

MARK SCHEME for the May/June 2010 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.

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Task 1	Filter recipients in Word processor	Opt1	[2]
Labels	OR Query in Database	Opt4	[2]
	<i>Manual selection= 1 each</i>	Paid	[2]
	Correct fields	id	[1]
		Forename	[1]
		Surname	[1]
		Opt Module	[1]
		Layout	[1]
	Printout	Labels propagated	[1]
		Print not screenshot	[1]
		Correct 7 labels (ft)	[1]
	Footer	Not header	[1]

[Total:15]

Task 2	Select recipients in Word processor	<01/09/1985	[1]
Grant Letters	OR Query in Database		
	Printout codes	Print not screenshot	[1]
		Shows "mergefield"	[1]
		Dates as dd/mm/yy	[1]
	Print letters	4 address fields	[4]
		1 field each line	[1]
		Not wrapped	[1]
	Insert Name	Title	[1]
		Surname (only)	[1]
		, in place	[1]
		Spacing	[1]
	Insert Opt Module	Inserted	[1]
		Spacing	[1]
	Insert conditional field	Correct conditions	[2]
		Spacing	[1]
		Correct 3 letters	[3]
		Correct discounts	[3]

[Total: 25]

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Task 3	Table	Correct Labels (6)	[1]
Print Table	Formatting	Wrapping	[1]
		Centred H&V	[1]
		Bold	[1]
		Correct data	[1]
		Currency Euros	[1]
		Total Shown	[1]
		Header	[1]
Formulae	Name lookup (A4)	Value=A2	[1]
		Source=students.csv	[1]
		Vector=a2:21	[1]
		Result=c2:21	[1]
	Book required lookup (C2:C10)	Value=\$A\$2	[1]
		Source=Book Orders.csv	[1]
		Vector=a2:a21	[1]
		Result=c-k2:c-k21	[2]
		Use of if	[1]
	Book cost lookup (D2:D10)	Value=B2:B10	[1]
		Source=Book List.csv	[1]
		Vector=\$b\$1:\$b\$10	[1]
		Result=\$d\$1:\$d\$10	[2]
		Use of if	[1]
	Total	Sum(D2:D10)	[1]

[Total: 25]

Task 4	Print (from table)	Linked formula	[2]
Invoices		All visible	[1]
	Invoice	Table inserted	[1]
		Table linked	[1]
		Use of "fillin"	[1]
		Prompt	[1]
		Default "11cs"	[1]
		Print not screenshot	[1]
		Date as dd/mm/yy	[1]
	Invoices	Correct 2	[2]
		Layout only ordered	[2]
		Name etc in Correct place	[1]

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Task 5	Menu	Items & Explanations	[5]
		Correct code or hyperlinks	[5]

[Total: 10]