2019 Computer Applications Olympiad
Final Round: Session 1 - Morning

The purpose of the 2-hour morning session is to prepare for the 4-hour afternoon session. At least 10% of the marks for the Finals will come from in the morning session exercises.

Morning Session: Word Processing

Examine the programme of the ASA National Senior Track and Field Championship.

In Word list all the errors in the table. In your Word document give all the errors a number. In case your errors are not understood in the Word document put the corresponding numbers on the printed programme.

Morning Session: Spreadsheet

This morning's session is about learning something new in which may be useful in the future. The Excel topics you will cover are **tables, pivot tables** and **slicers**. While you have been provided with some websites as a starting point, you may use any that you wish to. You will not be able to watch all the videos and visit all the sites in the time available, so use you time wisely.

The main source of information you should use comes from an excellent website for Excel training.

https://chandoo.org/wp/data-tables/

A good starting video on tables would be https://www.youtube.com/watch?v=Du73CPqWGQw

For more on pivot tables go to https://chandoo.org/wp/excel-pivot-tables/ and more on slicers go to https://chandoo.org/wp/introduction-to-slicers/

Your task:

Open the spreadsheet file called **Morning Excel Data.xlsx**. It contains information on 1083 students at a college. The students have been placed into three categories for sports purposes based on their age. These categories are Junior, Youth and Sub-youth.

Your first task is to assign the pupils to one of **four** houses. You may choose the names for the four houses but there should be a similar number of students in each house for each category & gender. Add the house for each student in column H.

Secondly, create a table, similar to the one below, along with the slicers, which shows the number of students in each house.

	Blue	Green	Pink	Yellow	Grand Total
Junior	**83**	**83**	**83**	**83**	**332**
Female	42	42	41	41	166
Male	41	41	42	42	166
Sub-Youth	**91**	**91**	**91**	**90**	**363**
Female	52	51	51	51	205
Male	39	40	40	39	158
Youth	**97**	**97**	**97**	**97**	**388**
Female	48	48	48	48	192
Male	49	49	49	49	196
Grand Total	**271**	**271**	**271**	**270**	**1083**

CAT

- Junior
- Sub-Youth
- Youth

Gender

- Female
- Male

Morning Session: Database

Use the **CycleTour** database to answer the questions in this section.

Before answering the questions, you might want to consult the following websites:

- Guide to table relationships: https://support.office.com/en-gb/article/guide-to-table-relationships-30446197-4fbe-457b-b992-2f6fb812b58f
- Use parameters to ask for input when running a query: https://support.office.com/en-gb/article/use-parameters-to-ask-for-input-when-running-a-query-c2806d3d-d500-45a8-8507-ec6af351b6ed
- Enable users to find a record by selecting a value from a list: https://support.office.com/en-us/article/enable-users-to-find-a-record-by-selecting-a-value-from-a-list-e3ed7711-433a-4931-9cab-b0f71a90c329
- Create a form that contains a sub-form: https://support.office.com/en-gb/article/create-a-form-that-contains-a-subform-a-one-to-many-form-ddf3822f-8aba-49cb-831a-1e74d6f5f06b

Tasks:

From question 2 onwards, save your answers using meaningful file names.

1. Open the database and use the Database Tools to view the relationships (no marks)
2. Create a query which asks for the start group. The query should display the year, gender, race position, group position and gender position.
3. Create a report based on the query in
4. Create a form which displays the cyclist's start group, group position, race position and race time. Add a drop-down control so that you can use the cyclist's race number to display that cyclist's details.
5. Create a form with a sub-form. The choice of fields to display is up to you. Remember, however, that the sub-form must be based on a table which is at the many side of a one-to-many relationship. See question 1.