



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

CANDIDATE
 NAME

CENTRE
 NUMBER

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CANDIDATE
 NUMBER

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APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/04

Paper 4 Practical Test

May/June 2011

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

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

DO **NOT** WRITE IN ANY BARCODES.

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

At the end of the exam put this **Question Paper** and **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.

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



You are working for RockICT Concert Travel. You are expected to create efficient data handling systems in order to automate a monthly task and integrate the publication of results. All documents published are required to be of a professional standard and suit the business context.

- 1 (a) You are required to provide evidence of your work, including screen shots at various stages. Each screen shot should clearly show the relevant evidence. Create a document named:

CentreNumber_CandidateNumber_Evidence.rtf

e.g. ZZ999_99_Evidence.rtf

Place your name, Centre number and candidate number in the header of your evidence document.

- (b) The company holds a monthly prize draw for all customers who have requested or downloaded the latest concert brochure.

The list of customers eligible for the draw is provided in **Draw Entrants.csv**

The full customer list is provided in **Customer Details.csv**

The prizes for the monthly draw are published on the company website at

<http://www.RockICT.net/travel/prizes.html>

You will need to extract the data from the table and save it as **Current Prizes.csv**

- (c) In a spreadsheet application setup a table as shown below:

	A	B	C	D	E	F	G	H
1	Prize Number	Destination	Duration	Entry Number	Customer ID	Surname	Telephone Number	Email
2	1							
3	2							
4	3							
5	4							
6	5							

In columns B and C enter formulae that will look up the relevant data from the **Current Prizes** file.

- (d) Enter a formula in cell D2 which generates a random number between 1 and the number of entrants in **Draw Entrants.csv**
Replicate this formula for the other prizes.
- (e) In columns E, F, G and H enter formulae that look up the details of the winners identified by the **Entry Numbers** in column D.
Save the spreadsheet as **Monthly Winners**
- (f) Print the complete spreadsheet displaying all of the formulae. Ensure that each formula is fully visible.
- (g) Copy the complete table and paste the values into a new spreadsheet.
If necessary reformat the table to match the layout required.
Save the spreadsheet as **July Winners**
Print a copy of the table.

[25]

- 2 (a) The company prints prize certificates for the winners using mail merge.
You will use **Draw Certificates.rtf** as a template for the merge document.

The data for the mergefields exists in multiple tables so you are required to create a database as a source for generating the certificates.

Ensure that your solution includes only the fields required, has appropriate relationships and has no unnecessary duplication of data.

Include details of the tables, the relationships and any queries created in your evidence document.

- (b) Insert the mergefields where specified in the template.

For winners with a current insurance policy, the Bonus Prize conditional field should display **Free upgrade to your travel insurance!**

For those winners without a current insurance policy, the Bonus Prize conditional field should display **30% off our award winning travel insurance.**

Format all inserted data as an 18pt serif font with bold and italic effect.

Copy the RockICT logo from the RockICT.net website and insert it where indicated. Resize the logo to a height of 3 cm. Make sure that the aspect ratio is maintained and that all text and borders are visible.

Print a copy of the merge document showing the mergefield codes.

Perform the mail merge to create the new document.

Ensure the certificates will be printed on a single A4 page.

Save the new document as **July Certificates.rtf**

Print the document.

[25]

- 3 You are now required to automate the reformatting of the Certificates.

Create a macro or procedure to:

- set the background colour of each certificate to yellow
- set the border colour of each certificate to blue
- set the line width of each border to 3pt
- add your name, Centre number and candidate number to the header of the document
- print the document.

Assign the macro or procedure to a toolbar or menu item of your word processing application.

Include evidence of the macro or procedure in your evidence document and provide screen shots of your toolbar or menu item.

Run the macro to print the certificates.

[15]

4 (a) You are now required to publish the results of the draw as a webpage.

Prepare a database report named **July Winners**

Display the fields: *Prize Number*, *ForeName*, *Surname*, *City*, *Destination*, *Duration* and *Brochure Cost* in that order.

You are required to edit the column labels and format the report as shown.

Display the text **days** beside each duration.

July Winners					
Prize Number	Name	From	Destination	For	Worth
1	John Smith	London	Paris	10 days	£1000
2	Jane Brown	Manchester	Madrid	7 days	£800
3	David Johnson	Edinburgh	Rome	5 days	£600
4	Emily White	Birmingham	Barcelona	3 days	£400
5	Tom Green	Cardiff	Prague	2 days	£200

Print the report.

(b) Publish the report as a webpage and include a screenshot of the webpage displayed in your browser in your evidence document.

[25]

Write today's date in the box below.

Date