APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY   **9713/04**

Paper 4 Practical Test   **May/June 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 clearly visible on every printout, before it is sent to the printer.

Carry out **every** instruction in each task.

Before each printout you should proof-read the document to make sure that you have followed all the instructions correctly.

At the end of the assignment put **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.

[Turn over

Scenario

You are working for the International Business and ICT College in the UK.

The administration staff have been supplied with some data in text files in **.csv** and **.rtf** formats.

These files contain the information about the tutors, students and text books for the Computer Science Diploma which consists of 4 compulsory modules and 1 of 5 optional modules.

You are expected to create efficient data handling systems in order to carry out administrative tasks which will include processing invoices, producing reports and mail merging labels.

For the invoicing systems you will be expected to use a spreadsheet application to refer to data from separate data sources in order to calculate costs.

For the required relational database solution you will need to extract and edit data from the text files bearing mind the need to create or add index fields and avoid the unnecessary duplication of data in the tables.

The results will need to be integrated with other applications.

All documents required should be produced to a professional standard and suit the business context.

Explanations and evidence of your methods must be provided at various stages. Use an evidence document file named:
Centrenumber_candidatenumber_evidence.rtf
e.g. ZZ987_82_evidence.rtf

Make sure your Centre number, candidate number and name are included in the header of this document.

The data to be used is supplied in the following files:

Book list.CSV
Book orders.CSV
Students.CSV

The **Labels.RTF**, Books **Grant.RTF**, and **Invoice.RTF** templates will also be needed.

You may wish to open these files in suitable applications first in order to inspect them.

You will be required to use appropriate applications to:
mail merge labels
mail merge letters
calculate text book order charges
produce an Invoice
create a menu

1 Labels are to be printed for the book order boxes for each of the students in options IDTSOPT1 and IDECOPT4 who have already **Paid**.

The labels should include the **Student Id, Forename, Surname and Option Module.**

Use Labels.rtf as the main document.

Ensure your name, Centre number and candidate number are in the footer of the document.

Print the labels.

Save the document as **Print Labels** in a format that preserves the field codes.

Include evidence of your selection methods in your evidence document. [15]

2 Applicants over 25 years old on the 1st of September 2010 are entitled to a "Mature Student Support Grant" towards the cost of text books.

Use **Books Grant.rtf** to send a letter to all students that qualify for the grant and have not yet paid.

Include evidence of your selection methods in your evidence document.

The grant is dependent upon the **Option Module** chosen and is a discount of 30% for the Technical Support Module (IDTSOPT1) and 15% for all other option modules.

Insert a conditional field to inform students of their discount entitlement.

Print a copy of the main document showing the field codes.

Save the document as **Print Grants** in a format that preserves the field codes.

Merge the letters to the printer. [25]

3 You are required to create invoices for the text books ordered by the students.
Use a suitable application to create and format a table as shown.

	A	B	C	D
1	**Student id**	**Module Code**	**Text Book Required Y/N**	**Text Book Cost**
2		IDACOPT5		
3	**Surname**	IDBC04		
4		IDBO03		
5		IDCT01		
6		IDECOPT4		
7		IDIMOPT3		
8		IDPGOPT2		
9		IDSD02		
10		IDTSOPT1		
11			**Total**	

Enter a formula that will display in cell A4, the **Surname** of the student whose **Student id** is entered in cell A2.

Enter formulae in cells C2:C10 that refer to **Book Orders.CSV** and display whether the **Text Book** is **Required** by the student whose **Student id** is entered in cell A2.

Enter formulae in cells D2:D10 that display the **Text Book Cost**s for the books ordered by the student whose **Student id** is entered in cell A2.

Ensure that all costs are formatted as currency and displayed as Euros.

Enter a formula in cell D11 that will calculate the total for the invoice.

Save the document as **Book Costs** in the native format of your application.

Insert **Student id** 11cs172 in cell A2 to display the costs.

Provide a printout of the complete table showing only the books ordered.

Ensure your name, Centre number and candidate number are in the header of the printout.

Provide printouts displaying the formulae used. Ensure the complete formula in each cell is visible.

Ensure your name, Centre number and candidate number are in the header of each printout. [25]

4 Use **Invoice.RTF** as a template and paste link cells A1:D11 where specified.

Adjust column widths to fit the text in the cells.

Insert a field that will prompt for the student id to be entered. Use **11cs** as the default text.

Paste link the field to Cell A2 in your **Book Costs** file.

Print a copy of the **Book Costs** file showing the formula in Cell A2 adjust the column width to ensure the formula is fully visible.

Print a copy of **Invoice.RTF** showing all the field codes.

Print Invoices for **Student id**s **11cs158** and **11cs164**

Include screenshots of the **Student id** entry in the prompt field dialog boxes in your evidence document. [15]

5 You are now required to create a menu.
Users should be able to select the following operations:

Edit the course text books and costs
Edit the Student data
Open the Invoice document
Create the labels
Create the Grant Letters

The menu should include explanations of each item with sufficient detail for a new user to understand the purpose of each new menu option.

Include details of how each new item works in your evidence document. [10]