

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS International General Certificate of Secondary Education

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Practical Test

May/June 2009

2 hours 30 minutes

Additional Materials: 0

Candidate Source Files

READ THESE INSTRUCTIONS FIRST

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

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

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

Before each printout you should proof-read the document to make sure that you have followed all instructions carefully.

At the end of the test put all your printouts into the Assessment Record Folder.

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



You work for a company called Hothouse Design. You are going to perform some clerical tasks for

this company.

1 Prepare an e-mail message to be sent to design.h@cie.org.uk which contains the subject line Holidays 2009

The body text of the message should include:

• your Centre number

• your name

• your candidate number

• the text: Please send the instructions that I need.

Send this message. You should receive the instructions that you need within an e-mail reply.

Take a screenshot to show you have searched for, found and are ready to save, the specified file.

Read the reply to your message and follow the instructions. The URL which you will need is

2

http://www.hothouse-design.co.uk

4 Print this screenshot.

You are now going to edit a document about the sales of holidays.

5	Using a suitable software package, load the file J9SALES.RTF					
6	Set the page size to A4.					
7	Set the page orientation to landscape.					
8	Set all the margins to 2 centimetres.	$\overline{\Box}$				
9	Format the entire document into 2 columns of equal width, with a 2 centimetre gap between the columns.					
10	Set all the text to a serif font.					
11	Set all the text to 1.5 line spacing.					
12	Make all the text left aligned.					
13	Set the font size for all the text to 11 point.					
14	Insert a page break before the first paragraph.					
15	Format ONLY the first page of the document into a single column.					
16	Make this first page a title page by adding the heading Very Special Holidays 2009 in a sans-serif font.					
17	Centre align the heading.					
18	Set the font size of the heading to 36 point.					
19	Make only the words Very Special italic and underlined.					
20	Below the heading, add the subheading Sales Report by and add your name.					
21	Set the text used for the subheading to the same sans-serif font as the heading.					
22	Set the font size of the subheading to 18 point.					
23	Right align the subheading.					
24	Place your name left aligned, your Centre number centre aligned, and your candidate number right aligned in the header.					
	Place an automated page number left aligned in the footer.					
	Make sure that headers and footers do not appear on page one, but are displayed on all other pages.					
	Make sure that all the alignments match the margin settings.					
25	Move the third paragraph that starts:					
	Our new offering is at the Paradise Retreat					
	so that it becomes the second paragraph.					
26	Change the numbered list: 1. Strand	Ш				
	2. Oxford Street					
	3. Regent Street					
	to a bulleted list.					

27	Find the tab	le which has	the word <i>Code</i> in the to	p left cell.		✓	
	Complete the table by adding the <i>Hotel</i> and <i>Location</i> details as shown below.						
	Make sure that the font matches the font specified for the body text of the document and that all of the table is visible with no text wrapping.						
	The table m	ust fit within t	he column and must no	ot change its po	osition in the document.		
		Code JGBEXL ALMGPL GCAPRG	Location Jersey Almeria Grand Cayman	Hotel Excelsior Gran Lujo I Paradise R			
28	Find the tab			•	eneat		
20	Find the table which has the word <i>Staff</i> in the top left cell. Copy the staff details (<i>Firstname, Familyname, Office</i> and <i>Startdate</i>) from the file J9STAFF.CSV and paste them into the table to the right of the staff codes.						
29	Delete the fi	rst column fro	om the table (containing	g staff codes).			
	Delete the ro	ow from the ta	able containing <i>Lucille</i>	Mather			
30	Make sure tl	hat the text in	the table is formatted	to match the bo	ody text of the document.		
31	Format the	column headi	ngs to be italic, underli	ned and centre	d.		
32	Format the b	oackground o	f the top row to be a lig	ht grey shade.			
33	Format all be	orders in the	table to appear when p	rinted.		\Box	
34	Make sure tl	hat all of the	contents of the table ar	e visible with n	o text wrap.	$\overline{\Box}$	
	The table m	ust fit within t	he column and must no	ot change its po	osition in the document.		
35	Import a graphic image showing an island or a hotel (from clip art, scanner, digital camera or elsewhere), and place this immediately after the text:						
	our next mystery destination in our new brochure:						
36	Change the image so that:						
	it is re-sized to fill the column width						
	the aspect ratio is maintained						
	 the text wraps above and below the image. 						
	It may look like this:						
37	Save the do	cument using	g a new filename.				

Using a s	suitable database	package, im	port the file	J9SALES.C	SV		✓
Assign th							
J	Field name Dat	a type					
	Staff Tex	t					
	Date Dat	е					
	Booking Tex	t					
	Week Nur	neric / Integ	jer				
	Price N ur	neric / Curr	ency / 2 d	ecimal place	s		
	Number N ur	meric / Integ	jer				
	Tour Boo	olean / Logi	cal				
	•	field names.	You may	add another f	ield as a prim	nary key if your	
Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, Centre number and candidate number are included on this printout.							
Insert the	e data for the follow	ving three re	cords:				
Staff	Date	Booking	Week	Price	Number	Tour	
			-				
JP	31-Mar-2009	ALMGPL	37	£399.00	6	No	
Check yo	our data entry for e	errors.					
Save the	data.						
Produce	a report which:						
	•	ation of portra	ait				
		•					
contains a new field called Income which is calculated at run-time. This field will						II	
				cv with 2 deci	mal places		
				•	mai piacee		
•							
• sorts the data into ascending order of <i>Date</i> (with 01/01/2009 at the top)							
calculates the total value of the <i>Income</i> field and displays this at the end of the							
•	has your name, ca						
Save and							
	Ensure the software Save as screen sincluded Insert the Typ FD JP Check yet Save the Produce	Assign the following data ty Field name Date Staff Tex Date Date Booking Tex Week Nur Price Nur Number Nur Tour Book Ensure that you use these software requires this. Save a screen shot showin screen shot. Make sure that included on this printout. Insert the data for the follow Staff Date JP 29-Mar-2009 FD 29-Mar-2009 JP 31-Mar-2009 Check your data entry for export which: has a page orientate fits on a single page contains a new fies calculate Price muse has the Income fies shows only the rece shows only the field shows this data are sorts the data into includes the headiful calculates the total report under the Income fies that the label Total	Assign the following data types to the fire id name Data type Staff Text Date Date Booking Text Week Numeric / Integration of portration of portration of portration as sondy the fields of the data into ascending to includes the heading Week 37 calculates the total value of the report under the label Total Income to has your name, candidate nume.	Assign the following data types to the fields: Field name Data type Staff Text Date Date Booking Text Week Numeric / Integer Price Numeric / Integer Tour Boolean / Logical Ensure that you use these field names. You may software requires this. Save a screen shot showing the field names and screen shot. Make sure that your name, Centre not included on this printout. Insert the data for the following three records: Staff Date Booking Week JP 29-Mar-2009 ALMGPL 37 FD 29-Mar-2009 ALMGPL 37 JP 31-Mar-2009 ALMGPL 37 Check your data entry for errors. Save the data. Produce a report which: has a page orientation of portrait fits on a single page wide contains a new field called Income whice calculate Price multiplied by Number has the Income field formatted as current shows only the records where the Week shows only the fields Staff, Date, Booking shows this data and the field names in fure sorts the data into ascending order of Date includes the heading Week 37 Sales at the calculates the total value of the Income report under the Income field values, forrown has the label Total Income to the left of the has your name, candidate number and Come in the sorts and the field number and Come has your name, candidate number and Come in the sorts and candidate number and Come in the sort	Assign the following data types to the fields: Field name Data type Staff Text Date Date Booking Text Week Numeric / Integer Price Numeric / Integer Tour Boolean / Logical Ensure that you use these field names. You may add another f software requires this. Save a screen shot showing the field names and data types us screen shot. Make sure that your name, Centre number and caincluded on this printout. Insert the data for the following three records: Staff Date Booking Week Price JP 29-Mar-2009 ALMGPL 37 £399.00 FD 29-Mar-2009 ALMGPL 37 £399.00 FD 29-Mar-2009 ALMGPL 37 £399.00 Check your data entry for errors. Save the data. Produce a report which: has a page orientation of portrait fits on a single page wide contains a new field called Income which is calculate calculate Price multiplied by Number has the Income field formatted as currency with 2 deci shows only the fields Staff, Date, Booking, Price, Num shows this data and the field names in full sorts the data into ascending order of Date (with 01/01 includes the heading Week 37 Sales at the top of the calculates the total value of the Income field and dis report under the Income field values, formatted as current on the left of the total the value has your name, candidate number and Centre number	Field name Data type Staff Text Date Date Booking Text Week Numeric / Integer Price Numeric / Currency / 2 decimal places Number Numeric / Integer Tour Boolean / Logical Ensure that you use these field names. You may add another field as a prim software requires this. Save a screen shot showing the field names and data types used. Print a coscreen shot. Make sure that your name, Centre number and candidate numincluded on this printout. Insert the data for the following three records: Staff Date Booking Week Price Number JP 29-Mar-2009 ALMGPL 37 £399.00 2 JP 31-Mar-2009 ALMGPL 37 £399.00 6 Check your data entry for errors. Save the data. Produce a report which: • has a page orientation of portrait • fits on a single page wide • contains a new field called Income which is calculated at run-time calculate Price multiplied by Number • has the Income field formatted as currency with 2 decimal places • shows only the records where the Week is 37 • shows only the fields Staff, Date, Booking, Price, Number and Income shows this data and the field names in full • sorts the data into ascending order of Date (with 01/01/2009 at the includes the heading Week 37 Sales at the top of the page • calculates the total value of the Income field and displays this at report under the Income field values, formatted as currency with 2 to has the label Total Income to the left of the total the value of the Income has your name, candidate number and Centre number on the left a	Assign the following data types to the fields: Field name Data type Staff Text Date Date Booking Text Week Numeric / Integer Price Number / Integer Tour Boolan / Logical Ensure that you use these field names. You may add another field as a primary key if your software requires this. Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, Centre number and candidate number are included on this printout. Insert the data for the following three records: Staff Date Booking Week Price Number Tour JP 29-Mar-2009 ALMGPL 37 £399.00 2 Yes FD 29-Mar-2009 ALMGPL 37 £399.00 2 No JP 31-Mar-2009 ALMGPL 37 £399.00 6 No Check your data entry for errors. Save the data. Produce a report which: • has a page orientation of portrait • fits on a single page wide • contains a new field called Income which is calculated at run-time. This field wire calculate Price multiplied by Number • has the Income field formatted as currency with 2 decimal places • shows only the records where the Week is 37 • shows only the fields Staff, Date, Booking, Price, Number and Income • shows this data and the field names in full • sorts the data into ascending order of Date (with 01/01/2009 at the top) • includes the heading Week 37 Sales at the top of the page • calculates the total value of the Income field and displays this at the end of the report under the Income field values, formatted as currency with 2 decimal places • has the label Total Income to the left of the total the value of the Income field • has your name, candidate number and Centre number on the left at the foot of

		\checkmark					
44	Produce a report which:						
	has a page orientation of portrait						
	fits on a single page						
	 shows only the records where the booking was for holidays in Week 35, the booking Date was between 01/01/2009 and 31/01/2009 inclusive, and the Tour was Yes 						
	 shows only the fields Staff, Date, Booking and Number 						
	shows this data and the field names in full						
	 sorts the data into ascending order of Date and then ascending order of Staff 						
	 includes the heading Mini tours booked at the top of the page 						
	 has your name, Centre number and candidate number on the right in the footer. 						
45	Save and print this report.						
46	Produce a new report which:						
	shows a summary of the week 37 sales only	_					
	uses only the Staff and Income fields						
	 calculates the sum of the <i>Income</i> field for each member of <i>Staff</i> 						
	 counts the number of holidays sold by each member of Staff 						
47	Export this data in a format which can be opened by your graph/charting package. Save this data in a format which can be imported into a text document.						
48	Import this data into your document as a table immediately after the paragraph which ends:						
	The sales summary for week 37 is included here:						
	Make sure there is one blank line above and below the table.						
49	You now need to open the data exported at Step 47 in an appropriate charting package.						
50	Create a pie chart showing the number (count) of holidays sold by each member of staff.						
51	Add a title to the chart Holiday sales per employee						
52	Label the segments with the Staff initials and the number of holidays sold.						
	Pullout or highlight the segment representing the largest number of sales (JP).						
	Do not include a legend.						
53	Save this chart in a format which can be imported into a text document.						

54	Import this chart into your document immediately after the sentence:	√				
0-1	We would like to congratulate Joan Peters at the Strand office.					
	-					
	Make sure that all labels are fully visible.					
	Make sure there is one blank line above the chart.					
	Resize the chart so that it fits into a single column and maintain its aspect ratio. It may look like this:					
	(please note that the chart may not appear in the position shown in the diagram).					
55	Spell-check and proof-read the document.					
	Place breaks, if necessary, to ensure that:					
	 tables do not overlap two columns tables are not split between two pages or columns the chart does not overlap two columns the list is not split between two pages or columns there are no widows there are no orphans there are no blank pages. 					
56	Save and print the document.					
57	Prepare an e-mail message:					
	 to be sent to design.h@cie.org.uk copied to VSHsales@cie.org.uk with a blind carbon copy to VSHCEO@cie.org.uk with the subject line Sales report 					
	The body text of the message should include:					
	 your name your Centre number your candidate number the text: Here is the Sales report. 					
58	Attach your document to this e-mail.					
59	Print a copy of this e-mail, showing clearly that the attachment is present.					
	Send the e-mail.					

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