

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

APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/02

Paper 2 Practical Test A

October/November 2008
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.

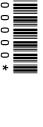
Carry out every instruction in each task.

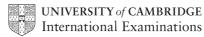
Before each printout you should proof-read the document to make sure that you have followed all the instructions correctly.

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

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

The number of marks is given in brackets [] at the end of each question or part question.





You work as an ICT consultant for the Tawara Beach Hotel. You are going to test a trial database to record and extract the payroll details of the employees in the company.

- 1 Using a suitable software package, create a new database.
- 2 Import the files N8EMPLOY.CSV, N8QUAL.CSV and N8JOB.CSV

You will need to use the following information to create the tables:

	N8EMPLOY		
	Field name	Туре	
P	PayNumber	Text	
	FName	Text	
	SName	Text	
	BranchCode	Integer	
	JobCode	Integer	

	N8QUAL		
	Field name	Туре	
P	Code	Integer	
	Qualification	Text	
	Weighting	Numeric: 2 decimal places	

denotes primary key

	N8JOB	
	Field name	Туре
,	Job	Integer
	Description	Text
	Rate	Numeric: 2 decimal places

- 3 Provide evidence of the three tables showing all of the field types. Make sure that the primary keys are clearly visible. Place your name, Centre number and candidate number in the header. Save and print this evidence.
- **4** Establish the following One-to-Many Relationships:

N8QUAL.Code 1 ---- ∞ N8EMPLOY.Branchcode

N8JOB.Job 1 ---- ∞ N8EMPLOY.JobCode

[2]

[8]

- 5 Provide screen shot evidence of the relationships between these tables. Make sure that there is evidence of the relationship type. Place your name, Centre number and candidate number in the header. Save and print this evidence.
- [2]
- **6** Select only the full names, qualification and job descriptions of all the employees whose job description contains the word **Manager**
 - You will need to use the *Description* field to find this information.

[3]

7 Sort this extract into ascending order of *Qualification*. Add the title **List of managers** to this extract. Place your name, Centre number and candidate number in the header of this extract. Save and print this extract.

[3]

You are going to prepare a summary report which identifies employees in some job categories for selected sites.

8 Select from all the records only the details of employees where the Qualification is NVQ L1, NVQ L2, NVQ L3 or NVQ L4

[2]

- **9** Using this data, create a cross-tab (pivot table) which shows *Description* as row labels and the *Qualification* names as the column headings. Show the number of employees for each job type.
- [6]
- 10 Add the title Number of NVQ qualifications to the report. Place your name, Centre number and candidate number in the header of the report. Save and print the report.

[2]

You are going to extract a summary report showing the salaries of the catering employees. To calculate the amount paid, the rate of pay is multiplied by a weighting.

11	Select from all the records only the details of employees where the <i>JobCode</i> is greater than 53 and less than 80	[2]
12	Create a field called Pay which is calculated at run time. This must calculate the <i>Rate</i> multiplied by the <i>Weighting</i>	[4]
13	Select only the fields PayNumber, Fname, Sname, Qualification, Description and Pay	[1]
14	Create a grouped report, grouping the data by Qualification	
	In each detail row show the PayNumber, FName, Sname, Description and Pay	[2]
15	In each group footer, calculate the total Pay for the group.	[2]
16	In the report footer, place your name, Centre number, candidate number and calculate the total <i>Pay</i> for the report.	[3]
17	Ensure that the subtotals and report total are in a bold font.	[1]
18	Add the title Rates of pay for catering employees to the report. Ensure that the report fits on a single page. Save and print the report.	[2]
	w version of this report must be created without personal data visible. The general managires all names to be 'blacked out' and individual pay to be removed, without changing the s.	ger
19	Copy the report saved at Step 18. On the new copy, change the title to Catering employees summary	[1]
20	Remove the employee's names by setting the background of ONLY the names to black. Remove the individual pay figures by making these invisible. Ensure that all other parts of the report are still visible. Save and print this report.	[4]
	have been asked to prepare a graph for the general manager comparing the number of oyees to the average pay for each qualification.	
21	Select from all the records only the employees with a <i>Branchcode</i> of greater than 1 and less than 6	[2]
22	Use this data to produce a graph comparing the number of employees and the average pay for each of these qualifications. Select the most appropriate type of graph to display the data.	[2]
23	Make sure that the primary and secondary axes are appropriately scaled so that both data series are clearly visible. Ensure that the graph is fully documented. Place your name, Centre number and candidate number on the graph. Save and print the graph.	[9]

The manager wants you to calculate new room prices for each bedroom.

1110	nanager wante years advante new room prices for each bearson.	
24	Using a suitable software package, load the file N8ROOM.CSV	
25	Give the cell containing 42 the name SGL , the cell containing 80 the name DBL and the cell containing 41 the name BTH	
	Give the cell containing 3 the name FR and the cell containing 2 the name TV	[5]
26	Format all cells in row 7 and all cells in column A to be centre aligned, italic and emboldened.	[2]
27	In the column headed <i>Guest</i> enter a formula which extracts the numeric value from the first character of the <i>Code</i>	[5]
28	In the column headed Basic enter a formula that:	
	 if the second character of Code is S multiplies Guest by SGL 	
	 if the second character of Code is D multiplies Guest by DBL 	
	 if the second character of Code is B multiplies Guest by BTH 	
	 if the second character of Code is none of the above returns a zero. 	
	You may add extra column(s) to help.	[12]
29	In the column headed <i>Fridge</i> enter a formula that:	
	 if the third character of Code is F returns the contents of FR 	
	 if the third character of Code is not F returns a zero. 	[6]
30	In the column headed Television enter a formula that:	
	 if the fourth character of Code is T returns the contents of TV 	
	 if the fourth character of Code is not T returns a zero. 	[6]
31	In the column headed <i>Total</i> enter a formula that adds together the <i>Basic</i> , <i>Fridge</i> and <i>Television</i> values for that room.	[1]
32	Replicate the formulae entered at Steps 27 to 31 for every room.	[1]
33	Format the <i>Basic, Fridge, Television and Total</i> columns so that they show Sri Lankan rupees (LKR) to 2 decimal places.	[2]
34	Extract only the rooms where there is no fridge.	[2]
35	Create a header which says Rooms requiring a fridge and a footer which contains your name, Centre number and candidate number.	[2]
36	Save and print all details of this extract, adjusting the page layout if necessary so that the whole table fits on a single page. Make sure that the contents of all cells are fully visible.	[2]
37	Change the wording of the header to Formulae Used	[1]
38	Print this extract in landscape orientation, showing all formulae instead of values. Make sure that all formulae and labels are fully visible. Show row and column headings.	[4]

The manager wants to create hyperlinks from internal documents to link to various websites and to allow e-mail messages to be sent. To do this he has asked you to prepare a test document to show the board of directors.

- 39 Using a word processing package, load the file N8EMEMO.TXT
 Add your name, Centre number and candidate number to this document.
- 40 Create a hyperlink within this document to link the word *website* to the URL www.hothouse-design.co.uk
 - Print evidence showing the creation of this hyperlink. Make sure that your name, Centre number and candidate number are visible.
- 41 Create a hyperlink within this document to link the words *contact details* to the URL www.hothouse-design.co.uk/contact_us/index.html
 - Print evidence showing the creation of this hyperlink. Make sure that your name,
 Centre number and candidate number are visible.

 [1]
- 42 Create a hyperlink within this document to link the word *e-mail* with an e-mail to the mailbox at **design.h@cie.org.uk**
 - Set the default subject line to ICTCOREX
 - Print evidence showing the creation of this hyperlink. Make sure that your name, Centre number and candidate number are visible.

[3]

[2]

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