Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/21**

Paper 2 Document Production, Databases and Presentations   **May/June 2025**

     2 hours 15 minutes

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

INSTRUCTIONS

- Carry out **all** instructions in each step.
- Enter your name, centre number and candidate number on every printout before it is sent to the printer.
- Printouts with handwritten candidate details will **not** be marked.
- At the end of the examination, put all your printouts into the Assessment Record Folder.
- If you have produced rough copies of printouts, put a cross through each one to indicate that it is **not** the copy to be marked.
- You must **not** have access to either the internet or any email system during this examination.

INFORMATION

- The total mark for this paper is 70.
- The number of marks for each question or part question is shown in brackets [ ].

This document has **12** pages. Any blank pages are indicated.

[Turn over

You have been supplied with the following source files:

j2521access.csv
j2521assembly.rtf
j2521class.csv
j2521evidence.rtf
j2521examinfo.rtf
j2521learners.csv
j2521mp_trends.csv
j2521phone.jpg
j2521results.rtf

Task 1 – Evidence Document

Open the file **j2521evidence.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **EVIDENCE** followed by your candidate number, for example, EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

Task 2 – Document

You are going to edit a document about exams. The school uses a corporate house style for all its documents. Paragraph styles must be created and applied as instructed.

1   Using a suitable software package, open the file **j2521examinfo.rtf**

The page setup is set to A4, landscape orientation with 2.5-centimetre margins. Do **not** make any changes to these settings.

Three paragraph styles have already been created. Do **not** make any changes to these.

Save the document in your work area with the file name **ExamGuide**

Make sure it is saved in the format of the software you are using.

Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

2 Place in the *ExamGuide* document:

- a centre-aligned header with automated page numbers
- a right-aligned footer on a single line with the text:
  Produced by: followed by a space then your name, centre number and candidate number.

Make sure that:

- all the alignments match the page margins
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[3]

3 Select the subheading *General* and the following text up to and including the paragraph ending *… the evidence provided*.

Change the page layout so that only this text is displayed in two columns of equal width with a 2-centimetre space between the columns.

[2]

4 Apply a bulleted list to the text from

mobile phones …

to

… enabled electronic devices.

Format the bullets so that:

- the bullets are indented 2.5 centimetres from the left margin
- the list is in single line spacing with no space before or after each line
- there is a 6-point space after the last item in the list.

[3]

5 Locate the table in the document.

Delete the entire row and contents for the subject *Business Unit 1*

[1]

6 Sort all the data in the table from

Maths Paper 1

to

Combined Science Paper 3

into ascending order of *Exam Date* with data integrity maintained.

[1]

7 Apply to the table:

- 0.5-point gridlines to all cells
- 3- to 4-point external black borders

so that these are displayed when the table is printed.

[2]

8 Format the first row of the table so that:

- it becomes a single cell
- the text in the cell is centred vertically and horizontally
- it has a light grey (20–40%) background fill.

[3]

9 Apply the *EX-table* style to rows 2 to 12 only. [1]

10 Format the table so that:

- all text in each row displays on one line
- the table borders and all data fit within the column width
- there is a 6-point space after the table.

[2]

11 Create and store the following style, basing it on the default/normal paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
EX-subhead	sans-serif	18	centre	bold, underline	single	0	0

Take a screenshot to show that you have defined the settings for the *EX-subhead* style.

Make sure there is evidence that you have based this on the default/normal paragraph style.

Place this in your Evidence Document.

[2]

12 Identify the four subheadings in the document and apply the *EX-subhead* style to each one. [1]

13 In the last paragraph locate the text *Results Nomination Form*

Format this text so that when clicked it opens the document with the file name *j2521results.rtf*

Take screenshot evidence showing the text *Results Nomination Form* links to the correct file. Place this in your Evidence Document. Make sure that the file name is fully visible.

[2]

14 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- the original styles are maintained
- spacing is consistent between all items.

Save the document using the same file name and format used in Step 1.

Print the document.

[1]

[Total: 25]

Task 3 – Database

You are now going to prepare a report. Dates must be imported in the format day month year (DMY). Make sure all required data is fully visible.

15 Use database software to import the file **j2521learners.csv** as a new table.

Use these field names and data types:

Field name	Data type	Display
Surname	Text	
Forename	Text	
Gender	Text	
Learner_no	Number	Integer
DOB	Date/Time	dd-MMM-yy *e.g. 12-Aug-09*
Telephone	Text	
School_email	Text	
Class_code	Text	
AA_code	Text	
Online_application	Boolean/Logical	To display as Yes/No

Set *Learner_no* as the primary key.

Save the data.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[4]

16 Import the file **j2521access.csv** as a new table in your database. Set all data types to text.

Set *AA_code* as the primary key.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[1]

17 Examine the file **j2521class.csv** and identify the most appropriate data to use as a primary key. Close this file.

Import the file **j2521class.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Display
Year_group	Number	Integer
Class_tutor	Text	
Class_ref	Text	
Year_head	Text	
House_code	Text	
House_colour	Text	
House_leader	Text	

Select the most appropriate field from this data and use it to create a primary key.

Save the data.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[2]

18 Create one-to-many relationships as links between:

- the *AA_code* field in the access table and the *AA_code* field in the learners' table
- the primary key field in the class table and the *Class_code* field in the learners' table.

Place in your Evidence Document screenshots showing the one-to-many relationships between the three tables.

[1]

19 Add the following as a new record in the learners' table:

Surname	**Norris**
Forename	**Emma**
Gender	**Female**
Learner_no	**10218427**
DOB	**10/07/2009**
Telephone	**0770090457**
School_email	**em_norris@tawara.ac**
Class_code	**4R**
AA_code	**AA02**
Online_application	**No**

[2]

20 Using fields from all the tables produce a tabular report that:

- selects the records where:
  - *Gender* is **Female**
  - *Access_arrangement* includes the text **time**
- shows only the fields *Learner_no*, *Forename*, *Surname*, *DOB*, *Gender*, *Year_group*, *Class_code*, *Access_arrangement* and *Online_application* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Access_arrangement* and descending order of *Year_group*
- has a page orientation of landscape
- fits a single page wide and prints on two pages only
- includes only the text **Access arrangements to be scheduled** as a title at the top of the page
- uses a function to display the *DOB* of the youngest student and place this at the end of the report
- has the label **DOB of youngest student** fully visible to the left of this date
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Save and print your report.

Place in your Evidence Document a screenshot showing the database formula used to find the youngest student. Make sure this formula is fully visible.

[10]

21 Using fields from all the tables produce labels which:

- select the records where:
  - *AA_code* is **AA01**
  - *Class_code* includes the numbers **5** or **6**
- are sorted in descending order of *Learner_no*

Use this selection to produce labels which:

- are arranged in two columns and four rows with eight labels to the page, for example, each label size 99.0 mm wide × 67.7 mm high (9.90 cm × 6.77 cm)
- print in portrait orientation with a page size of A4 (21 cm by 29.7 cm)
- display the data for each field left aligned with the layout as shown in the following sample label:

```
Access_arrangement
Learner_no
Forename Surname
DOB
Class_code - Class_tutor
```

- have your name, centre number and candidate number on the left at the bottom of each label.

Modify only the first two lines of the label so that the text:

- is displayed in a 14-point font size
- is centre aligned
- is displayed in bold.

Make sure that data on every label is fully visible with no overlap of any field.

Save and print your labels.

[10]

[Total: 30]

Task 4 – Printing the Evidence Document

Make sure that your name, centre number and candidate number appear on every page of your Evidence Document.

Save your Evidence Document.

Print your Evidence Document.

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

22 Create a presentation of 6 slides using the file **j2521assembly.rtf**

Unless otherwise instructed, the slides must display a title and a bulleted list.

[1]

23 Place in the centre of the slide header your name, centre number and candidate number.

Place in the footer automated slide numbers left aligned.

Make sure that:

• the header and footer appear in the same position on every slide
• no items overlap on any slide.

[2]

24 Format the first slide so that:

• a title layout is applied with no bullets
• the title and subtitle are centre aligned and in the middle of the slide.

[1]

25 Move the slide with the title **Look after yourself** so it becomes the last slide in the presentation.

[1]

26 Import the image **j2521phone.jpg** and place it to the left of the bullets on the slide with the title *Prohibited items*

[1]

27 Rotate the image 180 degrees. Make sure the aspect ratio is maintained. [1]

28 Use the data in the file **j2521mp_trends.csv** to create a vertical bar chart to show the number of offences for the category *Mobile phone use*. The chart must display only data from *2021* to *2024*. Display the years as labels on the category axis.

Do **not** display a legend.

[2]

29 Label the chart with the title **Increase in mobile phone offences** [1]

30 Display only the data values along the top of each bar. [1]

31 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **2100**
- increments of **300**

[2]

32 Place the chart to the right of the bullets on the slide with the title *Tawara malpractice trends*

Make sure that:

- no words are split
- all data and labels are fully visible
- the chart and its contents do **not** overlap any slide items.

[1]

33 Save the presentation.

Print the full presentation in portrait orientation with 2 slides to the page, each filling half the page.

[1]

[Total: 15]

12

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