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Cambridge Assessment International Education

Cambridge International AS & A Level

INFORMATION TECHNOLOGY **9626/04**

Paper 4 Advanced Practical **May/June 2024**

2 hours 30 minutes

5429888309

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS

- Carry out every instruction in each task.
- Save your work using the file names given in the task as and when instructed.
- You must **not** have access to either the internet or any email system during this examination.
- You must save your work in the correct file format as stated in the tasks. If work is saved in an incorrect file format, you will **not** receive marks for that task.

INFORMATION

- The total mark for this paper is 90.
- The number of marks for each question or part question is shown in brackets [ ].

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You have been supplied with the following source files:

BankDetails.rtf
CakeBase.png
CakeSalesData.xls
DocHeader.png
MMergeTemplate.rtf

Create a folder called **Examination**.
You must save all your work in this folder.

Copy these files into this folder.
Do **not** delete the source files when submitting your work.
Do **not** tidy the folder by deleting files created at any stage of attempting the tasks.

You must use the most efficient methods to solve each task. All work produced must be of a professional standard and contain your candidate details.

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Task 1

Important: read the entire question before starting this task; you will need to determine the data required to complete the mail merge.

(a)

Open **CakeSalesData.xls** in a spreadsheet application.

Examine the three worksheets. They each contain data for the Llfan Bakery's sales for April 2024.

The cost of each product is shown in the **Products** worksheet.

Note that items with a Tax_Code a must be increased by 20%.

Create a single replicable formula to calculate the cost including tax of an item in an order. Replicate the formula for all items and all orders.

Calculate the total cost for each order as shown:

	M	N	O	P	Q	R	S	T	U	V
1	**Almond Delight**	**Angel Cake**	**Battenburg**	**Brandy Snap**	**Carrot Cake**	**Chocolate Brownies**	**Chocolate Cake**	**Cup Cakes**	**Ginger Fancies**	**Total for Order**
2	£ 35.94	£ 48.93	£ 99.95	£ 95.90	£ 29.95	£ 15.99	£ 13.98	£ 41.93	£ 76.70	£ 459.28
3	£ 50.32	£ 55.92	£ 179.91	£ 83.92	£ 23.96	£ 15.99	£ 69.90	£ 23.96	£ 67.12	£ 570.99
4	£ 57.50	£ 27.96	£ 99.95	£ 95.90	£ 11.98	£ 47.97	£ 20.97	£ 53.91	£ 95.88	£ 512.03
5	£ 71.88	£ 34.95	£ 159.92	£ 59.94	£ 35.94	£ 159.90	£ 34.95	£ 59.90	£ 76.70	£ 694.08
6	£ 21.56	£ 34.95	£ 59.97	£ 47.95	£ 11.98	£ 47.97	£ 20.97	£ 47.92	£ 76.70	£ 369.98
7	£ 7.19	£ 34.95	£ 19.99	£ 59.94	£ 11.98	£ 95.94	£ 13.98	£ 47.92	£ 9.59	£ 301.48
8	£ 64.69	£ 34.95	£ 159.92	£ 23.98	£ 5.99	£ 79.95	£ 13.98	£ 59.90	£ 67.12	£ 510.47

Save your spreadsheet as **AprilBakerySales_**followed by your centre number_candidate number. For example, AprilBakerySales_ZZ999_9999

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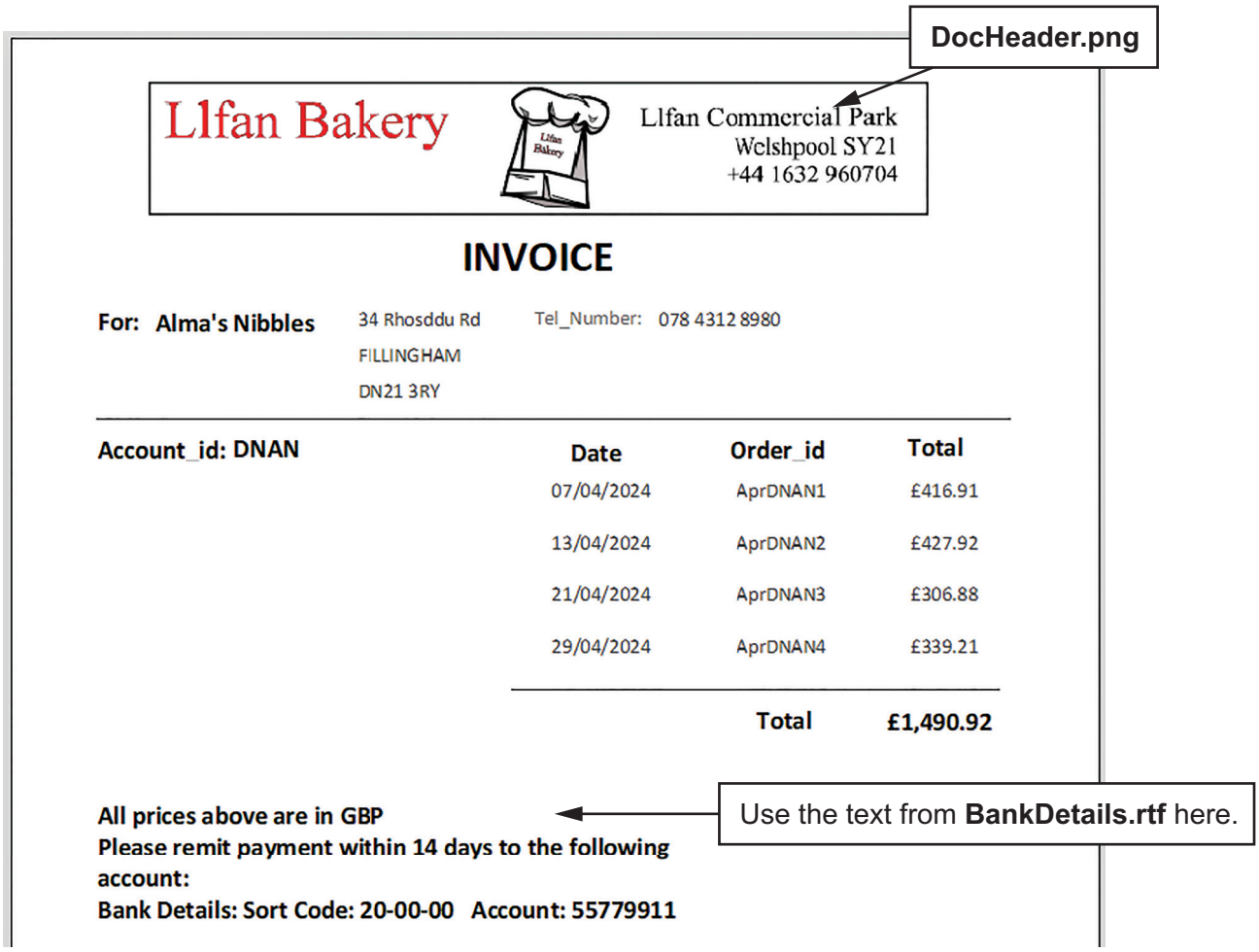
(b)

Create a database using the data from your spreadsheet. Save the database as **April_Invoices_** followed by your centre number_candidate number. For example, April_Invoices_ZZ999_9999

Create a database report to display invoices for each customer whose *Terms* are monthly.

The report must show the order totals.

Format each invoice to look like this:



Note:

- you must include the total cost for each customer
- the dates must be in ascending order
- each invoice must start on a new page.

Export the invoices in a single **.pdf** file named **April_Invoices_**followed by your centre number_candidate number. For example, April_Invoices_ZZ999_9999

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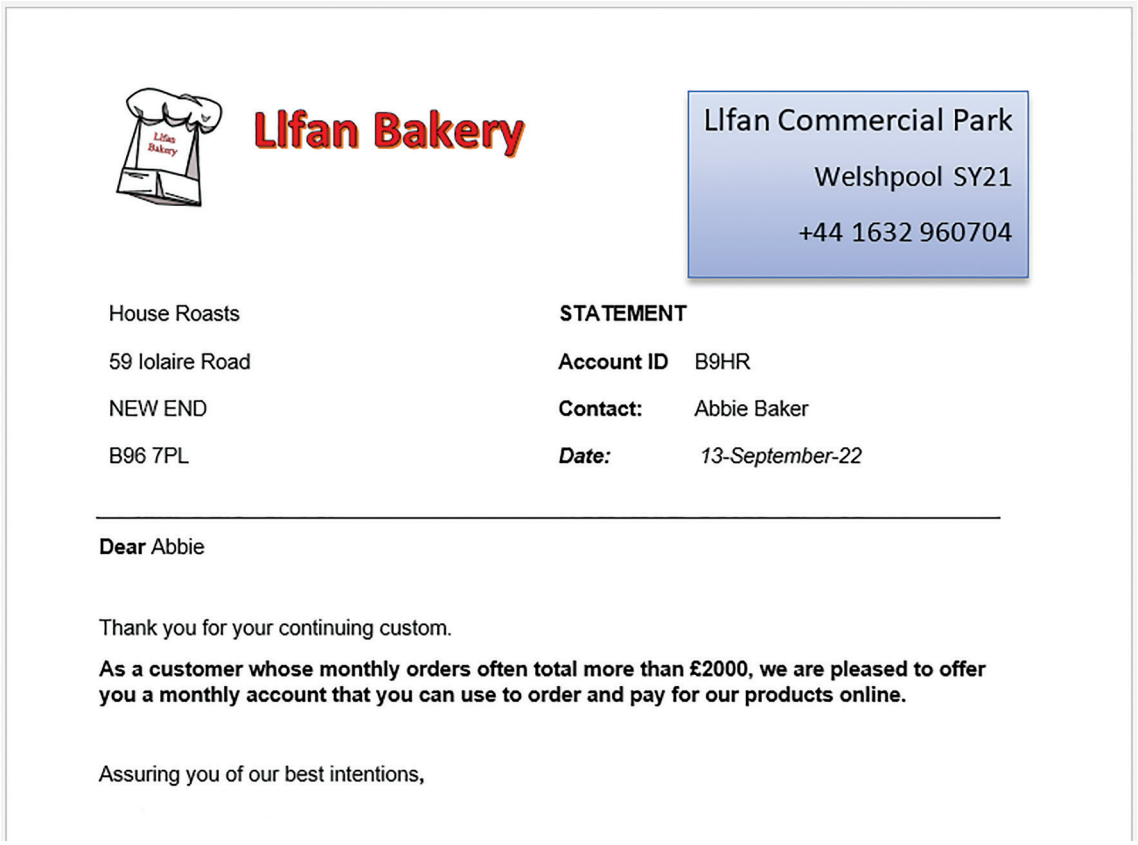
(c)

Use **MMergeTemplate.rtf** to mail merge letters to customers whose *Terms* are *Payment on delivery*.

Add the merge fields where shown and follow the rules to display the conditional text.

The letters should look like this:



Llfan Bakery

Llfan Commercial Park
Welshpool SY21
+44 1632 960704

House Roasts
59 Iolaire Road
NEW END
B96 7PL

STATEMENT

Account ID B9HR
Contact: Abbie Baker
Date: *13-September-22*

Dear Abbie

Thank you for your continuing custom.

As a customer whose monthly orders often total more than £2000, we are pleased to offer you a monthly account that you can use to order and pay for our products online.

Assuring you of our best intentions,

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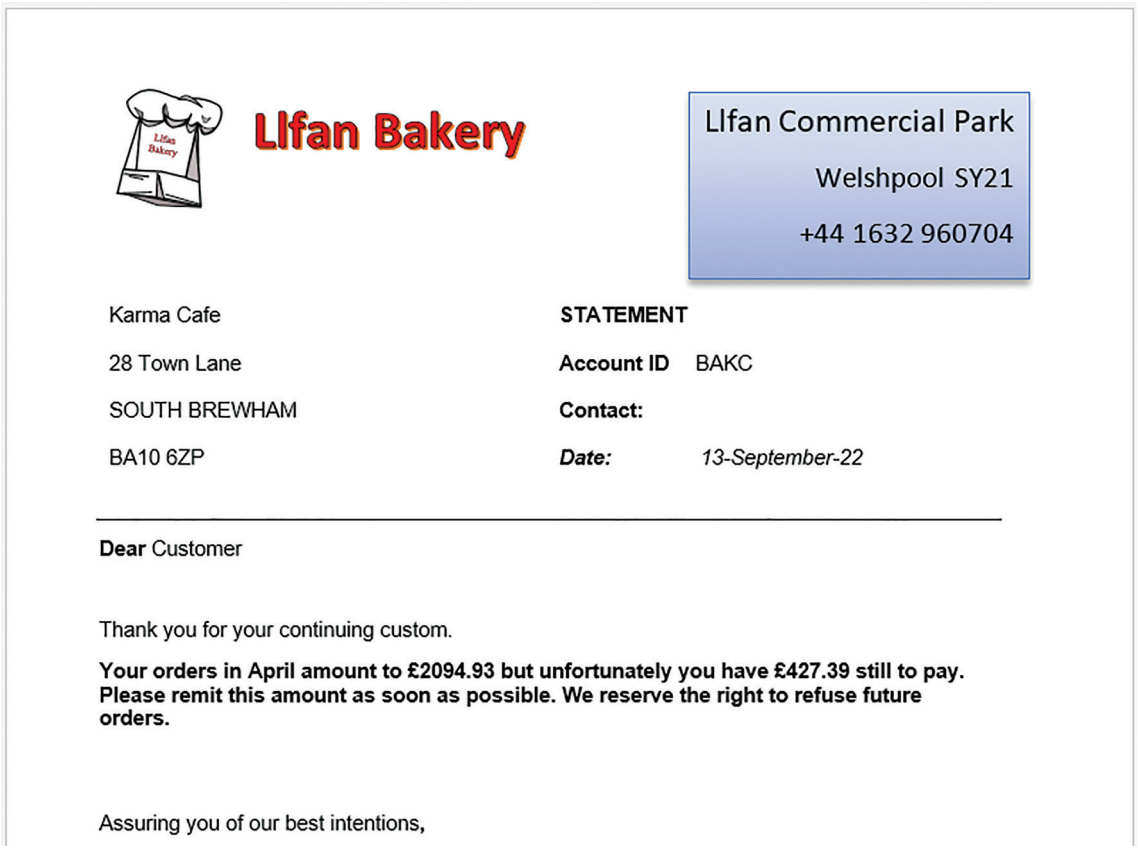

Llfan Bakery

Llfan Commercial Park
Welshpool SY21
+44 1632 960704

Karma Cafe
28 Town Lane
SOUTH BREWHAM
BA10 6ZP

STATEMENT
Account ID BAKC
Contact:
Date: *13-September-22*

Dear Customer

Thank you for your continuing custom.

Your orders in April amount to £2094.93 but unfortunately you have £427.39 still to pay. Please remit this amount as soon as possible. We reserve the right to refuse future orders.

Assuring you of our best intentions,

Save the merge document as **AprilMergeDoc_**followed by your centre number_candidate number. For example, AprilMergeDoc_ZZ999_9999

Merge the letters to a document named **April_Letters_**followed by your centre number_candidate number. For example, April_Letters_ZZ999_9999

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Task 2

Create a vector graphic image of this cake:



Note the following features:



- there are gradient fills for the top layer (orange), the jam (red) and the chocolate (brown) base
- the plate has contours to give the impression of depth



- the lettering must appear to be raised



- the candles must have gradient fills and flames to match this image.

Save the image as a scalable vector graphic (**.svg**) named **WholeCake_**followed by your centre number_candidate number. For example, WholeCake_ZZ999_9999

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Amend your image to give the appearance that a slice of the cake has been cut out as shown:



Save the image as a scalable vector graphic (**.svg**) named **SlicedCake_**followed by your centre number_candidate number. For example, SlicedCake_ZZ999_9999

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Task 3



Create an animation advertising a service that allows you to add your own message on the top of a cake.

Set the stage to 640 pixels by 480 pixels.

Use **CakeBase.png** as the background.

Add the text **Your message here** in a grey serif font in the position and size shown:



You must animate the text to change colour on the top of the cake.



Start the animation after 1 second.
Then it must take 2 seconds to overwrite the grey text with white text, moving from left to right.



Then it must take 2 seconds to overwrite the white text with red text, moving from left to right.
The animation must be incremental and loop continuously.

Save your animation as an animated gif named **CakeMessage_**followed by your centre number_ candidate number. For example, CakeMessage_ZZ999_9999

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