

**MARK SCHEME for the October/November 2010 question paper  
for the guidance of teachers**

**9713 APPLIED ICT**

**9713/02**

Paper 2 (Practical Test A), maximum raw mark 120

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes must be read in conjunction with the question papers and the report on the examination.

- CIE will not enter into discussions or correspondence in connection with these mark schemes.

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No marks to be awarded for any printout not containing the candidate name, candidate number and centre number

Slide 3

Candidate name & numbers  
Candidate name & numbers

## Corporate house style

- What is a corporate house style? [1]
- Consistent colour scheme/ logo/trade mark / symbol / branding / set of rules / specifications [1]
- Why is it used? [1]
- Way of recognising the company / branding / ensure consistency of company documents [1]
- How is it created? [1]
- Styles applied to all documents / website/interface with public/ style guides/template documents [1]
- Where is it seen? [1]
- letter heads/ business cards / advertising/ websites/company vehicles/intranet/predefined in software [1]

[4]

Slide 4

Candidate name & numbers

## Verification

- What is the feature? [1]
- Checking data entry/Checking integrity of transmitted data [1]
- Checking that data has been entered accurately [1]
- Why is it used? [1]
- Ensure data is entered accurately/reduction in data entry/transmission errors [1]
- How is it performed? [1]
- double entry / visual compare of entry and original doc [1]
- What data might be verified on a web form? [1]
- Password / email address [1]

[4]

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## Slide 5

Candidate name & numbers

### *Evaluate internet sources*

- How do you recognise a secure website? [1]
- Padlock / https [1]
- Which part of a URL would show a site belongs to university? [1]
- .ac .edu [1]
- What sort of organisation has a URL that ends .gov.au [1]
- government [1]
- Why may information in a wiki be untrue? [1]
- Not validated / anyone can enter data [1]

[4]

## Slide 6

Candidate name & numbers

### *Manipulating images*

- What is the feature? [1]
- Changing an image to match a specified purpose [1]
- Why is it used? [1]
- To give impact to audience / To fit available space / reduce file size for transfer / enhance or touch up image [1]
- What image format would be most suitable for a webpage? [1]
- .jpg / .gif / .png [1]
- What problems could be caused by manipulating an image? [1]
- Ethical / moral / loss of quality / distortion / pixelation / skewing / increased file size / incompatible formats / loss of layers / bitmap versus vector [1]

[4]

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Slide 8

Candidate name & numbers

## *Special characters*

- What is the feature?
- Symbol / mathematical / accents / language characters / characters not available on keyboard [1]
- Why are they used?
- Tick boxes / formulae / accented characters / writing in foreign language [1]
- How would you add a special character to a document?
- Description of method of selection (eg. Insert then symbol) [1]
- Where would you include a special character?
- Data capture form / mathematical paper / Japanese text [1]

[4]

Slide 9

Candidate name & numbers

## *Superscript and subscript*

- What is superscript?
- Superscript moves character above baseline [1]
- Give an example of its use
- Superscript for indices / mathematical documents [1]
- What is subscript?
- Subscript below baseline [1]
- Give an example of its use
- Subscript for chemical formulae / scientific documents [1]

[4]

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Slide 10

Candidate name & numbers

## Auto text used in word processing

- What is auto text?
- Commonly used text / phrases / file name / path auto numbering [1]
- Why is it used?
- Save time repeatedly typing [1]
- Give an example of its use?
- Header / Footer / Salutation / etc [1]
- Describe how you would insert auto text
- Insert & AutoText / Tools & Templates & Add-ins [1]

[4]

Slide 12

Candidate name & numbers

## Hyperlinks

- What is a hyperlink?
- Link to slide / document / website [1]
- Why is it used?
- Move to different media / location / different slide / move to slide out of sequence / menu [1]
- How do you recognise a hyperlink?
- Underscore, different colour, changes when cursor moved over it [1]

[3]

Slide 13

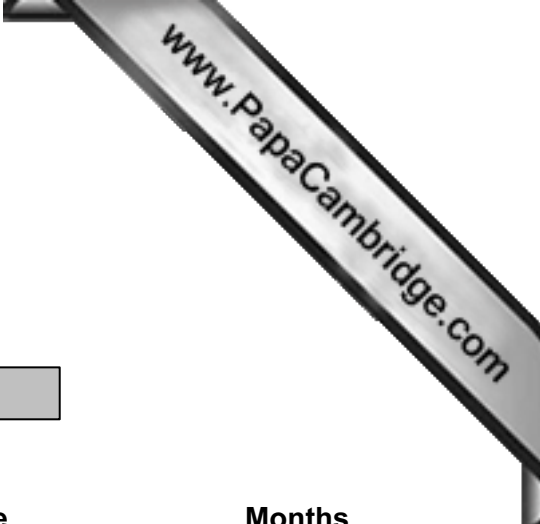
Candidate name & numbers

## *Audio and video files in presentations*

- Why are these files used in presentations?
- To give impact to audience / enhance presentation / show actual video of a situation or place / narrate [1]
- Give an example of a file type would be for audio
- .mp3 / .wav / .flac / .ogg / .aac / .aiff / .wma / .au [1]
- Why is this file type used?
- Discussion on size / quality [1]

Presentation created	1 mark
Text on slides	
Black font	1 mark
Sans-serif font	1 mark
Consistent within slide	1 mark
Slide master	
Candidate name & no's top right	1 mark
Black Serif font	1 mark
Not overlapping	1 mark

[3]



**Planning time for projects**

Row 2 deleted 1 mark

Header 100% correct 1 mark  
 Fits to single page 1 mark  
 Fully visible 1 mark

6 correct dates 6 marks

Row 1 & Column A - Bold 1 mark

**Estimated Production dates**

Start date	Day	Month	Year	Planning	Design	Installation	End date	Full start date	Months		
28/11/10	28	11	2010	50	24	30	6	18/03/11	28 November 2010 (Autumn)	4	Autumn
16/10/10	16	10	2010	32	22	50	10	07/02/11	16 October 2010 (Autumn)	4	Autumn
02/11/10	2	11	2010	30	21	45	7	13/02/11	02 November 2010 (Autumn)	3	Autumn
30/11/10	30	11	2010	36	28	42	21	06/04/11	30 November 2010 (Autumn)	5	Autumn
01/12/10	1	12	2010	45	45	72	14	26/05/11	01 December 2010 (Winter)	5	Winter
02/12/09	2	12	2009					23/07/10	02 December 2009 (Winter)	7	Winter

**Start dates during winter**  
2

Row 8 inserted 1 mark  
 'Project 6' 100% correct 1 mark  
 Global replace –Advertisement to Project 1 mark

Cell J7 23/07/10 1 mark  
 Columns B & J - dd/mm/yy format 1 mark  
 Display for column K 1 mark

**Candidate name & numbers**

In footer 1 mark

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**Formulae and functions used**

Header	100% correct	1 mark
Orientation	Landscape	1 mark
Row headings	Fully visible	1 mark
Column headings	Fully visible	1 mark
Formulae & labels	Fully visible	1 mark

	A	B	C	D	E	F	G	H	I	J	
1	Estimated dates	Production	Start date	Day	Month	Year	Planning	Design	Creation	Installation	End date
2	Project 1	40510	=DAY(B2)	=MONTH(B2)	=YEAR(B2)	50	24	30	6	=B2+F2+G2+H2+I2	
3	Project 2	40467	=DAY(B3)	=MONTH(B3)	=YEAR(B3)	32	22	50	10	=B3+F3+G3+H3+I3	
4	Project 3	40484	=DAY(B4)	=MONTH(B4)	=YEAR(B4)	30	21	45	7	=B4+F4+G4+H4+I4	
5	Project 4	40512	=DAY(B5)	=MONTH(B5)	=YEAR(B5)	36	28	42	21	=B5+F5+G5+H5+I5	
6	Project 5	40513	=DAY(B6)	=MONTH(B6)	=YEAR(B6)	45	45	72	14	=B6+F6+G6+H6+I6	
7	Project 6	40149	=DAY(B7)	=MONTH(B7)	=YEAR(B7)					40382	
8											
9	Start dates during winter										
10	=COUNTIF(M2:M7,"Winter")										

Day	Correct function	1 mark
Month	Correct function	1 mark
Year	Correct function	1 mark
End date	Correct calculation	1 mark
Replication	All 4 formulae	1 mark

Max 4 for different correct method: eg.		
COUNTIF		1 mark
Correct range		1 mark
Condition	Month (J)	1 mark
Extraction	Winter – lookup or extraction	1 mark



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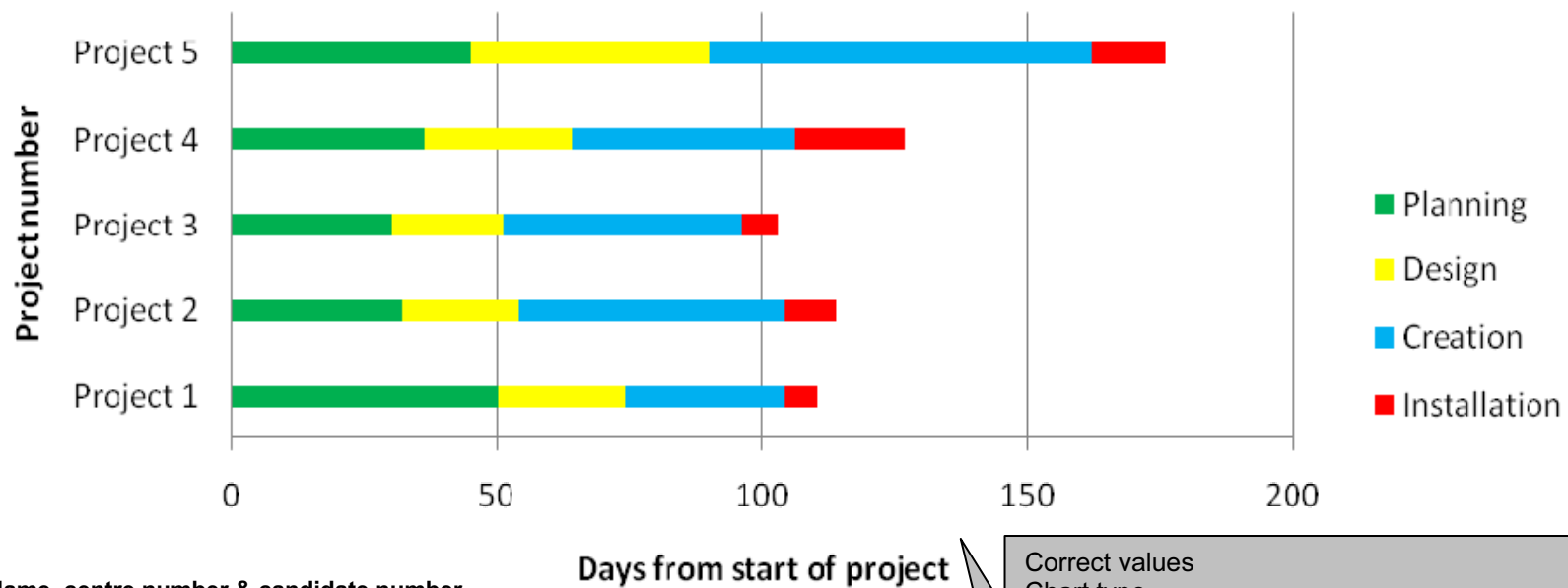
K	
1	<b>Full start date</b>
2	=TEXT(B2," dd mmmmmmmm yyyy")&" ("&LOOKUP(D2,NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)&")"
3	=TEXT(B3," dd mmmmmmmm yyyy")&" ("&LOOKUP(D3,NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)&")"
4	=TEXT(B4," dd mmmmmmmm yyyy")&" ("&LOOKUP(D4,NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)&")"
5	=TEXT(B5," dd mmmmmmmm yyyy")&" ("&LOOKUP(D5,NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)&")"
6	=TEXT(B6," dd mmmmmmmm yyyy")&" ("&LOOKUP(D6,NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)&")"
7	=TEXT(B7," dd mmmmmmmm yyyy")&" ("&LOOKUP(D7,NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)&")"
8	
9	
10	

Months		
Subtract both year functions		1 mark
Correct brackets	Year only	1 mark
Multiply by 12		1 mark
Add	End month	1 mark
Subtract	Start month	1 mark

Full start date		
Text	Correct function	1 mark
Reference	Correct cell	1 mark
Space	Included after <b>date</b>	1 mark
Day portion	Correct format	1 mark
Month portion	Correct format	1 mark
Year portion	Correct format	1 mark
Concatenate	or &	1 mark
	"("	1 mark
Lookup	Function used	1 mark
Reference	Correct cell	1 mark
Range	External	1 mark
Concatenate	or &	1 mark
	")"	1 mark

L		M
1	<b>Months</b>	
2	=(YEAR(J2)-YEAR(B2))*12+MONTH(J2)-MONTH(B2)	=LOOKUP(MONTH(B2),NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)
3	=(YEAR(J3)-YEAR(B3))*12+MONTH(J3)-MONTH(B3)	=LOOKUP(MONTH(B3),NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)
4	=(YEAR(J4)-YEAR(B4))*12+MONTH(J4)-MONTH(B4)	=LOOKUP(MONTH(B4),NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)
5	=(YEAR(J5)-YEAR(B5))*12+MONTH(J5)-MONTH(B5)	=LOOKUP(MONTH(B5),NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)
6	=(YEAR(J6)-YEAR(B6))*12+MONTH(J6)-MONTH(B6)	=LOOKUP(MONTH(B6),NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)
7	=(YEAR(J7)-YEAR(B7))*12+MONTH(J7)-MONTH(B7)	=LOOKUP(MONTH(B7),NXMonth.csv!\$A\$1:\$A\$12,NXMonth.csv!\$B\$1:\$B\$12)

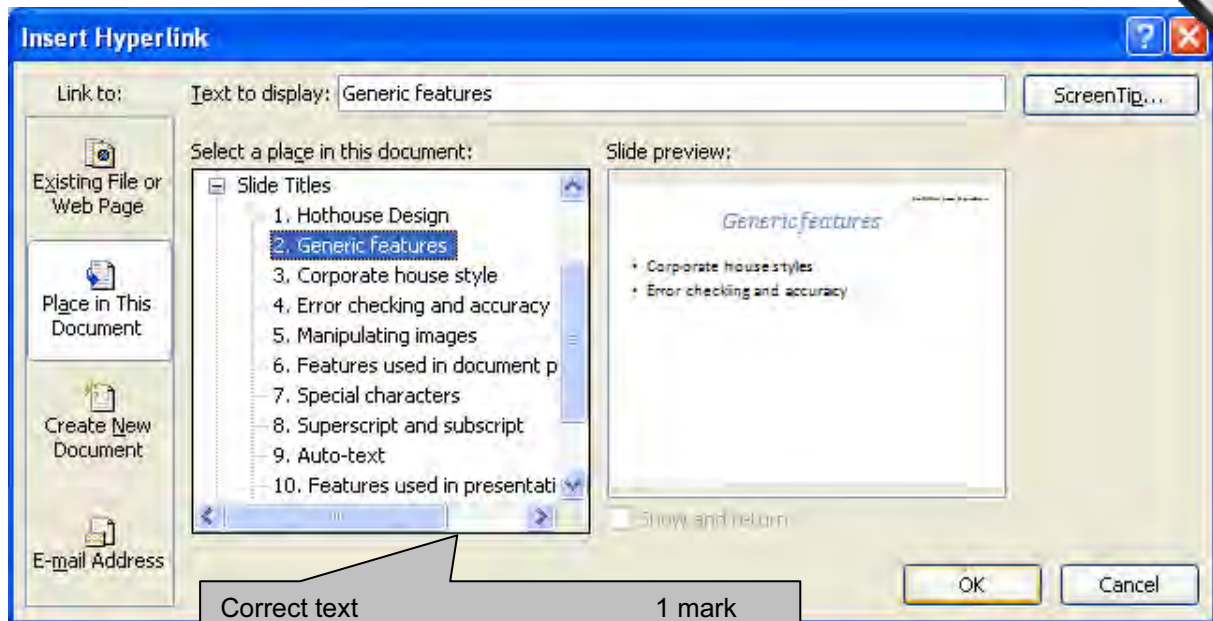
## Analysis of projected number of days for each stage of the Olympic projects



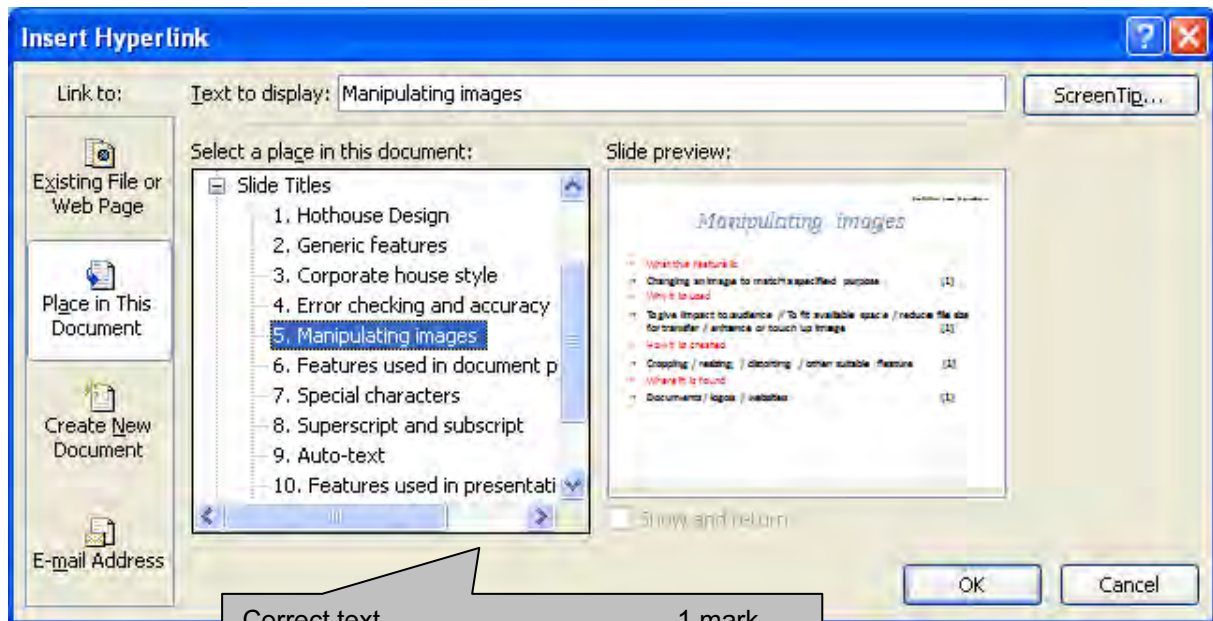
Name, centre number & candidate number

Correct values	2 marks
Chart type	
Appropriate (Stacked bar)	2 marks
Category Axis	
Project 1 etc	1 mark
Meaningful & appropriate axis label	1 mark
Value Axis	
Meaningful & appropriate axis label	1 mark
Chart Title	
Meaningful & appropriate chart title	1 mark
Title of appropriate size	1 mark
Name & numbers <b>on</b> chart	1 mark
Legend or series labels	
Visible, correct and appropriate	1 mark

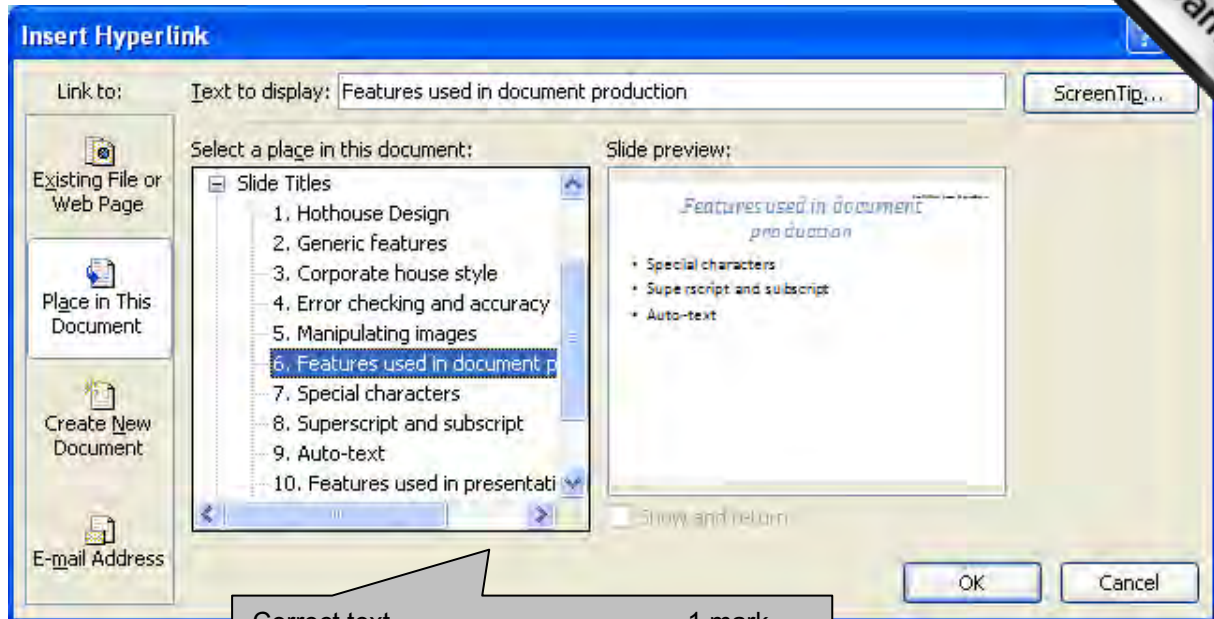
Evidence document



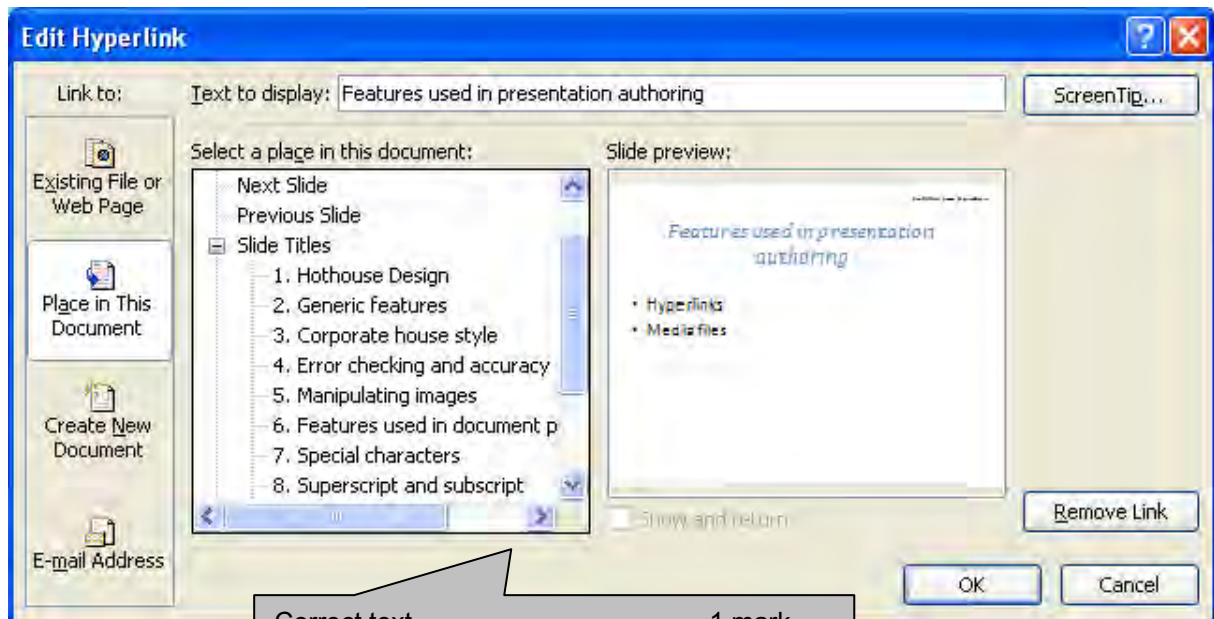
Correct text 1 mark  
 Internal - to correct slide 1 mark



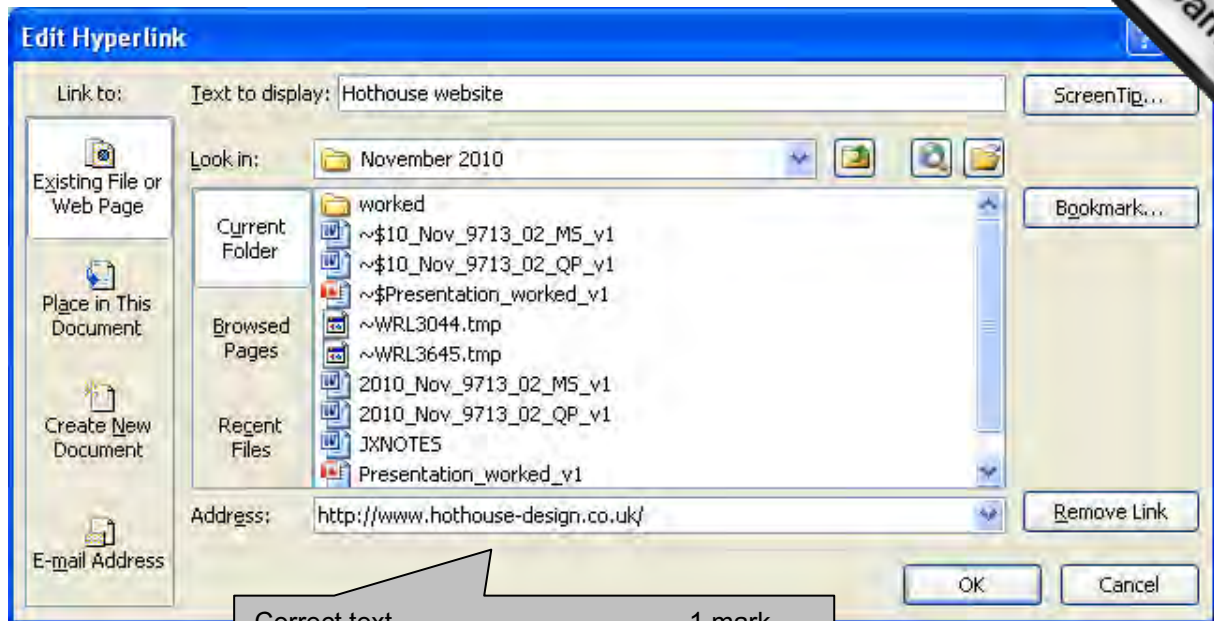
Correct text 1 mark  
 Internal - to correct slide 1 mark



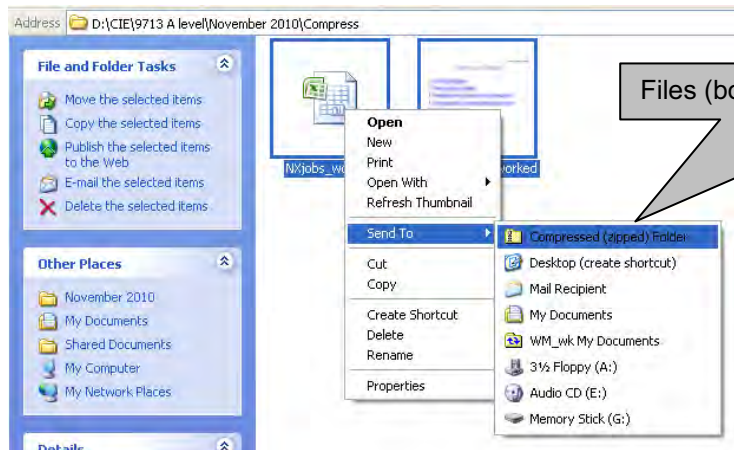
Correct text 1 mark  
 Internal - to correct slide 1 mark



Correct text 1 mark  
 Internal - to correct slide 1 mark



Correct text 1 mark  
 Web page 1 mark  
 Correct URL 1 mark



Files (both) zipped 2 marks

Name	Size	Type	Date Modified
NXjobs_worked	13 KB	Microsoft Office Excel Worksheet	17/09/2008 23:59
Presentation_worked	80 KB	Microsoft Office PowerPoint Presentation	16/09/2008 20:46
NXjobs_worked	71 KB	Compressed (zipped) Folder	18/09/2008 20:39

File type 1 mark  
 File size 1 mark  
 Date & time 1 mark

### Step 30

#### Reasons for compression:

- Reduce transmission time for files
- For e-mail attachments / file transfer using network / internet
- Server space / reduce storage space for files

2 from Max [2]