

Higher Administration & IT

Just Sharing

Databases (2006 – SQA Prelim)



You work from home as a freelance virtual assistant for a number of small businesses. One of your main clients is a chain of shops selling fair trade products called Just Sharing. These shops are located throughout Scotland and are supervised by Area Managers.

You have been asked to analyse and prepare documents by Karen McDonald, Area Manager for the Northern Region, for the monthly meeting of all Area Managers which is on the first Monday of next month.

These tasks are detailed in the memo on the following pages.

Make sure that you familiarise yourself with all of the electronic files before starting the tasks.

THE TASK:

JUST SHARING



MEMORANDUM

To Administrative Assistant
From Karen McDonald, Area Manager
Date Today's
Subject Monthly Meeting

It's my turn to chair the Area Managers' Monthly Meeting. It will be held in our office at the Byres Road shop with an early start at 9.30 am. Please finish these tasks today so that I can check them before sending them out to the others.

1. a i Only half of our staff have participated in this year's training sessions to date.

We have a training course taking place next month. This will be held in Glasgow for all part-time staff in the west who have not been trained. Can you find these staff and print out their names and shops. Arrange names in alphabetical order.

- a ii We also have a training course taking place next month in Edinburgh which is for all full-time staff in the North, East and South regions who have not been trained. Find these staff and print a database report showing Area Managers' names, shops and staff names.

I need the information grouped according to Area Managers and within these groupings arrange shops and staff in alphabetical order.

Insert our logo at the top right of the report. Ensure the report heading reflects the information shown and that our company name is shown.

Names should be displayed under **one** field label.

- b We will be discussing staff costs at the meeting.
I need to know for each shop:

- the total salary bill
- the average salary
- the total number of hours worked by staff
- the number of staff employed

Print this information.