

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY

9713/04

Paper 4 Practical Test

October/November 2014

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 **5** printed pages and **3** blank pages.



You are working for the University of Tawara and are required to complete the processing data and test results.

All documents published must be of a professional standard, suit the business context and contain your candidate details.

Data has been provided in the following files:

Student_Details.csv
CIT_Class_Lists.csv
CIT_Class_Tutors.csv
CS3_Results.csv

You are also provided with the following file as a template.

Grades_Notice.rtf

Open these files to familiarise yourself with the data.

Record evidence of your work as required in a document named:

CentreNumber_CandidateNumber_Evidence.rtf

e.g. ZZ999_99_Evidence.rtf

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

- 1 (a) You are required to create a database for the Computing and Information Technology Faculty (CIT) of the University.

Use the data in **Student_Details.csv**, **CIT_Class_Lists.csv** and **CIT_Class_Tutors.csv** to create a relational database. Ensure there is no unnecessary duplication of data.

- (b) The class lists are incomplete. Find the students in the CIT faculty who have not been assigned to a class.

Assign the students to the ITM1 class and make sure their records are complete in all tables.

Include details of your methods and the results in your evidence document.

- (c) Prepare a report to list the students in a class. The report should display a suitable prompt for the user to enter the *Class_Code*

In the report header show the *Class_Code* with **Student List** as the only additional text.

Include your name, Centre number and candidate number in the page footer.

Group the report by *Lead_Tutor* and *Gender*

List only the *Student_ID*, *GivenName* and *Surname* in that order sorted into ascending order of *Surname*

Include details of your selection method in your evidence document.

Print the report where the *Class_Code* is **CS3**

- (d) Export the report to an HTML file and provide a screenshot of the file displayed in a browser in your evidence document.

2 (a) Results for students in the CS3 class are given in **CS3_Results.csv**

Use this file to calculate the marks for each student as a percentage of the possible marks for each module.

Print the results showing the percentage values displayed as integers.

Print the formulae used to calculate the results for modules *js1* and *php* only.

- (b) The percentage scores are used to determine the Grade for each module.

Grade	Minimum Score
Distinction	80%
Credit	66%
Pass	45%

Students achieving less than the Minimum Score for a Pass are awarded a **Fail**.

Create a table as shown below and for each student insert formulae to:

- display the Grade in each module
- count the number of grades at each level.

Student_ID	Module Grade										Totals			
	js1	vb1	php	asx	js2	vb2	VR1	AI1	js3	VR2	Fail	Pass	Credit	Distinction
st150688														
st150aa9														
st150249														
st150899														
st1586a1														
st158311														
st154911														
st152221														
st154331														
st158841														
st152751														
st156851														
st158381														
st154691														
st158791														

Print a copy of the table showing the Grades and Totals. Ensure that the size and orientation are suitable.

Print the formulae used to calculate the grades for modules *js1* and *vb1* only.

Print the formulae used to calculate the totals.

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- 3 Data in this table is to be added to the database created in Task 1 as a new table named **CS3_Grades**

Provide details of the structure of your **CS3_Grades** table and all the relationships in the database in your evidence document.

- 4 (a) Students in class CS3 who use an email address ending with **@pookmail.com** have not been able to receive their results.

Use the **Grades_Notice.rtf** template to mail merge and print details of the Grades for these students.

Include details of your selection methods in your evidence document.

Insert the mergefield data where indicated in the template.

Students who have been awarded a *Fail* in any module are required to contact their Lead tutor.

Include and edit a conditional field to satisfy the following conditions:

Condition	Display
for students who failed any module	Fail grades recorded = <number of Fails mergefield>. Please contact your Lead Tutor.
for students who did not fail any module	Congratulations on successful completion of the course.

Print a copy of the merge document showing all the field codes.

Merge the document.

Make sure the each merged letter is formatted consistently and is suitable for publication.

Save the merged document as **CS3_Notifications**

Include details of your selection method in your evidence document.

(b) Using the **CS3_Notifications** document, create a macro or procedure to carry out the following steps:

- set the top margin to 3 cm
- insert the text **Confidential** in the header
- format the text in the header as:
 - centre aligned
 - serif font
 - **24** point
 - bold
- print the letters.

Run the macro or procedure to print the letters.

Insert explanatory comments into the macro or procedure before each of the steps.

Print a copy of the macro or procedure.

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5 Print your evidence document.

Write today's date in the box below.

Date

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