

**MARK SCHEME for the May/June 2011 question paper  
for the guidance of teachers**

**9713 APPLIED ICT**

**9713/04**

Paper 4 (Practical Test B), maximum raw mark 90

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.

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

Cambridge is publishing the mark schemes for the May/June 2011 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

Task 1				
	Formula View	Destination – Lookups – Value, File&Range, Vector/index	3	
		Holiday details	Duration – Lookups – Value, File&Range, Vector/index	3
	Random number	Formula – use of bounded generator e.g. RANDBETWEEN(1,N)	1	
		Lower limit =1	1	
		Upper limit – 249 entered (1) valid formula (2)	2	
	Customer fields	Customer ID – Lookups – Value, File&Range, Vector/index	3	
		Surname – Lookups – Value, File&Range, Vector/index	3	
		Telephone number – Lookups – Value, File&Range, Vector/index	3	
		Email address – Lookups – Value, File&Range, Vector/index	3	
	Values Printout	All data visible	1	
		Labels – Text 100% accurate as given	1	
		Formatting – as given	1	
				<b>[25]</b>
Task 2	Database	Primary keys (in July Winners,C.Details,C.Prizes only)	3	
		Relationships – (between Winners,C.Prizes,C.Details only)	2	
		No duplication or irrelevant data – (Extra table or repeated fields)	1	
	Selection	Query shown (using only (7) required fields)	1	
	Certificate Mergefields	Forename & space	1	
		Surname	1	
		Customer id	1	
		Brochure code & space	1	
		Space & Destination	1	
		Duration	1	
		Date – shown as a field in dd/MM/yy	1	
		Conditional criteria – shown as mergefield using "insurance"	1	
		Condition (true/false – unless "text" field in setup) +correct text	1	
	Full printout showing all mergecodes	1		
	Certificate Printout	All fields	18pt	1
			Serif	1
			Bold	1
Italic			1	
Logo		Inserted – in correct place	1	
		Resized & Aspect ratio maintained	1	
		All text and borders visible	1	
		Fits on single page – including post macro printout	1	
			<b>[25]</b>	
Task 3	Macro	Background set & correct colour	2	
		Borders (4) Colour set	4	
		Border Widths (4) set	4	
		Header set	1	
		Print instruction set	1	
		Toolbar/Menu – attempt to assign, in toolbar/menu, appropriate name	3	
			<b>[15]</b>	

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<b>Task 4</b>	<b>Database report</b>	Title – 100% as given	
		Correct fields & all visible	
		Order of fields as given	1
		Field names edited as shown	7
		Layout formatted as shown	6
	<b>Webpage</b>	Shown in browser – must be screenshot	1
		Correct layout	2
		<b>[25]</b>	
		<b>[90]</b>	

<b>Setup</b>	Charges Linked	
	Cost formula	
	Sub-total formula	
	Discount code linked	3
	Discount formula	3
	Total formula	1
	Customer fields lookup	6
	Hyperlink	2
	Table saved	1
		<b>[20]</b>
<b>Quotes</b>	Data entry	4
	Non-blanks filter	2
	Data linked	2
	Quote_22.rtf saved	1
	Data amended	2
	Quote republished	2
	Quote_22a.rtf saved	1
		<b>[14]</b>
<b>Update letter</b>	Data amended	1
	Data linked	1
	Data source	1
	Merge fields	5
	If-then field	1
	Condition 1	1
	Condition 2	1
	Updmain.rtf saved	1
	Valid selection method	1
	Merge to new document	1
	Updmerge.rtf saved	1
		<b>[15]</b>
<b>Address labels</b>	Data source	
	Merge fields	5
	Label propagated	1
	Labelmain.rtf saved	1
	Valid selection method	1
	Merge to new document	1
	Labelmerge.rtf saved	1
		<b>[10]</b>
<b>Menu</b>	Title	
	4 items	4
	Suitable text	2
	Suitable explanations	4
	Links shown	4
	Saved	1
		<b>[15]</b>
<b>Option1</b>	Macro written/recorded	8
<b>AutoOpen</b>	Named AutoOpen	2
	Autotags saved	1
	Menu item added	2
	Explanatory text	2
	MillsMenu2 saved	1
		<b>[16]</b>

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<b>Option 2</b>	<b>User Guide</b>	
Introduction 8 marks	Loading	
	Selection	4
	Examples	4
	Troubleshooting info	4
		<b>[16]</b>
	Marks awarded for each section	
	Full and clear coverage	4
	Clear coverage, some gaps	3
	Very brief coverage with gaps/errors	2
	Minimal coverage, many errors	1
		<b>[90]</b>