

**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.

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

CIE is publishing the mark schemes for the May/June 2010 question papers for most IGCSE, GCE Advanced Level and Advanced Subsidiary Level syllabuses and some Ordinary Level syllabuses.

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	<b>GCE AS/A LEVEL – May/June 2010</b>	<b>9713</b>	<b>04</b>

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

**[Total:15]**

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

**[Total: 25]**

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

**[Total: 25]**

<b>Task 4</b>	<b>Print (from table)</b>	Linked formula	[2]
<b>Invoices</b>		All visible	[1]
	<b>Invoice</b>	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]
	<b>Invoices</b>	Correct 2	[2]
		Layout only ordered	[2]
		Name etc in Correct place	[1]

**[Total: 15]**

<b>Task 5</b>	<b>Menu</b>	Items & Explanations	[5]
		Correct code or hyperlinks	[5]

**[Total: 10]**