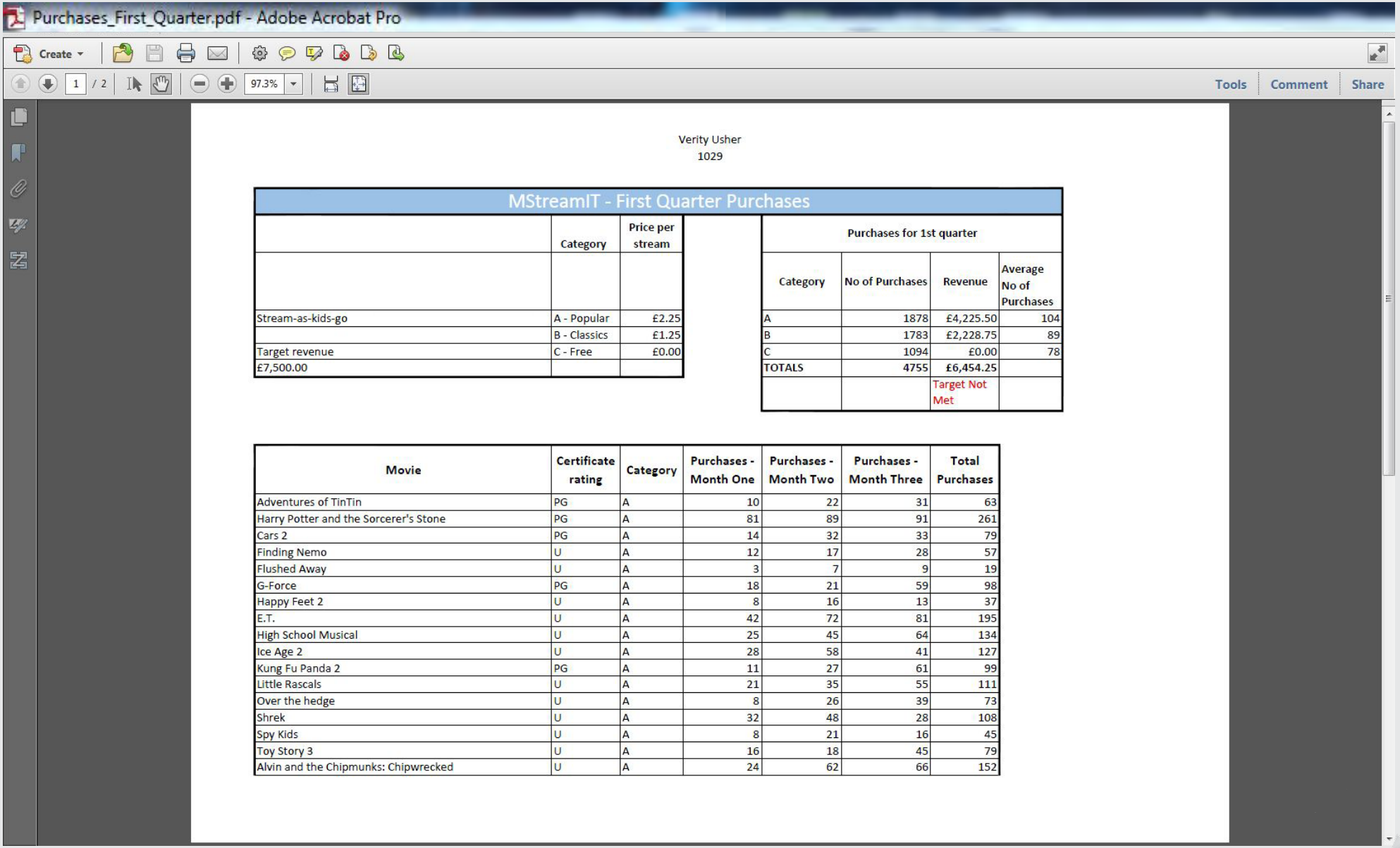
MStreamIT_First_Quarter_Purchases - Microsoft Excel

MStreamIT - First Quarter Purchases

	Category	Price per stream
Stream-as-kids-go	A - Popular	£2.25
	B - Classics	£1.25
Target revenue	C - Free	£0.00
£7,500.00		

Purchases for 1st quarter			
Category	No of Purchases	Revenue	Average No of Purchases
A	1878	£4,225.50	104
B	1783	£2,228.75	89
C	1094	£0.00	78
TOTALS	**4755**	**£6,454.25**	
		Target Not Met	

Movie	Certificate rating	Category	Purchases - Month One	Purchases - Month Two	Purchases - Month Three	Total Purchases
Adventures of TinTin	PG	A	10	22	31	63
Harry Potter and the Sorcerer's Stone	PG	A	81	89	91	261
Cars 2	PG	A	14	32	33	79
Finding Nemo	U	A	12	17	28	57
Flushed Away	U	A	3	7	9	19
G-Force	PG	A	18	21	59	98
Happy Feet 2	U	A	8	16	13	37
E.T.	U	A	42	72	81	195
High School Musical	U	A	25	45	64	134
Ice Age 2	U	A	28	58	41	127
Kung Fu Panda 2	PG	A	11	27	61	99
Little Rascals	U	A	21	35	55	111
Over the hedge	U	A	8	26	39	73
Shrek	U	A	32	48	28	108
Spy Kids	U	A	8	21	16	45
Toy Story 3	U	A	16	18	45	79
Alvin and the Chipmunks: Chipwrecked	U	A	24	62	66	152
Astro Boy	PG	A	97	27	17	141
Cinderella	U	B	58	41	98	197
A Bugs Life	U	B	15	18	24	57
Atlantis - The Lost Empire	PG	B	7	10	3	20
Babe, Pig in the City	U	B	2	5	2	9
Willy Wonka and the Chocolate Factory	PG	B	58	61	71	190
Hugo	U	B	23	24	21	68
Indiana Jones and the last Crusade	PG	B	14	21	41	76
Lion King, The	U	B	50	77	59	186
Little Mermaid, The	U	B	15	19	32	66
Madagascar	U	B	30	30	41	101
Monsters Inc	U	B	5	9	19	33
Mr Incredible	PG	B	36	41	39	116
Mulan	U	B	7	21	40	68
Princess Bride, The	PG	B	44	54	30	128
Rango	PG	B	9	14	8	31
Robots	PG	B	32	39	62	133
Up	U	B	22	22	24	68
Wall E	PG	B	11	18	18	47
Wallace and Gromit in the Curse of the Were-rabit	U	B	15	16	19	50
Star Wars	U	B	56	53	30	139
Snow White	U	C	74	80	91	245
101 Dalmations	U	C	30	64	66	160
Aladdin	U	C	12	20	21	53
Alice in Wonderland	PG	C	18	21	23	62
Beauty and the Beast	U	C	23	35	12	70
BFG, The	U	C	31	42	43	116
Iron Giant, The	U	C	1	5	3	9
Mary Poppins	U	C	26	30	57	113
Muppets, The	PG	C	2	6	7	15
Peter Pan	PG	C	4	4	8	16
Puss in Boots	U	C	3	3	5	11
Tarzan	U	C	41	41	20	102
Treasure Island	PG	C	4	4	7	15
Wizard of Oz, The	U	C	31	38	38	107



Verity Usher
1029

MStreamIT - First Quarter Purchases

	Category	Price per stream
Stream-as-kids-go	A - Popular	£2.25
	B - Classics	£1.25
Target revenue	C - Free	£0.00
£7,500.00		

Purchases for 1st quarter			
Category	No of Purchases	Revenue	Average No of Purchases
A	1878	£4,225.50	104
B	1783	£2,228.75	89
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TOTALS	4755	£6,454.25	
		Target Not Met	

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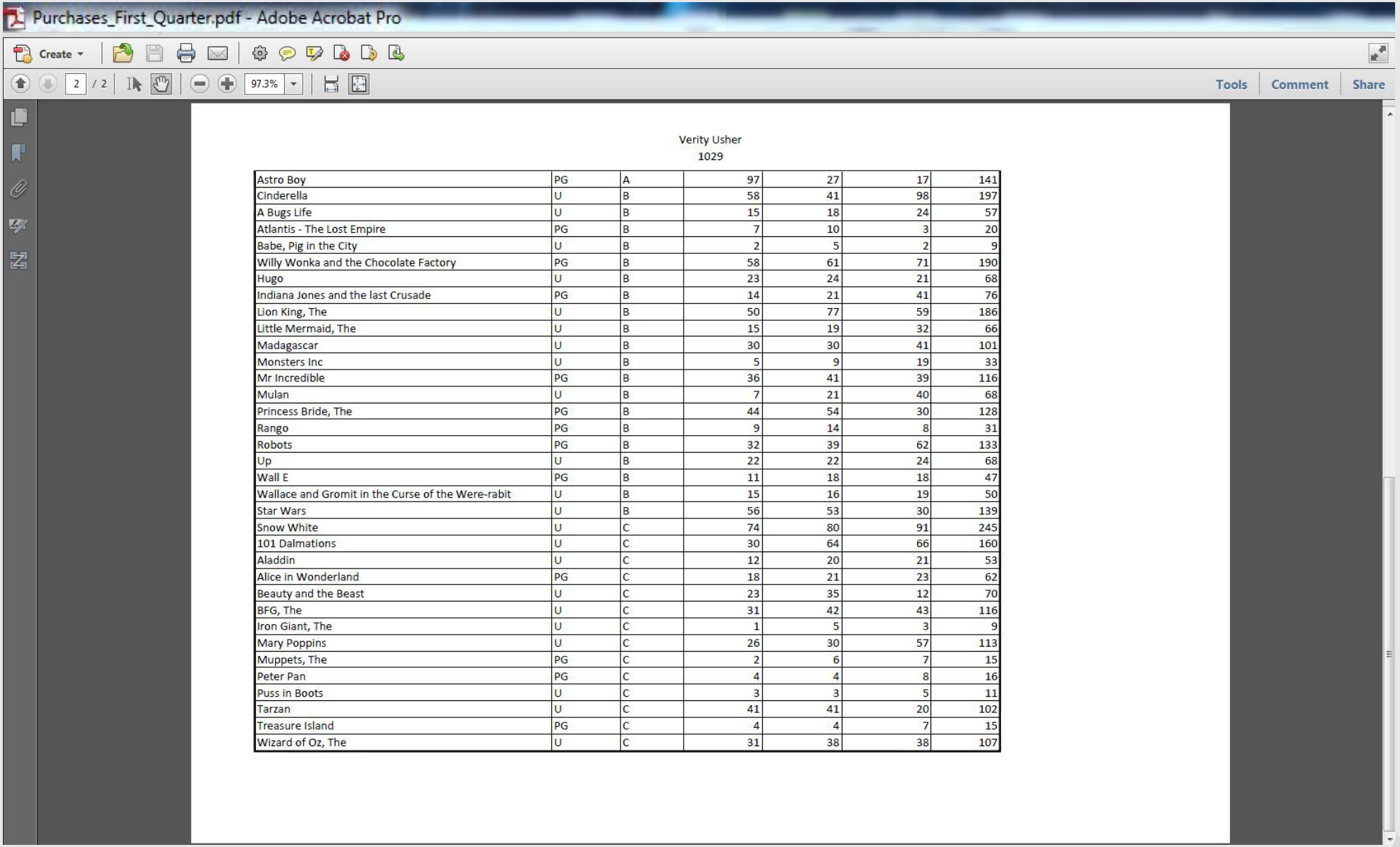
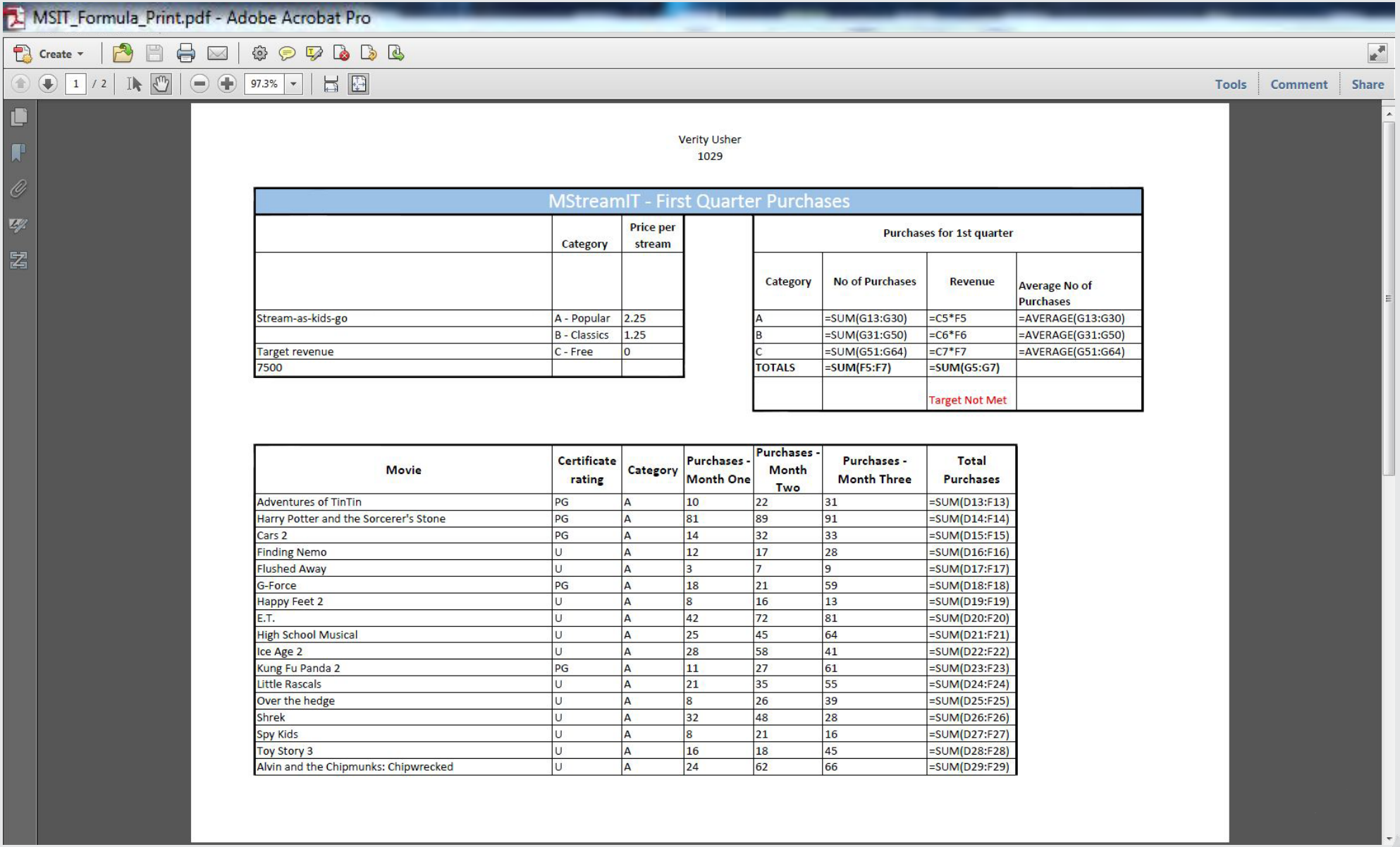
Over the hedge	U	A	8	26	39	73
Shrek	U	A	32	48	28	108
Spy Kids	U	A	8	21	16	45
Toy Story 3	U	A	16	18	45	79
Alvin and the Chipmunks: Chipwrecked	U	A	24	62	66	152



Verity Usher
1029

Astro Boy	PG	A	97	27	17	141
Cinderella	U	B	58	41	98	197
A Bugs Life	U	B	15	18	24	57
Atlantis - The Lost Empire	PG	B	7	10	3	20
Babe, Pig in the City	U	B	2	5	2	9
Willy Wonka and the Chocolate Factory	PG	B	58	61	71	190
Hugo	U	B	23	24	21	68
Indiana Jones and the last Crusade	PG	B	14	21	41	76
Lion King, The	U	B	50	77	59	186
Little Mermaid, The	U	B	15	19	32	66
Madagascar	U	B	30	30	41	101
Monsters Inc	U	B	5	9	19	33
Mr Incredible	PG	B	36	41	39	116
Mulan	U	B	7	21	40	68
Princess Bride, The	PG	B	44	54	30	128
Rango	PG	B	9	14	8	31
Robots	PG	B	32	39	62	133
Up	U	B	22	22	24	68
Wall E	PG	B	11	18	18	47
Wallace and Gromit in the Curse of the Were-rabit	U	B	15	16	19	50
Star Wars	U	B	56	53	30	139
Snow White	U	C	74	80	91	245
101 Dalmations	U	C	30	64	66	160
Aladdin	U	C	12	20	21	53
Alice in Wonderland	PG	C	18	21	23	62
Beauty and the Beast	U	C	23	35	12	70
BFG, The	U	C	31	42	43	116
Iron Giant, The	U	C	1	5	3	9
Mary Poppins	U	C	26	30	57	113
Muppets, The	PG	C	2	6	7	15
Peter Pan	PG	C	4	4	8	16
Puss in Boots	U	C	3	3	5	11
Tarzan	U	C	41	41	20	102
Treasure Island	PG	C	4	4	7	15
Wizard of Oz, The	U	C	31	38	38	107



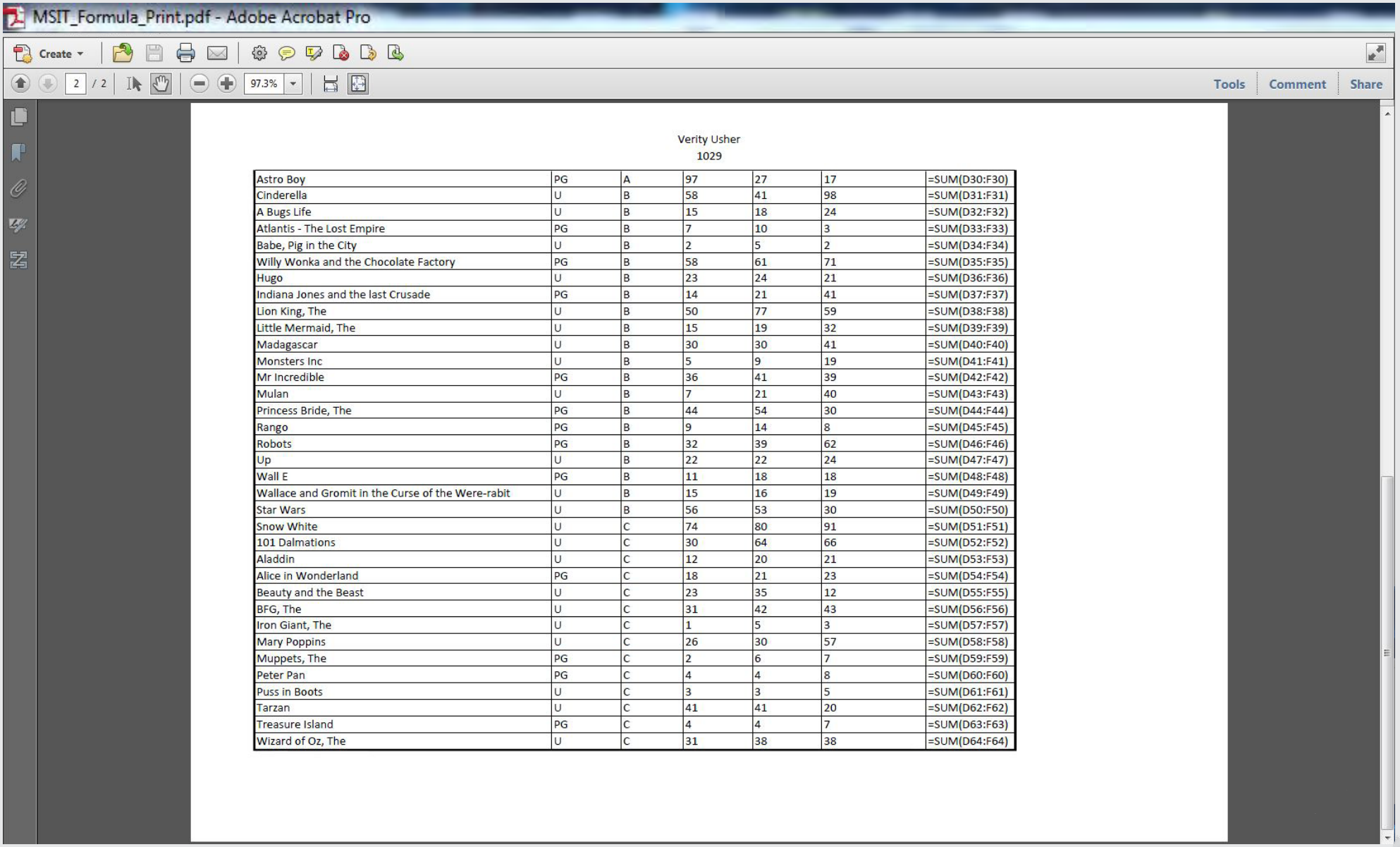
Verity Usher
1029

MStreamIT - First Quarter Purchases

	Category	Price per stream
Stream-as-kids-go	A - Popular	2.25
	B - Classics	1.25
Target revenue	C - Free	0
7500		

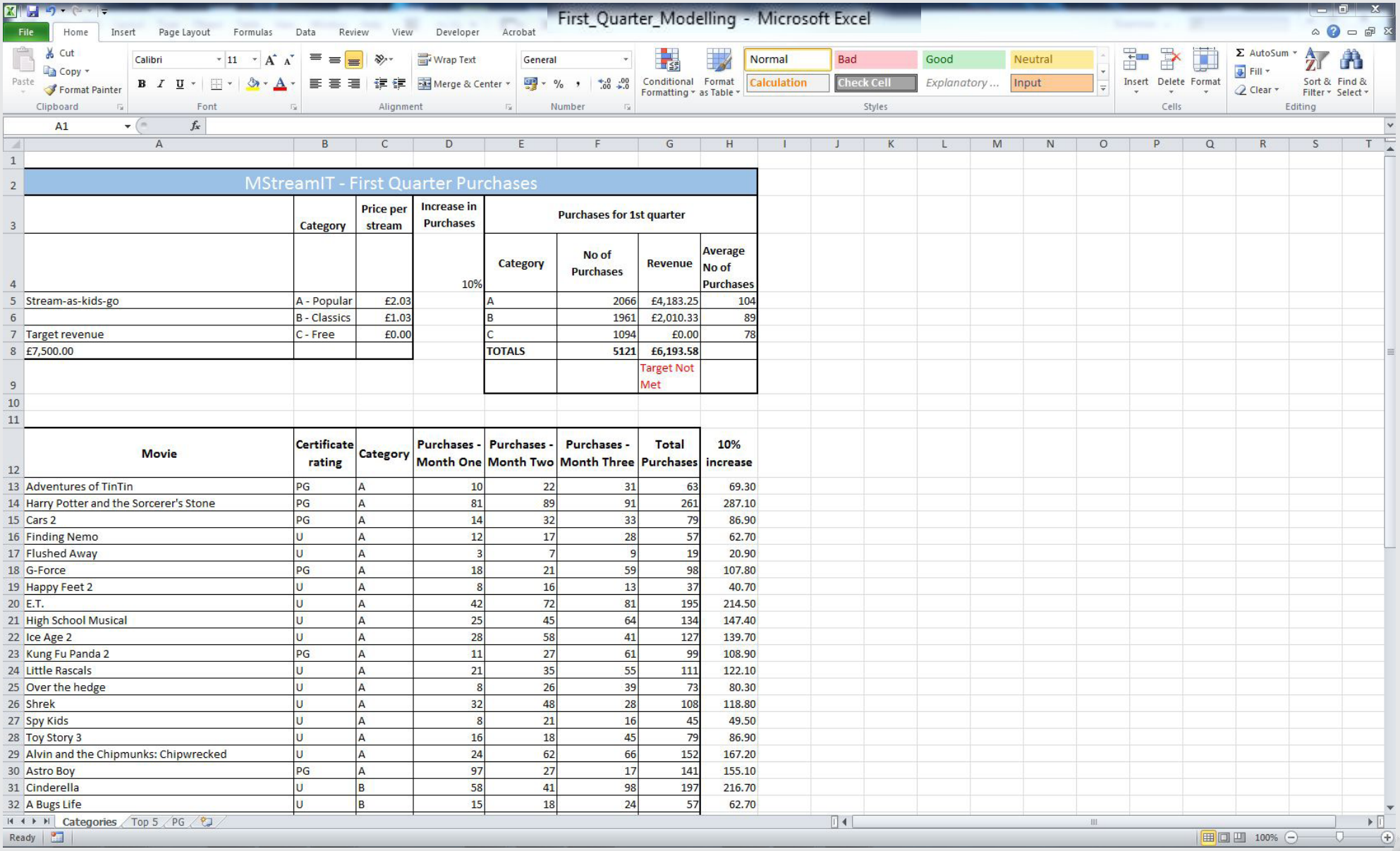
Purchases for 1st quarter			
Category	No of Purchases	Revenue	Average No of Purchases
A	=SUM(G13:G30)	=C5*F5	=AVERAGE(G13:G30)
B	=SUM(G31:G50)	=C6*F6	=AVERAGE(G31:G50)
C	=SUM(G51:G64)	=C7*F7	=AVERAGE(G51:G64)
TOTALS	**=SUM(F5:F7)**	**=SUM(G5:G7)**	
		Target Not Met	

Movie	Certificate rating	Category	Purchases - Month One	Purchases - Month Two	Purchases - Month Three	Total Purchases
Adventures of TinTin	PG	A	10	22	31	=SUM(D13:F13)
Harry Potter and the Sorcerer's Stone	PG	A	81	89	91	=SUM(D14:F14)
Cars 2	PG	A	14	32	33	=SUM(D15:F15)
Finding Nemo	U	A	12	17	28	=SUM(D16:F16)
Flushed Away	U	A	3	7	9	=SUM(D17:F17)
G-Force	PG	A	18	21	59	=SUM(D18:F18)
Happy Feet 2	U	A	8	16	13	=SUM(D19:F19)
E.T.	U	A	42	72	81	=SUM(D20:F20)
High School Musical	U	A	25	45	64	=SUM(D21:F21)
Ice Age 2	U	A	28	58	41	=SUM(D22:F22)
Kung Fu Panda 2	PG	A	11	27	61	=SUM(D23:F23)
Little Rascals	U	A	21	35	55	=SUM(D24:F24)
Over the hedge	U	A	8	26	39	=SUM(D25:F25)
Shrek	U	A	32	48	28	=SUM(D26:F26)
Spy Kids	U	A	8	21	16	=SUM(D27:F27)
Toy Story 3	U	A	16	18	45	=SUM(D28:F28)
Alvin and the Chipmunks: Chipwrecked	U	A	24	62	66	=SUM(D29:F29)



Verity Usher
1029

Astro Boy	PG	A	97	27	17	=SUM(D30:F30)
Cinderella	U	B	58	41	98	=SUM(D31:F31)
A Bugs Life	U	B	15	18	24	=SUM(D32:F32)
Atlantis - The Lost Empire	PG	B	7	10	3	=SUM(D33:F33)
Babe, Pig in the City	U	B	2	5	2	=SUM(D34:F34)
Willy Wonka and the Chocolate Factory	PG	B	58	61	71	=SUM(D35:F35)
Hugo	U	B	23	24	21	=SUM(D36:F36)
Indiana Jones and the last Crusade	PG	B	14	21	41	=SUM(D37:F37)
Lion King, The	U	B	50	77	59	=SUM(D38:F38)
Little Mermaid, The	U	B	15	19	32	=SUM(D39:F39)
Madagascar	U	B	30	30	41	=SUM(D40:F40)
Monsters Inc	U	B	5	9	19	=SUM(D41:F41)
Mr Incredible	PG	B	36	41	39	=SUM(D42:F42)
Mulan	U	B	7	21	40	=SUM(D43:F43)
Princess Bride, The	PG	B	44	54	30	=SUM(D44:F44)
Rango	PG	B	9	14	8	=SUM(D45:F45)
Robots	PG	B	32	39	62	=SUM(D46:F46)
Up	U	B	22	22	24	=SUM(D47:F47)
Wall E	PG	B	11	18	18	=SUM(D48:F48)
Wallace and Gromit in the Curse of the Were-rabit	U	B	15	16	19	=SUM(D49:F49)
Star Wars	U	B	56	53	30	=SUM(D50:F50)
Snow White	U	C	74	80	91	=SUM(D51:F51)
101 Dalmations	U	C	30	64	66	=SUM(D52:F52)
Aladdin	U	C	12	20	21	=SUM(D53:F53)
Alice in Wonderland	PG	C	18	21	23	=SUM(D54:F54)
Beauty and the Beast	U	C	23	35	12	=SUM(D55:F55)
BFG, The	U	C	31	42	43	=SUM(D56:F56)
Iron Giant, The	U	C	1	5	3	=SUM(D57:F57)
Mary Poppins	U	C	26	30	57	=SUM(D58:F58)
Muppets, The	PG	C	2	6	7	=SUM(D59:F59)
Peter Pan	PG	C	4	4	8	=SUM(D60:F60)
Puss in Boots	U	C	3	3	5	=SUM(D61:F61)
Tarzan	U	C	41	41	20	=SUM(D62:F62)
Treasure Island	PG	C	4	4	7	=SUM(D63:F63)
Wizard of Oz, The	U	C	31	38	38	=SUM(D64:F64)

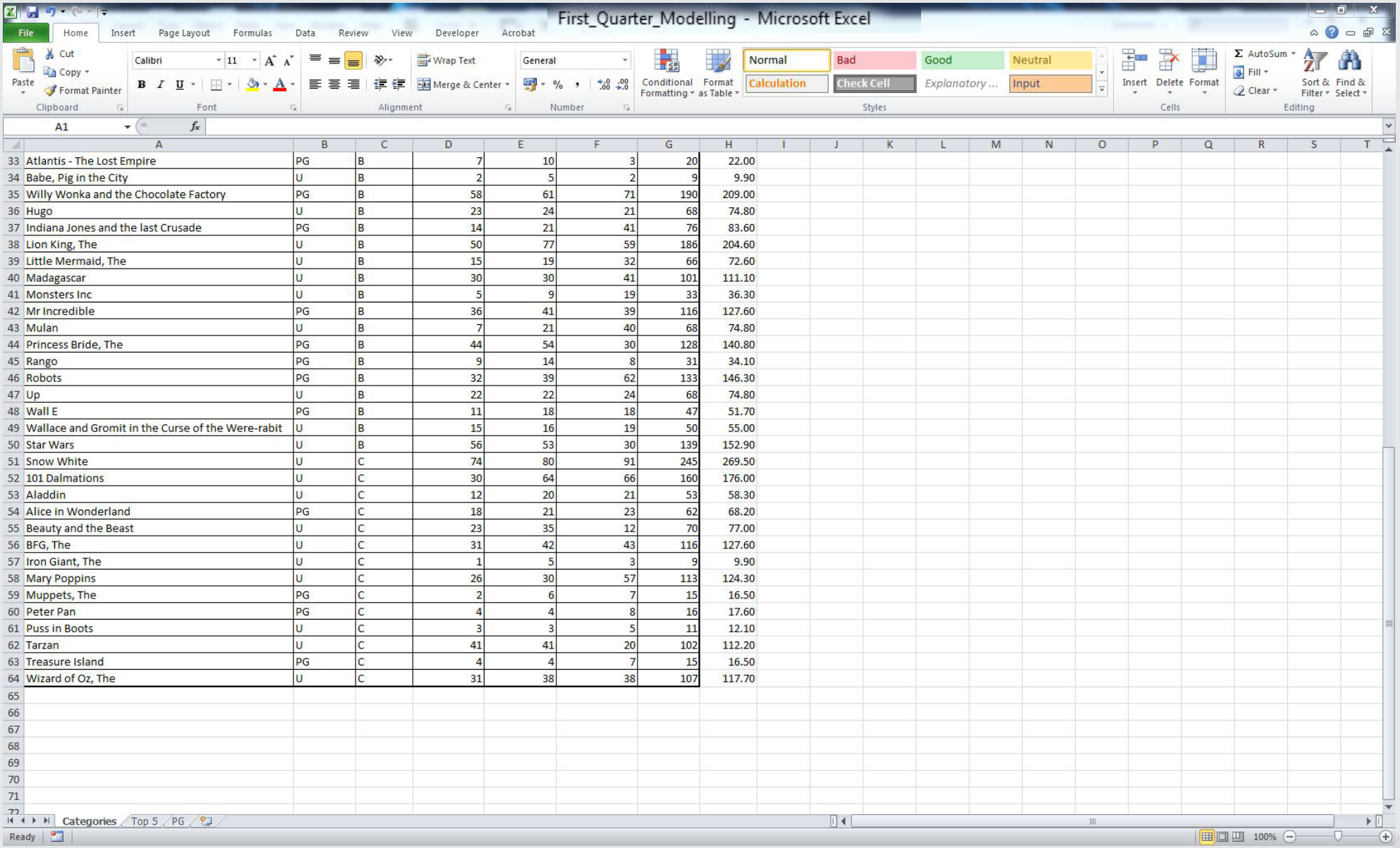


MStreamIT - First Quarter Purchases

	Category	Price per stream	Increase in Purchases
			10%
Stream-as-kids-go	A - Popular	£2.03	
	B - Classics	£1.03	
Target revenue	C - Free	£0.00	
£7,500.00			

Purchases for 1st quarter			
Category	No of Purchases	Revenue	Average No of Purchases
A	2066	£4,183.25	104
B	1961	£2,010.33	89
C	1094	£0.00	78
TOTALS	**5121**	**£6,193.58**	
		Target Not Met	

Movie	Certificate rating	Category	Purchases - Month One	Purchases - Month Two	Purchases - Month Three	Total Purchases	10% increase
Adventures of TinTin	PG	A	10	22	31	63	69.30
Harry Potter and the Sorcerer's Stone	PG	A	81	89	91	261	287.10
Cars 2	PG	A	14	32	33	79	86.90
Finding Nemo	U	A	12	17	28	57	62.70
Flushed Away	U	A	3	7	9	19	20.90
G-Force	PG	A	18	21	59	98	107.80
Happy Feet 2	U	A	8	16	13	37	40.70
E.T.	U	A	42	72	81	195	214.50
High School Musical	U	A	25	45	64	134	147.40
Ice Age 2	U	A	28	58	41	127	139.70
Kung Fu Panda 2	PG	A	11	27	61	99	108.90
Little Rascals	U	A	21	35	55	111	122.10
Over the hedge	U	A	8	26	39	73	80.30
Shrek	U	A	32	48	28	108	118.80
Spy Kids	U	A	8	21	16	45	49.50
Toy Story 3	U	A	16	18	45	79	86.90
Alvin and the Chipmunks: Chipwrecked	U	A	24	62	66	152	167.20
Astro Boy	PG	A	97	27	17	141	155.10
Cinderella	U	B	58	41	98	197	216.70
A Bugs Life	U	B	15	18	24	57	62.70



	A	B	C	D	E	F	G	H
33	Atlantis - The Lost Empire	PG	B	7	10	3	20	22.00
34	Babe, Pig in the City	U	B	2	5	2	9	9.90
35	Willy Wonka and the Chocolate Factory	PG	B	58	61	71	190	209.00
36	Hugo	U	B	23	24	21	68	74.80
37	Indiana Jones and the last Crusade	PG	B	14	21	41	76	83.60
38	Lion King, The	U	B	50	77	59	186	204.60
39	Little Mermaid, The	U	B	15	19	32	66	72.60
40	Madagascar	U	B	30	30	41	101	111.10
41	Monsters Inc	U	B	5	9	19	33	36.30
42	Mr Incredible	PG	B	36	41	39	116	127.60
43	Mulan	U	B	7	21	40	68	74.80
44	Princess Bride, The	PG	B	44	54	30	128	140.80
45	Rango	PG	B	9	14	8	31	34.10
46	Robots	PG	B	32	39	62	133	146.30
47	Up	U	B	22	22	24	68	74.80
48	Wall E	PG	B	11	18	18	47	51.70
49	Wallace and Gromit in the Curse of the Were-rabit	U	B	15	16	19	50	55.00
50	Star Wars	U	B	56	53	30	139	152.90
51	Snow White	U	C	74	80	91	245	269.50
52	101 Dalmations	U	C	30	64	66	160	176.00
53	Aladdin	U	C	12	20	21	53	58.30
54	Alice in Wonderland	PG	C	18	21	23	62	68.20
55	Beauty and the Beast	U	C	23	35	12	70	77.00
56	BFG, The	U	C	31	42	43	116	127.60
57	Iron Giant, The	U	C	1	5	3	9	9.90
58	Mary Poppins	U	C	26	30	57	113	124.30
59	Muppets, The	PG	C	2	6	7	15	16.50
60	Peter Pan	PG	C	4	4	8	16	17.60
61	Puss in Boots	U	C	3	3	5	11	12.10
62	Tarzan	U	C	41	41	20	102	112.20
63	Treasure Island	PG	C	4	4	7	15	16.50
64	Wizard of Oz, The	U	C	31	38	38	107	117.70
65								
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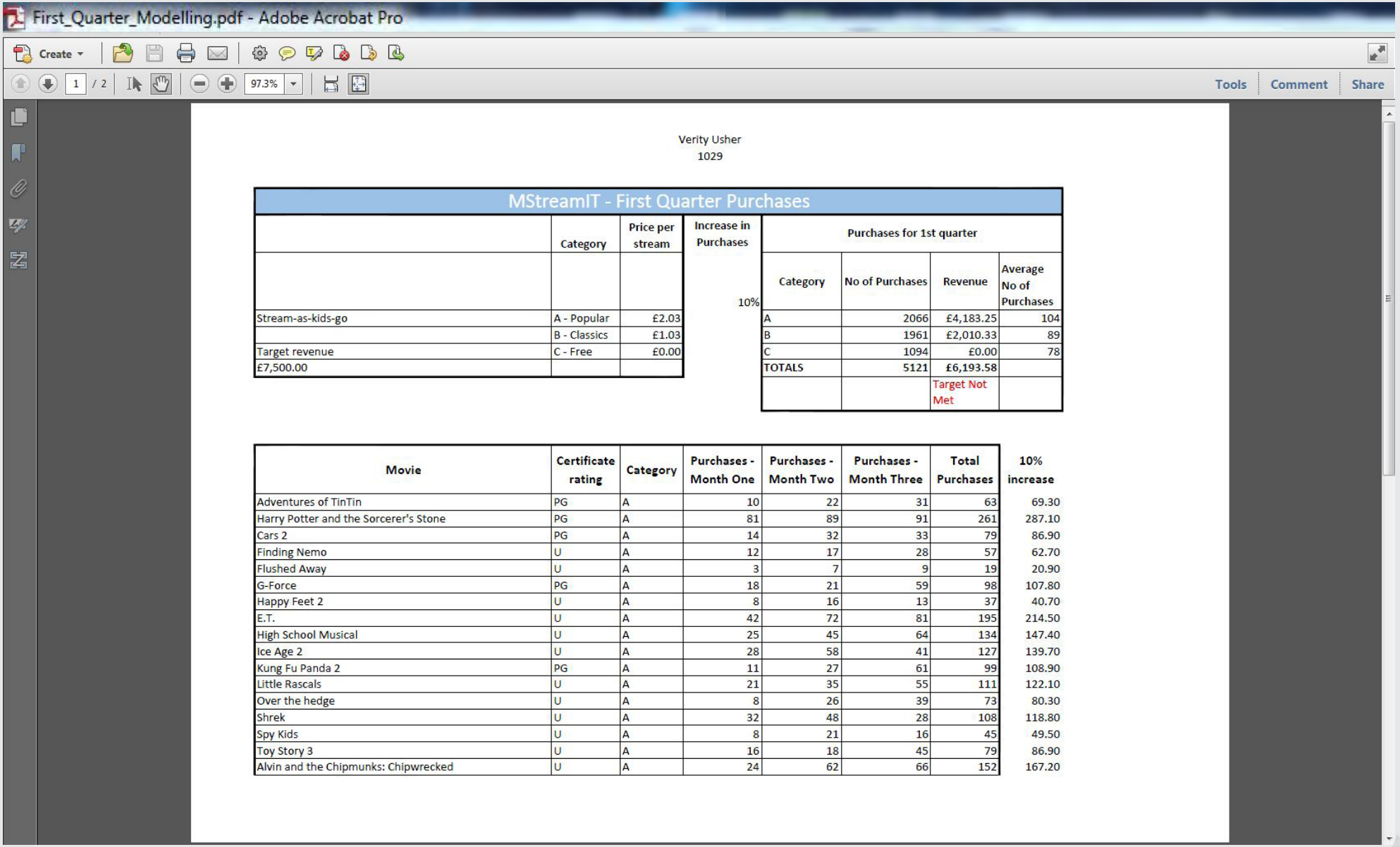


Verity Usher
1029

MStreamIT - First Quarter Purchases

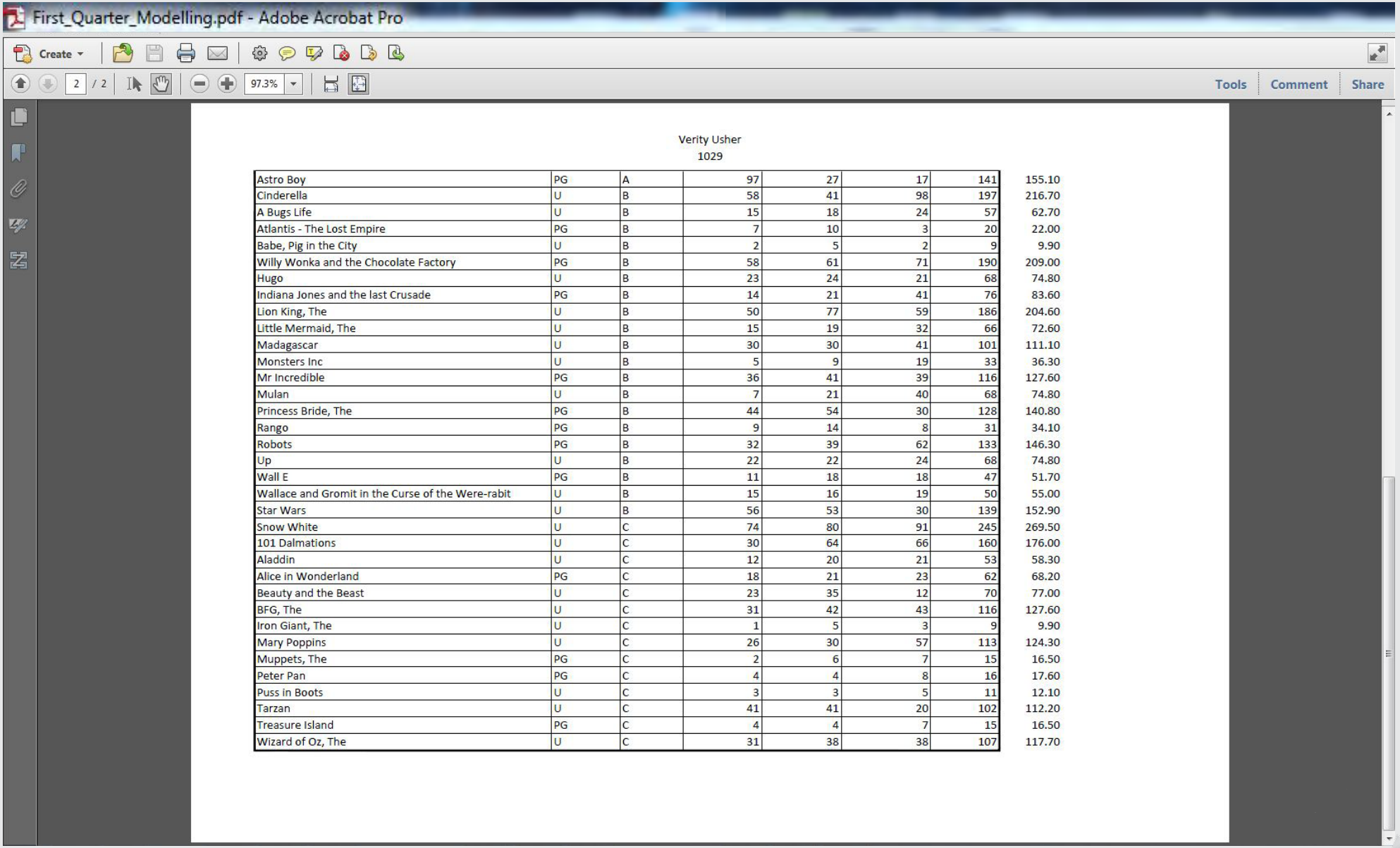
	Category	Price per stream
Stream-as-kids-go	A - Popular	£2.03
	B - Classics	£1.03
Target revenue	C - Free	£0.00
£7,500.00		

Increase in Purchases: 10%

Purchases for 1st quarter

Category	No of Purchases	Revenue	Average No of Purchases
A	2066	£4,183.25	104
B	1961	£2,010.33	89
C	1094	£0.00	78
TOTALS	5121	£6,193.58	
		Target Not Met	

Movie	Certificate rating	Category	Purchases - Month One	Purchases - Month Two	Purchases - Month Three	Total Purchases	10% increase
Adventures of TinTin	PG	A	10	22	31	63	69.30
Harry Potter and the Sorcerer's Stone	PG	A	81	89	91	261	287.10
Cars 2	PG	A	14	32	33	79	86.90
Finding Nemo	U	A	12	17	28	57	62.70
Flushed Away	U	A	3	7	9	19	20.90
G-Force	PG	A	18	21	59	98	107.80
Happy Feet 2	U	A	8	16	13	37	40.70
E.T.	U	A	42	72	81	195	214.50
High School Musical	U	A	25	45	64	134	147.40
Ice Age 2	U	A	28	58	41	127	139.70
Kung Fu Panda 2	PG	A	11	27	61	99	108.90
Little Rascals	U	A	21	35	55	111	122.10
Over the hedge	U	A	8	26	39	73	80.30
Shrek	U	A	32	48	28	108	118.80
Spy Kids	U	A	8	21	16	45	49.50
Toy Story 3	U	A	16	18	45	79	86.90
Alvin and the Chipmunks: Chipwrecked	U	A	24	62	66	152	167.20



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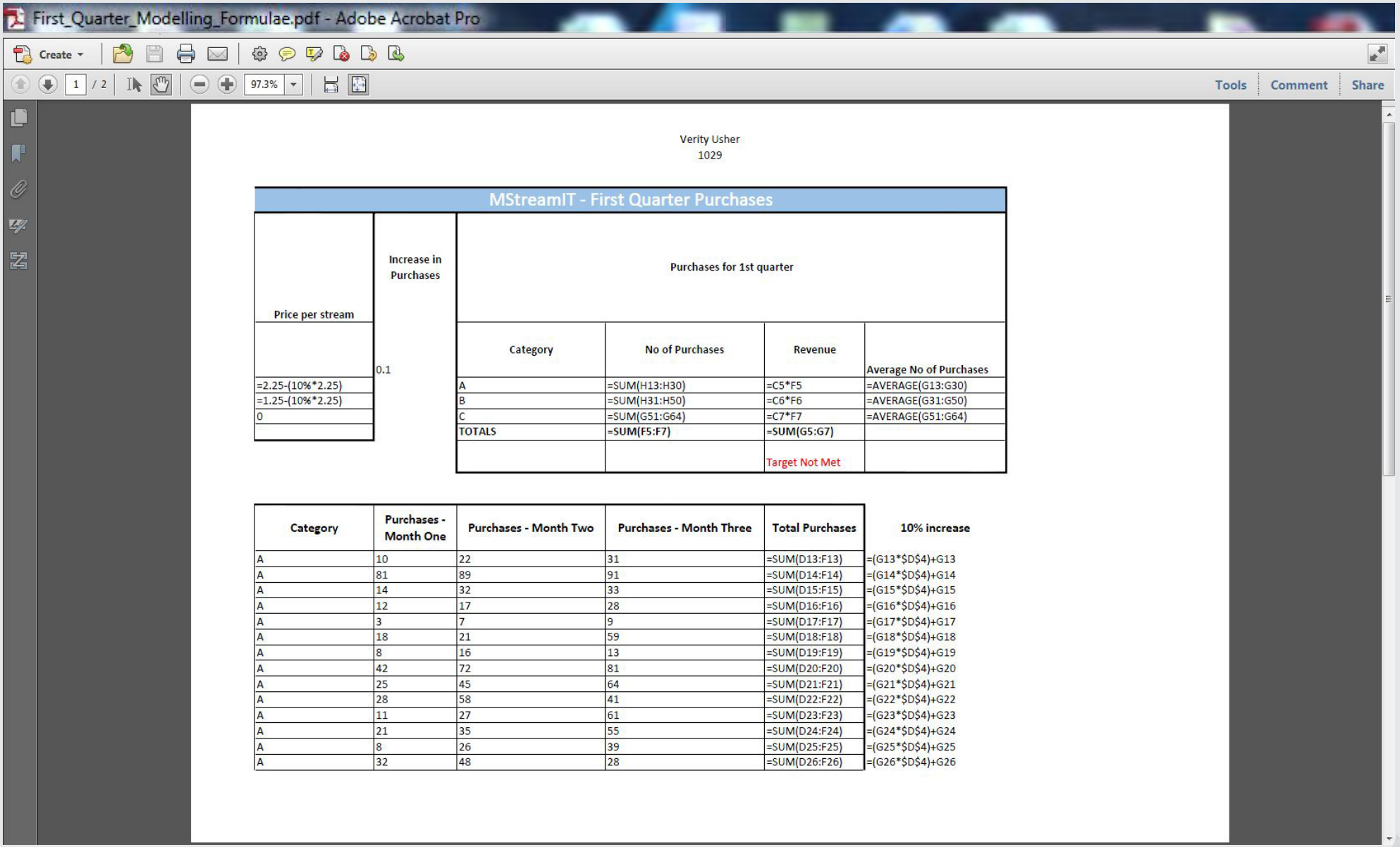
Astro Boy	PG	A	97	27	17	141	155.10
Cinderella	U	B	58	41	98	197	216.70
A Bugs Life	U	B	15	18	24	57	62.70
Atlantis - The Lost Empire	PG	B	7	10	3	20	22.00
Babe, Pig in the City	U	B	2	5	2	9	9.90
Willy Wonka and the Chocolate Factory	PG	B	58	61	71	190	209.00
Hugo	U	B	23	24	21	68	74.80
Indiana Jones and the last Crusade	PG	B	14	21	41	76	83.60
Lion King, The	U	B	50	77	59	186	204.60
Little Mermaid, The	U	B	15	19	32	66	72.60
Madagascar	U	B	30	30	41	101	111.10
Monsters Inc	U	B	5	9	19	33	36.30
Mr Incredible	PG	B	36	41	39	116	127.60
Mulan	U	B	7	21	40	68	74.80
Princess Bride, The	PG	B	44	54	30	128	140.80
Rango	PG	B	9	14	8	31	34.10
Robots	PG	B	32	39	62	133	146.30
Up	U	B	22	22	24	68	74.80
Wall E	PG	B	11	18	18	47	51.70
Wallace and Gromit in the Curse of the Were-rabit	U	B	15	16	19	50	55.00
Star Wars	U	B	56	53	30	139	152.90
Snow White	U	C	74	80	91	245	269.50
101 Dalmations	U	C	30	64	66	160	176.00
Aladdin	U	C	12	20	21	53	58.30
Alice in Wonderland	PG	C	18	21	23	62	68.20
Beauty and the Beast	U	C	23	35	12	70	77.00
BFG, The	U	C	31	42	43	116	127.60
Iron Giant, The	U	C	1	5	3	9	9.90
Mary Poppins	U	C	26	30	57	113	124.30
Muppets, The	PG	C	2	6	7	15	16.50
Peter Pan	PG	C	4	4	8	16	17.60
Puss in Boots	U	C	3	3	5	11	12.10
Tarzan	U	C	41	41	20	102	112.20
Treasure Island	PG	C	4	4	7	15	16.50
Wizard of Oz, The	U	C	31	38	38	107	117.70



Verity Usher
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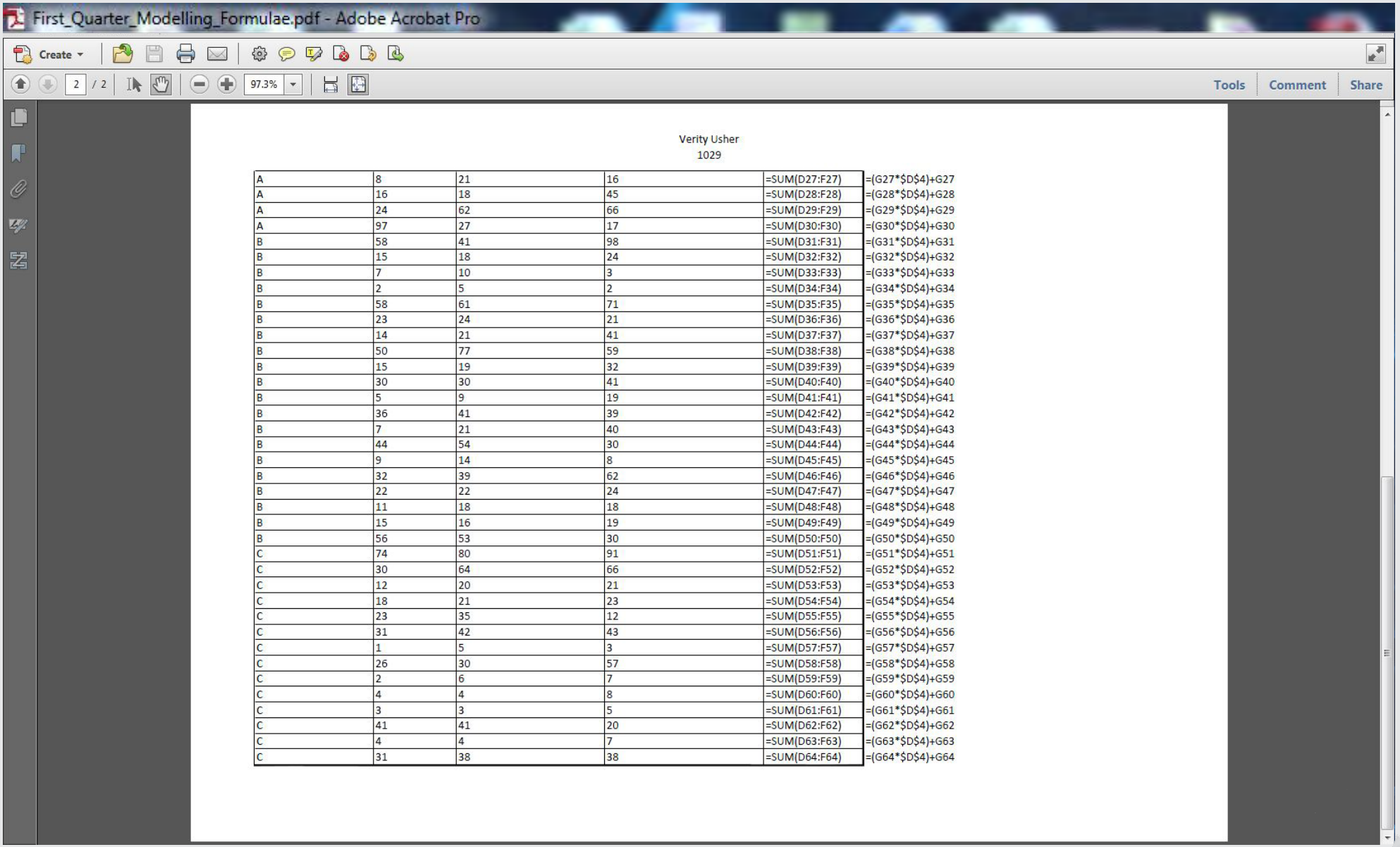
MStreamIT - First Quarter Purchases

Price per stream	Increase in Purchases	Purchases for 1st quarter			
		Category	No of Purchases	Revenue	Average No of Purchases
	0.1				
=2.25-(10%*2.25)		A	=SUM(H13:H30)	=C5*F5	=AVERAGE(G13:G30)
=1.25-(10%*2.25)		B	=SUM(H31:H50)	=C6*F6	=AVERAGE(G31:G50)
0		C	=SUM(G51:G64)	=C7*F7	=AVERAGE(G51:G64)
		TOTALS	**=SUM(F5:F7)**	**=SUM(G5:G7)**	
				Target Not Met	

Category	Purchases - Month One	Purchases - Month Two	Purchases - Month Three	Total Purchases	10% increase
A	10	22	31	=SUM(D13:F13)	=(G13*D4)+G13
A	81	89	91	=SUM(D14:F14)	=(G14*D4)+G14
A	14	32	33	=SUM(D15:F15)	=(G15*D4)+G15
A	12	17	28	=SUM(D16:F16)	=(G16*D4)+G16
A	3	7	9	=SUM(D17:F17)	=(G17*D4)+G17
A	18	21	59	=SUM(D18:F18)	=(G18*D4)+G18
A	8	16	13	=SUM(D19:F19)	=(G19*D4)+G19
A	42	72	81	=SUM(D20:F20)	=(G20*D4)+G20
A	25	45	64	=SUM(D21:F21)	=(G21*D4)+G21
A	28	58	41	=SUM(D22:F22)	=(G22*D4)+G22
A	11	27	61	=SUM(D23:F23)	=(G23*D4)+G23
A	21	35	55	=SUM(D24:F24)	=(G24*D4)+G24
A	8	26	39	=SUM(D25:F25)	=(G25*D4)+G25
A	32	48	28	=SUM(D26:F26)	=(G26*D4)+G26



Verity Usher
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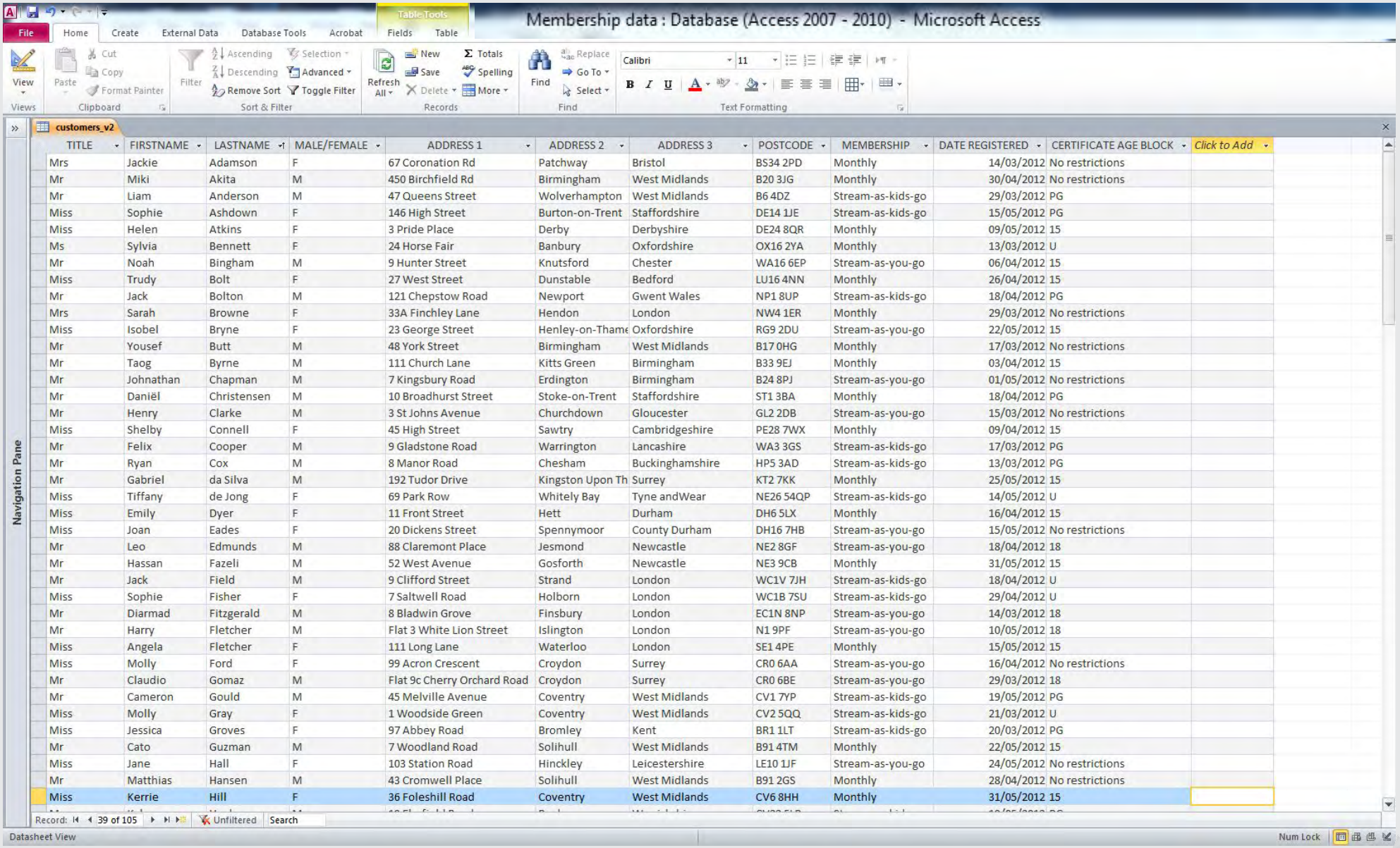
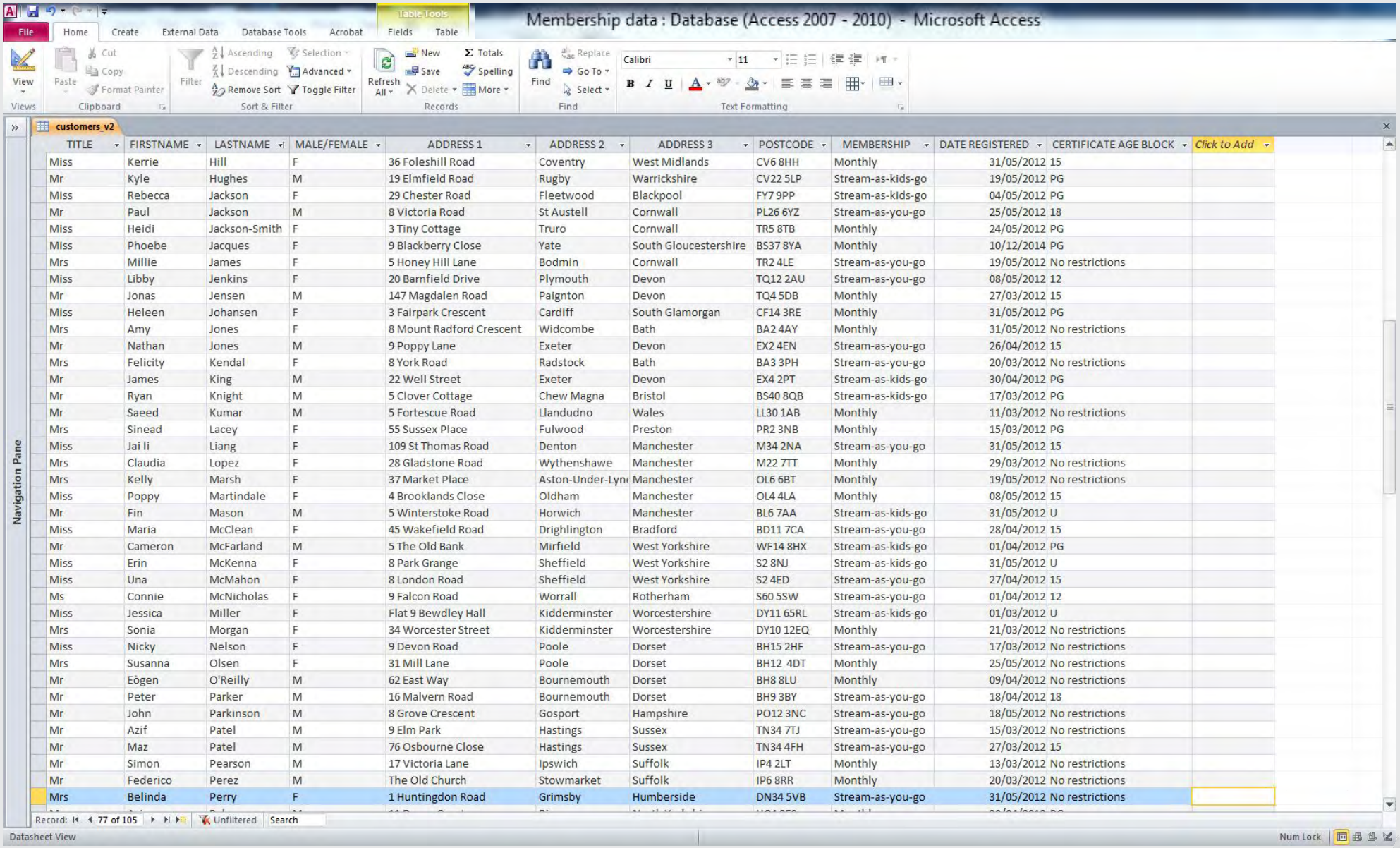
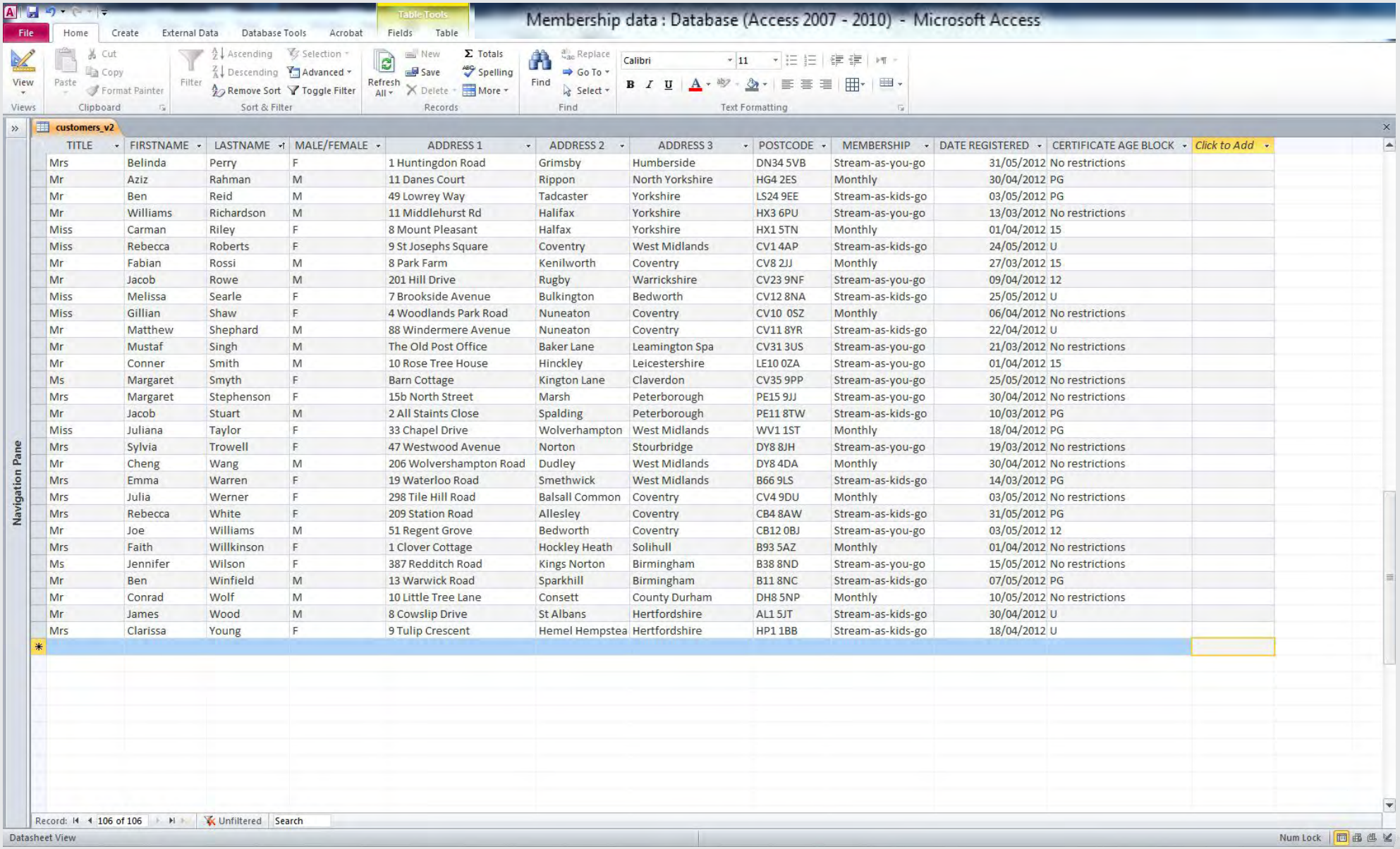
A	8	21	16	=SUM(D27:F27)	=(G27*D4)+G27
A	16	18	45	=SUM(D28:F28)	=(G28*D4)+G28
A	24	62	66	=SUM(D29:F29)	=(G29*D4)+G29
A	97	27	17	=SUM(D30:F30)	=(G30*D4)+G30
B	58	41	98	=SUM(D31:F31)	=(G31*D4)+G31
B	15	18	24	=SUM(D32:F32)	=(G32*D4)+G32
B	7	10	3	=SUM(D33:F33)	=(G33*D4)+G33
B	2	5	2	=SUM(D34:F34)	=(G34*D4)+G34
B	58	61	71	=SUM(D35:F35)	=(G35*D4)+G35
B	23	24	21	=SUM(D36:F36)	=(G36*D4)+G36
B	14	21	41	=SUM(D37:F37)	=(G37*D4)+G37
B	50	77	59	=SUM(D38:F38)	=(G38*D4)+G38
B	15	19	32	=SUM(D39:F39)	=(G39*D4)+G39
B	30	30	41	=SUM(D40:F40)	=(G40*D4)+G40
B	5	9	19	=SUM(D41:F41)	=(G41*D4)+G41
B	36	41	39	=SUM(D42:F42)	=(G42*D4)+G42
B	7	21	40	=SUM(D43:F43)	=(G43*D4)+G43
B	44	54	30	=SUM(D44:F44)	=(G44*D4)+G44
B	9	14	8	=SUM(D45:F45)	=(G45*D4)+G45
B	32	39	62	=SUM(D46:F46)	=(G46*D4)+G46
B	22	22	24	=SUM(D47:F47)	=(G47*D4)+G47
B	11	18	18	=SUM(D48:F48)	=(G48*D4)+G48
B	15	16	19	=SUM(D49:F49)	=(G49*D4)+G49
B	56	53	30	=SUM(D50:F50)	=(G50*D4)+G50
C	74	80	91	=SUM(D51:F51)	=(G51*D4)+G51
C	30	64	66	=SUM(D52:F52)	=(G52*D4)+G52
C	12	20	21	=SUM(D53:F53)	=(G53*D4)+G53
C	18	21	23	=SUM(D54:F54)	=(G54*D4)+G54
C	23	35	12	=SUM(D55:F55)	=(G55*D4)+G55
C	31	42	43	=SUM(D56:F56)	=(G56*D4)+G56
C	1	5	3	=SUM(D57:F57)	=(G57*D4)+G57
C	26	30	57	=SUM(D58:F58)	=(G58*D4)+G58
C	2	6	7	=SUM(D59:F59)	=(G59*D4)+G59
C	4	4	8	=SUM(D60:F60)	=(G60*D4)+G60
C	3	3	5	=SUM(D61:F61)	=(G61*D4)+G61
C	41	41	20	=SUM(D62:F62)	=(G62*D4)+G62
C	4	4	7	=SUM(D63:F63)	=(G63*D4)+G63
C	31	38	38	=SUM(D64:F64)	=(G64*D4)+G64



TITLE	FIRSTNAME	LASTNAME	MALE/FEMALE	ADDRESS 1	ADDRESS 2	ADDRESS 3	POSTCODE	MEMBERSHIP	DATE REGISTERED	CERTIFICATE AGE BLOCK
Mrs	Jackie	Adamson	F	67 Coronation Rd	Patchway	Bristol	BS34 2PD	Monthly	14/03/2012	No restrictions
Mr	Miki	Akita	M	450 Birchfield Rd	Birmingham	West Midlands	B20 3JG	Monthly	30/04/2012	No restrictions
Mr	Liam	Anderson	M	47 Queens Street	Wolverhampton	West Midlands	B6 4DZ	Stream-as-kids-go	29/03/2012	PG
Miss	Sophie	Ashdown	F	146 High Street	Burton-on-Trent	Staffordshire	DE14 1JE	Stream-as-kids-go	15/05/2012	PG
Miss	Helen	Atkins	F	3 Pride Place	Derby	Derbyshire	DE24 8QR	Monthly	09/05/2012	15
Ms	Sylvia	Bennett	F	24 Horse Fair	Banbury	Oxfordshire	OX16 2YA	Monthly	13/03/2012	U
Mr	Noah	Bingham	M	9 Hunter Street	Knutsford	Chester	WA16 6EP	Stream-as-you-go	06/04/2012	15
Miss	Trudy	Bolt	F	27 West Street	Dunstable	Bedford	LU16 4NN	Monthly	26/04/2012	15
Mr	Jack	Bolton	M	121 Chepstow Road	Newport	Gwent Wales	NP1 8UP	Stream-as-kids-go	18/04/2012	PG
Mrs	Sarah	Browne	F	33A Finchley Lane	Hendon	London	NW4 1ER	Monthly	29/03/2012	No restrictions
Miss	Isobel	Bryne	F	23 George Street	Henley-on-Thame	Oxfordshire	RG9 2DU	Stream-as-you-go	22/05/2012	15
Mr	Yousef	Butt	M	48 York Street	Birmingham	West Midlands	B17 0HG	Monthly	17/03/2012	No restrictions
Mr	Taog	Byrne	M	111 Church Lane	Kitts Green	Birmingham	B33 9EJ	Monthly	03/04/2012	15
Mr	Johnathan	Chapman	M	7 Kingsbury Road	Erdington	Birmingham	B24 8PJ	Stream-as-you-go	01/05/2012	No restrictions
Mr	Daniël	Christensen	M	10 Broadhurst Street	Stoke-on-Trent	Staffordshire	ST1 3BA	Monthly	18/04/2012	PG
Mr	Henry	Clarke	M	3 St Johns Avenue	Churchdown	Gloucester	GL2 2DB	Stream-as-you-go	15/03/2012	No restrictions
Miss	Shelby	Connell	F	45 High Street	Sawtry	Cambridgeshire	PE28 7WX	Monthly	09/04/2012	15
Mr	Felix	Cooper	M	9 Gladstone Road	Warrington	Lancashire	WA3 3GS	Stream-as-kids-go	17/03/2012	PG
Mr	Ryan	Cox	M	8 Manor Road	Chesham	Buckinghamshire	HP5 3AD	Stream-as-kids-go	13/03/2012	PG
Mr	Gabriel	da Silva	M	192 Tudor Drive	Kingston Upon Th	Surrey	KT2 7KK	Monthly	25/05/2012	15
Miss	Tiffany	de Jong	F	69 Park Row	Whitely Bay	Tyne andWear	NE26 54QP	Stream-as-kids-go	14/05/2012	U
Miss	Emily	Dyer	F	11 Front Street	Hett	Durham	DH6 5LX	Monthly	16/04/2012	15
Miss	Joan	Eades	F	20 Dickens Street	Spennymoor	County Durham	DH16 7HB	Stream-as-you-go	15/05/2012	No restrictions
Mr	Leo	Edmunds	M	88 Claremont Place	Jesmond	Newcastle	NE2 8GF	Stream-as-you-go	18/04/2012	18
Mr	Hassan	Fazeli	M	52 West Avenue	Gosforth	Newcastle	NE3 9CB	Monthly	31/05/2012	15
Mr	Jack	Field	M	9 Clifford Street	Strand	London	WC1V 7JH	Stream-as-kids-go	18/04/2012	U
Miss	Sophie	Fisher	F	7 Saltwell Road	Holborn	London	WC1B 7SU	Stream-as-kids-go	29/04/2012	U
Mr	Diarmad	Fitzgerald	M	8 Bladwin Grove	Finsbury	London	EC1N 8NP	Stream-as-you-go	14/03/2012	18
Mr	Harry	Fletcher	M	Flat 3 White Lion Street	Islington	London	N1 9PF	Stream-as-you-go	10/05/2012	18
Miss	Angela	Fletcher	F	111 Long Lane	Waterloo	London	SE1 4PE	Monthly	15/05/2012	15
Miss	Molly	Ford	F	99 Acron Crescent	Croydon	Surrey	CR0 6AA	Stream-as-you-go	16/04/2012	No restrictions
Mr	Claudio	Gomaz	M	Flat 9c Cherry Orchard Road	Croydon	Surrey	CR0 6BE	Stream-as-you-go	29/03/2012	18
Mr	Cameron	Gould	M	45 Melville Avenue	Coventry	West Midlands	CV1 7YP	Stream-as-kids-go	19/05/2012	PG
Miss	Molly	Gray	F	1 Woodside Green	Coventry	West Midlands	CV2 5QQ	Stream-as-kids-go	21/03/2012	U
Miss	Jessica	Groves	F	97 Abbey Road	Bromley	Kent	BR1 1LT	Stream-as-kids-go	20/03/2012	PG
Mr	Cato	Guzman	M	7 Woodland Road	Solihull	West Midlands	B91 4TM	Monthly	22/05/2012	15
Miss	Jane	Hall	F	103 Station Road	Hinckley	Leicestershire	LE10 1JF	Stream-as-you-go	24/05/2012	No restrictions
Mr	Matthias	Hansen	M	43 Cromwell Place	Solihull	West Midlands	B91 2GS	Monthly	28/04/2012	No restrictions
Miss	Kerrie	Hill	F	36 Foleshill Road	Coventry	West Midlands	CV6 8HH	Monthly	31/05/2012	15



TITLE	FIRSTNAME	LASTNAME	MALE/FEMALE	ADDRESS 1	ADDRESS 2	ADDRESS 3	POSTCODE	MEMBERSHIP	DATE REGISTERED	CERTIFICATE AGE BLOCK
Miss	Kerrie	Hill	F	36 Foleshill Road	Coventry	West Midlands	CV6 8HH	Monthly	31/05/2012	15
Mr	Kyle	Hughes	M	19 Elmfield Road	Rugby	Warrickshire	CV22 5LP	Stream-as-kids-go	19/05/2012	PG
Miss	Rebecca	Jackson	F	29 Chester Road	Fleetwood	Blackpool	FY7 9PP	Stream-as-kids-go	04/05/2012	PG
Mr	Paul	Jackson	M	8 Victoria Road	St Austell	Cornwall	PL26 6YZ	Stream-as-you-go	25/05/2012	18
Miss	Heidi	Jackson-Smith	F	3 Tiny Cottage	Truro	Cornwall	TR5 8TB	Monthly	24/05/2012	PG
Miss	Phoebe	Jacques	F	9 Blackberry Close	Yate	South Gloucestershire	BS37 8YA	Monthly	10/12/2014	PG
Mrs	Millie	James	F	5 Honey Hill Lane	Bodmin	Cornwall	TR2 4LE	Stream-as-you-go	19/05/2012	No restrictions
Miss	Libby	Jenkins	F	20 Barnfield Drive	Plymouth	Devon	TQ12 2AU	Stream-as-you-go	08/05/2012	12
Mr	Jonas	Jensen	M	147 Magdalen Road	Paignton	Devon	TQ4 5DB	Monthly	27/03/2012	15
Miss	Heleen	Johansen	F	3 Fairpark Crescent	Cardiff	South Glamorgan	CF14 3RE	Monthly	31/05/2012	PG
Mrs	Amy	Jones	F	8 Mount Radford Crescent	Widcombe	Bath	BA2 4AY	Monthly	31/05/2012	No restrictions
Mr	Nathan	Jones	M	9 Poppy Lane	Exeter	Devon	EX2 4EN	Stream-as-you-go	26/04/2012	15
Mrs	Felicity	Kendal	F	8 York Road	Radstock	Bath	BA3 3PH	Stream-as-you-go	20/03/2012	No restrictions
Mr	James	King	M	22 Well Street	Exeter	Devon	EX4 2PT	Stream-as-kids-go	30/04/2012	PG
Mr	Ryan	Knight	M	5 Clover Cottage	Chew Magna	Bristol	BS40 8QB	Stream-as-kids-go	17/03/2012	PG
Mr	Saeed	Kumar	M	5 Fortescue Road	Llandudno	Wales	LL30 1AB	Monthly	11/03/2012	No restrictions
Mrs	Sinead	Lacey	F	55 Sussex Place	Fulwood	Preston	PR2 3NB	Monthly	15/03/2012	PG
Miss	Jai li	Liang	F	109 St Thomas Road	Denton	Manchester	M34 2NA	Stream-as-you-go	31/05/2012	15
Mrs	Claudia	Lopez	F	28 Gladstone Road	Wythenshawe	Manchester	M22 7TT	Monthly	29/03/2012	No restrictions
Mrs	Kelly	Marsh	F	37 Market Place	Aston-Under-Lyne	Manchester	OL6 6BT	Monthly	19/05/2012	No restrictions
Miss	Poppy	Martindale	F	4 Brooklands Close	Oldham	Manchester	OL4 4LA	Monthly	08/05/2012	15
Mr	Fin	Mason	M	5 Winterstoke Road	Horwich	Manchester	BL6 7AA	Stream-as-kids-go	31/05/2012	U
Miss	Maria	McClean	F	45 Wakefield Road	Drighlington	Bradford	BD11 7CA	Stream-as-you-go	28/04/2012	15
Mr	Cameron	McFarland	M	5 The Old Bank	Mirfield	West Yorkshire	WF14 8HX	Stream-as-kids-go	01/04/2012	PG
Miss	Erin	McKenna	F	8 Park Grange	Sheffield	West Yorkshire	S2 8NJ	Stream-as-kids-go	31/05/2012	U
Miss	Una	McMahon	F	8 London Road	Sheffield	West Yorkshire	S2 4ED	Stream-as-you-go	27/04/2012	15
Ms	Connie	McNicholas	F	9 Falcon Road	Worrall	Rotherham	S60 5SW	Stream-as-you-go	01/04/2012	12
Miss	Jessica	Miller	F	Flat 9 Bewdley Hall	Kidderminster	Worcestershire	DY11 65RL	Stream-as-kids-go	01/03/2012	U
Mrs	Sonia	Morgan	F	34 Worcester Street	Kidderminster	Worcestershire	DY10 12EQ	Monthly	21/03/2012	No restrictions
Miss	Nicky	Nelson	F	9 Devon Road	Poole	Dorset	BH15 2HF	Stream-as-you-go	17/03/2012	No restrictions
Mrs	Susanna	Olsen	F	31 Mill Lane	Poole	Dorset	BH12 4DT	Monthly	25/05/2012	No restrictions
Mr	Eògen	O'Reilly	M	62 East Way	Bournemouth	Dorset	BH8 8LU	Monthly	09/04/2012	No restrictions
Mr	Peter	Parker	M	16 Malvern Road	Bournemouth	Dorset	BH9 3BY	Stream-as-you-go	18/04/2012	18
Mr	John	Parkinson	M	8 Grove Crescent	Gosport	Hampshire	PO12 3NC	Stream-as-you-go	18/05/2012	No restrictions
Mr	Azif	Patel	M	9 Elm Park	Hastings	Sussex	TN34 7TJ	Stream-as-you-go	15/03/2012	No restrictions
Mr	Maz	Patel	M	76 Osbourne Close	Hastings	Sussex	TN34 4FH	Stream-as-you-go	27/03/2012	15
Mr	Simon	Pearson	M	17 Victoria Lane	Ipswich	Suffolk	IP4 2LT	Monthly	13/03/2012	No restrictions
Mr	Federico	Perez	M	The Old Church	Stowmarket	Suffolk	IP6 8RR	Monthly	20/03/2012	No restrictions
Mrs	Belinda	Perry	F	1 Huntingdon Road	Grimsby	Humberside	DN34 5VB	Stream-as-you-go	31/05/2012	No restrictions



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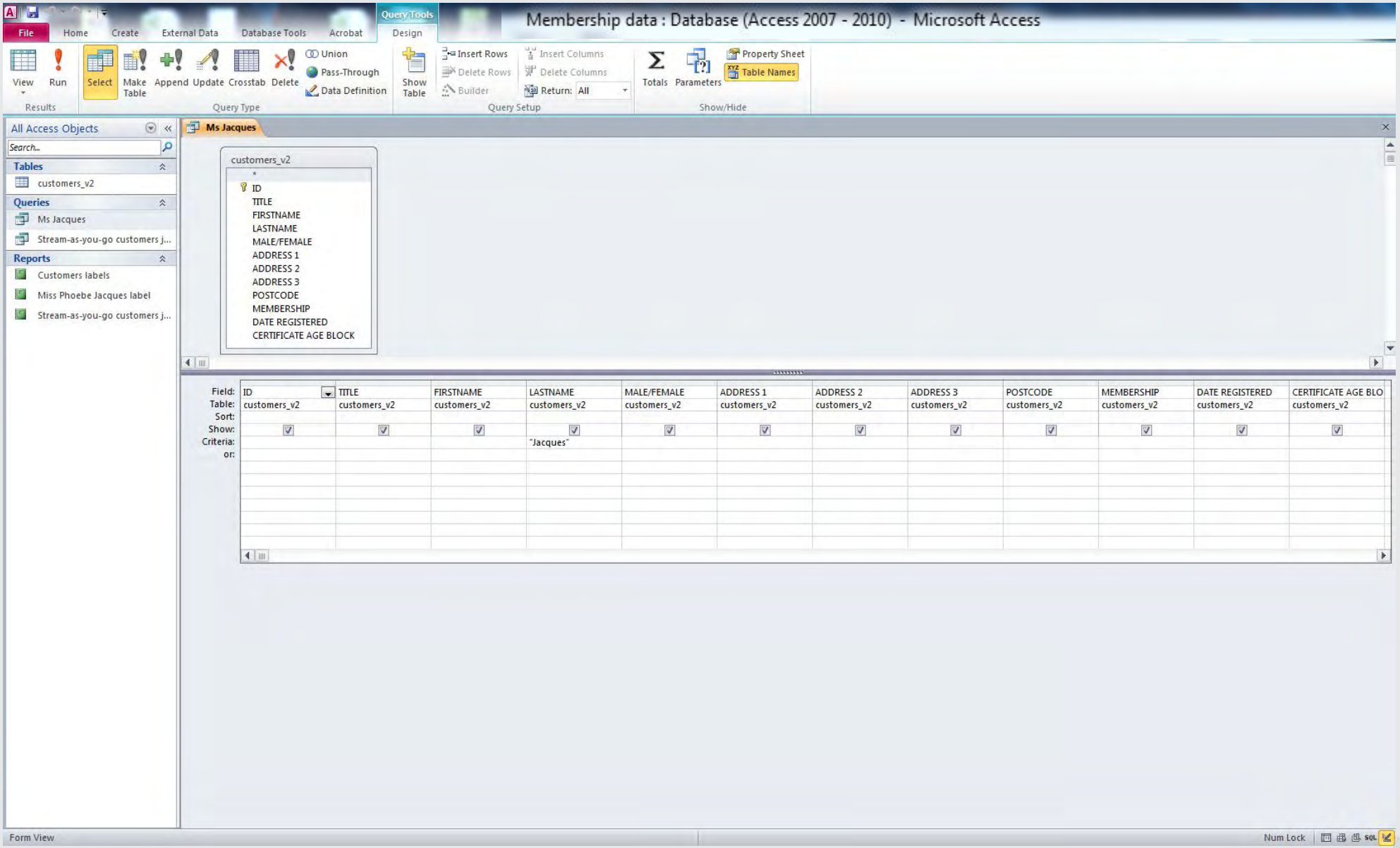
Mrs	Belinda	Perry	F	1 Huntingdon Road	Grimsby	Humberside	DN34 5VB	Stream-as-you-go	31/05/2012	No restrictions	
Mr	Aziz	Rahman	M	11 Danes Court	Rippon	North Yorkshire	HG4 2ES	Monthly	30/04/2012	PG	
Mr	Ben	Reid	M	49 Lowrey Way	Tadcaster	Yorkshire	LS24 9EE	Stream-as-kids-go	03/05/2012	PG	
Mr	Williams	Richardson	M	11 Middlehurst Rd	Halifax	Yorkshire	HX3 6PU	Stream-as-you-go	13/03/2012	No restrictions	
Miss	Carman	Riley	F	8 Mount Pleasant	Halfax	Yorkshire	HX1 5TN	Monthly	01/04/2012	15	
Miss	Rebecca	Roberts	F	9 St Josephs Square	Coventry	West Midlands	CV1 4AP	Stream-as-kids-go	24/05/2012	U	
Mr	Fabian	Rossi	M	8 Park Farm	Kenilworth	Coventry	CV8 2JJ	Monthly	27/03/2012	15	
Mr	Jacob	Rowe	M	201 Hill Drive	Rugby	Warrickshire	CV23 9NF	Stream-as-you-go	09/04/2012	12	
Miss	Melissa	Searle	F	7 Brookside Avenue	Bulkington	Bedworth	CV12 8NA	Stream-as-kids-go	25/05/2012	U	
Miss	Gillian	Shaw	F	4 Woodlands Park Road	Nuneaton	Coventry	CV10 0SZ	Monthly	06/04/2012	No restrictions	
Mr	Matthew	Shephard	M	88 Windermere Avenue	Nuneaton	Coventry	CV11 8YR	Stream-as-kids-go	22/04/2012	U	
Mr	Mustaf	Singh	M	The Old Post Office	Baker Lane	Leamington Spa	CV31 3US	Stream-as-you-go	21/03/2012	No restrictions	
Mr	Conner	Smith	M	10 Rose Tree House	Hinckley	Leicestershire	LE10 0ZA	Stream-as-you-go	01/04/2012	15	
Ms	Margaret	Smyth	F	Barn Cottage	Kington Lane	Claverdon	CV35 9PP	Stream-as-you-go	25/05/2012	No restrictions	
Mrs	Margaret	Stephenson	F	15b North Street	Marsh	Peterborough	PE15 9JJ	Stream-as-you-go	30/04/2012	No restrictions	
Mr	Jacob	Stuart	M	2 All Staints Close	Spalding	Peterborough	PE11 8TW	Stream-as-kids-go	10/03/2012	PG	
Miss	Juliana	Taylor	F	33 Chapel Drive	Wolverhampton	West Midlands	WV1 1ST	Monthly	18/04/2012	PG	
Mrs	Sylvia	Trowell	F	47 Westwood Avenue	Norton	Stourbridge	DY8 8JH	Stream-as-you-go	19/03/2012	No restrictions	
Mr	Cheng	Wang	M	206 Wolvershampton Road	Dudley	West Midlands	DY8 4DA	Monthly	30/04/2012	No restrictions	
Mrs	Emma	Warren	F	19 Waterloo Road	Smethwick	West Midlands	B66 9LS	Stream-as-kids-go	14/03/2012	PG	
Mrs	Julia	Werner	F	298 Tile Hill Road	Balsall Common	Coventry	CV4 9DU	Monthly	03/05/2012	No restrictions	
Mrs	Rebecca	White	F	209 Station Road	Allesley	Coventry	CB4 8AW	Stream-as-kids-go	31/05/2012	PG	
Mr	Joe	Williams	M	51 Regent Grove	Bedworth	Coventry	CB12 0BJ	Stream-as-you-go	03/05/2012	12	
Mrs	Faith	Willkinson	F	1 Clover Cottage	Hockley Heath	Solihull	B93 5AZ	Monthly	01/04/2012	No restrictions	
Ms	Jennifer	Wilson	F	387 Redditch Road	Kings Norton	Birmingham	B38 8ND	Stream-as-you-go	15/05/2012	No restrictions	
Mr	Ben	Winfield	M	13 Warwick Road	Sparkhill	Birmingham	B11 8NC	Stream-as-kids-go	07/05/2012	PG	
Mr	Conrad	Wolf	M	10 Little Tree Lane	Consett	County Durham	DH8 5NP	Monthly	10/05/2012	No restrictions	
Mr	James	Wood	M	8 Cowslip Drive	St Albans	Hertfordshire	AL1 5JT	Stream-as-kids-go	30/04/2012	U	
Mrs	Clarissa	Young	F	9 Tulip Crescent	Hemel Hempstea	Hertfordshire	HP1 1BB	Stream-as-kids-go	18/04/2012	U	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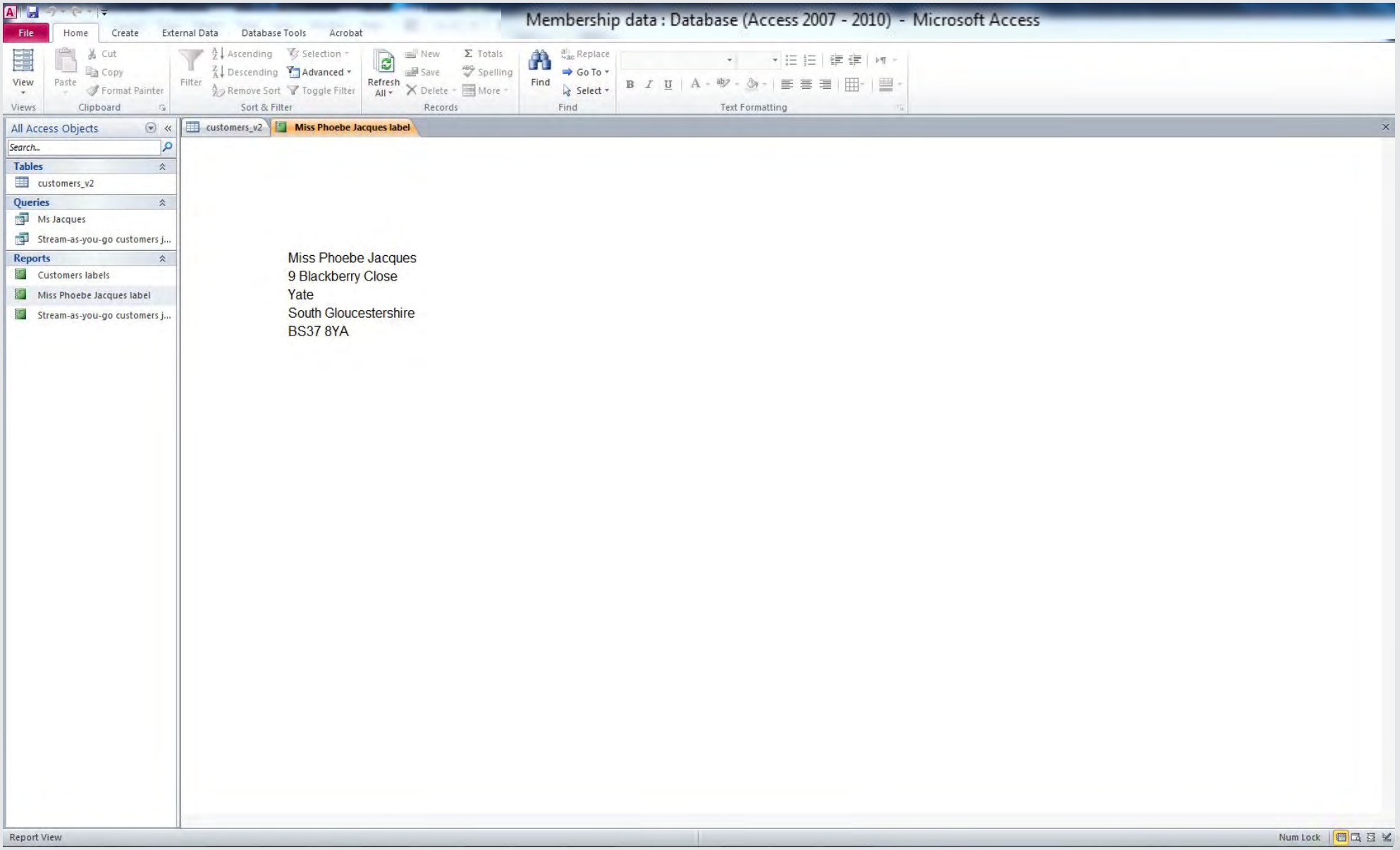
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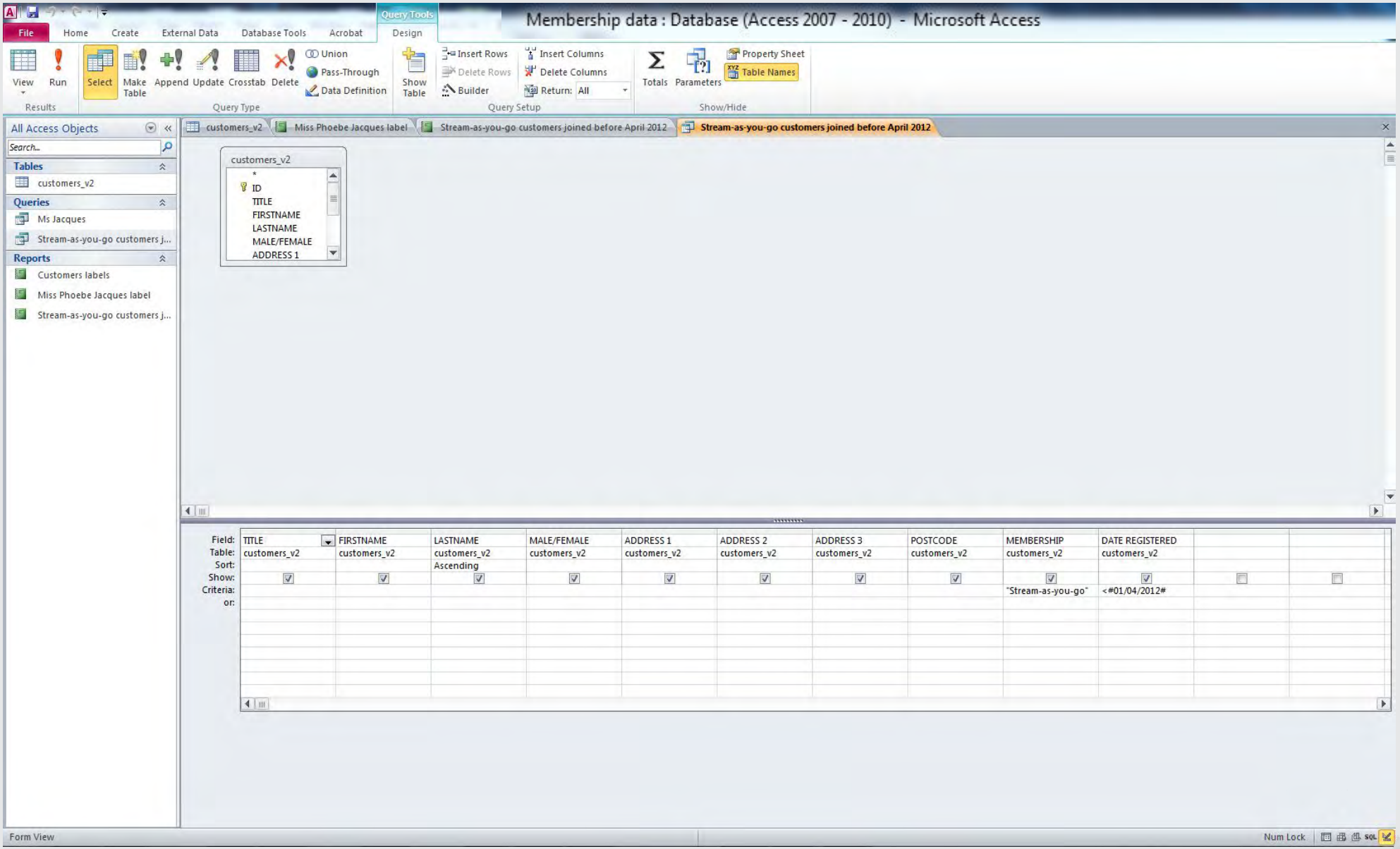
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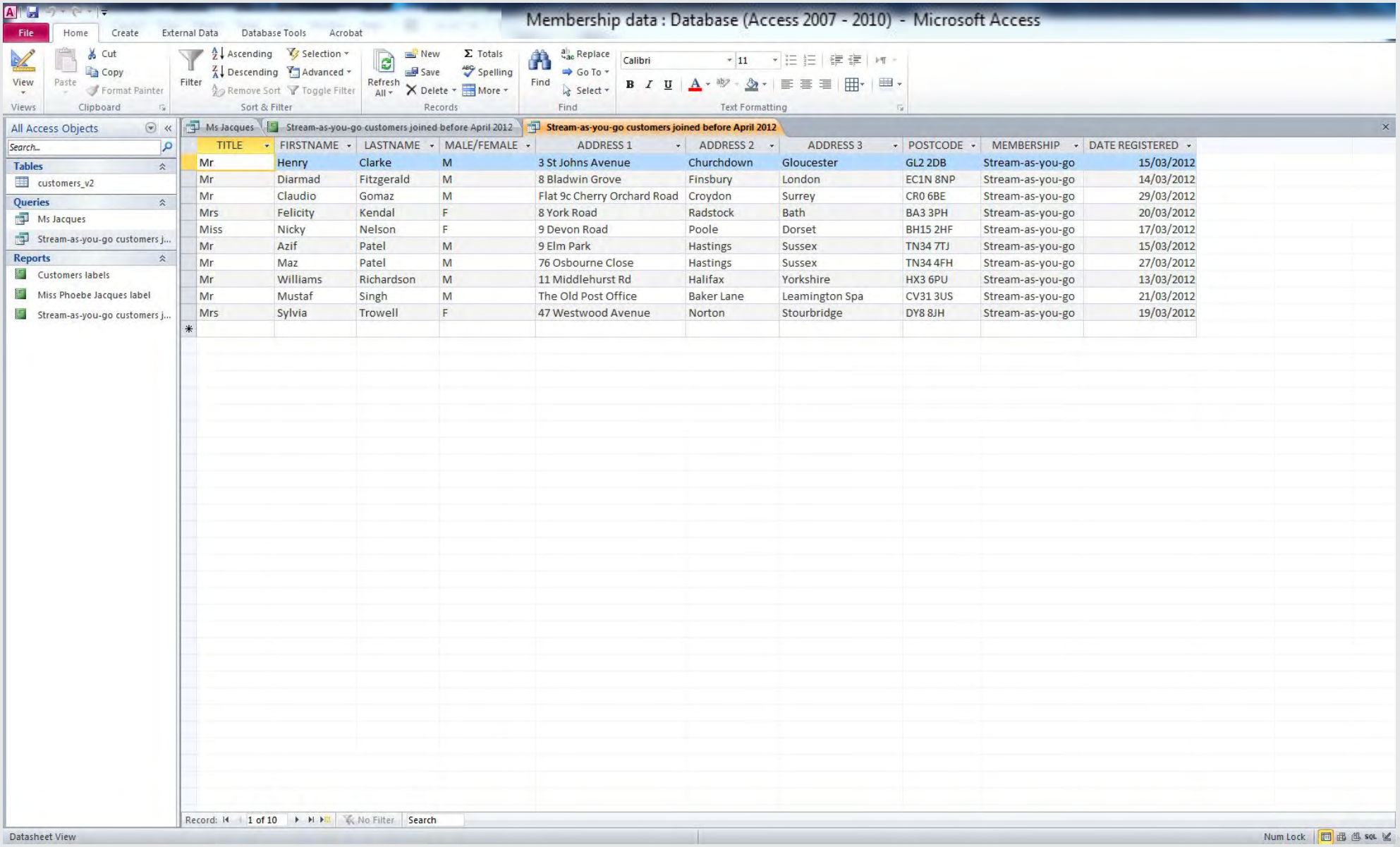
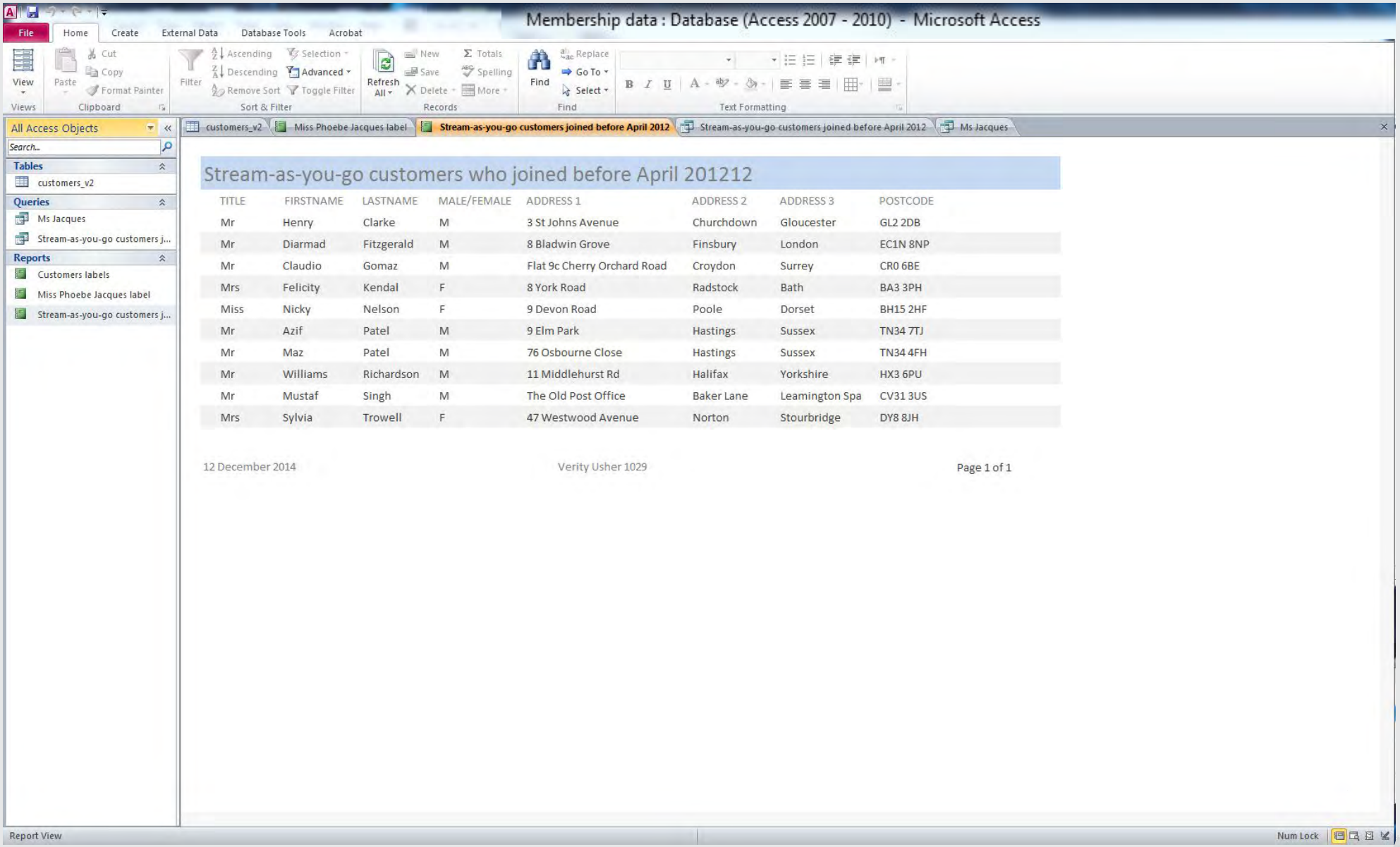


TITLE	FIRSTNAME	LASTNAME	MALE/FEMALE	ADDRESS 1	ADDRESS 2	ADDRESS 3	POSTCODE	MEMBERSHIP	DATE REGISTERED
Mr	Henry	Clarke	M	3 St Johns Avenue	Churchdown	Gloucester	GL2 2DB	Stream-as-you-go	15/03/2012
Mr	Diarmad	Fitzgerald	M	8 Bladwin Grove	Finsbury	London	EC1N 8NP	Stream-as-you-go	14/03/2012
Mr	Claudio	Gomaz	M	Flat 9c Cherry Orchard Road	Croydon	Surrey	CR0 6BE	Stream-as-you-go	29/03/2012
Mrs	Felicity	Kendal	F	8 York Road	Radstock	Bath	BA3 3PH	Stream-as-you-go	20/03/2012
Miss	Nicky	Nelson	F	9 Devon Road	Poole	Dorset	BH15 2HF	Stream-as-you-go	17/03/2012
Mr	Azif	Patel	M	9 Elm Park	Hastings	Sussex	TN34 7TJ	Stream-as-you-go	15/03/2012
Mr	Maz	Patel	M	76 Osbourne Close	Hastings	Sussex	TN34 4FH	Stream-as-you-go	27/03/2012
Mr	Williams	Richardson	M	11 Middlehurst Rd	Halifax	Yorkshire	HX3 6PU	Stream-as-you-go	13/03/2012
Mr	Mustaf	Singh	M	The Old Post Office	Baker Lane	Leamington Spa	CV31 3US	Stream-as-you-go	21/03/2012
Mrs	Sylvia	Trowell	F	47 Westwood Avenue	Norton	Stourbridge	DY8 8JH	Stream-as-you-go	19/03/2012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Stream-as-you-go customers joined before April 2012
Stream-as-you-go customers joined before April 2012
Ms Jacques
Stream-as-you-go customers who joined before April 201212
TITLE FIRSTNAME LASTNAME MALE/FEMALE ADDRESS 1 ADDRESS 2 ADDRESS 3 POSTCODE
Mr Henry Clarke M 3 St Johns Avenue Churchdown Gloucester GL2 2DB
Mr Diarmad Fitzgerald M 8 Bladwin Grove Finsbury London EC1N 8NP
Mr Claudio Gomaz M Flat 9c Cherry Orchard Road Croydon Surrey CR0 6BE
Mrs Felicity Kendal F 8 York Road Radstock Bath BA3 3PH
Miss Nicky Nelson F 9 Devon Road Poole Dorset BH15 2HF
Mr Azif Patel M 9 Elm Park Hastings Sussex TN34 7TJ
Mr Maz Patel M 76 Osbourne Close Hastings Sussex TN34 4FH
Mr Williams Richardson M 11 Middlehurst Rd Halifax Yorkshire HX3 6PU
Mr Mustaf Singh M The Old Post Office Baker Lane Leamington Spa CV31 3US
Mrs Sylvia Trowell F 47 Westwood Avenue Norton Stourbridge DY8 8JH
12 December 2014
Verity Usher 1029
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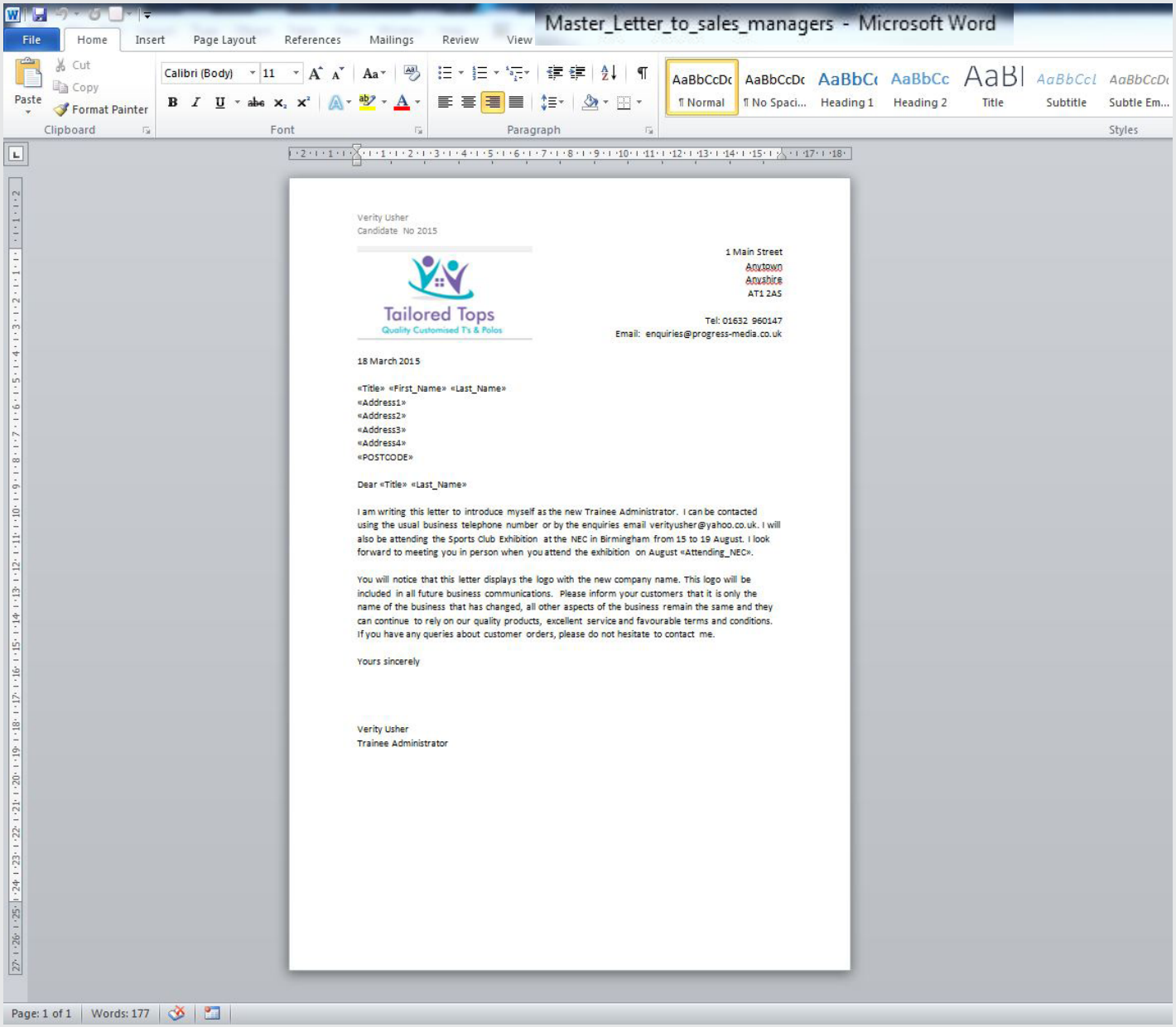
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Candidate No 2015
Tailored Tops
Quality Customised T's & Polos
1 Main Street
Anytown
Anyshire
AT1 2AS
Tel: 01632 960147
Email: enquiries@progress-media.co.uk
18 March 2015
«Title» «First_Name» «Last_Name»
«Address1»
«Address2»
«Address3»
«Address4»
«POSTCODE»
Dear «Title» «Last_Name»
I am writing this letter to introduce myself as the new Trainee Administrator. I can be contacted using the usual business telephone number or by the enquiries email verityusher@yahoo.co.uk. I will also be attending the Sports Club Exhibition at the NEC in Birmingham from 15 to 19 August. I look forward to meeting you in person when you attend the exhibition on August «Attending_NEC».
You will notice that this letter displays the logo with the new company name. This logo will be included in all future business communications. Please inform your customers that it is only the name of the business that has changed, all other aspects of the business remain the same and they can continue to rely on our quality products, excellent service and favourable terms and conditions. If you have any queries about customer orders, please do not hesitate to contact me.
Yours sincerely
Verity Usher
Trainee Administrator
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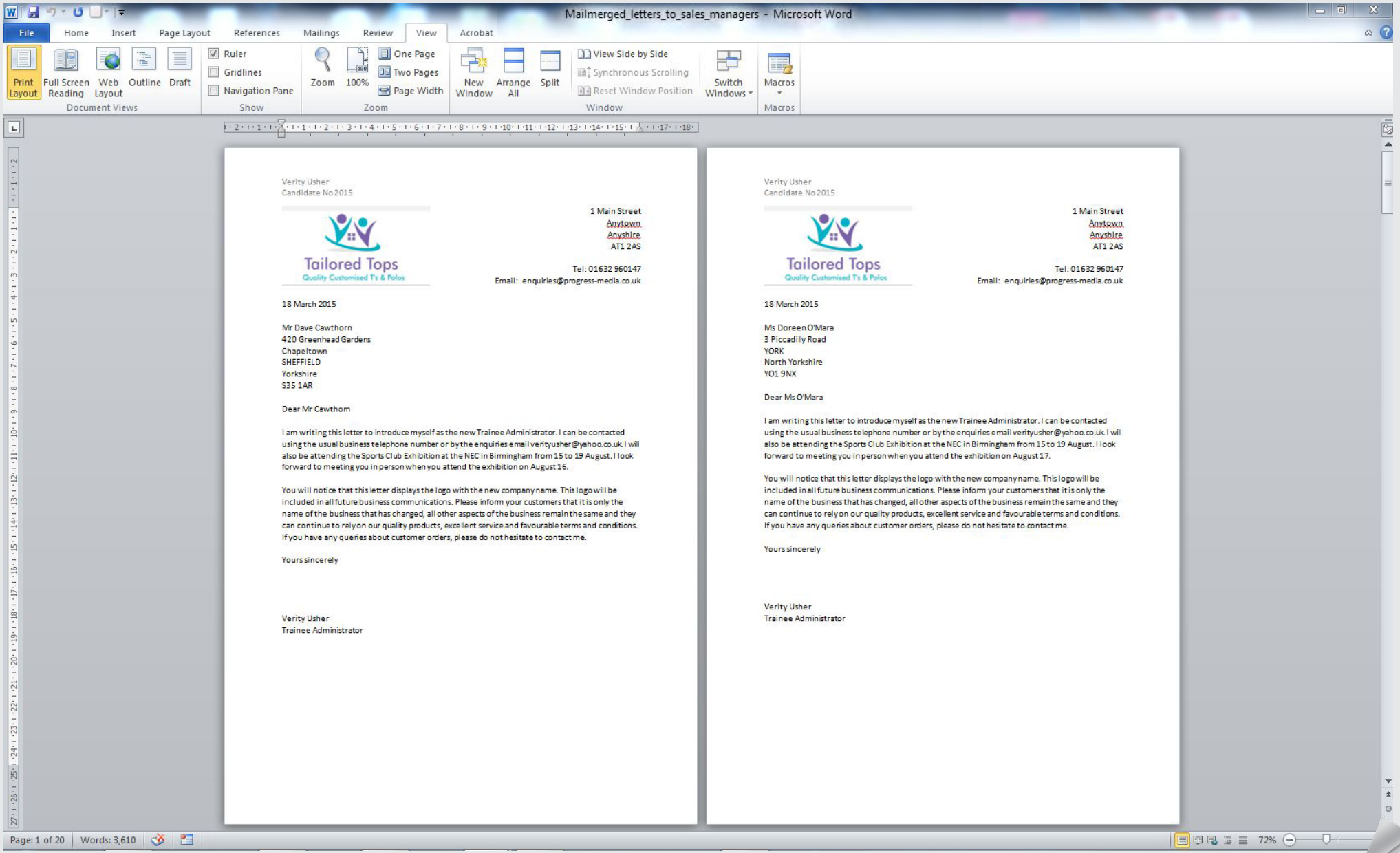
Words: 177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View Side by Side
Synchronous Scrolling
Reset Window Position
Switch Windows
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Macros
Macros
Verity Usher
Candidate No 2015
1 Main Street
Anytown
Anyshire
AT1 2AS
Tel: 01632 960147
Email: enquiries@progress-media.co.uk
Tailored Tops
Quality Customised Ts & Polos
18 March 2015
Mr Dave Cawthorn
420 Greenhead Gardens
Chapeltown
SHEFFIELD
Yorkshire
S35 1AR
Dear Mr Cawthorn
I am writing this letter to introduce myself as the new Trainee Administrator. I can be contacted using the usual business telephone number or by the enquiries email verityusher@yahoo.co.uk. I will also be attending the Sports Club Exhibition at the NEC in Birmingham from 15 to 19 August. I look forward to meeting you in person when you attend the exhibition on August 16.
You will notice that this letter displays the logo with the new company name. This logo will be included in all future business communications. Please inform your customers that it is only the name of the business that has changed, all other aspects of the business remain the same and they can continue to rely on our quality products, excellent service and favourable terms and conditions. If you have any queries about customer orders, please do not hesitate to contact me.
Yours sincerely
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Email: enquiries@progress-media.co.uk
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18 March 2015
Ms Doreen O'Mara
3 Piccadilly Road
YORK
North Yorkshire
YO1 9NX
Dear Ms O'Mara
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Trainee Administrator
Page: 1 of 20
Words: 3,610
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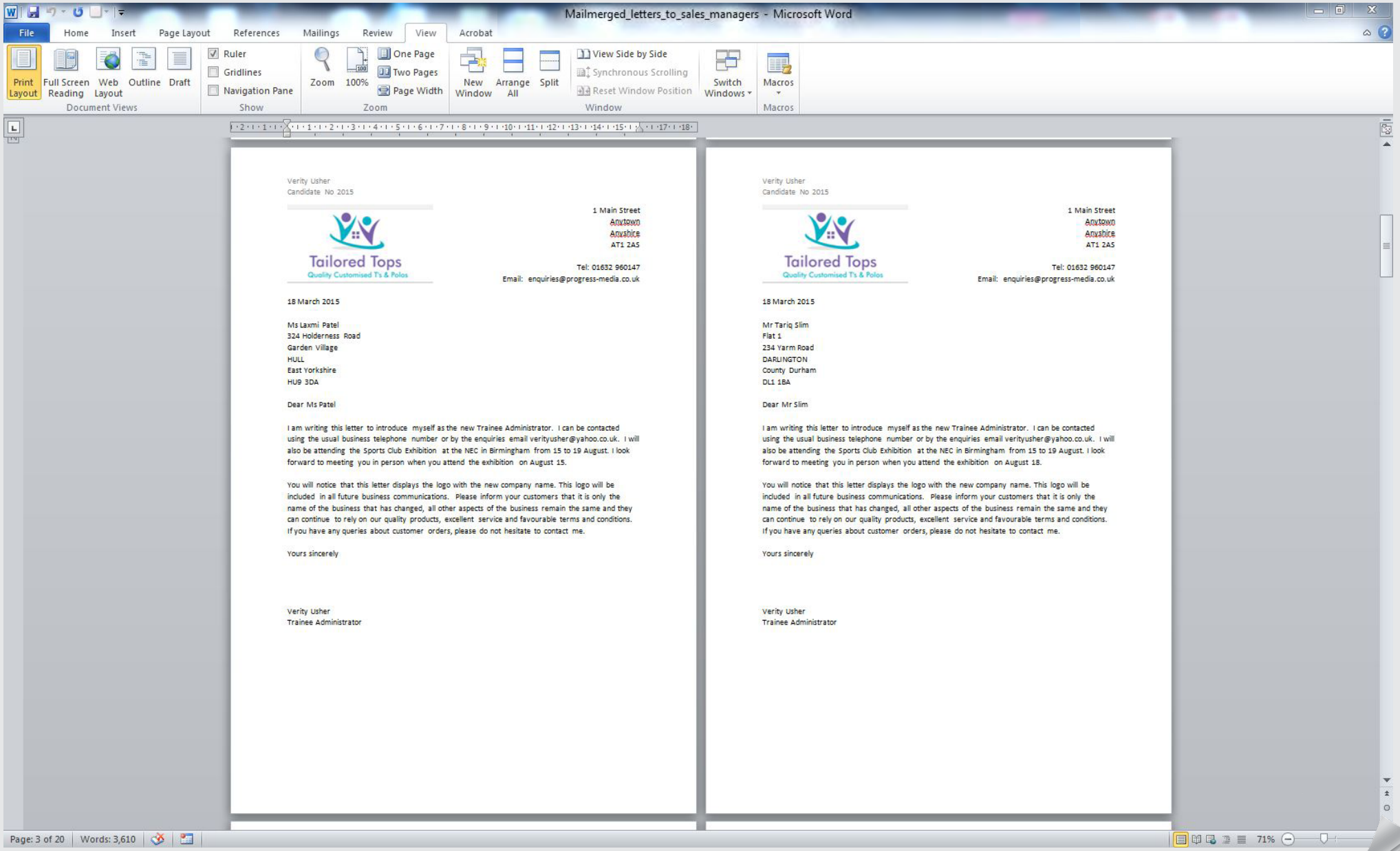
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Print Layout
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Synchronous Scrolling
Reset Window Position
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18 March 2015
Ms Laxmi Patel
324 Holderness Road
Garden Village
HULL
East Yorkshire
HU9 3DA
Dear Ms Patel
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18 March 2015
Mr Tariq Slim
Flat 1
234 Yarm Road
DARLINGTON
County Durham
DL1 1BA
Dear Mr Slim
I am writing this letter to introduce myself as the new Trainee Administrator. I can be contacted using the usual business telephone number or by the enquiries email verityusher@yahoo.co.uk. I will also be attending the Sports Club Exhibition at the NEC in Birmingham from 15 to 19 August. I look forward to meeting you in person when you attend the exhibition on August 18.
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71%

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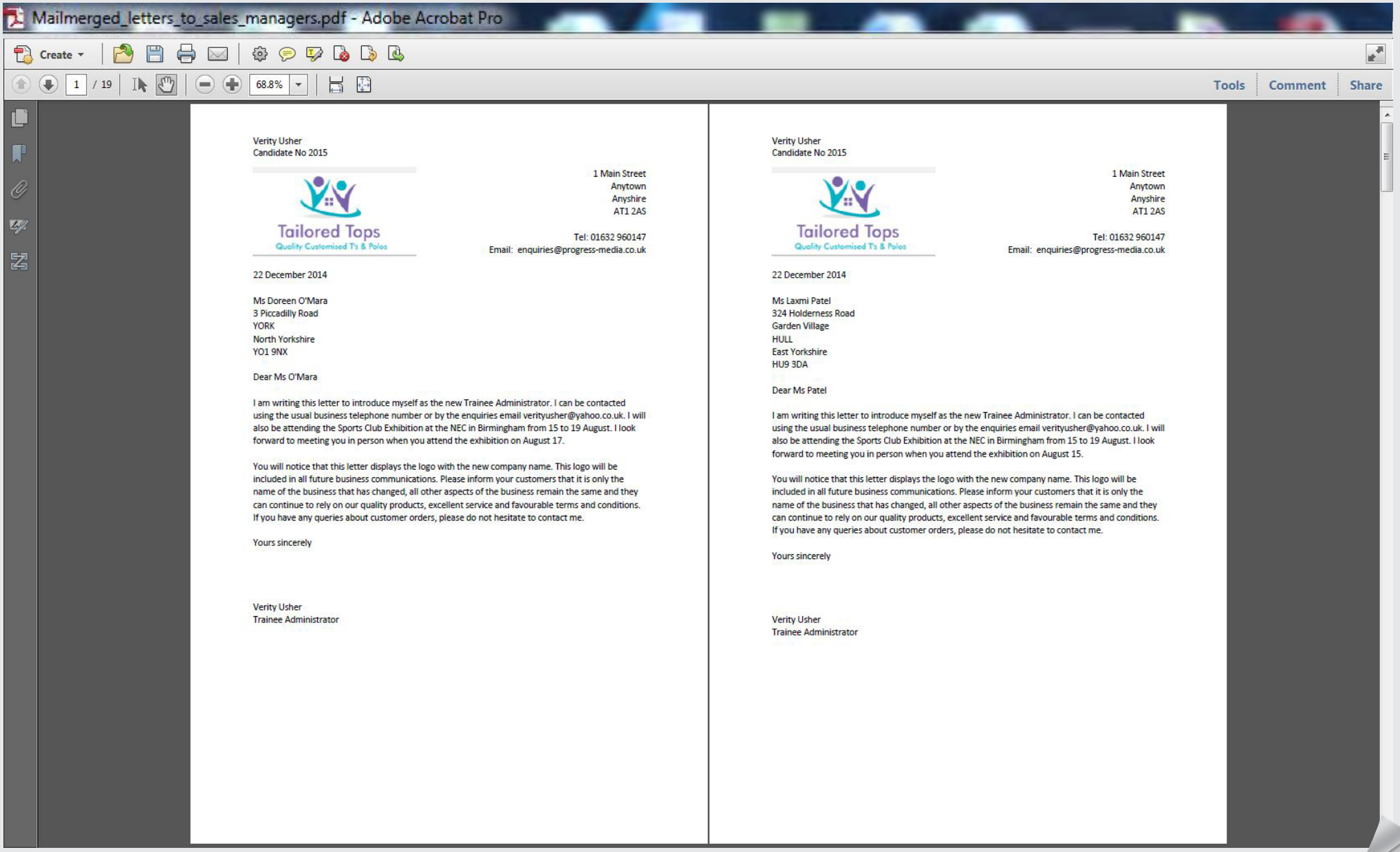
Trainee Administrator



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Marking commentary on MB3 sample learner work

The work for the data handling tasks is in response to the MStreamIT Assignment (Task 3 and Task 4). The mail merge evidence is from the he JB Clothing Emporium Assignment.

The learner has completed all aspects of Task 3. The searches for PG and Top 5 films are both accurate and have been recorded on separate sheets in the workbook. The total and average figures are also correct. When completing the modelling the learner has made an error when calculating the new price for Category B. They have multiplied the 10% by 2.25 instead of by 1.25; this has resulted in inaccurate figure for both the Category B price and the total revenue. The learner has used quite basic formulas but has managed to produce mainly correct results. The learner has adjusted the print settings to fit to one page wide and has printed both the spreadsheet and the formulas.

Task 4 has been completed using Database software. The learner has carried out all the edits accurately and has produced accurate searches. Although the learner has not produced any printouts, evidence of the reports can be seen in the actual database. Both reports display all the required data and the content of all fields is fully visible. The learner has also produced a second labels report, presumably for the letters to be sent to all customers. A document demonstrating how the outcomes were produced has also been produced.

The learner has chosen the most appropriate software for each task. Overall this is a very good response to this learning outcome with almost all the requirements being met so the learner can be awarded a mark in mark band 3.

Why it was awarded MB3 not MB2

Although, for Task 3, the learner could have used more effective formulas, for example IF statements, better use of cell referencing instead of using figures in the formula, they have used a range of formulas and have met most of the requirements of the task. The learner has fully met the task requirements for the membership data (the mail merge has been completed in response to the JB Clothing Emporium Assignment); therefore a mark in mark band 3 is fully justified.

Learning Objective 3 – Be able to select and use software to communicate information for a business

MB3

The file security and email evidence already shown under Learning Objective 1 on pages 25 to 33 and the mail merge letter shown under Learning Objective 2 on pages 51 to 53 must also be considered for this Learning Objective.

Marking commentary on MB3 sample learner work

The work for this learning outcome is in response to the JB Clothing Emporium Assignment.

The learner has created Word documents, a Word template, a Publisher publication, a PowerPoint Presentation, a PowerPoint Show, several Portable Network Graphics and several PDF documents. This can be considered to be a range of file types. Most of the file types are appropriate for the task although it seems the Publisher file has just been used to experiment with the graphics that were being created. A range of features, as listed in the Specification, have been evidenced. For example, merge fields have been added to the letter; for the publicity material, screen layouts have been created using an existing template and these have been adapted with frames being positioned to suit the content. Text has been copied into the letter, the created logo has been inserted into various documents and has been resized appropriately. Overall the tools have been used effectively to meet most of the specified requirements.

The learner has created the mail-merged letter. They have included the logo and have added appropriate merge fields. They have inserted text in the appropriate places although they have added their own email address rather than the company email address as instructed in the scenario.

The learner has used PowerPoint to create the promotional resource and has saved this as a PowerPoint show so that it can be viewed without the need for user-interaction although the timing on some slides is a little fast. The resource created does meet most of the requirements as it can be viewed on screen; it includes the new logo and most of the information provided in the text file; the key point that 'it is only the name that has changed' has also been mentioned on two screens. It is unfortunate that the contact details of the company (eg email, telephone number and address) have not been included and there is no mention of the sales representative who will be present on the stand.

Although the learner cannot be considered to have fully met the specified requirements, there are few errors in spelling, punctuation and grammar and the overall quality of the documents is good so a mark in mark band 3 can be considered.

Why it was awarded MB3 not MB2

This learning outcome is assessed using the learners responses to those tasks that involve communicating information using a range of documents that are typically used in business; the Specification for this learning outcome lists the range of software that learners are expected to be taught as Word Processing, Desktop Publishing, Presentation, Web page and Graphics. Although the learner has not used Web page software, all other types of software have been used, even if to a limited degree. A range of tools within these software packages have been used mainly to good effect, therefore a mark in mark band 3 is appropriate for the first part of this learning outcome.

For the second part of this learning outcome, the learner has used a good range of the tools listed in the specification, mainly to good effect. All tasks have been completed and with a few exceptions, the specified requirements have been met, therefore a mark in mark band 3 can be awarded.

Learning Objective 4 – Be able to use software tools to format information
MB3

This learning outcome assesses the formatting applied to all the tasks created to evidence leaning objectives 1, 2 and 3.

Marking commentary on MB3 sample learner work

The responses for all tasks must be considered when assessing this learning outcome. Although learners must submit only one assignment, for the purposes of these materials, the evidence of formatting is generated from the 'JB Clothing Emporium' assignment for learning outcome 1, and learning outcome 3 and from the 'MStreamIT' assignment for learning outcome 2. The learner has worked independently.

The learner has used a range of formatting techniques throughout the assignment. The Email Evidence document includes headings and subheading and has a number of graphics with arrows and boxes which have been grouped, text has been set to wrap top and bottom on most images, a page break has been inserted at the end of page 5 and the body text font is consistent throughout. The letter has been appropriately formatted with consistent paragraph spacing and appropriate spacing in the salutation complimentary close. Where graphics are present they are not distorted. Backgrounds and colours to match the new company logo have been used in the on-screen presentation and transition and animation effects have been applied. Headers and footers have been used to display the learner name and the Email Evidence document includes page numbers. The formatting has been applied consistently and does generally enhance the overall appearance of the documents. Most documents are clear and easy to read. A mark in mark band 3 is therefore appropriate.

Why it was awarded MB3 not MB2

Although a wider range of formatting techniques from the specification would be expected of a learner working at the top of mark band 3, for example, columns, bulleted and/or numbered lists, paragraph alignment, line spacing, tabs, more consistent use of headers and footers (not just to display the learner details) and automatic fields, scaling to page and setting print options; the learner has used a fairly wide range of features which for the most part have been used effectively and consistently to enhance the documents. The information is consistently clear and easy to read making a mark in mark band 3 the most appropriate.

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