

You work for ToneIT who own several gyms throughout Europe and offer a selection of gym classes to the public.

All documents produced must be of a professional standard, suit the business context and contain your candidate details. You must place the supplied company logo on the right at the top of each document, resized to 3 cm square. Each document must fit on a single page wide.

All currency values must be in Euros set to 2 decimal places. All dates must be set in the DD/MM/YYYY format. If the Euro sign (€) is not available, select any available currency sign.

You are going to create a relational database to organise and manipulate details of members, classes and trainers.

You must use the most efficient methods to solve each task.

You are required to provide evidence of your work, including screenshots at various stages. Each screenshot should clearly show the relevant evidence. You will record your evidence in the document **ToneITEvidence.rtf**

Open the file **ToneITEvidence.rtf**

Place your name, Centre number and candidate number on the right in the header of your Evidence Document.

Save it with the name:

CentreNumber_CandidateNumber_Evidence

e.g. ZZ999_99_Evidence

You have been provided with the following files:

members.csv – the list of all members

trainers.csv – the list of all trainers

classes.csv – the list of all the classes

bookings.csv – the list of the bookings made by members

gymlogo.png – company logo to be used on documents

gymmailer.rtf – a template letter to notify members about special offers

ToneITEvidence.rtf – a template for your evidence.

- 1 (a) Examine the files **members.csv**, **trainers.csv**, **classes.csv** and **bookings.csv** and create a relational database.

Members who are on a Cardio or Weight Loss programme will have their Body Mass Index (BMI) monitored by the gym.

Add a field to the appropriate table to calculate BMI of each member of the gym. The calculation for BMI is:

$$\text{weight} \div \text{height}^2$$

Show the BMI data to 1 d.p.

Place a screenshot in your Evidence Document of all the data in the **Members** table. Make sure all data and headings are fully visible.

Show, in your Evidence Document, screenshot evidence of your table structures, calculation, data types, key fields and the relationships between tables, including field names and types of relationship you have created.

- 1 (b) *Trainers who have a speciality of Cardio or Weight Loss want to see the BMI of the members on a Cardio or Weight Loss programme.*

Export the BMI data of members on a Cardio or Weight Loss programme to a document to send to trainers. Show only the member_number, member_forename, member_surname, fitness_programme and BMI fields in your exported data.

The document should have a title of **Memo**

Below the title, add the text:

This is the BMI information for members on a Cardio or Weight Loss programme.

Trainers who have a speciality of Cardio or Weight Loss should receive the document. Trainers who specialise in Dance Cardio should **not** receive the document. The trainer's full name should be included in the header of the document.

Include your name, Centre number and candidate number at the bottom of the document.

Print the merge document showing all the field codes.

Perform the mail merge to create and print the individual documents.

Include screenshot evidence of your selection methods in your Evidence Document. [29]

- 2 (a) *The Manager of the gym wants information about the income of each class. He also wants to know if a class is making a profit.*

Calculate the income for each class and create a report to display the class name and the income.

(Income = class cost × number of members booked on a class).

Include your name, Centre number and candidate number at the top of the report.

Include screenshot evidence of your selection methods and the calculation in your Evidence Document.

Print the report.

- 2 (b) The expenditure to the gym to run each class is €25. Calculate the profit or loss for each class (a loss is when profit is less than 0).

(Profit = Income – Expenditure).

Create a report to show the classes run by a trainer. The report should use suitable prompts for the user to select the trainer.

Display the trainer's full name and the number of classes they run at the top of the report.

For each class display the class name and profit or loss value.

Include in your report a suitable graph or chart to show the profit or loss of each class for that trainer.

Include your name, Centre number and candidate number at the bottom of the report.

Print the report for Gurdeep Singh.

Include screenshot evidence of your selection methods and the calculation in your Evidence Document. [39]

- 3 Calculate the age, in years, of each member. Use the **gyemailer.rtf** template file to mail merge a letter to members who are aged 35 or over, and on the mailing list, about a special offer.

Members who are aged 35 or over and on a general fitness programme should receive a letter that, where indicated, should read:

As a member on a general fitness programme you are entitled to a 10% discount on all classes in June.

Members who are aged 35 or over on any other programme should receive a letter that, where indicated, should read:

There are many classes available at our gym. Look out for our special offers.

Steffi Beckenbauer does not need a letter.

Include your name, Centre number and candidate number at the bottom of each letter.

Print the merge document showing all the field codes.

Perform the mail merge to create and print the individual letters.

Include evidence of your calculation and selection method in your Evidence Document.

Save and print your Evidence Document.

[22]

Write today's date in the box below.

Date

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