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| **Paper 2 – Nov 2010**  **38 Produce a report which:**   1. **Query** 2. **Report** |
| • Contains a new field called Order which is calculated at run-time. This field will calculate the Price multiplied by 3  • has the Order field set as currency with 2 decimal places |
| • Shows only the records where Number is less than 2 and Stock item is Yes |
| • Shows all the fields and their labels in full |
| • Fits on a single page wide |
| • Has a page orientation of landscape |
| • Sorts the data into ascending order of Make (with Airush at the top) |
| • Calculates the total value of kites to be ordered and:  o shows this total value at the bottom of the Order column  o formats this total value to currency with no decimal places  o has the label Total order value for the total value |
| • Includes the heading Kites we need to restock at the top of the page |
| • Has your name, Centre number and candidate number on the left footer of each page. |

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| **Paper 2 – Nov 2010**  **40. Produce labels from all the data which:**   1. **Query** 2. **Report (Label Wizard)** |
| • Fit two side by side on the page |
| • Show only the records where Use contains Kite Surf, the Stock item field is Yes and the Skill level is not Beginner |
| • Show only the fields Make, Model, Size , Price and Wind condition, each on a separate line |
| • Display the field name as well as the data |
| • Sort into ascending order of Size |
| • include the heading Special offer for kite surfers at the top of each label |
| • have your name, Centre number and candidate number at the bottom of each label. |

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| **Paper 2 – Nov 2010**  **42. Produce an extract from all the data which:** |
| • Selects only:  o small kites of less than size 3  o those suitable for beginners |
| • Shows only the fields Make, Model, Size and Price |
| • Sorts the kites into ascending order of price. |
| **Save this data in a form which can be imported into the document** |