

Cambridge International Examinations

Cambridge International Advanced Level

APPLIED INFO	RMATION AND COMMUNICATION TECHNOLOGY		9713/04
CENTRE NUMBER		CANDIDATE NUMBER	
CANDIDATE NAME			

Paper 4 Practical Test

October/November 2016

2 hours 30 minutes

Candidate Source Files Additional Materials:

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 on 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.



You work for ToneIT who own several gyms throughout Europe and offer a selection of gym classes to the public.

All documents produced must be of a professional standard, suit the business context and contain your candidate details. You must place the supplied company logo on the right at the top of each document, resized to 3 cm square. Each document must fit on a single page wide.

All currency values must be in Euros set to 2 decimal places. All dates must be set in the DD/MM/YYYY format. If the Euro sign (€) is not available, select any available currency sign.

You are going to create a relational database to organise and manipulate details of members, classes and trainers.

You must use the most efficient methods to solve each task.

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 the document **TonelTEvidence.rtf**

Open the file TonelTEvidence.rtf

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

Save it with the name:

CentreNumber_CandidateNumber_Evidence

e.g. ZZ999_99_Evidence

You have been provided with the following files:

members.csv - the list of all members
trainers.csv - the list of all trainers
classes.csv - the list of all the classes
bookings.csv - the list of the bookings made by members

gymlogo.png – company logo to be used on documents **gymmailer.rtf** – a template letter to notify members about special offers

TonelTEvidence.rtf – a template for your evidence.

1 (a) Examine the files **members.csv**, **trainers.csv**, **classes.csv** and **bookings.csv** and create a relational database.

Members who are on a Cardio or Weight Loss programme will have their Body Mass Index (BMI) monitored by the gym.

Add a field to the appropriate table to calculate BMI of each member of the gym. The calculation for BMI is:

weight ÷ height²

Show the BMI data to 1 d.p.

Place a screenshot in your Evidence Document of all the data in the **Members** table. Make sure all data and headings are fully visible.

Show, in your Evidence Document, screenshot evidence of your table structures, calculation, data types, key fields and the relationships between tables, including field names and types of relationship you have created.

1 (b) Trainers who have a speciality of Cardio or Weight Loss want to see the BMI of the members on a Cardio or Weight Loss programme.

Export the BMI data of members on a Cardio or Weight Loss programme to a document to send to trainers. Show only the member_number, member_forename, member_surname, fitness_programme and BMI fields in your exported data.

The document should have a title of **Memo**

Below the title, add the text:

This is the BMI information for members on a Cardio or Weight Loss programme.

Trainers who have a speciality of Cardio or Weight Loss should receive the document. Trainers who specialise in Dance Cardio should **not** receive the document. The trainer's full name should be included in the header of the document.

Include your name, Centre number and candidate number at the bottom of the document.

Print the merge document showing all the field codes.

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

Include screenshot evidence of your selection methods in your Evidence Document. [29]

2 (a) The Manager of the gym wants information about the income of each class. He also wants to know if a class is making a profit.

Calculate the income for each class and create a report to display the class name and the income.

(Income = class cost \times number of members booked on a class).

Include your name, Centre number and candidate number at the top of the report.

Include screenshot evidence of your selection methods and the calculation in your Evidence Document.

Print the report.

2 (b) The expenditure to the gym to run each class is €25. Calculate the profit or loss for each class (a loss is when profit is less than 0).

(Profit = Income – Expenditure).

Create a report to show the classes run by a trainer. The report should use suitable prompts for the user to select the trainer.

Display the trainer's full name and the number of classes they run at the top of the report.

For each class display the class name and profit or loss value.

Include in your report a suitable graph or chart to show the profit or loss of each class for that trainer.

Include your name, Centre number and candidate number at the bottom of the report.

Print the report for Gurdeep Singh.

Include screenshot evidence of your selection methods and the calculation in your Evidence Document. [39]

3 Calculate the age, in years, of each member. Use the gymmailer.rtf template file to mail merge a letter to members who are aged 35 or over, and on the mailing list, about a special offer. Members who are aged 35 or over and on a general fitness programme should receive a letter that, where indicated, should read: As a member on a general fitness programme you are entitled to a 10% discount on all classes in June. Members who are aged 35 or over on any other programme should receive a letter that, where indicated, should read: There are many classes available at our gym. Look out for our special offers. Steffi Beckenbauer does not need a letter. Include your name, Centre number and candidate number at the bottom of each 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 calculation and selection method in your Evidence Document. Save and print your Evidence Document. [22] Write today's date in the box below. Date

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