

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
Cambridge International Diploma in ICT  
Advanced Level

**AUTOMATION**

**5208/A**

Optional Module: Practical Assessment

2004

No Additional Materials are required

**1 hour  
and 15 minutes reading time**

**READ THESE INSTRUCTIONS FIRST**

Candidates are permitted **15 minutes** reading time before attempting the paper.

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 assignment put **all** your printouts into the Assessment Record Folder.

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

IB04 01\_5208\_A/3RP  
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International Examinations

**[Turn over**

You are working for the Stella Hotel, Tawara Beach and you are going to look at automating some of their business processes.

You are going to prepare labels which can be used by visitors to a conference taking place at the hotel.

- |    |   |                               |                         |
|----|---|-------------------------------|-------------------------|
| 1  | Using a suitable software package, load the file <b>AAUA4LAB.TXT</b>  | ✓<br><input type="checkbox"/> | 1.1.1                   |
| 2  | Replace the field names in this document with merge codes so that the necessary information can be obtained from the file <b>AAUA4VIS.CSV</b>   | <input type="checkbox"/>      | 1.1.2                   |
| 3  | In the item following <i>Venue</i> insert an instruction which will require the <i>Venue</i> field to be completed from the keyboard when the document is merged with the data file.  | <input type="checkbox"/>      | 1.1.3<br>1.1.4          |
| 4  | Add a merge code to the document which will insert <b>Official Sponsors</b> at the end of the badge if <i>Company</i> is <b>Kyocera</b> .   | <input type="checkbox"/>      | 1.2.1<br>1.2.2          |
| 5  | Merge the files, selecting only records where <i>Arrive</i> is <b>19 March</b><br><br>You will need to enter <b>Brunswick Suite</b> for the <i>Venue</i> field when prompted.   | <input type="checkbox"/>      | 1.1.5<br>1.2.2          |
| 6  | Print the result for records 3, 4 and 5 only.   | <input type="checkbox"/>      | 2.1.1                   |
| 7  | Print a copy of the master document, showing the merge codes.   | <input type="checkbox"/>      | 2.1.1                   |
| 8  | Using suitable software, create a menu system or other facility which will enable the user to do the following: <ul style="list-style-type: none"> <li>• choose between a meal voucher and a drinks voucher</li> <li>• print only the chosen document, merged with details from a specified record.</li> </ul> <p>The text for the meal voucher will be found in <b>AAUA4MEA.TXT</b> and the text for the drinks voucher will be found in <b>AAUA4DRK.TXT</b></p> | <input type="checkbox"/>      | 1.3.1<br>1.3.2<br>1.3.3 |
| 9  | Print a meal voucher for the visitor whose code number is <b>1033</b>   | <input type="checkbox"/>      | 2.1.1                   |
| 10 | Print a drinks voucher for the visitor whose code number is <b>1051</b>   | <input type="checkbox"/>      | 2.1.1                   |
| 11 | Provide printed evidence of the methods you employed. This could be listings of macros and/or form documents showing merge codes.   | <input type="checkbox"/>      | 2.1.1                   |



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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 assignment put **all** your printouts into the Assessment Record Folder.

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**[Turn over**

You are working for the Stella Car Rental company and you are going to look at automating some of their business processes.

You are going to prepare signs which will be displayed on the cars for hire.

- |    |  |                               |                         |
|----|--|-------------------------------|-------------------------|
| 1  | Using a suitable software package, load the file <b>AAUB4SIG.TXT</b>   | ✓<br><input type="checkbox"/> | 1.1.1                   |
| 2  | Replace the field names in this document with merge codes so that the necessary information can be obtained from the file <b>AAUB4VEH.CSV</b>  | <input type="checkbox"/>      | 1.1.2                   |
| 3  | In the item following <i>Special</i> insert an instruction which will require the <i>Special</i> field to be completed from the keyboard when the document is merged with the data file.             | <input type="checkbox"/>      | 1.1.3<br>1.1.4          |
| 4  | Add a merge code to the document which will insert <b>Free extra driver with this car!</b> at the end of the sign if <i>Rate</i> is <b>B</b>   | <input type="checkbox"/>      | 1.2.1<br>1.2.2          |
| 5  | Merge the files, selecting only records where <i>Available</i> is <b>yes</b>   | <input type="checkbox"/>      | 1.1.5<br>1.2.2          |
|    | You will need to enter <b>500km per day on this car!</b> for the <i>Special</i> field when prompted.   |                               |                         |
| 6  | Print the result for the first 3 records only.   | <input type="checkbox"/>      | 2.1.1                   |
| 7  | Print a copy of the master document, showing the merge codes.  | <input type="checkbox"/>      | 2.1.1                   |
| 8  | 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<br>1.3.2<br>1.3.3 |
|    | <ul style="list-style-type: none"> <li>• choose between a transfer document and a return document</li> <li>• print only the chosen document, merged with details from a specified record.</li> </ul> |                               |                         |
|    | The text for the transfer document will be found in <b>AAUB4TRA.TXT</b> and the text for the return document will be found in <b>AAUB4RET.TXT</b>  |                               |                         |
| 9  | Print a transfer document for the car with registration <b>B30104</b>  | <input type="checkbox"/>      | 2.1.1                   |
| 10 | Print a returns document for the car with registration <b>J13970</b>   | <input type="checkbox"/>      | 2.1.1                   |
| 11 | Provide printed evidence of the methods you employed. This could be listings of macros and/or form documents showing merge codes.  | <input type="checkbox"/>      | 2.1.1                   |