UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
General Certificate of Education
Advanced Subsidiary Level and Advanced Level

CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER

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

Paper 2 Practical Test **October/November 2010**

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.

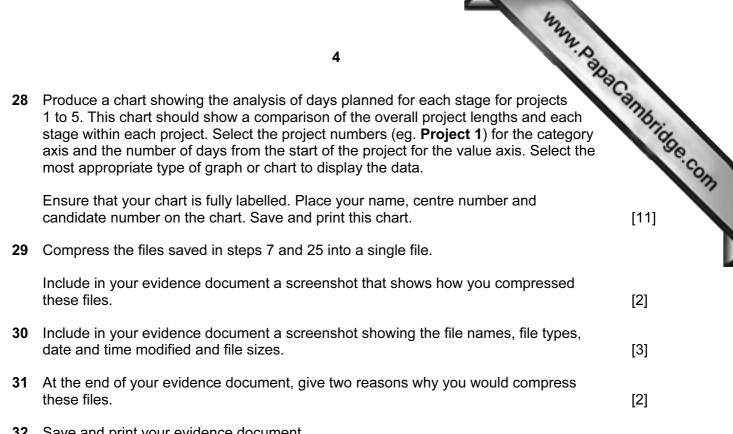The number of marks is given in brackets [ ] at the end of each question or part question.

Any businesses described in this paper are entirely fictitious.

This document consists of **4** printed pages.

You are going to help trainees in a company understand some of the ICT features they m___ required to use and show them how to use them.

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

CentreNumber_CandidateNumber_Evidence.rtf

e.g. ZZ987_82_Evidence.rtf

Place your name, Centre number and candidate number in the header of your evidence document.

2   Create a presentation using the file **NXNOTES.RTF** to help you.   [1]

3   On the slide master:

The slide master must have a white background and your Centre number, candidate number and name in a 12 point black serif font placed in the top right corner.

Ensure on all slides that no objects overlap.   [3]

4   Some slides contain a title and questions.

Under each red bullet point briefly answer the question in your own words (related to the slide title and the preceding slide/s), using a bullet point in a black sans-serif font.   [37]

5   Print all the slides of your presentation.

6   Insert hyperlinks on the first slide to make all of the text for each bullet point a link to the relevant slide.

Include in your evidence document screenshots that show how you created these links.   [8]

7   On the first slide add a fifth bullet point with the text **Hothouse website** 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 some large advertisements for the 2012 Olympic games. Use a spreadsheet to analyse the production dates for these advertisements.

8   Using a suitable software package, load the file **NXJOBS.CSV**

9   Insert a new row 8 and in cell A8 add the text **Project 6**   [2]

10 Replace the word *Advertisement* with the word **Project** wherever it appears in the spreadsheet.   [1]
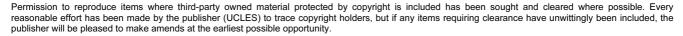
11 In cell B3 enter the date 28th November 2010.

In cell B4 enter the date 16th October 2010.

In cell B5 enter the date 2nd November 2010.

In cell B6 enter the date 30th November 2010.

In cell B7 enter the date 1st December 2010.

In cell B8 enter the date 2nd December 2009.　　　　　　　　　　　　　　　[6]

12 Delete row 2 from the spreadsheet.　　　　　　　　　　　　　　　　　　[1]

13 Embolden all cells in row 1 and all cells in column A.　　　　　　　　　　　[1]

14 In cell C2 use a function to extract the day as a numeric value from cell B2.　　[1]

15 In cell D2 use a function to extract the month as a numeric value from cell B2.　[1]

16 In cell E2 use a function to extract the year as a numeric value from cell B2.　[1]

17 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 installation.　　　　[1]

18 Replicate the formulae used in steps 14 to 17 for all projects.　　　　　　　[1]

19 In cell J7 change the date to 23rd July 2010.　　　　　　　　　　　[1]

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

21 Insert a formula in cell K2 which uses the file **NXMONTH.CSV** to look up the season from the *Start date* and adds this to the date.

For example: 01/01/2010 will be displayed as **01 January 2010 (Winter)**　　[14]

22 In cell L4 use a formula to calculate the difference in months, between the start date and the end date.

Replicate this formula for all projects.　　　　　　　　　　　　　　　　[5]

23 In cell A10 use a formula to count the number of projects that start in Winter.　[4]

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

25 Save and print your spreadsheet, adjusting the page layout if necessary so that the whole table fits on a single page. Make sure that the contents of all cells are fully visible.　　　　　　　　　　　　　　　　　　　　　　　　　　[2]

26 Change the wording of the header to **Formulae and functions used**　　　[1]

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

28 Produce a chart showing the analysis of days planned for each stage for projects 1 to 5. This chart should show a comparison of the overall project lengths and each stage within each project. Select the project numbers (eg. **Project 1**) for the category axis and the number of days from the start of the project for the value axis. Select the most appropriate type of graph or chart to display the data.

Ensure that your chart is fully labelled. Place your name, centre number and candidate number on the chart. Save and print this chart. [11]

29 Compress the files saved in steps 7 and 25 into a single file.

Include in your evidence document a screenshot that shows how you compressed these files. [2]

30 Include in your evidence document a screenshot showing the file names, file types, date and time modified and file sizes. [3]

31 At the end of your evidence document, give two reasons why you would compress these files. [2]

32 Save and print your evidence document.

Write today's date in the box below.

Date