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 2013**

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.
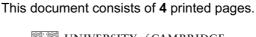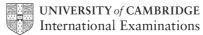
DO **NOT** WRITE IN ANY BARCODES.

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.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

You work for the University of Tawara and are going to analyse data about students and [t...]

Currency values in Tawara are in $ with 2 decimal places.

1 You must 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 Carefully examine the data in the files:

N13COURSE.CSV
N13FACULTY.CSV
N13QUALS.CSV
N13STUDENT.TXT
N13TUTOR.CSV

3 Using suitable spreadsheet software, load the file **N13COURSE.CSV**

4 Create a header containing the text **Available Courses - last edited by:** followed by your name, Centre number and candidate number. [1]

5 Insert a formula in cell D2 which uses the file **N13FACULTY.CSV** to look up the name of the Faculty. [6]

6 Insert a formula in cell F2 which uses the file **N13QUALS.CSV** to look up the full name of the qualification. [7]

7 Replicate the formulae placed in steps 5 and 6 for all courses. [1]

8 Format all cells in row 1 to have a yellow background and have a bold, italic and centre aligned sans-serif font. [5]

9 Display all gridlines. [1]

10 Hide columns A and B. [1]

11 Print only the top and bottom pages of the spreadsheet in landscape orientation, showing all formulae. Ensure that all formulae and labels are fully visible. Show row and column headings. [5]

12 Display columns A and B. [1]

13 Select only the courses where the code contains the letter *E* and the number *2*. [2]

14 Print the spreadsheet in portrait orientation, showing the values. Ensure that this data fits onto a single page and is fully visible. [3]

15 Using suitable spreadsheet software, load the file **N13TUTOR.CSV**

16 Insert three new rows above row 1. [1]

17 In cell A1 place the text **Course tutors - last edited by:** followed by your name, Centre number and candidate number.

Merge cells A1 to O1 into a single cell. Centre align the contents of this cell. Set the text in this cell to an **18** point serif font. [5]

18 In cell K2 place the text **Date for calculation** [1]

19 You will place the date that will be used to calculate the pension in cell J2.

Make sure that only dates between (and including) 2010 and 2040 can be entered into the cell and tell the user if incorrect data has been entered.

In your evidence document show how you have restricted the data entry.

20 In your evidence document create a test table that will be used for 6 pieces of test data, and looks like this:

Cell	J2		
Test type	Range check		
Data chosen	Type of data	Expected outcome	Actual outcome

[3]

21 Complete the test table for cell J2.

If the actual outcome of the test is an error message, take a screen shot of this message and place it in the correct cell of the table. [13]

22 In cell J2 enter a date for the 1st April 2013. [1]

23 In cell K5 use a function to display the date held in cells H5 to J5. [4]

24 In cell L5 enter a formula to calculate the number of days that this tutor has been employed by the University. [3]

25 In cell M5 enter a formula to calculate the number of years that this tutor has been employed by the University. Round this value to 2 decimal places. [5]

26 In cell N5 enter a formula to calculate the number of *Pensionable years* that this tutor has been employed. This is the number of *Years employed* multiplied by the contents of the *Contract* column. [2]

27 In cell O5 enter a formula to calculate the annual pension.

This is calculated by:

$$\frac{Pensionable\ years \times Salary}{80}$$

[3]

28 Replicate the formulae entered in steps 23 to 27 for all tutors. [1]

29 In cell O48 enter a formula to calculate the total *Annual pension* for these tutors. [2]

30 In cell O2 enter a formula to copy the contents of cell J2. [1]

31 Format the appropriate cells into currency. [3]

32 Hide columns B to F.

33 Print the spreadsheet in landscape orientation, showing all formulae. Ensure that all formulae and labels in the remaining columns are fully visible. Fit the printout to a single page wide. Show row and column headings.

34 Show all columns. Hide columns A, D, E, H, I, J. [1]

35 Print the spreadsheet in portrait orientation, showing the values for all columns except those hidden in step 34. Fit the printout on a single page. Do not show row and column headings. [3]

36 Use the spreadsheet to model the change in the overall pension costs for the 1st April 2014 and 1st April 2015. For each of these models, print the spreadsheet as specified in step 35. [4]

37 An electronic word processed document has been emailed to three of the senior lecturers to work on. Each lecturer edits the document at the same time and returns their edited version to you.

Produce a short presentation to explain how you can use these to create a single document. Ensure that your name, Centre number and candidate number are present on the master slide. [17]

38 Print the slides of your presentation.

39 Print your evidence document.

Write today's date in the box below.

Date