UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

CANDIDATE
NAME

CENTRE
NUMBER

CANDIDATE
NUMBER

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Practical Test **October/November 2012**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

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

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **8** printed pages.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

You work for a company called Tawara Star Family Cars. You are going to perform some clerical tasks for this company.

✓

1   Create a document called **Evidence**

You will place evidence in this document during the examination.

Make sure your name, Centre number and candidate number appear on every page of this document when printed.

2   Add the following contact for Sebastian Felin who is the sales director of the company to your address book.

Sales Director   Felin.S@cie.org.uk

Show evidence that you have created this contact (showing name, job title and email address) by taking a screenshot and placing it in your evidence document.

You will need to use this email address later.

3   Open the webpage **http://hothouse-design.co.uk/novtawara2**

Download and save the files in your work area.

The files you need are:

N122IMG_4.JPG

N122TEXT2.RTF

N122SALES.CSV

N122CARS.CSV

N122NEWMODS.RTF

Show in your evidence document that you have saved the files in your work area. (This may be achieved by taking screenshots.)

You are now going to edit a document about the sale of cars.

✓

4   Using a suitable software package, load the file **N122TEXT2.RTF** ☐

5   Set the page size to A4. ☐

6   Set the page orientation to portrait. ☐

7   Set the top, bottom, left and right margins to 2 centimetres. ☐

8   Place in the header: ☐

- your name left aligned

- your candidate number centre aligned

- your Centre number right aligned.

Place in the footer:

- today's date left aligned

- an automated page number centre aligned.

Make sure that all the alignments match the page margins.

Make sure that headers and footers are displayed on each page.

9   Insert this title at the start of the document **Tawara Star Family Cars** ☐

10   Make the title centre aligned. ☐

11   Set the font size of the title to **36** point. ☐

12   Add the text ☐

Latest Company News by:

and add your name.

Make this a subtitle and place it below the title.

13   Set both the title and subtitle to the same sans-serif font. ☐

14   Set the font size of the subtitle to **18** point. ☐

15   Make the subtitle italic and underlined. ☐

16   Make the subtitle right aligned. ☐

17   Format the text after the subtitle (the body text) to: ☐

- two equally spaced columns

- have a **1** centimetre gap between the columns

- a **14** point serif font

- single line spacing

- be fully justified.

18   Make sure that there is one blank line space after each paragraph and that this spacing is consistent. ☐

✓

19 Identify the subheadings and make them centre aligned and italic.

☐

20 Insert the text file **N122NEWMODS.RTF** before the subheading *Sales Report*.

☐

21 Format the text to match the style of the main document.

☐

22 Open the file **N122SALES.CSV** and use the sales figures for each of the models to create a pie chart.

☐

23 Format the chart to display:

☐

- segment labels with the model names in full

- the title **Number of cars sold**

Pull out or highlight the segment which shows the best selling model.

Do not display a legend.

24 Insert the chart after the subheading *Sales Report*.

☐

25 Resize the chart to fit within the margins of the column.

☐

26 Replace the text *(Insert picture of new showroom)* with the image **N122IMG_4.JPG**

☐

Align the image with the right margin of the column and the top of the second paragraph. Re-size the image so its width fills half the column and maintain the aspect ratio.

27 Make sure the text wraps round the image.

☐

It may look like this:

28 Spell-check the document.

☐

29 Save the document with a new name.

☐

You are going to prepare some reports for the company. Make sure all currency values are in Euros to two decimal places. The Date_sold field must be in the format DD/MM/YYYY.

✓

30 Using a suitable database package, import the file **N122CARS.CSV**

Assign the following data types to the fields.

VIN	**Text**
Model	**Text**
Power	**Text**
Engine_size	**Text**
Price	**Numeric / Currency**
Colour	**Text**
Discount_applied	**Numeric / Integer**
Location	**Text**
Date_sold	**Date**
Sales_person	**Text**
Sold	**Boolean / Logical**

Make sure that you use these field names. The VIN is the Vehicle Identification Number, and each car will have a different VIN.

31 Save a screen shot showing the field names and data types used. Place a copy of this screen shot in your evidence file.

32 Find the following three records for cars in Paris which have now been sold.

Update the records for these cars by entering the following data into the *Discount_applied*, *Date_sold*, *Sales_person* and *Sold* fields.

VIN	Model	Price	Colour	Discount_applied	Date_sold	Sales_person	Sold
377C15423003	*MicroZed*	*11000*	*Blue*	**10**	**06/05/2012**	**Algier**	**Yes**
377C15423010	*Micro*	*8500*	*Red*	**10**	**08/05/2012**	**Algier**	**Yes**
377C15423012	*MicroSE*	*12000*	*Blue*	**10**	**09/05/2012**	**Algier**	**Yes**

33 Check your data entry for errors.

34 Save the data.

✓ ☐

35 Produce a report which:

- shows only the records where the *Model* is **MicroSE** and the car has **not** been sold

- shows only the fields *VIN, Model*, *Power*, *Engine_size*, *Price*, *Colour*, *Location* and *Sold* with their labels in full

- fits on a single page wide

- has a page orientation of landscape

- sorts the data into ascending order of *Location*

- calculates the total number of MicroSE cars for sale

- has the label **Hybrid power cars** for the total

- includes the heading **List of MicroSE cars in stock** at the top of the report

- has your name, Centre number and candidate number at the top of each page.

36 Save and print this report. ☐

37 Produce a new report from all the data which: ☐

- contains a new field called **Discount_value** which is calculated at run-time. In this field you will multiply the *Price* by the *Discount_applied* divided by 100.

- has the *Discount_value* field formatted as Currency

- has a page orientation of portrait

- shows only the records that where *Sold* is **Yes,** sales were made after the end of the year 2011 and the *Sales_person* is **Algier**

- shows only the fields *Sales_person*, *Model, Price, Discount_applied, Date_sold, Discount_value* and *Sold*

- is sorted into ascending order of *Date_sold*

- calculates the total value of discounts given by *Algier* and places this value below the *Discount_value* column

- has this total value formatted as currency

- includes a label to the left of the calculated value **Discounts given**

- includes the report title **Sales discounts for Algier**

- has your name, Centre number and candidate number on the left at the bottom of the report.

38 Save and print this report. ☐

39 Find only the **MicroEco** cars that have been sold in **Madrid** ☐

Using this selection produce a new report which:

- shows only the *Sales_person*, *Model* and *Price*

- calculates the total value of these sales for each *Sales_person*

- counts the number of these cars sold by each *Sales_person*

40 Save this report in a form which can be imported into another document. ☐

✓

41 Add the text ☐

Sales of the MicroEco by our sales team in Spain are really taking off.

as a new paragraph at the end of the document you saved at step 29.

Place the report you saved at step 40 after this paragraph. Make sure the report fits within the column.

42 Proof-read your document to make sure that: ☐

- text styles are applied consistently

- it has consistent line and paragraph spacing

- charts and tables are not split and fit within the column

- there are no widows or orphans

- there are no blank pages

- it is complete.

43 Save the document. ☐

44 Print the document. ☐

45 Prepare an email message: ☐

- to be sent to **design.h@cie.org.uk**

- and to the **Sales Director** (from the contacts list)

- with the subject line **New showroom**

The body text of the message should include:

- your name

- your Centre number

- your candidate number

- the text: **Please approve this first draft of the new sales report.**

46 Attach only the document saved at step 43 to your email. ☐

47 Take a copy of this email, showing clearly that the attachment is present and place it in your evidence document. ☐

48 Send the email. ☐

49 Save your evidence document. ☐

50 Print one copy of your evidence document. Make sure that your name, Centre number and candidate number appear on each page of this document when printed. ☐

Write today's date in the box below.

Date

0417/02/O/N/12