



# **Cambridge International AS & A Level**

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**INFORMATION TECHNOLOGY**

**9626/04**

Paper 4 Advanced Practical

**May/June 2024**

**2 hours 30 minutes**



You will need: Candidate source files (listed on page 2)

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## **INSTRUCTIONS**

- Carry out every instruction in each task.
- Save your work using the file names given in the task as and when instructed.
- You must **not** have access to either the internet or any email system during this examination.
- You must save your work in the correct file format as stated in the tasks. If work is saved in an incorrect file format, you will **not** receive marks for that task.

## **INFORMATION**

- The total mark for this paper is 90.
- The number of marks for each question or part question is shown in brackets [ ].

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This document has **12** pages. Any blank pages are indicated.

You have been supplied with the following source files:

**BankDetails.rtf**  
**CakeBase.png**  
**CakeSalesData.xls**  
**DocHeader.png**  
**MMergeTemplate.rtf**

Create a folder called **Examination**.

You must save all your work in this folder.

Copy these files into this folder.

Do **not** delete the source files when submitting your work.

Do **not** tidy the folder by deleting files created at any stage of attempting the tasks.

*You must use the most efficient methods to solve each task. All work produced must be of a professional standard and contain your candidate details.*

**Task 1**

*Important: read the entire question before starting this task; you will need to determine the data required to complete the mail merge.*

**(a)**

Open **CakeSalesData.xls** in a spreadsheet application.

Examine the three worksheets. They each contain data for the Llfan Bakery's sales for April 2024.

The cost of each product is shown in the **Products** worksheet.

*Note that items with a Tax\_Code a must be increased by 20%.*

Create a single replicable formula to calculate the cost including tax of an item in an order.  
Replicate the formula for all items and all orders.

Calculate the total cost for each order as shown:

	M	N	O	P	Q	R	S	T	U	V
1	Almond Delight	Angel Cake	Battenburg	Brandy Snap	Carrot Cake	Chocolate Brownies	Chocolate Cake	Cup Cakes	Ginger Fancies	Total for Order
2	£ 35.94	£ 48.93	£ 99.95	£ 95.90	£ 29.95	£ 15.99	£ 13.98	£ 41.93	£ 76.70	£ 459.28
3	£ 50.32	£ 55.92	£ 179.91	£ 83.92	£ 23.96	£ 15.99	£ 69.90	£ 23.96	£ 67.12	£ 570.99
4	£ 57.50	£ 27.96	£ 99.95	£ 95.90	£ 11.98	£ 47.97	£ 20.97	£ 53.91	£ 95.88	£ 512.03
5	£ 71.88	£ 34.95	£ 159.92	£ 59.94	£ 35.94	£ 159.90	£ 34.95	£ 59.90	£ 76.70	£ 694.08
6	£ 21.56	£ 34.95	£ 59.97	£ 47.95	£ 11.98	£ 47.97	£ 20.97	£ 47.92	£ 76.70	£ 369.98
7	£ 7.19	£ 34.95	£ 19.99	£ 59.94	£ 11.98	£ 95.94	£ 13.98	£ 47.92	£ 9.59	£ 301.48
8	£ 64.69	£ 34.95	£ 159.92	£ 23.98	£ 5.99	£ 79.95	£ 13.98	£ 59.90	£ 67.12	£ 510.47

Save your spreadsheet as **AprilBakerySales**\_followed by your centre number\_candidate number.  
For example, AprilBakerySales\_ZZ999\_9999

[10]

(b)

Create a database using the data from your spreadsheet. Save the database as **April\_Invoices\_** followed by your centre number\_candidate number. For example, April\_Invoices\_ZZ999\_9999

Create a database report to display invoices for each customer whose *Terms* are monthly.

The report must show the order totals.

Format each invoice to look like this:







Llfan Commercial Park  
Welshpool SY21  
+44 1632 960704

**INVOICE**

<b>For:</b> Alma's Nibbles	34 Rhosddu Rd FILLINGHAM DN21 3RY	Tel_Number: 078 4312 8980																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account_id: DNAN</th> <th style="width: 20%;">Date</th> <th style="width: 20%;">Order_id</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td>07/04/2024</td> <td>AprDNAN1</td> <td>£416.91</td> </tr> <tr> <td>13/04/2024</td> <td>AprDNAN2</td> <td>£427.92</td> </tr> <tr> <td>21/04/2024</td> <td>AprDNAN3</td> <td>£306.88</td> </tr> <tr> <td>29/04/2024</td> <td>AprDNAN4</td> <td>£339.21</td> </tr> <tr> <td colspan="3" style="text-align: right; border-top: 1px solid black; border-bottom: 1px solid black;"> <b>Total</b>      <b>£1,490.92</b> </td> </tr> </tbody> </table>			Account_id: DNAN	Date	Order_id	Total	07/04/2024	AprDNAN1	£416.91	13/04/2024	AprDNAN2	£427.92	21/04/2024	AprDNAN3	£306.88	29/04/2024	AprDNAN4	£339.21	<b>Total</b> <b>£1,490.92</b>		
Account_id: DNAN	Date	Order_id	Total																		
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21/04/2024	AprDNAN3	£306.88																			
29/04/2024	AprDNAN4	£339.21																			
<b>Total</b> <b>£1,490.92</b>																					
<p>All prices above are in GBP Please remit payment within 14 days to the following account: Bank Details: Sort Code: 20-00-00 Account: 55779911</p>																					

← Use the text from **BankDetails.rtf** here.

Note:

- you must include the total cost for each customer
- the dates must be in ascending order
- each invoice must start on a new page.

Export the invoices in a single **.pdf** file named **April\_Invoices\_** followed by your centre number\_candidate number. For example, April\_Invoices\_ZZ999\_9999

[20]

**Please turn over.**

(c)

Use **MMergeTemplate.rtf** to mail merge letters to customers whose *Terms* are *Payment on delivery*.

Add the merge fields where shown and follow the rules to display the conditional text.

The letters should look like this:



**Llfan Bakery**

Llfan Commercial Park  
Welshpool SY21  
+44 1632 960704

House Roasts	<b>STATEMENT</b>
59 Iolaire Road	Account ID B9HR
NEW END	Contact: Abbie Baker
B96 7PL	Date: 13-September-22

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**Dear Abbie**

Thank you for your continuing custom.

**As a customer whose monthly orders often total more than £2000, we are pleased to offer you a monthly account that you can use to order and pay for our products online.**

Assuring you of our best intentions,



**Llifan Bakery**

Llifan Commercial Park

Welshpool SY21

+44 1632 960704

Karma Cafe

**STATEMENT**

28 Town Lane

**Account ID** BAKC

SOUTH BREWHAM

**Contact:**

BA10 6ZP

**Date:** 13-September-22

**Dear Customer**

Thank you for your continuing custom.

**Your orders in April amount to £2094.93 but unfortunately you have £427.39 still to pay.  
Please remit this amount as soon as possible. We reserve the right to refuse future  
orders.**

Assuring you of our best intentions,

Save the merge document as **AprilMergeDoc**\_followed by your centre number\_candidate number. For example, AprilMergeDoc\_ZZ999\_9999

Merge the letters to a document named **April\_Letters**\_followed by your centre number\_candidate number. For example, April\_Letters\_ZZ999\_9999

[22]

## Task 2

Create a vector graphic image of this cake:



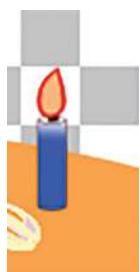
Note the following features:



- there are gradient fills for the top layer (orange), the jam (red) and the chocolate (brown) base
- the plate has contours to give the impression of depth



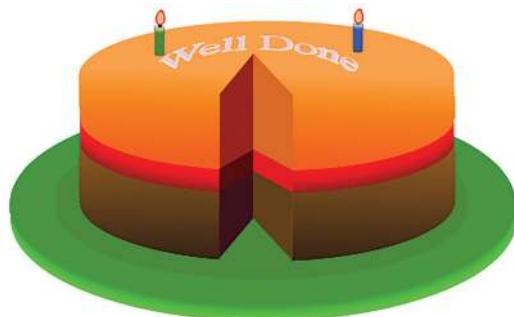
- the lettering must appear to be raised



- the candles must have gradient fills and flames to match this image.

Save the image as a scalable vector graphic (**.svg**) named **WholeCake**\_followed by your centre number\_candidate number. For example, WholeCake\_ZZ999\_9999

Amend your image to give the appearance that a slice of the cake has been cut out as shown:



Save the image as a scalable vector graphic (.svg) named **SlicedCake**\_followed by your centre number\_candidate number. For example, SlicedCake\_ZZ999\_9999

[23]

### Task 3

Create an animation advertising a service that allows you to add your own message on the top of a cake.

Set the stage to 640 pixels by 480 pixels.

Use **CakeBase.png** as the background.



Add the text **Your message here** in a grey serif font in the position and size shown:



You must animate the text to change colour on the top of the cake.



Start the animation after 1 second.

Then it must take 2 seconds to overwrite the grey text with white text, moving from left to right.



Then it must take 2 seconds to overwrite the white text with red text, moving from left to right. The animation must be incremental and loop continuously.

Save your animation as an animated gif named **CakeMessage\_** followed by your centre number\_candidate number. For example, **CakeMessage\_ZZ999\_9999**

[15]



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