



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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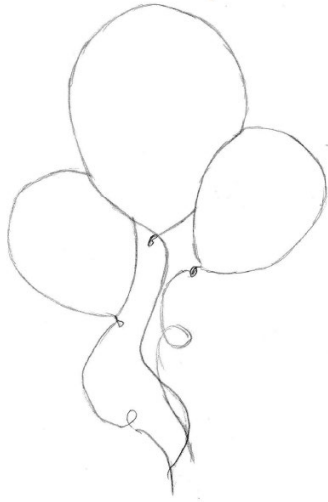
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General Marking Guidance

- 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:

The screenshot shows a data entry form for a table named "PARTY". The form has a title bar with the word "PARTY" in a large, stylized font. Below the title bar, there are two rows of cells, each containing a formula: "=Date()" and "=Time()". The main form area is titled "Detail" and contains several fields with labels and input boxes: "Party ID", "Customer ID", "Party Date", "Party Type", "Number Of Guests", "Catering", "Entertainment", "Venue Decoration", and "Deposit Paid". The "Catering", "Entertainment", and "Venue Decoration" fields have checkmarks next to them. A "Save Record" button is located at the bottom left of the form. A properties window is open, showing the following settings for the selected field:

Back Style	Transparent
Back Color	Background 1
Border Style	Solid
Border Width	2 pt
Border Color	Text 1, Lighter 50%
Special Effect	Flat
Font Name	Times New Roman

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	PARTY TABLE	PARTY TABLE	PARTY TABLE	PARTY TABLE	PARTY TABLE	PARTY TABLE
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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)

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="336 174 363 203"></th> <th data-bbox="363 174 491 203">A</th> <th data-bbox="491 174 619 203">B</th> <th data-bbox="619 174 746 203">C</th> <th data-bbox="746 174 874 203">D</th> <th data-bbox="874 174 1002 203">E</th> <th data-bbox="1002 174 1129 203">F</th> <th data-bbox="1129 174 1257 203">G</th> <th data-bbox="1257 174 1385 203">H</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 203 363 232">1</td> <td colspan="8" data-bbox="363 203 1385 232" style="text-align: center;"><u>Income from Party Costs</u></td> </tr> <tr> <td data-bbox="336 232 363 262">2</td> <td data-bbox="363 232 491 262">Customer ID</td> <td data-bbox="491 232 619 262">Type of party</td> <td data-bbox="619 232 746 262">Package</td> <td data-bbox="746 232 874 262">Cost per guest</td> <td data-bbox="874 232 1002 262">Number of guests</td> <td data-bbox="1002 232 1129 262">Cost of party</td> <td data-bbox="1129 232 1257 262">New customer</td> <td data-bbox="1257 232 1385 262">Total with discount</td> </tr> <tr> <td data-bbox="336 262 363 291">3</td> <td data-bbox="363 262 491 291">MEE092024</td> <td data-bbox="491 262 619 291">Wedding</td> <td data-bbox="619 262 746 291">Premium W</td> <td data-bbox="746 262 874 291">£40.00</td> <td data-bbox="874 262 1002 291">250</td> <td data-bbox="1002 262 1129 291">£10,000.00</td> <td data-bbox="1129 262 1257 291">Yes</td> <td data-bbox="1257 262 1385 291">£9,000.00</td> </tr> <tr> <td data-bbox="336 291 363 320">4</td> <td data-bbox="363 291 491 320">ROS052024</td> <td data-bbox="491 291 619 320">Wedding</td> <td data-bbox="619 291 746 320">Premium W</td> <td data-bbox="746 291 874 320">£40.00</td> <td data-bbox="874 291 1002 320">200</td> <td data-bbox="1002 291 1129 320">£8,000.00</td> <td data-bbox="1129 291 1257 320">Yes</td> <td data-bbox="1257 291 1385 320">£7,200.00</td> </tr> <tr> <td data-bbox="336 320 363 349">5</td> <td data-bbox="363 320 491 349">DAC022023</td> <td data-bbox="491 320 619 349">Wedding</td> <td data-bbox="619 320 746 349">Superior W</td> <td data-bbox="746 320 874 349">£50.00</td> <td data-bbox="874 320 1002 349">120</td> <td data-bbox="1002 320 1129 349">£6,000.00</td> <td data-bbox="1129 320 1257 349">Yes</td> <td data-bbox="1257 320 1385 349">£5,400.00</td> </tr> <tr> <td data-bbox="336 349 363 378">6</td> <td data-bbox="363 349 491 378">DAV122023</td> <td data-bbox="491 349 619 378">Religious Festival</td> <td data-bbox="619 349 746 378">Premium RF</td> <td data-bbox="746 349 874 378">£20.00</td> <td data-bbox="874 349 1002 378">150</td> <td data-bbox="1002 349 1129 378">£3,000.00</td> <td data-bbox="1129 349 1257 378">No</td> <td data-bbox="1257 349 1385 378">£3,000.00</td> </tr> <tr> <td data-bbox="336 378 363 407">7</td> <td data-bbox="363 378 491 407">ISA062024</td> <td data-bbox="491 378 619 407">Wedding</td> <td data-bbox="619 378 746 407">Standard W</td> <td data-bbox="746 378 874 407">£25.00</td> <td data-bbox="874 378 1002 407">100</td> <td data-bbox="1002 378 1129 407">£2,500.00</td> <td data-bbox="1129 378 1257 407">No</td> <td data-bbox="1257 378 1385 407">£2,500.00</td> </tr> <tr> <td data-bbox="336 407 363 436">8</td> <td data-bbox="363 407 491 436">GRE112024</td> <td data-bbox="491 407 619 436">Birthday</td> <td data-bbox="619 407 746 436">Standard B</td> <td data-bbox="746 407 874 436">£25.00</td> <td data-bbox="874 407 1002 436">100</td> <td data-bbox="1002 407 1129 436">£2,500.00</td> <td data-bbox="1129 407 1257 436">Yes</td> <td data-bbox="1257 407 1385 436">£2,250.00</td> </tr> <tr> <td data-bbox="336 436 363 465">9</td> <td data-bbox="363 436 491 465">SAN122023</td> <td data-bbox="491 436 619 465">Wedding</td> <td data-bbox="619 436 746 465">Premium W</td> <td data-bbox="746 436 874 465">£40.00</td> <td data-bbox="874 436 1002 465">50</td> <td data-bbox="1002 436 1129 465">£2,000.00</td> <td data-bbox="1129 436 1257 465">No</td> <td data-bbox="1257 436 1385 465">£2,000.00</td> </tr> <tr> <td data-bbox="336 465 363 495">10</td> <td data-bbox="363 465 491 495">MAH122023</td> <td data-bbox="491 465 619 495">Religious Festival</td> <td data-bbox="619 465 746 495">Premium RF</td> <td data-bbox="746 465 874 495">£20.00</td> <td data-bbox="874 465 1002 495">100</td> <td data-bbox="1002 465 1129 495">£2,000.00</td> <td data-bbox="1129 465 1257 495">No</td> <td data-bbox="1257 465 1385 495">£2,000.00</td> </tr> <tr> <td data-bbox="336 495 363 524">11</td> <td data-bbox="363 495 491 524">LEW112024</td> <td data-bbox="491 495 619 524">Wedding</td> <td data-bbox="619 495 746 524">Premium W</td> <td data-bbox="746 495 874 524">£40.00</td> <td data-bbox="874 495 1002 524">50</td> <td data-bbox="1002 495 1129 524">£2,000.00</td> <td data-bbox="1129 495 1257 524">No</td> <td data-bbox="1257 495 1385 524">£2,000.00</td> </tr> <tr> <td data-bbox="336 524 363 553">12</td> <td data-bbox="363 524 491 553">THO032024</td> <td data-bbox="491 524 619 553">Birthday</td> <td data-bbox="619 524 746 553">Premium B</td> <td data-bbox="746 524 874 553">£40.00</td> <td data-bbox="874 524 1002 553">50</td> <td data-bbox="1002 524 1129 553">£2,000.00</td> <td data-bbox="1129 524 1257 553">Yes</td> <td data-bbox="1257 524 1385 553">£1,800.00</td> </tr> <tr> <td data-bbox="336 553 363 582">13</td> <td data-bbox="363 553 491 582">MAS082025</td> <td data-bbox="491 553 619 582">Birthday</td> <td data-bbox="619 553 746 582">Standard B</td> <td data-bbox="746 553 874 582">£25.00</td> <td data-bbox="874 553 1002 582">75</td> <td data-bbox="1002 553 1129 582">£1,875.00</td> <td data-bbox="1129 553 1257 582">Yes</td> <td data-bbox="1257 553 1385 582">£1,687.50</td> </tr> <tr> <td data-bbox="336 582 363 611">14</td> <td data-bbox="363 582 491 611">NUT032023</td> <td data-bbox="491 582 619 611">Birthday</td> <td data-bbox="619 582 746 611">Superior B</td> <td data-bbox="746 582 874 611">£50.00</td> <td data-bbox="874 582 1002 611">30</td> <td data-bbox="1002 582 1129 611">£1,500.00</td> <td data-bbox="1129 582 1257 611">No</td> <td data-bbox="1257 582 1385 611">£1,500.00</td> </tr> <tr> <td data-bbox="336 611 363 640">15</td> <td data-bbox="363 611 491 640">WAP042023</td> <td data-bbox="491 611 619 640">Anniversary</td> <td data-bbox="619 611 746 640">Superior A</td> <td data-bbox="746 611 874 640">£25.00</td> <td data-bbox="874 611 1002 640">55</td> <td data-bbox="1002 611 1129 640">£1,375.00</td> <td data-bbox="1129 611 1257 640">Yes</td> <td data-bbox="1257 611 1385 640">£1,237.50</td> </tr> <tr> <td data-bbox="336 640 363 669">16</td> <td data-bbox="363 640 491 669">BRI052024</td> <td data-bbox="491 640 619 669">Wedding</td> <td data-bbox="619 640 746 669">Superior W</td> <td data-bbox="746 640 874 669">£50.00</td> <td data-bbox="874 640 1002 669">25</td> <td data-bbox="1002 640 1129 669">£1,250.00</td> <td data-bbox="1129 640 1257 669">Yes</td> <td data-bbox="1257 640 1385 669">£1,125.00</td> </tr> <tr> <td data-bbox="336 669 363 698">17</td> <td data-bbox="363 669 491 698">MAR022023</td> <td data-bbox="491 669 619 698">Wedding</td> <td data-bbox="619 669 746 698">Superior W</td> <td data-bbox="746 669 874 698">£50.00</td> <td data-bbox="874 669 1002 698">20</td> <td data-bbox="1002 669 1129 698">£1,000.00</td> <td data-bbox="1129 669 1257 698">Yes</td> <td data-bbox="1257 669 1385 698">£900.00</td> </tr> <tr> <td data-bbox="336 698 363 728">18</td> <td data-bbox="363 698 491 728">LAN012025</td> <td data-bbox="491 698 619 728">Anniversary</td> <td data-bbox="619 698 746 728">Standard A</td> <td data-bbox="746 698 874 728">£10.00</td> <td data-bbox="874 698 1002 728">40</td> <td data-bbox="1002 698 1129 728">£400.00</td> <td data-bbox="1129 698 1257 728">Yes</td> <td data-bbox="1257 698 1385 728">£360.00</td> </tr> <tr> <td data-bbox="336 728 363 757">19</td> <td data-bbox="363 728 491 757">LYS012025</td> <td data-bbox="491 728 619 757">Children's</td> <td data-bbox="619 728 746 757">Superior C</td> <td data-bbox="746 728 874 757">£16.00</td> <td data-bbox="874 728 1002 757">25</td> <td data-bbox="1002 728 1129 757">£400.00</td> <td data-bbox="1129 728 1257 757">Yes</td> <td data-bbox="1257 728 1385 757">£360.00</td> </tr> <tr> <td data-bbox="336 757 363 786">20</td> <td data-bbox="363 757 491 786">LUC042023</td> <td data-bbox="491 757 619 786">Religious Festival</td> <td data-bbox="619 757 746 786">Standard RF</td> <td data-bbox="746 757 874 786">£15.00</td> <td data-bbox="874 757 1002 786">25</td> <td data-bbox="1002 757 1129 786">£375.00</td> <td data-bbox="1129 757 1257 786">Yes</td> <td data-bbox="1257 757 1385 786">£337.50</td> </tr> <tr> <td data-bbox="336 786 363 815">21</td> <td data-bbox="363 786 491 815">PIP082025</td> <td data-bbox="491 786 619 815">Children's</td> <td data-bbox="619 786 746 815">Standard C</td> <td data-bbox="746 786 874 815">£10.00</td> <td data-bbox="874 786 1002 815">30</td> <td data-bbox="1002 786 1129 815">£300.00</td> <td data-bbox="1129 786 1257 815">Yes</td> <td data-bbox="1257 786 1385 815">£270.00</td> </tr> <tr> <td data-bbox="336 815 363 844">22</td> <td data-bbox="363 815 491 844">WHI092024</td> <td data-bbox="491 815 619 844">Anniversary</td> <td data-bbox="619 815 746 844">Premium A</td> <td data-bbox="746 815 874 844">£20.00</td> <td data-bbox="874 815 1002 844">10</td> <td data-bbox="1002 815 1129 844">£200.00</td> <td data-bbox="1129 815 1257 844">No</td> <td data-bbox="1257 815 1385 844">£200.00</td> </tr> <tr> <td data-bbox="336 844 363 873">23</td> <td colspan="8" data-bbox="363 844 1385 873"></td> </tr> <tr> <td data-bbox="336 873 363 902">24</td> <td colspan="7" data-bbox="363 873 1257 902">Total cost of all parties including all discounts</td> <td data-bbox="1257 873 1385 902"></td> <td data-bbox="1385 873 1422 902">£45,127.50</td> </tr> <tr> <td data-bbox="336 902 363 931">25</td> <td colspan="8" data-bbox="363 902 1385 931"></td> </tr> <tr> <td data-bbox="336 931 363 960">26</td> <td colspan="7" data-bbox="363 931 1257 960">Number of Premium W packages</td> <td data-bbox="1257 931 1385 960"></td> <td data-bbox="1385 931 1422 960">4</td> </tr> <tr> <td data-bbox="336 960 363 990">27</td> <td colspan="8" data-bbox="363 960 1385 990"></td> </tr> <tr> <td data-bbox="336 990 363 1019">28</td> <td colspan="7" data-bbox="363 990 1257 1019">Highest number of guests</td> <td data-bbox="1257 990 1385 1019"></td> <td data-bbox="1385 990 1422 1019">250</td> </tr> </tbody> </table>		A	B	C	D	E	F	G	H	1	<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 guests								250	
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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																																																																																																																																																																																																																																																																								

B1 b(i)	<i>Cost per guest</i>	
	VLOOKUP	
	1. Use of correct function =VLOOKUP() or =LOOKUP()	1
	2. Use of correct lookup value C3	1
	3. Use of correct table array (Details!A\$4:B\$18) / lookup vector (Details!A\$4:A\$18)	1
	4. Use of correct column index number (2) OR use of correct result vector in Lookup (Details!B\$4:B\$18)	1
	<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)	
	Allow any other acceptable range – eg, A1:B18 Accept without use of absolute referencing Allow named ranges	

B1 b(ii)	<i>F3 – Cost of party</i> (<i>Cost per guest * Number of guests</i>)	
	1. <i>=(D3*E3)</i>	1
	<hr/> <i>H3 – Cost with New Customer discount</i> <i>=IF(G3="Yes",F3-F3*DETAILS!\$F\$4,F3)</i>	1
	2. <i>=IF(G3="Yes",</i>	1
	3. <i>F3-</i>	1
	4. <i>F3*DETAILS!\$F\$4,F3)</i>	
	<i>If the function has been separated over two calculations:</i> <i>=if(F3="Yes",F3*DETAILS!\$F\$4,F3) in H3 and =G3-H3 in I3 only award 2 marks</i>	
	Do not allow the use of 10%, 90%, 0.9 or anything other than Details!F4	
(iii)	Replicate functions and formulae for all other customers	1

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	1
	X axis – reference to Party type and Y axis – reference to Number of parties booked	1
	Both X and Y must be suitably labelled for the mark	
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

