CANDIDATE
NAME
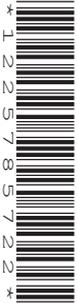
CENTRE
NUMBER

CANDIDATE
NUMBER

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

Paper 4 Practical Test **May/June 2017**

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. Printouts with handwritten candidate information will **not** be marked.

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.

You are working for The Jolly Hockey club. They are a hockey club that has members who play hockey games against other teams in a hockey league. Jethro is the manager of The Jolly Hockey club.

All documents produced must be of a professional standard, suit the business context and contain your candidate details. The most efficient methods must be used.

You are required to provide evidence of your work, including screenshots at various stages. Each screenshot should clearly show the relevant evidence. You will record your evidence in a document named:

CentreNumber_CandidateNumber_Evidence

e.g ZZ999_999_Evidence

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

You have been provided with the following files:

Player_details.csv – The details of the club players

Fees.csv – The fees for a player to be a member of the club

League_table.csv – The league table of the teams in the hockey league

Logo.jpg – The logo for The Jolly Hockey club

Fees_due_letter.rtf – A template letter for sending to players

Placecards.rtf – A template for place cards

Examine the contents of each file.

1 In the file **Player_details.csv** a formula must be entered to create the *Player_ID*. The formula must select the first two letters of the player's forename and the first two letters of the player's surname, to create the *Player_ID*.

The *Age* for each player must be automatically calculated.

The *Player_status* for each player must be automatically displayed. Their status should be:

   •   Junior – if the player is less than 18 years of age
   •   Adult – if the player is between 18 and 54 years of age (inclusive)
   •   Senior – if the player is over 54 years of age.

Enter a formula that will automatically display the *Player_fee* from the **Fees.csv** file. The fee must display as Euros with no decimal places.

Save the file as a spreadsheet with the name **PlayerStatusAndFees**

Include screenshot evidence of your formulae in your Evidence Document.

Print the spreadsheet showing the values.

[18]

2 Create a database using the file **PlayerStatusAndFees**

Create a report for Jethro to show how many junior, adult and senior players there are in the club. The report must display the forename and surname of each player and be grouped by player status. Each group must appear on a separate page. A total must be displayed for the number of players in each player status.

The logo must be displayed at the top of the report with the title **Number of Players in Each Status Group**.

Print the report.

Include screenshot evidence of your table structure, data types and key field in your Evidence Document.

[14]

3 Jethro wants to send a letter to players whose player fee is due.

Use the database and the template **Fees_due_letter.rtf** file and follow the instructions to mail merge a letter to players whose fee is due.

Gurdeep Dasgupta does not need a letter.

Print the merge document showing all the field codes.

Perform the mail merge to create and print the individual letters.

Include evidence of your selection method in your Evidence Document.

[29]

4 The Jolly Hockey club is part of a hockey league. The league table for this can be seen in the **League_table.csv** file.

Jethro wants the points calculating for each team in the league. Enter a formula into the *Points* column to automatically calculate a team's points. A team gets:

- 3 points for each game won
- 1 point for each game drawn
- 0 points for each game lost.

Print the spreadsheet showing the formulae.

The number of points each team has will change during a season, depending on their results.

Jethro wants to be able to automatically re-order the teams in the league into descending points order. When two or more teams have the same points, these must also be in descending order of games won.

Create a macro or procedure and attach it to a button to carry out this process. Label the button **Update League Table**.

Annotate each step of your macro or procedure with programmer's comments. Print a copy of your macro or procedure.

Click the *Update League Table* button and print the spreadsheet showing the values.

Two more games have been played with the following results:

Team 1	Team 2	Team 1 goals	Team 2 goals
James Town Rovers	The Violets	3	3
Putt United	Putt Rovers	0	4

Update the league table with these results.

Click the *Update League Table* button and print the spreadsheet showing the values.

[13]

5   The Jolly Hockey club holds an end-of-season party for all the teams in the league that have more than 40 points. Jethro wants labels to use as place cards to put on each table at the party, to show where a team should sit.

Use the **Placecards.rtf** file and follow the instructions to create the labels to be used as place cards.

The labels need to be in order of team position. The team in position 1 should have the additional text '**WINNERS**' displayed on their label. The team in position 2 should have the additional text '**RUNNERS UP**' displayed on their label.

Each team's name and position must be displayed at 26pt. Each team's points must be displayed at 16pt.

Insert your candidate details in the footer of the page.

Print the merge document showing all the field codes.

Perform the mail merge to create and print the individual labels.

[16]

Save and print your Evidence Document.

Write today's date in the box below.

Date