CANDIDATE NAME	

CENTRE NUMBER						CANDIDATE NUMBER				

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

Paper 2 Practical Test   **October/November 2017**

2 hours 30 minutes

Additional Materials: Candidate Source Files

n17charity.csv
n17notes.rtf
n17quarter.csv

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 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.

This document consists of **5** printed pages and **3** blank pages.

You work for Hothouse Design and are going to help trainees understand some ICT features they may be required to use.

All documents produced must be of a professional standard and suit the business context.

You must use the most efficient method to solve each task.

1　You are required to provide evidence of your work, including screenshots at various stages. Create a document named:

　　CentreNumber_CandidateNumber_Evidence

　　e.g. ZZ999_99_Evidence

　　Place your name, Centre number and candidate number in the header of your Evidence Document.

2　Create a presentation using the file **n17notes.rtf** [1]

3　The slide master must have:

- a white background
- your name, Centre number and candidate number in an 18 point black serif font placed in the top left corner
- bulleted lists displayed in a black sans-serif font. [5]

4　All slides must contain a title and subtitle.

　　On the first slide there is a bulleted list.

　　On all other slides the subtitles are statements and the bulleted lists are placeholders for you to complete.

　　Complete all these placeholders.

　　Add a title slide with the title **Hothouse Design – notes for trainees** and the subtitle **Presented by:** followed by your name. [34]

5　Print your presentation as full slides with one per page.

6　Use the text on slide 2:

- Corporate house styles
- Verification
- Validation

　　to create hyperlinks to the first relevant slide.

　　Include in your Evidence Document screenshots that show how you created each link. [6]

7   On slide 2 add a fourth bullet point with the text **Contact the office** that links to the URL **http://www.hothouse-design.co.uk**

Include in your Evidence Document a screenshot that shows how you created this link.

Save your presentation.   [3]

Hothouse Design has been asked to develop a spreadsheet to help a charity manage and analyse data about charity events.

8   Open the file **n17charity.csv**

Insert a new row 12 and in cell A12 add the text **Event 10**   [1]

9   Replace the word *Task* with the word **Event** wherever it appears in the spreadsheet.   [1]

10   Enter the following data for *Event 10*:

Planning   **3**
Design   **4**
Creation   **10**
Event   **7**   [1]

11   Enter the following dates into these cells:

Cell   Date
B3   **28th August 2016**
B4   **16th October 2016**
B5   **2nd November 2016**
B6   **30th November 2016**
B7   **1st December 2016**
B8   **2nd December 2016**
B9   **30th December 2016**
B10   **15th February 2017**
B11   **2nd March 2017**
B12   **1st April 2017**   [1]

12   Delete row 2 from the spreadsheet.   [1]

13   Centre align and embolden the contents of all cells in row 1 and all cells in column A.   [2]

14   Place functions in cells C2, D2 and E2 to extract the day, month and year as numeric values from the start date of this project.   [3]

15   In cell J2 calculate the end date for the project using the start date and the number of days it will take for planning, design, creation and the event.   [2]

16 Replicate the formulae used in steps 14 and 15 for all events. [1]

17 Format all the date cells in columns B and J into the format dd/mm/yyyy. [1]

18 Cell K2 must display the end date of the project followed by the quarter e.g. the date 21/04/2017 should be shown as **21 April 2017 [Quarter 1]**

Insert a formula in cell K2 to display this, using the data from the file **n17quarter.csv**

Replicate this formula for all events. [14]

19 In cell B14 use a function to count the number of events that end in the first financial quarter of 2016. You may include formulae in the working column to help you.

Replicate this function for all events. [7]

20 Create a header which says **Planning time for tasks** and a footer which contains your name, Centre number and candidate number. [2]

21 Save and print the values in cells A1 to L20. Make sure that the:

- gridlines are displayed
- contents of all cells are fully visible
- printout fits on a single page and is easy to read. [4]

22 Change the header to **Formulae and functions used** [1]

23 Print all the spreadsheet in landscape orientation, showing the formulae. Ensure that all formulae and labels are fully visible. Display row and column headings and all gridlines. [3]

24 Sort the event data so that the end date of the most recent event is at the top. [2]

25 Print cells A1 to L20 of your spreadsheet. Make sure that the:

- gridlines are displayed
- contents of all cells are fully visible
- printout fits on a single page and is easy to read. [2]

26 Set the print area from A13 to B20. Extract only the quarters during which a project ended and print this extract. Make sure that gridlines and row and column headings are visible. [2]

After analysing the spreadsheet your manager has noticed that some of the figures are incorrect. The company counts any business in January, February and March as taking place in the previous year. He knows that there were 7 projects that were completed in the tax year 2016.

For example: in the 'Full end date' column, the 7th February 2017 is shown as 7 February 2017 [Quarter 4] but this must be shown in the 'Completion dates during' column as 2016 [Quarter 4].

27 Correct your formulae to show the correct counts for the *Completion dates during* section of the spreadsheet. Do **NOT** change the data displayed in the *Full end date* column.   [18]

28 Change the header to **Corrected values used**

Save the spreadsheet. Print cells A1 to L20 of your spreadsheet. Make sure that the:

- gridlines are displayed
- contents of all cells are fully visible
- printout fits on a single page and is easy to read.   [1]

29 Change the header to **Corrected formulae and functions used**

Print all the spreadsheet in landscape orientation, showing the formulae. Ensure that all formulae and labels are fully visible. Display row and column headings and all gridlines.   [1]

30 Save and print your Evidence Document.

Write today's date in the box below

Date

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8

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