CANDIDATE NAME	

CENTRE NUMBER		CANDIDATE NUMBER	

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY **9713/02**

Paper 2 Practical Test   **May/June 2016**

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.

International Examinations

[Turn over

https://xtremepape.rs/

You work for RockICT who produce and sell music. The band Lyryx are planning a UK tour. You are going to manipulate data about concert dates and the venues (places) where the band will perform.

Before starting each task examine the source data files carefully. You may need to manipulate the source data, e.g. you may place functions in extra columns if required.

You must use the most efficient method to solve each task.

1   You will provide evidence of your work, including screenshots at various stages. Make sure that these screenshots can be easily read. Open the document **j16_evidence.rtf**

Place your name, Centre number and candidate number in the footer.

Save this Evidence Document with the filename:
CentreNumber_CandidateNumber_ED.rtf
e.g. ZZ999_99_ED.rtf   [2]

2   Open the file **j16_venues.csv**

Save this file as a spreadsheet.

Delete rows 2 and 3.   [1]

3   For each venue, use a function in the *Vcode* column to extract the 4 letter venue code.

This is the third and fourth letters, followed by the first 2 letters of the *Code* column. Do not include any numeric data.
e.g. If the *Code* is ABCD1234 the *Vcode* is CDAB

Place in your Evidence Document a screenshot(s) of your method.   [9]

4   The capacity for each venue is contained in its code. In the *Capacity* column extract the seating capacity. This is all the numeric data from the *Code* column.
e.g. If the *Code* is ABCD1234 the *Capacity* is 1234

Place in your Evidence Document a screenshot(s) of your method.   [16]

5   Create the following named ranges using the contents of all cells that contain data (except row 2), with the given name:

Name	Cells in range
VC	*VCode* column
NM	*Name* column
LCTN	*Location* column
CPCTY	*Capacity* column

Place in your Evidence Document a screenshot(s) of your method.

Save your spreadsheet.   [8]

6 Open the file **j16_tour_plan.csv**

Merge and centre align cells A1 to H1. Format this cell to have a black background with a white 36 point serif font.

Place your name, Centre number and candidate number on the right in the header. [6]

7 Enter formulae in appropriate cells in the *Venue name*, *Location* and *Capacity* columns to automatically look up the required data, using the named ranges in the spreadsheet saved in step 5. Make sure that all capacities are stored as numbers.

Save your spreadsheet.

Print this spreadsheet showing the values on a single page. Do **not** display row and column headings.

Print only cells A3 to G14 showing the formulae and row and column headings. [20]

8 For dates where there is a concert, in the *Crew* column, enter formulae to calculate the number of people needed to set up the stage. Each concert needs 5 crew members, plus one for each 500 people (or up to 500 people) of the venue's capacity. If the concert starts before 20:00 hours 2 extra crew members will be needed.

Save your spreadsheet.

Print this spreadsheet showing the values on a single page. Do **not** display row and column headings. Do **not** display the rows where the venue is *Storage*.

Print evidence of the formulae used in cells H3 to H13. Do **not** display cells from other columns. Display row and column headings. Make sure all formulae are fully visible. [18]

9 Create and fully label an appropriate chart to compare the number of crew members required at each venue and the capacity of each venue. Make sure the venue names and locations are visible.

Save and print your chart. [16]

10 Using the spreadsheet saved in step 8, in cell:

- I3 add the heading **Sound**
- J3 add the heading **Light**
- K3 add the heading **General**

For each concert calculate the number of sound, light and general crew required. From the total crew, use as many general crew as possible after:

- 40%, or slightly more, are used as sound crew
- 30%, or slightly more, are used as lighting crew.

Merge and centre align cells A1 to K1 retaining the formatting from cell A1. Change the background colour of this cell to red.

Save your spreadsheet.

Print this spreadsheet showing the values on a single page. Do **not** display row and column headings.

Print only cells I3 to K13 showing the formulae and row and column headings. [19]

11 Using a single column for each venue, create and fully label a bar chart to compare the number of sound, light and general crew members used.

Save and print your chart. [5]

12 Save and print your Evidence Document.

Write today's date in the box below

Date