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   **October/November 2009**

                                                            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.

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 **4** printed pages.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

You work as an ICT consultant for the Relaxing Holiday Company. You are going to analy̲ ̲ ̲ ̲ ̲ ̲ils of some flight bookings.

1 Using a suitable software package, open the file **N9FLIGHT.CSV**

2 Insert four new rows at the top of the spreadsheet.

3 Place the label **Delays** in cell A1, **Average** in cell A2, **Maximum** in cell B2, and **Long** in cell C2. [1]

4 The airline *Code* is the first two characters of the *Flight number*

   In the *Code* column, enter a formula to extract the code. [3]

5 In the *Late* column, enter a formula which calculates the time by which the flight was delayed. It should show 00:00 if the flight was early or on time. This must be displayed in a 00:00 time format. [4]

6 In the *Airline* column, enter a formula to lookup the name of the airline, using the file **N9AIRLINE.CSV**. Use the *Code* column to help you. [5]

7 In the *Hours* column, enter a function to extract the hours the flight was delayed. Make this an integer value. [2]

8 In the *Minutes* column, enter a function to extract the minutes part of the flight delay. Make this an integer value. [2]

9 In the *Total minutes* column, enter a formula to calculate the total number of minutes the flight was delayed. Make this an integer value. [2]

10 Replicate the formulae entered at steps 4 to 9 for every flight. [1]

11 In cell A3, enter a function to calculate the average delay in minutes for all flights. [2]

12 In cell B3, enter a function to calculate the longest delay from all of the flights. [2]

13 In cell C3, enter a formula to calculate the percentage of flights that were delayed by at least one hour. [6]

14 Sort rows 6 to 131 into ascending order of *Airline* and then into descending order of *Total minutes* late. [2]

15 Format cells A3 and B3 as integers. [1]

16 Format cell C3 as a percentage value with 2 decimal places. [2]

17 Format all cells in the *Flight number*, *Code* and *Airline* columns to be centre aligned. [1]

18 Format all cells in rows 1, 2, 3 and 5 to be centre aligned and emboldened. [2]

19 Select only those flights that were between 1 and 4 minutes late (inclusive). [2]

20 Create a header which says **Between 1 and 4 minutes late** and a footer which contains your name, Centre number and candidate number. [2]

21 Save and print all details of this extract. Adjust the page layout and column widths if necessary so that all the extract is visible on a single page. [2]

22 Select from all the data, only those flights delayed by more than 90 minutes. [2]

23 Change the wording of the header to **Formulae used** [1]

24 Print this extract in landscape orientation, showing all formulae instead of values. Ensure that all formulae and labels are fully visible. Show row and column headings. [4]

25 In cells A2 to A32 of a new sheet, create a table listing all the airline names using the N9AIRLINE.CSV

26 In cell B2, enter a formula to count the number of flights for each airline.

27 In cell C2, enter a formula to add the total number of minutes late for each airline. Only include flights that were more than 10 minutes late. You may need to add extra column/s to your sheet/s to do this. [6]

28 Replicate the formulae entered at steps 26 and 27 for every flight. [1]

29 Sort this sheet into descending order of the number of flights counted. [1]

30 Create a footer which contains your name, Centre number and candidate number.

Save and print all details of this extract.

Adjust the page layout and column widths if necessary so that all the extract is visible on a single page. [1]

31 Print this extract in landscape orientation, showing all formulae instead of values.

Ensure that all formulae and labels are fully visible. [1]

You have been asked to prepare a graph for your manager, comparing the number of flights for some airlines and the total number of minutes late for flights delayed by more than 10 minutes.

32 Extract from this list only the airlines that had 6 or more flights. [2]

33 Use this extract to produce a graph comparing the number of flights sampled and the total number of minutes late for flights delayed by more than 10 minutes for that airline.

Select the most appropriate type of graph or chart to display the data. [2]

34 Make sure that the all the axes are appropriately scaled so that both data series are clearly visible. Rescale the number of flights so that the minimum value is set to 5. Ensure that your chart is fully labelled. Place your name, Centre number and candidate number on the chart.

Save and print this chart. [12]

You have been asked to explain to your manager how to improve some desktop published advertising material.

35 In your own words, prepare a document to explain what widows and orphans are and the methods that you use to ensure that you remove these from your documents. Your report must be between 100 and 300 words. Place your name, Centre number and candidate number on the report. Save and print this report. [12]

36 Set the page size to A4 and the orientation to landscape. Set all of the margins to 4 centimetres and a 2 centimetre gutter to the left of the landscape page. [4]

37 Insert a header which has your name on the left-hand side, your Centre number in the centre and your candidate number on the right-hand side. Insert a footer which has an automated file name on the left hand side and automated page numbering on the right-hand side. Make sure that the header and footer align with the margins and that they appear on every page. [5]

38 Set a style for the body text which:

- has a size of 14 points
- has 1.5 line spacing
- has a serif font
- is fully justified.

Apply this style to all the body text and format the document into 2 columns with a 1 centimetre space between the columns. [7]

39 Place the image **N9TRHC.JPG** in the top half of the right column of the page. The top of the image must align with the top of the left column. Crop the right edge of image so that only the letter T is removed. The image must be resized (without distortion) so that it fits exactly within the column width. Ensure that the text wraps below the image.

40 At the end of your document, on a new line, add the text **Image by Hothouse Design** in body text style.

Create a hyperlink from the words *Hothouse Design* to open the website

www.hothouse-design.co.uk   [3]

41 At the end of your document, on a new line, add the text **Contact us** in body text style.

Create a hyperlink from the words *Contact us* to email **design.h@cie.org.uk** with the subject line **TRHC**   [3]

42 Produce screen shot evidence showing the creation of the hyperlinks from steps 40 and 41 and add these to the end of your document.

43 Save the document using a new filename and print it.