OCR

RECOGNISING ACHIEVEMENT

Functional Skills Qualification in ICT

at Level 2

SAMPLE ASSESSMENT MATERIALS

OCR Functional Skills Qualification in ICT at Level 2

Sample Assessment Materials

The scheme code for these qualifications is:

OCR Functional Skills Qualification in ICT at Level 1   09877

![OCR logo](RECOGNISING ACHIEVEMENT)

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY   **09877**

PART A – **TASK AND ANSWER BOOKLET**

This assessment may be taken within these dates

SAMPLE ASSESSMENT MATERIAL   **TIME: 15 MINUTES**

INSTRUCTIONS
Fill in all the boxes below. Use BLOCK LETTERS.

Centre name	
Centre number	
Your OCR candidate number	
Your surname or family name	
Your first forename (if any)	
Your second forename (if any)	
Date of birth	

YOU NEED
- This task and answer booklet.
- Access to a computer, software and a printer.
- A pen with black ink.

YOU HAVE 15 MINUTES TO COMPLETE THE TASK

- Space has been provided in this booklet for you to write your answers but you may word process your answers if you prefer. Ensure that each answer is numbered correctly eg 1b).
- Printing may be carried out after the time allocated for this assessment.
- When you have finished, check that your name appears on EVERY printout. Printouts without names will be awarded no marks.
- Insert your printouts into this booklet in the correct order and hand it to your supervisor when you have completed both Part A and Part B of this test.

FOR EXAMINERS' USE ONLY	
Task No.	**Mark**
1a	/7
1b	/1
Total	**/8**

This document consists of 2 printed pages

Ali is the manager of the sales department of a company. You need to carry out the following task for Ali.

TASK 1

a)   Ali needs a map or diagram that shows the location of **The Village Hotel, Coventry, UK**. The annual sales conference is being held at this hotel and Ali wants to show those attending the conference exactly where the hotel is.

Find a suitable map or diagram on the internet.

Save a copy of the map or diagram you find. You will need the file you save to complete Task 2c in Part B of this test.

Evidence you must provide

Screen dump(s) of the search you carried out.

A printout of the map or diagram.

(7 marks)

b)   Why is it important to guard against computer viruses when downloading information from the internet?

_____

_____

(1 mark)

END OF PART A

Check that your name appears on EVERY printout. Insert your printouts, into this booklet in the correct order, and hand it to the supervisor when you have completed both Part A and Part B of this test. **Printouts without your name will be awarded no marks.**

Printouts required:

Printout(s) / screen dump(s) showing how the map or diagram was found
Printout of map or diagram of location of The Village Hotel, Coventry, UK

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY   **09877**

PART B – TASK AND ANSWER BOOKLET

This assessment may be taken within these dates

SAMPLE ASSESSMENT MATERIAL   **TIME: 1 HOUR 45 MINUTES**

INSTRUCTIONS

Fill in all the boxes below. Use BLOCK LETTERS.

Centre name

Centre number

Your OCR candidate number

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

YOU NEED

- This task and answer booklet.
- The Resource Booklet for this part of the test.
- Access to a computer, software and a printer.
- Access to the data files listed below. Your supervisor will tell you where these are stored.

  march 2010 newsletter text   **units sold 2009**
  units sold 2008   **units sold 2010**

- A pen with black ink.

YOU HAVE 1 HOUR 45 MINUTES TO COMPLETE THE TASK

- Printing may be carried out after the time allocated for this assessment.
- When you have finished, check that your name appears on EVERY printout. Printouts without names will be awarded no marks.
- Insert your printouts into this booklet in the correct order and hand it to your supervisor.

FOR EXAMINERS' USE ONLY	
Task No.	**Mark**
2a	/16
2b	/19
2c	/18
2d	/4
2e	/5
Total	**/62**

QCA Accreditation number – 500/8509/8   **09877**

This document consists of 4 printed pages

Ali is the manager of the sales department of a company. You need to carry out the following tasks for Ali.

Save your work regularly. You should save any files you create so it is clear to Ali what is in them.

Ali has provided you with the files listed below.

march 2010 newsletter text
units sold 2008
units sold 2009
units sold 2010

TASK 2

Ali has decided that the sales department needs a monthly newsletter. Ali wants the March 2010 newsletter to include sales data and details of the annual sales conference. Ali wants you to produce the March 2010 newsletter.

He has provided the text he wants in the newsletter in a file. You need to prepare other information required for the newsletter. You will do this in steps a) and b).

a)   Produce a chart that shows the five regions that have sold the most units so far in 2010. The chart should show the units sold in January and February.

   The data is in one of the files Ali has provided.

   Evidence you must provide

   A printout of the chart created.

(16 marks)

b)   Produce a list showing those regions where the percentage increase in sales from January to February 2010 was less than 2%. The list should include the units sold in both months and the percentage increase values.

(For each region, the percentage increase in sales is the units sold in February minus the units sold in January, with this result divided by the units sold in January.)

> **Evidence you must provide**
>
> A printout showing those regions where the percentage increase in sales from January to February was less than 2%.
>
> A printout of how you used ICT to carry out your calculations i.e. a formula printout.

(19 marks)

c)   Produce the newsletter for the sales department for March 2010. You must include in the newsletter:

- the text Ali has provided in a file
- the chart you have produced in Task 2a)
- the list you have produced in Task 2b)
- the map or diagram you found in Task 1a).

Ali has provided two newsletters produced by other departments for your information. These are in your Resource Booklet.

> **Evidence you must provide**
>
> A printout of the newsletter.

(18 marks)

d)   Prepare an email to Ali. He wants you to send him the newsletter and the files you used to create it in case he needs to edit anything.

Ali's email address is ali@progress-media.co.uk

(You just have to prepare the email. You do not have to send it).

> **Evidence you must provide**
>
> Screen dump(s) showing the email you have prepared.

(4 marks)

e)   Organise the files you have used and those you have created so they can be found easily.

Evidence you must provide

Screen dump(s) showing how you have organised all the files.

(5 marks)

END OF TEST

Check that your name appears on EVERY printout. Insert your printouts into this booklet, in the correct order, and hand it to the supervisor. **Printouts without your name will be awarded no marks.**

Printouts:

Printout of chart
Printout showing those regions where the percentage increase was less than 2%
Printout showing how ICT was used for calculations
Printout of newsletter
Screen dump showing evidence of the email you have prepared
Screen dump(s) showing the organisation of your files

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY   **09877**

SAMPLE ASSESSMENT MATERIAL

<u>PART B</u> – RESOURCE BOOKLET

This booklet contains information needed to answer Part B of the OCR Functional Skills ICT sample assessment tasks.

This document consists of 3 printed pages

MARKETING DEPARTMENT NEWSLETTER

February 2010

New website launch

This month sees the launch of our new website which has been redesigned and rebranded. The website has been re-launched with a vibrant new look, new content and significant layout updates and features.

As well as an enhanced experience for all our customers the new website will also provide our suppliers with a fresh new advertising medium to promote their new product lines.

Our market research shows that most of our customers fit within those age groups that represent the largest sectors of the UK's population, that is 25 to 39 year olds. This is clearly shown on the graph to the right.

Our research also tells us that these age groups buy more than 50% of their purchases on line. We feel that we need to tap into this market and do so aggressively.

Our new website provides us with a global reach that we have never known before and, at a lower cost.

The marketing department is now open 24/7.
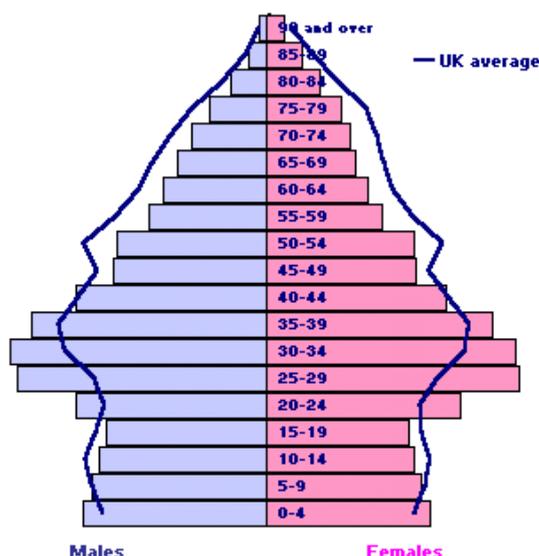
Weston Juniors Football League

We are pleased to announce that we have renewed our sponsorship deal with the committee of the Weston Juniors Football League for 2010. The 2009 trophy winners are shown below.

Trophy	Winner	Manager
Under 12 Cup	Lambshill 11	Sam Jones
Under 13 Cup	Downie United	Mohammed Pourgoli
Under 14 Cup	Batten Harriers	Mary Grant
Under 15 Cup	Lenton Under 15s	Sean Ransom

April 2010 Sales Conference

Our sales department is holding its annual sales conference in April of this year. They have invited all of the marketing department to take part in some sessions they think will be of interest to us.

Further details of the venue, dates and times will be published in our March 2010 newsletter. Until then …

HAPPY MARKETING!

HR DEPARTMENT NEWSLETTER

January 2010

Happy 2010

I would like to take this opportunity to wish you all a very happy New Year.

The HR department saw some changes at the end of 2009. We hope that the organisation chart will help you to locate who you should contact about various HR issues.

We are here to serve you so please get in touch with any queries you have.

Swine Flu

Unfortunately swine flu has not gone away yet so here are some ideas as to how you can help prevent it spreading.

Good hygiene practices:

- Wash hands frequently with soap and water to reduce the spread of virus from your hands to your face or to other people.
- Cover your nose and mouth when coughing or sneezing, use a tissue when possible.
- Dispose of dirty tissues promptly and carefully.
- Clean all hard surfaces (such as door handles) frequently, using a normal cleaning product.

Keeping Personal Information Secure

Finally, a reminder for 2010 about good practices in keeping personal information secure:

- ✓ keep passwords secure – change regularly
- ✓ dispose of confidential paper waste securely by shredding
- ✓ prevent virus attacks by taking care when opening emails and attachments or visiting new websites
- ✓ keep back-ups of information.

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

OCR FUNCTIONAL SKILLS QUALIFICATION IN ICT AT LEVEL 2

Specimen Mark Scheme

The maximum mark for this paper is [70].

ICT FUNCTIONAL SKILLS –SAMS 2010 MARK SCHEME

Series	SAMS 2010	Level	2

Mark scheme analysis

Skill area	Assessment Weightings	Marks out of 70	Actual Marks	Fixed response
Using ICT	20-30%	14-21	17	5 marks = 7.1%
Finding and selecting information	10-20%	7-14	11	
Developing, presenting and communicating information	50-70%	35-49	42	

Notes to Examiners:
- Every printout must have a name on it. **Any printout without a name must be marked but an award of zero made.**
- Follow through must be applied

Task	Skill Standard	Coverage and Range		Mark	Total
1a	2.4	2.4.1	Evidence of search criteria used eg The Village Hotel AND Coventry Evidence of inappropriate search criteria eg hotels in Coventry – 2 marks only Evidence of URL provided – 1 mark only	3	
	2.5	2.5.2	Map or diagram printed that shows precise location of The Village Hotel, Coventry Map or diagram printed that shows location The Village Hotel IN Coventry – 3 marks only Map or diagram printed that shows Coventry in context – 2 marks only Map or diagram printed that shows location of any hotel in Coventry – 1 mark only	4	8
1b	2.2	2.2.4	Eg - could import viruses that could cause loss of data *or* loss of functionality of computer system	FR 1	
2a	2.2	2.2.1	Appropriate software application selected - evidence provided of producing a chart	1	
	2.5	2.5.2	Correct data file (units sold 2010) has been selected from those provided	FR 1	
	2.1	2.1.1	Data charted is correct – Learner has broken down the multi-step task –carried out calculation correctly, sorted data correctly and then selected correct data to chart	3	
			Data charted is incorrect – Learner has broken down the multi- step task –carried out calculation, sorted data and selected data for top 5 regions but has made an error at one of the steps – 2 marks only		
			Data charted is incorrect – Learner has not carried out one of the steps eg calculation, sort or selection of top 5 regions – 1 mark only		
	2.7	2.7.2	Comparative bar chart used Comparative chart of any other type used – 2 marks only Attempt made to compare data sets seen eg 2 pie charts – 1 mark only	3	16
	2.6	2.6.1	Chart title entered (1) Chart title meaningful for chart produced (1)	2	
	2.9	2.9.2	Chart title spelt accurately (1)	1	
	2.6	2.6.1	Units sold values can be read from the chart (1) All required titles/labels/legend for the chart produced have been added (1)	2	
	2.6	2.6.1	All required titles/labels/legend are meaningful for the chart produced (1) Titles/labels do not obscure the chart data (1)	2	
	2.10.1	2.10.1			
	2.9	2.9.2	All required titles/labels/legend are spelt accurately (1)	1	

Task	Skill Standard	Coverage and Range		Mark	Total
2b	2.2	2.2.1	Appropriate software application selected - Evidence provided of processing numbers (1) Use of formulas (1)	2	
	2.1	2.1.1	Table produced with correct % data and correct filter/sort – Learner has broken down the multi-step task – carried out correct calculations and filter/sort	3	
			Table produced with % data and filter/sort applied – Learner has broken down the multi-step task – carried out calculations and filtered/sorted data with some error in the process – 2 marks only		
			Table produced with calculations **or** filtering/sorting applied – Learner has correctly identified some step in the process required –1 mark only		
	2.2	2.2.2	Evidence provided of changing settings to show formula	1	
	2.7	2.7.1	Effective formula(s) used to give correct results Effective formulas seen with 1 error in logic eg without parentheses – 3 marks only Effective formulas seen with 2 errors in logic eg without parentheses and incorrect cell referencing– 2 marks only Any evidence of any attempt at a formula used – 1 mark only	4	19
			Evidence of the use of replication of formulas seen	1	
	2.10	2.10.1	Label(s) for any calculation(s) added in appropriate location (1) Label(s) are meaningful (1)	2	
	2.6	2.6.1	Numerical data is formatted appropriately eg indication of % (1) Numerical data formatted to appropriate decimal places, ie 1 or 2 dps (1)	2	
	2.9	2.9.2	Label(s) are accurate (1)	1	
	2.4	2.4.1	Correct regions (<2%) selected – allow follow through based on calculations Selection of >2% – allow follow through based on calculations – 2 marks only Selection on any other identifiable criterion – 1 mark only	FR 3	

OCR Functional Skills Qualification in ICT at Level 2

Task	Skill Standard	Coverage and Range		Mark	Total
2c	2.2	2.2.1	Appropriate software application selection (combination of different types of information)	1	
	2.9	2.9.1	Text provided has been inserted (1) Chart inserted appropriately in relation Top 5 Regions text (1) Table inserted appropriately in relation to Sales Target text (1) Map inserted appropriately in relation to Sales Conference text (1) Chart, table and map inserted inside page margins (1)	5	
			Chart information is clearly displayed ie legends, titles etc. can be read clearly(1) Table information is clearly displayed ie all columns and row data can be read clearly (1) Table – information in columns is consistently aligned (1), Table - column widths are appropriate for data, that is, not too wide (1) Map or diagram is all clearly displayed (1) Text in newsletter has been split appropriately (1)	6	18
	2.10	2.10.1	Candidate has evaluated the presentation of the newsletter, ie Headings are formatted consistently (1) Body text has been formatted consistently (1) White space on newsletter is balanced (1) Appropriate heading (eg Sales Department Newsletter) and March 2010 have been entered (1) Printout of map or diagram is sized/coloured appropriately to suit purpose (1)	5	
	2.9	2.9.2	Heading and date entered accurately (1)	1	
2d	2.8	2.8.1	All newsletter files (eg spreadsheet, newsletter, image) attached to email Incomplete set of files attached to email – 2 marks only Evidence seen of preparing an email to Ali – 1 mark only	3	4
		2.8.1	Subject field is appropriate – eg Sales department newsletter, March 2010 newsletter	1	

Task	Skill Standard	Coverage and Range		Mark	Total
2e	2.3	2.3.1	Evidence seen of folder(s) created (1) Evidence seen of folder(s) with appropriate folder name(s) (1) Files placed in appropriate folder(s) (1) Meaningful filenames for data processing task a) and b) used e.g. Units sold 2010 analysis (1) Meaningful filename for newsletter task d) used e.g. March 2010 newsletter (1)	5	5

SAMPLE PRINTOUT OF SEARCHING
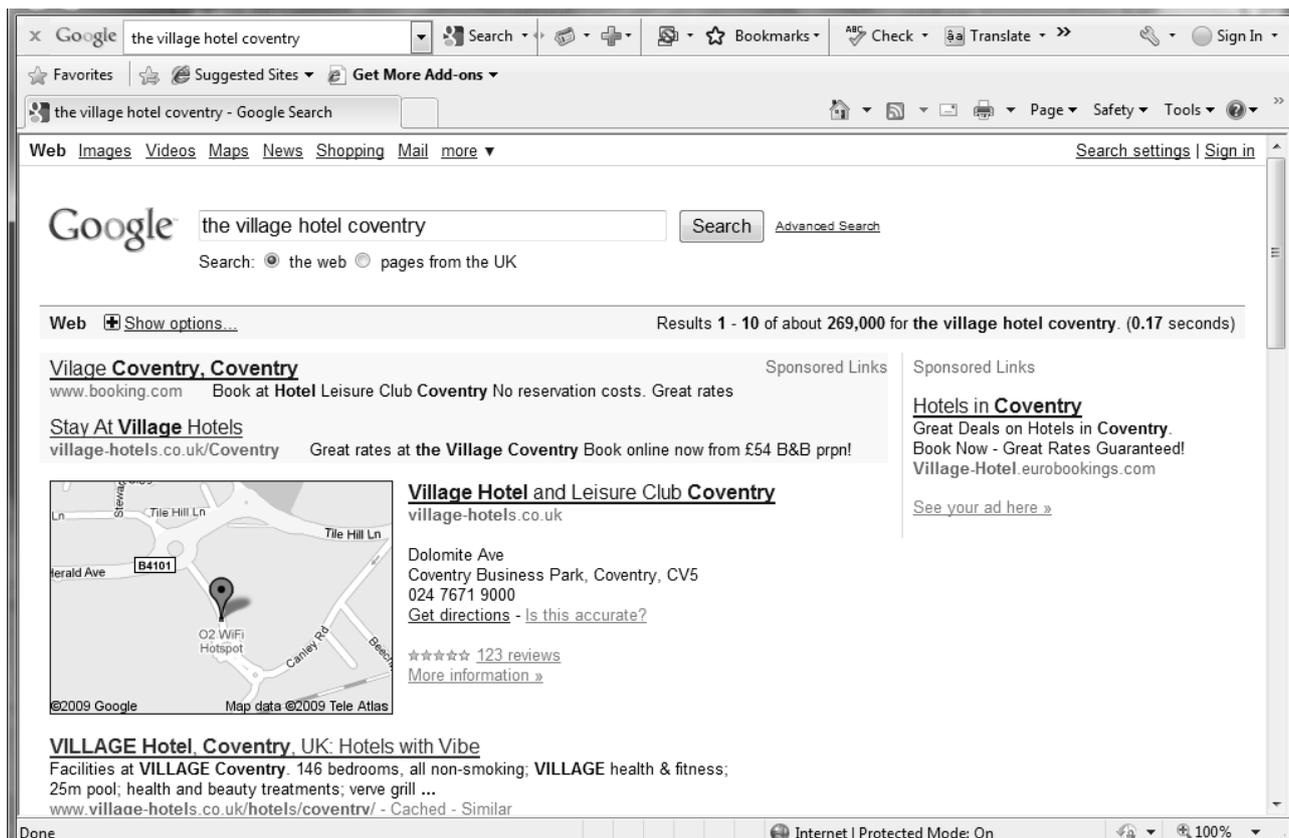
SAMPLE PRINTOUT OF MAP OR DIAGRAM
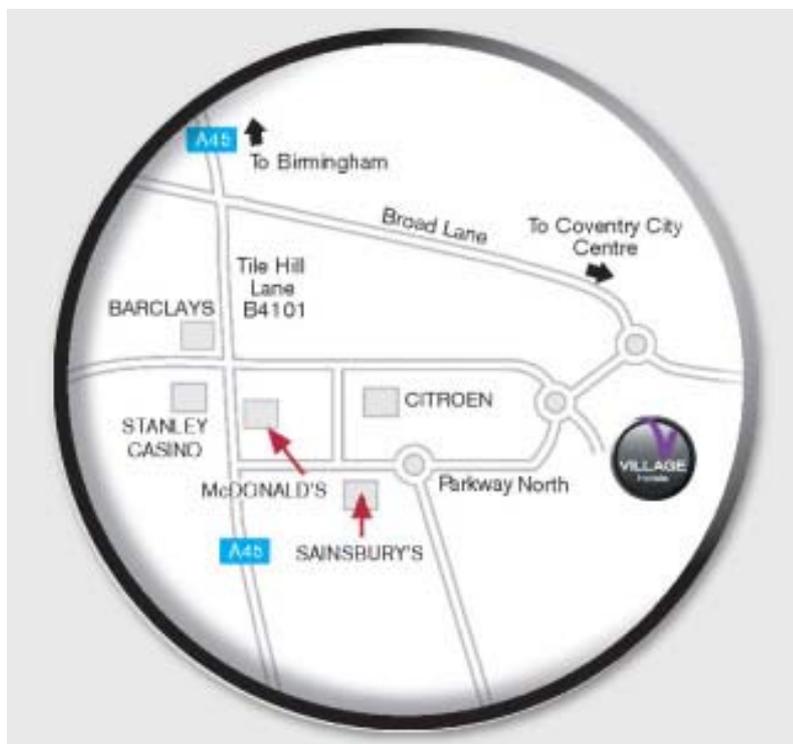
SAMPLE CHART PRINTOUT
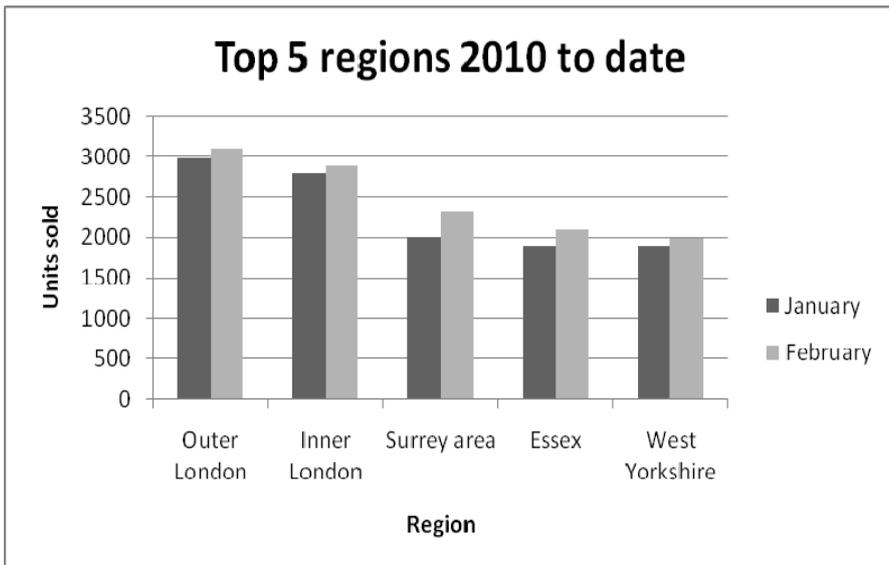
SAMPLE PRINTOUT – REGIONS WITH A % INCREASE <2%

Region	January	February	Increase
Bristol area	1788	1821	1.85%
Derby and Notts	1756	1777	1.20%
Tyne and Wear	1657	1675	1.09%
Leicestershire	1435	1450	1.05%

OCR Functional Skills Qualification in ICT at Level 2

SAMPLE FORMULA PRINTOUT

Units sold by Region in 2010

| Region	January	February	Units Sold to date	Increase
Outer London	2988	3100	=B4+C4	=(C4-B4)/B4
Inner London	2789	2889	=B5+C5	=(C5-B5)/B5
Surrey area	2005	2325	=B6+C6	=(C6-B6)/B6
Essex	1900	2090	=B7+C7	=(C7-B7)/B7
West Yorkshire	1889	1988	=B8+C8	=(C8-B8)/B8
South Scotland	1798	1987	=B9+C9	=(C9-B9)/B9
Bedfordshire area	1789	1891	=B10+C10	=(C10-B10)/B10
Bristol area	1788	1821	=B11+C11	=(C11-B11)/B11
Lincolnshire	1722	1867	=B12+C12	=(C12-B12)/B12
Derby and Notts	1756	1777	=B13+C13	=(C13-B13)/B13
Berkshire	1654	1765	=B14+C14	=(C14-B14)/B14
Tyne and Wear	1657	1675	=B15+C15	=(C15-B15)/B15
Kent	1554	1775	=B16+C16	=(C16-B16)/B16
Manchester	1588	1651	=B17+C17	=(C17-B17)/B17
Leicestershire	1435	1450	=B18+C18	=(C18-B18)/B18
East Anglia	1334	1444	=B19+C19	=(C19-B19)/B19
Tees	1289	1432	=B20+C20	=(C20-B20)/B20
West Midlands	1265	1345	=B21+C21	=(C21-B21)/B21
Lancashire	1222	1345	=B22+C22	=(C22-B22)/B22
Devon	1244	1321	=B23+C23	=(C23-B23)/B23
Dorset area	1245	1300	=B24+C24	=(C24-B24)/B24
North Scotland	1253	1290	=B25+C25	=(C25-B25)/B25
Eastern Scotland	987	1211	=B26+C26	=(C26-B26)/B26
Cumbria	1009	1100	=B27+C27	=(C27-B27)/B27
Herts	996	1110	=B28+C28	=(C28-B28)/B28
Cheshire	987	1089	=B29+C29	=(C29-B29)/B29
Northern Ireland	998	1021	=B30+C30	=(C30-B30)/B30
Merseyside	874	997	=B31+C31	=(C31-B31)/B31
East Yorkshire	921	945	=B32+C32	=(C32-B32)/B32
Cornwall area	876	901	=B33+C33	=(C33-B33)/B33
East Wales	788	879	=B34+C34	=(C34-B34)/B34
Hampshire area	768	867	=B35+C35	=(C35-B35)/B35
West Wales	689	781	=B36+C36	=(C36-B36)/B36
Shropshire	679	788	=B37+C37	=(C37-B37)/B37
North Yorkshire	678	771	=B38+C38	=(C38-B38)/B38
South Yorkshire	549	689	=B39+C39	=(C39-B39)/B39
Highlands	567	595	=B40+C40	=(C40-B40)/B40

Sales Department Newsletter March 2010

Top 5 Regions

During January and February 2010 the sales department has been busy selling our products and we have been successful in securing a solid chunk of the market.

We would like to give special note to the 5 regions that have sold the most units this year so far. As can be seen from the chart their sales were good in January but are even better in February.
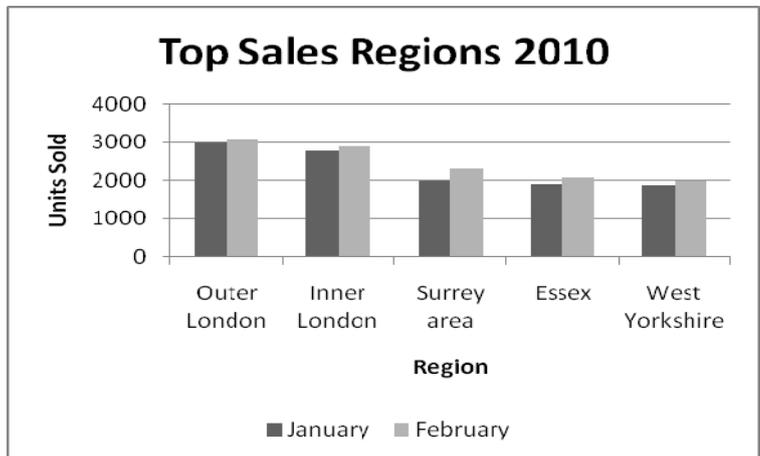
Sales Target – 2% Increase

We set ourselves an ambitious target for 2010. Our regional sales teams agreed to work towards a 2% increase in units sold each month. We now have the figures for January and February 2010. Most regions met the target but, as can be seen from the table, some regions struggled to meet the target. Better luck with the March figures.

Region	January	February	Units sold to date	Increase
Bristol area	1788	1821	3609	1.81%
Derby and Notts	1756	1777	3533	1.18%
Tyne and Wear	1657	1675	3332	1.07%
Leicestershire	1435	1450	2885	1.03%

April 2010 Sales Conference

As you are all aware our annual sales conference is taking place on 27-28 April 2010.

As previously advised it will take place in The Village Hotel, Coventry. As promised, here is a map showing the precise location of The Village Hotel in Coventry.

We hope to be joined by some of our colleagues from the Marketing Department to help us with our discussions about the way ahead for us.

Source: www.village-hotels.co.uk

SAMPLE PRINTOUT OF SENDING ALI THE FILES FOR THE NEWSLETTER
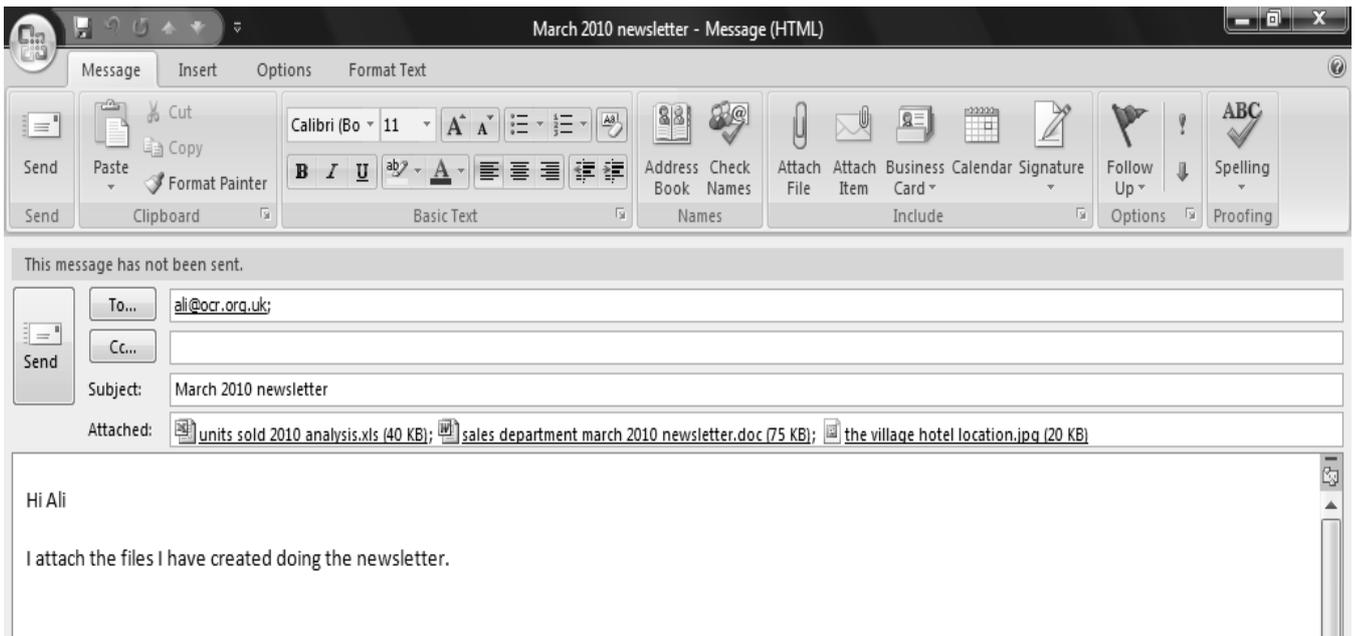
SAMPLE PRINTOUTS OF ORGANISING FILES FOR ALI
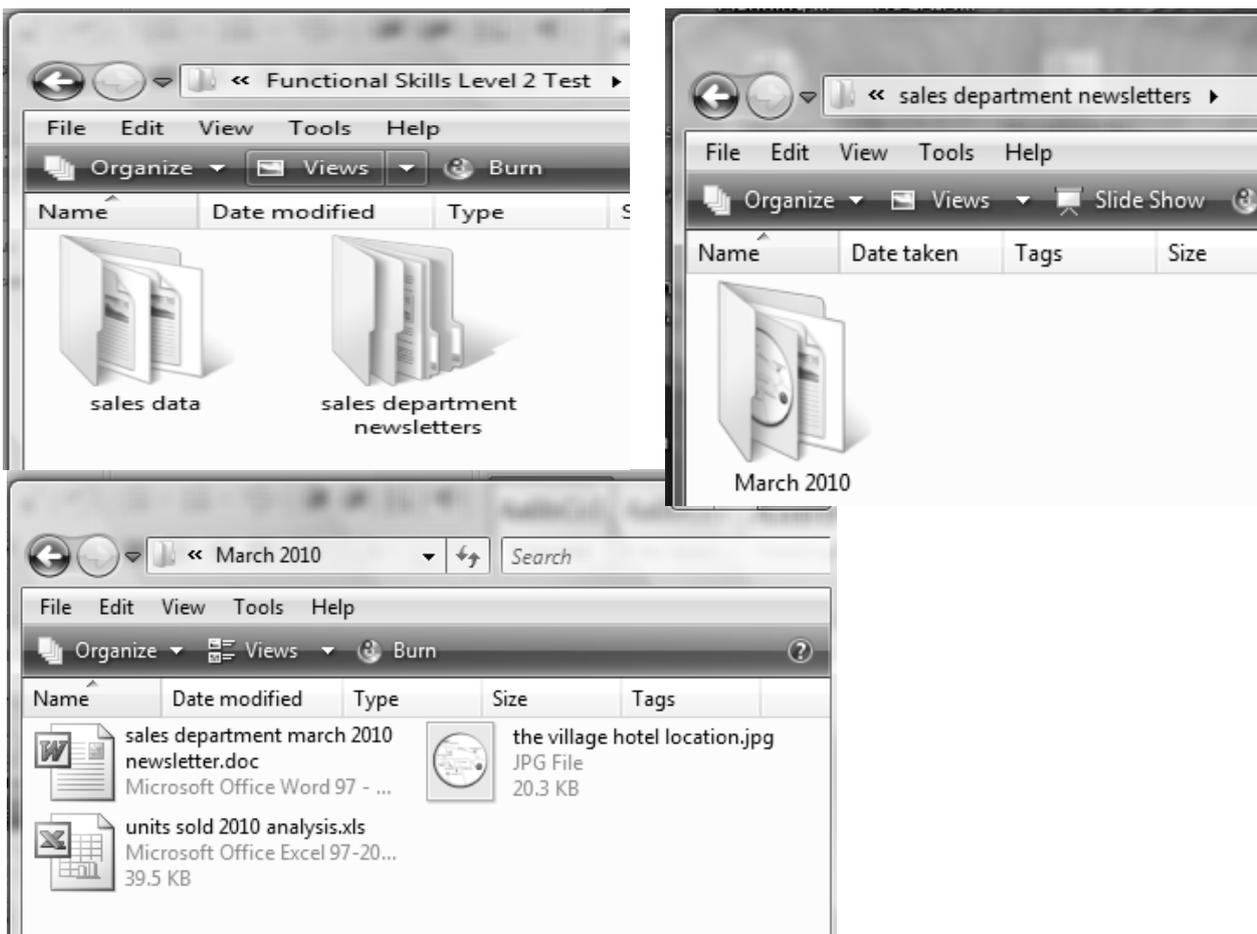
![OCR logo] OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS
LEVEL 2 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY   **09877**
SAMPLE ASSESSMENT MATERIAL

INSTRUCTIONS TO CENTRES

The test is divided into two parts – Part A and Part B. The following instructions must be followed.

• Both parts must be taken in one sitting as one test.

• At the start of the test the candidate should be provided with the Part A Task and Answer Booklet only.

• To complete Part A the candidate will require access to the internet to be able to receive and send emails.

• Candidates may be required to save or print out information they have found on the internet that they will then use as part of the Part B task(s).

• At the end of the 15 minutes allowed for Part A the centre should disable internet and email before the Part B Task and Answer Booklet and Resource Booklet are given out. The candidate should keep their work from Part A.

• When internet and email access have been disabled the candidate can be given Part B of the test.

• During the time allowed (1 hour 45 minutes) for Part B, candidates must not have access to the internet. Candidates should not be able to send or receive emails **but must have access to email software (such as Outlook or Outlook Express) so that they can demonstrate their ability to eg organise attachments when sending an emai**l.

• For Part B of the test candidates must use data provided by OCR to carry out this part of the test.

• At level 2 candidates should receive the Part B Resource Booklet at the same time as the Part B Task and Answer Booklet.

• Part A and Part B Task and Answer Booklets should be collected at the end of the test. The Part A and Part B Task and Answer Booklets for each candidate must be kept together when being sent to the examiner.

Use of data files

• One of the assessment criteria of the Functional Skills standards is that candidates show that they can "select and use software applications to meet needs". Candidates will have to copy and paste or import the data provided into appropriate software applications that they have selected during the test, to carry out the tasks set.

This document consists of 9 printed pages

- It is the centre's responsibility to ensure that candidates are prepared to do this.

- OCR will provide the data required for tests in the following formats:

  Microsoft 97 – 2003 document (.doc)
  Text files – (.txt)
  Image files are supplied as .jpg
  Video clips are supplied as .mpg, .mp4 and .wmv
  Sound clips are supplied as .mp3

- It is the centre's responsibility to ensure that the data files are in a format that suits how their candidates have been prepared.

  For example, candidates can copy and paste the data provided in Microsoft Word into a spreadsheet application so that they can process numerical data, display numerical data in a graphical format and/or enter, search, sort and edit records.
  However, some database applications do not allow this facility and candidates will need to import the data from a text file.

- Centres can use the .txt files to ensure that the data is presented to candidates in a format that suits them (if Microsoft 97 – 2003 format is not suitable). Instructions for formatting any of the files are detailed on the following pages.

  or

  Centres may provide the data as .txt files to candidates to use to import the data into various applications. This should only happen if that is how the candidates have been prepared.

- It may be required that the data files for the test are provided in a specified folder structure.

- Folders/files must be available for each individual candidate to work with during the test. Candidates should not have access to any of the data files prior to the test or after printing has been carried out.

DATA FILES

Data files have been supplied for this test as follows.

File name	Format provided
march 2010 newsletter text	.doc (Microsoft Word 97-2003 format) .txt
units sold 2008	doc (Microsoft Word 97-2003 format) .txt
units sold 2009	.doc (Microsoft Word 97-2003 format) .txt
units sold 2010	.doc (Microsoft Word 97-2003 format) .txt

march 2010 newsletter text file – text should be formatted as set out below.
Font: Headings – Arial 11 point, bold
Font: Body text – Arial 11 point
Alignment: left.
Line spacing: single.

Top 5 Regions

During January and February 2010 the sales department has been busy selling our products and we have been successful in securing a solid chunk of the market.

We would like to give special note to the 5 regions that have sold the most units this year so far. As can be seen from the chart their sales were good in January but are even better in February.

Sales Target – 2% Increase

We set ourselves an ambitious target for 2010. Our regional sales teams agreed to work towards a 2% increase in units sold each month. We now have the figures for January and February 2010. Most regions met the target but, as can be seen from the table, some regions struggled to meet the target. Better luck with the March figures.

April 2010 Sales Conference

As you are all aware our annual sales conference is taking place on 27-28 April 2010.

As previously advised it will take place in The Village Hotel, Coventry. As promised, here is a map showing the precise location of The Village Hotel in Coventry.

We hope to be joined by some of our colleagues from the Marketing Department to help us with our discussions about the way ahead for us.

units sold 2008 file – text should be formatted in a table, as set out below.
Font: Arial 11 point.
Alignment: as set out below.
There should be no cell borders. (Cell borders are shown below for display only.)

Units sold by Region in 2008												
Region	January	February	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Tees	1252	1391	1442	1434	1451	1464	1397	1282	1325	1352	1401	1435
Tyne and Wear	843	937	988	980	997	1010	828	760	803	830	879	990
Cumbria	763	848	899	891	908	921	952	873	916	943	992	903
Cheshire	1199	1333	1384	1376	1393	1406	1300	1193	1236	1263	1312	1378
Manchester	1044	1160	1211	1203	1220	1233	1515	1390	1433	1460	1509	1209
Lancashire	761	845	896	888	905	918	917	841	884	911	960	900
Merseyside	1076	1196	1247	1239	1256	1269	921	845	888	915	964	1244
East Yorkshire	677	752	803	795	812	825	835	766	809	836	885	809
North Yorkshire	437	486	537	529	546	559	532	488	531	558	607	548
South Yorkshire	319	354	405	397	414	427	372	341	384	411	460	419
West Yorkshire	1549	1721	1772	1764	1781	1794	2040	1872	1915	1942	1991	1759
Derby and Notts	1427	1586	1637	1629	1646	1659	1875	1720	1763	1790	1839	1626
Leicestershire	1296	1440	1491	1483	1500	1513	1475	1353	1396	1423	1472	1483
Lincolnshire	1758	1954	2005	1997	2014	2027	2024	1857	1900	1927	1976	1987
Herts	836	929	980	972	989	1002	929	852	895	922	971	982
Shropshire	503	558	609	601	618	631	533	489	532	559	608	619
West Midlands	1118	1242	1293	1285	1302	1315	1263	1159	1202	1229	1278	1289
East Anglia	1190	1322	1373	1365	1382	1395	1349	1238	1281	1308	1357	1368
Bedfordshire area	1667	1852	1903	1895	1912	1925	1915	1757	1800	1827	1876	1887
Essex	1512	1680	1731	1723	1740	1753	1732	1589	1632	1659	1708	1719
Inner London	2456	2729	2780	2772	2789	2802	2853	2617	2660	2687	2736	2747
Outer London	2602	2891	2942	2934	2951	2964	3026	2776	2819	2846	2895	2906
Berkshire	1525	1695	1746	1738	1755	1768	1747	1603	1646	1673	1722	1733

Surrey area	2729	3032	3083	3075	3092	3105	3176	2914	2957	2984	3033	3044
Hampshire area	596	662	713	705	722	735	644	591	634	661	710	721
Kent	1421	1578	1629	1621	1638	1651	1623	1489	1532	1559	1608	1619
Bristol area	1666	1851	1902	1894	1911	1924	1914	1756	1799	1826	1875	1886
Dorset area	956	1062	1113	1105	1122	1135	1071	983	1026	1053	1102	1113
Cornwall area	709	788	839	831	848	861	778	714	757	784	833	844
Devon	1096	1217	1268	1260	1277	1290	1237	1135	1178	1205	1254	1265
West Wales	514	571	622	614	631	644	546	501	544	571	620	631
East Wales	617	686	737	729	746	759	669	614	657	684	733	744
Eastern Scotland	826	917	968	960	977	990	917	841	884	911	960	971
South Scotland	1524	1694	1745	1737	1754	1767	1746	1602	1645	1672	1721	1732
North Scotland	1105	1228	1279	1271	1288	1301	1248	1145	1188	1215	1264	1275
Highlands	385	428	479	471	488	501	393	361	404	431	480	491
Northern Ireland	571	635	686	678	695	708	615	564	607	634	683	694

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Units sold by Region in 2009												
Region	January	February	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Tees	1194	1345	1216	1240	1233	1228	1249	1325	1232	1380	1369	1215
Tyne and Wear	848	999	870	887	887	879	896	941	879	985	974	869
Cumbria	875	1026	897	915	914	906	924	971	907	1016	1005	896
Cheshire	1305	1456	1327	1354	1344	1340	1363	1449	1346	1507	1496	1326
Manchester	1171	1322	1193	1217	1210	1205	1226	1300	1209	1354	1343	1192
Lancashire	836	987	858	875	875	867	884	928	867	971	960	857
Merseyside	839	990	861	878	878	870	887	931	870	975	964	860
East Yorkshire	770	921	792	808	809	800	817	855	800	896	885	791
North Yorkshire	527	678	549	560	566	554	569	585	552	618	607	548
South Yorkshire	398	549	420	428	437	424	437	442	420	471	460	419
West Yorkshire	1738	1889	1760	1795	1777	1778	1804	1929	1787	2002	1991	1759
Derby and Notts	1605	1756	1627	1660	1644	1643	1669	1782	1652	1850	1839	1626
Leicestershire	1284	1435	1306	1332	1323	1319	1341	1425	1324	1483	1472	1305
Lincolnshire	1725	1876	1747	1782	1764	1764	1791	1915	1774	1987	1976	1746
Herts	845	996	867	884	884	876	893	938	876	982	971	866
Shropshire	528	679	550	561	567	556	570	586	553	619	608	549
West Midlands	1114	1265	1136	1159	1153	1147	1168	1237	1151	1289	1278	1135
East Anglia	1183	1334	1205	1229	1222	1217	1238	1313	1221	1368	1357	1204
Bedfordshire area	1638	1789	1660	1693	1677	1677	1702	1818	1685	1887	1876	1659
Essex	1491	1642	1513	1543	1530	1528	1552	1655	1535	1719	1708	1512
Inner London	2390	2541	2412	2460	2429	2436	2469	2653	2452	2747	2736	2411
Outer London	2530	2681	2552	2603	2569	2578	2612	2808	2595	2906	2895	2551
Berkshire	1503	1654	1525	1556	1542	1540	1565	1668	1548	1733	1722	1524
Surrey area	2650	2801	2672	2725	2689	2699	2734	2942	2717	3044	3033	2671
Hampshire area	617	768	639	652	656	645	661	685	644	721	710	638

OCR Functional Skills Qualification in ICT at Level 2

Kent	1403	1554	1425	1454	1442	1439	1463	1557	1446	1619	1608	1424
Bristol area	1637	1788	1659	1692	1676	1676	1701	1817	1684	1886	1875	1658
Dorset area	960	1111	982	1002	999	992	1011	1066	994	1113	1102	981
Cornwall area	725	876	747	762	764	754	771	805	754	844	833	746
Devon	1093	1244	1115	1137	1132	1126	1146	1213	1129	1265	1254	1114
West Wales	538	689	560	571	577	566	580	597	563	631	620	559
East Wales	637	788	659	672	676	666	681	707	664	744	733	658
Eastern Scotland	836	987	858	875	875	867	884	928	867	971	960	857
South Scotland	1502	1653	1524	1554	1541	1539	1563	1667	1546	1732	1721	1523
North Scotland	1102	1253	1124	1146	1141	1135	1155	1223	1138	1275	1264	1123
Highlands	416	567	438	447	455	442	456	462	439	491	480	437
Northern Ireland	593	744	615	627	632	621	636	658	619	694	683	614

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Units sold by Region in 2010		
Region	January	February
Tees	1289	1432
Tyne and Wear	1657	1675
Cumbria	1009	1100
Cheshire	987	1089
Manchester	1588	1651
Lancashire	1222	1345
Merseyside	874	997
East Yorkshire	921	945
North Yorkshire	678	771
South Yorkshire	549	689
West Yorkshire	1889	1988
Derby and Notts	1756	1777
Leicestershire	1435	1450
Lincolnshire	1722	1867
Herts	996	1110
Shropshire	679	788
West Midlands	1265	1345
East Anglia	1334	1444
Bedfordshire area	1789	1891
Essex	1900	2090
Inner London	2789	2889
Outer London	2988	3100
Berkshire	1654	1765
Surrey area	2005	2325
Hampshire area	768	867
Kent	1554	1775
Bristol area	1788	1821
Dorset area	1245	1300
Cornwall area	876	901
Devon	1244	1321
West Wales	689	781
East Wales	788	879
Eastern Scotland	987	1211
South Scotland	1798	1987
North Scotland	1253	1290
Highlands	567	595
Northern Ireland	998	1021