Cambridge Assessment
International Education

Cambridge IGCSE™ (9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY	0983/02
Paper 2 Document Production, Data Manipulation and Presentations	**For examination from 2020**
SPECIMEN PAPER	**2 hours 30 minutes**

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS
- Carry out **all** instructions in each step.
- 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 all your printouts into the Assessment Record Folder.
- If you have produced rough copies of printouts, put a cross through each one to indicate that it is not the copy to be marked.
- You must **not** have access to either the internet or any email system during this examination.

INFORMATION
- The total mark for this paper is 80.
- The number of marks for each question or part question is shown in brackets.

This document has **12** pages. Blank pages are indicated.

[Turn over

Candidate source files:

SP2APPRENT.csv
SP2BENEFIT.csv
SP2CANDIDATES.csv
SP2DRAFT.rtf
SP2DURATION.csv
SP2EMPLOY.png
SP2EVAL.rtf
SP2EVIDENCE.rtf
SP2INTERVIEW.rtf
SP2LOGO.jpg
SP2TRAINER.csv

Task 1 – Evidence Document

- Open the file **SP2EVIDENCE.rtf**

- Make sure that your name, centre number and candidate number will appear on every page of this document.

- Save this document in your work area as **SP2EVIDENCE** followed by your candidate number. For example, SP2EVIDENCE9999

You will need to place screenshots in this document of the evidence you are instructed to produce.

Task 2 – Document

You are going to edit a report. The company uses a corporate house style for all their documents. Paragraph styles must be created, edited and applied to the report as instructed.

1   Open the file **SP2DRAFT.rtf**

   The page setup is set to A4, landscape orientation with 2 centimetre margins. Do **not** make any changes to these settings.

   Save the document in your work area, in the format of the software you are using, with the filename **EMPGUIDE**

> **EVIDENCE 1**
> Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

2   Place in the header:

- automated page numbers left aligned

- your name, centre number and candidate number right aligned.

   Place in the footer the automated file name and path right aligned.

Make sure that:
- all the alignments match the page margins
- no other text is included in the header and footer areas
- headers and footers are displayed on all pages. [2]

3 Create and store the following styles, basing each on the default paragraph style:

House style specification							
	Font Style	Font Size (points)	Horizontal Alignment	Enhancement	Line Spacing	Space Before (points)	Space After (points)
SP-Main	sans-serif	36	centre	bold, italic	single	0	0
SP-Subhead	serif	14	centre	underline, all capitals	single	0	6
SP-Content	sans-serif	11	justified	none	single	0	6
SP-Table	serif	12	centre	italic	single	0	0

> **EVIDENCE 2**
> Take a screenshot to show that the style settings have been defined for the *SP-Subhead* style. Make sure there is evidence that this is based on the default paragraph style: Place this in your Evidence Document.

[3]

4 The style name *SP-Subtitle* has already been created, stored and applied to the text *Produced by:*

Enter your name after the text *Produced by:*

Modify the *SP-Subtitle* style so only the following formatting is applied:

Style Name	Font Style	Font Size (points)	Horizontal Alignment	Enhancement	Line Spacing	Space Before (points)	Space After (points)
SP-Subtitle	serif	30	right	italic	single	0	0

> **EVIDENCE 3**
> Take a screenshot of the style settings for *SP-Subtitle* style to show that these have been changed. Place this in your Evidence Document.

[2]

5   Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence of this list.

> **EVIDENCE 4**
> Place this screenshot in your Evidence Document.

[1]

6   At the start of the document enter the title

   Apprenticeship Guide For Employers   [1]

7   Apply the *SP-Main* style to this text.   [1]

8   Apply the *SP-Content* text style to the rest of the document from the first paragraph starting *Apprenticeships are seen …* to the end of the document *… benefits for employers*.   [1]

9   Identify the **7** subheadings in the document and apply the *SP-Subhead* style to each one.   [1]

10 Change the page layout so that the subheading *Employer Responsibilities* and all following text is displayed in **three** columns of equal width with a **1** centimetre space between the columns.   [2]
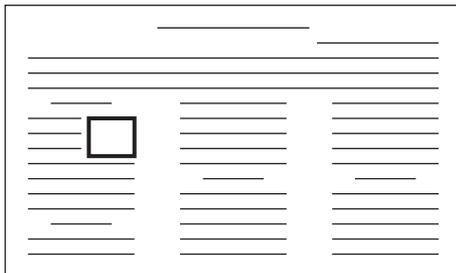
11 Import the image **SP2EMPLOY.png** and place this below the subheading *Employer Responsibilities*

   Format the image so that:
   *   it is aligned to the right margin and the top of the paragraph starting *Apprentices are hired …*
   *   the text wraps round the image
   *   the aspect ratio is maintained.

   It should look like this:

[2]

12 Reflect the image horizontally so the man is on the right. It should look like this:

[1]

13 Apply star shaped bullets to the list of items from:
   length of employment …
   to
   … are working towards.

   Make sure that:
   - the bullets are indented **1** centimetre from the left margin
   - a hanging indent is applied to the bullets
   - the list is in single line spacing with no space before or after each line
   - there is a 6 point space after the last item in the list.   [2]

14 Import the file **SP2BENEFIT.csv** and insert the contents as a table after the text
   … the main benefits listed: [1]

15 Sort the data in the table into descending order of percentages.   [1]

16 Insert a new row in the correct position according to the sort order.

   Enter the following details:

Improved staff morale	**73%**

                                                                                                    [2]

17 Apply the *SP-Table* style to the table.

   Make sure that:
   - the table and all data fit within the column width
   - no words are split if the text wraps within a cell
   - text in all rows is centre aligned vertically
   - all internal and external gridlines are displayed when printed
   - there is a 6 point space after the table.   [3]

18 Format the first row of the table to be:
   - displayed in bold and italic
   - centre aligned over the two columns
   - shaded with a light grey background (20–40%).   [2]

19 Spell check and proofread the document.

   Make sure that:
   - lists are not split over columns or pages
   - there are no widows or orphans
   - there are no blank pages
   - the house style specification has been followed and the correct styles applied as instructed
   - spacing is consistent between all items.

   Save the document using the same file name and format used in Step 1.

   Print the document.

   ┌───┐
   │ **PRINTOUT 1**   │
   │ Make sure that you have entered your name, centre number and candidate number on your │
   │ document.   │
   └───┘

                                                                                                    [1]
                                                                                         [Total: 30]

Task 3 – Database

You are now going to prepare some reports using related tables in a database. Make sure all currency values display the same currency symbol and are set to 2 decimal places.

20 Using a suitable database package, import the file **SP2APPRENT.csv**
Use these field names and data types:

Field Name	*Date Type*	*Format*
Level	**Number**	
Vacancy_Title	**Text**	
Vacancy_Ref	**Text**	
Closing_Date	**Date**	To display as dd-MMM-yy (e.g. 04-Dec-20)
Duration	**Number**	
Prob_Wage	**Numeric/Currency**	To display a currency symbol and set to 2 decimal places.
Town	**Text**	
Employer_Name	**Text**	
Technical_Area	**Text**	
Trainer_Code	**Text**	
Day_Release	**Boolean/Logical**	To display as Yes/No

Set the *Vacancy_Ref* as a primary key.

Save the data.

> **EVIDENCE 5**
> Take screenshot evidence showing the field names and data types used in the table. Insert this screenshot into your Evidence Document.

[4]

21 Import the file **SP2TRAINER.csv** as a new table in your database. Set appropriate data types for the data in each field.

Set *Trainer_Ref* as a primary key.

Save the data.

> **EVIDENCE 6**
> Take screenshot evidence showing the field names and data types used in the table. Insert this screenshot into your Evidence Document.

[1]

22 Create a one-to-many relationship between the *Trainer_Ref* field in the trainer table and *Trainer_Code* in the apprentice table.

> **EVIDENCE 7**
> Place in your Evidence Document screenshot(s) showing the one-to-many relationship between the two tables.

[1]

23 Create a columnar data entry form using all the fields from the *SP2APPRENT* table. Format the form so that the:
- field headings are consistently aligned to the left in columnar format
- data entry boxes are appropriately sized for the type of data
- *Day_Release* field uses radio buttons to select the options **Yes** or **No**. These values are to be stored as **–1** for *Yes* and **0** for *No* in the *Day_Release* field.

Make sure the form displays a single record only, all the fields and data are fully visible and the layout is consistent with even spacing between the fields.

> **EVIDENCE 8**
> Place in your Evidence Document screenshot(s) showing the radio buttons have been set and the values stored in the *Day_Release* field.

[3]

24 Use the form created in Step 23 to enter the following data as a new record:

Level	4
Vacancy_Title	Software Tester
Vacancy_Ref	DIGL4051
Closing_Date	30-Apr-21
Duration	16
Prob_Wage	135.65
Town	Basildon
Employer_Name	Tawara Digimedia Ltd
Technical_Area	Digital
Trainer_Code	LP04BO1
Day_Release	Yes

Check your data entry for errors.

Make sure all data is fully visible.

Save the data.

> **EVIDENCE 9**
> Place in your Evidence Document a screenshot showing this data in your form.

[2]

   [Turn over

25 Produce a report which:

- contains a new field called **Employ_Wage** which is calculated at run-time and displayed as currency. This field will calculate the *Prob_Wage* plus 12% of the *Prob_Wage*
- shows only the records where:
  - *Town* is **Basildon** or **Braintree**
  - *Duration* is **less than 18**
  - *Day_Release* is **Yes**
- shows only the fields *Vacancy_Title*, *Level*, *Day_Release*, *Duration*, *Closing_Date*, *Prob_Wage*, *Town*, *Employer_Name* and *Employ_Wage* in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Town* and then descending order of *Duration*
- has a page orientation of landscape
- fits on a single page wide
- includes the heading **East Essex Vacancies** formatted so that it displays in a larger font size at the top of the page
- calculates the average *Duration* and places this at the end of the report below the *Duration* column
- displays the average duration as an integer
- has a label **Average duration** to the left of this value
- has your name, centre number and candidate number in the same position on every page of the report.

Save and print your report.

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

[12]

26 Using fields from both tables, produce a report which:
- selects only those records where
  - *Level* is **3 or more**
  - *Vacancy_Title* includes the text **care**
- shows only the fields *Vacancy_Ref*, *Level*, *Vacancy_Title*, *Duration* and *Training_Provider* in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Level*
- has a page orientation of portrait and fits on a single page
- includes the heading **Higher Level Care Jobs** formatted so that it displays in a larger font size at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

> **PRINTOUT 3**
> Make sure that you have entered your centre number, candidate number and name on your report.

[6]

27 Export the report created at Step 26 in pdf file format.

Save the exported file in your work area.

EVIDENCE 10
Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

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[1]

[Total: 30]

Task 4 – Mail Merge Letter

You are required to carry out a mail merge to send out interview invitations.

28 Create a mail merge letter using the file **SP2INTERVIEW.rtf** as the master document and **SP2CANDIDATES.csv** as your data source file.

In the master document replace <DATE> with a field to display today's date in the format dd MMMM yyyy

> **EVIDENCE 11**
> Take screenshot evidence showing the format of the date field code. Place this screenshot in your Evidence Document.

[1]

29 In the master document, maintain the existing spacing, formatting and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source file:

Data to replace:	Replace with field:
<TLE>	Title
<LNAME>	Last_Name
<LVL>	Level
<JOB>	Position
<TME>	Time
<APPT>	Interview_Day
<LEN>	Length
<CPERSON>	Contact_Person
<PAY>	Wage
<PROB>	Probation
<ORG>	Trainer
<DUR>	Duration
<STDATE>	Start
<ENDATE>	End

[4]

30 Replace the text *Candidate Name* with your name.

Include your name, centre number and candidate number in the footer of the document.

Save and print the master document.

> **PRINTOUT 4**
> Make sure you have entered your name, centre number and candidate number on your master document.

[1]

31 Set an automated filter to select the records where:
- *Technical_Area* is **Digital**
- *Level* is **3 or more**.

> **EVIDENCE 12**
> Place in your Evidence Document a screenshot to show your selection method. Place this screenshot in your Evidence Document.

[1]

32 Merge and print the letters for the selected applicants only.

Save and close the files.

> **PRINTOUT 5**
> Make sure you have entered your name, centre number and candidate number on your master document.

[1]

[Total: 8]

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must display a title and bulleted list.

33 Create a presentation of 6 slides using the file **SP2EVAL.rtf**

Format slide 1 so that:
- a title slide layout is applied
- the title and subtitle are centred on the slide
- your name appears after the text *Summary of key findings by:*   [2]

34 Use a master slide to display the following features only which must appear consistently on all slides:
- the company logo which is saved as **SP2LOGO.jpg**
- your name, centre number and candidate number
- automatic slide numbers in the top right corner.

Make sure no other features are displayed.   [2]

35 Using the data in the table **SP2DURATION.csv** create a vertical bar chart to show the duration of apprenticeships in 2017 by subject area.   [1]

36 Label the chart with the title

Average Apprenticeship Duration   [1]

37 Label the chart with the following:
- value axis title **Duration (Months)**
- category axis title **Subject Area**   [1]

38 Format the value axis scale to display
- a minimum value of **0**
- a maximum value of **28**
- increments of **4**.   [2]

39 Display the values as data labels on each bar.

Do **not** display a legend.   [1]

40 Place the chart to the left of the bullet points on the slide with the title *Average duration by subject area*

Make sure that all data labels are displayed in full.   [1]

41 Save the presentation.

Print the presentation with 6 slides to the page.

PRINTOUT 6
Make sure that your name, centre number and candidate number are visible on all the slides.

Print only the slide with the title *Average duration by subject area* as a single slide, in landscape orientation which fills the page.

PRINTOUT 7
Make sure that your name, centre number and candidate number are visible on the slide.

[1]

[Total: 12]

Task 6 – Printing the Evidence Document

You now need to print your Evidence Document.

42 Print your Evidence Document.

PRINTOUT 8
Make sure that you have entered your name, centre number and candidate number on your Evidence Document.

Save and close your Evidence Document.