



Mark Scheme

Summer 2022 (Results)

Pearson Edexcel International GCSE In
Information and Communication Technology (ICT)

(4IT1) Paper 02: Practical Paper

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Summer 2022

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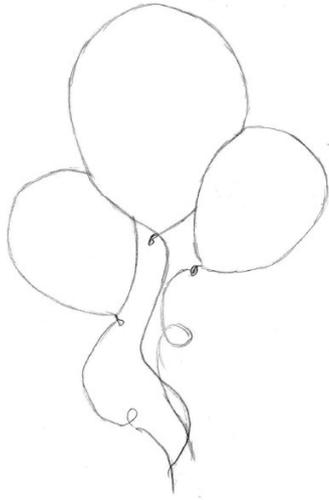
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General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

4IT1 02 – 2206 (Party Planning)

Task	Answer	Marks
A1	TASK A1 and LOGO	
a	<p><i>Identify two weaknesses of the existing logo.</i></p> <ul style="list-style-type: none"> • the image is pixelated • the text is distorted • there is not enough contrast between the text and image colours • (the font colours make it) hard to read • The image is not clear <p>Accept any other appropriate response</p> <p>Do not accept generic responses that do not relate specifically to the logo</p>	2
b	<p><i>Logo created using the given sketch:</i></p> <ol style="list-style-type: none"> 1. three balloon shapes (1) 2. at least two different coloured balloons (1) 3. at least one balloon in front of another (1) 4. a reflection on OR a shadow behind, at least one balloon (1) 5. curly/curved lines (to represent string) (1) 6. the company name is fit for purpose (appropriate font, colour, size, and position, spelt correctly) (1) – The Perfect Party or THE PERFECT PARTY 	6



c

Give **two** features of bitmap images.

- Made up of tiny dots called pixels/made up of individual pixels
- Each pixel can be edited
- Different colour modes – e.g. RGB, CMYK

Allow drawbacks such as:

- Bitmap images have a large **file size**/ takes up more **storage** space
- Bitmap images are pixelated **when enlarged**

Accept any other appropriate response

2

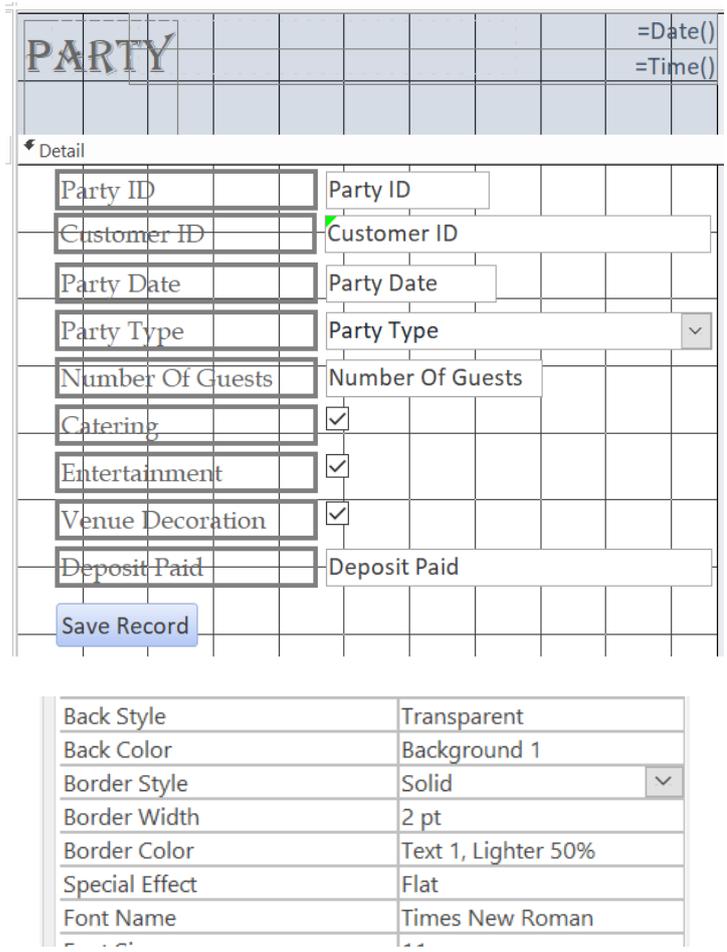
Total for Task A1 and Logo

10

A2 TASK A2 - database screenshots

a

Data entry form:



1. Title **and** field headings in a serif font (1)
2. Field headings have a 2pt border (1) – need to see the properties. Accept if they show the line as 2pt. Do not accept gridlines.
3. Includes an automated date **and** time (1)
4. Save record button included (1)

b

Query.

Field:	Party Date	Party Type	Number Of Guests	Catering	Entertainment	Venue Decoration	Deposit Paid
Table:	PARTY TABLE						
Sort:							
Show:	<input checked="" type="checkbox"/>						
Criteria:	Like "***/**/2024"		>50				>0
or:							

Correct criteria: - booked for 2024, more than 50 guests, deposit paid

Like "***/**/2024"

*2024

>=#01/01/2024# and <= #31/12/2024#

>#31/12/2023# and <#01/01/2025#

between #01/01/2024# and #31/12/2024#

>50 >=49 for the Number of Guests

>0 >=1 for Deposit Paid (allow Yes/True)

1 & 2. Award 2 marks for all 3 correct criteria

Award 1 mark for 2 correct criteria

Award no marks for 0 or 1 correct criteria

Result of Query.

Party Type	Party Date	Customer ID	Number Of Guests
Religious Festival	10/06/2024	GA1006	250
Religious Festival	12/01/2024	HA1201	150
Anniversary	26/04/2024	KH2604	80
Birthday	12/02/2024	JA1202	60

3. Correct fields **only** (in any order) – Party Type, Party Date, Customer ID and Number of Guests (1)

4. Fields in correct order – Party Type, Party Date, Customer ID and Number of Guests (1)

5. Number of guests – sorted in descending order (1)

1
1

5

A2

C

Results of query:

Customer ID ▾	Party Type ▾	Party Date ▾
HA1201	Religious Festival	12/01/2024
LA1002	Birthday	10/02/2024
KH2604	Anniversary	26/04/2024
RI2205	Birthday	22/05/2024
GA1006	Religious Festival	10/06/2024
CH0612	Wedding	06/12/2024
RE1812	Wedding	18/12/2024
GO0405	Wedding	04/05/2025
JO0106	Religious Festival	01/06/2025
WA2310	Birthday	23/10/2025
BH2311	Wedding	23/11/2025
VI1105	Birthday	11/05/2026
JU1509	Birthday	15/09/2026
MD0310	Religious Festival	03/10/2026
SU0611	Wedding	06/11/2026

Report:

1. Suitable title - reference to **Catering** and **(Venue) Decoration** in a serif font (1)
2. Logo - top left (1)
3. Correct 15 records (1)
4. Shows **only Customer ID, Party Type** and **Party Date** in that order (1)
5. No truncation (title and contents) (1)
6. Ascending order of Party date - HA1201 down to SU0611 (1)
7. Include a header - The Perfect Party (1)
8. Fits on one page (1)

8

A2 d (i)	<i>Give the most appropriate data type Brogan should use for the Customer Contact Number field.</i> Text/ Short Text	1								
(ii)	<i>Give the most appropriate field size Brogan should use for the Customer Contact Number field.</i> 10/11/12/13/14/15	1								
(iii)	<i>Identify which field would be used as a foreign key in the PARTY table.</i> Customer ID	1								
(iv)	<i>Data entered into CUSTOMER table:</i> <table border="1" data-bbox="252 741 1303 902"> <tr> <td data-bbox="252 741 786 779">Customer ID</td> <td data-bbox="786 741 1303 779">SA1203</td> </tr> <tr> <td data-bbox="252 779 786 817">Customer Name</td> <td data-bbox="786 779 1303 817">Samuels</td> </tr> <tr> <td data-bbox="252 817 786 855">Email Address</td> <td data-bbox="786 817 1303 855">samuels@fortran.online</td> </tr> <tr> <td data-bbox="252 855 786 902">Preferred Contact Method</td> <td data-bbox="786 855 1303 902">Email</td> </tr> </table> Award 2 marks for 4 correct entries Award 1 mark for 3 correct entries Award no marks for 0, 1 or 2 correct entries	Customer ID	SA1203	Customer Name	Samuels	Email Address	samuels@fortran.online	Preferred Contact Method	Email	 1 1
Customer ID	SA1203									
Customer Name	Samuels									
Email Address	samuels@fortran.online									
Preferred Contact Method	Email									
e (i)	<i>State one appropriate validation check that could be used on the Date field.</i> Type check Presence check Range check Format check	 1								
(ii)	<i>Explain one reason why the Preferred Contact Method field uses 'Limit to List' on the lookup list.</i> To prevent errors (1) because a user can only select from the list (email or mobile) rather than being able to type in anything they wanted (1) A user can't type in anything they wanted (1) which prevents errors (1) To force the user to use only the choices given (1) as it prevents the addition of any new ones (1)	 2								
Total for Task A2		25								

A3	Web authoring - INDEX and BIRTHDAY web pages																
a (i)	<p><i>One page to include:</i></p> <ol style="list-style-type: none"> the logo created in Task A1b (1) the text, 'IT'S PARTY TIME' in a sans-serif font and uppercase (1) a navigation bar with at least one functioning html link - INDEX to BIRTHDAY or BIRTHDAY to INDEX (1) a page title - <h1> (code) (1) background colour - #FAEBD7 (code) (1) RGB 250 235 215 text colour - #B676B1 (code) (1) RGB 182 118 177 	6															
(ii)	<p><i>The Home page must include:</i></p> <ol style="list-style-type: none"> any text (other than the table text) from the WEB PAGE document (1) an HTML table with table information from the WEB PAGE document (code) (1) Row 1 is merged across all columns (1) Row 1 only has dark background and white text (1) – allow their 1st row Row 1 is centre aligned (1) – allow their 1st row <table border="1" data-bbox="261 1335 1294 1541"> <thead> <tr> <th colspan="3">What can we offer you?</th> </tr> </thead> <tbody> <tr> <td>Party Type</td> <td>Services</td> <td>Payment methods</td> </tr> <tr> <td>Birthdays</td> <td>Catering</td> <td>Credit card</td> </tr> <tr> <td>Anniversaries</td> <td>Entertainment</td> <td>Debit card</td> </tr> <tr> <td>Celebrations</td> <td>Venue Decoration</td> <td>Bank transfer</td> </tr> </tbody> </table>	What can we offer you?			Party Type	Services	Payment methods	Birthdays	Catering	Credit card	Anniversaries	Entertainment	Debit card	Celebrations	Venue Decoration	Bank transfer	5
What can we offer you?																	
Party Type	Services	Payment methods															
Birthdays	Catering	Credit card															
Anniversaries	Entertainment	Debit card															
Celebrations	Venue Decoration	Bank transfer															
(iii)	<p><i>The Birthday page must include:</i></p> <ol style="list-style-type: none"> two appropriate images (1) – placeholder with an image name in the code (NOT Images 1 & 2) at least one image set to 450 x 300 pixels (code) (1) footer with a different background colour (1) (footer with) an email link to mailto:brogan@tpp.service (code) (1) 	4															
Total for Task A3		15															

B1	TASK B1 spreadsheet file																																																																																																																																																																																																																																																																						
	<table border="1"> <thead> <tr> <th data-bbox="336 181 363 210"></th> <th data-bbox="363 181 485 210">A</th> <th data-bbox="485 181 606 210">B</th> <th data-bbox="606 181 727 210">C</th> <th data-bbox="727 181 849 210">D</th> <th data-bbox="849 181 970 210">E</th> <th data-bbox="970 181 1091 210">F</th> <th data-bbox="1091 181 1212 210">G</th> <th data-bbox="1212 181 1219 210">H</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 210 363 239">1</td> <td colspan="8" data-bbox="363 210 1219 239">01/06/2022 11:37 <u>Income from Party Costs</u></td> </tr> <tr> <td data-bbox="336 239 363 268">2</td> <td data-bbox="363 239 485 268">Customer ID</td> <td data-bbox="485 239 606 268">Type of party</td> <td data-bbox="606 239 727 268">Package</td> <td data-bbox="727 239 849 268">Cost per guest</td> <td data-bbox="849 239 970 268">Number of guests</td> <td data-bbox="970 239 1091 268">Cost of party</td> <td data-bbox="1091 239 1212 268">New customer</td> <td data-bbox="1212 239 1219 268">Total with discount</td> </tr> <tr> <td data-bbox="336 268 363 297">3</td> <td data-bbox="363 268 485 297">MEE092024</td> <td data-bbox="485 268 606 297">Wedding</td> <td data-bbox="606 268 727 297">Premium W</td> <td data-bbox="727 268 849 297">£40.00</td> <td data-bbox="849 268 970 297">250</td> <td data-bbox="970 268 1091 297">£10,000.00</td> <td data-bbox="1091 268 1212 297">Yes</td> <td data-bbox="1212 268 1219 297">£9,000.00</td> </tr> <tr> <td data-bbox="336 297 363 327">4</td> <td data-bbox="363 297 485 327">ROS052024</td> <td data-bbox="485 297 606 327">Wedding</td> <td data-bbox="606 297 727 327">Premium W</td> <td data-bbox="727 297 849 327">£40.00</td> <td data-bbox="849 297 970 327">200</td> <td data-bbox="970 297 1091 327">£8,000.00</td> <td data-bbox="1091 297 1212 327">Yes</td> <td data-bbox="1212 297 1219 327">£7,200.00</td> </tr> <tr> <td data-bbox="336 327 363 356">5</td> <td data-bbox="363 327 485 356">DAC022023</td> <td data-bbox="485 327 606 356">Wedding</td> <td data-bbox="606 327 727 356">Superior W</td> <td data-bbox="727 327 849 356">£50.00</td> <td data-bbox="849 327 970 356">120</td> <td data-bbox="970 327 1091 356">£6,000.00</td> <td data-bbox="1091 327 1212 356">Yes</td> <td data-bbox="1212 327 1219 356">£5,400.00</td> </tr> <tr> <td data-bbox="336 356 363 385">6</td> <td data-bbox="363 356 485 385">DAV122023</td> <td data-bbox="485 356 606 385">Religious Festival</td> <td data-bbox="606 356 727 385">Premium RF</td> <td data-bbox="727 356 849 385">£20.00</td> <td data-bbox="849 356 970 385">150</td> <td data-bbox="970 356 1091 385">£3,000.00</td> <td data-bbox="1091 356 1212 385">No</td> <td data-bbox="1212 356 1219 385">£3,000.00</td> </tr> <tr> <td data-bbox="336 385 363 414">7</td> <td data-bbox="363 385 485 414">ISA062024</td> <td data-bbox="485 385 606 414">Wedding</td> <td data-bbox="606 385 727 414">Standard W</td> <td data-bbox="727 385 849 414">£25.00</td> <td data-bbox="849 385 970 414">100</td> <td data-bbox="970 385 1091 414">£2,500.00</td> <td data-bbox="1091 385 1212 414">No</td> <td data-bbox="1212 385 1219 414">£2,500.00</td> </tr> <tr> <td data-bbox="336 414 363 443">8</td> <td data-bbox="363 414 485 443">GRE112024</td> <td data-bbox="485 414 606 443">Birthday</td> <td data-bbox="606 414 727 443">Standard B</td> <td data-bbox="727 414 849 443">£25.00</td> <td data-bbox="849 414 970 443">100</td> <td data-bbox="970 414 1091 443">£2,500.00</td> <td data-bbox="1091 414 1212 443">Yes</td> <td data-bbox="1212 414 1219 443">£2,250.00</td> </tr> <tr> <td data-bbox="336 443 363 472">9</td> <td data-bbox="363 443 485 472">SAN122023</td> <td data-bbox="485 443 606 472">Wedding</td> <td data-bbox="606 443 727 472">Premium W</td> <td data-bbox="727 443 849 472">£40.00</td> <td data-bbox="849 443 970 472">50</td> <td data-bbox="970 443 1091 472">£2,000.00</td> <td data-bbox="1091 443 1212 472">No</td> <td data-bbox="1212 443 1219 472">£2,000.00</td> </tr> <tr> <td data-bbox="336 472 363 501">10</td> <td data-bbox="363 472 485 501">MAH122023</td> <td data-bbox="485 472 606 501">Religious Festival</td> <td data-bbox="606 472 727 501">Premium RF</td> <td data-bbox="727 472 849 501">£20.00</td> <td data-bbox="849 472 970 501">100</td> <td data-bbox="970 472 1091 501">£2,000.00</td> <td data-bbox="1091 472 1212 501">No</td> <td data-bbox="1212 472 1219 501">£2,000.00</td> </tr> <tr> <td data-bbox="336 501 363 530">11</td> <td data-bbox="363 501 485 530">LEW112024</td> <td data-bbox="485 501 606 530">Wedding</td> <td data-bbox="606 501 727 530">Premium W</td> <td data-bbox="727 501 849 530">£40.00</td> <td data-bbox="849 501 970 530">50</td> <td data-bbox="970 501 1091 530">£2,000.00</td> <td data-bbox="1091 501 1212 530">No</td> <td data-bbox="1212 501 1219 530">£2,000.00</td> </tr> <tr> <td data-bbox="336 530 363 560">12</td> <td data-bbox="363 530 485 560">THO032024</td> <td data-bbox="485 530 606 560">Birthday</td> <td data-bbox="606 530 727 560">Premium B</td> <td data-bbox="727 530 849 560">£40.00</td> <td data-bbox="849 530 970 560">50</td> <td data-bbox="970 530 1091 560">£2,000.00</td> <td data-bbox="1091 530 1212 560">Yes</td> <td data-bbox="1212 530 1219 560">£1,800.00</td> </tr> <tr> <td data-bbox="336 560 363 589">13</td> <td data-bbox="363 560 485 589">MAS082025</td> <td data-bbox="485 560 606 589">Birthday</td> <td data-bbox="606 560 727 589">Standard B</td> <td data-bbox="727 560 849 589">£25.00</td> <td data-bbox="849 560 970 589">75</td> <td data-bbox="970 560 1091 589">£1,875.00</td> <td data-bbox="1091 560 1212 589">Yes</td> <td data-bbox="1212 560 1219 589">£1,687.50</td> </tr> <tr> <td data-bbox="336 589 363 618">14</td> <td data-bbox="363 589 485 618">NUT032023</td> <td data-bbox="485 589 606 618">Birthday</td> <td data-bbox="606 589 727 618">Superior B</td> <td data-bbox="727 589 849 618">£50.00</td> <td data-bbox="849 589 970 618">30</td> <td data-bbox="970 589 1091 618">£1,500.00</td> <td data-bbox="1091 589 1212 618">No</td> <td data-bbox="1212 589 1219 618">£1,500.00</td> </tr> <tr> <td data-bbox="336 618 363 647">15</td> <td data-bbox="363 618 485 647">WAP042023</td> <td data-bbox="485 618 606 647">Anniversary</td> <td data-bbox="606 618 727 647">Superior A</td> <td data-bbox="727 618 849 647">£25.00</td> <td data-bbox="849 618 970 647">55</td> <td data-bbox="970 618 1091 647">£1,375.00</td> <td data-bbox="1091 618 1212 647">Yes</td> <td data-bbox="1212 618 1219 647">£1,237.50</td> </tr> <tr> <td data-bbox="336 647 363 676">16</td> <td data-bbox="363 647 485 676">BRI052024</td> <td data-bbox="485 647 606 676">Wedding</td> <td data-bbox="606 647 727 676">Superior W</td> <td data-bbox="727 647 849 676">£50.00</td> <td data-bbox="849 647 970 676">25</td> <td data-bbox="970 647 1091 676">£1,250.00</td> <td data-bbox="1091 647 1212 676">Yes</td> <td data-bbox="1212 647 1219 676">£1,125.00</td> </tr> <tr> <td data-bbox="336 676 363 705">17</td> <td data-bbox="363 676 485 705">MAR022023</td> <td data-bbox="485 676 606 705">Wedding</td> <td data-bbox="606 676 727 705">Superior W</td> <td data-bbox="727 676 849 705">£50.00</td> <td data-bbox="849 676 970 705">20</td> <td data-bbox="970 676 1091 705">£1,000.00</td> <td data-bbox="1091 676 1212 705">Yes</td> <td data-bbox="1212 676 1219 705">£900.00</td> </tr> <tr> <td data-bbox="336 705 363 734">18</td> <td data-bbox="363 705 485 734">LAN012025</td> <td data-bbox="485 705 606 734">Anniversary</td> <td data-bbox="606 705 727 734">Standard A</td> <td data-bbox="727 705 849 734">£10.00</td> <td data-bbox="849 705 970 734">40</td> <td data-bbox="970 705 1091 734">£400.00</td> <td data-bbox="1091 705 1212 734">Yes</td> <td data-bbox="1212 705 1219 734">£360.00</td> </tr> <tr> <td data-bbox="336 734 363 763">19</td> <td data-bbox="363 734 485 763">LYS012025</td> <td data-bbox="485 734 606 763">Children's</td> <td data-bbox="606 734 727 763">Superior C</td> <td data-bbox="727 734 849 763">£16.00</td> <td data-bbox="849 734 970 763">25</td> <td data-bbox="970 734 1091 763">£400.00</td> <td data-bbox="1091 734 1212 763">Yes</td> <td data-bbox="1212 734 1219 763">£360.00</td> </tr> <tr> <td data-bbox="336 763 363 792">20</td> <td data-bbox="363 763 485 792">LUC042023</td> <td data-bbox="485 763 606 792">Religious Festival</td> <td data-bbox="606 763 727 792">Standard RF</td> <td data-bbox="727 763 849 792">£15.00</td> <td data-bbox="849 763 970 792">25</td> <td data-bbox="970 763 1091 792">£375.00</td> <td data-bbox="1091 763 1212 792">Yes</td> <td data-bbox="1212 763 1219 792">£337.50</td> </tr> <tr> <td data-bbox="336 792 363 822">21</td> <td data-bbox="363 792 485 822">PIP082025</td> <td data-bbox="485 792 606 822">Children's</td> <td data-bbox="606 792 727 822">Standard C</td> <td data-bbox="727 792 849 822">£10.00</td> <td data-bbox="849 792 970 822">30</td> <td data-bbox="970 792 1091 822">£300.00</td> <td data-bbox="1091 792 1212 822">Yes</td> <td data-bbox="1212 792 1219 822">£270.00</td> </tr> <tr> <td data-bbox="336 822 363 851">22</td> <td data-bbox="363 822 485 851">WHI092024</td> <td data-bbox="485 822 606 851">Anniversary</td> <td data-bbox="606 822 727 851">Premium A</td> <td data-bbox="727 822 849 851">£20.00</td> <td data-bbox="849 822 970 851">10</td> <td data-bbox="970 822 1091 851">£200.00</td> <td data-bbox="1091 822 1212 851">No</td> <td data-bbox="1212 822 1219 851">£200.00</td> </tr> <tr> <td data-bbox="336 851 363 880">23</td> <td colspan="8" data-bbox="363 851 1219 880"></td> </tr> <tr> <td data-bbox="336 880 363 909">24</td> <td colspan="7" data-bbox="363 880 1212 909">Total cost of all parties including all discounts</td> <td data-bbox="1212 880 1219 909">£45,127.50</td> </tr> <tr> <td data-bbox="336 909 363 938">25</td> <td colspan="8" data-bbox="363 909 1219 938"></td> </tr> <tr> <td data-bbox="336 938 363 967">26</td> <td colspan="7" data-bbox="363 938 1212 967">Number of Premium W packages</td> <td data-bbox="1212 938 1219 967">4</td> </tr> <tr> <td data-bbox="336 967 363 996">27</td> <td colspan="8" data-bbox="363 967 1219 996"></td> </tr> <tr> <td data-bbox="336 996 363 1025">28</td> <td colspan="7" data-bbox="363 996 1212 1025">Highest number of guests</td> <td data-bbox="1212 996 1219 1025">250</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	1	01/06/2022 11:37 <u>Income from Party Costs</u>								2	Customer ID	Type of party	Package	Cost per guest	Number of guests	Cost of party	New customer	Total with discount	3	MEE092024	Wedding	Premium W	£40.00	250	£10,000.00	Yes	£9,000.00	4	ROS052024	Wedding	Premium W	£40.00	200	£8,000.00	Yes	£7,200.00	5	DAC022023	Wedding	Superior W	£50.00	120	£6,000.00	Yes	£5,400.00	6	DAV122023	Religious Festival	Premium RF	£20.00	150	£3,000.00	No	£3,000.00	7	ISA062024	Wedding	Standard W	£25.00	100	£2,500.00	No	£2,500.00	8	GRE112024	Birthday	Standard B	£25.00	100	£2,500.00	Yes	£2,250.00	9	SAN122023	Wedding	Premium W	£40.00	50	£2,000.00	No	£2,000.00	10	MAH122023	Religious Festival	Premium RF	£20.00	100	£2,000.00	No	£2,000.00	11	LEW112024	Wedding	Premium W	£40.00	50	£2,000.00	No	£2,000.00	12	THO032024	Birthday	Premium B	£40.00	50	£2,000.00	Yes	£1,800.00	13	MAS082025	Birthday	Standard B	£25.00	75	£1,875.00	Yes	£1,687.50	14	NUT032023	Birthday	Superior B	£50.00	30	£1,500.00	No	£1,500.00	15	WAP042023	Anniversary	Superior A	£25.00	55	£1,375.00	Yes	£1,237.50	16	BRI052024	Wedding	Superior W	£50.00	25	£1,250.00	Yes	£1,125.00	17	MAR022023	Wedding	Superior W	£50.00	20	£1,000.00	Yes	£900.00	18	LAN012025	Anniversary	Standard A	£10.00	40	£400.00	Yes	£360.00	19	LYS012025	Children's	Superior C	£16.00	25	£400.00	Yes	£360.00	20	LUC042023	Religious Festival	Standard RF	£15.00	25	£375.00	Yes	£337.50	21	PIP082025	Children's	Standard C	£10.00	30	£300.00	Yes	£270.00	22	WHI092024	Anniversary	Premium A	£20.00	10	£200.00	No	£200.00	23									24	Total cost of all parties including all discounts							£45,127.50	25									26	Number of Premium W packages							4	27									28	Highest number of 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a (i)	Row inserted at the top of the spreadsheet and heading Income from Party Costs	1																																																																																																																																																																																																																																																																					
(ii)	Merge and centre cells B1 to H1	1																																																																																																																																																																																																																																																																					
(iii)	Cell A1 - function to insert the (automated) current date and time =now() or =today()	1																																																																																																																																																																																																																																																																					
(iv)	<p>Heading row if no heading row, award marks on their first row:</p> <ol style="list-style-type: none"> 1. shading - dark (1) 2. font - white and bold and underline (1) 3. row height - 28 award the mark if the row is higher than the other rows (1) 4. text alignment - vertically centred (1) 	4																																																																																																																																																																																																																																																																					

<p>B1 b(i)</p>	<p><i>Cost per guest</i></p> <p>VLOOKUP</p> <ol style="list-style-type: none"> 1. Use of correct function =VLOOKUP() or =LOOKUP() 2. Use of correct lookup value C3 3. Use of correct table array (Details!A\$4:B\$18) / lookup vector (Details!A\$4:A\$18) 4. Use of correct column index number (2) OR use of correct result vector in Lookup (Details!B\$4:B\$18) <p><i>Examples:</i> =VLOOKUP(C3,Details!A\$4:B\$18,2,0) – allow without the ,0 =LOOKUP(C4,Details!A\$4:A\$18,Details!B\$4:B\$18)</p> <p>Allow any other acceptable range – eg, A1:B18 Accept without use of absolute referencing Allow named ranges</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>
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<p>B1 b(ii)</p>	<p><i>F3 – Cost of party</i> <i>(Cost per guest * Number of guests)</i></p> <ol style="list-style-type: none"> 1. =(D3*E3) <hr/> <p><i>H3 – Cost with New Customer discount</i> =IF(G3="Yes",F3-F3*DETAILS!\$F\$4,F3)</p> <ol style="list-style-type: none"> 2. =IF(G3="Yes", 3. F3- 4. F3*DETAILS!\$F\$4,F3) <p><i>If the function has been separated over two calculations:</i> =if(F3="Yes",F3*DETAILS!\$F\$4,F3) in H3 and =G3-H3 in I3 only award 2 marks</p> <p>Do not allow the use of 10%, 90%, 0.9 or anything other than Details!F4</p>	<p>1</p> <p>1</p> <p>1</p>
<p>(iii)</p>	<p>Replicate functions and formulae for all other customers</p>	<p>1</p>

B1 b(iv)	<i>Total cost including all discounts for all parties</i> =SUM(H3:H22)	1
(v)	<i>Total number of Premium W packages booked</i> =COUNTIF(C3:C22,"Premium W") 1. =COUNTIF (1) 2. (C3:C22,"Premium W") (1) <i>Highest number of guests</i> 3. =MAX(E3:E22)	1 1 1
(vi)	Data sorted into descending order of <i>Total with discount</i> (£9000 to £200)	1
c	<i>Spreadsheet formatting:</i> 1. Currency showing £ with 2dp (any one relevant column – D, F, H) 2. Cell H2 (Heading – <i>Total with discount</i>) wrapped to use space efficiently 3. Gridlines displayed when printed (CTRL + P) 4. All data visible – cell contents, column headings	1 1 1 1
Total for Task B1		25

B2	<i>Chart</i> Title – must include reference to party type X axis – reference to Party type and Y axis – reference to Number of parties booked Both X and Y must be suitably labelled for the mark	1 1 2
Total for Task B2		2

	Document TASK B3	
B3 (i)	<p><i>Explain one reason why absolute referencing is used in a spreadsheet.</i></p> <p>Formulae/functions can be replicated (accurately) (1) because cell references do not change (1)</p>	2
(ii)	<p><i>State the purpose of the length (LEN) function in a spreadsheet.</i></p> <ul style="list-style-type: none"> • It counts the number of characters in a cell/used • To generate the length of the contents in the cell 	1
(iii)	<p><i>Explain one reason why an automated date and time field is used in a spreadsheet.</i></p> <p>The date and time are always current (1) because it updates/refreshes (when the spreadsheet is opened) (1)</p>	2
	Total for Task B3	5

B4	Word processing - LETTER	
a(i)	<p><i>Letter formatting:</i></p> <ol style="list-style-type: none"> 1. Logo inserted in header – right-hand side (1) 2. Date of exam inserted in an appropriate place (1) 3. Appropriate subject inserted between Dear ... and the letter content (1) 4. Bullets added to % discount information (1) 5. Appropriate complimentary close e.g. (Yours) sincerely, Yours faithfully/truly, Kind regards, regards (1) 6. Correct complimentary close – (Yours) sincerely (1) 7. Name of sender – Brogan Saravanan and Manager (1) 	7
(ii)	<p><i>Mail merge fields inserted in the correct location:</i></p> <ol style="list-style-type: none"> 1. TITLE, LNAME, FNAME 2. ADDR1, ADDR2, PCODE 3. PARTYTYPE <p>Data file LETTER gave fields in () e.g. (TITLE)</p>	1 1 1
(iii)	<p><i>Production of merged letters:</i></p> <ol style="list-style-type: none"> 1. All 3 letters shown (Preety, Traynor, Chan) <p>Letters are fit for purpose:</p> <ol style="list-style-type: none"> 2. Placeholders and brackets removed 3. Appropriate spacing between merge fields - TITLE and LNAME, DEAR and FNAME, your PARTYTYPE party 	1 1 1

	TASK 4B	
B4 b (i)	<p><i>Explain one advantage of using mail merge to produce the letters for Brogan's customers.</i></p> <p>Saves time (1) because she only has to write the letter once (1)</p> <p>Reduced errors (1) because the contact information is already in the table (1)</p> <p>It is efficient/improves consistency (1) because you can reuse the letter to send to new/more contacts (1)</p>	2
(ii)	<p><i>State one software facility that can be used to ensure accuracy when reviewing a document.</i></p> <ul style="list-style-type: none"> • Spelling check • Grammar check • Proofread • Thesaurus 	1
(iii)	<p><i>Describe the difference between data and information.</i></p> <p>Data are raw (such as numbers, words, symbols) (1) whereas information is data that has been processed to be meaningful (1)</p> <p>Data are unorganised facts (1) whereas information is a collection of data that gives it meaning (1)</p>	2
	Total for Task B4	18

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