MARK SCHEME for the October/November 2008 question paper

9713 APPLIED ICT

9713/04 Paper 4 (Practical Test B), maximum raw mark 90

UNIVERSITY *of* CAMBRIDGE
International Examinations

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Setup   Layout   [1]

     [Total: 1]

Orders   Lookup B2   [1]
     Use of external file   [1]
     Customer fields lookup (B,D,E,F,G,H,C)   [6]
     A2:A9 labels 100% correct   [1]
     Print A2:B9 only   [1]
     Cost formulae   [1]
     Sub-total formula   [1]
     Discount code lookup   [1]
     Discount formula   [3]
     Total formula   [1]
     Format (2dp)   [1]
     Format (Euros)   [1]
     Print D12:E27 only   [1]

     [Total: 20]

Quote (1)   Header (Quotation for furniture hire)   [1]
     Data entry   [2]
     Non-blanks filter (both)   [2]
     Correct costs   [1]
     Print B2:E27 only   [1]
     All visible & single page (printout only)   [2]

     [Total: 9]

Quote (2)   Data amended   [1]
     Correct costs   [1]
     Print B2:E27 only   [1]
          [2]
     All visible & single page (printout only)

     [Total: 5]

New Items   Items added (100% accuracy)   [1]

     [Total: 1]

Update letters   Evidence of paste link   [2]
     Column widths adjusted   [1]
     Customer address merge fields (+layout)   [1]
     Contact merge field (only)   [1]
     Date field (+shown in code)   [2]
     if-then-else field   [1]
     Condition 1   [1]
     Condition 2   [1]
     Evidence of valid record selection method   [2]
     Correct (6) letters   [2]
     Candidate details in footer   [1]

     [Total: 15]

Address labels	Merge fields correct	[2]
	Layout	[2]
	Labels propagated	[2]
	Evidence of valid selection method	[2]
	Correct (8) Companies Only (once) Printed	[2]

[Total: 10]

Menu	5 items with appropriate text & explanations	[5]
	Hyperlinks & correct files shown	[10]

[Total: 15]

Automation	Macro VBA shown	[2]
	Use of "Labelmain" file	[4]
	Merge to new document	[2]
	Automated open/load document	[2]
	Menu item added	[2]
	Explanatory text	[2]

[Total: 14]