



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

CANDIDATE
 NAME

CENTRE
 NUMBER

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CANDIDATE
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APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/04

Paper 4 Practical Test

May/June 2013

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.



RockICT runs a small club to promote new bands. Only members on the mailing list for the RockICT newsletter can attend each performance. The manager wants you to carry out some tasks using the membership data. All documents published must be of a professional standard and suit the business context.

You must provide evidence of your work, including screenshots at various stages. Each screenshot must clearly show the relevant evidence. Use 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.

You have been given the following files:

Membership.csv - members on the mailing list for the newsletter

Attendances2012.csv - the record of the members' attendances at each performance and their ratings of the new bands

Employees.csv - the names and some details of the employees of RockICT

Memo.rtf and **Reminder.rtf** - template documents

- 1 (a) The **Membership.csv** file contains details of people who are no longer members. The **Attendances2012.csv** file is the up-to-date list.

The manager wants you to find out which members should no longer be included in the membership list.

Provide a printout of the members to be deleted showing their ID number, email address and status.

Include details of your method and/or any formulae you used in your evidence document.

Delete the records for the identified members and save the file as **Latest Membership**

- (b) The manager is interested in the types of music members like. Members of the mailing list record whether they like pop, metal, rock and R&B music types.

Use the **Latest Membership** file to find out how many members like each type of music.

Display this information as a pie chart.

Ensure each sector is clearly labelled with the music type and display the percentage value. Add the title **Popularity of the music genres** to the chart.

Provide:

- evidence of the formulae used
- a values printout of a table showing the number of members who like each type of music
- a separate printed copy of the chart.

- (c) The manager also wants attendance details and ratings for each performance.

Use the data in **Attendances2012.csv** to:

- create a table showing the number of members at each performance
- calculate the average rating of each performance displayed to 2 decimal places.

Provide:

- evidence of the formulae used
- a values printout of the table showing the number of members at each performance and the average rating for each performance.

- (d) Open **Memo.rtf** and insert the table displaying the number of members at each performance with the average ratings and a copy of the pie chart. Include a summary to present this data as information.

Use the data in **Employees.csv** to mail merge copies of the memo to the heads of all departments except IT.

The selection of the correct recipients should be part of the mail merge and not by manual inspection of the data.

Provide evidence of your method of selection.

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

Print the memos.

[35]

- 2 (a) The manager requires some information about members.

Calculate the number of times each member attended a performance.

Automatically format the fill colour of the cells displaying the number of attendances as follows:

- 0 attendances – Red
- 1 to 3 attendances – Grey
- 4 to 6 attendances – Yellow

In your evidence document include evidence of the formulae used to calculate the number of attendances for each member and full details of each formatting rule used.

- (b) There are two levels of membership; Standard and Premium.

Prepare a list of all Premium members who have not made any music choices and include the number of times they attended a performance in 2012.

Provide evidence of your selection method in your evidence document and a printout showing the formulae used to display the number of attendances for each member.

Save the list as **NoChoices&Attendance**

- (c) Use **Reminder.rtf** to mail merge letters to all the Premium members who have not made any music choices.

Include conditional fields to insert text as follows:

- For the Premium members who attended no performances in 2012 include the text **We hope our programme for next season is of more interest to you.**
- For those Premium members who attended up to 3 performances include the text **Thank you for your support.**
- For Premium members who attended more than 3 performances include the text **Many thanks for your regular support and participation.**

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

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

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- 3 You are required to automate a mail-merge list for the monthly newsletter.

Since the membership list changes as members join and leave you need to create a macro or procedure to:

- copy Premium members and Standard members to 2 separate files
- save the files as **PnewsList.csv** and **SnewsList.csv** respectively
- close the files

Ensure the macro or procedure has a meaningful name.

Annotate the code with short descriptions of each stage.

Print a copy of the code.

Assign the macro or procedure to a menu or toolbar.

Include screenshot evidence of how you did this in your evidence document.

[15]

Print your evidence document.

Write today's date in the box below.

Date

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