



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

**October/November 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 publishes a monthly newsletter. The newsletter is sent by post or email to members of the RockICT mailing list. 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 screen shots at various stages. Each screen shot 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.

The newsletter mailing list is provided as **MailingList.csv**

There are two levels of membership; Standard and Premium. Premium members pay a subscription to get priority tickets and promotional gifts.

The methods of payment are recorded as:

CHQ (cheque)

Ccard (credit card)

DD (direct debit)

The renewal dates are given as text in a short month format, e.g. Nov=November

- 1 (a) At the moment all the data on members is held in a single spreadsheet. Create a database using the data which must be split into 3 related tables.

Table	Includes fields for:
MemberDetails	names, address, email address, telephone number, birthday (in day month year format)
MembershipStatus	status, contact method, payment method, renewal month
MusicChoices	the given types of music

Include key fields that will enable you to create the necessary relationships and set each field to the most appropriate data type and format.

Include details of the structure of the tables and the relationships created in your evidence document.

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(b) The manager wants a series of reports which can be used regularly.

#### Renewal Report

A list of all members whose membership subscription is due for renewal.

The report must:

- prompt for the month required
- list the *MemberID*, *GivenName*, *Surname* and *PaymentMethod*
- be grouped by *PaymentMethod* and sorted into ascending order of *Surname*.

#### Birthday Report

A list of all members who have a birthday within a given month.

The report must:

- prompt for the month, input as a number (e.g. June = 6)
- list the *MemberID*, *GivenName*, *Surname*, *Birthday*, *Status* and *ContactMethod*
- be grouped by *Status* and *ContactMethod* and sorted into ascending order of *Birthday*
- include the number of the month in the title.

#### Member Count Report

A summary of the membership data showing only the number of Premium members and the number of Standard members.

For each report:

- ensure all labels and data are fully visible
- ensure your name, candidate number and Centre number are in the page footer of each report
- provide evidence of the selection methods in your evidence document.

Print a copy of the:

- *Renewal Report* for November
- *Birthday Report* for December
- *Member Count Report*

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(c) The reports must be included in a menu or switchboard.

The Menu or switchboard must be titled **RockICT Membership List Menu**.

Each menu item must include a brief description of the function and output of the report.

In your evidence document include:

- details of the code or properties of the menu or switchboard
- a screenshot of the menu or switchboard.

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2 Prepare letters for members whose renewal month is December.

Use **Renewals.rtf** as the template to prepare a mail merge to only those members who receive the newsletter by post.

Include details of your selection method in your evidence document.

Insert fields where shown in the template.

Ensure the document prompts for input of the month only once during the merge.

Use conditional fields for the *PaymentMethod* to insert the payment method in full as **cheque, credit card or direct debit**

Use a conditional field for the *RenewalMethod* that works as follows:

- For those members who pay by Direct Debit (DD) insert the text **you need do nothing, payment will be taken at the end of the month.**
- For those members who pay by cheque or credit card insert the text **please provide payment by the end of the month.**

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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Print your evidence document.

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

Date