Cambridge IGCSE

Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

CANDIDATE NAME	

CENTRE NUMBER		CANDIDATE NUMBER	

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Document Production, Data Manipulation and Presentations **February/March 2016**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Write your name, Centre number and candidate number in the spaces at the top of this page.
Write in dark blue or black pen.
Do not use staples, paper clips, glue or correction fluid.
DO **NOT** WRITE IN ANY BARCODES.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.
Enter your **name**, **Centre number** and **candidate number** on every printout before it is sent to the printer.
Printouts with handwritten candidate details on will **not** be marked.
At the end of the examination, put this **Question Paper** and **all your printouts** into the Assessment Record Folder.
If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

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

Write today's date in the box below.

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

CAMBRIDGE
International Examinations

[Turn over

You work for Mana Construction which has offices in several cities. You are going to perform some tasks for this company.

In task 2, you will need to define and use the following paragraph styles:

House Style Specification Sheet							
	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
MC-Title	sans-serif	36 point	right aligned	none	single	0	0
MC-Subtitle	sans-serif	18 point	right aligned	underlined	single	0	0
MC-Subheading	serif	14 point	left aligned	none	single	0	14
MC-Body	serif	12 point	fully justified	none	single	0	12

Task 1 – Evidence Document

- Open the file **M16EVIDENCE.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 in this Evidence Document when required.

Task 2 – Document

You are going to edit a newsletter about the development of a new construction project.

1. • Using a suitable software package, load the file **M16PROJECT.RTF**

   • Set the page size to A4.

   • Set the page orientation to portrait. [1]

2. • Set all margins to **2 cm**. [1]

   EVIDENCE 1

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

   ---

3. • Save the newsletter in your work area. Use the format of your software package and give this document a new name. [1]

   EVIDENCE 2

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

   ---

4. • Place in the header your:
      ○ name and candidate number left aligned
      ○ Centre number right aligned.

   • Place in the footer the automated file name right aligned (including the file path).

   • Make sure that:
      ○ all the alignments match the page margins
      ○ headers and footers are displayed on each page. [2]

5. • Create or edit the following styles. You will apply these styles to the text in the document. Refer to the *House Style Specification Sheet* for details of these styles.

      MC-Title
      MC-Subtitle
      MC-Subheading
      MC-Body

   EVIDENCE 3

   Place in the Evidence Document screenshot(s) to show how you created or edited the **MC-Body** paragraph style, which is defined in the *House Style Specification Sheet*.
   You **only** need to show evidence of the **MC-Body** paragraph style.

   ---

   [3]

 [Turn over

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

Mana Construction News [1]

7 • Apply the MC-Title style to this text. [1]

8 • Below the title, add the subtitle:

Report by: and add your name [1]

9 • Apply the MC-Subtitle style to this text. [1]

10 • After the subtitle text, format the rest of the document into two equally spaced columns with a 2 cm gap. [2]

11 • Apply the MC-Body style to this text. [1]

12 • In the left column, before the first paragraph, enter the subheading:

The Company [1]

13 • Identify all the subheadings in the document and apply the MC-Subheading style to each one. [2]

14 • Import the image **M16POWER.JPG**
• Place this image:
  ○ on the first page
  ○ below the subheading *The Project*
  ○ aligned with the top of the following paragraph
  ○ aligned to the left margin.
• Rotate the image 180°.
• Crop the image to remove 50% from the right.
• Resize the image to 5 cm high and maintain the aspect ratio.
• Make sure the text wraps round the image. [5]
  It may look like this:
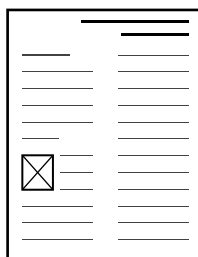
15 • Format the table so that:

   ○ it fits within the column width

   ○ no text is wrapped within a cell

   ○ only the top row of the table has a light grey (10–20%) shading

   ○ no borders or gridlines are visible when printed.   [4]

16 • Spell check and proofread the document.   [1]

   • Place page breaks, if necessary, to ensure that:

   ○ the document and paragraphs are complete

   ○ spacing is consistent

   ○ there are no widows or orphans

   ○ there are no blank pages.   [1]

   • Save and print your document.

PRINTOUT 1

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

[Total: 29]

Task 3 – Database Report

You are now going to prepare some reports for the company. Make sure all currency values are displayed with no decimal places.

17 • Using a suitable database package, import the file **M16EMPLOYEES.CSV**

    • Use these field names and data types:

Field Name	Data Type	Description
Employee_ID	**Text**	This is a unique identification for each employee
Family_Name	**Text**	
First_Name	**Text**	
Job_Description	**Text**	
Salary	**Numeric/Currency**	Amount paid per year
Office_ID	**Text**	Three letter code to represent the office
Contractor	**Boolean/Logical**	Display in the report as Yes/No or checkbox

    • Set the *Employee_ID* field as a primary key. [5]

18 • Import the file **M16OFFICES.CSV** as a new table with all fields set as text data types in your database.

    • Set the *Office_ID* field as a primary key. [2]

> **EVIDENCE 4**
>
> Take screenshot evidence showing the field names and data types used in the two tables. Place these screenshots into your Evidence Document.

19 • Create a one-to-many relationship as a link between the *Office_ID* field in the Offices table and the *Office_ID* field in the Employees table. [1]

> **EVIDENCE 5**
>
> Take screenshot evidence showing the relationship between the two tables. Place a copy of this screenshot into your Evidence Document.

20 • Create a data entry form for all fields in the Employees table. [2]

21 Add the following record to the Employees table using your form:

Employee_ID	Family_Name	First_Name	Job_Description	Salary	Office_ID	Contractor
AHM0221	KAPOOR	SHASHI	STRUCTURAL ENGINEER	4416280	AHM	No

Check your data entry for errors.   [1]

> **EVIDENCE 6**
> Take screenshot evidence of the completed form for this record. Place a copy of this screenshot into your Evidence Document.

A bonus is paid to employees but not contractors. It is an extra month's pay.

22 • Produce a report which:

   ○ contains a new field called **Bonus**. It is the annual *Salary* of the employee divided by 12. This is calculated at run-time

   ○ displays the contents of this field as currency

   ○ shows only the records where the *Office* is **Ahmedabad** and *Contractor* is **No**

   ○ shows only the fields *Office* (name in full), *Telephone, Employee_ID*, *Family_Name*, *First_Name, Job_Description, Contractor*, *Salary* and *Bonus* in this order. Make sure all labels and data are fully visible

   ○ fits on a single page wide

   ○ has a page orientation of landscape

   ○ sorts the data into ascending order of *Family_Name*

   ○ calculates the total cost of the bonuses paid in this office and places it at the bottom of the report

   ○ displays this value as currency

   ○ has a label **Bonuses paid** to the left of this number

   ○ includes the heading **Ahmedabad Office Bonus Report** at the top of the page

   ○ has your name, Centre number and candidate number on the report.

   • Save and print your report.   [11]

> **PRINTOUT 2**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

[Total: 22]

Task 4 – Database Labels

You are going to prepare attendance badges for a meeting.

23 • Produce labels from all the data which:

  ○ are arranged in two columns

  ○ only include employees whose *Job_Description* contains *Engineer* and who work in the offices in *Mumbai* or *Bangalore*

  ○ show only the fields *First_Name* and *Family_Name* on one line, with their *Job_Description* on the next line.

  ○ include this heading, in a larger font size, at the top of each label:

  Mana Project Development

  ○ include your name, Centre number and candidate number at the bottom of each label.

  The page layout may look like this:

• Save and print your labels.   [9]

PRINTOUT 3

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

[Total: 9]

Task 5 – Mail merge Letter

A letter will be sent to the Regional Managers.

24 • Prepare a mail merge letter using the file **M16MAIL.RTF** as your master document and the **M16OFFICES.CSV** file as the source data.

    ○ You will need to insert relevant fields from your data source to replace text in the master document (the fields are within < >)

    ○ You will need to replace *Today's date* with a field to display today's date in the format dd/mm/yyyy

    ○ Replace (Director) with your name

    ○ Replace XX999 with your Centre number and replace 0099 with your candidate number

    ○ Proofread and spell check the letter.

> **EVIDENCE 7**
>
> Display the merge field codes and date field code, then take screenshot evidence. Place this screenshot into your Evidence Document.

[5]

25 • Letters are required for the Regional Managers in Bangalore and Chennai.

• Turn field display off.

• Merge and print the letters to these two Regional Managers only.

> **PRINTOUT 4**
>
> Make sure that your **name**, **Centre number** and **candidate number** are displayed on your merged letters.

[2]

26 • Evaluate the use of mail merge to produce these letters.

> **EVIDENCE 8**
>
> Type your evaluation into your Evidence Document.

[4]

[Total: 11]

Task 6 – Presentation

You are going to create a short presentation about staying safe online. The presentation should be based on a master slide that you will design.

A company logo **M16LOGO.JPG** is available for you to use, if you wish, in the presentation.

27 • Use at least four features on your master slide.

(These may include text, lines, logo, image(s), slide numbers, colours or a template, and must include your name, Centre number and candidate number.)

• All master slide items should appear on all slides.

• The presentation must have a title slide, add a suitable title and subtitle to this slide.   [3]

28 • Create three more slides for the presentation. Each slide must have:

○ appropriate styles and layout (Heading and bulleted text)

○ the contents of the slides should explain:

– what is meant by phishing

– how to identify a phishing attack

– how to protect yourself against phishing threats.   [4]

29 • Make sure that:

○ all master slide items appear on all slides

○ no objects overlap.   [1]

30 • Save the presentation.

• Print all the slides as audience notes.
Make sure that the text on the slides is easily legible.   [1]

PRINTOUT 5

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

[Total: 9]

EVIDENCE 9 – 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 7 – Printing the Evidence Document

You now need to print your 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