INTERNATIONAL GCSE

INFORMATION AND COMMUNICATION TECHNOLOGY (4IT0)

NOTES FOR NON OFFICE USE ONLY CENTRES – 2015

THESE NOTES ARE NOT REQUIRED FOR CENTRES USING OFFICE 2003 OR

OFFICE 2007

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2015 (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 (11 May 2015 to 15 May 2015).

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 COLOMBO, HONG KONG, Image1, Image2, Image3, Image4, LONDON,
	MUNICH, PARIS, TEMPLE
DHG2000	Database file
JULYMTG1	Word processed file
JULYMTG2	Word processed file
JULYMTG3	Word processed file
MANAGER	Word processed file
TEMPLATE	Word processed file
TOURIST	Word processed file
TRIP	Spreadsheet file

The following details are provided to recreate the database, spreadsheet and word processed files if 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.

DATABASE FILE

Database filename: DHG2000

Formats available: ACCDB, MDB and TEXT files

Database table: GUEST

GUEST table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS		
ID	Text	Unique code for each guest	Set as Primary Key. Field size 6 characters		
GENDER	Text	Male or Female	Field size 6		
TITLE	Text	Guest title (Mr or Ms or Dr)	Field size 2 Validation rule "Must be 'Mr' Or 'Ms' Or 'Dr'		
FSTNAME	Text	Guest first name	Field size 25		
LSTNAME	Text	Guest last name	Field size 25		
EMAIL	Text	Email address of guest	Field size 50		
MOBILE	Text	Mobile telephone number of guest	Field size 15		
BIRTHDAY	Date/Time	Date of birth of guest (dd/mm/yyyy)	Format Short date		

The content of the table is stored in the Non-Office folder as a text file called GUEST.TXT

WORD PROCESSING FILES

Word processed filename: JULYMTG1

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait Margins: all 2cm Text: aligned left

Paragraph: single line spaced Font: Verdana size 11, italic

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

Special offer

I have been analysing the data we hold about our guests and have compared it with some data I have obtained from other hotels. I am concerned that we are not attracting as many 50 to 60 year old guests as some of our competitors. This database extract shows the guests in this age range who have stayed in our hotels. As you can see, the number is quite low. I will telephone these guests and ask them what we can offer to attract more people in the same age range.

Word processed filename: JULYMTG2

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait Margins: all 2cm Text: aligned left

Paragraph: single line spaced Font: Calibri size 11, regular

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

London hotel staff trip to Hong Kong

The management team at the London hotel have decided to reward their staff by offering a week-long trip to the hotel in Hong Kong for £600. The visit will also enable the participating staff to see how successful the Hong Kong hotel has been in meeting the needs of guests. The trip will take place in October when the London hotel will be less busy. I am keen to encourage younger members of staff to go on the trip. This chart displays the amount left to pay by each member of staff who is less than 30 years old.

Word processed filename: JULYMTG3

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait Margins: all 2cm aligned left

Paragraph: single line spaced Font: Arial size 11, regular

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

New tourist attraction section of website

The website development team have agreed with me that we should identify popular local attractions near to the hotels in the group. We agreed that the website would have information about one local attraction in each city, so that guests could see an exciting place to visit near the hotel. The screen shot shows what the page for the London hotel might look like.

Word processed filename: MANAGER

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait

Margins: left and right at 1 cm, top and bottom at 2 cm

Text: aligned left

Paragraph: single line spaced

Font: Courier New size 9, regular

Tab stops: left aligned at 4, 6, 8, 11 and 13 cm

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

HNAME EMPCODE CITY MANAGER YRSTARTED EMAIL

Parliament Mansions L101 London Lydia White 2000 lydia.white@dhg2000.co.uk Fragrant Harbour H102 Hong Kong Li Chen 2002 li.chen@dhg2000.co.uk Temple View C103 Chennai Aditi Singh 2006 aditi.singh@dhg2000.co.uk

Word processed filename: TEMPLATE

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait Margins: all 2cm aligned left

Paragraph: single line spaced Font: Calibri size 11, regular

Table:

10 rows, 5 columns

Rows 1 to 7: 5 columns (width 2cm, 4.5cm, 2cm, 2cm, 6.5cm)

Row 8 single column (width 17 cm)

Rows 9 and 10 2 columns (width 4 cm and 13 cm)

Rows 1 and 8 shaded light grey (actual shade not significant)

Row heights: not significant

Text spacing below table – not significant.

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

Field Name	Description	Data Type	Field size	Justification	
			/ Length		
HNAME	Hotel name				
EMPCODE	Employee code				
CITY	Location of hotel				
MANAGER	Manager's name				
YRSTARTED	Year manager started				
EMAIL	Manager's email address				
Key field					
Reason for cl	noice				

Word processed filename: TOURIST

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait Margins: all 2cm aligned left

Paragraph: single line spaced

Font: Calibri size 11, regular

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

CHENNAI

Shore Temple

One of the oldest structural temples in Southern India is just a short drive from the hotel in the town of Mahabalipuram. The temple was built in the 7th century and features three shrines to Hindu deities. Also in the town are some magnificent carvings known as The Five Rathas. These were carved from the hillside around 1300 years ago. In the town you can purchase examples of stone carvings made by local students.

HONG KONG

Victoria Peak

Victoria Peak is the highest point in Hong Kong. It is accessible by one of the world's oldest and most famous funicular railways. The railway rises to 396 metres (about 1,300 feet) above sea level. It climbs so steeply past apartment buildings that they look like leaning towers. When you reach the summit there are magnificent views over the harbour and the city. There are also fabulous shopping and entertainment facilities including many excellent restaurants.

LONDON

Big Ben

London has so many exciting places to visit that it is difficult to pick out one highlight. However, one of the most iconic is Big Ben at the Houses of Parliament. Many people mistakenly think that Big Ben refers to the clock tower but it is actually the name of the large bell inside. The Houses of Parliament are where the Government of the United Kingdom holds its meetings. There are two chambers called the House of Commons and the House of Lords.

SPREADSHEET FILE

Spreadsheet filename: TRIP

Formats available: XLSX, XLS and CSV files

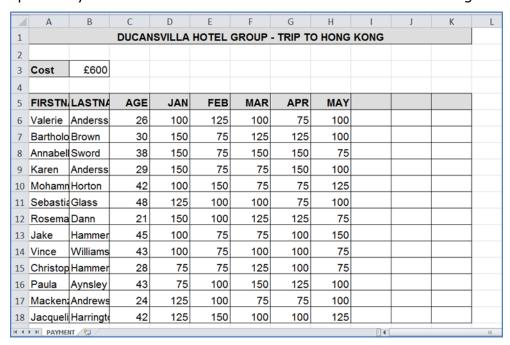
The spreadsheet contains one worksheet named PAYMENT

INCOME

Worksheet format:

- Page setup: The sheet is set to print landscape and fit to 1 page wide by 1 page tall and display row and column headings and gridlines
- All rows set to 18.75 (25 pixels) high
- All columns set to 8.00 (61 pixels) wide
- Font: default font set to Arial size 12
- Cells A1:K1 merged and centred
- Cells A1:K1, A3, and A5:K5 set to bold and have a light grey background (the actual shade is not significant)
- Cells A1:K1, A3:B3 and A5:K18 have a thin black border on all sides of every cell.

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



The contents of the sheet are stored in the TRIP.CSV file.