CANDIDATE NAME	

CENTRE NUMBER						CANDIDATE NUMBER			

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

Paper 4 Practical Test **May/June 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. Printouts with handwritten candidate information on will **not** be marked.

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.

[Turn over

You are working for RockICT and are required to carry out some tasks using club membership data. All documents published are required to be of a professional standard and suit the business context.

You are required to provide evidence of your work, including screen shots at various stages. Each screen shot should clearly show the relevant evidence. You should use 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.

You have been given the following files:

MembershipList.csv – the list of members in the newsletter mailing list.
XLClub.csv – the list of members in the XLClub.
April_Applications.csv – the list of members applying to join the XLClub.
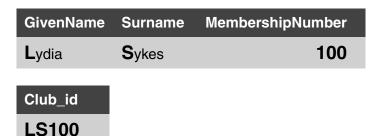
1　(a)　RockICT have introduced an XLClub consisting of a maximum of 40 members who receive email updates and discounted tickets. They are also entered in a monthly prize draw.

It has been decided to introduce a membership card for the XLClub and create a more secure club member identity code.

Open the **XLClub.csv** file to inspect the current membership data.

The new **Club_id** code is to consist of the first letter of the member's *GivenName* and *Surname* with the *MembershipNumber*.

For example:

GivenName	Surname	MembershipNumber
Lydia	**S**ykes	**100**

Club_id
LS100

Insert a **Club_id** column in the XLClub.csv file and enter formulae to display the new **Club_id** for each member.

Provide evidence of the formulae you used and place this in your Evidence Document.

(b) It has been decided to add a security number to the new *Club_id* code.

The security number is to be calculated as the "digital root" of the *MembershipNumber* by repeatedly adding the digits until a single digit is achieved.

Examples:

GivenName	Surname	MembershipNumber
Harley	**C**arr	**125**

1+2+5=**8**   Security number is: **8**

GivenName	Surname	MembershipNumber
Joshua	**P**ugh	**427**

4+2+7 =13 → 1+3=**4** Security number is: **4**

It is also possible to calculate the digital root using modulo 9 arithmetic.

Insert columns as required to calculate the security number for each member.

Provide evidence of the formulae you used and place this in your Evidence Document.

(c) Amend your *Club_id* code to include the security number as shown below:

Club_id	GivenName	Surname	MembershipNumber
HC125-8	**H**arley	**C**arr	**125**
JP427-4	**J**oshua	**P**ugh	**427**

Provide details of your method in your Evidence Document.

Save the spreadsheet as **NewXLClub**

Extract the data for *MembershipNumbers*: 100, 110, 120, 220, 230, 240, 340, 350, 360, and 469.

Display only the *Club_id, GivenName*, *Surname* and *MembershipNumber* columns.

Place the text **Security number examples** as a title centred in the header and your name, Centre number and candidate number in the footer.

Make sure all the data is visible on a single page and print this extract.   [20]

2 (a) More members have applied to join the XLClub.
These applicants are listed in the **April_Applications.csv** file.
They are listed in order of the date applied and will be allowed to join in that order.

The XLClub has a maximum of 40 members.

Complete the club membership by adding the successful applicants to the NewXLClub file and use the data in the **MembershipList.csv** file to add their personal details.

Provide details of your method in your Evidence Document.

Complete the records of the new members of the club by including the *Club_id* and show them as *Joined* in **April**.

Sort the data of current members into ascending order of *Surname*.

Place the text **Complete XLClub Membership List** as a title centred in the header and your name, Centre number and candidate number in the footer of the worksheet.

Print the list of **XLClub** members displaying only the *Club_id, GivenName, Surname, MembershipNumber* and *Joined* columns.

(b) Use the **Notifications.rtf** file to mail merge letters to the members who applied to join the XLClub in April.

Insert text and mergefields where indicated.

For those members whose applications were successful use a conditional field to insert the text: **Congratulations! You are now a member of the RockICT XLClub. Your Club ID is:**

For those members whose application was not successful the conditional field should insert the text: **I am sorry but the club is full at the moment but we will notify you as soon as there is a vacancy.**

The *Club_id* should only be displayed where appropriate.

Ensure each letter will be formatted consistently after the mail merge.

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

Perform the mail merge to create and print the individual letters. [40]

3 **(a)** It has been decided to record membership of the XLClub in the **MembershipList** file.

In a new column labelled **XLClub** create a formula to display the **Club_id** for the members of the XLClub only.

Display a blank cell for non-members.

In your Evidence Document provide details of your method and examples of each formula used.

Add an appropriate title in the header and your name, Centre number and candidate number in the footer.

Save the spreadsheet as **NewMembershipList**

Print only the first page of data. Make sure all columns fit on a single page.

(b) Create a macro or procedure to carry out the following steps using the *NewMembershipList* file.

- Sort the data into ascending order of Surname.
- Select only the members in the XLClub.
- Display only the *Club_id, GivenName, Surname* and *EmailAddress* columns.
- Embolden these headings.
- Print the data.

Run the macro or procedure to print the document.

Insert explanatory text into the macro before each of the steps specified.

Print a copy of the macro or procedure.   [30]

4 Print your Evidence Document.

Write today's date in the box below.

Date

<div style="border:1px solid; width:200px; height:100px;"></div>

6

BLANK PAGE

9713/04/M/J/15

BLANK PAGE

8

BLANK PAGE