Cambridge International Examinations
Cambridge International Advanced Level

CANDIDATE NAME	

CENTRE NUMBER		CANDIDATE NUMBER	

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY **9713/04**

Paper 4 Practical Test

October/November 2015

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 on 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

You are working for RockICT and are required to carry out some tasks using club membership data. Up to 40 members of the RockICT club are members of an exclusive XLClub.

All documents published are required to be of a professional standard and suit the business context.

You are required to provide evidence of your work, including screen shots at various stages. Each screen shot should clearly show the relevant evidence. You should 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.

You have been given the following files:

MembershipList.csv – the list of members of the newsletter mailing list
XLClub.csv – the list of members in the XLClub and the amount they have raised for charity
Prizes.csv – the current list of prizes
PrizeNotifications.rtf – a template letter for notifying winners
XLClubLabels.rtf – a template for printing badge labels.

Examine the contents of these files.

1   Members of the XLClub are entered in a monthly prize draw.
    A spreadsheet is used to generate random numbers to allocate prizes.

    The XLClub membership number is compared to the random number to determine who wins a prize.

    Set up a spreadsheet as shown below:

	A	B	C	D	E	F	G
1	**Prize Number**	**Item**	**Value**	**Winning Number**	**Member Number**	**Surname**	**Telephone Number**
2	**1**						
3	**2**						
4	**3**						
5	**4**						

In columns B and C enter formulae that will automatically display the relevant data from the **Prizes.csv** file.

In order to create the Winning Numbers in column D, enter formulae that generate random numbers only in the range of the Member Numbers shown in the **MembershipList.csv** file.

Not all those listed in the **MembershipList.csv** file are members of the XLClub.

In column E enter a formula that will use the Winning Number to display a Member Number from the XLClub list.

The formulae should display Member Numbers from the XLClub list that match the Winning Number. If an exact match is not found, the formula should display the highest XLClub Member Number that is less than the Winning Number.

In columns F and G enter formulae that display the specified details of the winners identified by the Member Numbers in column E.

Save the spreadsheet as **Monthly Winners**
Provide evidence of the formulae you used in your Evidence Document.

No member of the XLClub should win more than one prize.
The prize draw results will be confirmed only when no Member Numbers appear more than once.

Copy the complete table of prize draw results and paste the values into a new spreadsheet.

Save the spreadsheet as **NovemberXLClubWinners**

Insert the text **XLClub November Prize Draw Winners** in the centre of the header and your name, Centre number and candidate number with today's date in the footer.

Save and print a copy of the table.   [20]

2   RockICT uses a mail merge to send letters to the Monthly prize winners.
The template for the mail merge is provided as **PrizeNotifications.rtf**
Open the file to inspect the instructions and the mergefields needed.

The data for the mergefields exist in multiple files so you are required to create a database as a source for merging the letters and for other tasks.

Ensure that your solution is as efficient as possible with no unnecessary duplication of data.

Include details of the tables and any relationships created in your Evidence Document.

Use **PrizeNotifications.rtf** to mail merge letters to the November winners only.
Insert fields where indicated and remove the instructions.

Ensure that each letter will be formatted consistently after the mail merge.

Print a copy of the merge document or provide screen shots showing all the field codes.

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

                                                                                        [40]

3 **(a)** Members of the XLClub raise money for charity. The amount they have raised so far is shown in the Funds Raised field in your database. Members are also assigned to a Focus Group.

Create a report that will allow a user to select members of the XLClub by Focus Group and display the Member Number, GivenName, Surname and Funds Raised fields.

Show details of your selection method in your Evidence Document.

The data should:
- be sorted by the Funds Raised field in descending order
- display the Focus Group selected in the report header
- show the total of the Funds Raised by the Focus Group in the report footer
- show the average amount of Funds Raised in the report footer.

All money shown should be in whole £ (0 dp).

Add labels and a suitable title, to explain the information contained in the report.
Ensure layout and formatting is of a professional standard.

Add your name, Centre number and candidate number with today's date to the report footer.

Run the report for Focus Group B.

Print the report.

3 **(b)** Export the report to a word processing application.

Convert the data above the total and average amounts into a table.

Edit and format the document to ensure that it is suitable for publication.

Move your name, Centre number and candidate number to the footer of the document.

Save and print the document.

[15]

4   Members of the XLClub who raised over £250 are invited to a party.

You are required to print name badge labels which will display only the GivenName, Surname and Member Number and some conditional text.

You will use the **XLClubLabels.rtf** file to print the labels.

Format all text as a serif font with the names in **14**pt bold and the Member Number in **10**pt.

Member number 252, Toby Vincent, will not be attending and his badge label should not be printed.

Show details of your selection methods in your Evidence Document.

The labels should be arranged in ascending order of the amount raised and, for those members who raised over £350, display the text **Premier fund raiser**

Include screenshot(s) showing the fields in your Evidence Document.

Save and print the labels.   [15]

Save and print your Evidence Document.

Write today's date in the box below.

Date

6

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8

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