INTERNATIONAL GCSE

INFORMATION AND COMMUNICATION TECHNOLOGY (4IT0)

NOTES FOR CENTRES – 2016

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2016 (available from the Pearson website).

These notes are provided to enable Centre staff to re-create the data files for use in the International GCSE Examination in Information & Communication Technology (ICT) (4IT0).

The contents of this document or the data files must **NOT** be discussed with candidates prior to, or during, the examination window (16 May 2016 to 20 May 2016).

IMPORTANT NOTE: If it is necessary to reconstruct files using these notes, a printout of the files produced **MUST** be included with the scripts for the examiner.

Please also note: Centres should check in **OFFICE 2003, OFFICE 2007** and the **NON-OFFICE** folders for file formats which are consistent with the Centre system.

The following data files must be stored in **each** candidate's secure user area:

IMAGES folder	Folder containing **TEN** JPG image files named CANINE, CRIMKIST, DOG, EDINBURGH, GIRAFFE, HOUSE, LOCH NESS, PROPERTY, TERRIER, WELCOME
THR2000	Database file
RENTALS	Spreadsheet file
COTTAGE	Word processed file
DRAFT	Word processed file
PETERS	Word processed file
SCOTLAND	Word processed file

The following details are provided to recreate the database, spreadsheet and word processed files if Microsoft Office 2003 or Microsoft Office 2007 or later products are not available for candidates.

The IMAGES folder will need to be copied from the OFFICE 2007 folder if other versions are used.

If the files have to be recreated for other software versions than Microsoft Office 2007 then the centre must submit a printout of the data files used by the candidates.

DATABASE FILE

Database filename: **THR2000**
Formats available: ACCDB, MDB and TEXT files
Database Tables: CONTACT, COTTAGE, RENTAL

CONTACT table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CONTACTID	Text	Unique code for each customer	Set as Primary Key. Field size 6 characters
TITLE	Text	Customer title (Mr or Ms or Dr)	Field size 2 Validation rule "Must be 'Mr' Or 'Ms' Or 'Dr'"
FIRSTNAME	Text	Customer first name	Field size 35
LASTNAME	Text	Customer last name	Field size 35
STREET	Text	Customer street address	Field size 60
TOWN	Text	Customer town address	Field size 30
POSTCODE	Text	Customer postcode	Field size 10
MOBNO	Text	Customer mobile telephone number	Field size 12
GENDER	Text	M (Male) or F (Female)	Field size 6
BIRTHDATE	Date/Time	Customer date of birth (short date format)	Format Short date

The content of the tables is stored in the Non-Office folder as text files called CONTACT.TXT

COTTAGE table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
CODE	Text		Set as Primary Key. Field size 6 characters
COTTAGENAME	Text		Field size 25
BEDROOMS	Number		Integer
SLEEPS	Number		Integer
STARRATING	Number		Integer
DAILYRATE	Currency		Currency

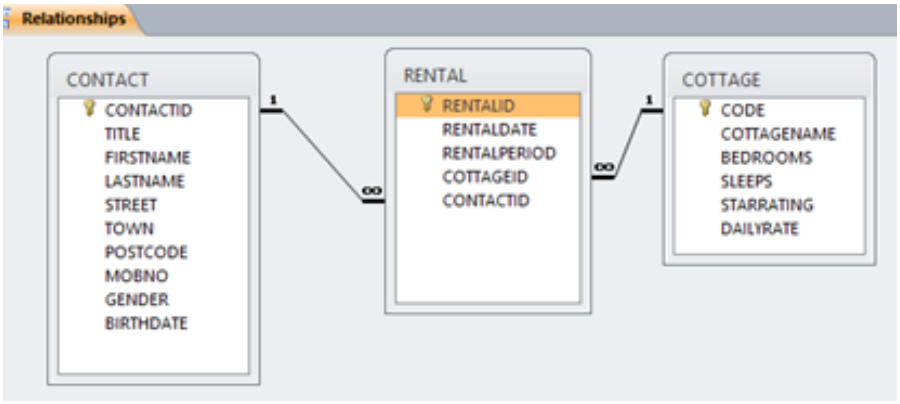
The content of the tables is stored in the Non-Office folder as text files called COTTAGE.TXT

RENTAL table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
RENTALID	Autonumber		Set as Primary Key. Field size long integer
RENTALDATE	Date/Time		Short Date format
RENTALPERIOD	Number		Integer
COTTAGEID	Text		Field size 6
CONTACTID	Text		Field size 6

The content of the tables is stored in the Non-Office folder as text files called RENTAL.TXT

The tables should be linked as in this image:



SPREADSHEET FILE

Spreadsheet filename: **RENTALS**
Formats available: XLSX, XLS and CSV files

The spreadsheet contains two worksheets named **DETAILS** and **2015**

DETAILS worksheet:
Worksheet format:

- Page setup:
  - landscape orientation and fit to 1 page wide by 1 page tall
  - display row & column headings and gridlines
- All rows set to 15.00 (20 pixels) high
- All columns set to 8.00 (61 pixels) wide
- Font: default font set to Arial size 12

When opened by candidates the worksheet should look like this image:

	A	B	C	D	E	F	G
1	Cottage	Bedroor	Star Rat	Daily Rate			
2	Norfolk	4	2	100			
3	Stafford	2	2	75			
4	Boston	4	4	150			
5	Yorkshir	1	2	15			
6	Bedlingt	3	3	75			
7	Bull	3	2	55			
8	Scottish	4	5	200			
9	Dandie	4	3	130			
10	Kerry Bl	4	4	150			
11	Sealyha	4	4	150			
12	Lakelan	2	2	75			
13	Cesky	4	1	75			
14	Jack Ru	1	4	50			
15	Japanes	2	1	40			
16	Patterda	1	2	15			
17	Cairn	4	5	200			
18	Norwich	2	3	90			
19	Border	4	2	100			
20	Wire Fo	1	4	50			
21	Airedale	2	4	100			
22	Irish	4	1	50			
23	Manches	2	1	50			
24	Welsh	2	1	25			
25	Australia	1	3	25			
26	Skye	3	3	75			
27							

The contents of the worksheet are stored in the DETAILS.CSV file.

2015 worksheet:
Worksheet format:

- Page setup:
  - landscape orientation and fit to 1 page wide by 1 page tall
  - display row & column headings and gridlines
- All rows except rows 1, 2, and 5 set to 15.00 (20 pixels) high
- All columns set to 15.00 (110 pixels) wide
- Font: default font set to Arial size 12
- Cells A1:E1 merged and centred. Font set to Arial size 16 bold
- Cell D2: set to wrap text
- Row 5: set to bold and wrap text
- Cells A1:E1, D2, D3, A5:H30 and A32:H32: thin border on all sides of each cell.
- Cells A1:E1 and A5:H5 shaded pale yellow
- All cells except B6:B30 set to general format. Cells B6:B30 set to currency with no decimal places

When opened by candidates the worksheet should look like this image:

	A	B	C	D	E	F	G	H
1	**Rentals During 2015**							
2				Days Available				
3				350				
4								
5	**Cottage**	**Daily Rate**	**Days Rented**	**Income**	**Percentage Used**	**Revised Daily Rate**	**Revised Days Rented**	**Revised Income**
6	Airedale	£100	182					
7	Australian	£25	231					
8	Bedlington	£75	217					
9	Border	£100	84					
10	Boston	£150	147					
11	Bull	£55	126					
12	Cairn	£200	224					
13	Cesky	£75	98					
14	Dandie Dinmor	£130	77					
15	Irish	£50	105					
16	Jack Russell	£50	245					
17	Japanese	£40	161					
18	Kerry Blue	£150	70					
19	Lakeland	£75	119					
20	Manchester	£50	203					
21	Norfolk	£100	252					
22	Norwich	£90	91					
23	Patterdale	£15	140					
24	Scottish	£200	91					
25	Sealyham	£150	210					
26	Skye	£75	112					
27	Staffordshire	£75	133					
28	Welsh	£25	238					
29	Wire Fox	£50	154					
30	Yorkshire	£15	63					
31								
32	**Total**							

The contents of the worksheet are stored in the 2015.CSV file.

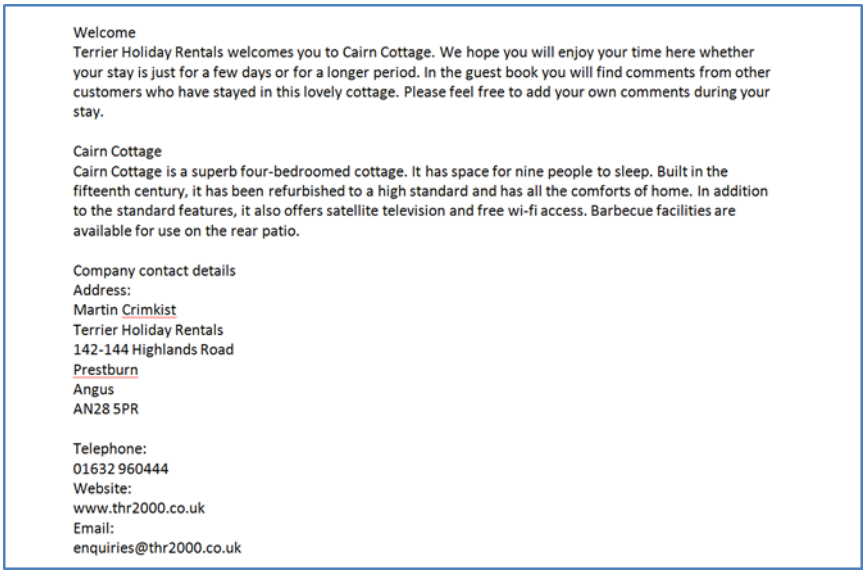
WORD PROCESSING FILES

Word processed filename: **COTTAGE**
Formats available: DOCX, DOC, RTF and TXT files
(The TXT file is saved as COTTAGE word processed.txt)

Format of document
Margins: All 2cm

Font: Verdana size 11, regular
Text aligned left
Single line spaced

When opened by the candidate, the document should look like this image:



Welcome
Terrier Holiday Rentals welcomes you to Cairn Cottage. We hope you will enjoy your time here whether your stay is just for a few days or for a longer period. In the guest book you will find comments from other customers who have stayed in this lovely cottage. Please feel free to add your own comments during your stay.

Cairn Cottage
Cairn Cottage is a superb four-bedroomed cottage. It has space for nine people to sleep. Built in the fifteenth century, it has been refurbished to a high standard and has all the comforts of home. In addition to the standard features, it also offers satellite television and free wi-fi access. Barbecue facilities are available for use on the rear patio.

Company contact details
Address:
Martin Crimkist
Terrier Holiday Rentals
142-144 Highlands Road
Prestburn
Angus
AN28 5PR

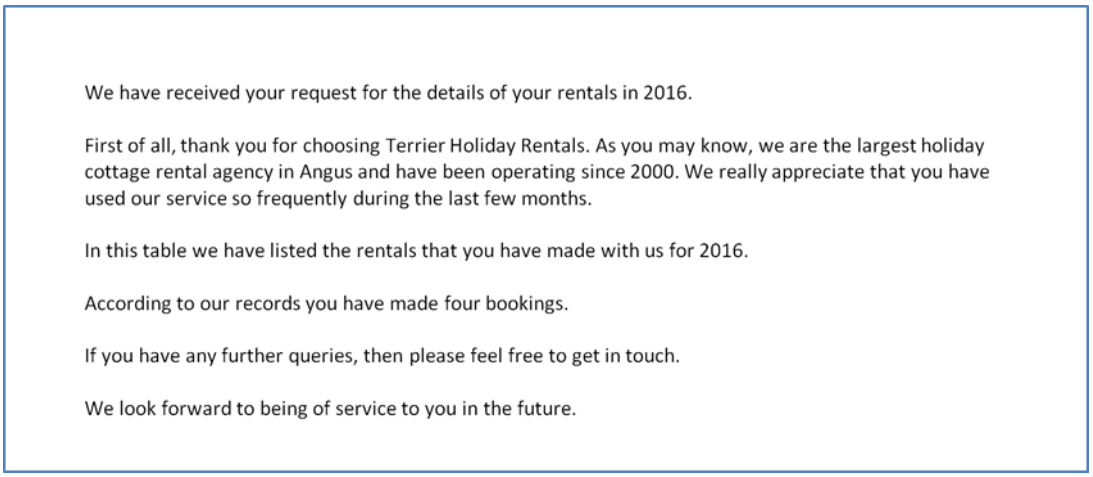
Telephone:
01632 960444
Website:
www.thr2000.co.uk
Email:
enquiries@thr2000.co.uk

Word processed filename: **DRAFT**
Formats available: DOCX, DOC, RTF and TXT files

Format of document
Margins: All 2cm

Font: Verdana size 11, regular
Text aligned left
Single line spaced

When opened by the candidate, the document should look like this image:



We have received your request for the details of your rentals in 2016.

First of all, thank you for choosing Terrier Holiday Rentals. As you may know, we are the largest holiday cottage rental agency in Angus and have been operating since 2000. We really appreciate that you have used our service so frequently during the last few months.

In this table we have listed the rentals that you have made with us for 2016.

According to our records you have made four bookings.

If you have any further queries, then please feel free to get in touch.

We look forward to being of service to you in the future.

Word processed filename: **PETERS**
Formats available: DOCX, DOC, RTF and TXT files

Format of document
Margins: All 2cm

Font: Verdana size 11, regular
Text aligned left
Single line spaced
Left aligned tab set at 3 cm from left for first 6 lines.
Table 4 columns, 5 rows. Each row: 0.4 cm high. Each column: 3 cm wide
All text in table left aligned.
First row – bold font

When opened by the candidate, the document should look like this image:

Name: Mr Jonathon Peters
Address: 62 Moston Road
Town: Rutherstown
Postcode: AE3 8ER
Telephone: 07700 900871
Date of Birth: 01/03/1934

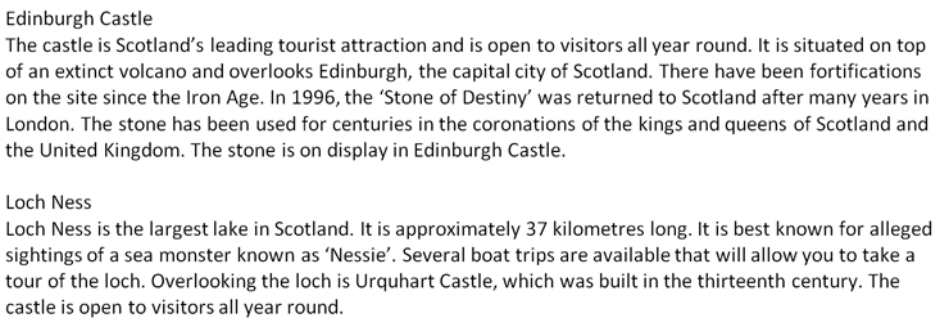
Date	Cottage	Rental Period	Total Cost
08/05/2016	Norwich	2	£180
29/05/2016	Kerry Blue	6	£900
19/06/2016	Jack Russell	14	£700
03/07/2016	Bull	11	£605

Word processed filename: **SCOTLAND**
Formats available: DOCX, DOC, RTF and TXT files

Format of document
Margins: All 2cm

Font: Verdana size 11, regular
Text aligned left
Single line spaced

When opened by the candidate, the document should look like this image:



Edinburgh Castle
The castle is Scotland's leading tourist attraction and is open to visitors all year round. It is situated on top of an extinct volcano and overlooks Edinburgh, the capital city of Scotland. There have been fortifications on the site since the Iron Age. In 1996, the 'Stone of Destiny' was returned to Scotland after many years in London. The stone has been used for centuries in the coronations of the kings and queens of Scotland and the United Kingdom. The stone is on display in Edinburgh Castle.

Loch Ness
Loch Ness is the largest lake in Scotland. It is approximately 37 kilometres long. It is best known for alleged sightings of a sea monster known as 'Nessie'. Several boat trips are available that will allow you to take a tour of the loch. Overlooking the loch is Urquhart Castle, which was built in the thirteenth century. The castle is open to visitors all year round.