UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
General Certificate of Education
Advanced Subsidiary Level and Advanced Level

CANDIDATE
NAME

CENTRE
NUMBER

CANDIDATE
NUMBER

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

Paper 4 Practical Test **October/November 2012**

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.

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.

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

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

You are working for RockICT. You are required to help planning the tours for bands. All documents published must be of a professional standard and suit the business context.

1   **(a)**   Open the webpage **http://www.rockict.net/travel/november/download.htm**

        Download and save these files in your work area:

        VENUES.CSV
        VENUE REGIONS.CSV
        REGIONAL MANAGERS.CSV
        BANDS.CSV
        DECEMBER BOOKINGS.CSV
        BIRMINGHAM ALHAMBRA.RTF
        ROCKICTLOGO.PNG

  (b)   Create 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 this document.

        Record evidence of your work, including screen shots at various stages. Each screen shot should clearly show the relevant evidence.

  (c)   You are required to complete a database started by a former employee.

        The data has been partly prepared and stored in the CSV files you have downloaded.

        Attempts had been made to create a relational database but there are errors in some files. Examine the *VCode* field in **VENUES.CSV** and **VENUE REGIONS.CSV**. These cannot be set as the primary keys. Correct this problem.

        Record the changes you made in your evidence document.

        Import the files into a database application and set up efficient relationships.

        Provide evidence of the relationships you created in your evidence document.   [15]

2   Create a chart showing the number of bookings for each region during December.

        Include suitable titles for the category and value axes.

        Insert your name, Centre number and candidate number as the chart title.

        Print the chart in landscape orientation.   [10]

3 Produce a report to list the December bookings for a Regional Manager. The report should use a suitable prompt for the user to enter the *Surname* of the Regional Manager.

In the report header show the Regional Manager's *Forename* and *Surname* with **December Bookings** as the only additional text. Use the same font and font size for all the text in the report header.

Display only details of the *Date* of the booking, the venue *Name*, the venue *Location*, and the *Band Name* in that order.

Group the report by the *Date* of the bookings sorted into ascending order.

Include a count of all the bookings with the label **TOTAL** in the footer of the report.

Include your name, Centre number and candidate number in the footer of the page.

Run the report for *Dick Taylor*.

Print the report.

Include screenshot evidence of your selection method and the text of your prompt in your evidence document. [15]

4 Export the report to a word processing application.

Convert the booking information into a suitable table.

Centre the table on the page.

Ensure the document is a single page.

Print the document. [5]

5 The Alhambra Theatre in Birmingham, (VCode BIAT), is undergoing repairs.

From the 1st December to the 6th December the capacity is reduced to 500.
From the 7th December to the 12th December it will have a capacity of 900.
The venue is able to use the full capacity after the 12th.

Use **BIRMINGHAM ALHAMBRA.RTF** to mail merge letters informing the agents of the bands that are affected by the repairs.

The agent of *Alloid Reels* has already been informed and will not require a letter.

Include evidence of your selection methods in your evidence document.

Print a copy of the merge document showing all the fields.

Save the merge document. [15]

6 **(a)** The company uses a corporate style which requires:

- the logo **ROCKICTLOGO.PNG** in the top right corner of the document

- top, bottom and right margins of 2 cm

- a left margin of 3 cm

- a red vertical page border of 4 pt on the left and 10 pt from the text

- all text to be 12 pt serif.

Create a macro named **RockPaper** to carry out the formatting.

Edit the macro to insert comments showing at which point the specified steps are applied.

Provide a listing of your macro in your evidence document.

(b) Run the **RockPaper** macro to reformat the merge document you created in task 5.

Perform the mail merge to create and print the individual letters. [30]

Print your evidence document.

Write today's date in the box below.

Date

```



```