

**MARK SCHEME for the May/June 2011 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.

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

Cambridge is publishing the mark schemes for the May/June 2011 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

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			<b>Mark</b>
<b>Task 1</b>	<b>Formula View</b>	Destination – Lookups – Value, File&Range, Vector/index	3
	Holiday details	Duration – Lookups – Value, File&Range, Vector/index	3
	Random number	Formula – use of bounded generator e.g. RANDBETWEEN(1,N)	1
		Lower limit =1	1
		Upper limit – 249 entered (1) valid formula (2)	2
	Customer fields	Customer ID – Lookups – Value, File&Range, Vector/index	3
		Surname – Lookups – Value, File&Range, Vector/index	3
		Telephone number – Lookups – Value, File&Range, Vector/index	3
		Email address – Lookups – Value, File&Range, Vector/index	3
	<b>Values Printout</b>	All data visible	1
		Labels – Text 100% accurate as given	1
		Formatting – as given	1
			<b>[25]</b>
<b>Task 2</b>	<b>Database</b>	Primary keys (in July Winners,C.Details,C.Prizes only)	3
		Relationships – (between Winners,C.Prizes,C.Details only)	2
		No duplication or irrelevant data – (Extra table or repeated fields)	1
	Selection	Query shown (using only (7) required fields)	1
	<b>Certificate Mergefields</b>	Forename & space	1
		Surname	1
		Customer id	1
		Brochure code & space	1
		Space & Destination	1
		Duration	1
		Date – shown as a field in dd/MM/yy	1
		Conditional criteria – shown as mergefield using "insurance"	1
		Condition (true/false – unless "text" field in setup) +correct text	1
		Full printout showing all mergecodes	1
	<b>Certificate Printout</b> All fields	18pt	1
		Serif	1
		Bold	1
		Italic	1
	Logo	Inserted – in correct place	1
		Resized & Aspect ratio maintained	1
All text and borders visible		1	
Fits on single page – including post macro printout		1	
		<b>[25]</b>	
<b>Task 3</b>	Macro	Background set & correct colour	2
		Borders (4) Colour set	4
		Border Widths (4) set	4
		Header set	1
		Print instruction set	1
		Toolbar/Menu – attempt to assign, in toolbar/menu, appropriate name	3
		<b>[15]</b>	

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<b>Task 4</b>	<b>Database report</b>	Title – 100% as given	1
		Correct fields & all visible	7
		Order of fields as given	1
		Field names edited as shown	7
		Layout formatted as shown	6
	<b>Webpage</b>	Shown in browser – must be screenshot	1
		Correct layout	2
		<b>[25]</b>	
		<b>[90]</b>	

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<b>Setup</b>	Charges Linked	2
	Cost formula	1
	Sub-total formula	1
	Discount code linked	3
	Discount formula	3
	Total formula	1
	Customer fields lookup	6
	Hyperlink	2
	Table saved	1
		<b>[20]</b>
<b>Quotes</b>	Data entry	4
	Non-blanks filter	2
	Data linked	2
	Quote_22.rtf saved	1
	Data amended	2
	Quote republished	2
	Quote_22a.rtf saved	1
		<b>[14]</b>
<b>Update letter</b>	Data amended	1
	Data linked	1
	Data source	1
	Merge fields	5
	If-then field	1
	Condition 1	1
	Condition 2	1
	Updmain.rtf saved	1
	Valid selection method	1
	Merge to new document	1
	Updmerge.rtf saved	1
		<b>[15]</b>
<b>Address labels</b>	Data source	
	Merge fields	5
	Label propagated	1
	Labelmain.rtf saved	1
	Valid selection method	1
	Merge to new document	1
	Labelmerge.rtf saved	1
		<b>[10]</b>
<b>Menu</b>	Title	
	4 items	4
	Suitable text	2
	Suitable explanations	4
	Links shown	4
	Saved	1
		<b>[15]</b>
<b>Option1</b>	Macro written/recorded	8
<b>AutoOpen</b>	Named AutoOpen	2
	Autolabels saved	1
	Menu item added	2
	Explanatory text	2
	MillsMenu2 saved	1
		<b>[16]</b>

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<b>Option 2</b>	<b>User Guide</b>	
Introduction 8 marks	Loading	4
	Selection	4
	Examples	4
	Troubleshooting info	4
		<b>[16]</b>
	Marks awarded for each section	
	Full and clear coverage	4
	Clear coverage, some gaps	3
	Very brief coverage with gaps/errors	2
	Minimal coverage, many errors	1
		<b>[90]</b>