



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 2012**

**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 **5** printed pages and **3** blank pages.



You are working for RockICT Concert Travel. You are required to support the tour booking department. All documents published must be of a professional standard and suit the business context.

1 (a) Open the webpage <http://www.rockict.net/travel>

Download and save these files in your work area:

**TOUR PROPOSAL.RTF**  
**VENUE REGIONS.CSV**  
**NEW MANAGERS.CSV**  
**APPOINTMENTS.RTF**  
**ROCKICTLOGO.PNG**

(b) 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.

(c) You are required to plan a tour for a newly signed band called **T'wex**.

Copy the table of Venue data into a spreadsheet.

This is located at <http://www.rockict.net/travel/book.html>

(d) You are now required to investigate some booking options.

Venues with capacities of 400 to 850 are shown in the example below.

	A	B	C	D
1	Vcode	Name	Location	Capacity
9	BIO2	O2 Academy	Birmingham	700
16	BRZU	Zuu Bar	Bradford-upon-Avon	850
59	LIAC	Academy	Liverpool	500
93	NEOA	O2 Academy	Newcastle	400
104	PRGU	Guildhall	Preston	780
124				
125			Subtotal of Capacity	3230
126			Count of Venues in Subtotal	5
127			Maximum Capacity in Subtotal	850
128			Minimum Capacity in Subtotal	400
129				

Create a summary table as shown. Enter formulae to return information for any selected subset of venues.

**Subtotal** information is required for venues with a capacity of up to 750.

Print the results for these venues.

Print a copy of the results showing the formulae.

[10]

- 2 (a) It has been estimated that the tour will cost RockICT an average of £7000 per venue.

Ticket Prices for all bookings will be set at the same price and Ticket Sales are expected to be 70% of the *Capacity* of the venue.

Study the example below.

It shows the costs of using venues with capacities from 400 to 780 and the ticket prices needed to make a profit of 0% (break even), 10% or 15%.

	A	B	C	D
1	Vcode	Name	Location	Capacity
9	BIO2	O2 Academy	Birmingham	700
59	LIAC	Academy	Liverpool	500
93	NEOA	O2 Academy	Newcastle	400
104	PRGU	Guildhall	Preston	780
124				
125			Subtotal of Capacity	2380
126			Count of Venues in Subtotal	4
127			Maximum Capacity in Subtotal	780
128			Minimum Capacity in Subtotal	400
129				
130		<b>Number of venues</b>	<b>Average Venue cost</b>	<b>Total Cost</b>
131		4	£7,000.00	£ 28,000.00
132			<b>Total Cost including Profit</b>	
133			+10%	£ 30,800.00
134			+15%	£ 32,200.00
135				
136		<b>Ticket Sales (70% of Capacity)</b>	<b>Profit</b>	<b>Ticket Price</b>
137		1666	Break Even - 0%	£ 16.81
138			+10%	£ 18.49
139			+15%	£ 19.33

Enter formulae to calculate the costs and ticket prices as shown above. The spreadsheet will be used for data modelling. Design it to reduce data entry from the user.

Format all costs and prices as currency.

Display the information for venues with *Capacity* of at least 700 and up to 1300.

Print a copy of the information.

Print a copy of the results showing the formulae.

- (b) The information is to be presented in a word processed document.

Use **TOUR PROPOSAL.RTF** to display the selected venue information and the calculated values. The information in the document should be linked to the spreadsheet and update automatically.

Ensure the extract fits the page and has no text wrapping within the cells.

Provide evidence of the data link in your evidence document.

Print the **Tour Proposal** document.

[20]

- 3 (a) It has been decided to divide the venues into regions.

Ensure that all venues are displayed.

Add a column titled **Region** to your spreadsheet.

Enter formulae that use the file **VENUE REGIONS.CSV** to display the region of each venue.

Display only the venues in the *Ireland* and *West* regions.

Print a copy of the data showing the formulae.

- (b) Ensure that all regions are displayed.

Create a vertical bar chart showing how many venues are in each *Region*.  
Include details of your method in your evidence document.

Set **Venues in each Region** as the chart title and ensure there is no legend. [20]

- 4 (a) Five regional managers have been appointed. Their names, responsibilities and photo id details have been saved in **NEW MANAGERS.CSV**

Open the file and add a column and formulae to count the number of venues for which each manager will be responsible.

- (b) Follow the instructions contained in the file **APPOINTMENTS.RTF** to mail merge letters to the new regional managers.

Where they have provided *Photo ID* the letter should include the text: **Your new office identity badge is available from reception.**

If they have not yet provided *Photo ID* the letter should include the text: **Please provide an identity photo as soon as possible.**

Ensure your name, Centre number and candidate number are in the footer of the document.

Print a copy of the merge document showing all the field codes. [25]

5 (a) Before merging, the letter needs to be reformatted.

Create a macro to do the following:

- insert the logo **ROCKICTLOGO.PNG** in the top right corner of the document
- set the left and right margins to 4 cm and 1 cm respectively
- insert a 6 pt vertical page border on the left and 10 pt from the text
- set all text to a 12 pt serif font.

Edit the macro to insert comments showing at which point the specified steps are applied.

Provide a listing of your macro in your evidence document.

(b) Run the macro to reformat the document.

Perform the mail merge to create and print the individual letters.

[15]

Print your evidence document.

**Write today's date in the box below.**

Date





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