

**PLEASE NOTE THAT THIS VERSION WAS  
UPDATED 27/06/06 AND SUPERCEDES ANY  
PREVIOUS VERSION.**

**UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS**

**Specimen for 2008**

**GCE A LEVEL**

**MARK SCHEME**

**MAXIMUM MARK: 90**

**SYLLABUS/COMPONENT: 9713/04**

**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY  
Practical Test**



### Task A

Files carsales.csv and servicecentres.csv imported to suitable software

Tables imported  
1 mark

Code set as key field (no duplicates)  
1 mark

Link joins Code to location  
1 mark

Link is one to many  
1 mark

Query is made to access all fields for merge  
1 mark

Check two key sort order in correct order (1), both ascending order (2x1) First town/location then name2  
3 marks

Query is made to select between certain dates ie for one month  
2 marks

Mail Merge Recipients

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

List of recipients:

<input type="checkbox"/>	Title	Address1	V...	RegDate	Location	Na...	Na
<input checked="" type="checkbox"/>	Mr	8 Castle Hill	VSB7...	6/2/2002	BA	Kush	Alpitar
<input checked="" type="checkbox"/>	Mr	3 Brook House	VBS...	6/12/2002	BA	Michael	Seng
<input checked="" type="checkbox"/>	Mr	19 Town Street	VNM...	6/3/2002	MA	Tina	Patidar
<input checked="" type="checkbox"/>	Mr	28 Town Street	VSD...	6/19/2002	RA	Mohamed	Gad
<input checked="" type="checkbox"/>	Mrs	8 Ridgeway	FMM...	6/10/2002	RA	Tina	Patidar
<input checked="" type="checkbox"/>	Mr	4 Chevin Road	VAM...	6/12/2002	VE	Mohamed	Radwar

South India Motor Company  
«BranchAddress»  
Mr «ManagerSurname»  
«Telephone»  
XXXX 0, 0000

Customer Details  
«Title» «Name1» «Name2»  
«Address1»  
«Town»

Car first registered on «RegDate» is now due for test.

«Next Record»

«Next Rec»

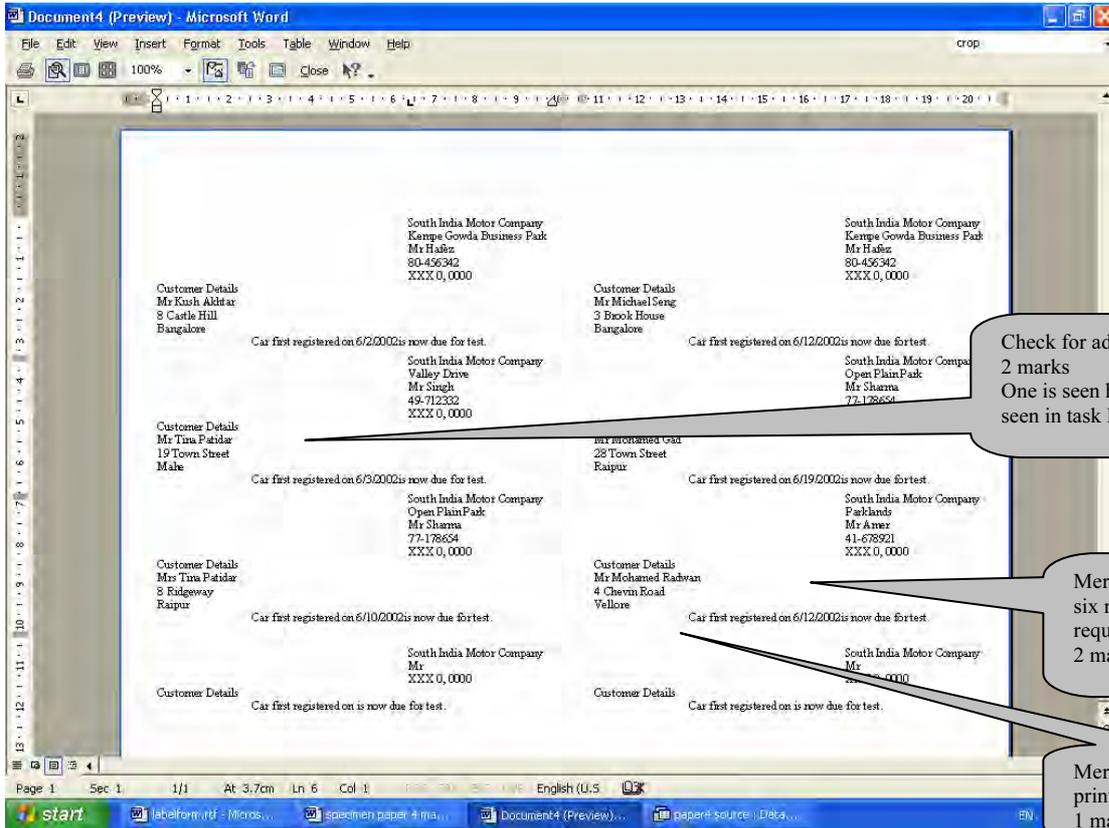
Step 3  
Next: Arrange your labels  
Previous: Starting document

South India Motor Company  
«BranchAddress»  
Mr «ManagerSurname»  
«Telephone»  
XXXX 0, 0000

Customer Details  
«Title» «Name1» «Name2»  
«Address1»  
«Town»

Car first registered on «RegDate» is now due for test.

Merge document set up with required fields, including date or print date field  
10 marks - one for each field  
(-1 for inconsistent spacing)

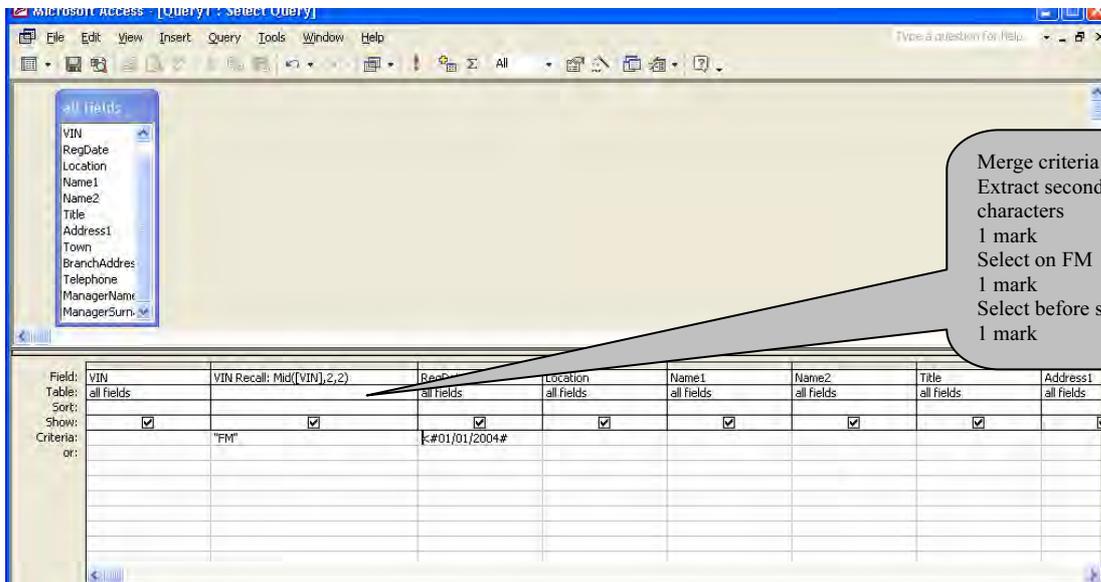


Check for added records.  
2 marks  
One is seen here, and one is seen in task B

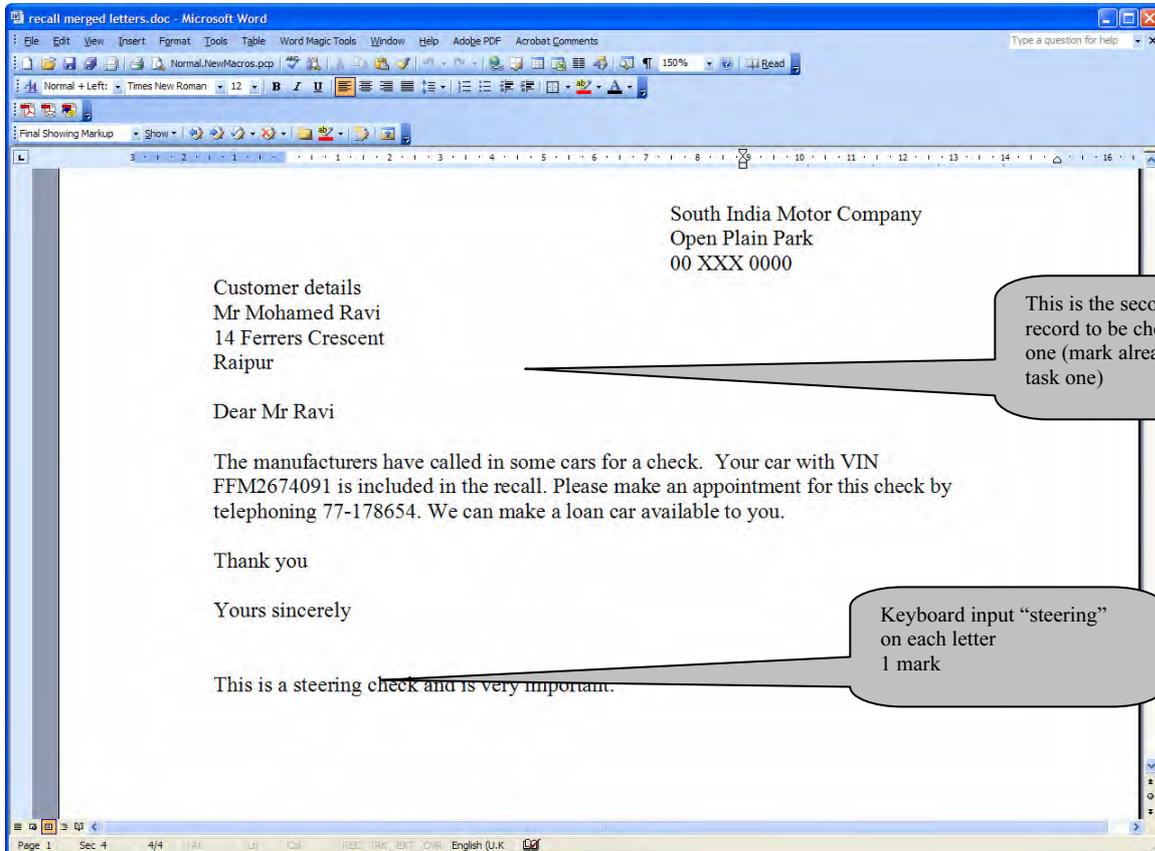
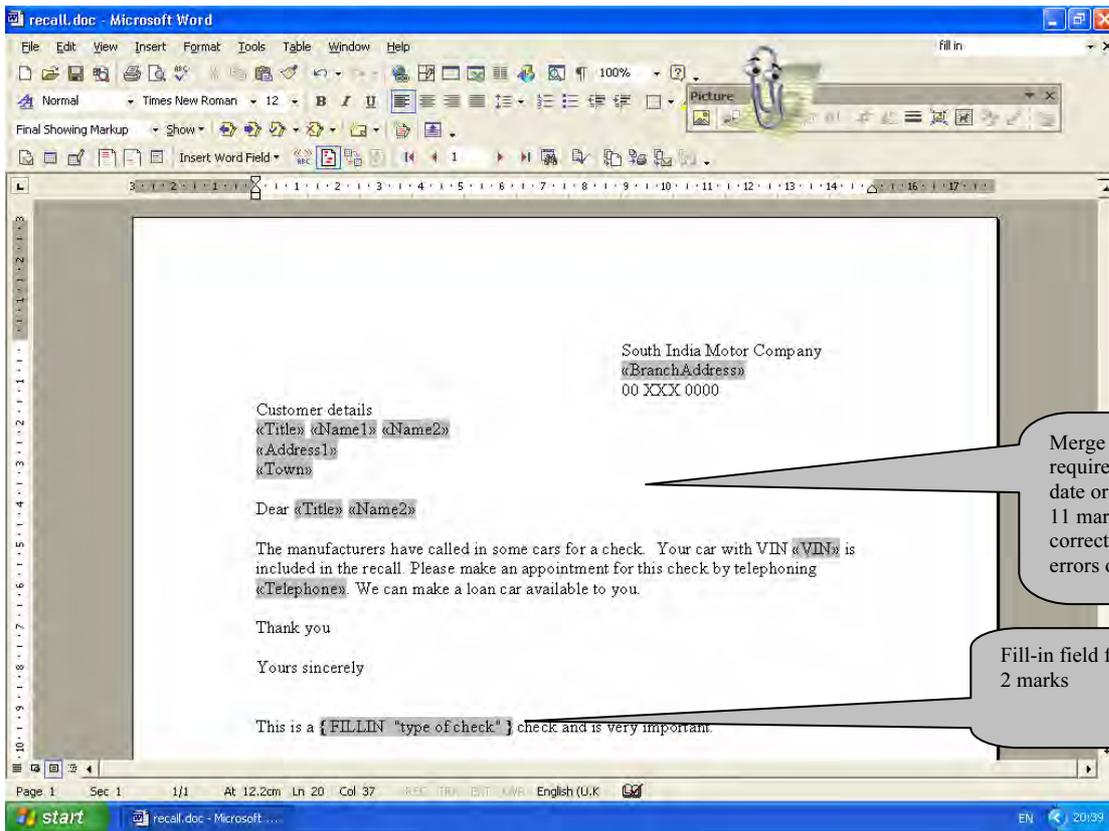
Merged records. Only these six records printed. All required fields in view  
2 marks

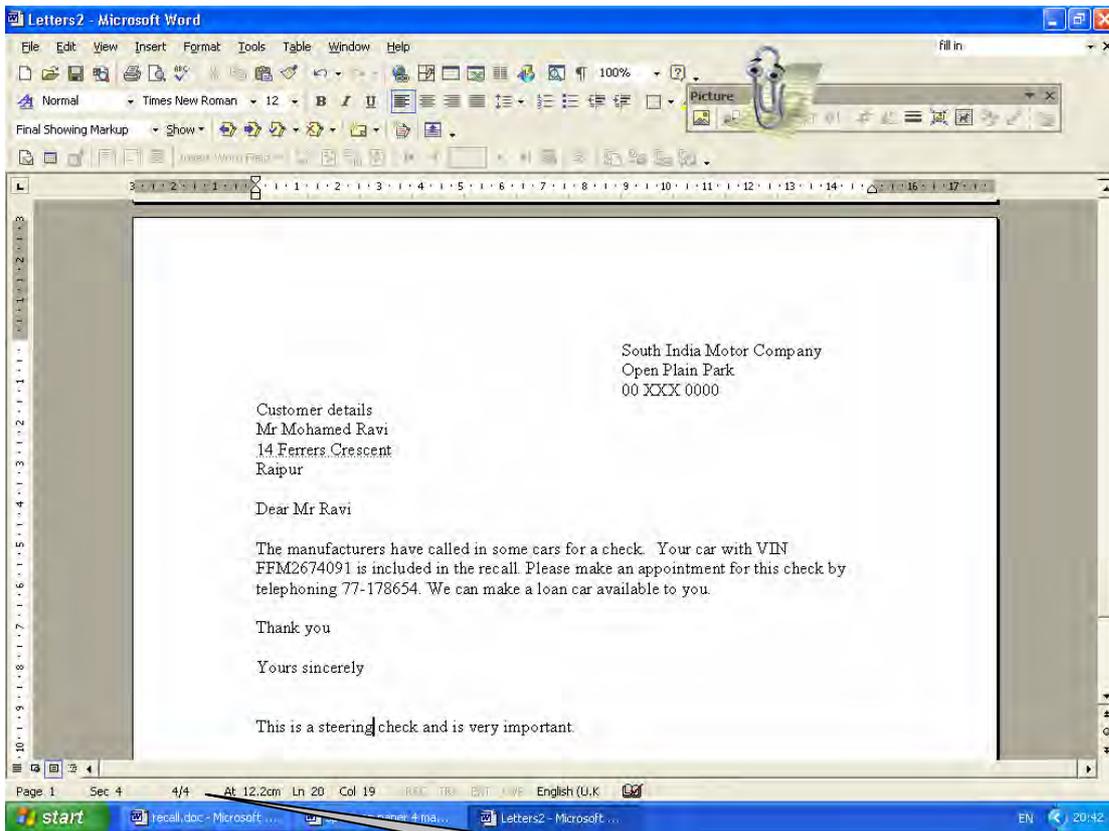
Merged records set up and printed as labels  
1 mark

Task B



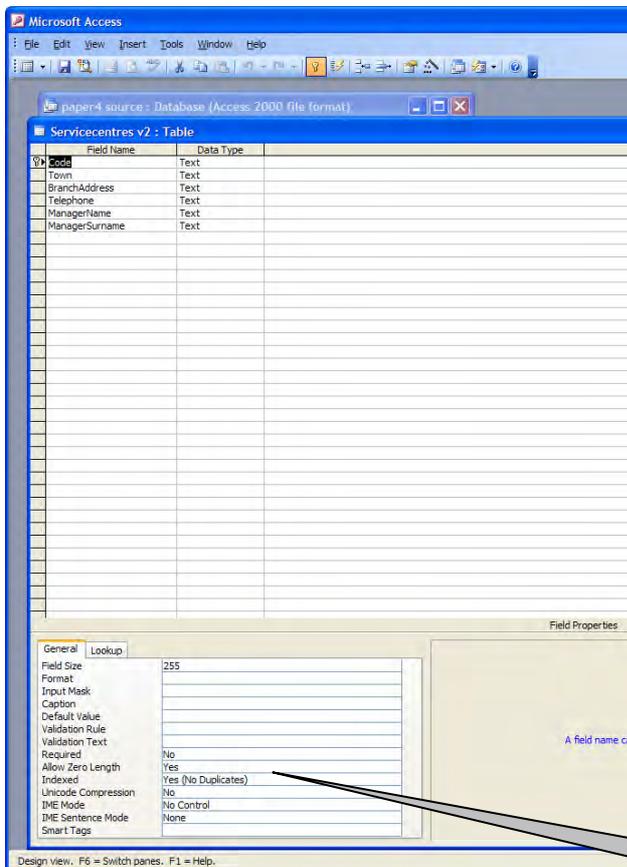
Merge criteria entered  
Extract second two characters  
1 mark  
Select on FM  
1 mark  
Select before specified date -  
1 mark





Only four letters merged  
All Present and correctly laid out  
1 mark

Task C



CODE field no duplicates  
2 marks

VIN	RegDate	Location	Name
VHM00	03/01/2002	GO	Dewang
VBW10	31/10/2002	Code	Kratika
VAM06	17/01/2002	Goa	Meesat
VBW76	21/04/2004	KA	Surbhi
VRN54	30/04/2003	MA	Kush
VRM06	06/04/2002	MU	Ankur
VWB77	10/12/2005	RA	Ankur
VXJ70	13/03/2005	TE	Shashan
VMM88	12/09/2002	VE	Siddharti
VBR73	23/10/2005	CH	Yamila
VSB28	04/06/2004	BA	Vikram
VJK90	25/10/2002	VE	Arjeet
VRM27	17/04/2002	TE	Ritu
VFM77	30/04/2002	MA	Siddharti

Location field controlled by lookup list  
2 marks (one for list box and one for display of fields)

Field:	Table:	Sort:	Show:	Criteria:	or:
VIN	all fields		<input checked="" type="checkbox"/>		
RegDate	all fields		<input checked="" type="checkbox"/>	<=Now()-((365*3)-30)	
Location	all fields		<input checked="" type="checkbox"/>	<=Now()-((365*3)-30)	
Name1	all fields		<input checked="" type="checkbox"/>	<=Now()-((365*3)-30)	
Name2	all fields		<input checked="" type="checkbox"/>	<=Now()-((365*3)-30)	
Title	all fields		<input checked="" type="checkbox"/>	<=Now()-((365*3)-30)	

Extract Month from date or enable month to be identified  
3 marks

Extract Year from date or enable year to be identified  
1 mark

Select only cars coming up to three years old  
2 marks (one for calculation back three years, one to refine to include short date to the future)

Filter and Sort dialog box showing filter criteria:

Field:	Comparison:	Compare to:
Month	Equal to	1
And		

Select target month  
1 mark

Labels5 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal + 8 pt, Times New Roman 8 B I U

Final Showing Markup Show

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Time for a retest South India Motor Company Time for a retest  
 Maduranthakam Taluk  
 Mr Bansal  
 45-464646  
 XXXX 0, 0000

Customer Details Mr Dewang Anand Customer Details Mr Majid Nainani  
 8 Milford Road 53 Derby Road  
 Kanchipuram Teni

Car first registered on 1/3/2002is now due for test. Car first

This is a first test Badem Plaza  
 Mr Kari  
 83-222333  
 XXXX 0, 0000

Customer Details Mr Vinet Motwani Customer Details Mr Jamal Patel  
 73 Derby Road 17 Granville Close  
 Goa Bangalore

Car first registered on 1/9/2003is now due for test. Car first registered on 1/15/2005

Page 1 Sec 1 1/1 At 2.1cm Ln 1 Col 1 REC TRK EXT OVR English (U.K)

Correctly merge records with text to differentiate between first and subsequent test  
 1 mark (if first test and subsequent tests correctly identified)

Document2 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal + 8 pt, Times New Roman 8 B I U

Final Showing Markup Show

1 2 3 4 5 6 7 8 9 10 11 12 13

Time for a retest South India Motor Company «Next Record»Time  
 «BranchAddress»  
 Mr «ManagerSurname»  
 «Telephone»  
 XXXX 0, 0000

Customer Details «Title» «Name1» «Name2» Customer Details «Title» «Name1» «Name2»  
 «Address1» «Address1»  
 «Town» «Town»

Car first registered on «RegDate»is now due for test.

«Next Record»Time for a retest South India Motor Company «Next Record»Time  
 «BranchAddress»  
 Mr «ManagerSurname»  
 «Telephone»  
 XXXX 0, 0000

Customer Details «Title» «Name1» «Name2» Customer Details «Title» «Name1» «Name2»  
 «Address1» «Address1»  
 «Town» «Town»

Car first registered on «RegDate»is now due for test.

Page 1 Sec 1 1/1 At 2.1cm Ln 1 Col 1 REC TRK EXT OVR English (U.S)

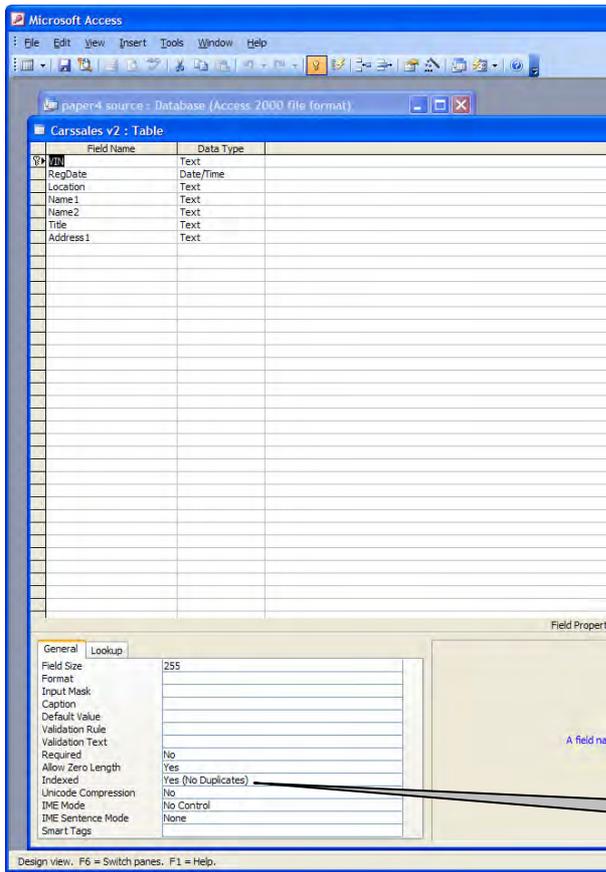
Mail Merge

Arrange your labels  
 If you have not already done so, lay out your label using the first label on the sheet.  
 To add recipient information to your label, click a location in the first label, and then click one of the items below.  
 Address block...

Replicate labels  
 You can copy the layout of the first label to the other labels on the page by clicking the button below.  
 Update all labels

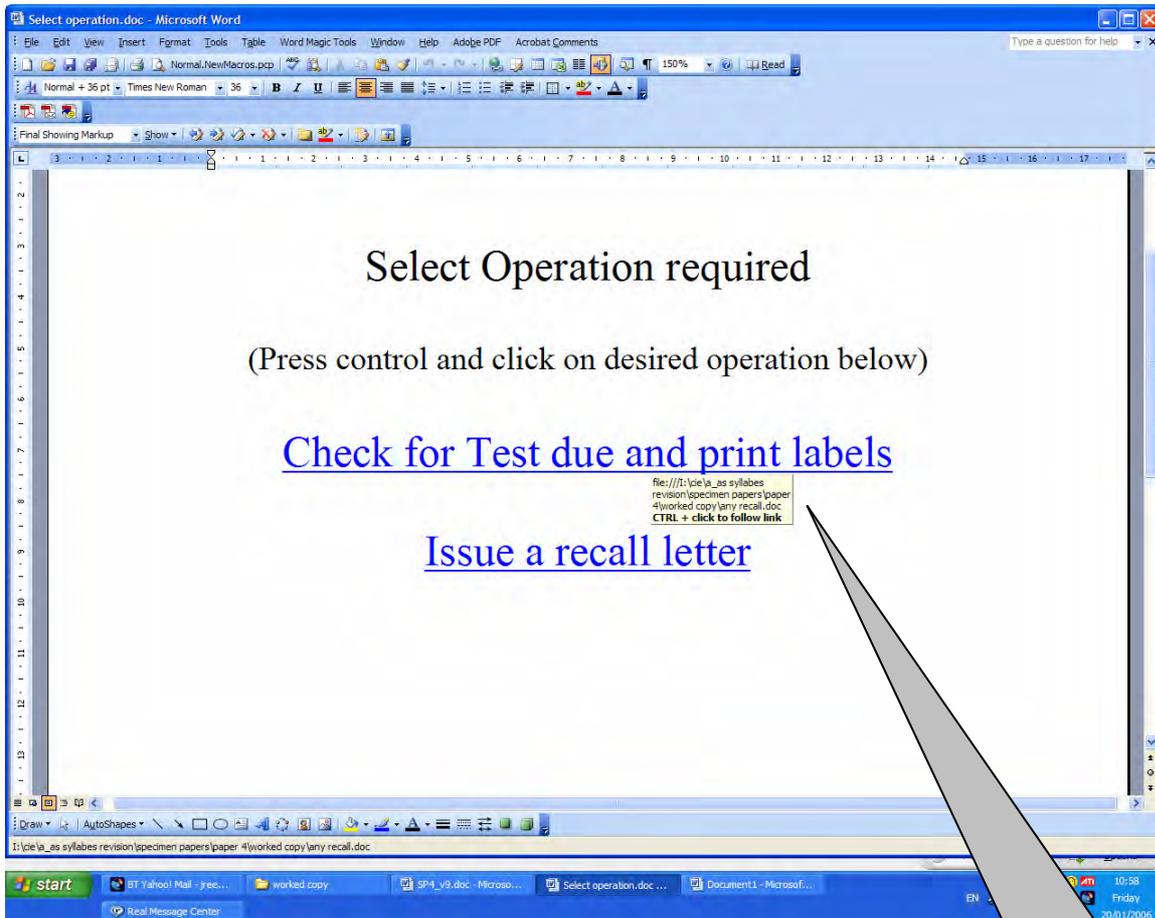
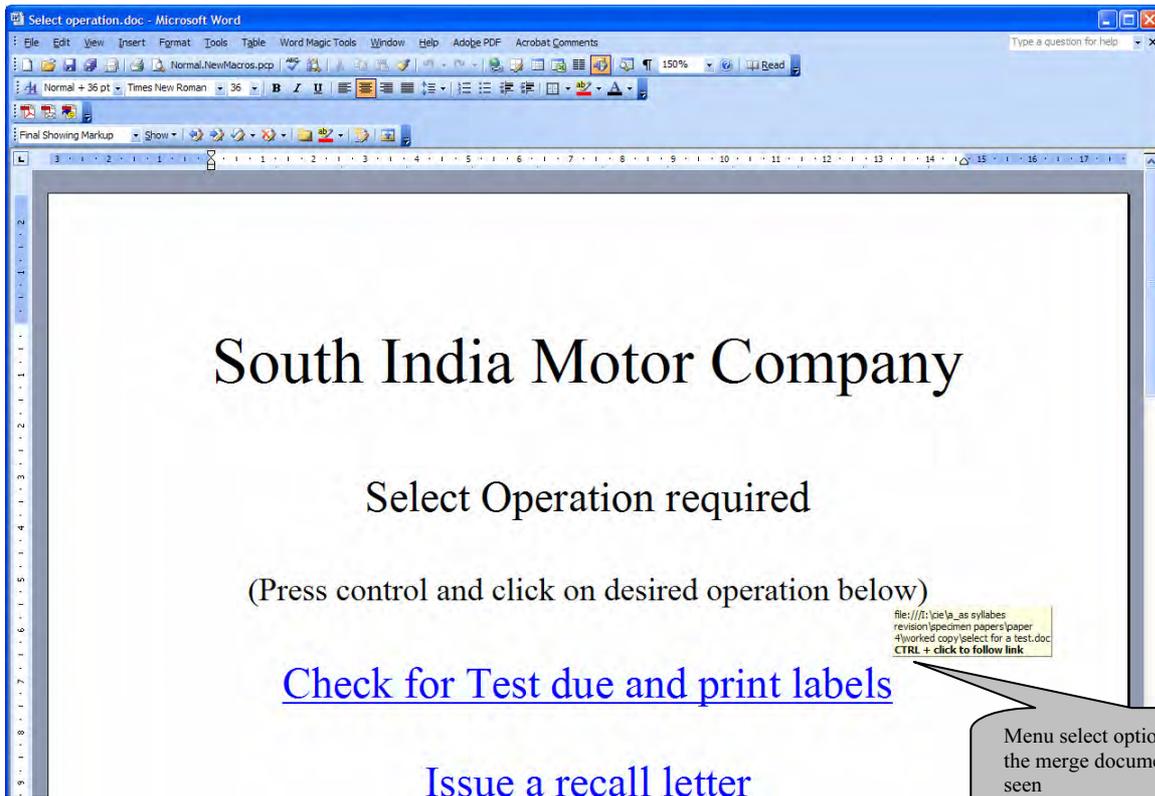
Step 4 of 6  
 Next: Preview your labels  
 Previous: Select recipients

If then else field inserted to differentiate between first and subsequent test  
 1 mark



VIN field no duplicates  
2 marks





**Task D**

## User Guide

Introduction	8 marks
Examples of usage	8 marks
Error guide	8 marks

## Marks awarded for each section

7-8	A full and clear explanation of the highest quality. Leaves no areas to be guessed by user
4-6	A clear explanation that may have some gaps in information, leaving user to fill in for themselves some information
2-3	a very brief explanation that does not cover all aspects of the solution. May contain errors. User is left to work out much operation for self
0-1	Minimal and weak explanation with many errors

**Example of a User Guide****Introduction**

This is a guide to some automated searches that can be produced for the South India Motor Company. They will serve to produce labels or letters to customers either for motor tests that are falling due or to send letters to customers to recall cars for inspection or checks at manufacturers' request. The user will start from a menu screen which may be loaded, but if not, requires file **select operation.doc** to be opened.

This menu option offers two choices at present. One is used to open a document to make labels for tests due and the other is to produce letters for recalling cars. Press control and click on the link to the option that you require.

**Examples of use**

## 1 Test invitation labels

The file **select for a test.doc** opens. It is linked to a database file and may prompt you to allow the file to be opened. If it does, the allow it to open the link. The document opens as a sheet of labels and can select between first and subsequent tests if you enter selection criteria. The selection is made by editing the source data list. Click on the edit source data button on the merge toolbar, and select from the field selection drop down menu the advanced option.

**Mail Merge Recipients**

To sort the list, click the appropriate column heading. To narrow down the recipients display to specific criteria, such as by city, click the arrow next to the column heading. Use the check buttons to add or remove recipients from the mail merge.

List of recipients:

	Title	Address1	V...	RegDate	Mo...	Y...
<input checked="" type="checkbox"/>	Mr	8 Milford Road	VHM00	1/3/2002	1	2002
<input checked="" type="checkbox"/>	Mr	3 Railway Co...	VBW10	10/31/2002	10	2002
<input checked="" type="checkbox"/>	Mr	53 Derby Road	VAM06	1/17/2002	1	2002
<input checked="" type="checkbox"/>	Mr	23 Oak Close	VRM06	4/6/2002	4	2002
<input checked="" type="checkbox"/>	Mr	65 Meadow V...	VMN88	9/12/2002	9	2002
<input checked="" type="checkbox"/>	Mr	122 Derby R...	VJK90	10/25/2002	10	2002
<input checked="" type="checkbox"/>	Mr	15 Melbourn ...	VRM27	4/17/2002	4	2002
<input checked="" type="checkbox"/>	Mr	10 Oak Close	VFM77	4/30/2002	4	2002
<input checked="" type="checkbox"/>	Mr	28 Town Street	VSD90	6/19/2002	6	2002

Select the month you require by typing in the selection criterion MONTH equals and the number of the month.

**Filter and Sort**

Filter Records | Sort Records

Field: Comparison: Compare to:

Month Equal to 1

And

Clear All OK Cancel

An automatic field selects that if the YEAR is three less than the current one ie 2003, then a first test notice is inserted in the label. When the criteria are all correct, then merge the labels to a new document. You can trial the merge first if you wish. Buttons for these merge operations are found on the merge tool bar.

## 2 Find cars for recall notices.

The file any **recall.doc** opens. It is linked to a database file and may prompt you to allow the file to be opened. If it does, the allow it to open the link. The file opens a prepared merge document ready to produce letters. You need to select records to be merged. Open the edit source list by pressing the edit source button on the merge toolbar. From the drop down menus at the field headings, choose the advanced option and in the first selection make VIN recall equal to the two letter code for recall. On the next two options, set the *regdate* first to be greater than the start date for the recall, and then to be less than the last date for the recall. When the data selections are made merge the letters to a new document and save or print as required. The merge to new document button is found on the merge menu toolbar.

## Handling errors

If the menu does not open the file you want, then these are to found at XXX location. Each can be located and opened on demand.

If, when you open the merge master documents, the merge toolbar does not seem to be active, then you may need to link the document to its source data file. The source data file is XXX.mdb and is located in YYY folder. When you locate the database, you also need to identify the correct query on which the merge is to be based. For the test labels, the query is named zzz and for the recall list it is called vvv.