**Cambridge International Examinations**
Cambridge International General Certificate of Secondary Education

| INFORMATION AND COMMUNICATION TECHNOLOGY | **0417/21** |
|---|---|
| Paper 2  Practical Test A | **May/June 2016** |

MARK SCHEME

Maximum Mark: 80

**Published**

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the May/June 2016 series for most Cambridge IGCSE®, Cambridge International A and AS Level components and some Cambridge O Level components.

This document consists of **28** printed pages.

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**Task 1 – Evidence Document**

This mark scheme includes the screenshots of the printed evidence that candidates should have included and screen shots from the Evidence Document.

**Task 2 – Document**

*You are going to edit a newsletter for Tawara Adventures. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed. All imported data should have the News-body text style applied unless otherwise instructed.*

| No. | Steps | Mark |
|-----|-------|------|
| 1 | **Using a suitable software package, open the file J216NEWSDRAFT.RTF**<br>**Set the:**<br>• **page size to A4**<br>• **orientation to portrait**<br>• **top and bottom margins to 2.5 centimetres**<br>• **left and right margins to 1.5 centimetres.**<br><br>– page size A4 and page orientation portrait (1 mark)<br>– top and bottom margins set to 2.5 cm, left and right margins set to 1.5 centimetres (1 mark) | [2] |
| 2 | **Save the document in your work area with the file name NEWSLETTER. Make sure it is saved in the format of the software you are using.**<br><br>– document saved in work area with file name NEWSLETTER and evidence of file type (1 mark) | [1] |

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| No. | Steps | Mark |
|---|---|---|
| 3 | **Place in the header:**<br>• **your name, Centre number and candidate number left aligned**<br>• **automated page numbers right aligned.**<br>**Place in the footer the automated file name and path centre aligned.**<br>**Make sure that:**<br>• **all the alignments match the page margins**<br>• **no other text is included in the header and footer area**<br>• **headers and footers are displayed on all pages.**<br><br>– header: Name, Centre number and candidate number left aligned, automated page numbers right aligned matching the page margins; and displayed on each page (1 mark)<br>– footer: automated file name and path centre aligned and displayed on each page (1 mark) | [2] |
| 4 | **Create the following paragraph styles:**<br><br>House style specifications<br><br>| | Font Style | Font Size (points) | Alignment | Enhancement | Line spacing | Space before (points) | Space after (points) |<br>|---|---|---|---|---|---|---|---|<br>| News-title | san-serif | 26 | centre | bold | single | 0 | 0 |<br>| News-subtitle | san-serif | 16 | right | italic | single | 0 | 0 |<br>| News-subheading | san-serif | 16 | centre | bold, underlined | single | 0 | 12 |<br>| News-body | serif | 12 | justified | none | single | 0 | 12 |<br>| News-table | serif | 12 | left | none | single | 0 | 0 |<br><br>**Place in your Evidence Document screenshot(s) to show all the settings for the News-subheading style.**<br><br>News-subheading style:<br>– News-subheading style created (1 mark)<br>– sans-serif, 16pt, centre aligned, bold and underlined (1 mark)<br>– 12 point spacing after (1 mark) | [3] |

| No. | Steps | Mark |
|-----|-------|------|
| 5 | **At the start of the document enter the title**<br>**Tawara Adventures Newsletter**<br><br>– correct insertion of title (1 mark) | [1] |
| 6 | **Apply the *News-title* style to this text.**<br><br>– correct News-title style applied (1 mark) | [1] |
| 7 | **Below the title, add the subtitle**<br><br>**First draft by: and add your name.**<br><br>– correct insertion of subtitle (1 mark) | [1] |
| 8 | **Apply the *News-subtitle* style to this text.**<br><br>– correct News-subtitle style applied(1 mark) | [1] |
| 9 | **Apply the *News-body* style to the rest of the document.**<br><br>– correct News-body style applied to all text consistently – serif, 12pt, single line, fully justified, 12pt space after (1 mark) | [1] |
| 10 | **Change the page layout so that all the text after the first paragraph is in two columns of equal width with 1.5 centimetre spacing between them.**<br><br>– section break in correct place (1 mark)<br>– two equally spaced columns 1.5 cm space between (1 mark) | [2] |
| 11 | **Identify the 7 subheadings in the document and apply the *News-subheading* style to each one.**<br><br>– correct News-subheading style to all subheadings (1 mark) | [1] |

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| No. | Steps | Mark |
|---|---|---|
| 12 | **Open the file J216NEWSPORTS.CSV and insert the contents as a table within the column width after the text ...*activities to our centres:*** <br><br> – table inserted correctly and within the column width (1 mark) | [1] |
| 13 | **Delete the third column with the heading *Rating* from the table.** <br><br> – correct column deleted (1 mark) | [1] |
| 14 | **Make sure that:** <br> • **the *News-table* style is applied to columns 2 and 3** <br> • **text in columns 2 and 3 displays on one line** <br> • **all borders and gridlines are displayed when printed.** <br><br> – News-table style applied to columns 2 and 3, data displayed on one line and all borders displayed (1 mark) | [1] |
| 15 | **Format the table so that the left column looks like this:** <br><br>  <br><br> – rows 1–7 merged (1 mark) <br> – light grey shading applied to first column (1 mark) <br> – text rotated, wrapped over two lines (1 mark) <br> – serif font, bold, centred within cell (1 mark) | [4] |

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| No. | Steps | Mark |
|-----|-------|------|
| 16 | **Import the image J216CABIN.jpg and place this below the subheading _ACCOMMODATION_**<br><br>– image inserted in correct position (1 mark) | [1] |
| 17 | **Reflect the image so the tree is on the right, like this:**<br><br>– Image reflected so the tree is on the right (1 mark) | [1] |
| 18 | **Resize the image so that:**<br>• **it is 4 centimetres wide**<br>• **the aspect ratio is maintained.**<br>**Align the image to the:**<br>• **top of the paragraph starting _Self-catering accommodation…_**<br>• **right margin within the column.**<br>**Make sure the text wraps round the image.**<br>**It may look like this:**<br><br>– Image aligned to top of text and right margin with text wrapped (1 mark)<br>– Image is resized to 4cm wide with aspect ratio maintained (1 mark) | [2] |

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| No. | Steps | Mark |
|---|---|---|
| 19 | **Change the list from:**<br>　　*Free Wi-Fi…*<br>　　**to**<br>　　*…Climbing wall*<br>**to a bulleted list with square bullets.**<br>**Make sure that:**<br>• **the bullets are positioned 2.5 centimetres from the left margin**<br>• **the list is in single line spacing with no space before or after.**<br><br>– numbered list changed to square shaped bullets (1 mark)<br>– bullets indented 2.5 cm from left margin, single line spacing with no space between (1 mark) | [2] |
| | | **[Total: 29]** |

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**Task 3 – Database**

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

| No. | Steps | Mark |
|---|---|---|
| 20 | **Using a suitable database package, import the file J216ADSPORTS.csv**<br>**Use these field names and data types:**<br><br><table><tr><td>*Course_Code*</td><td>**Text**</td><td></td></tr><tr><td>*Activity*</td><td>**Text**</td><td></td></tr><tr><td>*Type*</td><td>**Text**</td><td></td></tr><tr><td>*Rating*</td><td>**Number**</td><td>Integer</td></tr><tr><td>*Location*</td><td>**Text**</td><td></td></tr><tr><td>*Residential*</td><td>**Boolean/Logical**</td><td>To display as Yes/No</td></tr><tr><td>*Course_Cost*</td><td>**Number**</td><td>Numeric/Currency</td></tr><tr><td>*Duration*</td><td>**Number**</td><td>Integer</td></tr></table><br>**Set the *Course_Code* field as a Primary field.**<br><br>– *Course_Code, Activity, Type, Rating, Location, Duration* field names and data types correct (1 mark)<br>– *Residential* as boolean/logic/Yes/No in design, displays Yes/No on report (1 mark)<br>– *Course_Cost* set as currency, displays currency symbol 2dp on NEWSLETTER extract (1 mark)<br>– *Course_Code* set as Primary key (1 mark) | [4] |

| No. | Steps | Mark |
|---|---|---|
| 21 | **Create a data entry form which will:**<br>• **include all fields from the *Adsports* table**<br>• **use a drop down menu in the *Location* field to accept only:**<br>        **Cornwall**<br>        **Ireland**<br>        **Scotland**<br>        **Wales**<br>        **France**<br><br>– form created, includes all fields from database, evidence of drop down menu created (1 mark)<br>– evidence of limit to list (1 mark)<br>– Cornwall, Ireland, Scotland, Wales and Ireland entered correctly (1 mark) | [3] |
| 22 | **Add the following record to the *Adsports* table using your form:**<br><br><table><tr><td>*Course_Code*</td><td>*Activity*</td><td>*Type*</td><td>*Rating*</td><td>*Location*</td><td>*Residential*</td><td>*Course_Cost*</td><td>*Duration*</td></tr><tr><td>**CO029**</td><td>**Zap Cat**</td><td>**Water**</td><td>**4**</td><td>**Cornwall**</td><td>**Yes**</td><td>**471**</td><td>**6**</td></tr></table><br>**Check your data entry for errors. Save the data.**<br>– form used to add new record (1 mark)<br>– new record entered accurately (1 mark) | [2] |
| 23 | **Evaluate the design of your data entry form.**<br>- Evaluation of entry form design (2 marks) | [2] |
| 24 | **Import the file J216RATINGS.CSV as a new table in your database.**<br>**Set the *Activity_Rating* field as a Primary key.**<br>**Create a one-to-many relationship as a link between the *Rating* field in the *J216ADSPORTS* table and the *Activity_Rating* field in the *J216RATINGS* table.**<br><br>– one to many relationship created between Rating and Activity_Rating fields (1 mark) | [1] |

| | | | | |
|---|---|---|---|---|
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| No. | Steps | Mark |
|---|---|---|
| 25 | **Using fields from both the *J216ADSPORTS* and the *J216RATINGS* tables, produce a report which:**<br>• **contains a new field called Daily_Cost which is calculated at run-time and displayed as currency. This field will calculate the *Course_Cost* divided by *Duration***<br>• **shows only the records where the *Type* is Water, *Residential* is Yes, *Duration* is 12 days or less and excludes those activities located in Scotland**<br>• **shows only the fields *Course_Code*, *Location*, *Activity*, *Level*, *Duration*, *Residential* and *Daily_Cost* in this order with data and labels displayed in full**<br>• **sorts the data into ascending order of *Activity* within ascending order of *Location***<br>• **has a page orientation of landscape**<br>• **fits on a single page wide**<br>• **calculates the total number of *Course_Codes* in this selection and positions this number under the *Course_Code* column**<br>• **has the label Total water codes to the right of this number**<br>• **includes the report title Residential Water Activities at the top of the page**<br>• **has your name, Centre number and candidate number at the bottom of the report.**<br><br>**Save and print your report.**<br><br>**Place in your Evidence Document screenshots(s) showing the formula used to calculate the total number of activities**<br><br>– title: Residential Water Activities at the top of the page (1 mark)<br>– new field called Daily_Cost created (1 mark)<br>– calculates *Course_Cost* divided by *Duration* (1 mark)<br>– Daily_Cost displayed as currency and 2dp (1 mark)<br>– displays only the records where Type = Water, Residential = Yes (1 mark)<br>– displays only the records where Duration <=12, excludes Scotland (1 mark)<br>– shows only the fields *Course_Code*, *Location, Activity*, *Level*, *Duration*, *Residential* and *Daily_Cost* in the correct order (1 mark)<br>– has landscape orientation, fits on a single page wide, data and labels fully visible (1 mark)<br>– sorts the data into ascending order of Location then ascending Activity (1 mark)<br>– calculates the total number of records and positioned under the *Course_Code* column (2 marks)<br>– label to the right of this number: Total water codes (1 mark) | [12] |

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| No. | Steps | Mark |
|-----|-------|------|
| 26 | **Produce an extract from all the data which:**<br>• **selects only those activities:**<br>  – **which include Ski or Snow**<br>  – **located in France**<br>  – **where the *Rating* is 5**<br>• **shows only the fields *Activity*, *Course_Code*, *Course_Cost* in this order**<br>• **sorts the *Course_Cost* in descending order.**<br><br>**Place in your Evidence Document screenshot(s) showing the criteria used to select the required records.**<br>**Save this data so that it can be imported into the document that you saved in Step 19.**<br><br>– displays only the records where Activity contains Ski or Snow (1 mark)<br>– displays only the records located in France and Rating is 5 (1 mark)<br>– sorts the Course_Cost in descending order (1 mark)<br>– shows only the fields Activity, Course_Code and Course_Cost in the correct order (1 mark) | [4] |
| | | **[Total: 28]** |

**Task 4 – Document 2**

| No. | Steps | Mark |
|---|---|---|
| 27 | **Import this data into your document as a table after the paragraph which ends *activities to choose from…***<br><br>**Make sure that:**<br><br>• **the table fits within the column width**<br>• **all required fields and their labels are fully visible**<br>• **data is displayed on one line except the field headings which can wrap**<br>• **the *News-table* style is applied to the extract.**<br><br>– database extract inserted in correct place, within column width, data displayed on one line, fully visible, News-table style applied to contents (1 mark) | [1] |
| 28 | **Spell check and proofread the document.**<br>**Make sure that:**<br>• **tables and lists are not split over two columns or pages**<br>• **there are no widows or orphans**<br>• **there are no blank pages**<br>• **the house style specification has been followed and the correct styles applied as instructed**<br>• **spacing between all items is consistent.**<br>**Save the document using the same file name and format used in Step 2.**<br>**Print the document.**<br><br>– document complete (e.g. no missing or misplaced paragraphs), margins consistent, spacing consistent, no widows/orphans, split lists or tables, blank pages (1 mark) | [1] |
|  |  | [Total: 2] |

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**Task 5 – Mail Merge document**

*Tawara Adventures are recruiting staff for their new activity centre in France. You are required to carry out a mail merge to invite successful applicants for interview.*

| No. | Steps | Mark |
|---|---|---|
| 29 | Use the file **J216INTERVIEW.RTF** as the master letter for the mail merge and the file **J216APPLICANTS.CSV** as the data source file.<br><br>In the master letter:<br>• replace *<Date>* with a field to display today's date in the format DD MMMM YYYY<br>• insert relevant merge fields from the data source file to replace the text in chevrons i.e. *<field>*<br>• replace the text *Candidate Name* with your name<br>• include your Centre number and candidate number in the footer of the document.<br>Spell check and proofread the letter.<br>Save the master letter.<br>Display the field codes.<br><br>Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.<br><br>Print your master letter with the merge fields displayed.<br><br>– placeholder replaced with date field displayed in correct format dd MMMM yyyy (12 April 2016) (2 mark)<br>– placeholders replaced with «Title» «First_Name» «Last_Name» fields with correct spacing (1 mark)<br>– placeholders replaced with Add_1»,«Add_2»,«Add_3»,«Post_Code» fields with correct spacing and each on a new line (1 mark)<br>– placeholders replaced with «Title» «Last_Name» fields with correct spacing (1 mark)<br>– placeholders replaced with «Job_Role» and «Interview_Time» fields with correct spacing (1 mark)<br>– spellings corrected (1 mark)<br>– name replaces Candidate Name, Centre no and candidate no in the footer (1 mark) | [8] |

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| No. | Steps | Mark |
|-----|-------|------|
| 30 | **Merge the letters selecting only those applicants who have applied for the job of Ski Instructor.**<br><br>**Place in your Evidence Document screenshot(s) showing your selection method.**<br><br>– evidence of Ski Instructor selected (1 mark) | [1] |
| 31 | **Print only the merged letters for the selected applicants.**<br>**Save and close the documents.**<br><br>– letters printed to Victoria Griffiths, Ian Delbridge, Anka Ploski only | [1] |
|  |  | **[Total: 10]** |

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**Task 6 – Presentation**

*You are required to create a short presentation on the subject of spam delivered by email. This presentation will be used by Tawara Adventures in face-to-face staff training.*

| No. | Steps | Mark |
|---|---|---|
| 32 | **Import the file J216SPAM.RTF placing the text as 5 slides in your presentation software.**<br><br>– 5 slides imported with contents of J216SPAM.rtf (1 mark) | [1] |
| 33 | **The presentation should be based on a master slide that you will design. Your slides must have a consistent layout and formatting, with the following features included on all slides:**<br><br>• ***company logo which is stored as J216LOGO.JPG***<br>• ***your name, Centre number and candidate number***<br>• ***automatic slide numbering***<br><br>– logo appears on all slides, same position and size (1 mark)<br>– name, Centre number and candidate number appears on all slides, same position and size (1 mark)<br>– automated slide numbers on all slides, same position and size (1 mark) | [3] |
| 34 | **Slide 4 with the title *How to recognise spam mail* is incomplete.**<br>**Identify two ways of recognising spam sent by email and enter your answers as separate bullets on slide 4.**<br><br>2 valid methods of recognising spam mail e.g.<br>– incorrect grammar/spelling<br>– plain text/absence of logos<br>– request for personal information<br>– suspicious attachments<br>– urgent/too good to be true<br>– links within the body of the message<br>– generic greetings<br>– mismatch of domain name                                          (2 marks) | [2] |

| No. | Steps | Mark |
|-----|-------|------|
| 35 | **Slide 5 with the title *Methods to help prevent spam* is incomplete.**<br>**Identify two methods to help protect yourself from spam sent by email and enter your answers as separate bullets on slide 5.**<br><br>2 valid methods of preventing spam email e.g.<br>– use of spam/junk email filters<br>– block spam/black list<br>– use of spam/junk email folders<br>– only give email address to trusted sources<br>– safe senders list/white list<br>– delete or ignore message, never reply<br>– don't click links<br>– don't open attachments from suspicious sources                     (2 marks) | [2] |
| 36 | **Evaluate the features of your presentation that meet the needs of your audience.**<br><br>– evaluation of features used which match staff training remit (2 marks) | [2] |
| 37 | **Spell check and proofread the presentation.**<br>**Save the presentation.**<br>**Print the presentation with 2 slides to the page.**<br><br>– print handouts 2 slides to the page 1 mark) | [1] |
| | | [Total: 11] |

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Name, Centre number and candidate number ⌐                                                                1

# Tawara Adve[...]r

**Header**
Name, Centre number and
candidate number left,
page numbers right aligned   1 mark

We are a leading specialist in adventu[...] [...]d air acti[...]ties.
Based in the UK, we have over 20 year[...] [...]y p[...] [...]g[...]t value [...]ting
experiences to meet all needs. Whethe[...] [...]for an adventure day or an acti[...] [...]ked

**Title**
Data entry 100% accurate, centred                                                              1 mark
News-title style applied – sans-serif, 26pt, bold, no space after   1 mark

[...] offer a range of [...] [...]ing
[...] for all levels [...] If
[...]nd exhilarat[...] [...]nt

experiences to challenge mind and body each day, then our holidays may be just rig[...]

## UK CENTRES

**Subtitle**
Data entry 100% accurate, right aligned                                              1 mark
News-subtitle style applied – sans-serif, 16pt, italic, no space after  1 mark

All our centres are situated [...] areas of
outstanding natural beauty and pro[...] the
perfect settings for adventure. We have [...]
UK centres located in Cornwall, Ireland,
Scotland and Wales. Depending on the locati[...]
you can enjoy thrilling activities such [...]
canoeing, kayaking, white-water rafti[...]
canyoning, [...]ck climbing, kite buggyi[...]
windsu[...] [...]ountain biking, horse riding,

[...]y [...] [...]y,
centre offers the following advanced level
activities to choose from:

**Subheadings (7)**
News-subheading style applied – sans-serif, 16pt,
centred, bold, underlined, 12pt after                          1 mark

| | Course | Course |
|---|---|---|
| Snowmobiling | FR016 | €936.00 |
| Snowkiting | FR014 | €864.00 |
| Snowboarding | FR013 | €864.00 |
| Kite Skiing | FR015 | €862.50 |
| Alpine Snow Skiing | FR012 | €823.05 |
| Off-piste skiing | FR007 | €452.50 |
| Snow Tobogganing | FR009 | €364.00 |
| Ski jumping | FR003 | €186.00 |

**Columns**
Section break correct position          1 mark
2 columns, 1.5cm column spacing          1 mark

[...]dy
[...]ays

We provide all the equipment and training for
each activity, along with qualified instructors
who have extensive knowledge of the local
areas and are highly experienced in their
specialist fields. You don't need previous
experience to try any of the activities, just a
sense of adventure and a liking for adrenaline!

Please note that heli-skiing is not permitted in
Franc[...] [...]ut we will transport you over the
bord[...] to Italy or Switzerland to enjoy the
[...] [...]e. It is expensive, but definitely a
[...] lifetime experience!

## FUN IN FRANCE

## FAMILY FUN

We are proud to announce the opening of our
[...] [...] [...]ned

**DB Extract (10)**
Correct place within column width, no data wrap, fully visible,
News-table applied (serif, 12pt, left aligned, no space between rows)  1 mark
Activity contains *Ski* or *Snow*                                           1 mark
Location = *France*, Rating is *5* (10 records)                          1 mark
Descending order of *Course_Cost*                                         1 mark
Fields *Activity*, *Course_Code*, *Course_Cost* in order                 1 mark

[...]days are the perfect way
[...]with the family without
[...]here is so much to keep
[...]tained. We arrange
[...]y ahead and you can
[...]ctivities to make up your
[...] your activity plan to be
go at driving your own team of huskies,                   as exciting and challenging as you wish. We
experience the thrill of climbing a frozen                 also put on a great lively evening programme

**Footer**
Automated file name and path centre aligned          1 mark

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Name, Candidate number                                                     2

which everyone can enjoy.  Ask for more details on our family programmes.

## FLEXI WEEK

Tailor-make your perfect adventure week with our new multi activity holiday.  You select the activities you would like to do and leave the organisation to us.  We have a wide range of activities to choose ~~the centre you sel~~ number of points ~~points.  We will s~~ value when you en~~

**Bullets**
Numbers changed to square bullets 1 mark
Bullet indented to 2.5cm, single line,
no space between                              1 mark

## NEW ACTIVITIES

This year we have increased the number of courses offered and introduced a number of new activities to our centres:

| NEW ACTIVITIES | ACTIVITY | CENTRE |
|---|---|---|
| | Tank Driving | Wales |
| | Snowkiting | Scotland |
| | Jetlev Flying | Cornwall |
| | Power Kiting | Ireland |
| | Ice Diving | France |
| | Aqualining | Wales |

All our activities have been given a level so you know how strenuous the activity w All levels and abilities are catered for so certain you will find something to mee needs.

## ACCOMMODATION

Self-catering accommodation is included in your course cost.  All our centres have purpose-built modern log cabins which have recently been upgraded.  Basic cabins are fully equipped with lounge, kitchenette, shower and toilet.    They    provide    comfortable accommodation and can s you are looking for a littl our Golden Cabins which

the en-suite, outdoor hot tub and a log burning stove in the spacious living area.  These are ideal if you are celebrating a special occasion.

## FACILITIES

We have carried out an extensive refurbishment programme and have updated all our onsite facilities.  The following are now available at all

- Free Wi-Fi
- Games room
- 24 hour reception
- Sports hall
- Laundry room
- Climbing wall

There are also onsite shops, catering facilities and outside communal eating areas.  Make new friends whilst enjoying the fantastic views of the wide open space around you.

If you are a first time adventurer and would like some extra help and advice on the activities we offer, contact our booking centre who will be happy  to  offer  advice  and  suggestions  to  suit ~~ds.  For  details  on  the  full  range  of~~

**Table**
Complete, correct place, text within column width        1 mark
RATING column deleted                                    1 mark
Column 1 merged – rows 1–7 one cell                      1 mark
Light grey shading applied to first column               1 mark
Text rotated 90°, wrapped over two lines                 1 mark
Serif bold, centred horizontally & vertically within cell  1 mark
News-table style applied (serif, 12, left, no space after),
no wrap, gridlines                                       1 mark

**Image**
Correct image inserted in correct position               1 mark
Reflect image so the tree is on the right                1 mark
Aligned to top of text and right margin, text wrapped    1 mark
Resized to 4cm wide, aspect ratio maintained             1 mark

**Page layout**
News-body style applied to all text consistently – serif, 12pt, single line,
fully justified, 12pt space after                        1 mark
Document complete/paragraphs intact, margins consistent,
spacing consistent, no widows/orphans, split lists or tables, blank pages  1 mark

**Title**
Correct, 100% accurate        1 mark

**Calculated field**
Heading 100% accurate            1 mark
*Course_Cost ÷ Duration*         1 mark
*Daily_Cost* displays currency 2 dp   1 mark

# Residential Water Activities

| Course_Code | Location | Activity | Level | Duration | Residential | Daily_Cost |
|---|---|---|---|---|---|---|
| CO019 | Cornwall | Banana Rides | Demanding | 4 | Yes | €54.20 |
| CO040 | Cornwall | Bodyboarding | Moderate | 7 | Yes | €95.00 |
| CO009 | Cornwall | Canal Boating | Easy | 2 | Yes | €63.00 |
| CO020 | Cornwall | Canoeing | Moderate | 5 | Yes | €45.00 |
| CO045 | Cornwall | Kayaking | Moderate | 8 | Yes | €90.50 |
| CO056 | Cornwall | Kite Surfing | Strenuous | 10 | Yes | €86.25 |
| CO002 | Cornwall | Powerboating | Demanding | 2 | Yes | €42.00 |
| CO058 | Cornwall | Raft Building | Gentle | 12 | Yes | €73.00 |
| CO024 | Cornwall | Rowing | Demanding | 6 | Yes | €46.00 |
| CO035 | Cornwall | Scuba Diving | Moderate | 8 | Yes | €69.00 |
| CO037 | Cornwall | Sea Kayaking | Demanding | 10 | Yes | €61.00 |
| CO007 | Cornwall | Wakeboarding | Gentle | 2 | Yes | €59.99 |
| CO043 | Cornwall | White Water Rafting | Demanding | 8 | Yes | €88.30 |
| CO061 | Cornwall | Windsurfing | Demanding | 10 | Yes | €92.00 |
| CO066 | Cornwall | Yachting | Moderate | 12 | Yes | €84.00 |
| CO029 | Cornwall | Zap Cat | Demanding | 6 | Yes | €78.50 |
| IR009 | Ireland | Canoeing | Moderate | 5 | Yes | €45.00 |
| IR015 | Ireland | Dinghy Sailing | Moderate | 5 | Yes | €87.00 |
| IR016 | Ireland | Dragonboat Racing | Moderate | 7 | Yes | €50.00 |
| IR026 | Ireland | Kayaking | Moderate | 8 | Yes | €90.50 |
| IR036 | Ireland | Powerboating | Demanding | 2 | Yes | €42.00 |
| IR037 | Ireland | Sailing Club | Moderate | 3 | Yes | €59.50 |
| IR038 | Ireland | Sea Kayaking | Strenuous | 10 | Yes | €61.00 |
| IR040 | Ireland | Stand Up Paddle | Moderate | 2 | Yes | €63.00 |
| IR043 | | | | 2 | Yes | €59.99 |
| IR046 | | | | | | |
| IR047 | | | | | | |
| IR048 | | | | | | |

Record CO029 added (ignore *Daily_Cost*)   1 mark
Sorted ascending on *Location*
then ascending on *Activity*        1 mark
Specified fields, correct order        1 mark
Landscape, one page wide, all fully visible   1 mark

**Search**
*Type = Water, Residential = Yes*    1 mark
*Duration <=12, excludes Scotland*   1 mark
(42 records)

| Course_Code | Location | Activity | Level | Duration | Residential | Daily_Cost |
|---|---|---|---|---|---|---|
| WA006 | Wales | Bodyboarding | Moderate | 7 | Yes | €95.00 |
| WA009 | Wales | Canoeing | Moderate | 5 | Yes | €45.00 |
| WA018 | Wales | Dinghy Sailing | Moderate | 5 | Yes | €87.00 |
| WA019 | Wales | Dragonboat Racing | Moderate | 7 | Yes | €50.00 |
| WA036 | Wales | Kayaking | Moderate | 8 | Yes | €90.50 |
| WA059 | Wales | Rib Trip | Demanding | 12 | Yes | €95.00 |
| WA060 | Wales | Rowing | Demanding | 6 | Yes | €158.42 |
| WA062 | Wales | Sea Fishing | Gentle | 3 | Yes | €57.00 |
| WA063 | Wales | Sea Kayaking | Moderate | 10 | Yes | €61.00 |
| WA066 | Wales | Snorkelling | Gentle | 5 | Yes | €53.00 |
| WA067 | Wales | Stand Up Paddle Surfing | Moderate | 2 | Yes | €63.00 |
| WA070 | Wales | Swimming | Moderate | 12 | Yes | €73.50 |
| WA075 | Wales | Wakeboarding | Gentle | 2 | Yes | €59.99 |
| WA078 | Wales | Windsurfing | Demanding | 10 | Yes | €92.00 |

42   Total water codes                                                           Name, Centre number and candidate number

Count of Course_Codes positioned under *Course_Code* column.   1 mark
Label to right of calculation, 100% accurate                   1 mark

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**Mail Merge Master Document**

## Tawara Adventures

64 Gonville Square
LONDON
WC1B 4BQ
Tel: 01632 882781
Email: enquiries@tawara.org.uk

30 August 2014

> **Date field**
> Placeholder replaced – date displays in correct
> format dd MMMM yyyy (i.e. 12 April 2016)    1 mark

«Title» «First_Name» «Last_Name»
«Add_1»
«Add_2»
«Add_3»
«Post_Code»

> **Fields**
> «Title» «First_Name» «Last_Name» correct position & space    1 mark
> «Add_1»,«Add_2»,«Add_3»,«Post_Code» correct position
> and new lines    1 mark
> «Title» «Last_Name» correct position & space    1 mark
> «Job_Role», «Interview_Time» correct position & space    1 mark

Dear «Title» «L

Recruitment for

Further to your recent application for the post of «Job_Role» at our new activity centre in
France, I am very pleased to advise that you have been short listed for this vacancy.

You are invited to attend for interview at «Interview_Time» hours on Tuesday 21 June 2016
at our company's head office in London. The interview will take approximately one hour and,
if successful, you will be required to start work on 1 December 2016. Interview expenses will
be reimbursed on production of original receipts. Please report to reception when you arrive.

A map of the venue and directions are enclosed. I am also enclosing a Health Declaration
Form which you should complete and bring with you. You should also bring details of any
professional development you have completed over the past year.

I would be grateful if you could telephone this office to confirm your attendance as soon as
possible.

Yours sincerely

> Name replaces Candidate Name
> Centre no and candidate no in the footer    1 mark
> Spellings corrected    1 mark

Joe Bloggs
Personnel Assistant

Encs

Centre number, Candidate number

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**Merge Results**



Result of merge – 3 letters printed –
Victoria Griffiths, Ian Delbridge, Anka Ploski
only                                                    1 mark

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**Presentation**

5 slides imported correctly, no blank slides, no overlap of items, no changes — 1 mark

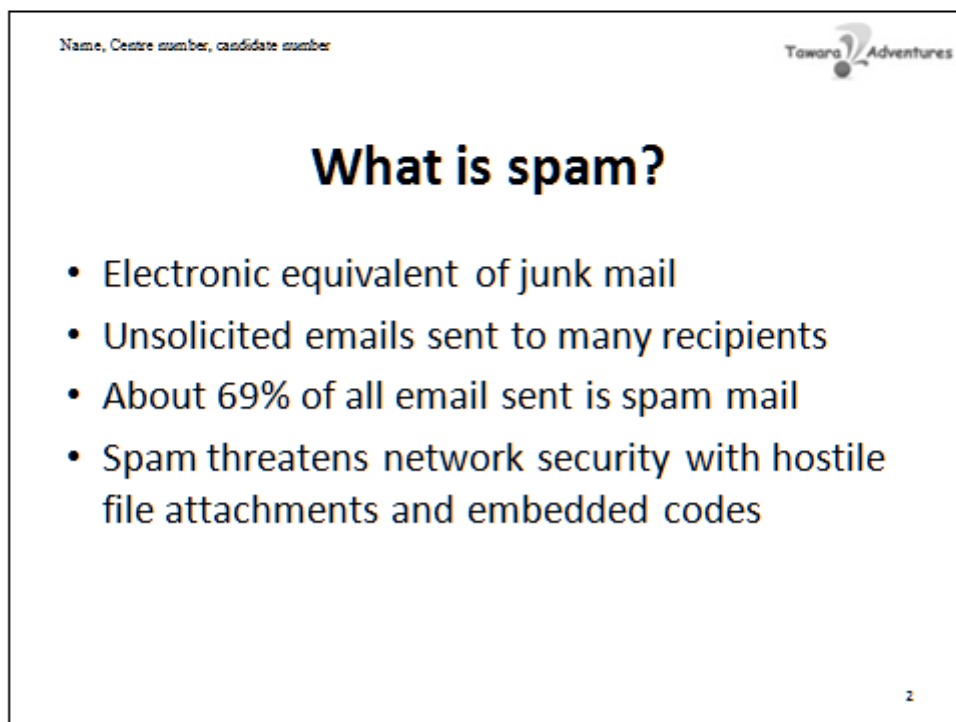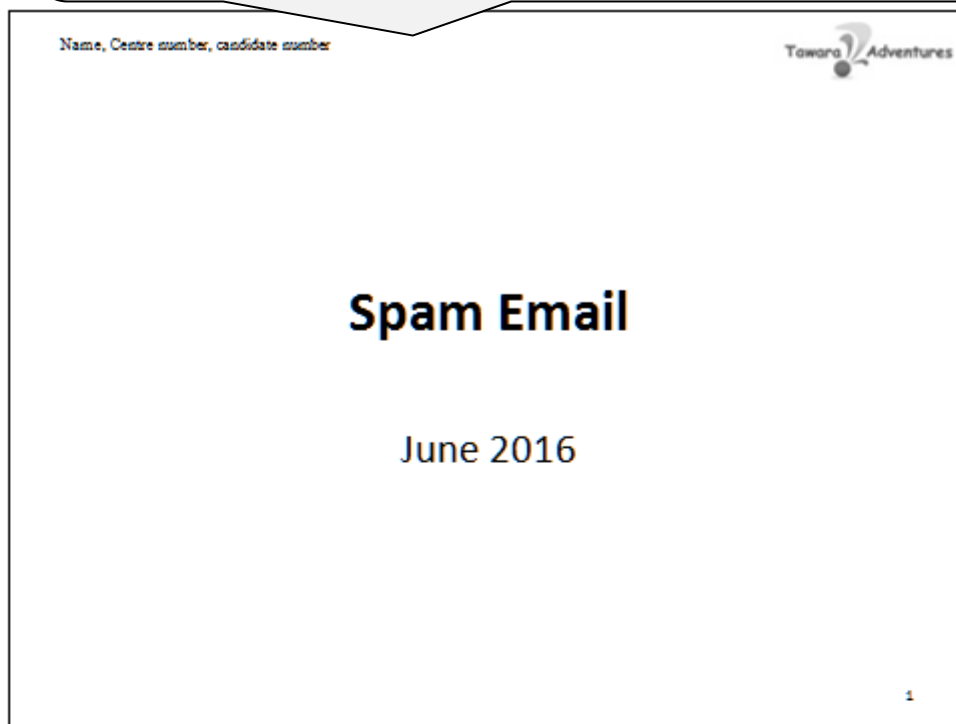**Master slide** (items appear on all slides, same position and size):

Logo — 1 mark

Name, Centre number and candidate number — 1 mark

Automated slide numbers — 1 mark

Name, Centre number, candidate number

Tawara Adventures

## Spam Email

June 2016

1

Name, Centre number, candidate number

Tawara Adventures

## What is spam?

- Electronic equivalent of junk mail
- Unsolicited emails sent to many recipients
- About 69% of all email sent is spam mail
- Spam threatens network security with hostile file attachments and embedded codes

2

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Name, Centre number, candidate number                    Tawara Adventures

# Impact on Business

- Employee time wasted
- Loss of productivity
- Costs incurred for removing spam
- Infrastructure costs
- Compromise or loss of data and reputation

3

Name, Centre number, candidate number                    Tawara Adventures

# How to recognise spam mail

- incorrect grammar/spelling
- plain text/absence of logos
- request for personal information
- suspicious attachments
- urgent/too good to be true
- links within the body of the message
- generic greetings

2 valid methods of recognising spam mail e.g.
- incorrect grammar/spelling
- plain text/absence of logos
- request for personal information
- suspicious attachments
- urgent/too good to be true
- links within the body of the message
- generic greetings
- mismatch of domain name

1 per point, ignore candidate spelling.       2 marks

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Name, Centre number, candidate number                                    Towara Adventures

# Methods to help prevent spam

- use of spam/junk email filters
- block spam
- use of spam/junk email folders
- not signing up to offers on the internet
- use features in email package
- safe senders list
- never reply/ignore/delete message
- do not click links

5

2 valid methods to prevent spam e.g.
- – use of spam/junk email filters
- – block spam/black list
- – use of spam/junk email folders
- – only give email address to trusted sources
- – safe senders list/white list
- – delete or ignore message, never reply
- – don't click links
- – don't open attachments from suspicious sources

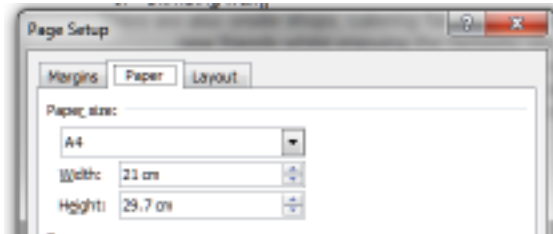1 per point, ignore spelling.                                    2 marks

Print handouts 2 slides to page          1 mark

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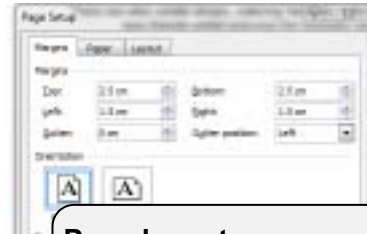| Page 26 | Mark Scheme | Syllabus | Paper |
|---------|-------------|----------|-------|
| | **Cambridge IGCSE – May/June 2016** | **0417** | **21** |

**Evidence Document**

Step 1 – **EVIDENCE 1 –** Paper size screen shot evidence here:

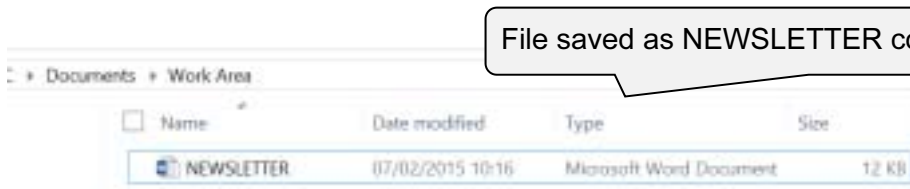**Page layout**
A4 Portrait                    1 mark

Step 1 – **EVIDENCE 2 –** Margin screen shot evidence here:

**Page layout**
Top and bottom margins 2.5 cms,
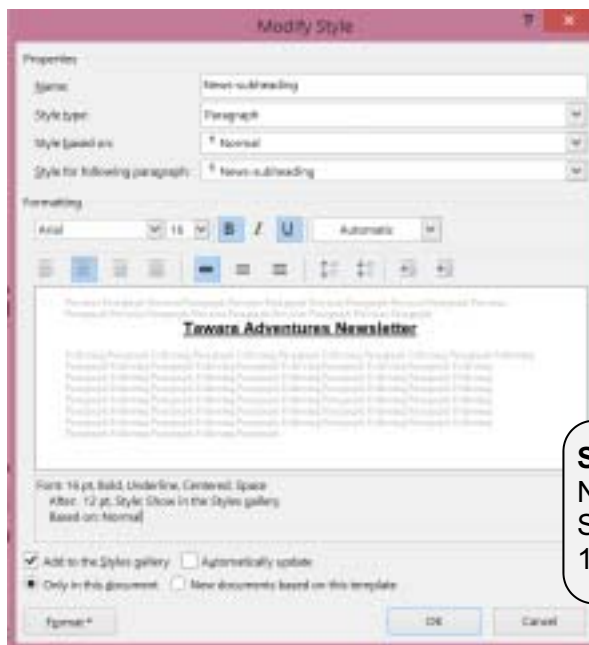left and right 1.5 cm            1 mark

Step 2 – **EVIDENCE 3 –** File saved as NEWSLETTER and evidence of file type

File saved as NEWSLETTER correct file type        1 mark

Step 4 – **EVIDENCE 4 –** Subheading style definition screen shot here:

**Subheading Style**
News-subheading text style created and saved  1 mark
Sans-serif, 16pt, centred, bold, underlined      1 mark
12pt spacing after <u>only</u>                        1 mark

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Step 20 – **EVIDENCE 5** – Database field structure screen shot here:



**DB Structure**
*Course_Code, Activity, Type, Rating, Location,*
*Duration* field names and data types correct          1 mark
*Residential* design set as boolean/logic/Yes/No,
displays Yes/No on report          1 mark
*Course_Cost* set as currency/number, displays currency symbol
& 2dp (not integer/rounded) in NEWSLETTER extract          1 mark
*Course_Code* Set as Primary key          1 mark

Step 21 – **EVIDENCE 6** – Location field screen shot here showing data entry limited



Location field – evidence of drop down menu or properties          1 mark
Limit to list – error message or set in design properties          1 mark
List items Cornwall, Ireland, Scotland, Wales, France error free          1 mark

Step 22 – **EVIDENCE 7** – Form completed with new record screen shot here:



Form contains all DB fields, form used to add new record
(ignore data accuracy)          1 mark

Step 23 – **EVIDENCE 8 –** Evaluate the design of your data entry form.

Evaluation of form, examples with reasons like:

Consistent layout or formatting
Appropriate use of title
Lack of instructions on filling in form
No navigation buttons
Should contain descriptive labels, not just field names
Drop down list used to reduce data entry errors
Inappropriate space for data added
Unsuitable field lengths for this data
Appropriate spacing between fields/appropriate use of white space
Form fills available space/window
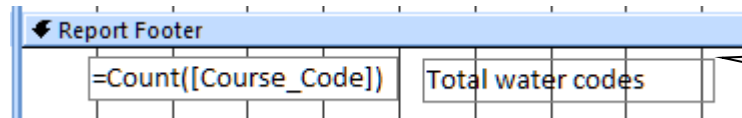Font size/legibility/colour schemes          [2 marks]

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Step 24 – **EVIDENCE 9** – Relationship between the two tables screen shot here:



One to Many relationship between
*Rating* and *Activity_Rating* fields    1 mark

Step 25 – **EVIDENCE 10** – Calculated field formulae screen shot here:



Calculated count    1 mark

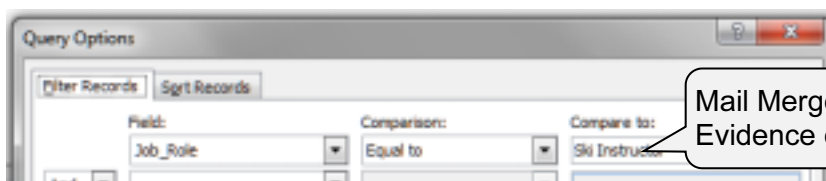Step 26 – **EVIDENCE 11** –Search criteria for extract screenshot evidence here:



Step 29 – **EVIDENCE 12** – date field screen shot here:

{ DATE  \@ "dd MMMM yyyy"  \* MERGEFORMAT }

Mail Merge
Evidence of date field used with
correct format dd MMMM yyyy    1 mark

Step 30 – **EVIDENCE 13** – Mail merge selection method screen shot here:



Mail Merge
Evidence of all 3 Ski Instructors selected    1 mark

Step 36 – **EVIDENCE 14**

Reasons for features used which match staff training remit eg

- appropriate slide layout (title slide for slide 1)
- consistent layout/master slide
- appropriate formatting/layout applied
- not too many words per slide/bullet

1 mark for each justified reason    [2 marks]

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