

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Data Manipulation and Presentations

February/March 2017

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.

Do not use the internet or email.

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.

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 9 printed pages and 3 blank pages.

You will do some work for The Wood Store, a company that makes wooden furniture. You are going to perform some tasks for this company.

Task 1 – Evidence Document

- Open the file **M2017EVIDENCE.RTF**
- Place in the header your name, Centre number and candidate number so that these appear on every page of the document.
- Save your Evidence Document in your work area as **EVIDENCE** followed by your candidate number, for example, EVIDENCE9999

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

Task 2 – Preparing a Presentation

- 1 • Create a presentation of 3 slides using the contents of the file **M2017FORM.RTF**
- 2 • Create a master slide with:
 - your name, Centre number and candidate number displayed in the top left corner
 - the text **The Wood Store** to appear in large letters e.g. 36 point, right aligned with no text wrapped at the top of the master slide
 - a 3 to 4 point wide horizontal line across the full width of the slide, below the title, about 2 centimetres from the top
 - slide numbers in the centre at the bottom of the slides.
- Apply all master slide elements to all slides.
- 3 • Make the first slide a title slide with the layout of title and subtitle centre aligned on the slide.
- 4 • Save this presentation to use later. [5]

[Total: 5]

Task 3 – Document

You are going to edit a newsletter about The Wood Store company's projects.

- 5 • Using a suitable software package, load the file **M2017WOODSTORE.RTF**
- Set the page size to A4.
- Set the page orientation to portrait.
- Set the top margin to **3.5** centimetres and all other margins to **2** centimetres.

EVIDENCE 1

Place in your Evidence Document screenshot(s) to show page size, orientation and margin settings.

[2]

- 6 • Save the newsletter with a new file name. Make sure it is saved in the format of the software you are using.

EVIDENCE 2

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

[1]

- 7 • Place in the header of your newsletter:
- your name, Centre number and candidate number left aligned
 - the image **M2017IMAGE.JPG** on the right
 - resize this image to be 3 centimetres high and maintain the aspect ratio.
- Place in the footer the automated file name with file path. Align this to the right.
- Make sure that all header and footer items:
- align to the page margins
 - are displayed on each page.

[2]

- 8 • Create the following paragraph styles.

House Style Specification Sheet							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
WS-Title	sans-serif	36	right	none	single	0	0
WS-Subtitle	sans-serif	18	centre	underlined	single	0	0
WS-Subheading	serif	16	left	bold, italic	single	0	12
WS-Body	serif	12	justified	none	single	0	12
WS-Table	serif	12	left	none	single	0	0

EVIDENCE 3

Place in your Evidence Document screenshot(s) to show all the settings for the **WS-Body** style **only**.

[3]

- 9 • Enter the title **The Wood Store** at the start of the document.

[1]

- 10 • Apply the *WS-Title* style to this title.

[1]

- 11 • Below the title, add the subtitle:
Report by: and add your name.

[1]

- 12 • Apply the *WS-Subtitle* style to this subtitle. [1]
- 13 • After the subtitle text, format the rest of the document into two columns of equal width with a 1 centimetre space between them. [1]
- 14 • Apply the *WS-Body* style to this text. [1]
- 15 • Identify all 9 subheadings in the document and apply the *WS-Subheading* style to each one. [2]
- 16 • Place the contents of the file **M2017EXHIBITIONS.RTF** as a table.
- immediately after the paragraph which ends:
... *some currently planned exhibitions*:
 - apply the *WS-Table* style to the text in the table
 - merge the cells in the first row
 - make the first row text only centred and bold
 - make sure that words are not split where text is wrapped
 - make sure that all borders and gridlines are displayed when printed. [5]
- 17 • Format The Wood Store Catalogue table so that it matches the formatting of the Exhibitions table. [1]
- 18 • Spell check and proofread the document.
- Make sure that:
 - spacing is consistent
 - all items placed on the page are within the page margins
 - the document and paragraphs are complete
 - there are no split tables, widows or orphans
 - there are no blank pages. [2]
- 19 • Save and print your document.

PRINTOUT 1

Make sure that your **name**, **Centre number** and **candidate number** appear on your document.

[Total: 24]

Task 4 – Database

You are now going to prepare some reports for the company. Measurements are in metres and volume in cubic metres. Prices are per cubic metre. Make sure all currency values are displayed with 2 decimal places.

- 20 • Using a suitable database package, import the file **M2017BOARDS.CSV**
 • Use these field names and data types:

Field Name	Data Type	Description/Specification
<i>Board_ID</i>	Text	This is a unique identification for each board
<i>Tree_ID</i>	Text	This code identifies the type of tree
<i>Thickness</i>	Numeric	
<i>Width</i>	Numeric	
<i>Length</i>	Numeric	
<i>Drying</i>	Text	
<i>Ready</i>	Boolean/Logical	Display as Yes/No or checkbox
<i>Sold</i>	Boolean/Logical	Display as Yes/No or checkbox
<i>Price</i>	Numeric/Currency	Currency of your choice

- Set the *Board_ID* field as the primary key. [3]
- 21 • Import the file **M2017TREES.CSV** into your database as a new table with appropriate data types. Set the *Tree_ID* field as the primary key. [2]
- 22 • Examine the file **M2017LOCATIONS.CSV** and decide on appropriate data types for each field. Import the file **M2017LOCATIONS.CSV** into your database as a new table with appropriate data types. Set the *Location_Code* field as the primary key. [2]

EVIDENCE 4

Place in your Evidence document screenshot(s) showing the field names and data types used in each of the three tables.

- 23 • Create one-to-many relationships as links between the three tables.
 Use the *Tree_ID* field in the *Trees* table to link to the *Tree_ID* field in the *Boards* table, and the *Location_Code* field in the *Locations* table to link to the *Location_Code* field in the *Trees* table.

EVIDENCE 5

Place in your Evidence document screenshot(s) showing the relationships between the three tables.

[3]

- 24 • Create a data entry form to include all fields from the *Trees* table. [1]
- 25 • Add the following record to the table using your form:

<i>Tree_ID</i>	<i>Tree_Type</i>	<i>Location_Code</i>	<i>Year_Milled</i>
CL1	Cedar of Lebanon	SOL	2014

Check your data entry for errors. [1]

EVIDENCE 6

Place into your Evidence Document screenshot(s) showing this data in your form.

- 26 • Identify three features that could be added to the form to make it easier to use. Enter your answers onto the slide with the title *Features of Form Design* in the presentation you created in Task 2. [3]
- 27 • Make three appropriate improvements to the design of your form.

EVIDENCE 7

Place into your Evidence Document screenshot(s) showing your improved form.

[1]

- 28 • Evaluate the improvements you have made. Place your evaluation on the slide with the title *Evaluation of my form* created in Task 2. [3]
- 29 • Save the presentation with the slides you have created.
- Print the presentation with 2 slides to a page.

PRINTOUT 2

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

[1]

- 30 • In your database, produce a report that:
- shows the fields, when the tree was milled, the name of the location, *Board_ID*, the type of tree, the *Thickness*, *Width*, *Length*, *Ready*, *Sold* and *Price*. In this order
 - contains a new field calculated at run-time called **Volume**. This is calculated using *Thickness* multiplied by *Width* multiplied by *Length*. The contents of this field must be displayed to 3 decimal places
 - shows only the records where *Ready* is **No** and *Sold* is **Yes**
 - has all data and labels fully visible
 - has a page orientation of landscape
 - fits on a single page wide
 - sorts the data into *Year_milled*, then *Location* and then *Board_ID*, all three fields in ascending order
 - calculates the total value of the selected boards by multiplying the *Price* field by the *Volume*
 - displays this value below the *Price* column
 - displays this value as currency, the same currency as your *Price* field
 - has a label to the left of this number: **Value of this stock**
 - includes the report title: **Sold timber in store** at the top of the report
 - has your name, Centre number and candidate number set to appear on each page 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.

[14]

- 31 • Produce a report from all the data that:
- shows the *Board_ID*, *Tree type*, *Thickness*, *Ready* and *Sold* fields only
 - displays these fields only with data shown in full in portrait orientation and fitted to one page
 - only includes boards
 - where tree type includes the text **Plane** or **Beech**
 - which are at least **0.05** m thick
 - which are ready now
 - which are not yet sold
 - are sorted in ascending order of tree type
 - counts the number of boards available and places this value at the bottom of the report
 - includes the report title: **Plane and Beech boards available**

EVIDENCE 8

Place in your Evidence Document a screenshot showing how you calculated the number of boards available.

- Save and print your report.

PRINTOUT 4

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

[6]

[Total: 40]

Task 5 – Mail merge

A letter will be sent to customers whose finished products are ready.

- 32 • Prepare a mail merge letter using the file **M2017MAIL.RTF** as your master letter and the **M2017ORDERS.CSV** file as the source data.
- 33 • In the master letter:
- replace **<Date>** with a field to display today's date in the format DD MMMM YYYY
 - insert relevant merge fields from the data source file to replace text in chevons i.e. **<field>**
 - add your name, Centre number and candidate number as the originator of the letter.
- Spell check and proofread the letter.
 - Save the master letter.
 - Display the field codes.

EVIDENCE 9

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

[9]

PRINTOUT 5

Print your master letter with the merge fields displayed.

[9]

- 34 • Merge and print only the letters for customers whose products are ready but not yet delivered.

PRINTOUT 6

Make sure that you have entered your name, Centre number and candidate number on your merged letters.

[2]

[Total: 11]

Task 6 – Printing the Evidence Document

- Save and print your Evidence Document.

PRINTOUT 7

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

BLANK PAGE

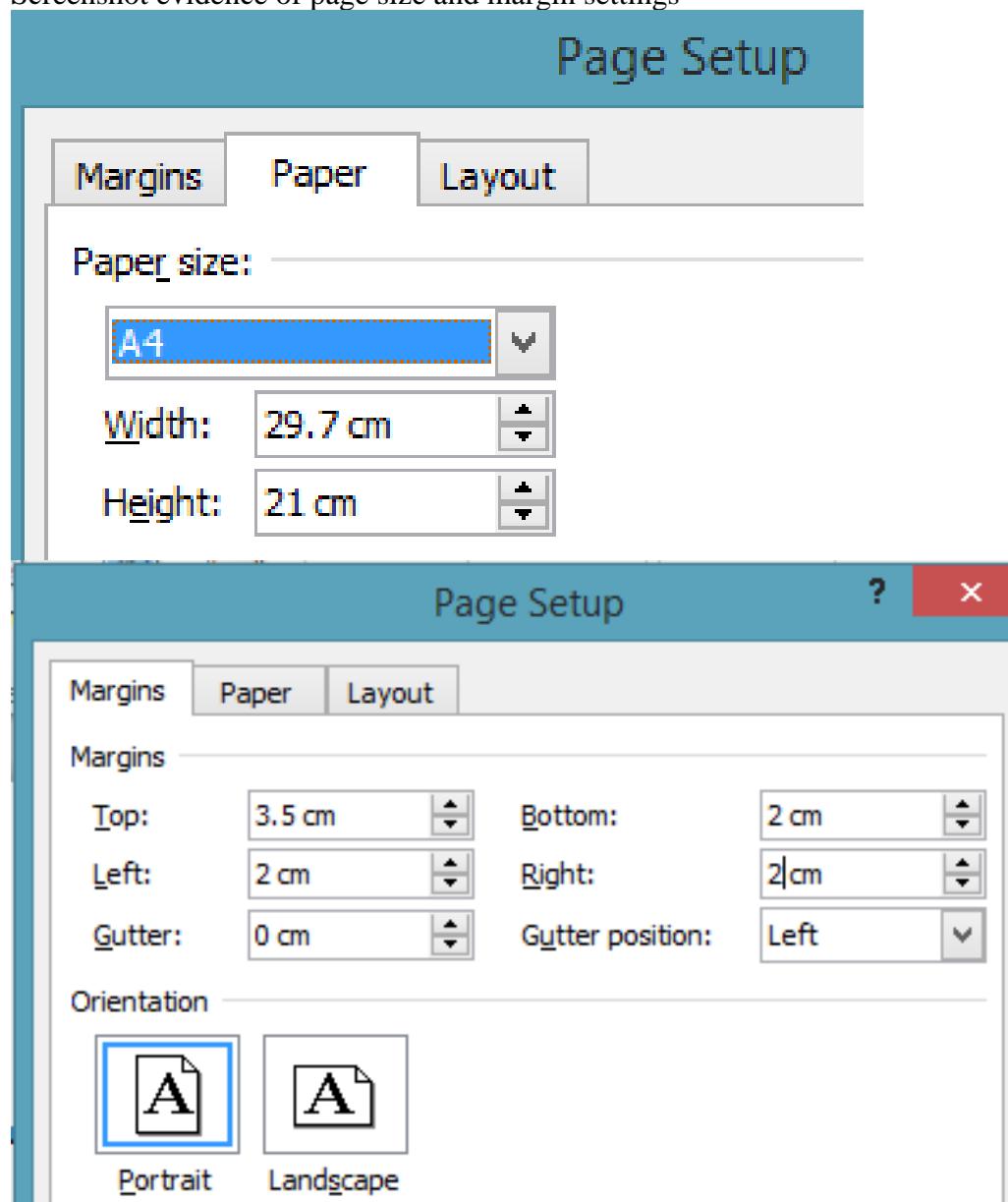
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Evidence 1

Screenshot evidence of page size and margin settings

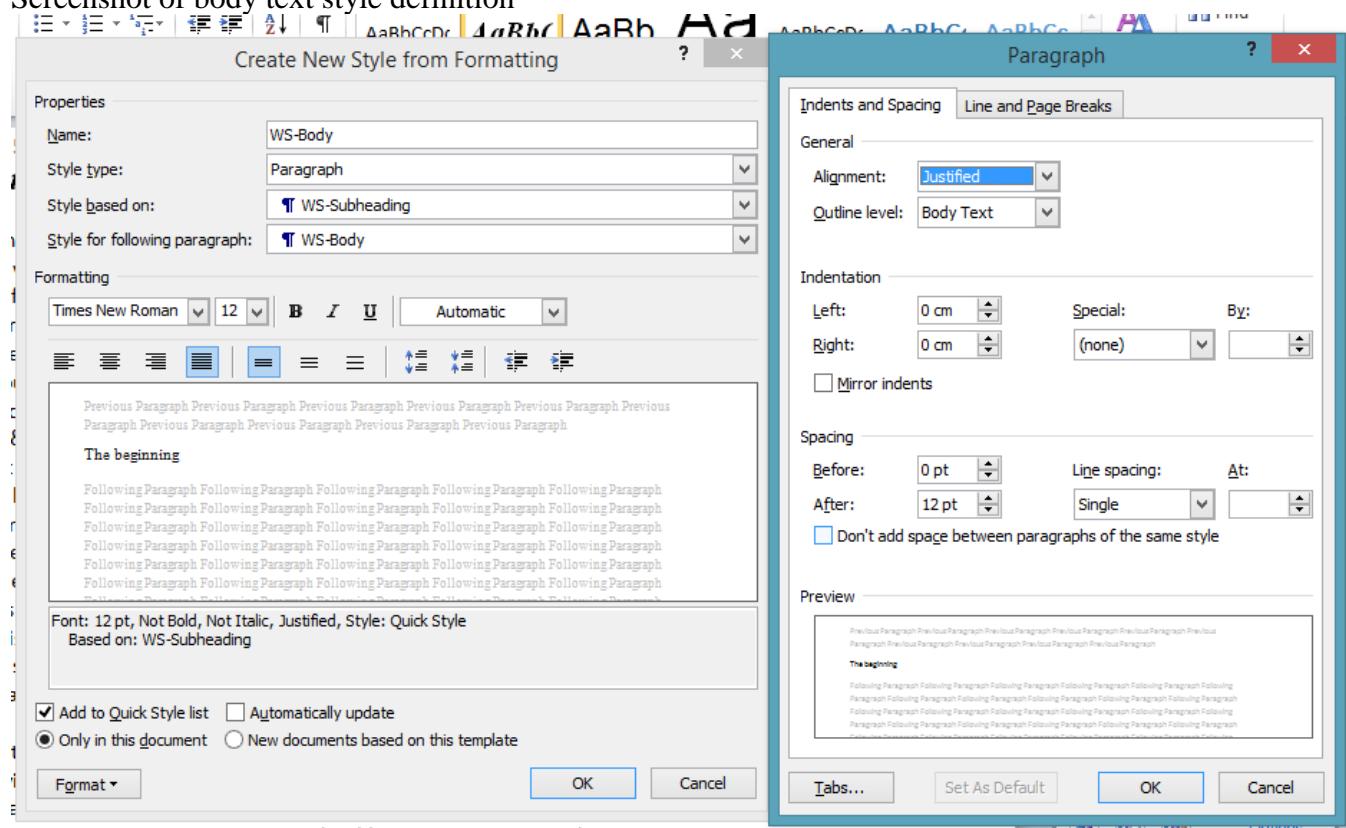
**Evidence 2**

Place screenshot evidence of the file saved in your user area.

M2017WOODSTORE	24/12/2017 17:16	Rich Text Format	62 KB
M2017WOODSTORENew	24/12/2017 19:39	Microsoft Word Document	19 KB

Evidence 3

Screenshot of body text style definition



Evidence 4

Database field structure screenshots here:

Structure of the three tables

M2017TREES		M2017LOCATIONS		M2017BOARDS	
Field Name	Data Type	Field Name	Data Type	Field Name	Data Type
Board_ID	Text				
Tree_ID	Text				
Thickness	Number				
Width	Number				
Length	Number				
Drying	Text				
Ready	Yes/No				
Sold	Yes/No				
Price	Number				

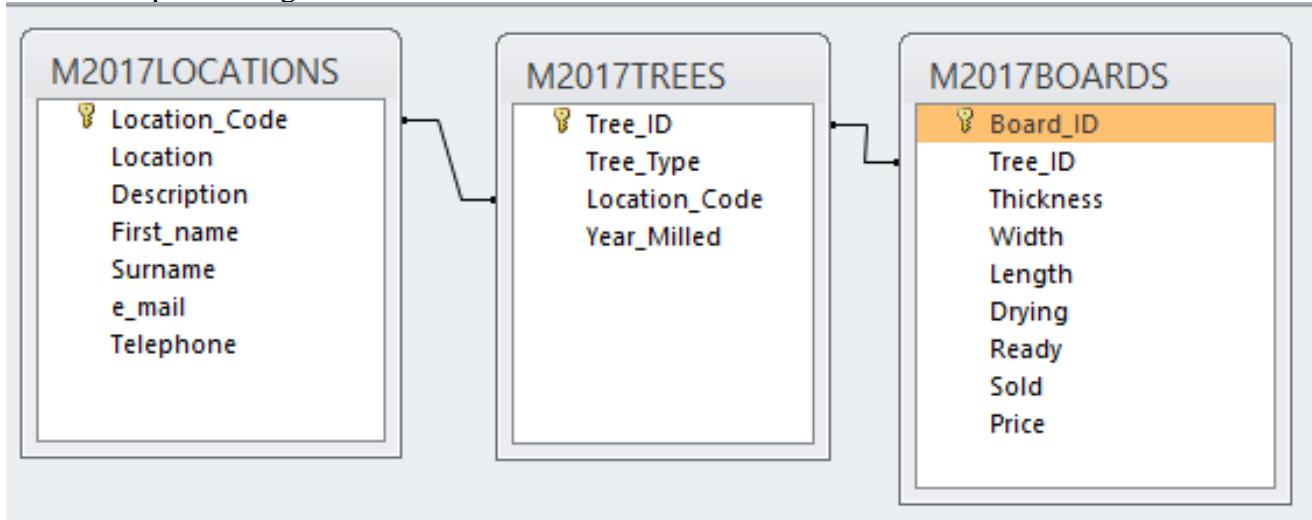
General	Lookup
Field Size	Long Integer
Format	Currency
Decimal Places	2

M2017LOCATIONS	
Field Name	Data Type
Location_Code	Text
Location	Text
Description	Text
First_name	Text
Surname	Text
e_mail	Text
Telephone	Text

M2017TREES	
Field Name	Data Type
Tree_ID	Text
Tree_Type	Text
Location_Code	Text
Year_Milled	Number

Evidence 5

Relationships showing links between the three tables



Evidence 6

Screenshot of database form with new record details in it.

M2017TREES Data Entry Form

Tree_ID	CL1
Tree_Type	Cedar of Lebanon
Location_Code	SOL
Year_Milled	2014

Evidence 7

Screenshot of amended form:

M2017TREES Data Entry Form

Enter the Tree_ID	AB1	◀	◀	▶	▶
Enter the Tree_Type	Atlas Blue	Add Record	Delete Record		
Enter the Location_Code	NOTT	Close Form			
Enter the Year_Milled	2012				

Evidence 8

Screenshot showing the calculated field formula.

The screenshot shows the Microsoft Access Report Design View. The report has a main title "Plane and Beech boards available" and a page header section labeled "Page Header". The main body contains a table with columns: Board_ID, Tree_Type, Thickness, and Ready. Below the table is a detail section labeled "Detail". A page footer section labeled "Page Footer" contains the formula `=Now()`. At the bottom is a report footer section labeled "Report Footer" containing the formula `=Count(*)`, which is highlighted with an orange border.

Evidence 9

Screenshot showing code for the date field.

```
{ DATE \@ "dd MMMM yyyy" }
```

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Document Production, Data Manipulation and Presentations

October/November 2017

2 hours 30 minutes

Additional Materials: Candidate Source Files are required.

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.

You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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.

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 Tawara Cruises and are going to carry out some clerical tasks.

Task 1 – Evidence Document 1

- Open the file **N17EVIDENCE.RTF**
- Make sure your name, Centre number and candidate number will appear on every page of your Evidence Document.
- Save this as a word processed document in your work area with the filename **N17EVIDENCE** followed by your candidate number, for example, **N17EVIDENCE9999**

You will need your Evidence Document during the examination to enter answers to questions and to place your screenshots in when required.

Task 2 – Document

You are going to edit a newsletter for Tawara Cruises. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- 1 • Using a suitable software package, open the file **N17TCNEWS.RTF**
Do not change the paper size, orientation or margin settings.
• Save the document in your work area with the file name **CRUISENEWS**
Make sure it is saved in the format of the software you are using.

EVIDENCE 1

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 header of the file **CRUISENEWS** the automated file name with path, right aligned.
• Place in the footer:
 - automated page numbers left aligned.
 - your name, Centre number and candidate number right aligned.
• Make sure that:
 - all the alignments match the page margins
 - no other text or placeholders are included in the header and footer area
 - headers and footers are displayed on all pages.

[2]

- 3 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TC-title	serif	36	centre	bold	single	0	12
TC-subtitle	serif	18	right	italic	single	0	0
TC-subhead	serif	20	left	italic, underlined	single	0	6
TC-body	sans-serif	10	justified	none	single	0	12
TC-table	sans-serif	10	left	none	single	0	0

EVIDENCE 2

Place in your Evidence Document screenshot(s) to show all the settings for the TC-subhead style only.

[3]

- 4 • Apply the *TC-title* style to the title *Tawara Cruise News* at the start of the document. [1]

- 5 • Below the title, add the subtitle

Produced by: and add your name.

[1]

- 6 • Apply the *TC-subtitle* style to this text.

[1]

- 7 • Apply the *TC-body* style to the rest of the document.

[1]

- 8 • Change the page layout so that the subheading *Winter Holidays* and all following text are displayed in two columns of equal width with a 1 centimetre space between them. [2]

- 9 • Identify the 8 subheadings in the document and apply the *TC-subhead* style to each one. [1]

- 10 • Open the file **N17ITINERARY.CSV** and insert the contents as a table within the column width after the text ... *islands of the Eastern Caribbean*: [1]

- 11 • Sort the data in the table into ascending order of day.

[1]

- 12 • Apply the *TC-table* style to the table.

- Make sure that:

- no text is wrapped within the table
- all internal and external gridlines are displayed when printed
- there is a 12 point space after the table.

[2]

- 13 • Insert a new row as the first row of the table and enter the title:

Eastern Caribbean Itinerary

[2]

- 14 • Format the first row of the table to be:

- bold and italic
- centre aligned over the four columns
- shaded with a light grey background (20–40%).

[2]

- 15 • Import the image **N17TURTLE.JPG** and place this below the subheading *Shore Excursions*

[1]

- 16 • Crop the image to remove only the dolphins from the top.

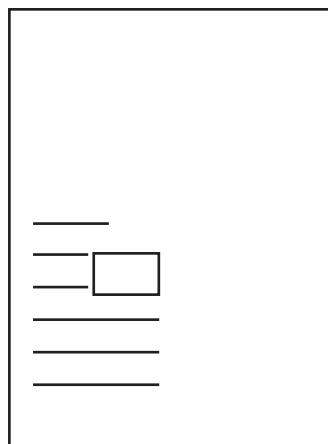
[1]

- 17 • Resize the image so that:

- it is **3.5** centimetres wide
- the image is not distorted.
- Align the image to the:
- top of the paragraph starting *This tropical paradise ...*
- right of the column.

- Make sure the text wraps around the image and the image fits within the column.

- It may look like this:



[2]

- 18 • Indent the paragraph starting *Keep an eye out ...* by **1** centimetre from both the left and right hand margins.

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

[1]

[Total: 26]

Task 3 – Database

A trainee is developing a database for Tawara Cruises. You are going to create some reports for Tawara Cruises to test this database. Make sure all currency values display a currency sign of your choice and are to two decimal places.

- 19 • Examine the data in the files **N17CRUISES.CSV** and **N17LINERS.CSV**
- Using a suitable database package, import the file **N17CRUISES.CSV**
Do **not** create a primary key.
 - Use these field names and data types:

Field Name	Data Type	Display
<i>Liner_Code</i>	Text	
<i>Vessel_Name</i>	Text	
<i>Sail_Date</i>	Date	dd-mmm-yy
<i>Embark</i>	Text	
<i>Destination</i>	Text	
<i>Duration</i>	Numeric/integer	
<i>Daily_Cost</i>	Numeric/currency	Currency to two decimal places
<i>Vessel_Capacity</i>	Numeric/integer	
<i>Adult_Only</i>	Boolean/Logical	Yes/No

- Save the data.

EVIDENCE 3

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

[2]

- 20 • Import the file **N17LINERS.CSV** as a new table in your database.
- Set the *Liner_Code* field as the primary key field.
 - Create a relationship between the *Liner_Code* field in the cruises table and the *Liner_Code* field in the liners table.

EVIDENCE 4

Take screenshot evidence showing the Liner_Code field set as the primary key field.
Insert this screenshot into your Evidence Document.

[2]

EVIDENCE 5

Take screenshot evidence showing the relationship between the tables. Insert this screenshot into your Evidence Document.

- 21 • Create a data entry form which will:
- include all fields from the cruises table
 - allow the user to select the *Liner_Code* data from a drop down list.

EVIDENCE 6

Insert into your Evidence Document screenshot(s) to show the drop down list displaying some of the liner codes.

[2]

- 22 • Use the form created in Step 21 to add the following record:

<i>Liner_Code</i>	<i>Vessel_Name</i>	<i>Sail_Date</i>	<i>Embark</i>	<i>Destination</i>	<i>Duration</i>	<i>Daily_Cost</i>	<i>Vessel_Capacity</i>	<i>Adult_Only</i>
CL03	Carnival Glory	18-Dec-17	Miami	Eastern Caribbean	10	105.75	2974	No

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

EVIDENCE 7

Place into your Evidence Document screenshot(s) showing this data in your form.

[2]

- 23 • Using fields from both tables, produce a report that:
- contains a new field called **Total_Cost** which is calculated at run-time and displayed as currency. This field will calculate the total cruise cost by multiplying the *Duration* by the *Daily_Cost*
 - selects only those records where the
 - *Destination* is in the **Caribbean**
 - *Duration* is **8 or more**
 - *Adults_Only* is **No**
 - shows only the fields *Sail_Date*, *Vessel_Name*, *Embark*, *Destination*, *Cruise_Line*, *Duration*, *Daily_Cost*, and *Total_Cost* in this order with data and labels displayed in full
 - sorts the *Duration* into ascending order then ascending order of *Sail_Date*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the heading **Caribbean Festive Voyages** at the top of the page
 - calculates the average *Duration* and displays this as an integer below the *Duration* column
 - has a label to the left of this number **Average nights**
 - has your name, Centre number and candidate number at the bottom of the report.
- Save and print your report.

PRINTOUT 1

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

EVIDENCE 8

Place in your Evidence Document screenshot(s) showing the formula used to calculate the average duration.

[13]

- 24 • Using fields from the cruises table produce an extract from the data which:
- selects only those cruises:
 - which have a destination of **Trans-Panama Canal**
 - with a *Sail_Date* on or after **10/12/2017** and on or before **24/12/2017**
 - shows only the fields *Vessel_Name*, *Duration* and *Sail_Date* in this order
 - sorts the *Sail_Date* in descending order.

EVIDENCE 9

Place in your Evidence Document screenshot(s) showing the criteria used to select the required records.

- Save this data in a format which can be imported into the document that you saved in Step 18. You will need this extract in Task 4. [4]

25 This relational database uses data stored in two tables.

- Describe in your own words two advantages of using relational tables rather than a flat file database.

EVIDENCE 10

Type your answers in your Evidence Document using no more than 50 words.

[2]

26 Tawara Cruises would like to use social networking to promote their business.

- Describe in your own words how they can use social networking as a means of communication.

EVIDENCE 11

Type your answers in your Evidence Document using no more than 50 words.

[2]

[Total: 29]

Task 4 – Document 2

- 27** • Import the extract you saved in Step 24 into your document as a table after the paragraph which ends ... *Details are as follows:*
- Make sure that:
 - the table fits within the column width
 - the extract does not contain a title
 - all required fields and their labels are fully visible
 - no text is wrapped within the extract
 - the *TC-table* style is applied to the extract
 - there is a 12 point space after the table.
- [2]
- 28** • Spell check and proofread the document.
- Make sure that:
 - tables 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 18.
 - Print the document.

PRINTOUT 2

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

[1]

- 29** • Tawara Cruises now want to distribute the newsletter and plan to send a printed copy of this by post. Evaluate in your own words this method of distributing the information.

EVIDENCE 12

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

[4]

[Total: 7]

Task 5 – Mail merge

You are required to carry out a mail merge to produce booking confirmation letters.

- 30 • Use the file **N17TCCONFIRM.RTF** as the master document for the mail merge and the file **N17TCBOOKINGS.CSV** as the data source file.
- In the master document:
 - replace *<Date>* with a field to display today's date
 - insert relevant merge fields from the data source file to replace the text in chevrons i.e. *<field>*. You should replace 15 fields in the document
 - replace the text *Candidate Name* with your name
 - include your *Name*, *Centre number* and *candidate number* in the footer of the document.
 - Spell check and proofread the document.
 - Save the master document.
 - Display the field codes.

EVIDENCE 13

Place in your Evidence Document a screenshot showing the code for the format of the date field.

PRINTOUT 3

Print your master document with the merge fields displayed. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[5]

- 31 • Merge the letters selecting only those people who have chosen a **Caribbean** cruise for a duration of **more than 7 days**.

EVIDENCE 14

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

[2]

- 32 • Print only the merged letters for the selected people.

PRINTOUT 4

Print the result of the merge. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your letters.

- Save and close the documents.

[1]

[Total: 8]

Task 6 – Presentation

You are required to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides should display a title and bulleted list.

- 33 • Create a presentation of 6 slides using the file **N17GROWTH.RTF** [1]

- 34 • Create a master slide to display the following features on all slides:
- the company logo **N17LOGO.JPG** positioned in the top right corner, appropriately sized with aspect ratio maintained
 - a **3 to 4** point wide horizontal line across the full width of the slide and below the logo, about 3 centimetres from the top
 - the text **Tawara Cruises** in a black, italic, **48** point font, above the line, aligned to the top left of the slide. Make sure the text does not wrap
 - your name, Centre number and candidate number in the bottom right corner
 - automatic slide numbers in the bottom left corner.
- Apply all master slide elements to all slides.
 - Make sure no master slide elements, text or chart overlap each other on any slide. [3]

- 35 • Create a pie chart using the data in the file **N17PASSNO.CSV**
The chart should show the number of passengers by region for **2019** only. [1]

- 36 • Label the chart with the title
2019 Passengers By Region [1]

- 37 • Display a legend
• Display on each sector only the percentage values. [1]

- 38 • Place the chart to the left of the bullet points on the slide with the title:
Worldwide Cruise Passengers [1]

- 39 • Set the slide show so it loops continuously on-screen.

EVIDENCE 15

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

[1]

- 40 • Save the presentation.
• Print the presentation as handouts with 6 slides to the page.

PRINTOUT 5

Print these handouts. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

- Print only the slide with the title *Worldwide Cruise Passengers*. Make sure that this slide fills the full page.

PRINTOUT 6

Print this slide. Make sure your **name**, **Centre number** and **candidate number** are on this slide.

[1]

[Total: 10]

Task 7 – Printing the Evidence Document

- 41 • You now need to print your Evidence Document

PRINTOUT 7

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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Step 1 - EVIDENCE 1 - File saved showing the file type here:

The screenshot shows a file explorer window with the following details:

- Path: Documents > Source Files 2017
- Columns: Name, Date modified, Type, Size
- Files listed:
 - CRUISENEWS (Microsoft Word Document, 25 KB)
 - N17CRUISES (Microsoft Excel Comma Separated Values File, 34 KB)
 - N17EVIDENCE (Rich Text Format, 52 KB)
 - N17EVIDENCE1234 (Microsoft Word Document, 20 KB)
 - N17GROWTH (Rich Text Format, 52 KB)

Step 3 - EVIDENCE 2 – TC-subhead style definitions here:

The screenshot displays two Microsoft Word dialog boxes side-by-side:

- Modify Style Dialog (Left):**
 - Properties:** Name: TC-subhead, Style type: Paragraph, Style based on: TC-subtitle, Style for following paragraph: TC-subhead.
 - Formatting:** Font: Times New Roman, Size: 20 pt, Bold, Underline.
 - Preview:** Shows the text "Tawara Cruise News" in bold underline.
 - Buttons:** OK, Cancel, Format dropdown.
- Paragraph Dialog (Right):**
 - General:** Alignment: Left, Outline level: Body Text.
 - Indentation:** Left: 0 cm, Right: 0 cm, Special: (none), By: 0 cm.
 - Spacing:** Before: 0 pt, After: 6 pt, Line spacing: Single.
 - Preview:** Shows the text "Tawara Cruise News" with a 6 pt space below it.
 - Buttons:** Tabs..., Set As Default, OK, Cancel.

Step 19 - EVIDENCE 3 – Database field structure screenshot here:

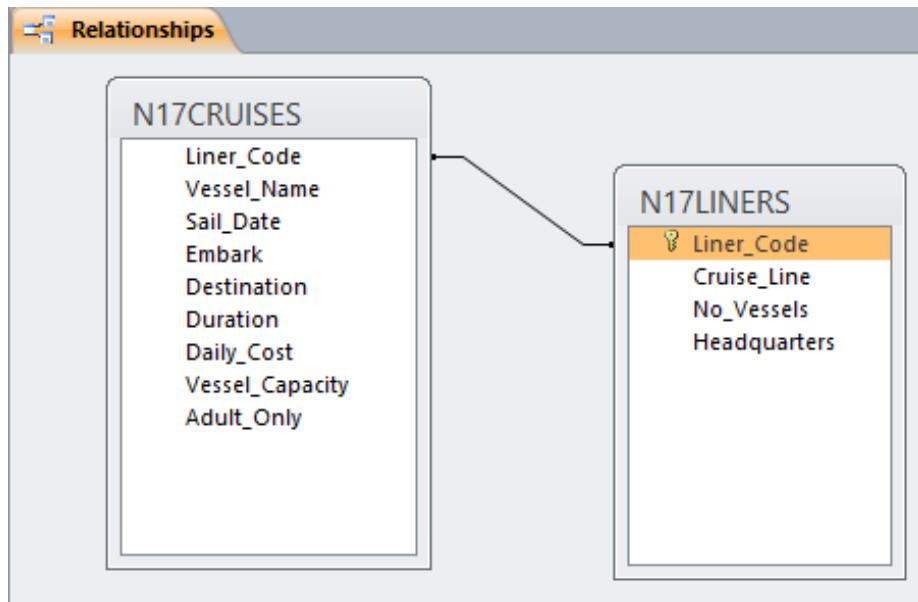
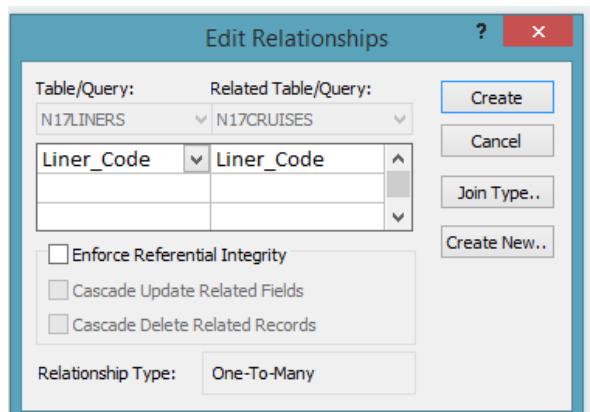
The screenshot shows a database table structure for the 'N17CRUISES' table:

Field Name	Data Type
Liner_Code	Text
Vessel_Name	Text
Sail_Date	Date/Time
Embark	Text
Destination	Text
Duration	Number
Daily_Cost	Number
Vessel_Capacity	Number
Adult_Only	Yes/No

Step 20 – **EVIDENCE 4** – Key field evidence here:

Field Name	Data Type
Liner_Code	Text
Cruise_Line	Text
No_Vessels	Number
Headquarters	Text

Step 20 – **EVIDENCE 5** – Relationship evidence here:



Step 21 – **EVIDENCE 6** – Selection evidence here:

N17CRUISES Data Entry Form

Liner_Code	CL01
Vessel_Name	CL02
Sail_Date	CL03
Embark	CL04
Destination	CL05
Duration	CL06
Daily_Cost	CL07
Vessel_Capacity	CL08
Adult_Only	CL09
	CL10
	CL11
	CL12
	CL13
	CL14
	CL15
	CL16

Step 22 - **EVIDENCE 7** – New record evidence here

N17CRUISES Data Entry Form

Liner_Code	CL03
Vessel_Name	Carnival Glory
Sail_Date	18-Dec-17
Embark	Miami
Destination	Eastern Caribbean
Duration	10
Daily_Cost	£105.75
Vessel_Capacity	2974
Adult_Only	No

Step 23 - **EVIDENCE 8** – Formula screenshot here:

Average nights	=Avg([Duration])
----------------	------------------

Step 24 – **EVIDENCE 9** – Selection criteria here:

Field:	[Vessel_Name]	[Duration]	[Sail_Date]	Destination
Table:	N17CRUISES	N17CRUISES	N17CRUISES	N17CRUISES
Sort:			Descending	
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:			Between #10/12/2017# And #24/12/2017#	"Trans-Panama Canal"

Step 25 – **EVIDENCE 10** – Two advantages here:

data only stored once/data does not have to be typed in twice – reduces/avoids data redundancy/duplication

- quicker to enter/update/edit data
- fewer errors are likely
- reduces storage requirements

Step 26 – **EVIDENCE 11** – Description here:

release news/status updates about new cruises/destinations/products

- post images/videos of cabins/ships
- allow customers to ask questions about prices/durations
- request customer feedback to improve service/polls
- instant messaging last minute changes to itinerary

Step 29 – **EVIDENCE 12** – Evaluation here:

ADVANTAGES:

- Not everyone has a computer/internet, so may not see the newsletter if sent electronically
- Can be read anywhere/not limited to where computer is

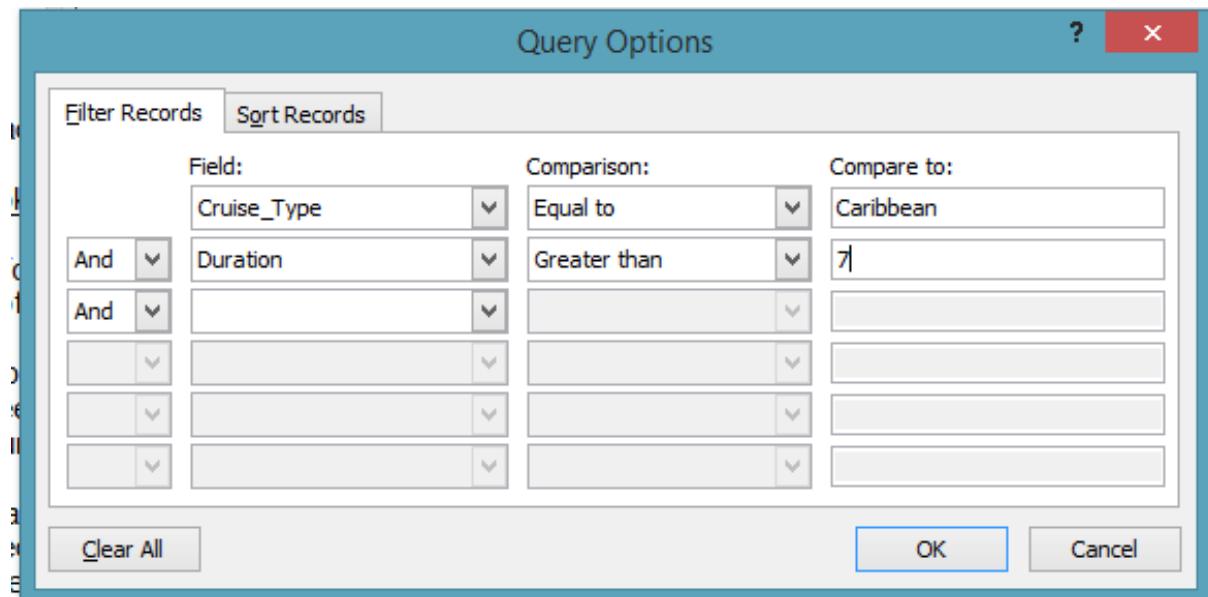
DISADVANTAGES

- Costs of ink/paper/printing
- Cost of postage

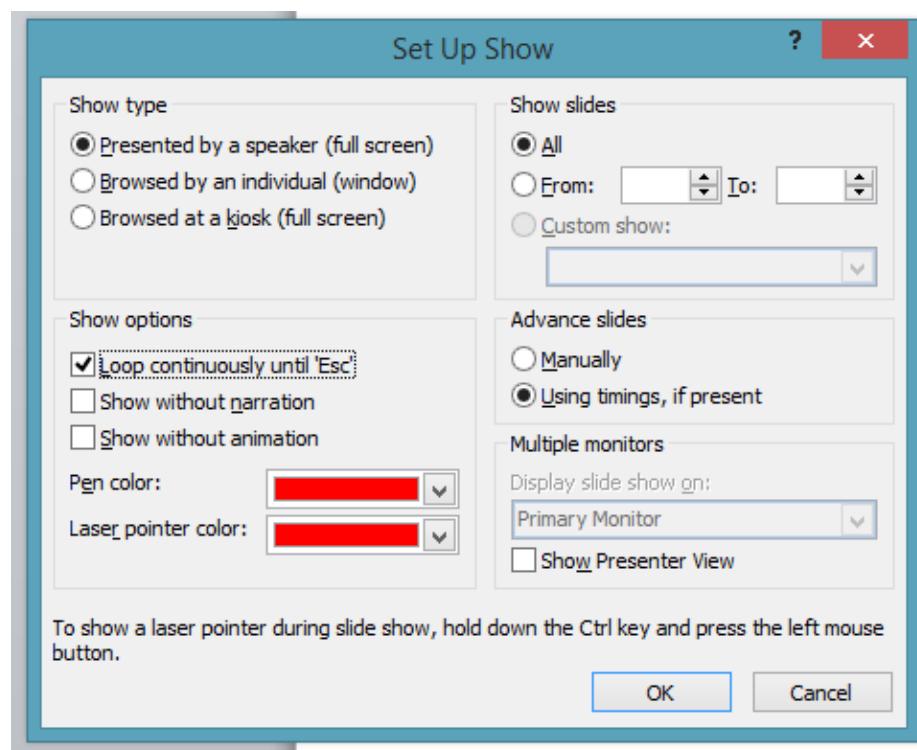
Step 30 – **EVIDENCE 13** – Field screenshot here:

{ DATE \@ "dd/MM/yyyy" }

Step 31 – **EVIDENCE 14** – Selection screenshot here:



Step 39 – **EVIDENCE 15** – Slide show screenshot here:



CANDIDATE
NAME

CENTRE
NUMBER

--	--	--	--	--

CANDIDATE
NUMBER

--	--	--	--



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2017

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.

Do **not** use the internet or email.

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.

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 Summer Schools. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **J217EVIDENCE.RTF**
- Make sure your name, Centre number and candidate number will appear on every page of your Evidence Document.
- Save this as a word processed document in your work area with the filename **J217EVIDENCE** followed by your candidate number, for example, **J217EVIDENCE9999**

You will need your Evidence Document during the examination to enter answers to questions and to place your screenshots in when required.

Task 2 – Document

You are going to edit an information sheet for Tawara Summer Schools. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- 1
 - Using a suitable software package, open the file **J217BROCHURE.RTF**
Do not change the paper size, orientation or margin settings.
 - Save the document in your work area with the file name **TSSLEAFLET**
Make sure it is saved in the format of the software you are using.

EVIDENCE 1

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 header of the file **TSSLEAFLET**:
 - your name, Centre number and candidate number left aligned
 - automated page numbers right aligned.
 - Place in the footer the automated file name and path right aligned.
 - Make sure that:
 - all the alignments match the page margins
 - no other text or placeholders are included in the header and footer area
 - headers and footers are displayed on all pages.

[2]

- 3 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TSS-title	serif	24	centre	bold, all capitals	single	0	11
TSS-subtitle	serif	16	right	italic	single	0	0
TSS-subhead	serif	14	centre	italic, underlined	single	0	11
TSS-body	sans-serif	11	justified	none	single	0	11
TSS-table	sans-serif	11	left	none	single	0	0

EVIDENCE 2

Place in your Evidence Document screenshot(s) to show all the settings for the TSS-subhead style only.

[3]

- 4 • Apply the *TSS-title* style to the title *Tawara Summer Schools* at the start of the document. [1]
- 5 • Below the title, add the subtitle
Produced by: and add your name. [1]
- 6 • Apply the *TSS-subtitle* style to this text. [1]
- 7 • Apply the *TSS-body* style to the rest of the document. [1]
- 8 • Change the page layout so that the subheading *International Community* and all following text is displayed in two columns of equal width with a 1 centimetre space between them. [2]
- 9 • Identify the 8 subheadings in the document and apply the *TSS-subhead* style to each one. [1]
- 10 • Insert a row after *History* in the table and enter the following details into this row:

	<i>TWO WEEKS</i>	<i>ONE WEEK</i>
Literature	£1120	£705

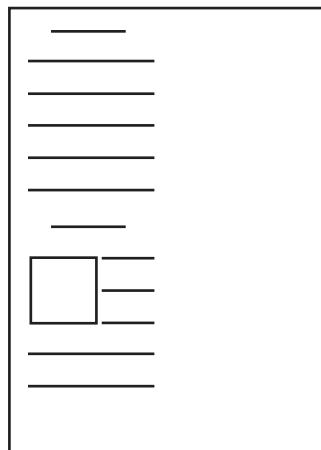
[2]

- 11 • Format the first row of the table to be:
- bold and italic
 - centre aligned over the three columns
 - shaded with a light grey background (20–40%).
- [2]
- 12 • Make sure that:
- the table fits within the column width
 - the *TSS-table* style is applied to rows 2 to 8 of the table
 - all text in column 1 displays on one line
 - all internal and external gridlines are displayed when printed.
- [2]
- 13 • Using the data in the file **J217NATIONALITIES.CSV** create a vertical bar chart to show the number of students from each country for the year 2016.
- [1]
- 14 • Label the chart with the title **Student Nationality**
- [1]
- 15 • Label the category axis with the title **Country**
- Do not display a legend
- [1]
- 16 • Format the value axis scale to display:
- a maximum value of **1200**
 - increments of **300**
- [1]
- 17 • Insert the chart after the paragraph ending ... *students came from in 2016*:
- Make sure that:
 - the chart fits within the column width
 - all data labels are displayed in full.
- [1]
- 18 • Import the image **J217TEST.JPG**
- Place this below the subheading *Language requirements*
- [1]
- 19 • Reflect the image so it looks like this:



[1]

- 20 • Resize the image so that:
- it is 4 centimetres wide
 - the aspect ratio is maintained.
- Align the image to the:
- top of the paragraph starting *All summer school teaching ...*
 - left of the column.
- Make sure the text wraps around the image.
- It may look like this:



[2]

- 21 • Spell check and proofread the document.
- Make sure that:
- the table is 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
 - the image and graph are placed within the column width
 - spacing between all items is consistent.
- Save the document using the same file name and format used in Step 1.
- Print the document.

PRINTOUT 1

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

[1]

[Total: 29]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display a currency symbol and are to two decimal places.

- 22 • Examine the data in the files **J217STUDENTS.CSV** and **J217ROOMS.CSV**
- Using a suitable database package, import the file **J217STUDENTS.CSV**
 - Use these field names and data types:

Field Name	Data Type	Display as
<i>Roll_No</i>	Text	
<i>First_Name</i>	Text	
<i>Last_Name</i>	Text	
<i>Birth_Date</i>	Date/Time	dd/mm/yyyy
<i>Gender</i>	Text	M or F
<i>Acc_Code</i>	Text	
<i>Payment_Type</i>	Text	
<i>Course</i>	Text	
<i>Weeks</i>	Numeric/Integer	
<i>Paid</i>	Boolean/Logical	Yes/No

- Set the *Roll_No* field as the primary key.
- Save the data.

EVIDENCE 3

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

[3]

- 23 • Set criteria which will only allow the letters **M** or **F** to be entered in the *Gender* field.

EVIDENCE 4

Take screenshot evidence showing how you have limited data entry in the Gender field. Insert this screenshot into your Evidence Document.

[1]

- 24 • Add this record:

<i>Roll_No</i>	<i>First_Name</i>	<i>Last_Name</i>	<i>Birth_Date</i>	<i>Gender</i>	<i>Acc_Code</i>	<i>Payment_Type</i>	<i>Course</i>	<i>Weeks</i>	<i>Paid</i>
SS0072	Ella	Leonard	27/02/1968	F	SAC2	Cheque	History of Art	5	Yes

- Check your data entry for errors. Save the data. [1]
- 25 • Import the file **J217ROOMS.CSV** as a new table in your database and set the *Acc_Code* as the primary key.
- Create a relationship between the *Acc_Code* field in the students table and the *Acc_Code* field in the rooms table.

EVIDENCE 5

Take screenshot evidence showing the relationship between the tables. Insert this screenshot into your Evidence Document.

[1]

- 26 • Using fields from the students table, produce a report that:
- selects only those records where the
 - Course* contains the word **Art**
 - Weeks* is **3 or more**
 - Paid* is **Yes**
 - shows only the fields *Roll_No*, *Course*, *Weeks*, *First_Name*, *Last_Name*, *Birth_Date* and *Paid* in this order with data and labels displayed in full
 - sorts the data into descending order of *Weeks* and then ascending order of *Course*
 - has a page orientation of portrait
 - fits on a single page wide
 - calculates the total number of courses in this selection and positions this number under the *Course* column
 - has a label **Total enrolments** to the left of this number
 - includes the report title **Art Summer Schools** at the top of the page
 - has your name, Centre number and candidate number on 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 6

Place in your Evidence Document screenshot(s) showing the formula used to calculate the number of courses.

[9]

- 27 • Using fields from both tables, produce a report that:
- selects only those records where the
 - *Accommodation* is **Molesworth Lodge**
 - *Room_Type* is **Standard** or **En suite**
 - *Paid* is **No**
 - contains a new field called **Room_Cost** which is calculated at run-time and displayed as currency. This field will calculate the *Weeks* multiplied by *Weekly_Cost*
 - shows only the fields *First_Name*, *Last_Name*, *Weekly_Cost*, *Course*, *Weeks*, *Accommodation*, *Room_Type* and *Room_Cost* in this order
 - sorts the *Last_Name* in ascending order
 - has a page orientation of landscape
 - fits on a single page
 - includes the heading **Outstanding Room Fees** at the top of the page
 - does **not** display a page number when printed
 - 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.

[10]

- 28 • Data in the *Gender* field is encoded displaying M for Male and F for Female. In your own words give two reasons for encoding data. Enter your answers in your Evidence Document.

EVIDENCE 7

Type your two reasons in your Evidence Document.

[2]

- 29 • The telephone number of each student will be added in a new field. Identify the most appropriate data type for this field and in your own words give a reason for your choice. Enter your answers in your Evidence Document.

EVIDENCE 8

Type your answers in your Evidence Document.

[2]

- 30 • A form has been created to enter data into the students table.
 • Evaluate in your own words the **Gender** and **Payment_Type** fields on this form.

New Student Form

Roll_No:	<input type="text"/>	Birth_Date:	<input type="text"/>
First_Name:	<input type="text"/>	Gender:	<input type="radio"/> M <input type="radio"/> F <input checked="" type="radio"/>
Last_Name:	<input type="text"/>	Weeks:	<input type="text"/>
Acc_Code:	<input type="text"/>	Paid:	<input type="text"/>
Course:	<input type="text"/>	Payment_Type:	<input type="text"/>
Clear Form		Back to Menu	Submit

EVIDENCE 9

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

[4]

[Total: 33]

Task 4 – Mail Merge Letter

You are required to carry out a mail merge to produce letters for students who have been accepted on a course of study at Tawara Summer Schools.

- 31 • Use the file **J217ACCEPTLET.RTF** as the master document for the mail merge and the file **J217CLASSLIST.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/yy
 - insert relevant merge fields from the data source file to replace the text in chevrons i.e. *<field>*
 - replace the text *Candidate Name* with your name
 - include your Centre number and candidate number in the footer of the document.
 - Spell check and proofread the document.
 - Save the master document.
 - Display the field codes.

EVIDENCE 10

Place in your Evidence Document a screenshot showing the code for the format of the date field.

PRINTOUT 4

Print your master document with the merge fields displayed. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[7]

- 32 • Merge the letters selecting only those students who have been accepted on the course **Medieval Studies** with a duration of **3 weeks**.

EVIDENCE 11

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

[1]

- 33 • Print only the merged letters for the selected students.

PRINTOUT 5

Print the result of the merge. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your letters.

- Save and close the documents.

[1]

[Total: 9]

Task 5 – Presentation

You are required to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, each slide must display a title and bulleted list.

- 34 • Create a presentation of 6 slides using the file **J217LODGINGS.RTF** [1]

- 35 • Display the following features on all slides:

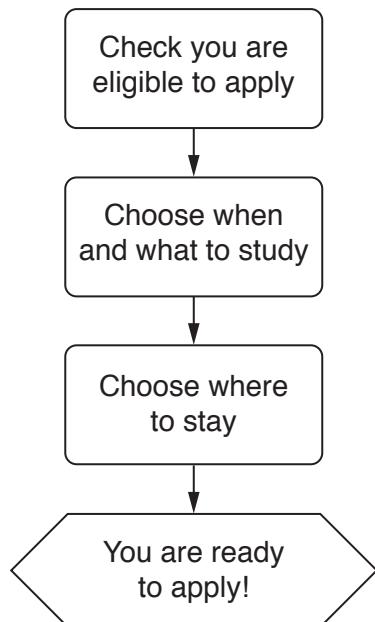
- the company logo **J217LOGO.JPG** positioned in the top right corner, appropriately sized with aspect ratio maintained
 - your name, Centre number and candidate number in the bottom left corner
 - automatic slide numbers in the top left corner
- [2]

- 36 • Change the layout of slide 1 to a Title Slide layout so it contains a title and subtitle centred in the middle of the slide.

- Insert your name after the text

Guide produced by: [1]

- 37 • On slide 2 with the title *Application Process*, draw the following diagram:



[3]

- 38 • On the slide with the title *Room Types* demote the bulleted items under each room type so it looks like this:

<i>Room Types</i>
<ul style="list-style-type: none"> • En suite <ul style="list-style-type: none"> – <i>single bed</i> – <i>separate bath/shower room</i> – <i>includes breakfast and evening meals</i> • Standard <ul style="list-style-type: none"> – <i>single bed</i> – <i>washbasin</i> – <i>includes breakfast and evening meals</i> • Room only <ul style="list-style-type: none"> – <i>single bed</i> – <i>washbasin</i> – <i>no meals or self-catering facilities</i>

[1]

- 39 • Save the presentation.
• Print the presentation as a handout with 6 slides to the page.

PRINTOUT 6

Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

- Print only the slide with the title *Application Process* as a full page slide. Make sure this slide fills the page.

PRINTOUT 7

Print this slide. Make sure your **name**, **Centre number** and **candidate number** are on this slide.

[1]

[Total: 9]

Task 5 – Printing the Evidence Document

- 40 • You now need to 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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Step 1 - EVIDENCE 1 - File saved showing the file type here:

Name	Date modified	Type	Size
J217ACCEPTLET	02/01/2018 12:20	Rich Text Format	43 KB
J217BROCHURE	02/01/2018 12:20	Rich Text Format	80 KB
J217CLASSLIST	02/01/2018 12:20	Microsoft Excel Comma Separated Values File	2 KB
J217EVIDENCE	02/01/2018 12:20	Rich Text Format	43 KB
J217EVIDENCE1234	02/01/2018 12:53	Microsoft Word Document	18 KB
J217LODGINGS	02/01/2018 12:20	Rich Text Format	52 KB
J217LOGO	02/01/2018 12:20	JPEG image	27 KB
J217NATIONALITIES	02/01/2018 12:20	Microsoft Excel Comma Separated Values File	1 KB
J217ROOMS	02/01/2018 12:20	Microsoft Excel Comma Separated Values File	1 KB
J217STUDENTS	02/01/2018 12:20	Microsoft Excel Comma Separated Values File	23 KB
J217TEST	02/01/2018 12:20	JPEG image	48 KB
TSSLEAFLET	02/01/2018 12:55	Microsoft Word Document	24 KB
~\$SLEAFLET	02/01/2018 12:55	Microsoft Word Document	1 KB

Step 3 - EVIDENCE 2 - TSS-subhead style definitions here:

The image shows two overlapping Microsoft Word dialog boxes. The left dialog is titled 'Modify Style' and the right one is titled 'Paragraph'. Both dialogs are for defining the 'TSS-subhead' style.

Modify Style Dialog (Left):

- Properties:**
 - Name: TSS-subhead
 - Style type: Paragraph
 - Style based on: TSS-subtitle
 - Style for following paragraph: TSS-subhead
- Formatting:**
 - Font: Times New Roman, 14 pt.
 - Style: Underline (U)
 - Text Alignment: Centered
- Preview:** Shows a sample text 'Tawara Summer Schools' in the specified style.
- Buttons:** Format dropdown, OK, Cancel.

Paragraph Dialog (Right):

- General:**
 - Alignment: Centered
 - Outline level: Body Text
- Indentation:**
 - Left: 0 cm
 - Right: 0 cm
 - Mirror indents: Unchecked
- Spacing:**
 - Before: 0 pt
 - After: 11 pt
 - Line spacing: Single
 - Don't add space between paragraphs of the same style: Checked
- Preview:** Shows a sample text 'Tawara Summer Schools' in the specified style.
- Buttons:** Tabs..., Set As Default, OK, Cancel.

Yasar Ahmad

5678

1234

Step 22 - **EVIDENCE 3** - Database field structure screenshot here:

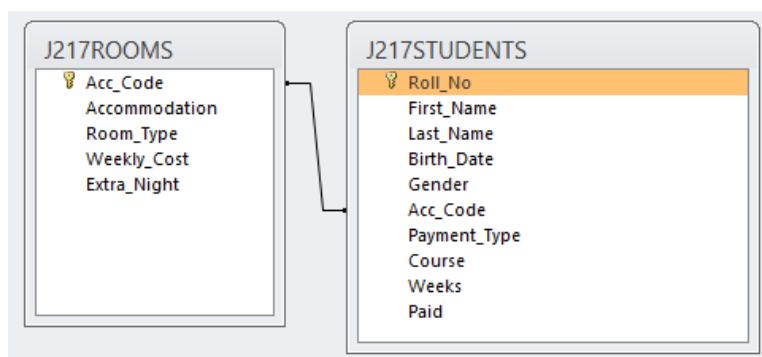
Field Name	Data Type
Roll_No	Text
First_Name	Text
Last_Name	Text
Birth_Date	Date/Time
Gender	Text
Acc_Code	Text
Payment_Type	Text
Course	Text
Weeks	Number
Paid	Yes/No

Step 23 – **EVIDENCE 4** – Criteria to limit data entry screenshot here:

Birth_Date	Date/Time
Gender	Text
Acc_Code	Text
Payment_Type	Text
Course	Text
Weeks	Number
Paid	Yes/No

General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"M" Or "F"
Validation Text	

Step 25 - **EVIDENCE 5** - Relationship between the two tables screenshot here



Step 26 - **EVIDENCE 6** - Calculated control formula screenshot here



Step 28 - **EVIDENCE 7** – Give two reasons:

- File size smaller/saves memory/storage space
- Data entry faster
- Reduces data entry errors

Step 29 – **EVIDENCE 8** – Data type and reason for choice:

- Alphanumeric/Text
- May contain additional character(s) such as oblique/dash/space/brackets/plus symbol

Step 30 – **EVIDENCE 9** – Evaluation of fields here:

Gender

- Remove additional radio button
- Change of control type e.g. drop down list

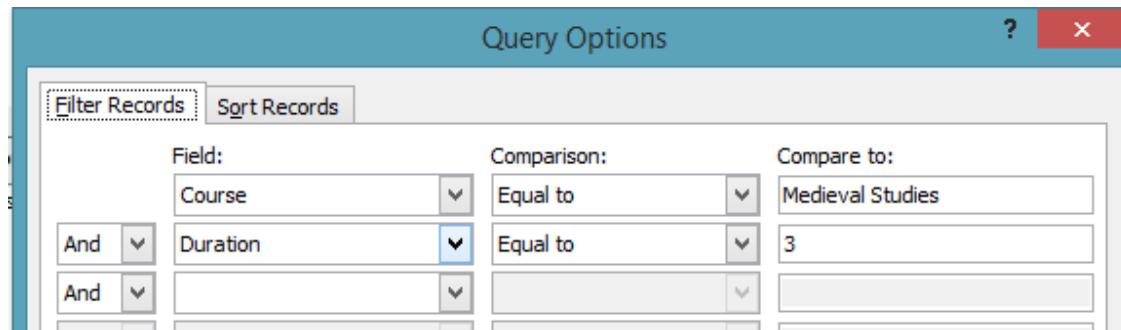
Payment_Type

- Dimensions of control too long for data/position of field
- No drop down list/selection process

Step 31- **EVIDENCE 10** - Date field screenshot here:

{ DATE \@ "dd/MM/yy" }

Step 32 - **EVIDENCE 11** – Mail merge selection method screenshot here:



CANDIDATE
NAME

CENTRE
NUMBER

--	--	--	--	--

CANDIDATE
NUMBER

--	--	--	--



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2017

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.

Do **not** use the internet or email.

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.

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 **11** printed pages and **1** blank page.

You work for Tawara University and are going to carry out some clerical tasks.

Task 1 – Evidence Document

- Open the file **J227EVIDENCE.RTF**
- Make sure your name, Centre number and candidate number will appear on every page of your Evidence Document.
- Save this as a word processed document in your work area with the filename **J227EVIDENCE** followed by your candidate number, for example, **J227EVIDENCE9999**

You will need your Evidence Document during the examination to enter answers to questions and to place your screenshots in when required.

Task 2 – Document

You are going to edit a guide for new undergraduates at Tawara University. The university uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- 1 • Using a suitable software package, open the file **J227NEWUG.RTF**
• Set the page orientation to landscape. Do not change the paper size or margin settings. [1]
- 2 • Save the document in your work area with the file name **UGGUIDE**
Make sure it is saved in the format of the software you are using.

EVIDENCE 1

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

[1]

- 3 • Place in the header of the file *UGGUIDE*:
 - automated page numbers left aligned
 - automated file name and path right aligned.
 - Place in the footer your name, Centre number and candidate number left aligned.
 - Make sure that:
 - all the alignments match the page margins
 - no other text or placeholders are included in the header and footer area
 - headers and footers are displayed on all pages.
- [2]

- 4 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
UG-title	sans-serif	24	right	underline	single	0	12
UG-subtitle	sans-serif	16	centre	italic	single	0	0
UG-subhead	sans-serif	14	centre	bold, italic	single	0	12
UG-body	serif	12	justified	none	single	0	12
UG-bullet	serif	12	1 cm left indent with hanging paragraphs	square shaped bullet e.g. ■	single	0	0

EVIDENCE 2

Place in your Evidence Document screenshot(s) to show all the settings for the UG-bullet style only.

[3]

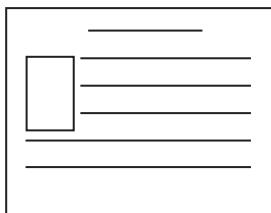
- 5 • Apply the *UG-title* style to the title *Undergraduate Guide For New Students* at the start of the document. [1]
- 6 • Below the title, add the subtitle
Edited by: and add your name. [1]
- 7 • Apply the *UG-subtitle* style to this text. [1]
- 8 • Apply the *UG-body* style to the rest of the document. [1]
- 9 • Change the page layout so that the subheading *International Community* and all following text are displayed in three columns of equal width with a 1.5 centimetre space between them. [2]
- 10 • Apply the *UG-bullet* style to the text:
attend welcome and ...
to
... *around the university campus.* [1]
- 11 • Identify the 8 subheadings in the document and apply the *UG-subhead* style to each one. [1]

- 12 • Using the data in the file **J227DOM.CSV** create a pie chart to show the total students enrolled by region. [1]
- 13 • Label the chart with the title **Students By Domicile** [1]
- 14 • Display a legend.
• Display on each sector only the percentage values. [1]
- 15 • Insert the chart immediately after the paragraph ending ... *students studying with us*.
• Make sure that:
◦ the chart fits within the column width
◦ all data is displayed in full. [1]
- 16 • Format the paragraph that starts *We are proud that 80* ... to display an external **3 to 4 point black** border. [1]
- 17 • Apply light grey shading (10–25%) to fill this area so it looks like this:
- We are proud that 80 per cent of our graduates leave the university with a 1st or 2:1 award in their degree. This is testament to the quality of teaching here. Teaching styles in university are different to other educational environments. The teaching environment will vary in different degree programmes but is likely to include lectures, seminars, tutorials, practical sessions and electronic learning.
- [1]
- 18 • Move the paragraph which starts *We have extensive* ... so it is positioned immediately below the subheading *Computing Services* [1]
- 19 • Import the image **J227LEISURE.JPG** and place this below the subheading *Leisure Activities* [1]
- 20 • Reflect the image so the skater faces the left, like this:



[1]

- 21 • Resize the image so that:
- it is 2 centimetres wide
 - the aspect ratio is maintained.
- Align the image to the:
- top of the paragraph starting *We provide plenty ...*
 - left of the column.
- Make sure the text wraps round the image.
- It may look like this:



[2]

- 22 • Spell check and proofread the document.
- Make sure that:
- the list is 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
 - the image and graph are placed within the column width
 - 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 document.

[2]

- 23 The university are going to create an online facility to enable communication on a range of issues. They need to decide between using a blog and a forum.
- Evaluate in your own words the differences between a blog and a forum. Recommend what you consider to be the most appropriate option for use by the university and explain your reasons.

EVIDENCE 3

Type your evaluation and recommendation, with reasons, in your Evidence Document using no more than 100 words.

[4]

[Total: 32]

Task 3 – Database

You are now going to prepare some reports for the university.

- 24 • Examine the data in the files **J227DEGREE.CSV** and **J227FACULTY.CSV**
- Using a suitable database package, import the file **J227DEGREE.CSV**
 - Use these field names and data types:

Field Name	Data Type	Display as:
<i>Faculty_Code</i>	Text	
<i>Qual_Code</i>	Text	
<i>Subject</i>	Text	
<i>Advisor</i>	Text	
<i>Course_Code</i>	Text	
<i>Length</i>	Numeric/Integer	
<i>Male</i>	Numeric/Integer	
<i>Female</i>	Numeric/Integer	
<i>Full_Time</i>	Boolean/Logical	checkbox

- Set the *Course_Code* field as the primary key.
- Save the data.

EVIDENCE 4

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

[3]

- 25 • Restrict the data entry in the *Length* field to accept only numbers of **6 or less**.

EVIDENCE 5

Take screenshot evidence showing how you have limited data entry in the Length field. Insert this screenshot into your Evidence Document.

[1]

- 26 • Add this record:

<i>Faculty_Code</i>	<i>Qual_Code</i>	<i>Subject</i>	<i>Advisor</i>	<i>Course_Code</i>	<i>Length</i>	<i>Male</i>	<i>Female</i>	<i>Full_Time</i>
AES	BS	Food Science	CTY	AG137BS	5	2	5	<input checked="" type="checkbox"/>

- Check your data entry for errors. Save the data. [1]
- 27 • Import the file **J227FACULTY.CSV** as a new table in your database and set the *Faculty_Code* field as the primary key.
- Create a relationship between the *Faculty_Code* field in the faculty table and the *Faculty_Code* field in the degree table.

EVIDENCE 6

Take screenshot evidence showing the relationship between the tables. Insert this screenshot into your Evidence Document

[1]

- 28 • Using fields from both tables, produce a report which:
- selects only those records where the
 - Qual_Code* is **PHD**
 - Length* is **4 or more**
 - shows only the fields *Subject*, *Length*, *Head_of_Faculty* and *Campus* in this order with data and labels displayed in full
 - sorts the *Length* in descending order then ascending order of *Subject*
 - has a page orientation of portrait
 - fits on a single page
 - includes the heading **Extended Doctoral Options** at the top of the page
 - calculates the total number of subjects in this selection and positions this below the *Subject* column
 - has a label to the left of this number **Total subjects**
 - has your name, Centre number and candidate number on 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 7

Place in your Evidence Document screenshot(s) showing the formula used to calculate the number of subjects.

[9]

29 • Using fields from both tables produce a report which:

- contains a new field called **Total_Enrolled** which is calculated at run-time and displayed as integer. This field will calculate the total number of students enrolled by adding *Male* plus *Female*.
 - selects only those records where the
 - *Subject* contains the word **Science**
 - *Qual_Code* is **BS** or **BA**
 - *Full_Time* is **Yes**
 - shows only the fields *Course_Code*, *Qual_Code*, *Subject*, *Faculty*, *Male*, *Female*, *Full_Time* and *Total_Enrolled* in this order with data and labels displayed in full
 - sorts the data into ascending order of *Qual_Code*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the report title **Selected Tawara Degrees** at the top of the page
 - has your name, Centre number and candidate number at the top right of the report
 - does **not** display a page number when printed.
- Save and print your report.

PRINTOUT 3

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

[9]

[Total: 24]

Task 4 – Mail merge Letter

You are required to carry out a mail merge to produce a checklist for new students which will include details of their library induction appointment.

- 30 • Use the file **J227CHECKLIST.RTF** as the master document for the mail merge and the file **J227NEWSTU.CSV** as the data source file.
- In the master document:
 - in the header replace *<Date>* with a field to display today's date in the format dd MMMM yyyy
 - insert relevant merge fields from the data source file to replace the text in chevrons i.e. *<field>*. There should be 12 merge fields in the document
 - include your name, Centre number and candidate number in the footer of the document.
 - Spell check and proofread the document.
 - Save the master document.
 - Display the field codes.

EVIDENCE 8

Place in your Evidence Document a screenshot showing the code for the format of the date field.

PRINTOUT 4

Print your master document with the merge fields displayed. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[7]

- 31 • Merge the checklists selecting only those applicants who start university on or after 11/09/2017.

EVIDENCE 9

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

[1]

- 32 • Print only the merged checklists for the selected students.

PRINTOUT 5

Print the result of the merge. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

- Save and close the documents.

[1]

[Total: 9]

Task 5 – Presentation

You are required to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, each slide must display a title and bulleted list.

- 33 • Create a presentation of 7 slides using the file **J227RESEARCH.RTF** [1]

- 34 • Display the following features on all slides:
- the company logo **J227LOGO.JPG** positioned in the top left corner, appropriately sized with aspect ratio maintained
 - your name, Centre number and candidate number in the bottom right corner
 - automatic slide numbers in the top right corner.
- [2]

- 35 • Change the layout of slide 1 to an appropriate layout for a title and subtitle.
• Insert your name after the text

Presented by: [1]

- 36 • Delete the slide with the title *Characteristics of the Internet* [1]

- 37 • Change the layout of the slide with the title *Web search tools* to a title and table.
• Create a table that contains **3** columns and **9** rows.
• Format the table with all gridlines displayed and no cell shading, like this

- Copy the data from the file **J227TOOLS.CSV** and place this in the table. Make sure the data in each row is displayed on one line. [2]

- 38 • Insert a new row above the first row of the table and enter the heading
Types of search engine available [1]

- 39 • Merge the cells in the first row and centre align the heading. [1]
- 40 • Format rows 1 and 2 of the table to be bold with a **24** point size font. [1]
- 41 The slide with the title *Why internet information may not be reliable* is incomplete.
 - Identify in your own words two reasons why information found on the internet may not be reliable and enter your answers as separate bullets on this slide. [2]
- 42 The slide with the title *How to evaluate website content* is incomplete.
 - Give two methods in your own words of checking the reliability of information found on the internet and enter your answers as separate bullets on this slide. [2]
- 43 • Save the presentation.
- Print the presentation as a handout with 6 slides to the page.

PRINTOUT 6

Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

- Print only the slides with the titles *Why internet information may not be reliable* and *How to evaluate website content* as full page slides. Make sure each slide fills the full page.

PRINTOUT 7

Print these slides. Make sure your **name**, **Centre number** and **candidate number** are on these slides.

[1]

[Total: 15]

Task 6 – Printing the Evidence Document

- 44 • You now need to 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.

BLANK PAGE

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Step 2 - EVIDENCE 1 - File saved showing the file type here:

Documents > Jun 22 Paper 2 > Exam Files

Name	Date modified	Type
UGGUIDE	10/04/2018 08:21	Microsoft Word Document
JX3PRES.RTF	25/02/2014 14:06	Rich Text Format
JX3CAPACITY	25/02/2014 14:06	Microsoft Excel Comma Separated
NOTTOOLS	24/02/2015 10:20	

Step 4 - EVIDENCE 2 – Style definition here:

The image shows two overlapping Microsoft Word dialog boxes. The left dialog is titled 'Create New Style from Formatting' and contains fields for 'Name' (UG-bullet), 'Style type' (Paragraph), 'Style based on' (UG-body), and 'Style for following paragraph' (UG-bullet). It also includes a 'Formatting' toolbar with font (Times New Roman), size (12), bold, italic, underline, and alignment options. A preview window shows a bulleted list: 'Undergraduate Guide For New Students'. Below the preview are 'Indent' and 'Spacing' settings, and checkboxes for adding to Quick Style list or document template.

The right dialog is titled 'Paragraph' and includes tabs for 'Indents and Spacing' and 'Line and Page Breaks'. Under 'General', 'Alignment' is set to 'Justified' and 'Outline level' to 'Body Text'. Under 'Indentation', 'Left' is 1 cm and 'Special' is Hanging at 0.63 cm. Under 'Spacing', 'Before' and 'After' are both 0 pt, and 'Line spacing' is Single. A checkbox for 'Don't add space between paragraphs of the same style' is checked. A preview window shows the formatted text again. Buttons for 'OK', 'Cancel', 'Tabs...', 'Set As Default', and another 'OK' button are visible at the bottom.

Step 23 - EVIDENCE 3 – Evaluation and recommendation here:

Blog – one person/organisation disseminating information, postings can be longer/more detailed

Blog is a personal internet journal/diary - writer will type in observations on some topic

Forum: - a group sharing thoughts, discussions

Comments could be moderated on a Forum to ensure content is appropriate for the university. Blogs are normally unmoderated.

Step 24 – **EVIDENCE 4** – Database field structure screenshot here:

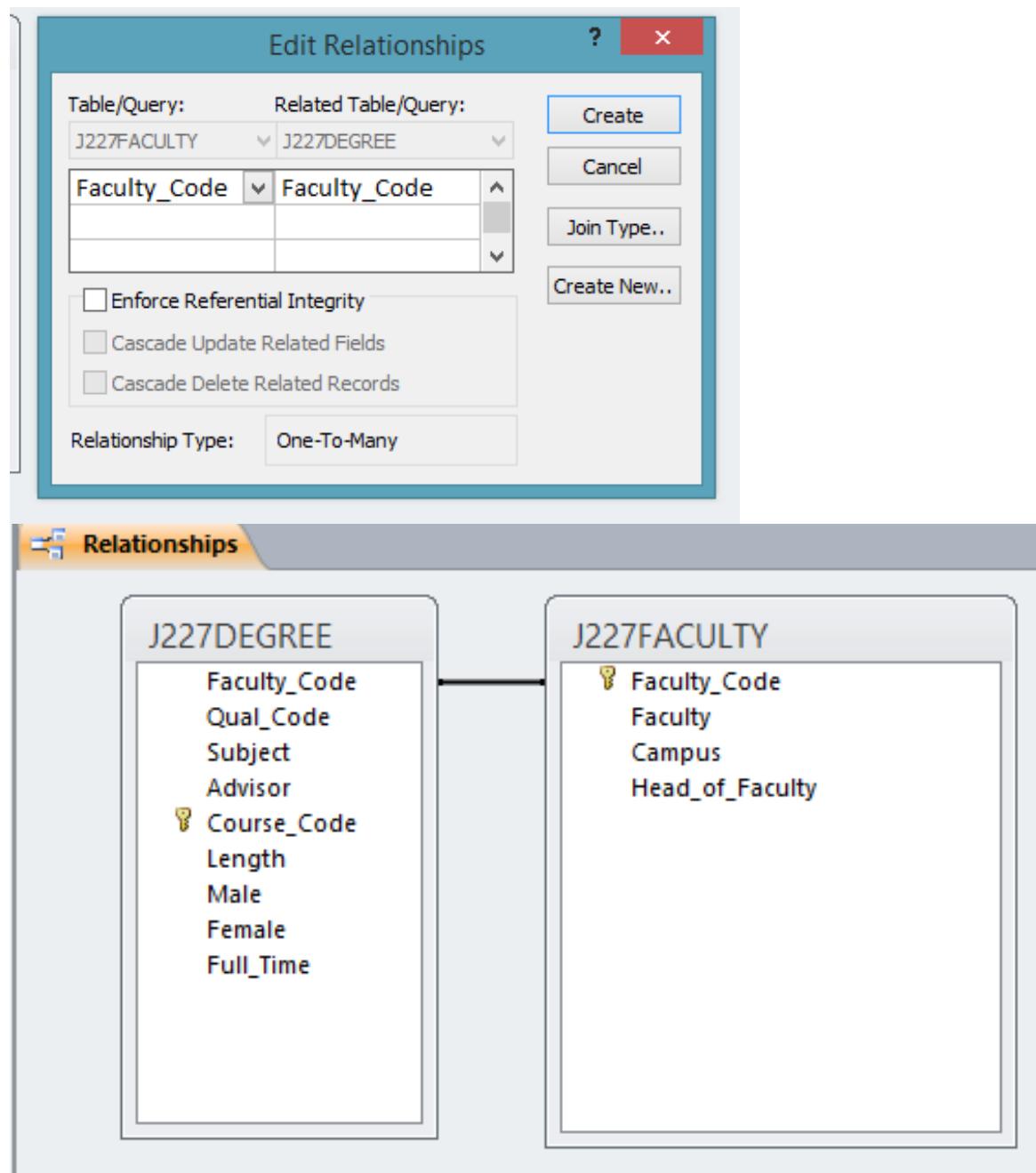
J227DEGREE	
Field Name	Data Type
Faculty_Code	Text
Qual_Code	Text
Subject	Text
Advisor	Text
Course_Code	Text
Length	Number
Male	Number
Female	Number
Full_Time	Yes/No

Step 25 - **EVIDENCE 5** – Restriction screenshot here:

Course_Code	Text
Length	Number
Male	Number
Female	Number
Full_Time	Yes/No

General	Lookup
Field Size	Long Integer
Format	
Decimal Places	Auto
Input Mask	
Caption	
Default Value	
Validation Rule	<=6
Validation Text	You can only enter a number which is equal to or less than 6
Required	No

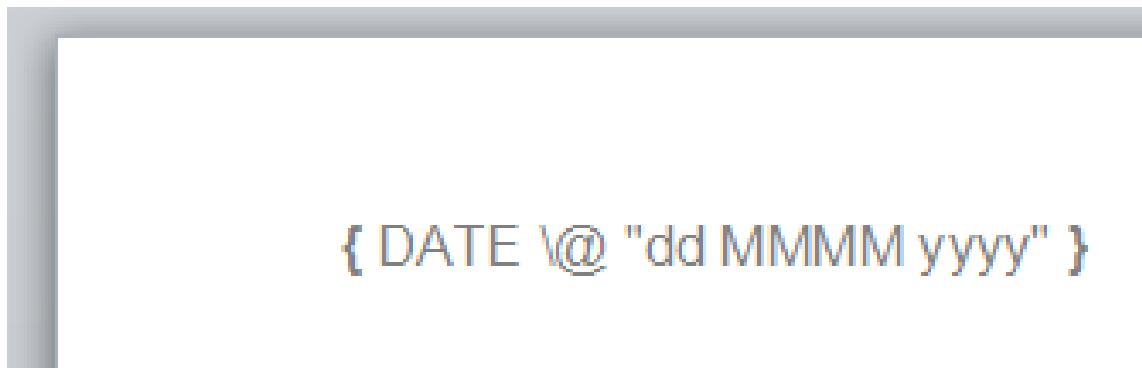
Step 27 - **EVIDENCE 6** – Relationship screenshot here



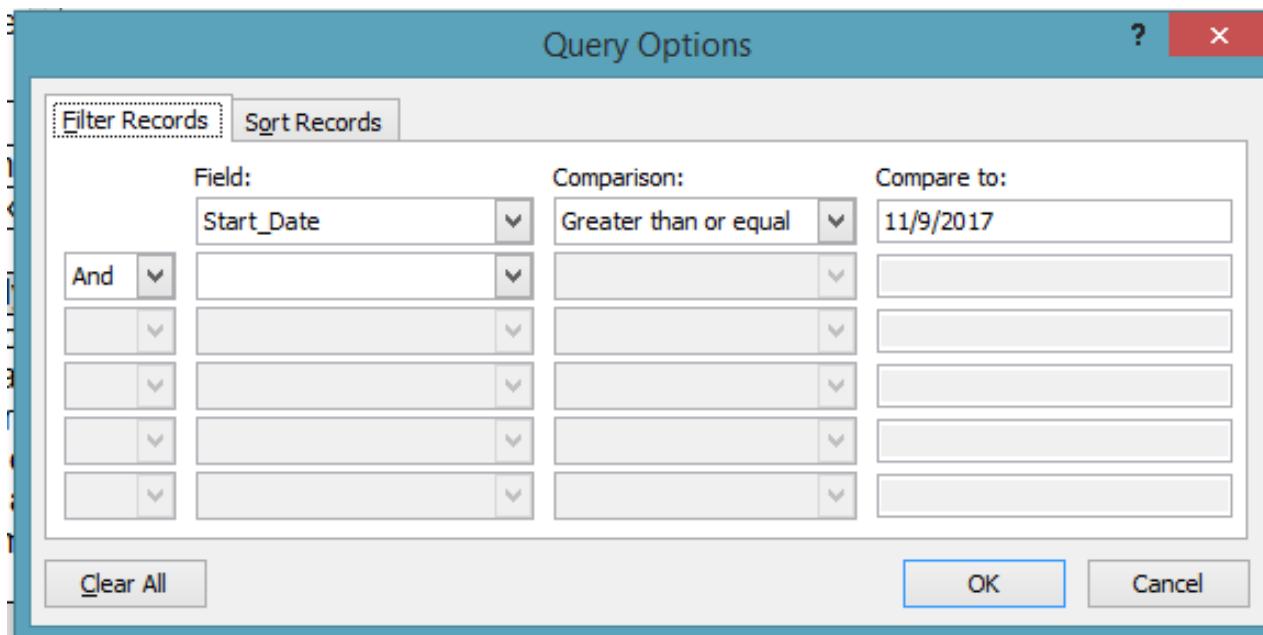
Step 28 - **EVIDENCE 7** – Calculated control formula screenshot here

Report Footer			
Total subjects		=Count(*)	

Step 30 – **EVIDENCE 8** – Date field screenshot here:



Step 31 – **EVIDENCE 9** – Mail merge selection method screenshot here:



CANDIDATE
NAME

CENTRE
NUMBER

--	--	--	--	--

CANDIDATE
NUMBER

--	--	--	--



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Data Manipulation and Presentations

February/March 2018

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.

Do not use the internet or email.

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.

Any businesses described in this paper are entirely fictitious.

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.

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

This document consists of 11 printed pages and 1 blank page.

You work for Tawara University which is relocating to a new site. You are going to perform some tasks for this organisation.

Task 1 – Evidence Document

- Open the file **1803EVIDENCE.rtf**
- Make sure that your name, Centre number and candidate number will appear on every page of your Evidence Document by placing these details in the header of the document.
- Save your Evidence Document in your work area as **EVIDENCE** followed by your candidate number, for example, **EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit an information brief about the development of the new university buildings project.

- 1 • Using a suitable software package, load the file **1803NEWS.rtf**
 - Set the page size to A4.
 - Set the page orientation to portrait.[1]
- 2 • Set all margins to **2** centimetres.

EVIDENCE 1

Place screenshot evidence of page size, orientation and margin settings in your Evidence Document.

[1]

- 3 • Save the document in your work area with a new file name.
Make sure it is saved in the format of the software you are using.

EVIDENCE 2

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

[1]

- 4 • Place in the header:
 - your name, Centre number and candidate number left aligned
 - automated page numbers right aligned.
- Place in the footer the automated file name with the file path, right aligned.
Make sure that:
 - no other text or placeholders are included in the header and footer areas
 - all the alignments match the page margins
 - headers and footers are displayed on all pages.[2]

- 5 • Create and store the following styles, basing each on the default paragraph style:

House Style Specification Sheet							
	Font style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TU-Title	sans-serif	36	centre	underline	single	0	0
TU-Subtitle	sans-serif	18	right	italic	single	0	0
TU-Subheading	serif	14	left	bold	single	0	14
TU-Body	serif	12	justified	none	single	0	12
TU-Bullet	serif	12	left	square bullet	single	0	0
TU-Table	serif	12	left	none	single	0	0

EVIDENCE 3

Place in your Evidence Document screenshot(s) to show that the style settings have been defined for the *TU-Body* paragraph style only.

[2]

- 6 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence that these styles have been created, named and saved.

EVIDENCE 4

Take screenshot(s) to show the style names have been created and saved. Place this in your Evidence Document.

[1]

- 7 • Insert a blank line at the start of the document and enter the title:

New Campus News

- Apply the *TU-Title* style to this text.

[2]

- 8 • Below the title, add the subtitle:

Produced by: and add your name

- Apply the *TU-Subtitle* style to this text.

[2]

- 9 • Insert a blank line before the text *We are now beginning ...* and enter the subheading:

Good News!

[1]

- 10 • Change the page layout so that the subheading *Good News!* and all following text is displayed in **two** equally spaced columns with **2** centimetre spacing between them.

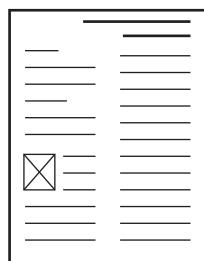
- Apply the *TU-Body* style to this text.

[2]

- 11 • Identify the **5** subheadings in the document and apply the *TU-Subheading* style to each one. [1]

- 12 • Import the image **1803BUILDING.jpg**
- Place this image:
 - on the first page
 - in the paragraph which starts *The new development is ...*
 - aligned with the top of the paragraph
 - aligned to the left margin.

- Resize the image to fill half the column space and maintain the aspect ratio.
- Make sure the text wraps round the image.
- It may look like this:



[4]

- 13 • Insert a new paragraph after the text ... *adhere to a safe internet usage agreement* and enter the text:

The rules of the safe internet usage are:

[1]

- 14 • Under this text, on separate lines, in your own words, enter four rules for using the internet safely. [4]

- 15 • Apply the *TU-Bullet* style to these four rules. [1]

- 16 • Import the table **1803HOD.rtf** and place it at the end of the document after the text: *The heads of department who are:*

- Format the table so that:
 - the *TU-Table* style is applied
 - it fits within the column width
 - no text is split when wrapped within a cell
 - **only** the first two columns in the first row are merged
 - the text *Name* is centred in the merged cells
 - text in all rows is centre aligned vertically
 - all borders or gridlines are visible when printed.

[5]

- 17 • Spell check and proofread the document.
- Make sure that:
- lists and tables 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. [1]
- Save the document using the same file name and format used in Step 3.
- Print the document.

PRINTOUT 1

Make sure that your **name**, **Centre number** and **candidate number** appear on your document.

[Total: 32]

Task 3 – Database

You are now going to prepare some reports using related tables in a database. Make sure all currency values display the same currency symbol and are set to two decimal places.

- 18 • Import the file **1803STAFF.csv** using a suitable database package.

Use these field names and data types:

Field Name	Data Type	Description
<i>Staff_ID</i>	Text	This is a unique identification for each employee
<i>Family_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Job_Role_Code</i>	Text	
<i>Department_Code</i>	Text	
<i>Years_Service</i>	Numeric	
<i>Telephone</i>	Text	

- Set the *Staff_ID* field as a primary key. [3]

- 19 • Import the file **1803JOBS.csv** as a new table with all fields set as appropriate data types into your database.
 • Set the *Job_Code* field as a primary key. [2]

- 20 • Import the file **1803DEPARTMENTS.csv** as a new table with all fields set as appropriate data types into your database.
 • Set the *Dept_Code* field as a primary key. [2]

EVIDENCE 5

Place in your Evidence Document screenshots showing the field names and data types used in the three tables.

- 21 • Create one-to-many relationships as links between the:
 ○ *Job_Code* field in the jobs table and the *Job_Role_Code* field in the staff table
 ○ *Dept_Code* field in the departments table and the *Department_Code* field in the staff table.

EVIDENCE 6

Place in your Evidence Document screenshot(s) showing the relationships between the three tables.

[2]

- 22 • Create a data entry form using all the fields in the staff table. [1]
- 23 • Add the following record to the staff table using your form:

<i>Staff_ID</i>	<i>Family_Name</i>	<i>First_Name</i>	<i>Job_Role_Code</i>	<i>Department_Code</i>	<i>Years_Service</i>	<i>Telephone</i>
TU221	Kapoor	Shashi	PG	CH	1	5618

- Check your data entry for errors.

EVIDENCE 7

Place in your Evidence Document a screenshot showing this data in your form.

[1]

A pay increase is made for each year of service. You will calculate the current salary of each member of staff based on their years of service.

- 24 • Using fields from all tables produce a report which:
- contains a new field called **Current_Salary**. It is the *Base_Pay* for their job plus an increase of 400.00 for each year of service
 - displays the contents of this field as currency
 - shows only the records where the *Faculty* is **Engineering** but excludes staff with a *Job_Description* of Post graduate research
 - shows only the fields *Staff_ID*, *First_Name*, *Family_Name*, *Job_Description*, *Department*, *Faculty*, *Base_Pay*, *Years_Service* and *Current_Salary* in this order. Make sure all labels and data are fully visible
 - sorts the data into ascending order of years of service
 - has a page orientation of landscape and fits on a single page wide
 - calculates the average years of service for this *Faculty* and places it at the bottom of the report below the *Years_Service* column, formatted as an integer
 - has a label **Average time with the faculty** to the left of this number
 - includes the heading **Tawara University Faculty of Engineering** at the top of the page
 - has your name, Centre number and candidate number on each page 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.

[11]

You are going to prepare a departmental telephone directory.

- 25 • Produce a new report from all the data which:
- includes a new field calculated at run-time with the title **External_Phone**
 - displays the full external telephone number of the member of staff by prefixing the internal four digit telephone number with **+77536**, for example, if the internal telephone number was 9999, this number should display as +775369999
 - only includes staff who work in the biology or chemistry departments
 - shows only the fields *First_Name*, *Family_Name*, *Job_Description*, *Department*, *Telephone* and *External_Phone* in this order
 - is sorted by *Department* in ascending order, then by *Family_Name* in ascending order and by *First_Name* in ascending order
 - is displayed on a single page in portrait orientation with all data fully visible
 - includes the title:
Departmental telephone directory
 - includes your name, Centre number and candidate number on the report.
- Save and print this report.

PRINTOUT 3

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

[8]

[Total: 30]

Task 4 – Mail merge

A memo will be sent to the new post graduate researchers.

- 26 • Create a mail merge memo using **1803MEMO.rtf** as the master document and **1803MAILMERGE.csv** as the data source.
- In the master document:
 - replace <Your personal details> with your name, Centre number and candidate number
 - replace <Today's Date> with a field to display today's date in the format dd MMMM yyyy
 - maintain the existing spacing and punctuation, and replace the chevrons and text with the appropriate merge fields from the data source.
 - Proofread and spell check the memo.

EVIDENCE 8

Display the merge field codes and date field code, then take screenshot evidence. Place the screenshot(s) into your Evidence Document.

[4]

- 27 • Memos are required for only those where year of service is one.
- Merge and print the letters to these members of staff only.

PRINTOUT 4

Make sure that your **name**, **Centre number** and **candidate number** are displayed on your merged letters.

[1]

EVIDENCE 9

Provide screenshot evidence of your data source and selection of recipients for the memo. Place this screenshot evidence into your Evidence Document.

[1]

- 28 • Mail merge can also be used for generating personalised letters.
- Discuss the advantages and disadvantages of using mail merge to generate personalised letters to offer university places to 6,000 students.

EVIDENCE 10

Type your answer in your own words into your Evidence Document using no more than 100 words.

[4]

[Total: 10]

Task 5 – Presentation

You are going to create a short presentation about new building developments at Tawara University.

The presentation should be based on a master slide that you will design.

You must make sure that:

- there is consistent layout for the slides
- the first slide is a title slide
- no objects overlap.

- 29** • Create a presentation of 5 slides using the file **1803PRESENTATION.rtf**
- Format slide 1 so that:
 - a title slide layout is applied
 - the title and subtitle are placed in the centre of the slide
 - your name appears after the text *Presentation by*:
- [2]
- 30** • Use a single master slide to display at least four of the following features on all slides:
- These may include text, lines, logo, image(s), slide numbers, colours or a template, and may have animations or transitions.
 - Your name, Centre number and candidate number must also be on the same master slide.
- [2]
- 31** • On the slide *The Building Programme*, create a table with 5 rows and 5 columns.
- Place the contents of the file **1803TABLE.rtf** into this table.
- [2]
- 32** • Insert a new row at the top of the table.
- Merge the cells in this row and enter the title:
Planned Development Phases
 - Save the presentation.
- [1]
- 33** • Print all the slides as handouts with a layout of **2** slides to the page.
- Make sure that the text on the slides is easy to read.

PRINTOUT 5

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

[1]

[Total: 8]

EVIDENCE 11 – Optional

You may add screenshot(s) and descriptions into your Evidence Document of any features that you used that are not shown on your Printout 5.

Task 6 – Printing the Evidence Document

- Save and print your Evidence Document.

PRINTOUT 6

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

BLANK PAGE

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Steps 1 and 2 – Evidence 1

Margins **Paper** **Layout**

Paper size: A4

Width: 21 cm

Height: 29.7 cm

Paper source:

Margins

Top:	2 cm	Bottom:	2 cm
Left:	2 cm	Right:	2 cm
Gutter:	0 cm	Gutter position:	Left

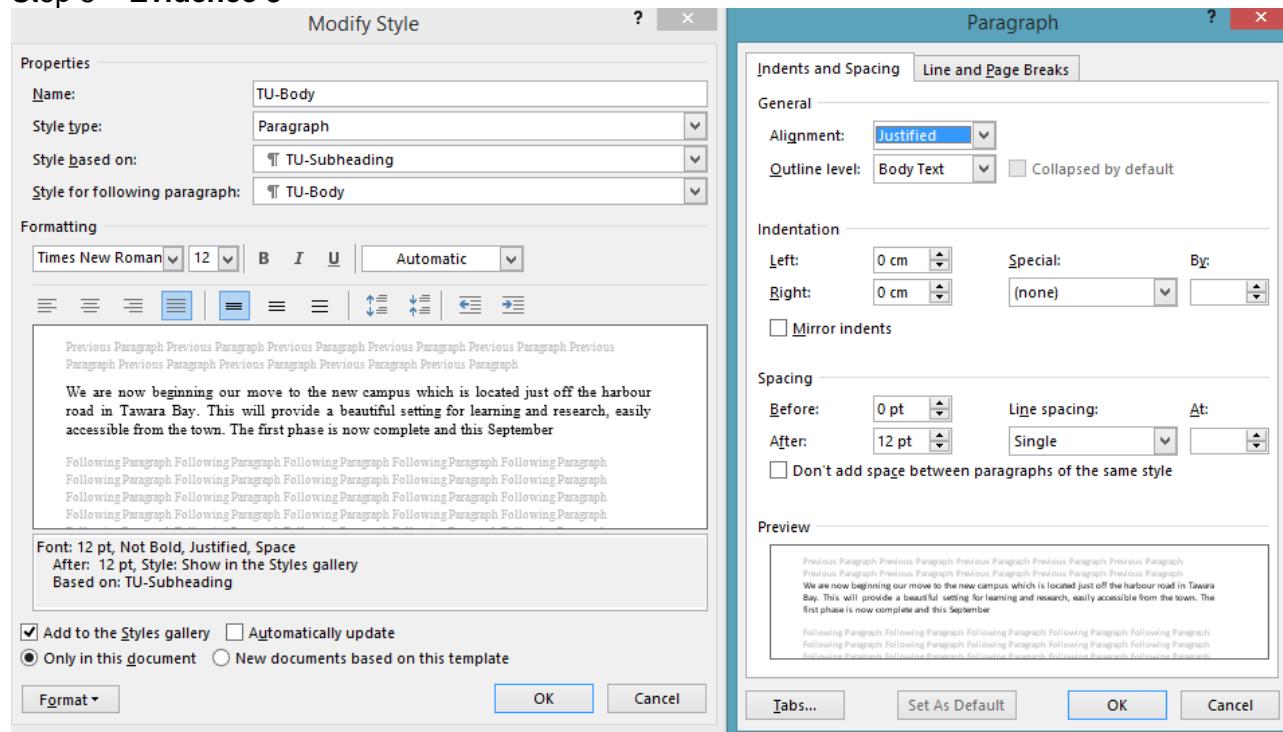
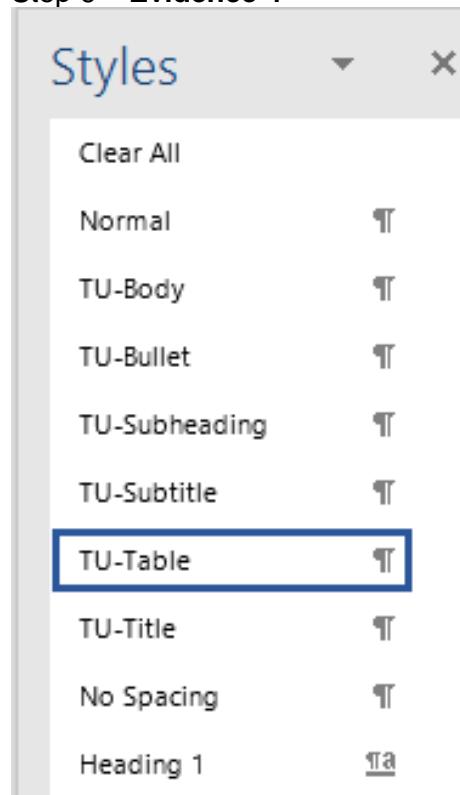
Orientation

Portrait **Landscape**

Step 3 – Evidence 2

ICT Website > Years > IGCSE Revision > 2018 > Paper 2 > March > 0417_m18_sf_21 > Source Files 2018

Name	Date modified	Type	Size
1803BUILDING	17/10/2018 18:13	JPEG image	133 KB
March 2018	03/11/2018 12:19	Microsoft Access Database	2,048 KB
1803DEPARTMENTS	17/10/2018 18:13	Microsoft Excel Comma Sep...	1 KB
1803JOBS	17/10/2018 18:13	Microsoft Excel Comma Sep...	1 KB
1803MAILMERGE	17/10/2018 18:13	Microsoft Excel Comma Sep...	1 KB
1803STAFF	17/10/2018 18:13	Microsoft Excel Comma Sep...	8 KB
EVIDENCE1234	23/11/2018 13:16	Microsoft Word Document	1,095 KB
NEWSnew	23/11/2018 13:17	Microsoft Word Document	16 KB
1803EVIDENCE	22/11/2018 12:06	Disk Text Format	AF 204 KB

Step 5 – Evidence 3**Step 6 – Evidence 4**

Yasar Ahmad

5678

1234

Step 20 – Evidence 5

Tools Show/Hide Field, Record & Table Events

1803DEPARTMENTS 1803JOBS 1803STAFF

	Field Name	Data Type
Dept_Code	Short Text	
Department	Short Text	
Faculty	Short Text	

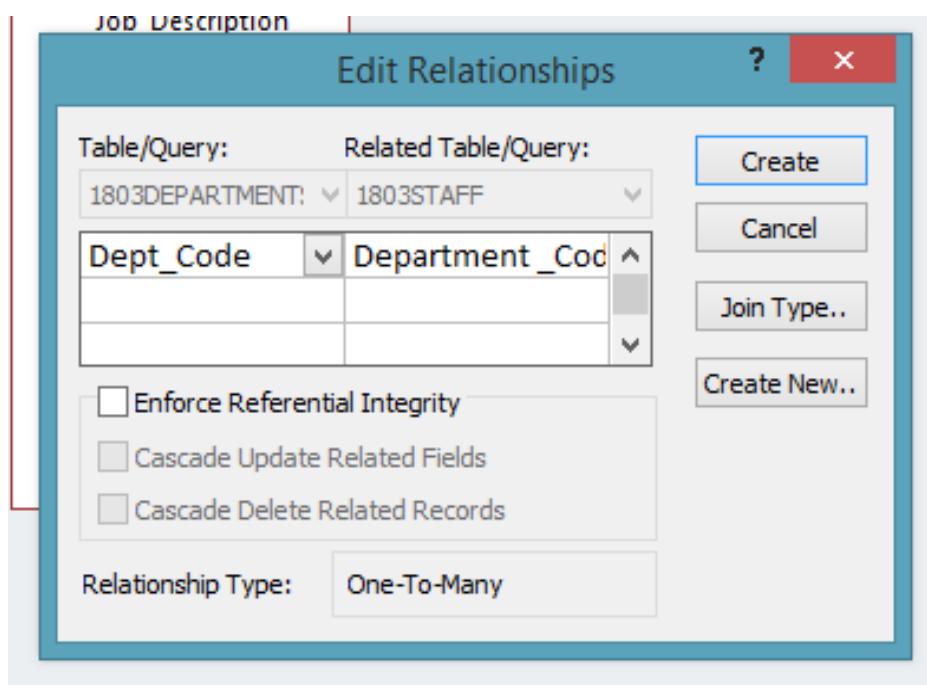
1803DEPARTMENTS 1803JOBS 1803STAFF

	Field Name	Data Type
Job_Code	Short Text	
Job_Description	Short Text	
Base_Pay	Number	

General Lookup

Field Size	Long Integer
Format	Currency
Decimal Places	Auto

Field Name	Data Type
Staff_ID	Short Text
Family_Name	Short Text
First_Name	Short Text
Job_Role_Code	Short Text
Department_Code	Short Text
Years_Service	Number
Telephone	Short Text

Step 21 – Evidence 6

Edit Relationships

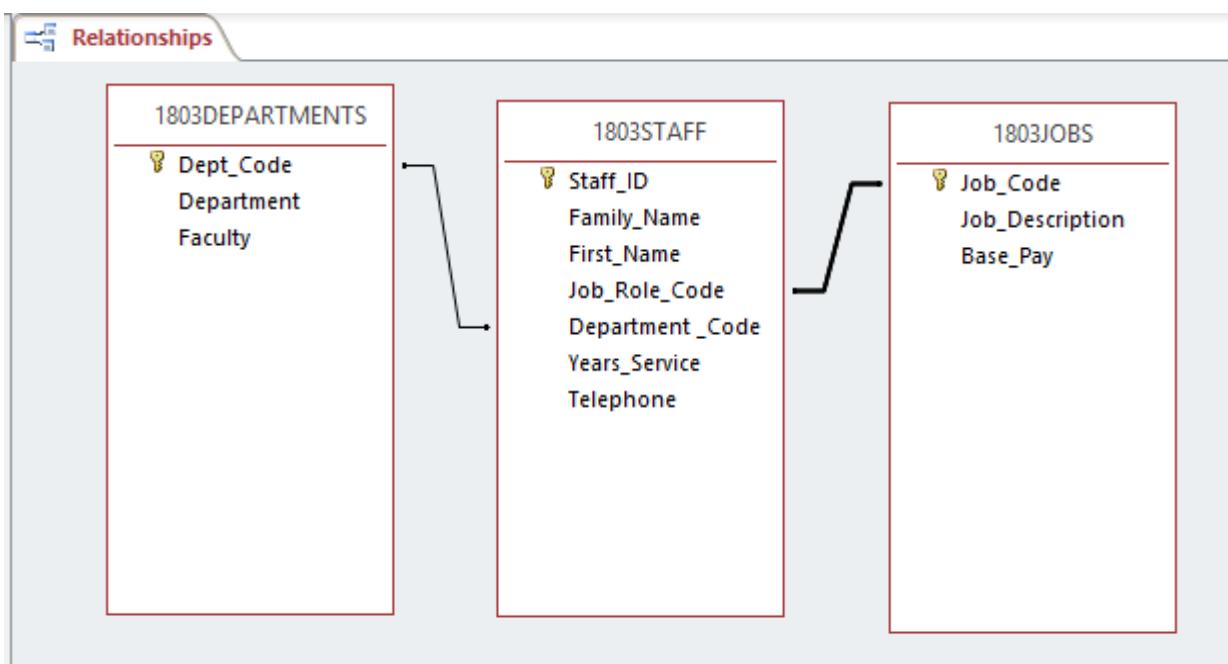
Table/Query: 1803JOBS Related Table/Query: 1803STAFF

Job_Code	Job_Role_Code

Enforce Referential Integrity
 Cascade Update Related Fields
 Cascade Delete Related Records

Relationship Type: One-To-Many

Create Cancel Join Type... Create New...



Yasar Ahmad

5678

1234

Step 23 – Evidence 7

The screenshot shows a data entry form titled "STAFF Data Entry Form". The form contains the following fields and their values:

Staff_ID	TU221
Family_Name	Kapoor
First_Name	Shashi
Job_Role_Code	PG
Department_Code	CH
Years_Service	1
Telephone	5618

On the right side of the form, there are several blue navigation buttons: a back arrow, two small arrows pointing left and right, and a forward arrow. Below these buttons are two blue rectangular buttons labeled "Add Record" and "Close Form".

Step 26 – Evidence 8

To: { MERGEFIELD First_Name } { MERGEFIELD Family_Name }

University Number: { MERGEFIELD Staff_ID }

Date: { DATE \@ "d MMMM yyyy" * MERGEFORMAT }

Subject: Welcome to new graduates

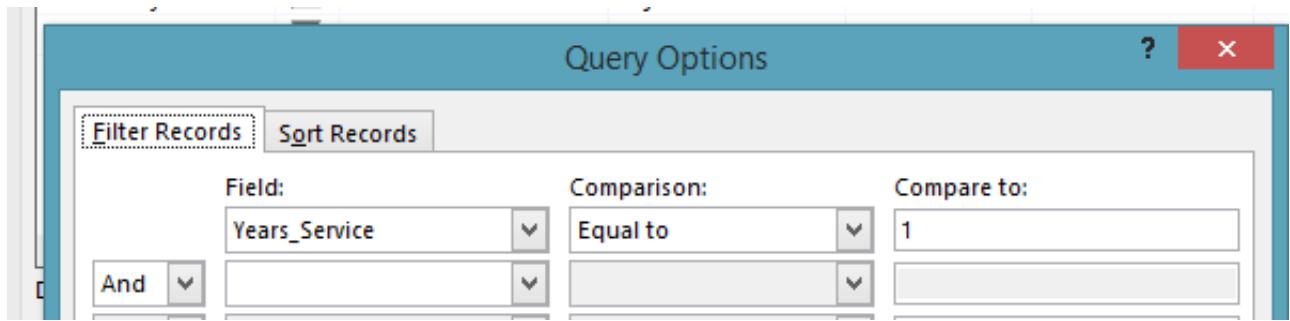
From Head of

Department: Yasar Ahmad, 5678, 1234

Hello { MERGEFIELD First_Name }

Welcome to the department of { MERGEFIELD Department } where you will begin your work on your { MERGEFIELD Job_Description } project. I hope you will settle in quickly to the new routines of the department. Your office will be located in the { MERGEFIELD Faculty } building on the new site. You will receive an annual stipend of { MERGEFIELD Base_Pay }. This will increase annually in line with the University's agreed pay scales. If you have not already done so, you should supply your bank details to the department bursar who will arrange for your salary to be paid monthly into your bank account.

You have been allocated an internal telephone number of { MERGEFIELD Telephone }.

Step 27 – Evidence 9**Step 28 – Evidence 10****Advantages:**

Only 1 letter has to be typed; saving time

Only the master letter / data source has to be proofread; therefore saving time.

Disadvantages:

If errors are in the master letter then 6000 incorrect letters are sent

Slower checking/typing 6000 individual personalised letters than just one

Optional additional evidence for presentation – **Evidence 11 Optional**

CANDIDATE
NAME

CENTRE
NUMBER

--	--	--	--	--

CANDIDATE
NUMBER

--	--	--	--



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Document Production, Data Manipulation and Presentations

October/November 2018

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.

You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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.

This 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 Heritage Mining. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **N218EVIDENCE.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 **N218EVIDENCE** followed by your candidate number, for example, **N218EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit an information sheet for Tawara Heritage Mining. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- 1 • Using a suitable software package, open the file **N218HISTORY.rtf**
 - The page setup is set to A4, landscape orientation with margins of **2** centimetres. Do **not** make any changes to these settings.
 - Save the document in your work area with the file name **MINING**
Make sure it is saved in the format of the software you are using.

EVIDENCE 1

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 • Remove any pre-set page breaks in the document. [1]
- 3 • Place your name, Centre number and candidate number right aligned in the header.
 - Place in the footer:
 - automated page numbers left aligned
 - the automated file name and path right aligned.
 - Make sure that:
 - all the alignments match the page margins
 - no other text or placeholders are included in the header and footer areas
 - headers and footers are displayed on all pages.

[2]

- 4 • Create and store the following styles, basing each on the default paragraph style:

House Style Specifications							
Style Name	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
THM-Title	serif	36	right	bold	single	0	0
THM-Subtitle	serif	18	left	underline	single	0	0
THM-Subhead	sans-serif	16	centre	underline, italic	single	0	6
THM-Body	serif	11	justified	none	single	0	12
THM-Table	serif	11	centre	none	single	0	0

EVIDENCE 2

Take a screenshot to show that the style settings have been defined for the *THM-Subhead* paragraph style. Place this in your Evidence Document.

[3]

- 5 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence that these styles have been created, named and saved.

EVIDENCE 3

Take screenshot(s) to show the style names have been created and saved. Place this in your Evidence Document.

[1]

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

History of Tawara Mining

- Apply the *THM-Title* style to this text.

[2]

- 7 • Enter your name immediately after the subtitle *Report produced by*:

- Apply the *THM-Subtitle* style to this text.

[1]

- 8 • Apply the *THM-Body* text style to the rest of the document.

[1]

- 9 • Change the page layout so that the subheading *Tawara Mining* and all following text is displayed in two equally spaced columns with 2 centimetre spacing between the columns.

[2]

- 10 • Format the country items from

Russia – iron ...

to

... China – gold, iron, bauxite, copper

to be a bulleted list with square bullets.

[1]

- 11 • Format this list so the bullets are indented **1.5** centimetres from the left margin with no space after each line.

[1]

- 12 • Identify the **7** subheadings in the document and apply the *THM-Subhead* style to each one.

[1]

- 13 • Open the file **N218PRICELIST.csv** and insert the contents as a table after the text
... Current metal prices are as follows:

[1]

- 14 • Delete the column with the heading *Year 2000 price per kg*

[1]

- 15 • Insert a new row at the end of the table.
• Enter the following text in the new row:

<i>Metal name</i>	<i>Price/kg</i>	<i>Price/tonne</i>	<i>Price low</i>	<i>Price high</i>
Nickel	11.27	10794.13	8.05	11.48

[1]

- 16 • Sort the data into ascending alphabetical order of metal name.

[1]

- 17 • Format the first row of the table so it:

- is centre aligned over the five columns
- has a white, **14** point, sans-serif font
- is bold and italic
- has a black background.

[3]

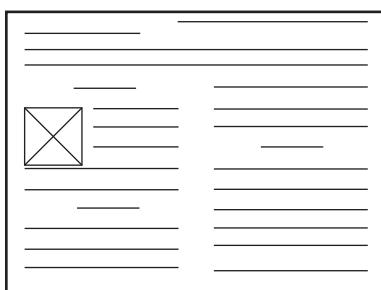
- 18 • Make sure that:

- the table fits within the column width
- the *THM-Table* style is applied to rows 2 to 8
- the text in each cell does not wrap
- all borders and gridlines are displayed when printed.

[2]

- 19 • Import the image **N218LOGO.png** and place this below the subheading *Tawara Mining* [1]
- 20 • Format the image so that:
- it is re-sized to a width of **3.5** centimetres with the aspect ratio maintained
 - it is aligned to the left margin and the top of the paragraph starting *The first part of...*
 - the text wraps round the image.

It may look like this:



[2]

- 21 • 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 as used in Step 1.
- Print the document.

PRINTOUT 1

Make sure your **name**, **Centre number** and **candidate number** are on your report.

[1]

[Total: 30]

Task 3 – Database

You are now going to prepare some reports using related tables in a database. Make sure all currency values display the same currency symbol of your choice and are set to 0 decimal places. Dates are to be displayed in the format dd-MMM-yy.

- 22 • Import the file **N218CUSTOMERS.csv** into a suitable database package.
 • Use these field names and data types:

Field Name	Data Type	Format
<i>Title</i>	Text	
<i>First_Name</i>	Text	
<i>Cust_No</i>	Text	
<i>Last_Name</i>	Text	
<i>Add1</i>	Text	
<i>Town</i>	Text	
<i>Postcode</i>	Text	
<i>Pay_Type</i>	Text	
<i>Memb_Date</i>	Date	dd-MMM-yy e.g. 19-Jun-07
<i>Memb_Type</i>	Text	

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

EVIDENCE 4

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

[1]

- 23 • Import the file **N218ORDERS.csv** as a new table in your database.
 • Make sure the *Order_Value* is formatted as currency.
 • Set the *Order_ID* field as a primary key.
 • Create a one-to-many relationship between *Cust_No* in the customers table and the *Cust_ID* field in the orders table.

EVIDENCE 5

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

[1]

- 24 • Create a columnar data entry form which will include all the fields from the orders table. The field headings must be aligned to the left and positioned under each other.
 • Make sure all the fields and data are fully visible and the layout is consistent.
 • Enter an appropriate title at the top of the form.

[2]

- 25 • Use the form created in Step 24 to enter the following details as a new order:

<i>Cust_ID</i>	THM0044
<i>Order_ID</i>	T201
<i>Order_Year</i>	2017
<i>Tin</i>	4
<i>Copper</i>	2
<i>Zinc</i>	1
<i>Lead</i>	0
<i>Order_Value</i>	160

- Check your data entry for errors.
- Make sure all data is fully visible.
- Save the data.

EVIDENCE 6

Place in your Evidence Document a screenshot showing this data in your form.

[2]

26 Tax of 20% is to be added to each order value.

- Using fields from both tables produce a report which:
 - contains a new field called **Gross_Value** which is calculated at run time and displayed as currency. This field will calculate the *Order_Value* plus 20% of the *Order_Value*
 - shows only the records where:
 - *Order_Year* is **2017**
 - *Pay_Type* contains **Card**
 - *Order_Value* is **90 or more**
 - shows only the fields *Cust_No*, *Title*, *First_Name*, *Last_Name*, *Order_ID*, *Order_Value*, *Gross_Value* and *Pay_Type* in this order with data and labels displayed in full. Do **not** group the data
 - sorts the data into descending order of *Pay_Type* and then ascending order of *Order_Value*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the heading **Card payments in 2017** at the top of the page
 - calculates the average *Order_Value* and places this number below the *Order_Value* column
 - displays the average value as currency
 - has a label **Average order value** to the left of this value
 - has your name, Centre number and candidate number on every page 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 7

Place in your Evidence Document a screenshot showing the formula used to calculate the average order value.

[12]

27 • Export the report created in Step 26 as a text file for use in another application.
 • Save the exported file in your work area.

EVIDENCE 8

Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[1]

- 28 • Using fields from both tables you are going to produce some address labels which:
- contain only those records where:
 - the membership type is **Adult** or **Family**
 - the membership date is before **2015**
 - **3 or more** tin ingots have been ordered.
 - are sorted into ascending order of *Last_Name*
 - Using this selection produce labels which:
 - are arranged in **2** columns and **4** rows with **8** labels to the page, for example, each label size 67.7 mm high × 99.0 mm wide (6.77 cm × 9.90 cm)
 - display the fields in the positions shown in the following sample label:

Title	First_Name	Last_Name
Add1		
Town	Postcode	
Memb_Date		
Tin		

- include a centre aligned heading, in a larger font size and bold, at the top of each label:
VIP Invitation!
- have your name, Centre number and candidate number at the bottom of each label.
- Save and print your labels.

PRINTOUT 3

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

[7]

- 29 Answer the following questions in your own words and record your answers in your Evidence Document:

- (a) The *Customers* table contains a primary key. Explain why the *Last_Name* field would not be appropriate as a primary key. [1]

When adding data to a field in the Customers table, it would be easier for a user to select data from a list.

- (b) Identify another advantage of selecting data from a list. [1]
- (c) Identify **two** fields that would be most suitable for setting up as a list selection. [2]

EVIDENCE 9

Type your answers in your own words into your Evidence Document.

[Total: 30]

Task 4 – Mail merge letter

You are required to carry out a mail merge to send invitation letters for the Tawara Mining open day.

- 30 • Create a mail merge letter using the file **N218INVITE.rft** as the master document and **N218DATA.csv** as the data source.
- In the master letter replace the <Date> field with a field to display today's date in the format dd-MMM-yy

EVIDENCE 10

Take screenshot evidence showing the date field code. Place this screenshot into your Evidence Document.

[1]

- 31 • In the master letter, maintain the existing spacing and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source:

Data to replace	Replace with field
<TITLE>	Title
<FIRST>	First_Name
<LAST>	Last_Name
<ADD1>	Add1
<ADD2>	Town
<ADD3>	County
<POST>	Postcode
<STAT>	Status
<BON>	Bonus
<REW>	Reward

[2]

- 32 • Replace the text *Candidate Name* with your name.
- Include your name, Centre number and candidate number in the header of the document.
- Save the master letter.

[1]

- 33 • Reflect the image so the ingot image looks like this:



- Save and print the master letter with the merge fields displayed.

PRINTOUT 4

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

[1]

- 34 • Set an automated filter to select only those members with a status of **Elite**

EVIDENCE 11

Place in your Evidence Document a screenshot to show the automated filter.

[1]

- 35 • Merge and print the letters for the selected members only.
• Save and close the files.

PRINTOUT 5

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

[1]

[Total: 7]

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must display a title and bulleted list.

- 36 • Create a presentation of 5 slides using the file **N218WORLDMINES.rtf** [1]

- 37 • Display the following features on all slides:
- the company logo **N218LOGO.png** positioned in the top right corner, appropriately sized with aspect ratio maintained
 - your name, Centre number and candidate number in the bottom left corner
 - automatic slide numbers in the top left corner.
- [2]

- 38 • Using the data in the file **N218TOPTEN.csv** create a pie chart to compare the 2016 production values for only the top 5 tin mining countries. [1]

- 39 • Format the chart to display:
- the title **Top 5 Tin Mining Countries**
 - for each sector, the country name and production value only.
- Do **not** display a legend. [2]

- 40 • Extract the sector for the largest producing country by pulling it away from the other countries. [1]

- 41 • Place the chart to the left of the bullet points on the slide with the title *Tin Mining*
• Make sure that all data is displayed in full and no items overlap. [1]

- 42** • Save the presentation.
• Print the presentation as a handout with 6 slides to the page.

PRINTOUT 6

Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

[1]

- Print only the slide with the title *Tin Mining*. Make sure that this slide fills the full page.

PRINTOUT 7

Print this slide. Make sure your **name**, **Centre number** and **candidate number** are on this slide.

[Total: 9]

- 43** Tawara are currently backing up their data onto a tape drive system. They are considering backing up onto the cloud.

- Evaluate in your own words the use of the cloud to backup data compared to their tape drive system.
- Recommend the most appropriate back up storage for Tawara Heritage Mining to use.

EVIDENCE 12

Type your evaluation and recommendation in your own words into your Evidence Document using no more than 100 words.

[4]

[Total: 4]

Task 6 – Printing the Evidence Document

- 44** • Save and print your Evidence Document.

PRINTOUT 8

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

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Step 1 – EVIDENCE 1 here:

Documents > 2018 > Paper 2 > Nov > 0417_w18_sf_02

Name	Date modified	Type
MINING	04/02/2019 19:26	Microsoft Word Document
N218CUSTOMERS	04/02/2019 08:45	Microsoft Excel Comma Separated Val..
N218DATA	04/02/2019 08:45	Microsoft Excel Comma Separated Val..
N218EVIDENCE	04/02/2019 08:45	Rich Text Format

Step 4 – EVIDENCE 2 here:

Modify Style

Properties

Name: THM-Subhead
Style type: Paragraph
Style based on: THM-Subtitle
Style for following paragraph: THM-Subhead

Formatting

Font: Arial, Size: 16 pt, Style: I (Italic), Alignment: Centered

Text content:
In 1893 there were 67 mines in the area producing tin but by 1897 only 31 were still in production. Discoveries of massive mineral deposits in the New World caused many people to pack up and leave in search of work. Thousands of miners migrated overseas w

Font: Arial, 16 pt, Italic, Centered, Space
After: 6 pt, Style: Show in the Styles gallery
Based on: THM-Subtitle

Add to the Styles gallery Automatically update
 Only in this document New documents based on this template

Paragraph

General
Alignment: Centered
Outline level: Body Text

Indentation
Left: 0 cm, Right: 0 cm, Special: (none)

Mirror indents

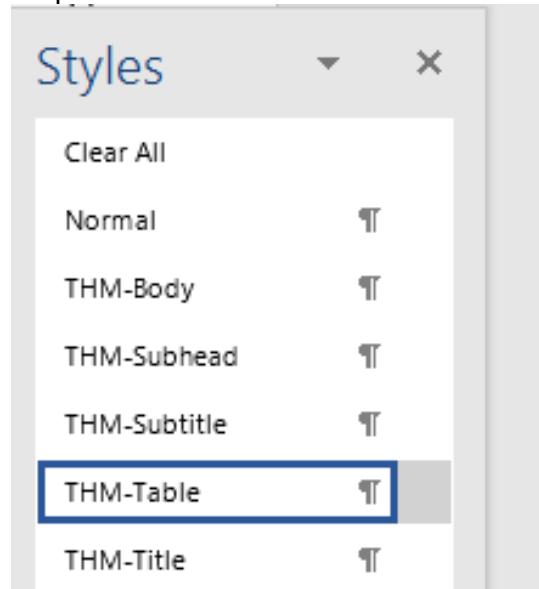
Spacing
Before: 0 pt, After: 6 pt, Line spacing: Single

Don't add space between paragraphs of the same style

Preview

In 1893 there were 67 mines in the area producing tin but by 1897 only 31 were still in production. Discoveries of massive mineral deposits in the New World caused many people to pack up and leave in search of work. Thousands of miners migrated overseas w

Step 5 – EVIDENCE 3 here:

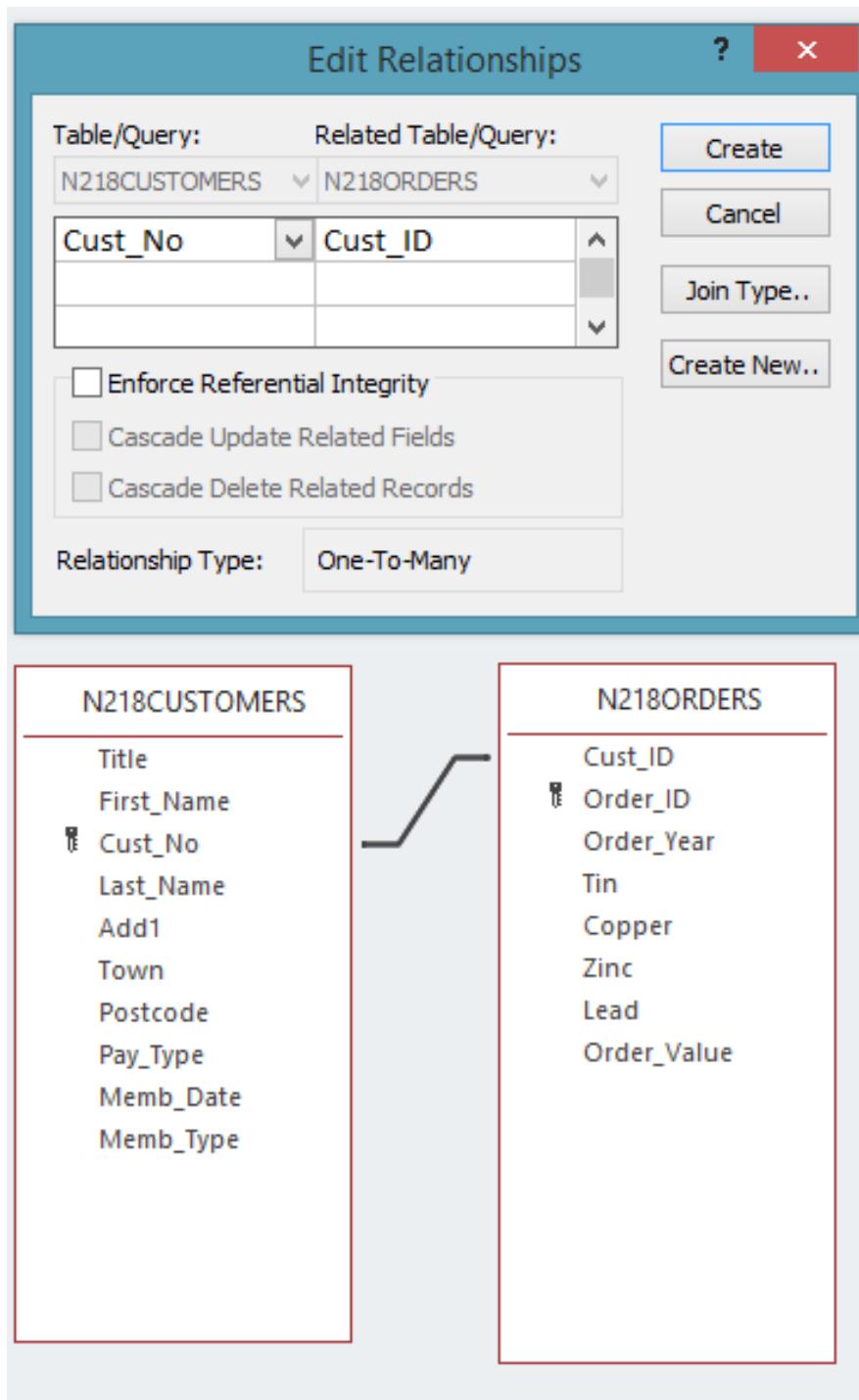


Step 22 – EVIDENCE 4 here:

Field Name	Data Type
Title	Short Text
First_Name	Short Text
Cust_No	Short Text
Last_Name	Short Text
Add1	Short Text
Town	Short Text
Postcode	Short Text
Pay_Type	Short Text
Memb_Date	Date/Time
Memb_Type	Short Text

Below the table, there is a 'General' tab selected in a ribbon-like interface, and a 'Format' dropdown set to 'Medium Date'.

Step 23 – EVIDENCE 5 here:



Yasar Ahmad

5678

1234

Step 25 – EVIDENCE 6 here:

The screenshot shows a Windows application window titled "Order Form". On the left, there is a vertical toolbar with icons for file operations. The main area is titled "Order Form". On the right, there is a table-like structure with columns for "Cust_ID", "Order_ID", "Order_Year", "Tin", "Copper", "Zinc", "Lead", and "Order_Value". Each column has an input field. The "Cust_ID" field contains "THM0044", the "Order_ID" field contains "T201", the "Order_Year" field contains "2017", the "Tin" field contains "4", the "Copper" field contains "2", the "Zinc" field contains "1", the "Lead" field contains "0", and the "Order_Value" field contains "£160". A blue button labeled "Add Record" is located in the top right corner of the input area.

Step 26 – EVIDENCE 7 here:

The screenshot shows a Microsoft Excel spreadsheet. The first cell contains the text "Average order value". To its right is an equals sign followed by the formula "=Avg([Order_Value])". The formula is highlighted with a green selection bar.

Step 27 – EVIDENCE 8 here:

The screenshot shows a Windows File Explorer window. The address bar indicates the path: "Documents > 2018 > Paper 2 > Nov > 0417_w18_sf_02". The table lists four files: "Card payments in 2017" (Text Document, 5 KB), "MINING" (Microsoft Word Document, 54 KB), "N218CUSTOMERS" (Microsoft Excel Comma Separated Values File, 9 KB), and "N218DATA" (Microsoft Excel Comma Separated Values File, 2 KB). The "Card payments in 2017" file is selected and highlighted with a blue border.

Name	Date modified	Type	Size
Card payments in 2017	05/02/2019 17:26	Text Document	5 KB
MINING	04/02/2019 20:09	Microsoft Word Document	54 KB
N218CUSTOMERS	04/02/2019 08:45	Microsoft Excel Comma Separated Values File	9 KB
N218DATA	04/02/2019 08:45	Microsoft Excel Comma Separated Values File	2 KB

Step 29 – EVIDENCE 9 here:

Answer (a) data not unique/people may have the same last name

Answer (b) Speeds up data entry/reduces data entry errors

Answer (c) Title, Pay_Type, Memb_Type

Step 30 – **EVIDENCE 10 here:**



TR2 3WW
Tel: 020 7946 0158
Email: TMH@tawaramining.com

{ DATE \@ "dd MMM yy" * MERGEFORMAT }

Step 34 – **EVIDENCE 11 here:**

The screenshot shows a 'Query Options' window with a 'Filter Records' tab selected. The filter criteria are set to 'Status' for 'Equal to' 'elite'. An 'And' button is visible below the first row.

Step 43 – **EVIDENCE 12 here:**

Data can be accessed anywhere on a Cloud however data on a tape drive system is only available in a physical location. There is no need for additional hardware and software using a Cloud so therefore costs are reduced. The storage capacity may be unlimited on the Cloud compared to a limited storage capacity of the tape drive. However the ownership of data on the tapes is fully owned by you. I would recommend the Cloud storage device due to accessibility of data.

CANDIDATE
NAME

CENTRE
NUMBER

--	--	--	--	--

CANDIDATE
NUMBER

--	--	--	--



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2018

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.

You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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.

This 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 are going to perform some clerical tasks for Tawara University.

Task 1 – Evidence Document

- Open the file **J218EVIDENCE.rtf**
- Make sure that your name, Centre number and candidate number will appear on every page of this document.
- Save this as a word processed document in your work area as **J218EVIDENCE** followed by your candidate number, for example, **J218EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit a report. The university uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

- 1 • Open the file **J218EMPLOY.rtf**
 - The page setup is set to A4, landscape orientation with margins of 2 centimetres.
Do **not** make any changes to these settings.
 - Save the document in your work area with the file name **REPORT**
Make sure it is saved in the format of the software you are using.

EVIDENCE 1

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 header:
 - automated page numbers left aligned
 - automated file size in kilobytes right aligned.
- Place your name, Centre number and candidate number right aligned in the footer.
- Make sure that:
 - all the alignments match the page margins
 - no other text is included in the header and footer areas
 - headers and footers are displayed on all pages.

[2]

- 3 • Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
GR-Title	serif	36	centre	bold, italic	single	0	0
GR-Subtitle	serif	18	right	underline	single	0	0
GR-Subhead	serif	16	centre	underline, italic	single	0	9
GR-Body	sans-serif	11	justified	none	single	0	6
GR-Bullet	serif	14	3 cm indent from the left with hanging paragraphs	All capitals ➤ shaped bullet	single	0	0

EVIDENCE 2

Take a screenshot to show that the style settings have been defined for the *GR-Subhead* paragraph style. Place this in your Evidence Document.

[3]

- 4 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence that these styles have been created, named and saved.

EVIDENCE 3

Take screenshot(s) to show the style names have been created and saved. Place this in your Evidence Document.

[1]

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

Graduate Employment Report

- Apply the *GR-Title* style to this text.

[2]

- 6 • Enter your name immediately after the subtitle *Edited by*:

- Apply the *GR-Subtitle* style to this text.

[1]

- 7 • Apply the *GR-Body* style to the rest of the document.

[1]

- 8 • Change the page layout so that the subheading *The Skills Gap* and all following text is displayed in **two** equally spaced columns with **2** centimetre spacing between the columns. [2]

- 9 • Apply the *GR-Bullet* style to the list of items from:
communication ...
 to
... enthusiasm [2]
- 10 • Identify the **eight** subheadings in the document and apply the *GR-Subhead* style to each one. [1]
- 11 • Using the data in the file **J218SKILLS.csv** create a vertical bar chart to show the skills shortage vacancies by percentage only. [1]
- 12 • Label the chart with the title:
Types of skill in short supply [1]
- 13 • Format the value axis scale to display:
 - a maximum value of **0.48**
 - increments of **0.06**
[2]
- 14 • Display data labels above each bar.
 • Do **not** display a legend. [1]
- 15 • Insert the chart after the paragraph ending ... *skills as being in short supply*:
 • Make sure that:
 - the chart fits within the column width
 - all labels are displayed in full.
[1]
- 16 • Import the image **J218VOLUNTEER.jpg** and place this below the subheading *Volunteering Projects* [1]
- 17 • Format the image so that:
 - it is resized to a width of **2.5** centimetres with the aspect ratio maintained
 - it is aligned to the left margin and the top of the paragraph starting *Many employers favour applicants ...*
 - the text wraps round the image.
[2]

- 18 • Format the paragraph that starts *A worker with inadequate ...* so that it:
- is indented by **2** centimetres from both the left and right hand margins
 - displays an external **3** to **4** point black border.

[2]

- 19 • Apply light grey shading (10–25%) to fill this area so it looks like this:

A worker with inadequate digital skills wastes up to 21% of total productivity time and an average office worker is estimated to waste an hour a day through poor computer knowledge.

[1]

- 20 • Spell check and proofread the document.
- Make sure that:
- lists, charts and the paragraph with the outside border 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 1.
- Print the document.

PRINTOUT 1

Make sure your **name**, **Centre number** and **candidate number** are on your report.

[1]

[Total: 29 marks]

Task 3 – Database

You are now going to prepare some reports using related tables in a database. Make sure all dates are displayed in the format dd-MMM-yy and times are displayed in the format hh:mm:ss

- 21 • Import the file **J218STUDENTS.csv** into a suitable database package.
 • Use these field names and data types:

Field Name	Date Type	Format
<i>First_Name</i>	Text	
<i>Family_Name</i>	Text	
<i>Student_ID</i>	Text	
<i>Birth_Date</i>	Date	dd-MMM-yy e.g. 19-Jun-07
<i>Faculty</i>	Text	
<i>Telephone</i>	Text	
<i>Full_Time</i>	Boolean/Logical	To display as Yes/No

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

EVIDENCE 4

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

[1]

- 22 • Import the file **J218TEST_DATA.csv** as a new table in your database.
 • Make sure the dates and times are displayed in the required format.
 • Do **not** set a primary key.
 • Create a one-to-many relationship between *Student_ID* in the students table and the *Reg_ID* field in the test data table.

EVIDENCE 5

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

[1]

- 23 • Create a columnar data entry form which will include all the fields from the test data table.
 The field headings must be aligned to the left and positioned under each other.
 • Make sure all the field headings and data are fully visible.

[1]

- 24 • Use the form created in Step 23 to enter the following details as a new record:

Syllabus	V1.0
Unit	Internet and email
Test_Version	1.12-A
Reg_ID	CIE5437801
Result	Pass
Score	55
Test_Date	15-Feb-17
Start_Time	14:30:00
Test_Day	Wednesday
Test_Duration	00:36:10
Invigilator	Jarek Bosko

- Check your data entry for errors.
- Make sure all data is fully visible.
- Save the data.

EVIDENCE 6

Place in your Evidence Document a screenshot showing this data in your form.

[2]

25 Each test is marked out of 60. You need to calculate the percentage each student has achieved.

- Using fields from both tables produce a report which:
 - contains a new field called **%_Mark** which is calculated at run-time. This field will calculate the *Score* divided by **60** and be displayed as a percentage with **0** decimal places
 - shows only the records where:
 - *Full_Time* is **Yes**
 - *Unit* includes **Internet**
 - the *Test_Date* was on or after **01/09/2016** and on or before **31/08/2017**
 - shows only the fields *Student_ID*, *First_Name*, *Family_Name*, *Birth_Date*, *Full_Time*, *Test_Date*, *Unit*, *Score*, *Result* and **%_Mark** in this order with data and labels displayed in full. Do **not** group the data.
 - sorts the data into ascending order of *Unit* and then descending order of *Score*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the title **Internet Units Completed** formatted so that it displays:
 - at the top of the page
 - centred within the width of the page
 - in a bold, serif **28** point font style
 - all letters fully visible
 - calculates the average *Score* and places this below the *Score* column
 - displays the average score as an integer
 - has a label **Average mark** to the left of this value
 - has your name, Centre number and candidate number on every page 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 7

Place in your Evidence Document a screenshot showing the formula used to calculate the average score.

[16]

- 26 • Produce a report from all the data which:
- selects only those records where:
 - *Test_Day* is **Friday or Monday**
 - *Start_Time* is **18:00:00 or later**
 - displays the fields *Student_ID*, *Unit*, *Result*, *Test_Date*, *Test_Day* and *Start_Time* in this order with data and labels displayed in full. Do **not** group the data.
 - sorts the *Test_Date* field so the oldest test date is listed first
 - has a page orientation of portrait and fits on a single page
 - includes the title **Evening Testing Sessions** in a larger font size at the top of the page
 - has your name, Centre number and candidate number on 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.

[6]

- 27 John is planning to validate data entry.

- a) Define the term data validation.
- b) Name the most appropriate type of validation that would be used in the *Score* field.
- c) Identify the most appropriate validation criteria that would be used in the *Score* field.
- d) Name another type of validation to check data entry.

Type your answers in your own words in your Evidence Document.

EVIDENCE 8

Type your answers in your own words into your Evidence Document.

[4]

[Total: 31 marks]

Task 4 – Mail Merge Document

You are required to carry out a mail merge to send out interview information.

- 28**
- Create a mail merge document using the file **J218CKLIST.rtf** as the master document and **J218DATA.csv** as your data source.
 - Replace **<Date>** in the header of the document with a field to display today's date in the format dd/MM/yy
 - Enter your name, Centre number and candidate number in the footer of the document.

EVIDENCE 9

Take screenshot evidence showing the date field code. Place this screenshot in your Evidence Document.

[2]

- 29**
- In the master document, maintain the existing spacing and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source:

Data to replace	Replace with field
<FIRST>	First_Name
<LAST>	Family_Name
<COURSE>	Course
<DEPT>	Faculty
<TUTOR>	Course_Tutor
<DAY>	Int_Day
<DATE>	Int_Date
<TIME>	Int_Time
<STAFF>	Interviewer
<ROOM>	Site

- Spell check and proofread the checklist.
- Save and print your 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.

[3]

- 30 • Set an automated filter to select only interviews where the:
- interview day is **Monday**
 - interview time is **after 13:00**

EVIDENCE 10

Take screenshot evidence showing your automated filter. Place this screenshot in your Evidence Document.

[2]

- 31 • Merge and print the documents for the selected interviews only.

PRINTOUT 5

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

[1]

- Save and close the files.

- 32 The data from this skills checklist is entered into a database manually by university staff. The university is considering changing this to an online form to be completed by new applicants.

- Discuss in your own words the advantages and disadvantages to the applicants of using an online form for this task.

EVIDENCE 11

Type your answer in your own words into your Evidence Document using no more than 100 words.

[4]

[Total: 12 marks]

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must display a title and bulleted list.

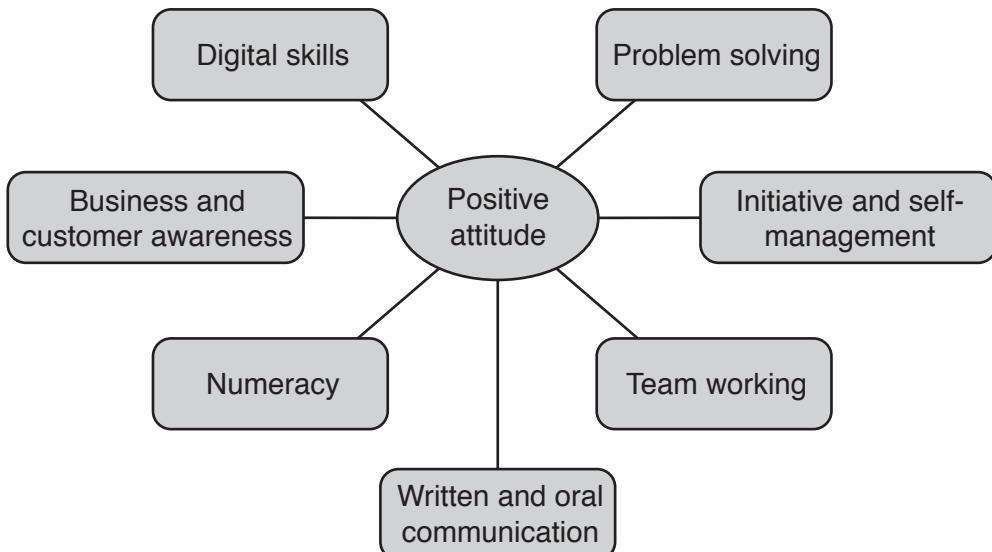
- 33 • Create a presentation of 5 slides using the file **J218SAPRES.rtf**
- Format slide 1 so that:
 - a Title Slide layout is applied
 - the title and subtitle are placed in the centre of the slide
 - your name appears after the text *Presented by:*

[1]

- 34 • Use a master slide to display the following features on all slides:
- your name, Centre number and candidate number
 - automatic slide numbers.

[1]

- 35 • Move the slide with the title *Interpersonal Skills* so that it becomes slide 3. [1]
- 36 • Open the file **J218DIAGRAM.rtf**
 • Copy the diagram and place it on slide 2 below the heading *Employability Skills* [1]
- 37 • The diagram is incomplete. Add the two missing boxes so the diagram looks like this:



[3]

- 38 • Save the presentation.
 • Print slides **1** to **4** only as a handout with **2** slides to the page.

PRINTOUT 6

Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

[1]

[Total: 8 marks]

Task 6 – Printing the Evidence Document

- 39 • Save and print your Evidence Document.

PRINTOUT 7

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

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Step 1 – EVIDENCE 1

Name	Date modified	Type	Size
J218VOLUNTEER	23/09/2018 20:54	JPEG image	59 KB
J218DATA	23/09/2018 20:54	Microsoft Excel Comma Separated Values File	2 KB
J218SKILLS	23/09/2018 20:54	Microsoft Excel Comma Separated Values File	1 KB
J218STUDENTS	23/09/2018 20:54	Microsoft Excel Comma Separated Values File	12 KB
J218TEST_DATA	23/09/2018 20:54	Microsoft Excel Comma Separated Values File	76 KB
J218EVIDENCE1234	23/09/2018 21:11	Microsoft Word Document	17 KB
REPORT	23/09/2018 21:17	Microsoft Word Document	25 KB
J218CKLIST	23/09/2018 20:54	Rich Text Format	147 KB
J218DIAGRAM	23/09/2018 20:54	Rich Text Format	81 KB
J218EMPLOY	23/09/2018 20:54	Rich Text Format	93 KB
J218EVIDENCE	23/09/2018 20:54	Rich Text Format	43 KB

Step 3 – EVIDENCE 2

The screenshot shows two overlapping dialog boxes in Microsoft Word:

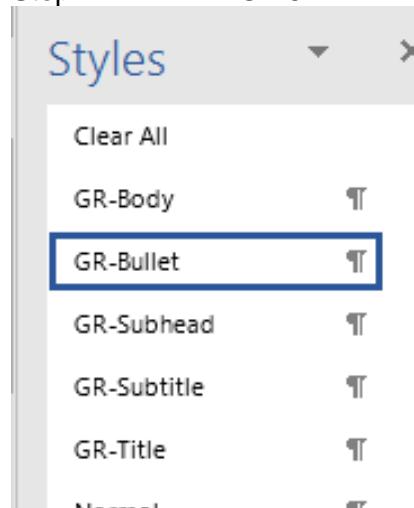
- Modify Style Dialog (Left):**
 - Properties:** Name: GR-Subhead, Style type: Paragraph, Style based on: GR-Subtitle, Style for following paragraph: GR-Subhead.
 - Formatting:** Font: Times New Roman, Size: 16 pt, Bold, Italic, Underline, Alignment: Centered.
 - Preview:** Shows a sample paragraph: "A skills gap threatens the sustainability of businesses around the world. Whilst a large part of the skills gap is focused on shortages of people skilled in the science, technology, engineering and mathematics (STEM) subjects, there is also a gap in 'soft".
 - Buttons:** Format dropdown, OK, Cancel.
- Paragraph Dialog (Right):**
 - Indents and Spacing:** Alignment: Centered, Outline level: Body Text.
 - Indentation:** Left: 0 cm, Right: 0 cm, Special: (none), By: 0 cm.
 - Spacing:** Before: 0 pt, After: 9 pt, Line spacing: Single, At: 12 pt.
 - Preview:** Shows the same sample paragraph with the applied style.
 - Buttons:** Tabs..., Set As Default, OK, Cancel.

Yasar Ahmad

1234

5678

Step 4 – EVIDENCE 3



Step 21 – EVIDENCE 4

The image shows the 'J218STUDENTS' table in Microsoft Access. The table has eight columns: 'Field Name' and 'Data Type'. The 'Field Name' column contains: First_Name, Family_Name, Student_ID, Birth_Date, Faculty, Telephone, and Full_Time. The 'Data Type' column contains: Short Text, Short Text, Short Text, Date/Time, Short Text, Short Text, and Yes/No respectively. The 'Birth_Date' row is highlighted with a yellow background. The 'Student_ID' row has a key icon next to it. The 'Format' property for the 'Birth_Date' field is set to 'Medium Date'.

Field Name	Data Type
First_Name	Short Text
Family_Name	Short Text
Student_ID	Short Text
Birth_Date	Date/Time
Faculty	Short Text
Telephone	Short Text
Full_Time	Yes/No

General Lookup

Format	Medium Date
Input Mask	

Yasar Ahmad

1234

5678

Step 22 – EVIDENCE 5

Edit Relationships

Table/Query: J218STUDENTS Related Table/Query: J218TEST_DATA

Relationship Fields:

Student_ID	Reg_ID
------------	--------

Options:

- Enforce Referential Integrity
- Cascade Update Related Fields
- Cascade Delete Related Records

Relationship Type: One-To-Many

Relationships

J218STUDENTS

- First_Name
- Family_Name
- Student_ID
- Birth_Date
- Faculty
- Telephone
- Full_Time

J218TEST_DATA

- Syllabus
- Unit
- Test_Version
- Reg_ID
- Result
- Score
- Test_Date
- Start_Time
- Test_Day
- Test_Duration
- Invigilator

```
graph LR; J218STUDENTS[Student_ID] --> J218TEST_DATA[Reg_ID]
```

Step 24 – EVIDENCE 6

TEST_DATA Entry Form

Syllabus	V1.0	<input type="button" value="^"/>	<input type="button" value="▼"/>
Unit	Internet and email		
Test_Version	1.51-C		
Reg_ID	CIE1300520		
Result	Pass		
Score	54		
Test_Date	06-Oct-16	<input type="button" value="◀"/>	<input type="button" value="◀"/>
Start_Time	16:46:21	<input type="button" value="▶"/>	<input type="button" value="▶"/>
Test_Day	Thursday	<input type="button" value="Add Record"/>	
Test_Duration	00:40:54	<input type="button" value="Close Form"/>	
Invigilator	Jarek Bosko		

Step 25 – EVIDENCE 7

Average Mark	=Avg([Score])

Step 27 – EVIDENCE 8:

Answer a) Checks if data is reasonable/sensible

Check to see if it satisfies certain criteria when input into a computer

Answer b) Range check

Answer c) Between 0 and 60

Answer d) lookup check Length Check

Yasar Ahmad

1234

5678

Step 28 – **EVIDENCE 9**

Step 30 – **EVIDENCE 10**

Step 32 – **EVIDENCE 11**

CANDIDATE
NAME

CENTRE
NUMBER

--	--	--	--	--

CANDIDATE
NUMBER

--	--	--	--



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2018

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.

You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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.

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

This document consists of **15** printed pages and **1** blank page.

You are going to perform some clerical tasks for Tawara Training.

Task 1 – Evidence Document

- Open the file **J228EVIDENCE.rtf**
- Make sure that your name, Centre number and candidate number will appear on every page of this document.
- Save this as a word processed document in your work area as **J228EVIDENCE** followed by your candidate number, for example, **J228EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit a factsheet. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- 1 • Using a suitable software package, open the file **J228APPRENT.rtf**
 • The page setup is set to A4, landscape orientation with 2 centimetre margins.
 Do **not** make any changes to these settings.
 • Save the document in your work area with the file name **FACTSHEET**
 Make sure it is saved in the format of the software you are using.

EVIDENCE 1

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 header:
 - your name, Centre number and candidate number left aligned
 - automated page numbers right aligned.
 • Place in the footer an automated file name with path right aligned.
 • Make sure that:
 - all the alignments match the page margins
 - no other text is included in the header and footer areas
 - headers and footers are displayed on all pages.

[2]

- 3 • Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TA-Title	sans-serif	30	centre	bold, italic	single	0	0
TA-Subtitle	sans-serif	18	left	underline	single	0	0
TA-Subhead	sans-serif	18	centre	bold, italic	single	0	9
TA-Body	serif	12	justified	none	single	0	6
TA-Bullet	sans-serif	14	bullet indented 2 cm from the left	italic ✓ shaped bullet	single	0	0
TA-Table	serif	12	left	none	single	0	0

EVIDENCE 2

Take a screenshot to show that the style settings have been defined for the *TA-Subhead* paragraph style. Place this in your Evidence Document.

[3]

- 4 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence that these styles have been created, named and saved.

EVIDENCE 3

Take screenshot(s) to show the style names have been created and saved. Place this in your Evidence Document.

[1]

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

Get Ahead With An Apprenticeship

- Apply the *TA-Title* style to this text.

[2]

- 6 • Enter your name immediately after the subtitle *Produced by*:

- Apply the *TA-Subtitle* style to this text.

[1]

- 7 • Apply the *TA-Body* style to the rest of the document.

[1]

- 8 • Change the page layout so that the subheading *Structure* and all following text is displayed in **two** equally spaced columns with **2** centimetre spacing between the columns.

[2]

- 9 • Apply the *TA-Bullet* style to the list of items from:

*Intermediate apprenticeship ...
to
... (levels 6–7)*

[2]

- 10 • Identify the **five** subheadings in the document and apply the *TA-Subhead* style to each one.

[1]

- 11 • Using the data in the file **J228ADVERTS.csv** create a vertical bar chart to show the number of advertisements only for higher apprenticeships for the years 2013 to 2016.

[1]

- 12 • Label the chart with the title:

Growth in Degree Level Apprenticeships

[1]

- 13 • Format the value axis scale to display:

- a maximum value of **3600**
- increments of **600**

[2]

- 14 • Label the category axis with the title **Year**

- Do **not** display a value axis title or a legend.

[1]

- 15 • Insert the chart after the paragraph ending ... *seen in the following graph:*

- Make sure that:

- the chart fits within the column width
- all labels are displayed in full.

[1]

- 16 • Import the image **J228SIGN.png** and place this below the subtitle *Produced by:*

[1]

- 17 • Format the image so that:

- it is resized to a width of **4** centimetres with the aspect ratio maintained
- it is aligned to the left margin and the top of the paragraph starting *An apprenticeship is a real job ...*
- the text wraps round the image.

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

[2]

[Total: 25]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the same currency symbol and are set to 2 decimal places. Dates are to be displayed in the format dd-MMM-yy.

- 18 • Import the file **J228APPRENTICES.csv** into a suitable database package.
 • Use these field names and data types:

Field Name	Data Type	Format
<i>Vacancy</i>	Text	
<i>Vacancy_ID</i>	Text	
<i>Level</i>	Text	
<i>Employer_Name</i>	Text	
<i>Subject_Ref</i>	Text	
<i>Learning_Provider</i>	Text	
<i>Number</i>	Numeric/integer	
<i>Closing_Date</i>	Date	dd-MMM-yy e.g. 19-Jun-07
<i>Wage</i>	Numeric/Currency	Currency to two decimal places
<i>Day_Release</i>	Boolean/Logical	To display as Yes/No

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

EVIDENCE 4

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

[2]

- 19 • Import the file **J228FRAMEWORK.csv** as a new table in your database.
 • Use these field names and data types:

Field Name	Data Type
<i>Subject_Name</i>	Text
<i>Subject_ID</i>	Text
<i>Framework_Developer</i>	Text
<i>Sector_Area</i>	Text

- Set the *Subject_ID* field as a primary key.
- Create a one-to-many relationship between the *Subject_ID* field in the framework table and the *Subject_Ref* in the apprentice table.

EVIDENCE 5

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

[1]

- 20 • Create a columnar data entry form which:
- includes all the fields from the apprentices table
 - displays the field headings left aligned in columnar format
 - uses radio buttons in the *Day_Release* field to select the options **Yes** or **No**. These values are to be stored as **-1** for Yes and **0** for No in the *Day_Release* field
 - includes a suitable heading in a large, bold font.
- Ensure all the fields and data are fully visible and the layout is consistent.

EVIDENCE 6

Place in your Evidence Document screenshot(s) to show the radio buttons design with the values stored in the *Day_Release* field.

[3]

- 21 • Use the form created in step 20 to enter the following details as a new record:

Vacancy	Digital Content Apprentice
Vacancy_ID	TT449454
Level	Advanced
Employer_Name	Progressive Futures
Subject_Ref	449
Learning_Provider	Aspire Learning
Number	2
Closing_Date	15-Aug-18
Wage	133.00
Day_Release	Yes

- Check your data entry for errors.
- Ensure all data is fully visible.
- Save the data.

EVIDENCE 7

Place in your Evidence Document a screenshot showing this data in your form.

[2]

22 Apprentices receive their weekly wage plus an additional 4% if they meet training targets.

- Using fields from both tables produce a report which:
 - contains a new field called **Bonus_Wage** which is calculated at run-time and displayed as currency. This field will calculate the *Wage* plus 4% of the *Wage*
 - shows only the records where:
 - *Level* is **Advanced** or **Higher**
 - *Closing_Date* is on or before **31-Aug-18**
 - *Subject_Name* excludes **Accounting**
 - shows only the fields *Vacancy*, *Level*, *Closing_Date*, *Employer_Name*, *Day_Release*, *Wage*, *Bonus_Wage* in this order with data and labels displayed in full. Do **not** group the data
 - sorts the data into ascending order of *Level* and then descending order of *Wage*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the title **Vacancies list for August** formatted so that it displays in a larger font size at the top of the page
 - calculates the number of vacancies and places this below the *Level* column
 - has a label **Number of jobs** to the left of this value
 - has your name, Centre number and candidate number on every page of the report.
- Save and print your report.

PRINTOUT 1

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 formula used to calculate the number of vacancies.

[12]

23 • Produce an extract from all the data which:

- selects only those records where:
 - vacancy includes **Engineer**
 - level is **Intermediate**
 - wage is **150 or more**
- shows only the fields *Vacancy_ID*, *Vacancy* and *Wage* in this order
- sorts the *Wage* in ascending order.
- Save the extract.

[5]

- 24 • Export the extract created in step 23 in rich text format.
• Save the exported file in your work area.

EVIDENCE 9

Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[1]

- 25 Answer the following questions using your own words. Type your answers in your Evidence Document:

- (a) Describe what is meant by data verification. [1]
- (b) Name **two** methods of data verification and for **one** of these methods explain how it could be used with this database. [3]

EVIDENCE 10

Type your answers in your own words into your Evidence Document using no more than 50 words.

[Total: 30]

Task 4 – Document 2

- 26** • Import the extract you saved in Step 24 into your *FACTSHEET* document as a table after the paragraph which ends ... *vacancies available are:*
- Make sure that:
 - the table fits within the column width
 - the extract does **not** contain a title
 - all required fields and their labels are fully visible
 - no text is wrapped within the extract
 - the *TA-Table* style is applied to the extract
 - there is a **6** point space after the table.

[2]

- 27** • Spell check and proofread the document.
- Make sure that:
 - tables, charts 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 1.
 - Print the document.

PRINTOUT 2

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

[1]

- 28** Many jobs are now being replaced by IT systems.

- Evaluate in your own words the effects of IT on potential employment for these apprentices.

EVIDENCE 11

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

[4]

[Total: 7]

Task 5 – Mail Merge Letter

You are required to carry out a mail merge to send out apprenticeship offer letters.

- 29 • Create a mail merge letter using the file **J228OFFERLET.rtf** as the master document and **J228JOBS.csv** as your data source.
- Replace <Date> with a field to display today's date in the format dd MMMM yyyy.

EVIDENCE 12

Take screenshot evidence showing the date field code. Place this screenshot in your Evidence Document.

[1]

- 30 • In the master document, maintain the existing spacing and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source:

Data to replace	Replace with field
<FIRST>	First_Name
<JOB>	Vacancy
<COMPANY>	Employer
<MONEY>	Wage
<FAMILY>	Family_Name
<GRADE>	Level
<SECTOR>	Framework
<BEGIN>	Start_Date
<FINISH>	End_Date

[3]

- 31 • Replace the text *Candidate Name* with your name.
- Include your name, Centre number and candidate number in the header of the document.
- Save and print your master document with the merge fields displayed.

PRINTOUT 3

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

[1]

- 32 • Set an automated filter to select the records where:
- *Level* is **Intermediate**
 - *Start_Date* is **17/09/2018**

EVIDENCE 13

Place in your Evidence Document a screenshot to show your automated filter.

[2]

- 33 • Merge and print the letters for the selected apprentices only.
- Save and close the files.

PRINTOUT 4

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

[1]

[Total: 8]

Task 6 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides should display a title and bulleted list.

- 34** • Create a presentation of 6 slides using the file **J228LEARN.rtf**

- Format slide 1 so that:
 - a Title Slide layout is applied
 - the title and subtitle are placed in the centre of the slide
 - your name appears after the text *A guide to apprenticeships by:*

[1]

- 35** • Use a master slide to display the following features on all slides:

- your name, Centre number and candidate number
- automatic slide numbers.

[1]

- 36** • Change the layout of the slide with the title *Progression Routes* to a title and table.

- Create a table that contains **4** columns and **7** rows.
- Copy the data from the file **J228TABLE.rtf** and place this in the table.
- Format the table with all gridlines displayed and no cell shading, like this:

Name	Level	Length	Equivalent educational level
Intermediate	2	12–18 months	5 GCSE passes at grades A* to C NVQ Level 2
Advanced	3	18–48 months	2 A level passes NVQ Level 3 National Certificate/Diploma
Higher	4	24 months +	Higher National Certificate (HNC) Certificate of Higher Education (CertHE) NVQ Level 4
	5		Higher National Diploma (HND) Diploma of Higher Education (DipHE) Foundation Degree
Degree	6	24 months +	Bachelor's Degree with Honours (e.g. BA Hons, BSc Hons) Graduate Certificate/Diploma Ordinary Degree (without Honours)
	7		Master's Degree Postgraduate Certificate/Diploma Master's Degree (e.g. MA, MSc, MBA, MPhil) Integrated Master's Degree (e.g. MEng)

[2]

- 37 • Insert a new row as the first row of the table and enter the heading:
Levels of Apprenticeship [1]
- 38 • Merge the cells in the first row and centre align the heading. [1]
- 39 • Format rows 1 and 2 of the table to be:
◦ bold with a **20** point size
◦ filled with light grey shading (10–25%). [1]
- 40 • Add the following text as presenter/speaker notes for the slide with the title *Progression Routes*:
Always get advice on the best qualification to suit you and your future plans.
• Print only this slide as presenter/speaker notes.

PRINTOUT 5

Make sure your **name**, **Centre number** and **candidate number** are on this slide.

[2]

- 41 • Save the presentation.
• Print slides **1** to **4** only as a handout with **2** slides to the page.

PRINTOUT 6

Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

[1]

[Total: 10]

Task 7 – Printing the Evidence Document

- 42 • Save and print your Evidence Document.

PRINTOUT 7

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

BLANK PAGE

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Step 1 – EVIDENCE 1

e ▶ ICT Website ▶ Years ▶ IGCSE Revision ▶ 2018 ▶ Paper 2 ▶ Summer ▶ 0417_s18_sf_22 ▶ Source Files 2018

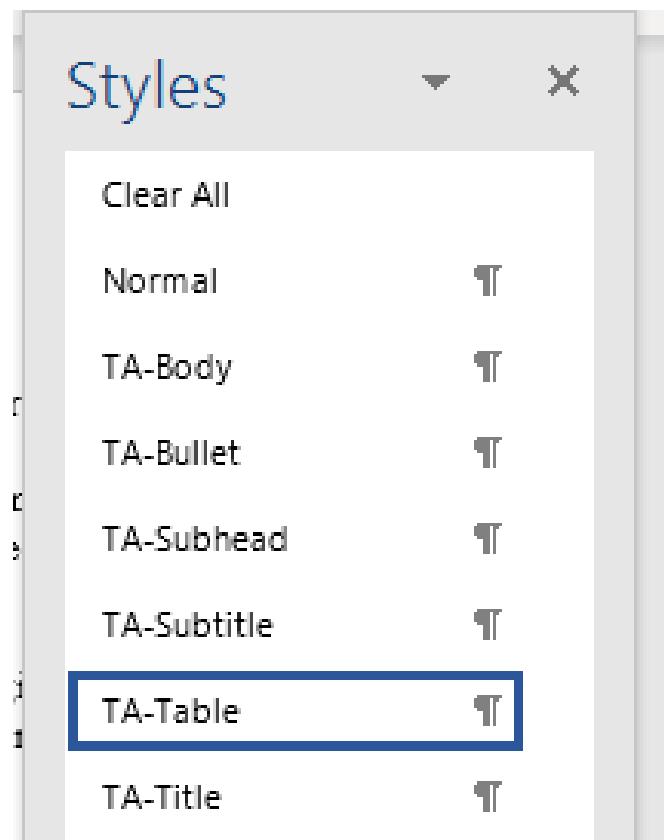
Name	Date modified	Type	Size
2018 S22	03/11/2018 12:19	Microsoft Access Database	2,144 KB
Extract	17/10/2018 21:22	Rich Text Format	7 KB
FACTSHEET	23/11/2018 08:31	Microsoft Word Document	21 KB
J228ADVERTS	23/09/2018 20:54	Microsoft Excel Comma Separated Va...	1 KB
REPORT	22/09/2018 20:54	Rich Text Format	75 KB

Step 3 – EVIDENCE 2

The screenshot shows two overlapping Microsoft Word dialog boxes. The 'Modify Style' dialog box is in the foreground, displaying style properties for 'TA-Subhead'. It includes fields for Name (TA-Subhead), Style type (Paragraph), Style based on (TA-Subtitle), and Style for following paragraph (TA-Subhead). The 'Formatting' section shows font (Arial, 18pt), bold, italic, underline, and alignment buttons. Below this is a preview area with repeated text 'Following Paragraph' and a note about the style being centered. At the bottom are checkboxes for 'Add to the Styles gallery' (checked), 'Automatically update' (unchecked), and 'Only in this document' (checked).

The 'Paragraph' style settings dialog box is in the background. It has tabs for 'Indents and Spacing' (selected) and 'Line and Page Breaks'. Under 'General', 'Alignment' is set to 'Centered' and 'Outline level' is 'Body Text'. Under 'Indentation', 'Left' and 'Right' are both set to '0 cm'. Under 'Spacing', 'Before' is '0 pt', 'After' is '9 pt', and 'Line spacing' is 'Single'. A checkbox for 'Don't add space between paragraphs of the same style' is unchecked. The 'Preview' section shows a sample of the style applied to text.

Step 4 – EVIDENCE 3



Step 18 – EVIDENCE 4

Tools | Show/Hide | Field, Record & Table Events |

J228APPRENTICES

Field Name	Data Type
Vacancy	Short Text
Vacancy_ID	Short Text
Level	Short Text
Employer_Name	Short Text
Subject_Ref	Short Text
Learning_Provider	Short Text
Number	Number
Closing_Date	Date/Time
Wage	Number
Day_Release	Yes/No

General **Lookup**

Format	Yes/No
Caption	

Step 19 – EVIDENCE 5

Relationships

J228APPRENTICES	J228FRAMEWORK
Vacancy Vacancy_ID Level Employer_Name Subject_Ref Learning_Provider Number Closing_Date Wage Day_Release	Subject_Name Subject_ID Framework_Develop Sector_Area

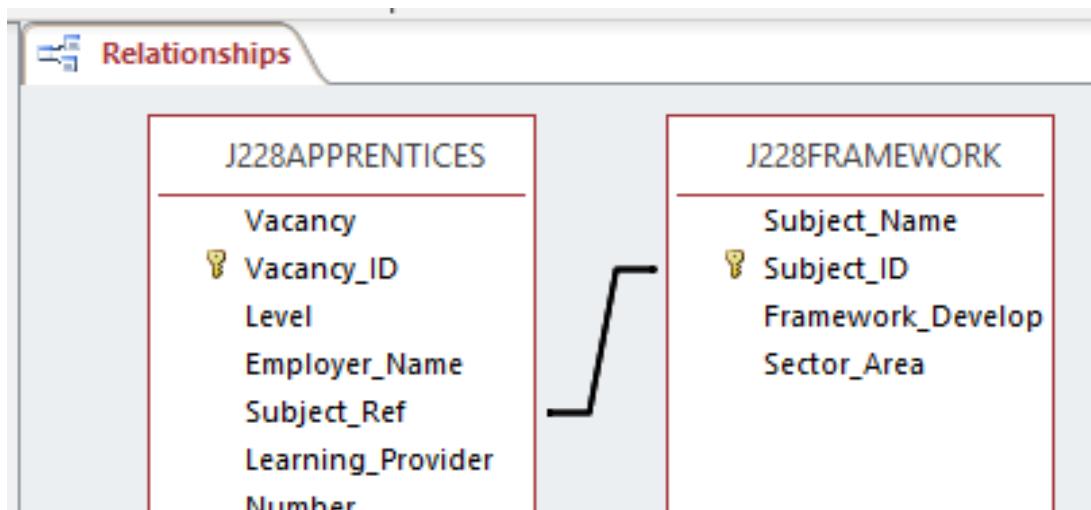
Edit Relationships

Table/Query: J228FRAMEWORK Related Table/Query: J228APPRENTICES

Relationship Type: One-To-Many

Enforce Referential Integrity
 Cascade Update Related Fields
 Cascade Delete Related Records

Create Cancel Join Type.. Create New..



Step 20 – EVIDENCE 6

Property Sheet

Selection type: Option Button

Option24

Format	Data	Event	Other	All
Option Value	-1			
Enabled	Yes			
Locked	No			

Property Sheet

Selection type: Option Button

Option26

Format	Data	Event	Other	All
Option Value	0			
Enabled	Yes			
Locked	No			

Clicking an option in an option group sets the value of the option group to the value of the selected option.

xxxxxx	=1
<input checked="" type="radio"/> xxxx xxxx	=1
<input type="radio"/> xxxx xxxx	=2
<input type="radio"/> xxxx xxxx	=3

What value do you want to assign to each option?

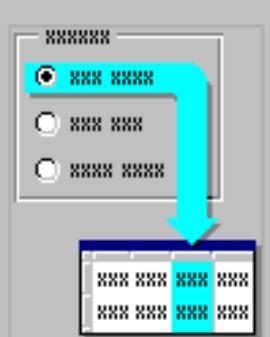
Label Names	Values
Yes	-1
No	0

You can click here to store the value of a selected option in a field, or use the value later to perform a task such as printing a report.

What do you want to do with the value of a selected option?

Save the value for later use.

Store the value in this field:

**Closing_Date**

03/08/2018

Wage

£132.00

Day_Release

- Yes
 No

Step 21 – EVIDENCE 7[J228APPRENTICES Data Entry Form](#)

APPRENTICES Data Entry Form

Vacancy	Digital Content Apprentice
Vacancy_ID	TT449454
Level	Advanced
Employer_Name	Progressive Futures
Subject_Ref	449
Learning_Provider	Aspire Learning
Number	2
Closing_Date	15/08/2018
Wage	133
Day_Release	<input checked="" type="radio"/> Yes <input type="radio"/> No

Step 22 – EVIDENCE 8**Step 24 – EVIDENCE 9**

File					New	Open	Select
Organize							
File	ICT Website	Years	IGCSE Revision	2018	Paper 2	Summer	0417_s18_sf_22
							Source File
Name	Date modified	Type	Size				
2018 S22	17/10/2018 21:22	Microsoft Access Database	2,144 KB				
2018 S22	17/10/2018 20:20	Microsoft Access Record-Locking Inf...	1 KB				
Extract	17/10/2018 21:22	Rich Text Format	7 KB				
J228ADVERTS	23/09/2018 20:54	Microsoft Excel Comma Separated Va...	1 KB				

Step 25– EVIDENCE 10:**Answer a)**

Reducing/preventing errors when data is copied from one medium to another/checking accuracy of data entered exactly matches original source

Answer b)

Method 1 - Double (data) entry

Method 2 - Visual (verification/check)

Method explanation - Double (data) entry – data entered twice (using two people) and the computer compares the two entries

Step 28 – EVIDENCE 11

Fewer jobs available as taken over by robots/computer controlled warehouses/labour intensive work

Creation of new ICT jobs

Increase in jobs in writing software/programs

Increase in jobs relating to maintenance of robots and IT equipment

Increase in jobs relating to web designers/advertising

Increase in computer engineers/project managers/systems analysts

Step 29 – EVIDENCE 12**Step 32 – EVIDENCE 13**