



Mark Scheme

Summer 2022 (Results)

Pearson Edexcel International GCSE In  
Information and Communication Technology (ICT)

(4IT1) Paper 02: Practical Paper

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Summer 2022

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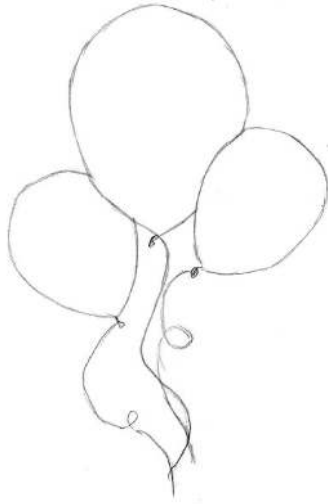
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## General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

4IT1 02 – 2206 (Party Planning)

Task	Answer	Marks
<b>A1</b>	<b>TASK A1 and LOGO</b>	
a	<p><i>Identify <b>two</b> weaknesses of the existing logo.</i></p> <ul style="list-style-type: none"> <li>• the image is pixelated</li> <li>• the text is distorted</li> <li>• there is not enough contrast between the text and image colours</li> <li>• (the font colours make it) hard to read</li> <li>• The <b>image</b> is not clear</li> </ul> <p>Accept any other appropriate response</p> <p><b>Do not accept</b> generic responses that do not relate specifically to the logo</p>	2
b	<p><i>Logo created using the given sketch:</i></p> <ol style="list-style-type: none"> <li>1. three balloon shapes (1)</li> <li>2. at least two different coloured balloons (1)</li> <li>3. at least one balloon in front of another (1)</li> <li>4. a reflection on <b>OR</b> a shadow behind, at least one balloon (1)</li> <li>5. curly/curved lines (to represent string) (1)</li> <li>6. the company name is fit for purpose (appropriate font, colour, size, and position, spelt correctly) (1) – The Perfect Party or THE PERFECT PARTY</li> </ol>	6



c

Give **two** features of bitmap images.

- Made up of tiny dots called pixels/made up of individual pixels
- Each pixel can be edited
- Different colour modes – e.g. RGB, CMYK

Allow drawbacks such as:

- Bitmap images have a large **file size**/ takes up more **storage** space
- Bitmap images are pixelated **when enlarged**

Accept any other appropriate response

2

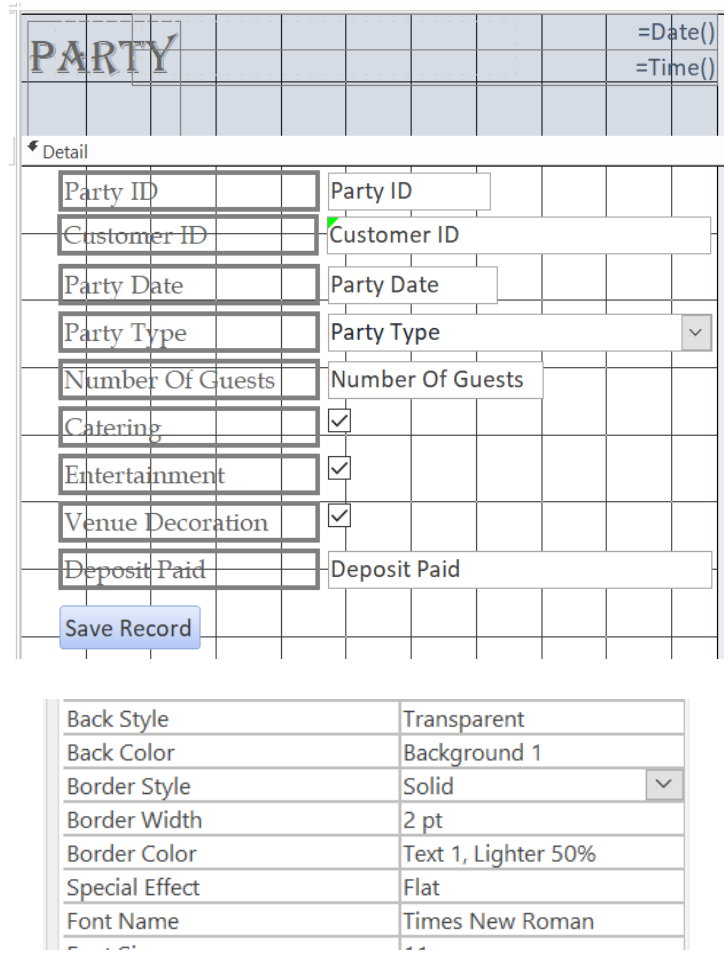
**Total for Task A1 and Logo**

**10**

**A2 TASK A2 - database screenshots**

a

Data entry form:



1. Title **and** field headings in a serif font (1)
2. Field headings have a 2pt border (1) – need to see the properties. Accept if they show the line as 2pt. Do not accept gridlines.
3. Includes an automated date **and** time (1)
4. Save record button included (1)

b

*Query.*

Field:	Party Date	Party Type	Number Of Guests	Catering	Entertainment	Venue Decoration	Deposit Paid
Table:	{PARTY TABLE}	{PARTY TABLE}	{PARTY TABLE}	{PARTY TABLE}	{PARTY TABLE}	{PARTY TABLE}	{PARTY TABLE}
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	Like "***/**/2024"		>=50				>=0
or:							

Correct criteria: - booked for 2024, more than 50 guests, deposit paid

Like "\*\*\*/\*\*/2024"

\*2024

>=#01/01/2024# and <= #31/12/2024#

>#31/12/2023# and <#01/01/2025#

between #01/01/2024# and #31/12/2024#

>50 >=49 for the Number of Guests

>0 >=1 for Deposit Paid (allow Yes/True)

1 & 2. Award 2 marks for all 3 correct criteria

Award 1 mark for 2 correct criteria

Award no marks for 0 or 1 correct criteria

*Result of Query.*

Party Type	Party Date	Customer ID	Number Of Guests
Religious Festival	10/06/2024	GA1006	250
Religious Festival	12/01/2024	HA1201	150
Anniversary	26/04/2024	KH2604	80
Birthday	12/02/2024	JA1202	60

3. Correct fields **only** (in any order) – Party Type, Party Date, Customer ID and Number of Guests (1)

4. Fields in correct order – Party Type, Party Date, Customer ID and Number of Guests (1)

5. Number of guests – sorted in descending order (1)

1  
1

5

**A2**

C

*Results of query:*

Customer ID ▾	Party Type ▾	Party Date ▾
HA1201	Religious Festival	12/01/2024
LA1002	Birthday	10/02/2024
KH2604	Anniversary	26/04/2024
RI2205	Birthday	22/05/2024
GA1006	Religious Festival	10/06/2024
CH0612	Wedding	06/12/2024
RE1812	Wedding	18/12/2024
GO0405	Wedding	04/05/2025
JO0106	Religious Festival	01/06/2025
WA2310	Birthday	23/10/2025
BH2311	Wedding	23/11/2025
VI1105	Birthday	11/05/2026
JU1509	Birthday	15/09/2026
MD0310	Religious Festival	03/10/2026
SU0611	Wedding	06/11/2026

*Report:*

1. Suitable title - reference to **Catering** and **(Venue) Decoration** in a serif font (1)
2. Logo - top left (1)
3. Correct 15 records (1)
4. Shows **only Customer ID, Party Type** and **Party Date** in that order (1)
5. No truncation (title and contents) (1)
6. Ascending order of Party date - HA1201 down to SU0611 (1)
7. Include a header - The Perfect Party (1)
8. Fits on one page (1)



A2 d (i)	<p><i>Give the most appropriate data type Brogan should use for the Customer Contact Number field.</i></p> <p>Text/ Short Text</p>	1	
(ii)	<p><i>Give the most appropriate field size Brogan should use for the Customer Contact Number field.</i></p> <p>10/11/12/13/14/15</p>	1	
(iii)	<p><i>Identify which field would be used as a foreign key in the PARTY table.</i></p> <p>Customer ID</p>	1	
(iv)	<p><i>Data entered into CUSTOMER table:</i></p>	1 1	
	<p>Customer ID Customer Name Email Address Preferred Contact Method</p>		<p>SA1203 Samuels samuels@fortran.online Email</p>
	<p>Award 2 marks for 4 correct entries Award 1 mark for 3 correct entries Award no marks for 0, 1 or 2 correct entries</p>		
e (i)	<p><i>State <b>one</b> appropriate validation check that could be used on the Date field.</i></p> <p>Type check Presence check Range check Format check</p>	1	
(ii)	<p><i>Explain <b>one</b> reason why the Preferred Contact Method field uses 'Limit to List' on the lookup list.</i></p> <p>To prevent errors (1) because a user can only select from the list (email or mobile) rather than being able to type in anything they wanted (1)</p> <p>A user can't type in anything they wanted (1) which prevents errors (1)</p> <p>To force the user to use only the choices given (1) as it prevents the addition of any new ones (1)</p>	2	
<b>Total for Task A2</b>		<b>25</b>	

A3	Web authoring – INDEX and BIRTHDAY web pages																
a (i)	<p><i>One page to include:</i></p> <ol style="list-style-type: none"> <li>the logo created in Task A1b (1)</li> <li>the text, 'IT'S PARTY TIME' in a sans-serif font <b>and</b> uppercase (1)</li> <li>a navigation bar with at least one functioning html link – INDEX to BIRTHDAY <b>or</b> BIRTHDAY to INDEX (1)</li> <li>a page title - &lt;h1&gt; (code) (1)</li> <li>background colour – #FAEBD7 (code) (1) RGB 250 235 215</li> <li>text colour - #B676B1 (code) (1) RGB 182 118 177</li> </ol>	6															
(ii)	<p><i>The Home page must include:</i></p> <ol style="list-style-type: none"> <li>any text (other than the table text) from the WEB PAGE document (1)</li> <li>an HTML table with table information from the WEB PAGE document (code) (1)</li> <li>Row 1 is merged across all columns (1)</li> <li>Row 1 <b>only</b> has dark background <b>and</b> white text (1) – allow their 1<sup>st</sup> row</li> <li>Row 1 is centre aligned (1) – allow their 1<sup>st</sup> row</li> </ol> <table border="1" data-bbox="261 1335 1294 1541"> <thead> <tr> <th colspan="3">What can we offer you?</th> </tr> </thead> <tbody> <tr> <td>Party Type</td> <td>Services</td> <td>Payment methods</td> </tr> <tr> <td>Birthdays</td> <td>Catering</td> <td>Credit card</td> </tr> <tr> <td>Anniversaries</td> <td>Entertainment</td> <td>Debit card</td> </tr> <tr> <td>Celebrations</td> <td>Venue Decoration</td> <td>Bank transfer</td> </tr> </tbody> </table>	What can we offer you?			Party Type	Services	Payment methods	Birthdays	Catering	Credit card	Anniversaries	Entertainment	Debit card	Celebrations	Venue Decoration	Bank transfer	5
What can we offer you?																	
Party Type	Services	Payment methods															
Birthdays	Catering	Credit card															
Anniversaries	Entertainment	Debit card															
Celebrations	Venue Decoration	Bank transfer															
(iii)	<p><i>The Birthday page must include:</i></p> <ol style="list-style-type: none"> <li><b>two</b> appropriate images (1) – placeholder with an image name in the code (<b>NOT</b> Images 1 &amp; 2)</li> <li>at least <b>one</b> image set to 450 x 300 pixels (code) (1)</li> <li>footer with a different background colour (1)</li> <li>(footer with) an email link to mailto:brogan@tpp.service (code) (1)</li> </ol>	4															
<b>Total for Task A3</b>		<b>15</b>															

B1	TASK B1 spreadsheet file																																																																																																																																																																																																																																																																														
	<table border="1"> <thead> <tr> <th data-bbox="336 174 363 203">A</th> <th data-bbox="363 174 461 203">B</th> <th data-bbox="461 174 557 203">C</th> <th data-bbox="557 174 654 203">D</th> <th data-bbox="654 174 751 203">E</th> <th data-bbox="751 174 849 203">F</th> <th data-bbox="849 174 946 203">G</th> <th data-bbox="946 174 1043 203">H</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 203 363 232">1</td> <td colspan="7" data-bbox="363 203 1043 232">01/06/2022 11:37</td> <td data-bbox="1043 203 1070 232"></td> </tr> <tr> <td data-bbox="336 232 363 262"></td> <td colspan="7" data-bbox="363 232 1043 262">Income from Party Costs</td> <td data-bbox="1043 232 1070 262"></td> </tr> <tr> <td data-bbox="336 262 363 291">2</td> <td data-bbox="363 262 461 291">Customer ID</td> <td data-bbox="461 262 557 291">Type of party</td> <td data-bbox="557 262 654 291">Package</td> <td data-bbox="654 262 751 291">Cost per guest</td> <td data-bbox="751 262 849 291">Number of guests</td> <td data-bbox="849 262 946 291">Cost of party</td> <td data-bbox="946 262 1043 291">New customer</td> <td data-bbox="1043 262 1070 291">Total with discount</td> </tr> <tr> <td data-bbox="336 291 363 320">3</td> <td data-bbox="363 291 461 320">MEE092024</td> <td data-bbox="461 291 557 320">Wedding</td> <td data-bbox="557 291 654 320">Premium W</td> <td data-bbox="654 291 751 320">£40.00</td> <td data-bbox="751 291 849 320">250</td> <td data-bbox="849 291 946 320">£10,000.00</td> <td data-bbox="946 291 1043 320">Yes</td> <td data-bbox="1043 291 1070 320">£9,000.00</td> </tr> <tr> <td data-bbox="336 320 363 349">4</td> <td data-bbox="363 320 461 349">ROS052024</td> <td data-bbox="461 320 557 349">Wedding</td> <td data-bbox="557 320 654 349">Premium W</td> <td data-bbox="654 320 751 349">£40.00</td> <td data-bbox="751 320 849 349">200</td> <td data-bbox="849 320 946 349">£8,000.00</td> <td data-bbox="946 320 1043 349">Yes</td> <td data-bbox="1043 320 1070 349">£7,200.00</td> </tr> <tr> <td data-bbox="336 349 363 378">5</td> <td data-bbox="363 349 461 378">DAC022023</td> <td data-bbox="461 349 557 378">Wedding</td> <td data-bbox="557 349 654 378">Superior W</td> <td data-bbox="654 349 751 378">£50.00</td> <td data-bbox="751 349 849 378">120</td> <td data-bbox="849 349 946 378">£6,000.00</td> <td data-bbox="946 349 1043 378">Yes</td> <td data-bbox="1043 349 1070 378">£5,400.00</td> </tr> <tr> <td data-bbox="336 378 363 407">6</td> <td data-bbox="363 378 461 407">DAV122023</td> <td data-bbox="461 378 557 407">Religious Festival</td> <td data-bbox="557 378 654 407">Premium RF</td> <td data-bbox="654 378 751 407">£20.00</td> <td data-bbox="751 378 849 407">150</td> <td data-bbox="849 378 946 407">£3,000.00</td> <td data-bbox="946 378 1043 407">No</td> <td data-bbox="1043 378 1070 407">£3,000.00</td> </tr> <tr> <td data-bbox="336 407 363 436">7</td> <td data-bbox="363 407 461 436">ISA062024</td> <td data-bbox="461 407 557 436">Wedding</td> <td data-bbox="557 407 654 436">Standard W</td> <td data-bbox="654 407 751 436">£25.00</td> <td data-bbox="751 407 849 436">100</td> <td data-bbox="849 407 946 436">£2,500.00</td> <td data-bbox="946 407 1043 436">No</td> <td data-bbox="1043 407 1070 436">£2,500.00</td> </tr> <tr> <td data-bbox="336 436 363 465">8</td> <td data-bbox="363 436 461 465">GRE112024</td> <td data-bbox="461 436 557 465">Birthday</td> <td data-bbox="557 436 654 465">Standard B</td> <td data-bbox="654 436 751 465">£25.00</td> <td data-bbox="751 436 849 465">100</td> <td data-bbox="849 436 946 465">£2,500.00</td> <td data-bbox="946 436 1043 465">Yes</td> <td data-bbox="1043 436 1070 465">£2,250.00</td> </tr> <tr> <td data-bbox="336 465 363 495">9</td> <td data-bbox="363 465 461 495">SAN122023</td> <td data-bbox="461 465 557 495">Wedding</td> <td data-bbox="557 465 654 495">Premium W</td> <td data-bbox="654 465 751 495">£40.00</td> <td data-bbox="751 465 849 495">50</td> <td data-bbox="849 465 946 495">£2,000.00</td> <td data-bbox="946 465 1043 495">No</td> <td data-bbox="1043 465 1070 495">£2,000.00</td> </tr> <tr> <td data-bbox="336 495 363 524">10</td> <td data-bbox="363 495 461 524">MAH122023</td> <td data-bbox="461 495 557 524">Religious Festival</td> <td data-bbox="557 495 654 524">Premium RF</td> <td data-bbox="654 495 751 524">£20.00</td> <td data-bbox="751 495 849 524">100</td> <td data-bbox="849 495 946 524">£2,000.00</td> <td data-bbox="946 495 1043 524">No</td> <td data-bbox="1043 495 1070 524">£2,000.00</td> </tr> <tr> <td data-bbox="336 524 363 553">11</td> <td data-bbox="363 524 461 553">LEW112024</td> <td data-bbox="461 524 557 553">Wedding</td> <td data-bbox="557 524 654 553">Premium W</td> <td data-bbox="654 524 751 553">£40.00</td> <td data-bbox="751 524 849 553">50</td> <td data-bbox="849 524 946 553">£2,000.00</td> <td data-bbox="946 524 1043 553">No</td> <td data-bbox="1043 524 1070 553">£2,000.00</td> </tr> <tr> <td data-bbox="336 553 363 582">12</td> <td data-bbox="363 553 461 582">THO032024</td> <td data-bbox="461 553 557 582">Birthday</td> <td data-bbox="557 553 654 582">Premium B</td> <td data-bbox="654 553 751 582">£40.00</td> <td data-bbox="751 553 849 582">50</td> <td data-bbox="849 553 946 582">£2,000.00</td> <td data-bbox="946 553 1043 582">Yes</td> <td data-bbox="1043 553 1070 582">£1,800.00</td> </tr> <tr> <td data-bbox="336 582 363 611">13</td> <td data-bbox="363 582 461 611">MAS082025</td> <td data-bbox="461 582 557 611">Birthday</td> <td data-bbox="557 582 654 611">Standard B</td> <td data-bbox="654 582 751 611">£25.00</td> <td data-bbox="751 582 849 611">75</td> <td data-bbox="849 582 946 611">£1,875.00</td> <td data-bbox="946 582 1043 611">Yes</td> <td data-bbox="1043 582 1070 611">£1,687.50</td> </tr> <tr> <td data-bbox="336 611 363 640">14</td> <td data-bbox="363 611 461 640">NUT032023</td> <td data-bbox="461 611 557 640">Birthday</td> <td data-bbox="557 611 654 640">Superior B</td> <td data-bbox="654 611 751 640">£50.00</td> <td data-bbox="751 611 849 640">30</td> <td data-bbox="849 611 946 640">£1,500.00</td> <td data-bbox="946 611 1043 640">No</td> <td data-bbox="1043 611 1070 640">£1,500.00</td> </tr> <tr> <td data-bbox="336 640 363 669">15</td> <td data-bbox="363 640 461 669">WAP042023</td> <td data-bbox="461 640 557 669">Anniversary</td> <td data-bbox="557 640 654 669">Superior A</td> <td data-bbox="654 640 751 669">£25.00</td> <td data-bbox="751 640 849 669">55</td> <td data-bbox="849 640 946 669">£1,375.00</td> <td data-bbox="946 640 1043 669">Yes</td> <td data-bbox="1043 640 1070 669">£1,237.50</td> </tr> <tr> <td data-bbox="336 669 363 698">16</td> <td data-bbox="363 669 461 698">BRI052024</td> <td data-bbox="461 669 557 698">Wedding</td> <td data-bbox="557 669 654 698">Superior W</td> <td data-bbox="654 669 751 698">£50.00</td> <td data-bbox="751 669 849 698">25</td> <td data-bbox="849 669 946 698">£1,250.00</td> <td data-bbox="946 669 1043 698">Yes</td> <td data-bbox="1043 669 1070 698">£1,125.00</td> </tr> <tr> <td data-bbox="336 698 363 728">17</td> <td data-bbox="363 698 461 728">MAR022023</td> <td data-bbox="461 698 557 728">Wedding</td> <td data-bbox="557 698 654 728">Superior W</td> <td data-bbox="654 698 751 728">£50.00</td> <td data-bbox="751 698 849 728">20</td> <td data-bbox="849 698 946 728">£1,000.00</td> <td data-bbox="946 698 1043 728">Yes</td> <td data-bbox="1043 698 1070 728">£900.00</td> </tr> <tr> <td data-bbox="336 728 363 757">18</td> <td data-bbox="363 728 461 757">LAN012025</td> <td data-bbox="461 728 557 757">Anniversary</td> <td data-bbox="557 728 654 757">Standard A</td> <td data-bbox="654 728 751 757">£10.00</td> <td data-bbox="751 728 849 757">40</td> <td data-bbox="849 728 946 757">£400.00</td> <td data-bbox="946 728 1043 757">Yes</td> <td data-bbox="1043 728 1070 757">£360.00</td> </tr> <tr> <td data-bbox="336 757 363 786">19</td> <td data-bbox="363 757 461 786">LYS012025</td> <td data-bbox="461 757 557 786">Children's</td> <td data-bbox="557 757 654 786">Superior C</td> <td data-bbox="654 757 751 786">£16.00</td> <td data-bbox="751 757 849 786">25</td> <td data-bbox="849 757 946 786">£400.00</td> <td data-bbox="946 757 1043 786">Yes</td> <td data-bbox="1043 757 1070 786">£360.00</td> </tr> <tr> <td data-bbox="336 786 363 815">20</td> <td data-bbox="363 786 461 815">LUC042023</td> <td data-bbox="461 786 557 815">Religious Festival</td> <td data-bbox="557 786 654 815">Standard RF</td> <td data-bbox="654 786 751 815">£15.00</td> <td data-bbox="751 786 849 815">25</td> <td data-bbox="849 786 946 815">£375.00</td> <td data-bbox="946 786 1043 815">Yes</td> <td data-bbox="1043 786 1070 815">£337.50</td> </tr> <tr> <td data-bbox="336 815 363 844">21</td> <td data-bbox="363 815 461 844">PIR082025</td> <td data-bbox="461 815 557 844">Children's</td> <td data-bbox="557 815 654 844">Standard C</td> <td data-bbox="654 815 751 844">£10.00</td> <td data-bbox="751 815 849 844">30</td> <td data-bbox="849 815 946 844">£300.00</td> <td data-bbox="946 815 1043 844">Yes</td> <td data-bbox="1043 815 1070 844">£270.00</td> </tr> <tr> <td data-bbox="336 844 363 873">22</td> <td data-bbox="363 844 461 873">WHI092024</td> <td data-bbox="461 844 557 873">Anniversary</td> <td data-bbox="557 844 654 873">Premium A</td> <td data-bbox="654 844 751 873">£20.00</td> <td data-bbox="751 844 849 873">10</td> <td data-bbox="849 844 946 873">£200.00</td> <td data-bbox="946 844 1043 873">No</td> <td data-bbox="1043 844 1070 873">£200.00</td> </tr> <tr> <td data-bbox="336 873 363 902">23</td> <td colspan="7" data-bbox="363 873 1043 902"></td> <td data-bbox="1043 873 1070 902"></td> </tr> <tr> <td data-bbox="336 902 363 931">24</td> <td colspan="7" data-bbox="363 902 1043 931">Total cost of all parties including all discounts</td> <td data-bbox="1043 902 1070 931">£45,127.50</td> </tr> <tr> <td data-bbox="336 931 363 960">25</td> <td colspan="7" data-bbox="363 931 1043 960"></td> <td data-bbox="1043 931 1070 960"></td> </tr> <tr> <td data-bbox="336 960 363 990">26</td> <td colspan="7" data-bbox="363 960 1043 990">Number of Premium W packages</td> <td data-bbox="1043 960 1070 990">4</td> </tr> <tr> <td data-bbox="336 990 363 1019">27</td> <td colspan="7" data-bbox="363 990 1043 1019"></td> <td data-bbox="1043 990 1070 1019"></td> </tr> <tr> <td data-bbox="336 1019 363 1048">28</td> <td colspan="7" data-bbox="363 1019 1043 1048">Highest number of guests</td> <td data-bbox="1043 1019 1070 1048">250</td> </tr> </tbody> </table>	A	B	C	D	E	F	G	H	1	01/06/2022 11:37									Income from Party Costs								2	Customer ID	Type of party	Package	Cost per guest	Number of guests	Cost of party	New customer	Total with discount	3	MEE092024	Wedding	Premium W	£40.00	250	£10,000.00	Yes	£9,000.00	4	ROS052024	Wedding	Premium W	£40.00	200	£8,000.00	Yes	£7,200.00	5	DAC022023	Wedding	Superior W	£50.00	120	£6,000.00	Yes	£5,400.00	6	DAV122023	Religious Festival	Premium RF	£20.00	150	£3,000.00	No	£3,000.00	7	ISA062024	Wedding	Standard W	£25.00	100	£2,500.00	No	£2,500.00	8	GRE112024	Birthday	Standard B	£25.00	100	£2,500.00	Yes	£2,250.00	9	SAN122023	Wedding	Premium W	£40.00	50	£2,000.00	No	£2,000.00	10	MAH122023	Religious Festival	Premium RF	£20.00	100	£2,000.00	No	£2,000.00	11	LEW112024	Wedding	Premium W	£40.00	50	£2,000.00	No	£2,000.00	12	THO032024	Birthday	Premium B	£40.00	50	£2,000.00	Yes	£1,800.00	13	MAS082025	Birthday	Standard B	£25.00	75	£1,875.00	Yes	£1,687.50	14	NUT032023	Birthday	Superior B	£50.00	30	£1,500.00	No	£1,500.00	15	WAP042023	Anniversary	Superior A	£25.00	55	£1,375.00	Yes	£1,237.50	16	BRI052024	Wedding	Superior W	£50.00	25	£1,250.00	Yes	£1,125.00	17	MAR022023	Wedding	Superior W	£50.00	20	£1,000.00	Yes	£900.00	18	LAN012025	Anniversary	Standard A	£10.00	40	£400.00	Yes	£360.00	19	LYS012025	Children's	Superior C	£16.00	25	£400.00	Yes	£360.00	20	LUC042023	Religious Festival	Standard RF	£15.00	25	£375.00	Yes	£337.50	21	PIR082025	Children's	Standard C	£10.00	30	£300.00	Yes	£270.00	22	WHI092024	Anniversary	Premium A	£20.00	10	£200.00	No	£200.00	23									24	Total cost of all parties including all discounts							£45,127.50	25									26	Number of Premium W packages							4	27									28	Highest number of guests							250	
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a (i)	Row inserted at the top of the spreadsheet and heading Income from Party Costs	1																																																																																																																																																																																																																																																																													
(ii)	Merge <b>and</b> centre cells B1 to H1	1																																																																																																																																																																																																																																																																													
(iii)	Cell A1 - function to insert the (automated) current date <b>and</b> time =now() or =today()	1																																																																																																																																																																																																																																																																													
(iv)	<p><b>Heading row</b> if no heading row, award marks on their first row:</p> <ol style="list-style-type: none"> <li>1. shading - dark (1)</li> <li>2. font - white <b>and</b> bold <b>and</b> underline (1)</li> <li>3. row height - 28 award the mark if the row is higher than the other rows (1)</li> <li>4. text alignment - vertically centred (1)</li> </ol>	4																																																																																																																																																																																																																																																																													

<b>B1</b> b(i)	<p><i>Cost per guest</i></p> <p><b>VLOOKUP</b></p> <ol style="list-style-type: none"> <li>1. Use of correct function =VLOOKUP( ) or =LOOKUP( )</li> <li>2. Use of correct lookup value C3</li> <li>3. Use of correct table array (Details!A\$4:B\$18) / lookup vector (Details!A\$4:A\$18)</li> <li>4. Use of correct column index number (2) <b>OR</b> use of correct result vector in Lookup (Details!B\$4:B\$18)</li> </ol> <p><i>Examples:</i> =VLOOKUP(C3,Details!A\$4:B\$18,2,0) – allow without the ,0 =LOOKUP(C4,Details!A\$4:A\$18,Details!B\$4:B\$18)</p> <p>Allow any other acceptable range – eg, A1:B18 Accept without use of absolute referencing Allow named ranges</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>
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<b>B1</b> b(ii)	<p><i>F3 – Cost of party</i> <i>(Cost per guest * Number of guests)</i></p> <ol style="list-style-type: none"> <li>1. =(D3*E3)</li> </ol> <hr/> <p><i>H3 – Cost with New Customer discount</i> =IF(G3="Yes",F3-F3*DETAILS!\$F\$4,F3)</p> <ol style="list-style-type: none"> <li>2. =IF(G3="Yes",</li> <li>3. F3-</li> <li>4. F3*DETAILS!\$F\$4,F3)</li> </ol> <p><i>If the function has been separated over two calculations:</i> =if(F3="Yes",F3*DETAILS!\$F\$4,F3) in H3 and =G3-H3 in I3 only award 2 marks</p> <p>Do not allow the use of 10%, 90%, 0.9 or anything other than Details!F4</p>	<p>1</p> <p>1</p> <p>1</p>
<b>(iii)</b>	Replicate functions and formulae for <b>all</b> other customers	<p>1</p>

<b>B1</b> b(iv)	<i>Total cost including all discounts for all parties</i> =SUM(H3:H22)	1
(v)	<i>Total number of Premium W packages booked</i> =COUNTIF(C3:C22,"Premium W")  1. =COUNTIF (1)  2. (C3:C22,"Premium W") (1)  <i>Highest number of guests</i>  3. =MAX(E3:E22)	1  1  1
(vi)	Data sorted into descending order of <i>Total with discount</i> (£9000 to £200)	1
c	<i>Spreadsheet formatting:</i>  1. Currency showing £ with 2dp (any <b>one</b> relevant column – D, F, H)  2. Cell H2 (Heading – <i>Total with discount</i> ) wrapped to use space efficiently  3. Gridlines displayed when printed (CTRL + P)  4. All data visible – cell contents, column headings	1  1  1  1
<b>Total for Task B1</b>		<b>25</b>

<b>B2</b>	<i>Chart</i> Title – must include reference to party type	1
	X axis – reference to Party type <b>and</b> Y axis – reference to Number of parties booked	1
	Both X <b>and</b> Y must be suitably labelled for the mark	
<b>Total for Task B2</b>		<b>2</b>

	<b>Document TASK B3</b>	
<b>B3</b> (i)	<p><i>Explain <b>one</b> reason why absolute referencing is used in a spreadsheet.</i></p> <p>Formulae/functions can be replicated (accurately) (1) because cell references do not change (1)</p>	2
(ii)	<p><i>State the purpose of the length (LEN) function in a spreadsheet.</i></p> <ul style="list-style-type: none"> <li>• It counts the number of characters in a cell/used</li> <li>• To generate the length of the contents in the cell</li> </ul>	1
(iii)	<p><i>Explain <b>one</b> reason why an automated date and time field is used in a spreadsheet.</i></p> <p>The date and time are always current (1) because it updates/refreshes (when the spreadsheet is opened) (1)</p>	2
	<b>Total for Task B3</b>	<b>5</b>

B4	Word processing - LETTER	
a(i)	<p><i>Letter formatting:</i></p> <ol style="list-style-type: none"> <li>1. Logo inserted in header – right-hand side (1)</li> <li>2. Date of exam inserted in an appropriate place (1)</li> <li>3. Appropriate subject inserted between Dear ... and the letter content (1)</li> <li>4. Bullets added to % discount information (1)</li> <li>5. Appropriate complimentary close e.g. (Yours) sincerely, Yours faithfully/truly, Kind regards, regards (1)</li> <li>6. Correct complimentary close – (Yours) sincerely (1)</li> <li>7. Name of sender – Brogan Saravanan <b>and</b> Manager (1)</li> </ol>	7
(ii)	<p><i>Mail merge fields inserted in the correct location:</i></p> <ol style="list-style-type: none"> <li>1. TITLE, LNAME, FNAME</li> <li>2. ADDR1, ADDR2, PCODE</li> <li>3. PARTYTYPE</li> </ol> <p>Data file LETTER gave fields in ( ) e.g. (TITLE)</p>	1 1 1
(iii)	<p><i>Production of merged letters:</i></p> <ol style="list-style-type: none"> <li>1. All 3 letters shown (Preety, Traynor, Chan)</li> </ol> <p>Letters are fit for purpose:</p> <ol style="list-style-type: none"> <li>2. Placeholders and brackets removed</li> <li>3. Appropriate spacing between merge fields - TITLE and LNAME, DEAR and FNAME, your PARTYTYPE party</li> </ol>	1  1 1

	<b>TASK 4B</b>	
<b>B4</b> b (i)	<p><i>Explain <b>one</b> advantage of using mail merge to produce the letters for Brogan's customers.</i></p> <p>Saves time (1) because she only has to write the letter once (1)</p> <p>Reduced errors (1) because the contact information is already in the table (1)</p> <p>It is efficient/improves consistency (1) because you can reuse the letter to send to new/more contacts (1)</p>	2
(ii)	<p><i>State <b>one</b> software facility that can be used to ensure accuracy when reviewing a document.</i></p> <ul style="list-style-type: none"> <li>• Spelling check</li> <li>• Grammar check</li> <li>• Proofread</li> <li>• Thesaurus</li> </ul>	1
(iii)	<p><i>Describe the difference between data and information.</i></p> <p>Data are raw (such as numbers, words, symbols) (1) whereas information is data that has been processed to be meaningful (1)</p> <p>Data are unorganised facts (1) whereas information is a collection of data that gives it meaning (1)</p>	2
	<b>Total for Task B4</b>	<b>18</b>





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