CANDIDATE NAME	

CENTRE NUMBER		CANDIDATE NUMBER	

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY **9713/02**

Paper 2 Practical Test **October/November 2015**

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.

You work for the Tawara High School and will help a teacher create a teaching aid and an electronic mark book.

Use the most efficient method to solve each task.

1   You are required to provide evidence of your work, including screen shots at various stages. 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 your Evidence Document.

2   Examine the data in the file **N15iGCSE.CSV**

The students completed a baseline test when they joined the class. The baseline test was marked out of 100. All questions are worth 1 mark and grades are awarded like this:

Baseline Test Score	Baseline Grade
Less than 30	Fail
30 or more	Pass
60 or more	Merit
80 or more	Distinction

In the *Baseline Grade* column, use nested IF statements to display the correct grade for each student.

Edit the cells in the *Baseline Grade* column to automatically display a grey background colour if the student failed the test. Show screen shots of your method in your Evidence Document.

Enter your name, Centre number and candidate number in the header of the spreadsheet.

Print only the cells A1 to F31 showing the values and labels. Make sure this fits on a single page.

Print only the cells C1 to F33 showing all formulae and labels. Make sure this displays row and column headings and fits on a single page.   [18]

3 The students recently completed an iGCSE practice test which was marked out of 80. All questions are worth 1 mark and grades are awarded like this:

iGCSE Test Score	iGCSE Test Grade
Less than 20	U
70 or more	A
60 to 69	B
54 to 59	C
46 to 53	D
38 to 45	E
30 to 37	F
20 to 29	G

Make sure columns B, C and D will not be displayed on any printout, but are not deleted.

In the *iGCSE Test Grade* column, enter formulae to display the correct iGCSE test grades for each student. **Do not** use IF functions.

Produce formulae printout(s) showing evidence of your method. Make sure row and column headings are displayed. If you have used a method of referencing that is not shown in your printout(s), provide screenshot(s) of this in your Evidence Document.

Sort this data into descending order of *iGCSE Test Score*.

Print all cells used except those in columns B, C and D showing all values and labels. **Do not** display row and column headings. Make sure this fits on a single page.   [19]

4 Examine the data in the file **N15ClassA.CSV**

This file contains data on three classes studying iGCSE ICT. The teacher will use a spreadsheet to generate a random number which will be used to select a student to answer a question in class.

Create a spreadsheet where the teacher enters the name of the current class, (e.g. Alpha), into a cell. Display this class name in a large font.

Use formulae to select a student name using a random number and the student number from the **original** external .csv file. If the student is in this class, display their name in a large font in the format "Surname: Forename".

If the student selected is in another class, display the error message **Student selected is not in this class**.

Place the school logo from the file **N15THS.JPG** in an appropriate location in your spreadsheet. Display all text with the same dark blue text colour and yellow background as the school logo.

Include in your Evidence Document screenshots that show your:

- formulae in black and white showing gridlines with row and column headings
- image and values for a selected student
- image, values and the error message.   [53]

5 You will train new teachers on the use of master slides when creating presentations to show to parents.

Create a presentation explaining <u>in your own words:</u>

- what master slides are
- why they should use master slides
- how to use master slides for their presentation.

Print this presentation as presenter notes. Make sure your name, Centre number and candidate number are clearly visible on every slide. [30]

6 Save and print your Evidence Document.

Write today's date in the box below.

Date

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