



Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Practical Test

May/June 2014

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

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

DO **NOT** WRITE IN ANY BARCODES.

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

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

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

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

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

You work for an activity company called Tawara Adventure Centres. You are going to perform some tasks for this company.

✓

1 Open the file **J14EVIDENCE.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 **J14EVIDENCE** followed by your candidate number. For example: J14EVIDENCE9999

You will need this file later.

You are now going to edit an information sheet about Tawara Adventure Centres.

2 Using a suitable software package, load the file **J14FLYER.RTF**

3 Set the:

- page size to A4
- orientation to portrait.

Place screen shot evidence of the A4 page size setting in your evidence document.

4 Set the:

- top and bottom margins to **2.5** centimetres
- left and right margins to **2** centimetres.

Place screen shot evidence of this in your evidence document.

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

6 Place in the header:

- your name left aligned
- today's date right aligned.

Place in the footer:

- the automated file name and path left aligned
- your Centre number and candidate number right aligned.

Make sure that all the alignments match the page margins.

Make sure that the headers and footers are displayed on all pages.

7 At the start of the document enter the title **Tawara Adventure Centres**

8 Make the title:

- centre aligned
- font size **30** point
- italic.

9 Below the title, add a subtitle:

Produced by: and add your name.



- 10 Make the subtitle:
- left aligned
 - font size **18** point
 - bold and underlined.
- 11 Set the title and subtitle to a serif font.
- 12 Format the text from the subheading *ACTIVITIES* so that this subheading and all following text is displayed in two equally spaced columns with **1** centimetre spacing between the columns.
- 13 Set all of the body text to:
- be fully justified
 - font size **11** point
 - a sans-serif font
 - **single** line spacing.
- 14 Identify the **8** subheadings in the document and make them all:
- centre aligned
 - bold
 - underlined
 - a serif font
 - font size **14** point.
- 15 Make sure there is a single **11** point line space after each paragraph of the body text and after each subheading.
- 16 Open the file **J14COURSE.CSV** and insert the contents as a table on the first page after ... *These include:*
- 17 Delete the third column with the heading *LEVEL* from the table.
- 18 Format the text in the table as body text.
- 19 Adjust the column widths so all the data displays on one line.
- 20 Format the top row of the table to be:
- bold and underlined
 - centre aligned over the three columns.
- 21 Make sure the table:
- fits within the column
 - has a single (**11** point) line space above and below
 - displays gridlines when printed.
- 22 Import the image **J14SKI.JPG** and place this below the subheading *ACTIVITIES* on the first page.



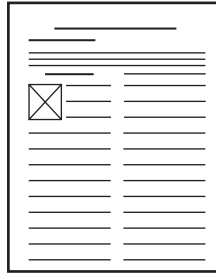
23 Crop the image to remove the fish on the left hand side.

24 Format the image so that it is:

- re-sized to a height of **5** centimetres
- aligned to the left margin
- aligned with the top of the paragraph starting *We offer an unrivalled...*

Make sure the text wraps round the image and the aspect ratio is maintained.

It may look like this:



25 Apply bullets to the list of centres from:

Bristol...

to

...Wales

26 Format the list so the bullets are positioned **2** cm from the left margin of the column.

27 Format the last paragraph of the document to display:

- an outside **3** to **4** point border
- light grey shading (10 – 25%)
- **1.5** line spacing.

28 Replace the word *external* with the word **outdoor** wherever it occurs.

29 Save the document.

You are now going to prepare some reports for the company. Make sure all currency values are in Euros to two decimal places.

✓

- 30 Using a suitable database package, import the file **J14ACTIVITIES.CSV**

Use the following field names and data types:

NAME	DATA TYPE	FORMAT
<i>Course_Code</i>	Text	
<i>Activity</i>	Text	
<i>Type</i>	Text	
<i>Level</i>	Text	
<i>Location</i>	Text	
<i>Residential</i>	Boolean/Logical	Yes/No
<i>Daily_Cost</i>	Number	Numeric/Currency
<i>Duration</i>	Number	Integer
<i>Insurance</i>	Number	Numeric/Currency

- 31 Place a screen shot showing the field names and data types used into your evidence document.

- 32 Insert the following three records:

<i>Course_Code</i>	<i>Activity</i>	<i>Type</i>	<i>Level</i>	<i>Location</i>	<i>Residential</i>	<i>Daily_Cost</i>	<i>Duration</i>	<i>Insurance</i>
JR019	Rib Trip	Water	Extreme	Jersey	Yes	52	7	20
CR009	Kite Surfing	Water	Extreme	Cornwall	Yes	92	6	15
BR017	Stunt Flying	Air	Extreme	Bristol	Yes	77.5	4	20

- 33 Check your data entry for errors.

- 34 Save the data.

- 35 The centre located in Leeds has closed. Find any activities located in Leeds and delete them from the database.



- 36 Produce a report from all the data which:
- contains a new field called **Course_Cost** which is calculated at run-time. This field will calculate the *Daily_Cost* multiplied by *Duration* plus the *Insurance*
 - has the *Course_Cost* field displayed as currency
 - shows only the records where the *Level* is **Extreme**, *Residential* is **Yes**, *Duration* is **10** days or less and excludes those activities located in **Ireland**
 - shows only the fields *Course_Code*, *Activity*, *Type*, *Location*, *Level*, *Daily_Cost*, *Duration* and *Course_Cost* in this order with all data and labels displayed in full
 - sorts the data into ascending order of *Location* and then into descending order of *Daily_Cost*
 - fits on a single page wide
 - has a page orientation of landscape
 - calculates the average *Daily_Cost*, positioned below the *Daily_Cost* column and formatted as currency
 - has a label to the left of this number **Average cost per day**
 - includes the heading **Extreme Outdoor Activities** at the top of the page
 - has your name, Centre number and candidate number on the right at the top of the report.
- 37 Save and print this report.
- 38 Produce an extract from all the data which:
- selects only those activities
 - containing Snow or Ice
 - located in Scotland
 - where the *Type* is Thrill
 - shows only the fields *Course_Code*, *Level* and *Activity* in this order
 - sorts the *Activity* in ascending alphabetical order.
- 39 Save this data in a form which can be imported into the document that you saved in step 29.
- 40 Import this data into your document as a table after the paragraph which ends: *...even the most demanding thrill seeker.*
- Make sure that all required fields and their labels are fully visible and that there is a single (11 point) line space above and below the extract.
- 41 Spell-check and proof-read the document.
- Make sure that:
- tables do not overlap two columns or pages
 - paragraphs with borders are not split over two columns or pages
 - bulleted lists are not split over two columns or pages
 - there are no widows or orphans
 - there are no blank pages.
- Make sure all formatting is consistent throughout your document.
- 42 Save and print the document.

You are now going to create a short presentation.

✓

- 43 Import the file **J14PRES.RTF** placing the text as slides in your presentation software.

(This should provide 7 slides)

- 44 The master slide must have:

- a plain white background
- the image **LOGO.JPG** placed in the bottom right corner. The height of the image should be **2.5** cm and the aspect ratio should be maintained
- your Centre number, candidate number and name in a **10** point black serif font in the top right corner
- automatic slide numbers in the bottom left corner
- the text **Tawara Adventure Centres** in a black **48** point serif font in the top left of the slide. Make sure the text does not wrap
- a horizontal black line, **3** points wide, across the slide below the text *Tawara Adventure Centres*

No master slide elements, text or images should overlap on any slides.

Apply all master slide elements to all slides.

- 45 Change the layout of slide 1 to a Title Slide layout so it contains a title and subtitle centre aligned on the slide.

- 46 Delete the slide with the title *Residential courses include:*

- 47 On the slide with the title *Most popular activities* insert a table with 2 columns and 3 rows and enter the following information:

Quad Biking	Kayaking
Snowboarding	Zorbing
Climbing Wall	4x4 Driving

Format the table so:

- there is no cell shading
- the font size is **24** point
- gridlines are displayed.

- 48 On the slide with the title *Centre locations:* insert a call out box to the right of the bullets. Enter the text **Snow sports available from December to March** in the call out box.

- 49 Create a vertical bar chart using the table in **J14CATEGORIES.CSV** to show the number of each type of sporting activity available.

- 50 Label the chart with

- the title **Number of Activities**
- category series labels displayed in full
- axis titles as **Category** and **Total**

Do not display a legend.

✓

- 51 Place the chart to the right of the bullet points on the slide with the title *Range of activities*:
- 52 Save the presentation.
 Print the presentation with six slides to the page.
 Print the slide with the title *Range of activities* as a full slide.
- 53 In your email program create a folder in your inbox named **Tawara AC**
 Place screen shot evidence of this folder in your evidence document.
- 54 Add the following contact details to your email contacts/address book:

FULL NAME	EMAIL ADDRESS
Nasser Salam	n.salam@cie.org.uk

 Place in your evidence document screen shot evidence to show that this contact has been saved.
- 55 Prepare an email message:
 - to be sent to *Nasser Salam* (from your contacts/address book)
 - with a blind copy to **design.h@cie.org.uk**
 - with the subject line **Information Sheet**
 The body text of the message should include:
 - your name
 - your Centre number
 - your candidate number
 - the text: **The final version is attached for your approval.**
- 56 Attach to your email only the document which you saved at step 42.
- 57 Take a screen shot of this email, showing clearly that the attachment is present, and place it in your evidence document.
 Send the email.
- 58 Save and print the evidence document.

Write today's date in the box below.

Date

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