

CANDIDATE  
NAME

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CENTRE  
NUMBER

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CANDIDATE  
NUMBER

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**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY**

**9713/04**

Paper 4 Practical Test

**February/March 2017**

**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. Printouts with handwritten candidate information will **not** be marked.

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 Katarina's Cookery School and are required to carry out a number of tasks. The school offers classes to customers. Katarina is the owner and manager of the school.*

*All documents produced must be of a professional standard, suit the business context and contain your candidate details. You must use the most efficient methods to solve all tasks.*

*You are required to provide evidence of your work, including screenshots at various stages. Each screenshot should clearly show the relevant evidence. You will record your evidence in a document named:*

CentreNumber\_CandidateNumber\_Evidence

e.g. ZZ999\_99\_Evidence

Place your name, Centre number and candidate number in the header of your Evidence Document.

You have been provided with the following files:

**Customer.csv** – a list of all the customers of the cookery school

**Courses.csv** – a list of the courses offered by the cookery school

**Chefs.csv** – a list of chefs at the cookery school

**Bookings.csv** – a list of bookings made by customers for each cookery course

**Courses\_letter.rtf** – a template letter for sending to customers

Examine the contents of each file.

- 1 Create a relational database from the files provided.

The format for a *Customer\_ID* needs to be set so that 2 letters and 1 number only can be entered, for example AA1.

Restrict data entry in the *Cookery\_level* field to the letters B, I and A only.

Restrict data entry in the *Course\_duration* field to the numbers 1 to 10 (inclusive) only.

All costs must be set to Euros with 0dp. If the Euro sign (€) is not available, select any available currency sign.

In your Evidence Document, include screenshot evidence of your table structures, methods, data types, key fields and the relationships between tables, including field names and types of relationship you have created.

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- 2 Katarina wants a search to show how many bookings have been placed for each course. She wants to be able to search for this by entering the name of the course. The search must display the name of the course and the number of bookings made.

Run the search for the course 'Artisan bread'.

Include screenshot evidence of your search method and result in your Evidence Document.

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- 3 Katarina wants to see how many bookings have been made on the different bread courses the cookery school offers.

Create a report to show the number of bookings made on each bread course. Only the course name and number of bookings should be shown in the report.

The report needs a title of **Number of bookings for each bread course**

Include a suitable chart or graph at the top of the report, below the title, to show the number of bookings made for each bread course. The chart should have a suitable title and suitable labels for the axes.

Include your name, Centre number and candidate number at the bottom of the report.

Include screenshot evidence of your selection methods in your Evidence Document.

Print the report.

[20]

- 4 Katarina wants a report to see how many courses each chef ran during the months of February and March 2016. The report must only include the chef's name, date booked and course name. Display each chef's name in the format Surname: Forename. The bookings should be grouped for each chef and listed with the earliest date first.

Display for each chef, with appropriate labels, the:

- subtotal of the number of bookings
- total income. (Total income is a total cost of all their bookings.)

Display the total of the number of bookings at the bottom of the report, with a suitable label.

Include your name, Centre number and candidate number at the top of the report.

Include screenshot evidence of your selection methods and calculations in your Evidence Document.

Print the report.

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- 5 Katarina wants to send a letter to offer a discount to those customers who have booked 4 or more courses.

Use the template **Courses\_letter.rtf** and follow the instructions to create a mail merge letter for customers who qualify.

A customer who has a *Cookery\_level* of:

- B is a **beginner**
- I is **intermediate**
- A is **advanced**

The cookery level should appear in full and not just a single character.

Where indicated, the following conditional text should appear:

- beginners should be recommended to take the **Beginner Cake Icing**
- intermediate customers should be recommended to take the **Intermediate Cake Baking**
- advanced customers should be recommended to take the **Advanced Chocolate and Pastries**

Print the merge document showing all the field codes.

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

Include evidence of your selection method in your Evidence Document.

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Save and print your Evidence Document.

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

Date





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