

**PLEASE NOTE THAT THIS VERSION WAS
UPDATED 27/06/06 AND SUPERCEDES ANY
PREVIOUS VERSION.**

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

Specimen for 2008

GCE A LEVEL

MARK SCHEME

MAXIMUM MARK: 90

SYLLABUS/COMPONENT: 9713/04

**APPLIED INFORMATION AND COMMUNICATION TECHNOLOGY
Practical Test**

Task A

Files carsales.csv and servicecentres.csv imported to suitable software

Tables imported
1 mark

Code set as key field (no duplicates)
1 mark

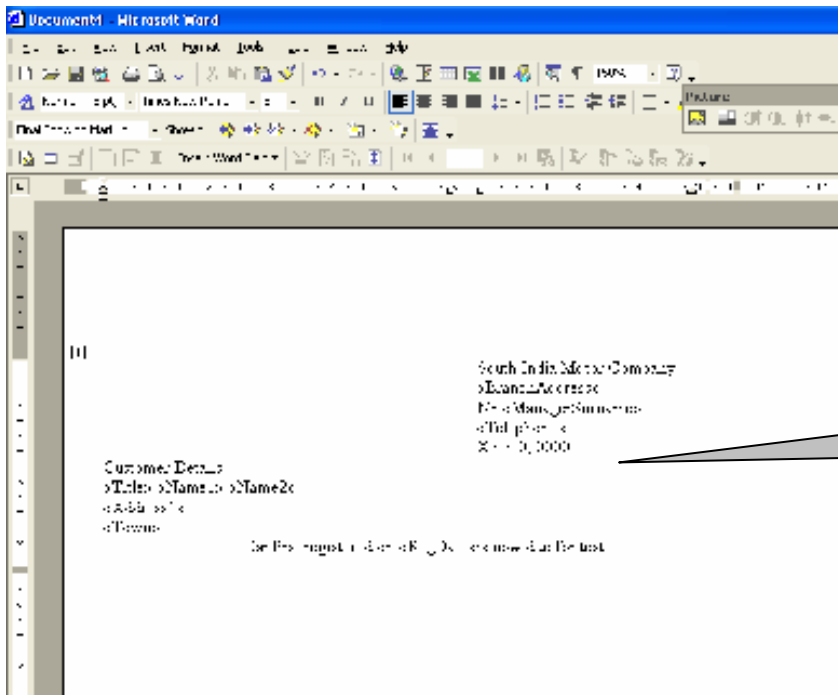
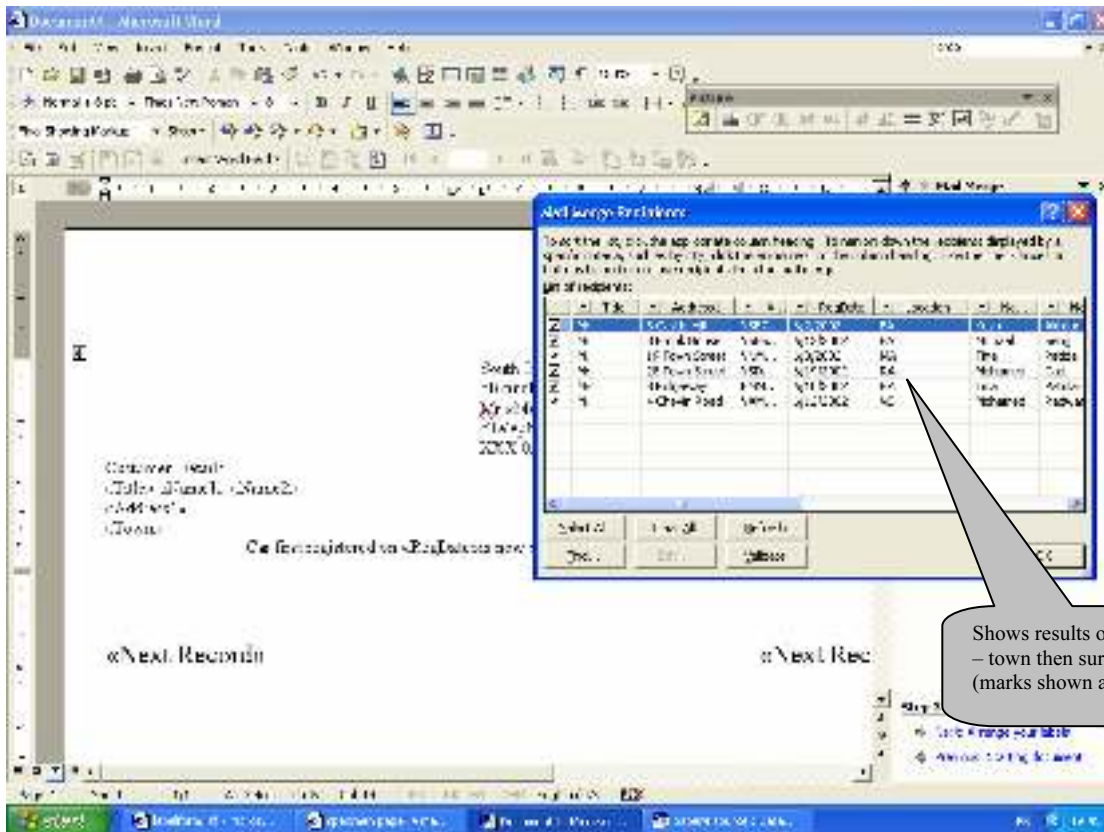
Link joins Code to location
1 mark

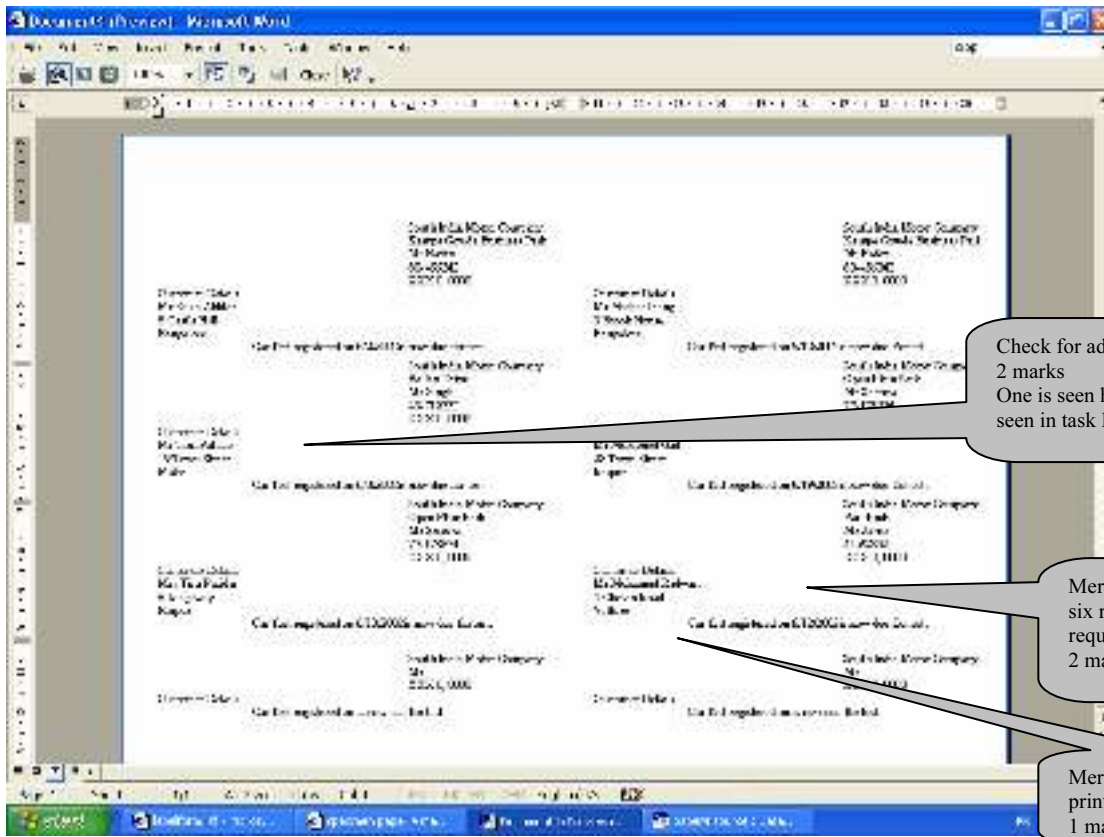
Link is one to many
1 mark

Query is made to access all fields for merge
1 mark

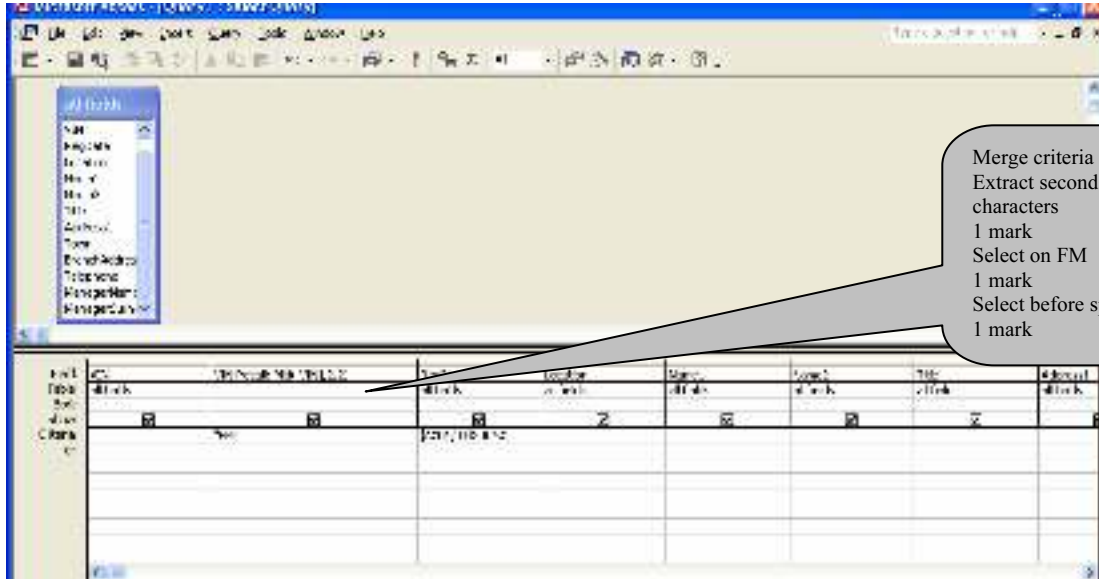
Check two key sort order in correct order (1), both ascending order (2x1) First town/location then name2
3 marks

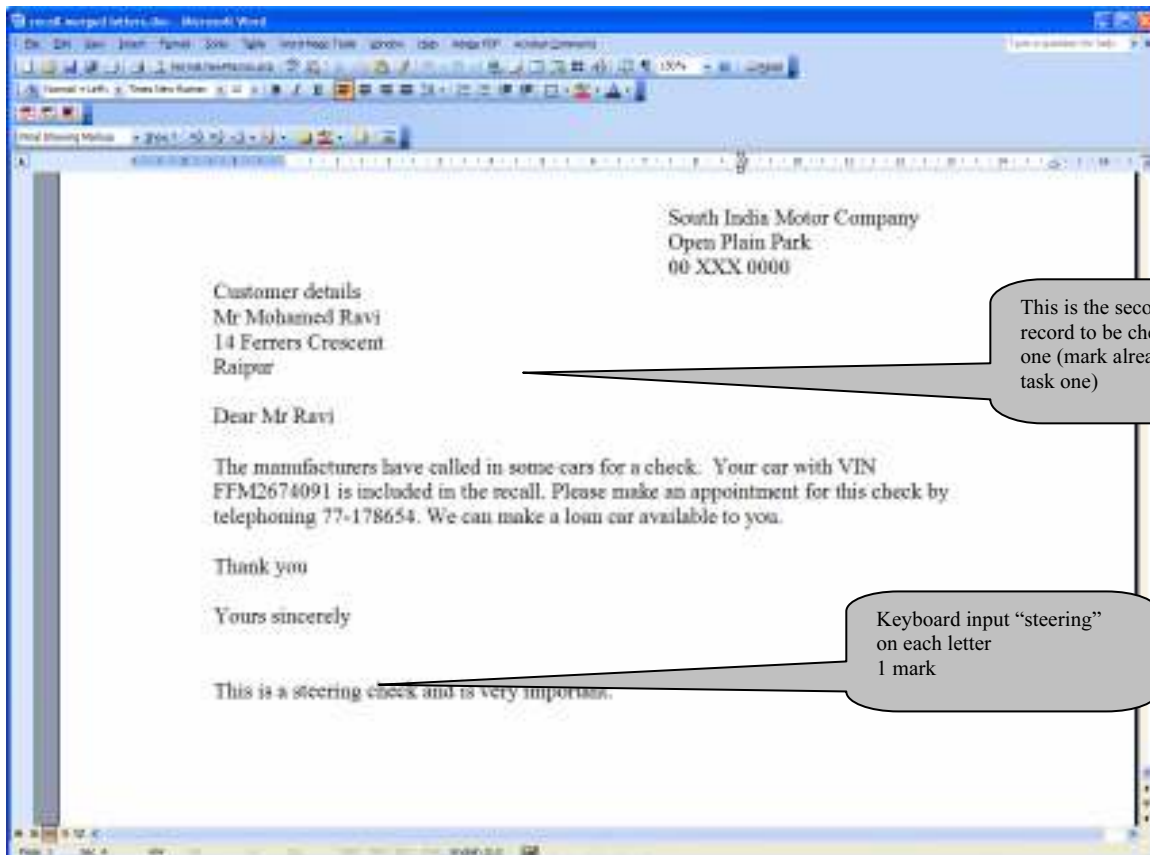
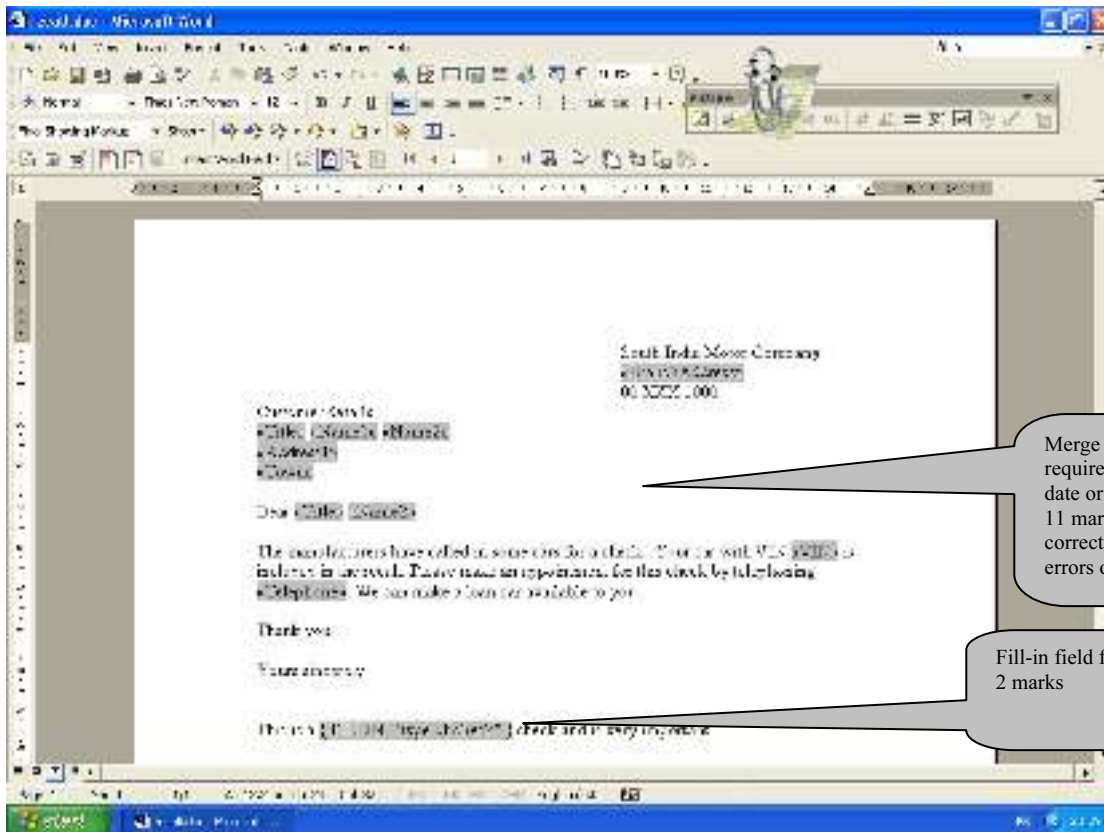
Query is made to select between certain dates ie for one month
2 marks

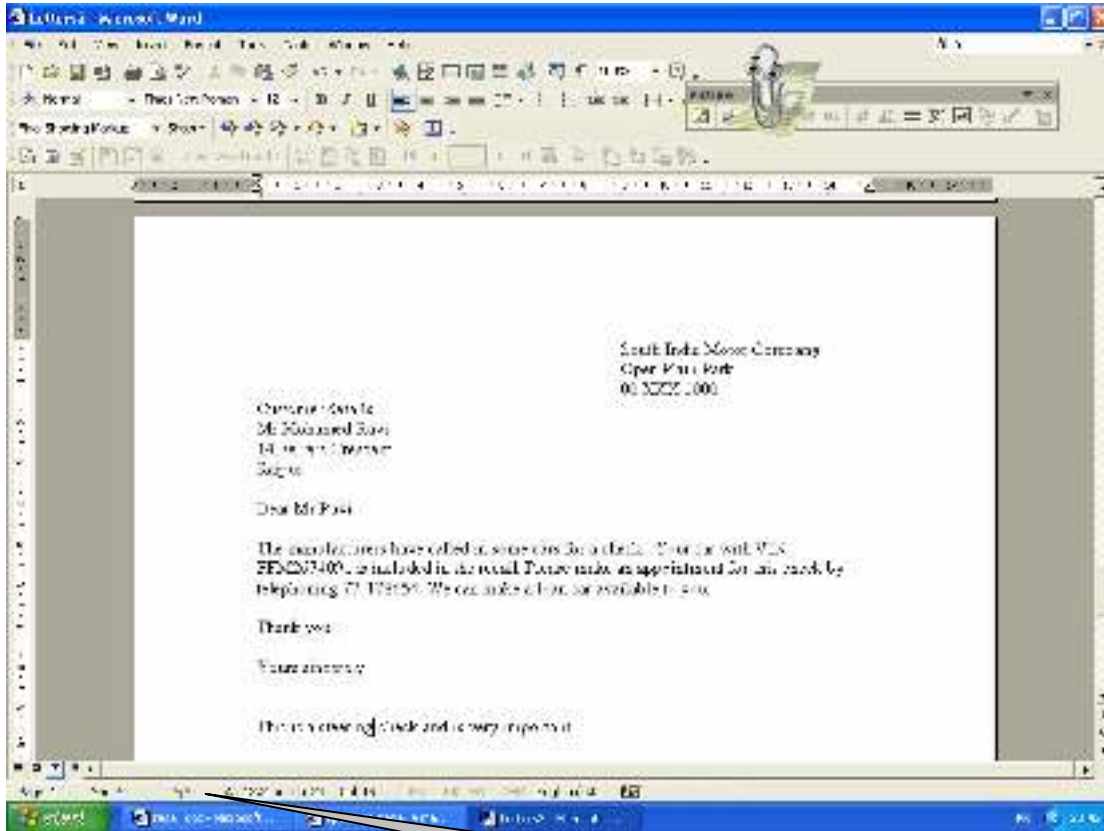




Task B

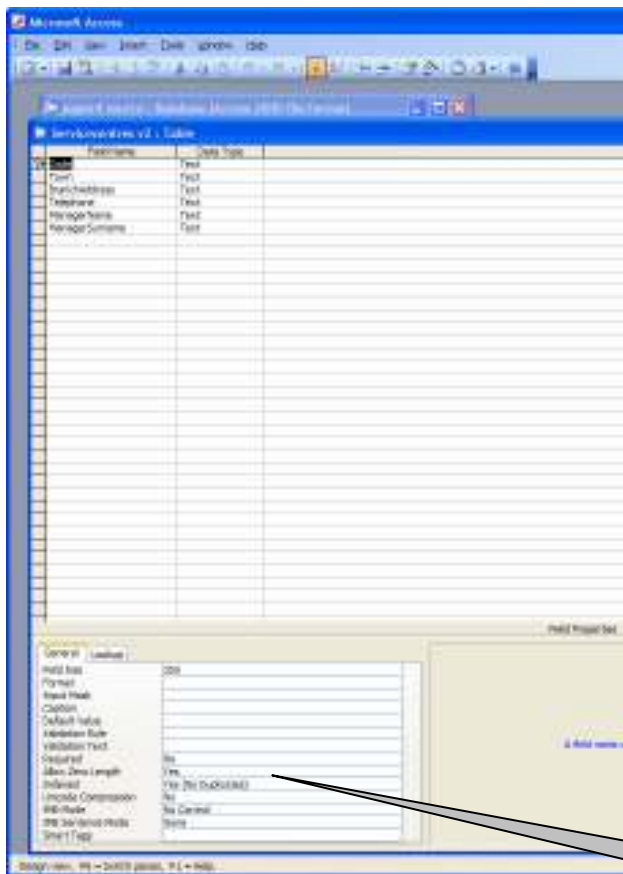






Only four letters merged
All Present and correctly laid out
1 mark

Task C



CODE field no duplicates
2 marks

VIN	RegDate	Location	Year
104000	02/01/2000		
104001	31/10/2000	London	2000
104002	17/01/2000	Devon	2000
104003	31/02/2000	PA	2000
104004	30/02/2000	WA	2000
104005	02/02/2000	WA	2000
104006	10/10/2000	PA	2000
104007	1/02/2000	TE	2000
104008	12/09/2000	VE	2000
104009	30/10/2000	CH	2000
104010	02/02/2000	DA	2000
104011	02/10/2000	VC	2000
104012	17/02/2000	TC	2000
104013	30/02/2000	WA	2000

Location field controlled by lookup list
2 marks (one for list box and one for display of fields)

Field Name	Table Name	Field Name	Criteria	Operator	Table Name	Field Name	Criteria	Operator	Table Name	Field Name
RegDate	cars	RegDate			cars	RegDate			cars	RegDate
Month	cars	Month			cars	Month			cars	Month
Year	cars	Year			cars	Year			cars	Year
Location	cars	Location			cars	Location			cars	Location
Year	cars	Year			cars	Year			cars	Year

Extract Month from date or enable month to be identified
3 marks

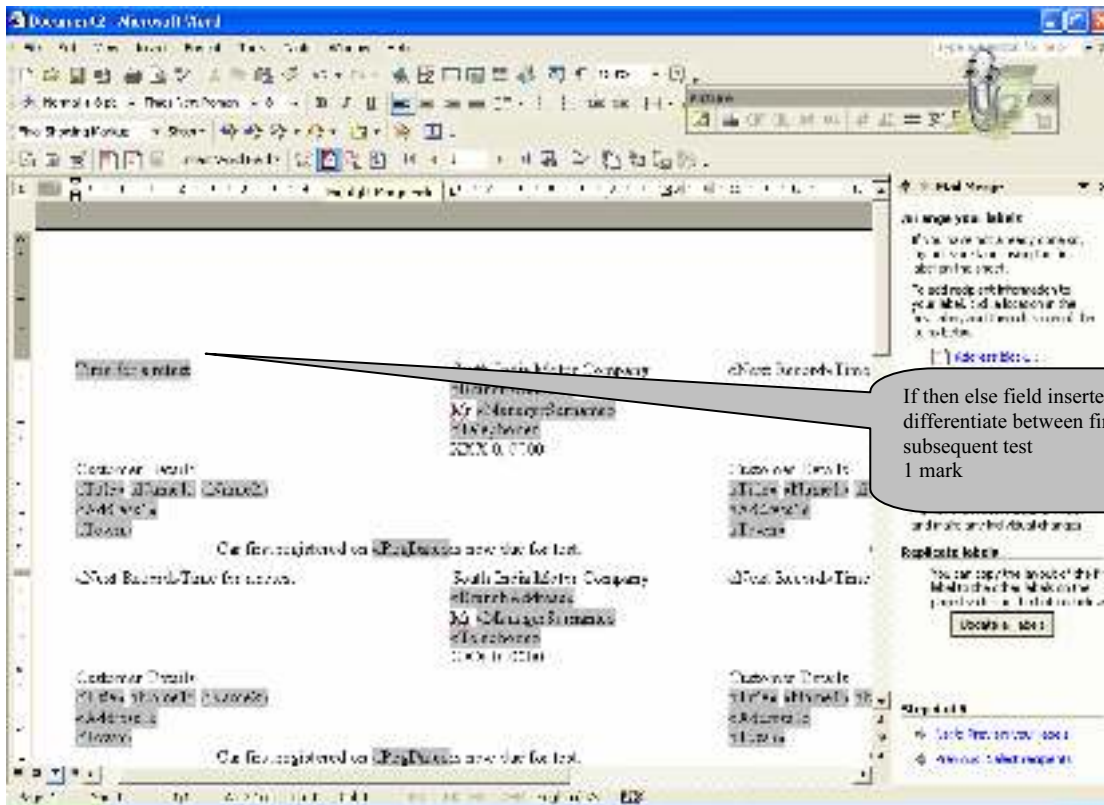
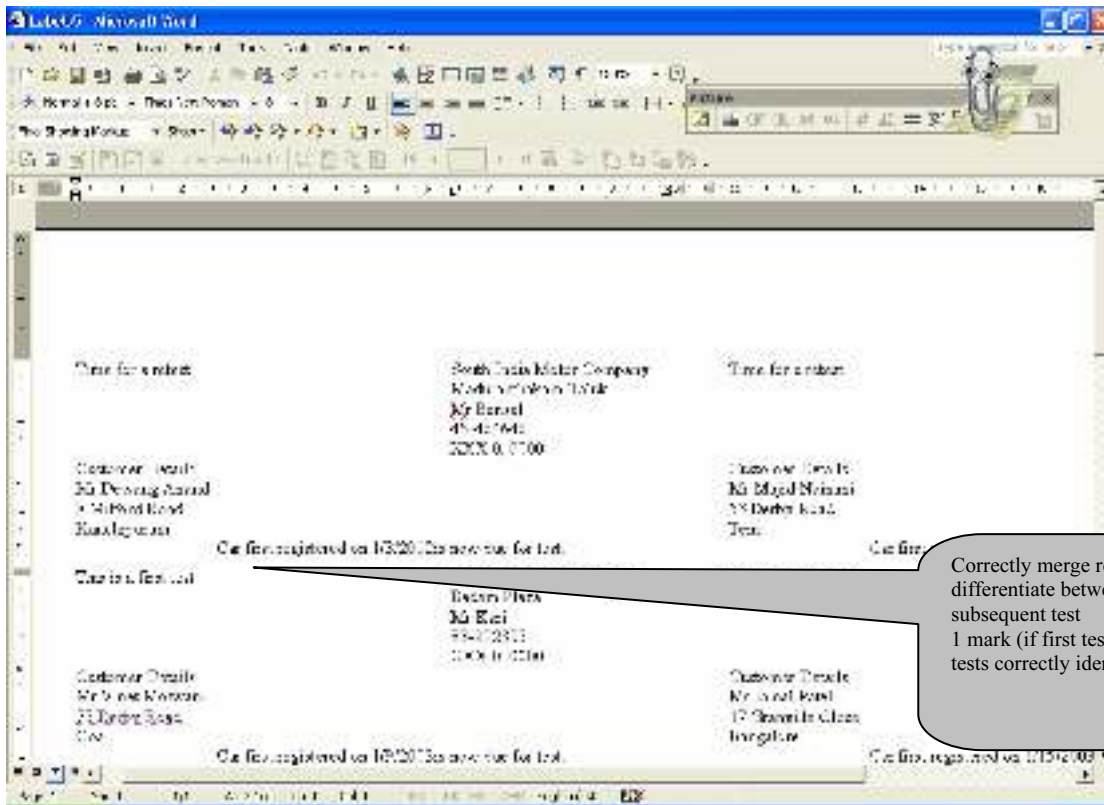
Extract Year from date or enable year to be identified
1 mark

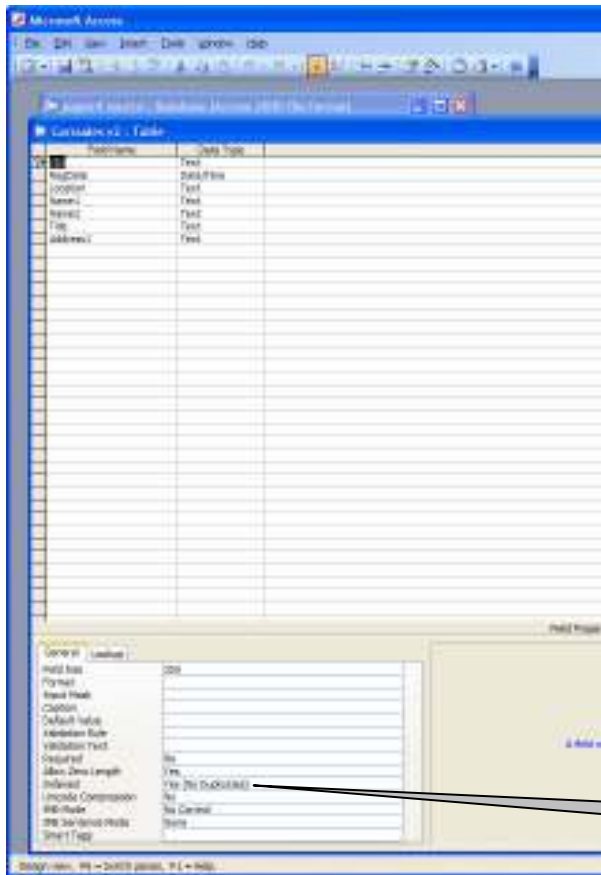
Select only cars coming up to three years old
2 marks (one for calculation back three years, one to refine to include short date to the future)

Filter and Sort dialog box showing filter criteria:

- Field: Month
- Comparison: Equal to
- Compare to: 1

Select target month
1 mark





VIN field no duplicates
2 marks

Filter and Sort [?] [X]

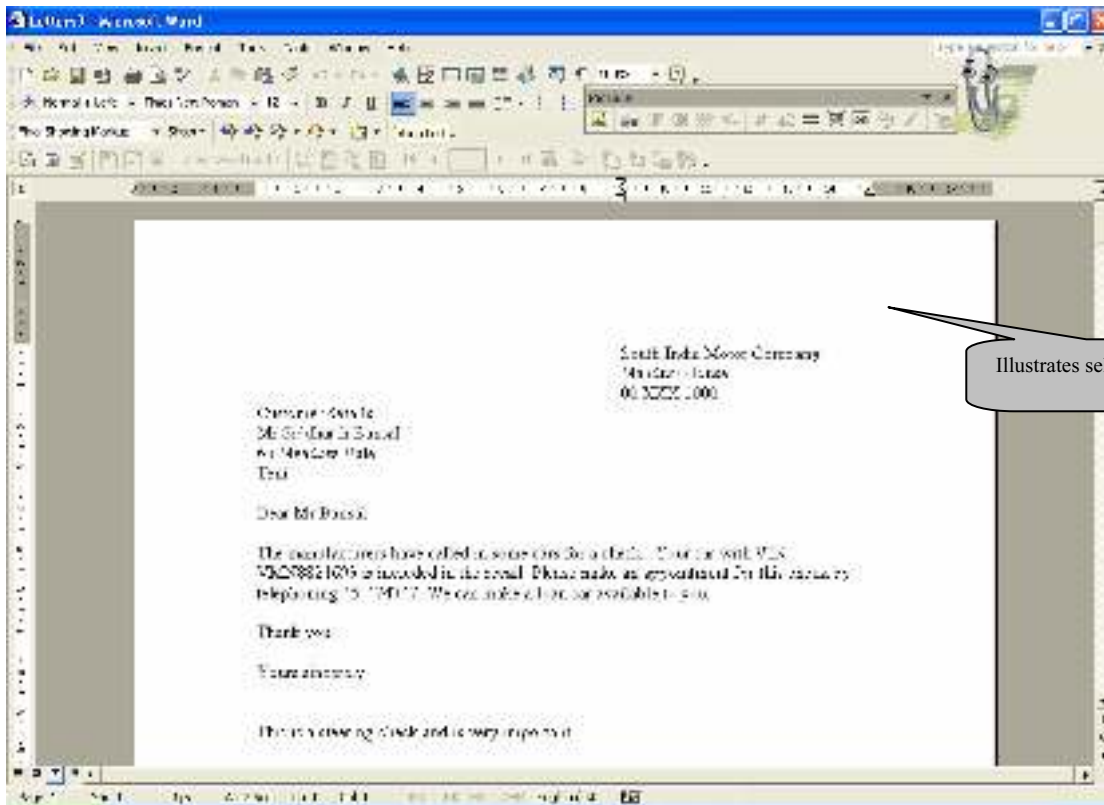
Filter Records | Sort Records

	Field:	Comparison:	Compare to:
	VIN Recall	Equal to	MN
And	RegDate	Greater than	01-01-2001
And	RegDate	Less than	01-01-2003
And			

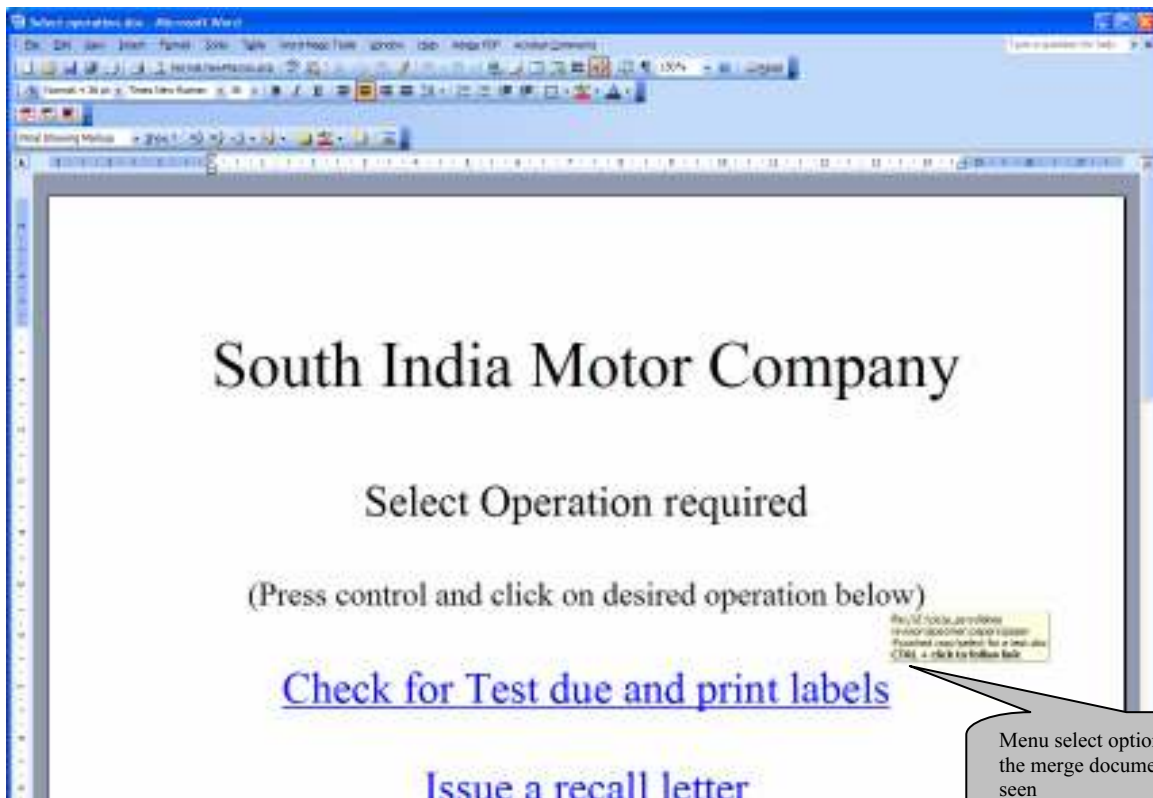
Clear All OK Cancel

Select any recall criterion
2 marks

Select date range
2 marks



Illustrates selection



Task D

User Guide

Introduction	8 marks
Examples of usage	8 marks
Error guide	8 marks

Marks awarded for each section

7-8	A full and clear explanation of the highest quality. Leaves no areas to be guessed by user
4-6	A clear explanation that may have some gaps in information, leaving user to fill in for themselves some information
2-3	a very brief explanation that does not cover all aspects of the solution. May contain errors. User is left to work out much operation for self
0-1	Minimal and weak explanation with many errors

Example of a User Guide

Introduction

This is a guide to some automated searches that can be produced for the South India Motor Company. They will serve to produce labels or letters to customers either for motor tests that are falling due or to send letters to customers to recall cars for inspection or checks at manufacturers' request. The user will start from a menu screen which may be loaded, but if not, requires file **select operation.doc** to be opened.

This menu option offers two choices at present. One is used to open a document to make labels for tests due and the other is to produce letters for recalling cars. Press control and click on the link to the option that you require.

Examples of use

1 Test invitation labels

The file **select for a test.doc** opens. It is linked to a database file and may prompt you to allow the file to be opened. If it does, the allow it to open the link. The document opens as a sheet of labels and can select between first and subsequent tests if you enter selection criteria. The selection is made by editing the source data list. Click on the edit source data button on the merge toolbar, and select from the field selection drop down menu the advanced option.

Mail Merge Recipients

To sort the list, click the appropriate column heading. To narrow down the recipients display to specific criteria, such as by city, click the arrow next to the column heading. Use the check buttons to add or remove recipients from the mail merge.

List of recipients:

	Title	Address1	V...	RegDate	Mo...	Y...
<input checked="" type="checkbox"/>	Mr	8 Milford Road	VHM00	1/3/2002	1	2002
<input checked="" type="checkbox"/>	Mr	3 Railway Co...	VBW10	10/31/2002	10	2002
<input checked="" type="checkbox"/>	Mr	53 Derby Road	VAM06	1/17/2002	1	2002
<input checked="" type="checkbox"/>	Mr	23 Oak Close	VRM06	4/6/2002	4	2002
<input checked="" type="checkbox"/>	Mr	65 Meadow V...	VMN88	9/12/2002	9	2002
<input checked="" type="checkbox"/>	Mr	122 Derby R...	VJK90	10/25/2002	10	2002
<input checked="" type="checkbox"/>	Mr	15 Melbourn ...	VRM27	4/17/2002	4	2002
<input checked="" type="checkbox"/>	Mr	10 Oak Close	VFM77	4/30/2002	4	2002
<input checked="" type="checkbox"/>	Mr	28 Town Street	VSD90	6/19/2002	6	2002

Select the month you require by typing in the selection criterion MONTH equals and the number of the month.

Filter and Sort

Filter Records | Sort Records

Field: Comparison: Compare to:

Month Equal to 1

And

Clear All OK Cancel

An automatic field selects that if the YEAR is three less than the current one ie 2003, then a first test notice is inserted in the label. When the criteria are all correct, then merge the labels to a new document. You can trial the merge first if you wish. Buttons for these merge operations are found on the merge tool bar.

2 Find cars for recall notices.

The file any **recall.doc** opens. It is linked to a database file and may prompt you to allow the file to be opened. If it does, the allow it to open the link. The file opens a prepared merge document ready to produce letters. You need to select records to be merged. Open the edit source list by pressing the edit source button on the merge toolbar. From the drop down menus at the field headings, choose the advanced option and in the first selection make VIN recall equal to the two letter code for recall. On the next two options, set the *regdate* first to be greater than the start date for the recall, and then to be less than the last date for the recall. When the data selections are made merge the letters to a new document and save or print as required. The merge to new document button is found on the merge menu toolbar.

Handling errors

If the menu does not open the file you want, then these are to found at XXX location. Each can be located and opened on demand.

If, when you open the merge master documents, the merge toolbar does not seem to be active, then you may need to link the document to its source data file. The source data file is XXX.mdb and is located in YYY folder. When you locate the database, you also need to identify the correct query on which the merge is to be based. For the test labels, the query is named zzz and for the recall list it is called vvv.