MARK SCHEME for the October/November 2008 question paper

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.

All Examiners are instructed that alternative correct answers and unexpected approaches in candidates' scripts must be given marks that fairly reflect the relevant knowledge and skills demonstrated.

Mark schemes must be read in conjunction with the question papers and the report on the examination.

- CIE will not enter into discussions or correspondence in connection with these mark schemes.

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Setup	Layout	[1]
		[Total: 1]

Orders	Lookup B2	[1]
	Use of external file	[1]
	Customer fields lookup (B,D,E,F,G,H,C)	[6]
	A2:A9 labels 100% correct	[1]
	Print A2:B9 only	[1]
	Cost formulae	[1]
	Sub-total formula	[1]
	Discount code lookup	[1]
	Discount formula	[3]
	Total formula	[1]
	Format (2dp)	[1]
	Format (Euros)	[1]
	Print D12:E27 only	[1]
		[Total: 20]

Quote (1)	Header (Quotation for furniture hire)	[1]
	Data entry	[2]
	Non-blanks filter (both)	[2]
	Correct costs	[1]
	Print B2:E27 only	[1]
	All visible & single page (printout only)	[2]
		[Total: 9]

Quote (2)	Data amended	[1]
	Correct costs	[1]
	Print B2:E27 only	[1]
		[2]
	All visible & single page (printout only)	
		[Total: 5]

New Items	Items added (100% accuracy)	[1]
		[Total: 1]

Update letters	Evidence of paste link	[2]
	Column widths adjusted	[1]
	Customer address merge fields (+layout)	[1]
	Contact merge field (only)	[1]
	Date field (+shown in code)	[2]
	if-then-else field	[1]
	Condition 1	[1]
	Condition 2	[1]
	Evidence of valid record selection method	[2]
	Correct (6) letters	[2]
	Candidate details in footer	[1]
		[Total: 15]

Address labels	Merge fields correct	[2]
	Layout	[2]
	Labels propagated	[2]
	Evidence of valid selection method	[2]
	Correct (8) Companies Only (once) Printed	[2]
		[Total: 10]

Menu	5 items with appropriate text & explanations	[5]
	Hyperlinks & correct files shown	[10]
		[Total: 15]

Automation	Macro VBA shown	[2]
	Use of "Labelmain" file	[4]
	Merge to new document	[2]
	Automated open/load document	[2]
	Menu item added	[2]
	Explanatory text	[2]
		[Total: 14]