Working it out – Filtering data

Introduction

The structure of each question paper may vary, but these examples are typical of the activities that learners are expected to complete.

The examples of learner work are based on one of NCFE's retired papers. Additional notes are included to give guidance when working with other assessment papers as tasks and mark allocations will vary. The notes are intended to inform the preparation for all papers, and are therefore not only related to one specific paper.

The comments on the responses are intended to support improved preparation for the assessment, through encouraging an understanding of the skills required. The information provided is not intended to indicate what is a perfect, model answer as the activities can often be approached in different ways and with outcomes that look a little different. More important is that learners demonstrate the appropriate range of skills using ICT tools and features in the applications they have chosen to use.

Levels of response - Response A and Response B

The sample responses show different levels of performance. 'Response A' shows a good level of response from the learner, with a high or full mark likely. 'Response B' shows a response with some weaknesses or omissions that will result in the loss of marks, and demonstrates common weaknesses that are seen in live assessments.

Scenario:

The manager of a local technology store, Mr White, has asked you to help with some IT tasks. He wants you to help him produce a newsletter. You will need to work on sales data and produce the newsletter article.

Question 4:   Produce a list of email addresses

*You will need to open and use the file **customers.xls***

Use tools in the application you have chosen to show only the information described below. Do not do this by deleting any information.

The list must display only the names and email addresses of customers who have signed up to receive the newsletter.

Make any titles stand out.

Marks available: 7

Note: The original file includes a range of columns and the learner is expected to manipulate the data to show only specified values.
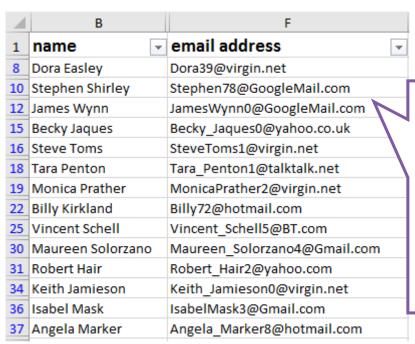
An extract of the original table:

	A	B	C	D	E	F	G
1	id	name	type	newsletter	postcode	email address	
2	1	Mildred Benfie	business	no	BD2 6SF	MildredBenfield3@Gmail.com	
3	2	Beverly Paulin	private	no	BD9 0PW	Beverly_Paulin4@talktalk.net	
4	3	Adam Easton	business	no	BD4 1PO	Adam89@GoogleMail.com	
5	4	Becky Martel	business	no	BD17 6TR	Becky_Martel7@talktalk.net	
6	5	Vivian Bratcher	private	no	ME11 9KL	Vivian_Bratcher1@GoogleMail.com	
7	6	Bryan Humes	business	no	BD7 7YZ	BryanHumes0@yahoo.co.uk	
8	7	Dora Easley	private	yes	MS7 2BB	Dora39@virgin.net	
9	8	Roy Gilbreath	business	no	BD2 5TT	RoyGilbreath7@Gmail.com	
10	9	Stephen Shirley	private	yes	BW1 6QE	Stephen78@GoogleMail.com	

Response A:

	B	F	
1	name ▾	email address	▾
8	Dora Easley	Dora39@virgin.net	
10	Stephen Shirley	Stephen78@GoogleMail.com	
12	James Wynn	JamesWynn0@GoogleMail.com	
15	Becky Jaques	Becky_Jaques0@yahoo.co.uk	
16	Steve Toms	SteveToms1@virgin.net	
18	Tara Penton	Tara_Penton1@talktalk.net	
19	Monica Prather	MonicaPrather2@virgin.net	
22	Billy Kirkland	Billy72@hotmail.com	
25	Vincent Schell	Vincent_Schell5@BT.com	
30	Maureen Solorzano	Maureen_Solorzano4@Gmail.com	
31	Robert Hair	Robert_Hair2@yahoo.com	
34	Keith Jamieson	Keith_Jamieson0@virgin.net	
36	Isabel Mask	IsabelMask3@Gmail.com	
37	Angela Marker	Angela_Marker8@hotmail.com	

The aim of this task is to demonstrate the use of a filter function. This tool is useful in a spreadsheet application but operates in a similar way to a database query. Learners are expected to be familiar with the principle of sorting and filtering.

This example shows the application of a filter to show only selected data, and other columns are removed from view using the 'Hide' facility.

Examiner comment:

Marks available: 7 Full marks shown in ( )	Marks awarded: 7

Reasons:

- A filter has been used – 1 mark (1)
- The filter is applied to the correct column/field ('newsletter'), or applies to all columns – 1 mark (1)
- A filter has been applied to show only rows where the cell contents of the 'newsletter' column/field is equal to 'yes' – 1 mark (1)
- Unwanted columns are hidden (using the 'Hide' function correctly) – 2 marks (2)
- Titles are formatted – 1 mark (1)
- Columns widths are increased so that all data is visible – 1 mark (1)

Response B:

	B	D	E	F
1	name	newslette	postcode	email address
2	Dora Easley	yes	MS7 2BB	Dora39@virgin.net
3	Stephen Shirle	yes	BW1 6QE	Stephen78@GoogleMail.com
4	James Wynn	yes	BW1 0BW	JamesWynn0@GoogleMail.com
5	Velma Martini	no	BD1 1AA	Velma_Martini8@Gmail.com
6	Becky Jaques	yes	BW7 5DU	Becky_Jaques0@yahoo.co.uk
7	Steve Toms	yes	BD12 1RT	SteveToms1@virgin.net
8	Tara Penton	yes	BW1 1YU	Tara_Penton1@talktalk.net
9	Monica Prathe	yes	BD11 8DH	MonicaPrather2@virgin.net
10	Billy Kirkland	yes	BW98 9HH	Billy72@hotmail.com
11	Vincent Schell	yes	BD9 1KH	Vincent_Schell5@BT.com
12	Maureen Solor	yes	BD11 9PJ	Maureen_Solorzano4@Gmail.com
13	Robert Hair	yes	BD9 2SS	Robert_Hair2@yahoo.com
14	Keith Jamieso	yes	BW7 2DF	Keith_Jamieson0@virgin.net
15	Isabel Mask	yes	BD7 7YY	IsabelMask3@Gmail.com
16	Angela Marker	yes	BW9 2UR	Angela_Marker8@hotmail.com

In this example, a filter is not used. Some columns are hidden from view, but not all those requested. The column width is not adjusted to display information clearly.

Examiner comment:

Marks available: 7 Full marks shown in ( )	Marks awarded: 1

Reasons:

- A filter has not been used – 0 mark (1)
- The filter is not applied to the correct column/field – 0 mark (1)
- A filter has not been applied to show only rows where the cell contents of the 'newsletter' column/field is equal to 'yes' – 0 mark (1)
- Some unwanted columns are hidden (using the 'Hide' function correctly) – 1 marks (2)
- Titles are not formatted – 0 mark (1)
- Columns widths are not increased so that all data is visible – 0 mark (1)

Examiner tip:

Databases: The principles of a database are expected to be understood. For example, the basic structure of a database and the facilities for producing queries and reports. Some database style features can be completed in a spreadsheet e.g. filters and sorting and candidates should be familiar with these, as well as the nature and purpose of large databases.