# Cambridge International Examinations
## Cambridge International Advanced Level

CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER

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

Paper 4  Practical Test     **October/November 2014**

**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 **5** printed pages and **3** blank pages.

**[Turn over**

*You are working for the University of Tawara and are required to complete the processing of student data and test results.*

*All documents published must be of a professional standard, suit the business context and contain your candidate details.*

Data has been provided in the following files:

**Student_Details.csv**
**CIT_Class_Lists.csv**
**CIT_Class_Tutors.csv**
**CS3_Results.csv**

You are also provided with the following file as a template.
**Grades_Notice.rtf**

Open these files to familiarise yourself with the data.

Record evidence of your work as required in 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 the document.

**1    (a)** You are required to create a database for the Computing and Information Technology Faculty (CIT) of the University.

Use the data in **Student_Details.csv, CIT_Class_Lists.csv** and **CIT_Class_Tutors.csv** to create a relational database. Ensure there is no unnecessary duplication of data.

**(b)** The class lists are incomplete. Find the students in the CIT faculty who have not been assigned to a class.

Assign the students to the ITM1 class and make sure their records are complete in all tables.

Include details of your methods and the results in your evidence document.

**(c)** Prepare a report to list the students in a class. The report should display a suitable prompt for the user to enter the *Class_Code*

In the report header show the *Class_Code* with **Student List** as the only additional text.

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

Group the report by *Lead_Tutor* and *Gender*
List only the *Student_ID*, *GivenName* and *Surname* in that order sorted into ascending order of *Surname*

Include details of your selection method in your evidence document.

Print the report where the *Class_Code* is **CS3**

**(d)** Export the report to an HTML file and provide a screenshot of the file displayed in a browser in your evidence document. [20]

**2 (a)** Results for students in the CS3 class are given in **CS3_Results.csv**

Use this file to calculate the marks for each student as a percentage of the possible marks for each module.

Print the results showing the percentage values displayed as integers.

Print the formulae used to calculate the results for modules *js1* and *php* only.

**(b)** The percentage scores are used to determine the Grade for each module.

| Grade | Minimum Score |
|---|---|
| **Distinction** | 80% |
| **Credit** | 66% |
| **Pass** | 45% |

Students achieving less than the Minimum Score for a Pass are awarded a **Fail**.

Create a table as shown below and for each student insert formulae to:

- display the Grade in each module
- count the number of grades at each level.

| Student_ID | Module Grade | | | | | | | | | | Totals | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | js1 | vb1 | php | asx | js2 | vb2 | VR1 | AI1 | js3 | VR2 | Fail | Pass | Credit | Distinction |
| st150688 | | | | | | | | | | | | | | |
| st150aa9 | | | | | | | | | | | | | | |
| st150249 | | | | | | | | | | | | | | |
| st150899 | | | | | | | | | | | | | | |
| st1586a1 | | | | | | | | | | | | | | |
| st158311 | | | | | | | | | | | | | | |
| st154911 | | | | | | | | | | | | | | |
| st152221 | | | | | | | | | | | | | | |
| st154331 | | | | | | | | | | | | | | |
| st158841 | | | | | | | | | | | | | | |
| st152751 | | | | | | | | | | | | | | |
| st156851 | | | | | | | | | | | | | | |
| st158381 | | | | | | | | | | | | | | |
| st154691 | | | | | | | | | | | | | | |
| st158791 | | | | | | | | | | | | | | |

Print a copy of the table showing the Grades and Totals. Ensure that the size and orientation are suitable.

Print the formulae used to calculate the grades for modules *js1* and *vb1* only.

Print the formulae used to calculate the totals. [25]

**3**    Data in this table is to be added to the database created in Task 1 as a new table
named **CS3_Grades**

Provide details of the structure of your **CS3_Grades** table and all the relationships in
the database in your evidence document.                                                                [10]

**4    (a)** Students in class *CS3* who use an email address ending with **@pookmail.com** have
not been able to receive their results.

Use the **Grades_Notice.rtf** template to mail merge and print details of the Grades for
these students.

Include details of your selection methods in your evidence document.

Insert the mergefield data where indicated in the template.

Students who have been awarded a *Fail* in any module are required to contact their
Lead tutor.

Include and edit a conditional field to satisfy the following conditions:

| Condition | Display |
|---|---|
| for students who failed any module | **Fail grades recorded =** *<number of Fails mergefield>*. **Please contact your Lead Tutor.** |
| for students who did not fail any module | **Congratulations on successful completion of the course.** |

Print a copy of the merge document showing all the field codes.

Merge the document.

Make sure the each merged letter is formatted consistently and is suitable for
publication.

Save the merged document as **CS3_Notifications**

Include details of your selection method in your evidence document.

**(b)** Using the **CS3_Notifications** document, create a macro or procedure to carry out the following steps:

- set the top margin to 3 cm
- insert the text **Confidential** in the header
- format the text in the header as:
  - centre aligned
  - serif font
  - **24** point
  - bold
- print the letters.

Run the macro or procedure to print the letters.

Insert explanatory comments into the macro or procedure before each of the steps.

Print a copy of the macro or procedure. [35]

**5** Print your evidence document.

**Write today's date in the box below.**

Date

<div style="border:1px solid black; width:250px; height:80px;"></div>

**BLANK PAGE**

**BLANK PAGE**

**8**

**BLANK PAGE**