Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

Cambridge IGCSE

CANDIDATE NAME	

CENTRE NUMBER						CANDIDATE NUMBER				

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Document Production, Data Manipulation and Presentations **May/June 2016**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Write your name, Centre number and candidate number in the spaces at the top of this page.
Write in dark blue or black pen.
Do not use staples, paper clips, glue or correction fluid.
DO **NOT** WRITE IN ANY BARCODES.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.
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 this **Question Paper** and **all your printouts** into the Assessment Record Folder.
If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

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

Write today's date in the box below.

This document consists of **12** printed pages.

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[Turn over

You work for a company called Tawara Adventures. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **J216EVIDENCE.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 **J216EVIDENCE** followed by your candidate number. For example, J216EVIDENCE9999

  You will need this Evidence Document to store screenshots of the evidence you are instructed to produce.

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.

1 • Using a suitable software package, open the file **J216NEWSDRAFT.RTF**

  Set the:

  ○ page size to A4

  ○ orientation to portrait

  ○ top and bottom margins to **2.5** centimetres

  ○ left and right margins to **1.5** centimetres.

  > **EVIDENCE 1**
  > Take screenshot(s) to show the page size. Place this in your Evidence Document.

  > **EVIDENCE 2**
  > Take screenshot(s) to show the margin settings. Place this in your Evidence Document.

  [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.

  > **EVIDENCE 3**
  > Place in your Evidence Document a screenshot to show this file has been saved.
  > Make sure there is evidence of the file type.

  [1]

3 • Place in the header:

  ○ your name, Centre number and candidate number left aligned

  ○ automated page numbers right aligned.

 • Place in the footer the automated file name and path centre aligned.

 • Make sure that:

  ○ all the alignments match the page margins

  ○ no other text is included in the header and footer area

  ○ headers and footers are displayed on all pages. [2]

4 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
News-title	sans-serif	26	centre	bold	single	0	0
News-subtitle	sans-serif	16	right	italic	single	0	0
News-subheading	sans-serif	16	centre	bold, underlined	single	0	12
News-body	serif	12	justified	none	single	0	12
News-table	serif	12	left	none	single	0	0

> **EVIDENCE 4**
> Place in your Evidence Document screenshot(s) to show all the settings for the News-subheading style.

[3]

5 • At the start of the document enter the title

  Tawara Adventures Newsletter [1]

6 • Apply the *News-title* style to this text. [1]

7 • Below the title, add the subtitle

  First draft by: and add your name. [1]

8 • Apply the *News-subtitle* style to this text. [1]

9 • Apply the *News-body* style to the rest of the document. [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. [2]

11 • Identify the 7 subheadings in the document and apply the *News-subheading* style to each one. [1]

12 • Open the file **J216NEWSPORTS.CSV** and insert the contents as a table within the column width after the text *…activities to our centres:* [1]

13 • Delete the third column with the heading *Rating* from the table. [1]

14 • Make sure that:

   ○ the *News-table* style is applied to columns 2 and 3

   ○ text in columns 2 and 3 displays on one line

   ○ all borders and gridlines are displayed when printed. [1]

15 • Format the table so that the left column looks like this:

[4]

16 • Import the image **J216CABIN.JPG** and place this below the subheading *ACCOMMODATION* [1]

17 • Reflect the image so the tree is on the right, like this:
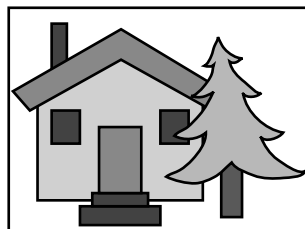
[1]

18 • Resize the image so that:

- ○ it is 4 centimetres wide
- ○ the aspect ratio is maintained.

• Align the image to the:

- ○ top of the paragraph starting *Self-catering accommodation…*
- ○ right margin within the column.

• Make sure the text wraps round the image.

It may look like this:
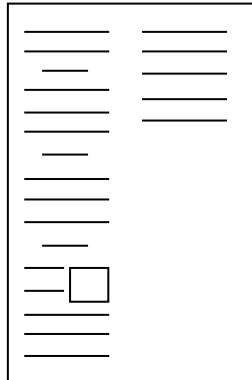
[2]

19 • Change the list from:

> *Free Wi-Fi…*
> to
> *…Climbing wall*

to a bulleted list with square bullets.

• Make sure that:

- ○ the bullets are positioned 2.5 centimetres from the left margin
- ○ the list is in single line spacing with no space before or after. [2]

• Save the document.

[Total: 29]

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.

20 • Using a suitable database package, import the file **J216ADSPORTS.CSV**

 • Use these field names and data types:

Course_Code	**Text**	
Activity	**Text**	
Type	**Text**	
Rating	**Number**	Integer
Location	**Text**	
Residential	**Boolean/Logical**	To display as Yes/No
Course_Cost	**Number**	Numeric/Currency
Duration	**Number**	Integer

 • Set the *Course_Code* field as a Primary key.

 • Save the data.

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

[4]

21 • Create a data entry form which will:

  ○ include all fields from the *Adsports* table

  ○ use a drop down menu in the *Location* field to accept only:

    Cornwall

    Ireland

    Scotland

    Wales

    France

> **EVIDENCE 6**
> Place into your Evidence Document screenshot(s) to show the drop down menu and how you have limited data entry to these five values only.

[3]

22 • Add the following record to the *Adsports* table using your form:

Course_Code	Activity	Type	Rating	Location	Residential	Course_Cost	Duration
CO029	Zap Cat	Water	4	Cornwall	Yes	471	6

   • Check your data entry for errors. Save the data.

> **EVIDENCE 7**
> Place in your Evidence Document screenshot(s) showing this data in your form.

[2]

23 • Evaluate the design of your data entry form.

> **EVIDENCE 8**
> Type the evaluation of your data entry form into your Evidence Document using no more than 50 words.

[2]

24 • Import the file **J216RATINGS.CSV** as a new table in your database.

   • Set the *Activity_Rating* field as a Primary key.

   • 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.

> **EVIDENCE 9**
> Place in your Evidence Document screenshot(s) showing the relationship between the two tables.

[1]

25 • Using fields from both the *J216ADSPORTS* and the *J216RATINGS* tables, produce a report which:

   ○ 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*

   ○ 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**

   ○ shows only the fields *Course_Code*, *Location*, *Activity*, *Level*, *Duration*, *Residential* and *Daily_Cost* in this order with data and labels displayed in full

   ○ sorts the data into ascending order of *Activity* within ascending order of *Location*

   ○ has a page orientation of landscape

   ○ fits on a single page wide

   ○ calculates the total number of *Course_Codes* in this selection and positions this number under the *Course_Code* column

   ○ has the label **Total water codes** to the right of this number

   ○ includes the report title **Residential Water Activities** at the top of the page

   ○ has your name, Centre number and candidate number at the bottom of the report.

• Save and print your report.

> **PRINTOUT 1**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

> **EVIDENCE 10**
> Place in your Evidence Document screenshot(s) showing the formula used to calculate the total number of activities.

[12]

26 • Produce an extract from all the data which:

   ○ selects only those activities:
      – which include **Ski** or **Snow**
      – located in **France**
      – where the *Rating* is **5**

   ○ shows only the fields *Activity*, *Course_Code*, *Course_Cost* in this order

   ○ sorts the *Course_Cost* in descending order.

> **EVIDENCE 11**
> Place in your Evidence Document screenshot(s) showing the criteria used to select the required records.

• Save this data so that it can be imported into the document that you saved in Step 19.   [4]

[Total: 28]

Task 4 – Document 2

27 • Import this data into your document as a table after the paragraph which ends *activities to choose from…*

• Make sure that:

  ○ the table fits within the column width

  ○ all required fields and their labels are fully visible

  ○ data is displayed on one line except the field headings which can wrap

  ○ the *News-table* style is applied to the extract. [1]

28 • Spell check and proofread the document.

• Make sure that:

  ○ tables and lists are not split over two 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 between all items is consistent.

• Save the document using the same file name and format used in Step 2.

• Print the document.

PRINTOUT 2
Make sure that you have placed your **name**, **Centre number** and **candidate number** on your document.

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[1]

[Total: 2]

Task 5 – Mail merge Letter

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.

29 • Use the file **J216INTERVIEW.RTF** as the master letter for the mail merge and the file **J216APPLICANTS.CSV** as the data source file.

   • In the master letter:

      ○ replace *<Date>* with a field to display today's date in the format DD MMMM YYYY

      ○ insert relevant merge fields from the data source file to replace the text in chevrons i.e. *<field>*

      ○ replace the text *Candidate Name* with your name

      ○ include your Centre number and candidate number in the footer of the document.

   • Spell check and proofread the letter.

   • Save the master letter.

   • Display the field codes.

EVIDENCE 12
Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.

   • Print your master letter with the merge fields displayed.

PRINTOUT 3
Make sure that you have entered your **name**, **Centre number** and **candidate number** on your master letter.

[8]

30 • Merge the letters selecting only those applicants who have applied for the job of Ski Instructor.

EVIDENCE 13
Place in your Evidence Document screenshot(s) showing your selection method.

[1]

31 • Print only the merged letters for the selected applicants.

   • Save and close the documents.

PRINTOUT 4
Make sure that you have entered your **name**, **Centre number** and **candidate number** on your letters.

[1]

[Total: 10]

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.

32 • Import the file **J216SPAM.RTF** placing the text as 5 slides in your presentation software. [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:

- ○ *company logo which is stored as J216LOGO.JPG*
- ○ *your name, Centre number and candidate number*
- ○ *automatic slide numbering* [3]

34 Slide 4 with the title *How to recognise spam mail* is incomplete.

- • Identify two ways of recognising spam sent by email and enter your answers as separate bullets on slide 4. [2]

35 Slide 5 with the title *Methods to help prevent spam* is incomplete.

- • Identify two methods to help protect yourself from spam sent by email and enter your answers as separate bullets on slide 5. [2]

36 • Evaluate the features of your presentation that meet the needs of your audience.

> **EVIDENCE 14**
> Type the evaluation of your presentation into your Evidence Document using no more than 50 words.

[2]

37 • Spell check and proofread the presentation.

- • Save the presentation.

- • Print the presentation with 2 slides to the page.

> **PRINTOUT 5**
> Ensure your **name**, **Centre number** and **candidate number** are on all slides.

[1]

[Total: 11]

Task 7 – Printing the Evidence Document

You now need to print your Evidence Document.

- Print your Evidence Document.

> **PRINTOUT 6**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your Evidence Document.

- Save and close your Evidence Document.