

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Advanced Level

AUTOMATION

5208/A

Optional Module: Practical Assessment

2003

1 hour

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Make sure that your name, Centre number and candidate number are shown on each printout that you are asked to produce.

Carry out **every** instruction in each task.

Tasks are numbered on the left hand side of the page, so that you can see what to do, step by step. On the right hand side of the page for each task you will find a box which you can tick (✓) when you have completed the task; this checklist will help you to track your progress through the assessment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

At the end of the assessment put **all** your printouts into the Assessment Record Folder.

This document consists of **2** printed pages.



You are advising Inuit Gallery, a small gallery which sells Inuit art and sculptures, on automating a number of their business procedures.

- | | | | |
|----|--|-------------------------------|--------------------|
| 1 | You are going to prepare labels which can be used for the display in the gallery giving information about the sculptures. Load the file AAA03LAB.TXT | ✓
<input type="checkbox"/> | 1.1.1 |
| 2 | Insert merge codes so that the necessary information will be obtained from the file AAA03SCU.CSV | <input type="checkbox"/> | 1.1.2 |
| 3 | In the item following <i>Price</i> insert an instruction which will require the <i>Discount</i> field to be completed from the keyboard. | <input type="checkbox"/> | 1.1.3
1.1.4 |
| 4 | Merge the files, selecting only records where <i>Sold</i> is N and <i>Description</i> is BIRD
You will need to enter 5% for the <i>Discount</i> field when prompted. | <input type="checkbox"/> | 1.1.5 |
| 5 | Print the result for the first two records. | <input type="checkbox"/> | 2.1.1 |
| 6 | Print a copy of the master document, showing the merge codes. | <input type="checkbox"/> | 2.1.1 |
| 7 | A special exhibition of whales is to take place and you need to prepare labels for this. Load the file AAA03WHA.TXT | <input type="checkbox"/> | 1.1.1 |
| 8 | Insert the codes required to complete the document for the whale sculptures. | <input type="checkbox"/> | 1.1.2 |
| 9 | Add the following text for records where the <i>Price</i> is greater than 200

This sculpture can be gift wrapped and delivered free of charge. | <input type="checkbox"/> | 1.2.1

1.2.2 |
| 10 | Print the first four records where <i>Sold</i> is N and <i>Description</i> is WHALE | <input type="checkbox"/> | 2.1.1 |
| 11 | Print a copy of the master document, showing the merge codes. | <input type="checkbox"/> | 2.1.1 |
| 12 | Using suitable software, create a menu system or other facility which will enable the user to do the following: | <input type="checkbox"/> | 1.3.1 |
| | <ul style="list-style-type: none"> • Choose between an invoice and a delivery note 1.3.2 • Print the chosen document, merged with details from a specified record. 1.3.3 | | |
| | The text for the delivery note will be found in AAA03DEL.TXT and the text for the invoice will be found in AAA03INV.TXT | | |
| 13 | Print a delivery note for item number 1867 | <input type="checkbox"/> | 2.1.1 |
| 14 | Print an invoice for item number 2021 | <input type="checkbox"/> | 2.1.1 |
| 15 | Provide printed evidence of the methods you employed. This could be listings of macros and form documents showing merge codes. | <input type="checkbox"/> | 2.1.1 |

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Advanced Level

AUTOMATION

5208/B

Optional Module: Practical Assessment

2003

1 hour

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You are working in the stationery department of the University of Tawara Beach and are looking at automating a number of their business procedures.

- | | | | |
|----|---|-------------------------------|----------------|
| 1 | You are going to prepare a memo to be sent to customers who have bought ball pens informing them that there will be price increases next month. Load the file AAB03MEM.TXT | ✓
<input type="checkbox"/> | 1.1.1 |
| 2 | Insert merge codes so that the necessary information will be obtained from the file AAB03ORD.CSV | <input type="checkbox"/> | 1.1.2 |
| 3 | In the final paragraph insert an instruction which will require the <i>Increase</i> field to be completed from the keyboard. | <input type="checkbox"/> | 1.1.3
1.1.4 |
| 4 | Merge the files, selecting only records where <i>ItemCode</i> is greater than 4299 and less than 4400.
You will need to enter 5% for the <i>Increase</i> field when prompted. | <input type="checkbox"/> | 1.1.5 |
| 5 | Print pages 1, 2 and 7 of the result. | <input type="checkbox"/> | 2.1.1 |
| 6 | Print a copy of the master document, showing the merge codes. | <input type="checkbox"/> | 2.1.1 |
| 7 | Load the file AAB03DEP.TXT | <input type="checkbox"/> | 1.1.1 |
| 8 | Insert the codes required to complete the document for all items supplied to department 1252. | <input type="checkbox"/> | 1.1.2 |
| 9 | Add the following text for records where the <i>ItemCode</i> is 3251 | <input type="checkbox"/> | 1.2.1 |
| | This item should have been wall mounted by the works department. | | 1.2.2 |
| 10 | Print the document. | <input type="checkbox"/> | 2.1.1 |
| 11 | Print a copy of the master document, showing the merge codes. | <input type="checkbox"/> | 2.1.1 |
| 12 | Using suitable software, create a menu system or other facility which will enable the user to do the following: | <input type="checkbox"/> | 1.3.1 |
| | <ul style="list-style-type: none"> • Choose between an invoice and a picking note • Print the chosen document, merged with details from a specified record. | | 1.3.2
1.3.3 |
| | The text for the picking note will be found in AAB03PIC.TXT and the text for the invoice will be found in AAB03INV.TXT | | |
| 13 | Print an invoice for order number 10184 | <input type="checkbox"/> | 2.1.1 |
| 14 | Print a picking note for order number 10153 | <input type="checkbox"/> | 2.1.1 |
| 15 | Provide printed evidence of the methods you employed. This could be listings of macros and form documents showing merge codes. | <input type="checkbox"/> | 2.1.1 |

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Advanced Level

AUTOMATION

5208/C

Optional Module: Practical Assessment

2003

1 hour

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You are working at the admissions department in the University of Tawara Beach and are trying to devise ways of automating some of the processes used.

- | | | | |
|----|---|-------------------------------|----------------|
| 1 | You are going to prepare a letter to be sent to students, inviting them to come for an interview. Load the file AAC03LET.TXT | ✓
<input type="checkbox"/> | 1.1.1 |
| 2 | Insert merge codes so that the necessary information will be obtained from the file AAC03APP.CSV | <input type="checkbox"/> | 1.1.2 |
| 3 | In the final paragraph insert an instruction which will require the <i>Room</i> field to be completed from the keyboard. | <input type="checkbox"/> | 1.1.3
1.1.4 |
| 4 | Insert the codes required to complete the document for all interviews for this school. The <i>QualCode</i> will be greater than or equal to CCAA and less than or equal to CDZZ.
The <i>Room</i> for the interview will be A105 – enter this when prompted. | <input type="checkbox"/> | 1.1.5 |
| 5 | Print the first 2 records of the result. | <input type="checkbox"/> | 2.1.1 |
| 6 | Print a copy of the master document, showing the merge codes. | <input type="checkbox"/> | 2.1.1 |
| 7 | Load the file AAC03PHY.TXT | <input type="checkbox"/> | 1.1.1 |
| 8 | Insert the codes required to complete the document for all interviews where the <i>QualCode</i> begins with CD | <input type="checkbox"/> | 1.1.2 |
| 9 | Add the following text for records where the <i>StudentNo</i> begins with 3 | <input type="checkbox"/> | 1.2.1 |
| | This student is classed as overseas and will have had a long journey. | | 1.2.2 |
| 10 | Print the document. | <input type="checkbox"/> | 2.1.1 |
| 11 | Print a copy of the master document, showing the merge codes. | <input type="checkbox"/> | 2.1.1 |
| 12 | Using suitable software, create a menu system or other facility which will enable the user to do the following: | <input type="checkbox"/> | 1.3.1 |
| | <ul style="list-style-type: none"> • Choose between an interview record and an offer letter • Print the chosen document, merged with details from a specified record. | | 1.3.2
1.3.3 |
| | The text for the interview record will be found in AAC03REC.TXT and the text for the offer letter will be found in AAC03OFF.TXT
In each document, insert your own name as the sender. | | |
| 13 | Print an interview record sheet for student 20617 | <input type="checkbox"/> | 2.1.1 |
| 14 | Print an offer letter for student 30843 | <input type="checkbox"/> | 2.1.1 |
| 15 | Provide printed evidence of the methods you employed. This could be listings of macros and form documents showing merge codes. | <input type="checkbox"/> | 2.1.1 |