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0417/02

Paper 2 Document Production, Data Manipulation and Presentations

October/November 2016

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Write your name, Centre number and candidate number in the spaces at the top of this page.

Write in dark blue or black pen.

Do not use staples, paper clips, glue or correction fluid.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.

Enter your **name**, **Centre number** and **candidate number** on every printout before it is sent to the printer. Printouts with handwritten candidate details on will **not** be marked.

At the end of the examination, put this **Question Paper** and **all your printouts** into the Assessment Record Folder.

If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

The number of marks is given in brackets [] at the end of each question or part question.

Write today's date in the box below.

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The syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of **12** printed pages.

You work for a company called Tawara Health Club. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **N216EVIDENCE.RTF**
- Make sure that your name, Centre number and candidate number will appear on every page of this document.
- Save this Evidence Document in your work area as **N216EVIDENCE** followed by your candidate number. For example, N216EVIDENCE9999

You will need this Evidence Document to store screenshots of the evidence you are instructed to produce.

Task 2 – Document

You are going to edit an induction document for new staff at Tawara Health Club. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- Using a suitable software package, open the file **N216BRIEFING.RTF**
 - Set the:
 - page size to A4
 - orientation to portrait
 - top and bottom margins to **2** centimetres
 - left and right margins to **1.5** centimetres.

EVIDENCE 1

Take screenshot(s) to show the page size. Place this in your Evidence Document.

EVIDENCE 2

Take screenshot(s) to show the margin settings. Place this in your Evidence Document.

[2]

- Save the document in your work area with the file name **INDUCTION**. Make sure it is saved in the format of the software you are using.

EVIDENCE 3

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

[1]

- 3 • Create and store the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
THC-Header_footer	serif	10	as in step 4	italic	single	0	0
THC-Title	sans-serif	32	left	bold	single	0	0
THC-Subtitle	sans-serif	16	right	italic	single	0	0
THC-Subheading	sans-serif	14	centre	underlined	single	0	12
THC-Body	serif	11	justified	none	single	0	12
THC-Table	serif	11	left	none	single	0	0

EVIDENCE 4

Place in your Evidence Document screenshot(s) to show all the settings for the THC-Subheading style.

[3]

- 4 • Place in the header:
- the text **Tawara Health Club** left aligned
 - automated page numbers right aligned.
- Place in the footer:
- your Centre number and candidate number left aligned
 - the automated file name only (no path) right aligned.
- Apply the *THC-Header_footer* style to the header and footer text.
- Make sure that:
- all the alignments match the page margins
 - no other text is included in the header and footer area
 - headers and footers are displayed on all pages.

[3]

- 5 • At the start of the document enter the title:

New Staff Induction

[1]

- 6 • Apply the *THC-Title* style to this text.

[1]

- 7 • Below the title, add a subtitle:
Report prepared by: and add your name. [1]
- 8 • Apply the *THC-Subtitle* style to this text. [1]
- 9 • Apply the *THC-Body* style to the rest of the document. [1]
- 10 • Display all the text after the second paragraph which ends ... *complete with your line manager*. in two columns of equal width with a 1 centimetre space between them. [2]
- 11 • Identify the 9 subheadings in the document and apply the *THC-Subheading* style to each one. [1]
- 12 • Open the file **N216CONTACTS.CSV** and insert the contents as a table within the column width after the text ... *which you may find useful*: [1]
- 13 • Delete the row containing the data for *Andy Clarke* [1]
- 14 • Format the first row of the table to be:
 ○ bold and underlined
 ○ centre aligned over the three columns
 ○ shaded with a light grey background (20–40%). [2]
- 15 • Make sure that:
 ○ the *THC-Table* style is applied to rows 2 to 8 of the table
 ○ numbers are right aligned
 ○ text in each cell does not wrap
 ○ only an outside border is displayed when printed. [1]
- 16 The section with the heading *Anti-virus Policy* is incomplete. You are required to enter some information about the prevention of viruses.
- Identify three methods of preventing viruses and enter your answers after the text ... *methods of preventing viruses, three of which are*: [3]

- 17 • Change the list from:
 Child Protection...
 to
 ... *Confidentiality*
 to a numbered list. [1]
- 18 • Format this list so the numbers are aligned at the left margin with no space after each line. [1]
- 19 • Spell check and proofread the document.
- Make sure that:
 - tables and lists are not split over two columns or pages
 - there are no widows or orphans
 - there are no blank pages
 - the house style specification has been followed and the correct styles applied as instructed
 - spacing between all items is consistent.
 - Save the document using the same file name and format used in step 2.
 - Print the document.

PRINTOUT 1

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

[2]

[Total: 29]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the £ sign and are to 2 decimal places. If £ sign is not available, select a different currency sign displayed to 2 decimal places.

- 20 • Using a suitable database package, import the file **N216MEMBERS.CSV**
- Use these field names and data types:

<i>Field Name</i>	<i>Data Type</i>	<i>Format</i>
<i>Member_No</i>	Text	
<i>Title</i>	Text	
<i>First_Name</i>	Text	
<i>Last_Name</i>	Text	
<i>Add_1</i>	Text	
<i>Post_Code</i>	Text	
<i>Gender</i>	Text	
<i>Date_Joined</i>	Date	DD/MM/YYYY
<i>Type</i>	Text	
<i>Fees_Due</i>	Boolean/Logical	To display as Yes/No
<i>Pay_Method</i>	Text	

- Set the *Member_No* field as a primary key.
- Save the data.

EVIDENCE 5

Take screenshot evidence showing the field names and data types used in the table.
Insert this screenshot into your Evidence Document.

[3]

- 21 • Using a drop down menu, format the *Pay_Method* field to restrict data entry to only the following entries:

Cash

Credit Card

Cheque

Debit Card

Paym

No other entries should be allowed within this field.

EVIDENCE 6

Insert into your Evidence Document screenshot(s) to show the drop down menu and how you have limited data entry to these five values only.

[3]

- 22 • Enter the following record into the members table:

<i>Member_No</i>	SW026
<i>Title</i>	Mr
<i>First_Name</i>	Bradley
<i>Last_Name</i>	Holloway
<i>Add_1</i>	42 Boar Lane
<i>Post_Code</i>	BD23 9XR
<i>Gender</i>	Male
<i>Date_Joined</i>	02/02/2015
<i>Type</i>	SW
<i>Fees_Due</i>	Yes
<i>Pay_Method</i>	Debit Card

- Check your data entry for errors.
- Save the data.

[1]

- 23 • Import the file **N216RATES.CSV** as a new table in your database.
- Make sure the *Annual_Fee* is formatted as currency.
 - Set the *Memb_Code* field as a primary key.
 - Create a one-to-many relationship between the *Memb_Code* field in the rates table and the *Type* field in the members table.

EVIDENCE 7

Place in your Evidence Document screenshot(s) showing the relationship between the two tables.

[1]

24 A 5% penalty charge is added for late payment of fees.

- Using fields from both tables, produce a report which:
 - contains a new field called **Late_Payment** which is calculated at run-time and displayed as currency. This field will calculate the *Annual_Fee* multiplied by 1.05
 - shows only the records where the *Date_Joined* is **01/01/2015 or later**, *Fees_Due* is **Yes** and *Type* does not include **TE**
 - shows only the fields *Member_No*, *Title*, *First_Name*, *Last_Name*, *Fees_Due*, *Date_Joined*, *Memb_Type*, *Annual_Fee*, and *Late_Payment* in this order with data and labels displayed in full
 - sorts the data into ascending order of *Memb_Type* and then ascending order of *Last_Name*
 - fits on a single page wide
 - has a page orientation of landscape
 - calculates the total *Annual_Fee* for this selection and positions this number under the *Annual_Fee* column
 - has a label to the left of this number **Total fees due**
 - includes the heading **Overdue Membership Fees** at the top of the page
 - has your name, Centre number and candidate number at the bottom of the report.
- Save and print your report.

PRINTOUT 2

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

EVIDENCE 8

Place in your Evidence Document a screenshot showing the selection criteria you used.

EVIDENCE 9

Place in your Evidence Document screenshot(s) showing the formula used to calculate the total value of annual fees.

[12]

- 25 • Produce a report from all the data which:
- selects only those records where:
 - Type* is **SW**, **GY** or **TE**
 - Fees_Due* is **Yes**
 - Pay_Method* contains **Card**
 - shows only the fields *Type*, *First_Name*, *Last_Name*, *Add_1*, *Post_Code*, *Pay_Method* and *Fees_Due* in this order with data and labels displayed in full
 - sorts the *Pay_Method* in descending order
 - has a page orientation of portrait and fits on a single page
 - includes the heading **Single Activity Card Payments** at the top of the page
 - has your name, Centre number and candidate number at the top right of the report.
- Save and print your report.

PRINTOUT 3

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

[7]

[Total: 27]

Task 4 – Mail merge document

You are required to carry out a mail merge to create a checklist for use during the induction of new staff.

- 26 • Use the file **N216CHECKLIST.RTF** as the master document for the mail merge and the file **N216NEWSTAFF.CSV** as the data source file.
- In the master document:
 - replace <Date> with a field to display today's date in the format DD/MM/YYYY
 - insert the merge fields «First_Name» «Last_Name» «Job_Title» «Line_Manager» «Start_Date» «Department» «Course» «Course_Date» «Location» from the data source file where indicated
 - include your name, Centre number and candidate number in the footer of the document.

EVIDENCE 10

Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.

[6]

- 27 • Insert the image **N216LOGO.JPG** in an appropriate position. Format the image so that:
- it is resized to a width of 4 centimetres
 - the aspect ratio is maintained
 - the image does not overlap any items on the document.
- Save and print the master document with the merge fields displayed.

PRINTOUT 4

Make sure that you have entered your **name, Centre number and candidate number** on your master document.

[2]

- 28 • Merge the checklist for only those applicants who need to attend the induction course.

EVIDENCE 11

Place in your Evidence Document screenshot(s) showing your selection method.

[1]

- 29 • Print only the merged checklists for the selected applicants.

PRINTOUT 5

Make sure that your **name, Centre number and candidate number** are on your check lists.

- Save and close the files.

[1]

- 30 • Evaluate the suitability of this checklist for use with its intended audience. Identify any improvements which could be made and give reasons.

EVIDENCE 12

Type your evaluation in your Evidence Document using no more than 100 words.

[4]

[Total: 14]

Task 5 – Presentation

You are now going to create a short presentation.

- 31 • Import the file **N216GYM.RTF** placing the text as 6 slides in your presentation software. [1]
- 32 • Create a master slide with:
- a plain white background
 - a 3 to 4 point wide horizontal line across the width of the slide, about 3 centimetres from the top
 - the text **Tawara Health Club** in a black, italic, 36 point, serif font, above the line, aligned to the top right of the slide. Make sure the text does not wrap.
 - your name, Centre number and candidate number in the bottom right corner in an 18 point font
 - automatic slide numbers in the bottom left corner
 - 1st level bullets formatted in a 24 point font, italic, with arrow shaped bullet style, e.g. ➤
 - Apply all master slide elements to all slides.
 - Make sure no master slide elements, text or chart overlap each other on any slide.

EVIDENCE 13

Place in your Evidence Document screenshot(s) of the master slide.

[4]

- 33 • Make slide 1 a title and subtitle layout with the text centred on the slide. [1]
- 34 • Use the data in the file **N216TOTALMEM.CSV** to create a vertical bar chart to display the total number of members by membership type. [1]
- 35 • Label the chart with:
- the title **Total Club Members**
 - category series labels displayed in full
 - axis titles as **Membership Type** and **Number**
 - Do not display a legend. [1]
- 36 • Place the chart to the left of the bullet points on the slide with the title *Club Membership* [1]

- 37 • Save the presentation.
- Print the presentation with 6 slides to the page.

PRINTOUT 6

Make sure that your **name, Centre number and candidate number** are visible on every slide.

- Print only the slide with the title Club Membership as a single full slide which fills the page.

PRINTOUT 7

Make sure that your **name, Centre number and candidate number** are visible.

[1]

[Total:10]

Task 6 – Printing the Evidence Document

You now need to print your Evidence Document.

- 38 • Print your Evidence Document.

PRINTOUT 8

Make sure that you have entered your **name, Centre number and candidate number** on your Evidence Document.

- Save and close your Evidence Document.

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