



EXAMINATIONS COUNCIL OF ESWATINI  
Eswatini Prevocational Certificate of Secondary Education

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**5924/2B**

Paper 2 Part B (Practical)

**October/November 2023**

**2 hours**

Additional Material

Candidates Source files

**Total: 60 marks**

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**READ THESE INSTRUCTIONS FIRST**

**Carry out all instructions in each step.**

Enter your name, Centre number and candidate number on **EVERY** printout before it is sent to the printer.

Printouts with hand written candidate details will not be marked.

The number of marks is given in brackets [ ] at the end of each question or part question.

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This document consists of **5** printed pages and **3** blank pages.

**TASK 1 – SPREADSHEET**

SOCCER TOURNAMENT 2023 participants have been captured in a spreadsheet.

**NOTE:**

- Use formulae and/or functions for **ALL** calculations in the spreadsheet.
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained, even if the existing data changes.

Open the **2023\_Participants** spreadsheet that contains information about participants and their accommodation.

**1** Format **row 6** as follows:

- Change the height of **row 6** to 16 pt.
- Wrap the headings in **row 6**. [2]

**2** Insert a formula in **cell H7** to determine the total number of nights the guest will stay at their accommodation. [2]

**3** Use a VLOOKUP function in **cell I7** to determine the rate per night for the accommodation booked. Use the accommodation information in **column D** and the lookup table in the **Rates** worksheet.

Ensure that the function will work correctly if it is copied to the rest of the cells in the column. [4]

**4** Insert a formula in **cell J7** to calculate the amount due using the number of nights in **column H** and the rate given in **column I**. Format this value to display as currency to 2 decimal places. [3]

**5** Insert a function/formula in **cell L7** to calculate the amount of discount each guest will receive.

The discount is based on the star rating of the accommodation **column K** and the amount **column J**.

Each star represents a 1% discount:

- A visitor who stays in accommodation with a one-star rating \*will get 1% discount on the amount due.
- A visitor who stays in accommodation with a two-star rating \*\*will get 2% discount on the amount due.
- A visitor who stays in accommodation with a three-star rating \*\*\*will get 3% discount on the amount due.
- All others get 5% discount

Format this value to display as currency. [5]

- 6 The 7th number of the identity number in column C represents the gender of the person.

EXAMPLE:	Identity number	Characters 1 to 6	Character 7	Characters 8 to 13
	8101182331045	810118	2	331045

Gender

The function in **cell M7** attempts to extract the 7th character from the identity number [**column C**] but currently extracts more than one character.

Modify the function:

- to correctly extract the single character representing the gender from the identity number
- to display 'Male' or 'Female' in **cell M7** depending on the value:

– a number greater than or equal to 5 represents a male

– a number smaller than or equal to 4 represents a female. [5]

- 7 Replicate the formulas inserted in Questions 2 to 6 to all the other cells [1]

- 8 Insert a function in **cell G2** to determine the lowest rate per night [**column I**]. [2]

- 9 Insert a function in **cell G3** to determine the number of 3 star (\*\*\*) ratings in [**column K**]. [3]

- 10 Insert a function in **cell G4** to calculate the total amount earned [**column J**] by all accommodation types containing the text 'Country' [**column E**]. [4]

- 11 Enter your name, centre number and candidate number into the header, so that it appears on all printouts. Save your spreadsheet

Print your spreadsheet showing the values. Make sure:

- it is in portrait orientation
- your name, centre number and candidate number appear in the header
- row and column headings are displayed
- the content of all cells are fully visible [2]

- 12 Print your spreadsheet showing the formulae. Make sure:

- it is in landscape orientation
- your name, centre number and candidate number appear in the header
- row and column headings are displayed
- the content of all cells are fully visible [2]

**Total Task: 35 Marks**

**TASK 2 – DATABASE**

You are going to work on the **2023\_Reservations** database, which contains data obtained from a survey completed by visitors to Agra.

- Create an evidence document with your name, candidate number and centre number on the header of this document. Save this document with filename: **2023A** followed by your candidate number, example: 2023A6850

Open the file 2023\_Reservations file in your database software.

Open the **customertbl** table in Design View as follows:

- 13** Move the primary key from the *Code* field to the *SurveyNo* field.  
Place in your Evidence Document a screenshot to show you have changed the primary key. [1]
- 14** A validation rule was set on the *DateIn* field.  
Insert appropriate validation text for the *DateIn* field.  
Place in your Evidence Document a screenshot to show how you inserted the validation text [1]
- 15** The *Days* field contains a calculation that attempts to determine the number of days a tourist spent in Agra. This should deduct the in date from the out date. Correct this calculation.  
  
Place in your Evidence Document a screenshot to show how you changed the data. [1]
- 16** Open the **travellers\_form** form, based on the **customertbl** table in Design View, and do the following:
- Add your examination number to the form header.
  - Insert a combo box to display the traveller types:
    - Use the options stored in table **optionstbl**.
    - Link the combo box to the *TravellerType* field.
    - Ignore the text in the label.

Save your form. Place in your Evidence Document a screenshot of the form in design view with the properties of the combo box shown. [5]

17 Open the **query\_one** query in Design View and modify it as follows:

- Display only ratings of '5'.
- Group the query on the average of the *EstimateAmount* field.
- Ensure that the amounts in the *EstimateAmount* field display TWO decimal places.

Save and Place in your Evidence Document:

- a screenshot to show the **query\_one** in design view.
- a screenshot to show the **query\_one** in datasheet view. [5]

18 Open the **query\_two** query in Design View and do the following:

Display the records of the tourists whose:

Code starts with the letter 'S' and ends with the number 0; and

- Reaction was anything other than 'Unmoved'
- Sort data in ascending order of Country

Save and place in your Evidence Document a screenshot to show the **query\_two** query in design view. [6]

19 Open the **query\_three** query in Design View and do the following:

- Display only female tourists.
- Modify the *Reaction* field in the query to become a calculated field called *CodeLetter*. This calculated field should display only the first character of the *Reaction* field.
- Display only the *Name* and *Surname* fields and the calculated field *CodeLetter*.

Save and place in your Evidence Document a screenshot to show the **query\_three** query in design view. [6]

20 Save your evidence document.

Print your evidence document.

**Total Task: 25 Marks**





