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

Paper 4 Practical Test

October/November 2009

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are clearly visible on every printout, before it is sent to the printer.

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

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

At the end of the assignment put **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.

This document consists of **4** printed pages.

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International Examinations

[Turn over

Scenario

You work for a company called "Luxury Power Boats" which organises cruises.

At the moment the data concerning the boats for hire is held in several spreadsheets. The company would like you to create a relational database with automated features for sorting, searching, producing reports and mail merging documents. The required output includes a menu or switchboard and the exporting of data to a word processing application.

The files you will need for this are:

BOATNAMES.CSV
BOATSPECS.CSV
ENQUIRIES.CSV
ENQUIRYREPY.RTF
PB.JPG
ROUTES.CSV

The data is supplied in the csv files. You will need to organise the data using the most efficient and appropriate structure.

You are required to provide evidence of your work, including screen shots, at various stages. Use a document file named:
Centrenumber_candidatenumber_evidence.rtf
e.g. ZZ987_0082_evidence.rtf

Make sure your Centre number, candidate number and name are included in the header of this document.

1   You are going to create a relational database.

Open the csv files in a spreadsheet application to inspect and manipulate them. Note that:

- *HireP/W* is the charge for hiring the boat for a week
- *Guests* is the maximum number of passengers which the boat will accommodate
- some data appears in more than one table.

Import the data files into a database application ensuring:

- fields have appropriate data types
- tables have appropriate primary keys.

Include in your evidence document screen shot(s) showing the design of each table.   [12]

2   Establish relationships between the tables to enable efficient searches that display data from more than one table.

Include in your evidence document screen shot(s) showing the relationships you created between tables.   [3]

3   In your evidence document give details of the type of each relationship created and explain why this type of relationship is appropriate.   [9]

4   Create a search for a customer enquiry. When run, this will display a suitable prompt for the *Region* to be visited.

The search should display the results for all boats in the chosen *Region*

Include the *Region*, *BoatModel*, *HireP/W*, *BoatName*, and all the fields in the *BoatSpecs* table.

Save this search as **Cruise Enquiry**

Include in your evidence document a screen shot showing the search criteria.   [5]

5   Prepare a grouped report in portrait layout for this search.

Include the fields *Region, Guests, BoatModel, BoatName, Length, Speed, HireP/W, Crew* and *Air-Con* in this order.

Ensure that:

- the *Region* is listed only once
- the report is further grouped by the number of *Guests* sorted into descending order
- each group of *Guests* is sorted into descending order of *Length* then descending order of *Speed*
- all labels and data are fully visible
- the report has the heading **Cruise Enquiry**
- your name, Centre number and candidate number are in the footer of the report.

Run the report for the **Ionian** region.

Print the report.   [13]

6 Prepare a report in portrait layout for all the cruises available.

Include *Region*, *BoatModel*, *BoatName* and *HireP/W*

Group the report by *HireP/W* and sort the data into ascending order of *Region*

Ensure that:

- all labels and data are fully visible
- the report has the heading **Regional Rates**
- your name, Centre number and candidate number are in the footer of the report.

Print the report. [10]

7 Prepare a report to list the boats available for a customer.

The report should prompt for the *ContactName* and display only the *ContactName*, *Region*, *BoatModel*, *BoatName*, and *HireP/W* fields.

Group the report appropriately to ensure that the *ContactName* and *Region* are listed once only.

The other data should be sorted in ascending order of *HireP/W*

Ensure that:

- all labels and data are fully visible
- the report has the heading **Charter Enquiry**
- your name, Centre number and candidate number are in the footer of the report.

Save the report as **Charter Enquiry** [8]

8 Create a menu to make all three reports available to a user.

Give each menu option an appropriate label and ensure that the reports open in preview mode.

Include a screen shot of your menu in your evidence document.

Include screen shot(s) of your code, macro or switchboard items table in your evidence document. [6]

9 Run the *Charter Enquiry* report for **Ms Mattche**. Export the report as **MATTCHE.RTF**

Open the file in a suitable application.

Add the company logo **PB.JPG** to the top right of the page.

Ensure your name, candidate number and Centre number are only included in the footer of the document.

Save and print the document. [4]

10 Using the file **ENQUIRYREPLY.RTF** as a mail merge template, prepare a letter to be sent to each customer with details of the cruise they requested.

Where the customer has requested jet skis the following text should automatically be inserted **Please note that due to new regulations jet skis are no longer available.**

Ensure your name, candidate number and Centre number are included in the footer of the document.

Print a copy of the document showing the field codes.

Merge the letters to a new document and print the letters. [20]