



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
General Certificate of Education  
Advanced Subsidiary Level and Advanced Level

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**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

**9713/04**

Paper 4 Practical Test

**May/June 2009**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files

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**READ THESE INSTRUCTIONS FIRST**

Make sure that your **Centre number**, **candidate number** and **name** are clearly visible on every printout, before it is sent to the printer.

Carry out **every** instruction in each task.

Before each printout you should proof-read the document to make sure that you have followed all the instructions correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

The number of marks is given in brackets [ ] at the end of each question or part question.

Any businesses described in this paper are entirely fictitious.

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This document consists of **4** printed pages.



**Scenario**

You work for a company called “Luxury Power Boats” that organises cruises.

At the moment the data concerning the boats for hire is held in several spreadsheets. The company would like you to create a relational database with automated features for sorting, searching, producing reports and mail merging documents. The required output includes a menu or switchboard and the exporting of data to a word processing application.

The files you will need for this are:

**AVAILABILITYREQ.RTF**  
**BOATSPECS.CSV**  
**CHARTERCOST.CSV**  
**CRUISEREGION.CSV**  
**OWNERS.CSV**  
**PB.JPG**

The data is supplied in the csv files. You will need to organise the data using the most efficient and appropriate structure.

You are required to provide evidence of your work, including screen shots, at various stages. Use a document file named:

Centrenumber\_candidatenumbr\_evidence.rtf  
e.g. ZZ987\_0082\_evidence.rtf

Make sure your Centre number, candidate number and name are included in the header of this document.

1 You are going to create a relational database.

Open the csv files in a spreadsheet application to inspect them. Note that:

- *HireP/W* is the charge for hiring the boat for a week
- *Guests* is the maximum number of passengers which the boat will accommodate
- some data appears in more than one table.

Import the data files into a database application ensuring:

- fields have appropriate data types
- tables have appropriate primary keys.

Include in your evidence document screen shot(s) showing the design of each table.

2 Establish relationships between the tables to enable efficient searches that display data from more than one table.

Include in your evidence document screen shot(s) showing the relationships you created between tables.

3 In your evidence document give details of each type of relationship created and explain why this type of relationship is appropriate.

4 Prepare a report in portrait layout for all the cruises available.

Include *Region*, *BoatModel*, *Name* and *HireP/W*

Group the report by *Region* and sort the data into ascending order of *HireP/W*

Ensure that:

- all labels and data are fully visible
- the report has the heading **All Boats**
- your name, Centre number and candidate number are in the footer of the report.

Print the report.

5 Create a search for a customer enquiry. When run, this will prompt for the *Region* to be visited and the number of passengers.

The search should display the results for all boats in the chosen *Region* where the number of *Guests* is greater than or equal to the number of passengers entered.

Include the *Region*, *BoatModel*, *HireP/W*, *Company*, and the other fields in the *BoatSpecs* table.

Save this search as **Region and Guests**

Include in your evidence document a screen shot showing all the fields and the search criteria.

6 Prepare a report for this search.

Include the *Region*, *Boat Model*, *HireP/W*, *Company* and *Guests* fields grouped by *Region* then *Company* and sorted into ascending order of *Guests* then into ascending order of *HireP/W*

Ensure that:

- all labels and data are fully visible
- the report has the heading **Region and Guests**
- your name, Centre number and candidate number are in the footer of the report.

Run the report for the **Balearic** region for **8** passengers.

Print the report.

- 7 Create a menu to make the reports that you created at steps 4 and 6 available to a user. Give each menu option an appropriate label and ensure that the reports open in preview mode.
- Include a screen shot of your menu in your evidence document.
- Include screen shot(s) of your code, macro or switchboard items table in your evidence document.
- 8 Run the report, that you created at step 6, for the **Ionian** region for **10** passengers. Export the report as **IONIAN10.RTF**
- 9 Automate the production of a letter to customers enquiring about cruises.

Create a macro or procedure to do the following:

- prompt for the customer's address to be inserted
- insert 3 blank lines
- insert **Dear** as the beginning of the salutation
- prompt for the customer's name
- insert 2 blank lines
- insert the text **I have pleasure in providing the information you requested**
- insert 2 blank lines
- add the company logo **PB.JPG** to the top right of the page.

Include screen shot(s) or listing(s) of your code or macro in your evidence document.

- 10 Using the file **IONIAN10.RTF** run the macro or procedure to produce a quotation for:

Name: Mr D. Liver  
 Address: 14 Portnoy Place  
 Rothesay  
 A20 7NH

Include the closure **Yours sincerely** after the text of the report.

Ensure the letter fits on a single page and your name, candidate number and Centre number are moved to the footer of the page.

Print the document.

- 11 A customer requires a boat in the **Ionian** region with a crew and air-conditioning. Use the file **AVAILABILITYREQ.RTF** to mail merge a letter to cruise companies asking whether these boats are available.
- Show evidence of your selection method in your evidence document.
- Ensure your name, candidate number and Centre number is included in the footer of the document.
- Print the letters.