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**INFORMATION TECHNOLOGY**

**9626/02**

Paper 2 Practical

**February/March 2019**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files.

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**READ THESE INSTRUCTIONS FIRST**

DO **NOT** WRITE IN ANY BARCODES.

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

Save your work using the file name given in the task as and when instructed.

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

Any businesses described in this paper are entirely fictitious.

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

You must save your work in the correct file format as stated in the tasks. If work is saved in an incorrect file format, you will **not** receive marks for that task.



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This document consists of 7 printed pages and 1 blank page.

You will create a short video to advertise winter holidays in the town of Ellmau, Austria.

The aim is to advertise 'Traditional Austrian hospitality, in a location with stunning mountain scenery'.

The original clips were filmed by GBRvideo in Ellmau, Austria. The date of filming can be found in the metadata within the file used in step 1.

All files produced must be of a professional standard.

You have been supplied with the following source files:

**Ellmau1.jpg**  
**Ellmau1.mp3**  
**Ellmau2.mp3**  
**Mountains.mp4**

- 1 Create a new video and set the image ratio to 16:9.

Open and examine the file **Ellmau1.jpg**

Edit this image, removing the lower portion, so that it matches the image ratio of the video, is not distorted and meets the brief above.

Set this image as the background at the start of your video and display it for 18 seconds. [8]

- 2 Add the text **Looking for a winter holiday?** to the title in a yellow serif font like this:



Add an appropriate effect to place this text. Display this title for 7 seconds. [6]

- 3 Leave the background on display for a further 2 seconds.

Create a caption to match the brief and display it for 7 seconds. Ensure that the caption text is easy to read and identifies the:

- purpose of the video
- location.

Add a different, appropriate, effect to place the caption.

Leave the background on display for a further 2 seconds. [8]

**4** Open and examine the file **Mountains.mp4**

Remove the first 6 seconds of the clip. Trim the clip so that only 10 seconds remain. Remove the soundtrack from the clip. Place the clip at the end of the video. [5]

**5** Take a snapshot of the last frame of the video to create a background image for the credits. Place this at the end of the video and display this for 7 seconds.

Add appropriate credits to match the brief. Include your name, centre number and candidate number. [10]

**6** **Evidence 1**

Export your video in **mp4 format** with the filename **E1\_** followed by your centre number\_ candidate number, for example: E1\_ZZ999\_9999 [2]

**7** Open and examine the files **Ellmau1.mp3** and **Ellmau2.mp3** in appropriate editing software.

Remove the end of the clip **Ellmau1.mp3** so that only 22 seconds remain. Fade out this clip over the last 2 seconds.

Add the clip **Ellmau2.mp3** to the end of the first clip. Fade in this clip over 2 seconds. Remove the end of this clip so that the total length is 35 seconds. [6]

**8** Edit this file so that it has an appropriate fade in and fade out. [2]**9** **Evidence 2**

Save this audio clip in **mp3 format** as **E2\_** followed by your centre number\_candidate number, for example: E2\_ZZ999\_9999 [1]

**10** Add this soundtrack to your video so that they start and finish at the same time. [1]**11** **Evidence 3**

Export your video in **wmv format** with the filename **E3\_** followed by your centre number\_ candidate number, for example: E3\_ZZ999\_9999 [1]

**12** **Evidence 4**

Export or convert your video into **avi format** with the filename **E4\_** followed by your centre number\_candidate number, for example: E4\_ZZ999\_9999 [2]

A central spreadsheet is held to keep a record of availability in the most popular hotels in Ellmau. This data is sent from the hotels to the local tourist board in a transfer file after each booking is made. Each file contains the code for the hotel, a list of all room types and the number of rooms that are available within each type.

Data held in each transfer file is stored with the first 2 characters representing the hotel code.

This is followed by blocks of 3 characters where:

- the letter represents the room type
- 2 digits represents the number of rooms still available for this type.

For example:

**KBS06T02D12F04**

would represent the Kaiserblick hotel with 6 single rooms, 2 twin rooms, 12 double rooms and 4 family rooms available.

No hotel in Ellmau has more than 4 different types of room.

All files produced must be of a professional standard.

**13** Using suitable spreadsheet software, open and examine the data in the files:

**RoomAvailability.csv**  
**RoomCosts.csv**  
**RoomTypes.csv**  
**Hotel.csv**  
**FileTransfer.csv**  
**Transfer46.txt**  
**Transfer47.txt**

Open the file **RoomAvailability.csv** and save this as a **spreadsheet**.

Row 1 contains the room type code.

Insert a new column between columns A and B and a new row between rows 1 and 2.

Enter formulae in the appropriate cell(s):

- in column B to display the name of each hotel
- in row 2 to display the room types
- to total the number of available rooms in each hotel
- to total the number of available rooms of each type
- to calculate the total number of rooms available
- to count the number of hotels with available rooms for each room type.

Hide column A and row 1.

Add appropriate labels to your spreadsheet.

[10]

### **Evidence 5**

Save your spreadsheet as **RA1\_** followed by your centre number\_candidate number, for example: RA1\_ZZ999\_9999

- 14 Open the file **FileTransfer.csv** and save this as a **spreadsheet**.

Edit this spreadsheet so that when the contents of a transfer file are placed into cell A2, the spreadsheet will automatically complete cells A6 to F6. The resulting values from cells B6 to F6 can then be manually copied and pasted into the appropriate cells in the *RoomAvailability* spreadsheet. [20]

**Evidence 6**

Save your spreadsheet as **FT1\_** followed by your centre number\_candidate number, for example: FT1\_ZZ999\_9999

- 15 Model your spreadsheet using the data from the file **Transfer46.txt**

Copy and paste the results into the appropriate cells into your *RoomAvailability* spreadsheet. [3]

**Evidence 7**

Save your FileTransfer spreadsheet as **FTModel1\_** followed by your centre number\_candidate number, for example: FTModel1\_ZZ999\_9999

- 16 Model your spreadsheet using the data from the file **Transfer47.txt**

Copy and paste the results into the appropriate cells into your *RoomAvailability* spreadsheet. [3]

**Evidence 8**

Save your FileTransfer spreadsheet as **FTModel2\_** followed by your centre number\_candidate number, for example: FTModel2\_ZZ999\_9999

**Evidence 9**

Save your *RoomAvailability* spreadsheet as **RAModel1\_** followed by your centre number\_candidate number, for example: RAModel1\_ZZ999\_9999

- 17 Create a new splash screen to display the key data from the spreadsheet saved in step 13 using the file **EllmauTemplate.csv**

Format the splash screen to look like this:

	A	B
1	<b>Available accommodation in Ellmau</b>	
3	99	<b>Hotels have vacancies</b>
4	999	<b>Rooms are available</b>
5		
6	<b>Available are:</b>	
7	99	Single rooms
8	99	Twin rooms
9	99	Penthouse suites
10	99	Double rooms
11	99	Family rooms

Please note that the numbers shown are examples; they are **not** correct. [4]

- 18 Apply appropriate formulae in column A to display the correct results using the modelled data in your other spreadsheets. [6]

#### Evidence 10

Save your spreadsheet as **Splash\_** followed by your centre number\_candidate number, for example: **Splash\_ZZ999\_9999**

- 19 Identify and describe 6 components of a data dictionary. [6]

#### Evidence 11

Enter your answers to step 19 in a word processed document. Save this with the filename **Evidence\_** followed by your centre number and candidate number, for example: **Evidence\_ZZ999\_9999**

20 A client requires a database of their customers. A trainee has created a table structure like this:

cUstomerS		
Field Name	Data Type	Description (Optional)
ID	AutoNumber	
Customer reference number	Number	The unique number used to identify this customer. e.g. A621975
Forename	Short Text	First name of the customer.
Surname	Short Text	Family name of the customer.
Address_1	Short Text	First line of the customers address.
Address_2	Short Text	Second line of the customers address.
Address_3	Short Text	Third line of the customers address.
Address_4	Short Text	Fourth line of the customers address.
Telephone_No	Number	Customers telephone number.
Fax	Short Text	Customers fax number.
Email	Short Text	Email address of the customer.

Evaluate this table structure.

### Evidence 12

Place your evaluation in the document saved in Evidence 11.  
Save this document.

[6]

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