Cambridge IGCSE

Cambridge Assessment International Education
Cambridge International General Certificate of Secondary Education

CANDIDATE NAME	

CENTRE NUMBER		CANDIDATE NUMBER	

INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/22**

Paper 2 Document Production, Data Manipulation and Presentations   **May/June 2019**

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

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.

Any businesses described in this paper are entirely fictitious.

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 syllabus is regulated for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

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

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[Turn over

Task 1 – Evidence Document

- Open the file **J229EVIDENCE.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 **J229EVIDENCE** followed by your candidate number. For example: J229EVIDENCE9999

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit a report for Tawara Cruises. 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 **J229CRUISES.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 file name **TCREPORT**

> **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

- ○ a right aligned automated date field to display today's date in the format dd-MMM-yy

- Place in the footer your name, centre number and candidate number, centre aligned.

- Make sure that:

- ○ all the alignments match the page margins

- ○ no other text or placeholders are included in the header and footer areas

- ○ headers and footers are displayed on all pages.

> **EVIDENCE 2**
> Take screenshot evidence of the date field code showing the format used. Place this screenshot in your Evidence Document.

[3]

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

House style specifications							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TC-subtitle	sans-serif	18	right	underline	single	0	0
TC-subhead	sans-serif	16	centre	bold, italic	single	0	6
TC-body	serif	10	justified	none	single	0	6
TC-table	serif	11	centre	italic	single	0	0

> **EVIDENCE 3**
> Take a screenshot to show that the style settings have been defined for *TC-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 *TC-title* has already been created, stored and applied to the title text.

• Modify the *TC-title* style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TC-title	sans-serif	32	centre	bold, italic	single	0	0

> **EVIDENCE 4**
> Take a screenshot of the style settings for *TC-title* 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 5**
> Place this screenshot in your Evidence Document.

[1]

6 • Below the title add the subtitle:

   Produced by: and add your name. [1]

7 • Apply the *TC-subtitle* style to this text. [1]

8 • Apply the *TC-body* style to the rest of the document. [1]

9 • Change the page layout so that the subheading *Overview* and all following text is displayed in **three** columns of equal width with a **1** centimetre space between the columns. [2]

10 • Apply bullets to the list of items from:

   Shore excursions…

   to

   … *Specialty restaurants*

   • Make sure that:

   ○ the bullets are aligned at the left margin

   ○ 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]

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

12 • Using the data in the file **J229STATS.csv** create a vertical bar chart to show the number of cruise passengers for the years 2014 to 2018 only. [1]

13 • Label the chart with the following:

   ○ title **Annual Growth**

   ○ value axis title **Passengers**

   [1]

14 • Display the values as data labels on top of each bar.

   • Do **not** display a legend.

   [1]

15 • Format the value axis scale to display:

   ○ a minimum value of **5000**

   ○ a maximum value of **13000**

   ○ increments of **2000**

   [2]

16 • Insert the chart after the paragraph ending …*over the past five years:*

   • Make sure that:

      ○ the chart and all data fits within the column width

      ○ all data labels are displayed in full.

[1]

17 • Import the image **J229SHIP.png** and place this below the subheading *Our Fleet*   [1]

18 • Format the image so that:

      ○ it is re-sized to a width of **2.5** centimetres with the aspect ratio maintained

      ○ it is aligned to the left margin and the top of the paragraph starting *We currently operate*…

      ○ the text wraps round the image.

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

   • Make sure that today's date and **not** the date field code displays in the header.

   • Print the document.

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

[2]

19 • Tawara Cruises is planning to publish the annual report data on its company wiki. Evaluate the suitability of a wiki to share this type of data.

   > **EVIDENCE 6**
   > Type your evaluation and recommendations, with reasons, into your Evidence Document using no more than 100 words.

[3]

[Total: 30]

Task 3 – Database

You are now going to prepare some reports.

20 • Using a suitable database package, import the file **J229CRUISES.csv**

 • Use these field names and data types:

Field Name	Data Type	Format
Ship_Ref	Text	
Sail_Date	Date/Time	dd-MMM-yy eg 26-Jan-19
Cruise_Ref	Text	
Departure_Port	Text	
Destination	Text	
Duration	Number	Integer
Passengers	Number	Integer
Board	Text	
Theme	Text	

 • Set the *Cruise_Ref* field as a primary key.

 • Save the data.

> **EVIDENCE 7**
> Place in your Evidence Document screenshot evidence showing the field names and data types used in the table.

[3]

21 • Import the file **J229SHIPS.csv** as a new table in your database.

 • Set the *Ship_Code* field as a primary key.

 • Create a one-to-many relationship between *Ship_Code* in the ships table and the *Ship_Ref* field in the cruises table.

> **EVIDENCE 8**
> Place in your Evidence Document screenshot(s) showing the relationship between the two tables.

[1]

22 • Add the following as a new record in the cruises table:

Ship_Ref	SE06
Sail_Date	19-May-18
Cruise_Ref	SE042SE
Departure_Port	Seattle
Destination	Alaska
Duration	21
Passengers	2100
Board	Full
Theme	None

[1]

23 • Using fields from the cruises table, produce a tabular report that:
   ○ selects only the records where:
      – *Theme* is **Art** or **Music**
      – *Departure_Port* is **Miami**
   ○ shows only the fields *Departure_Port*, *Destination*, *Sail_Date*, *Theme*, *Duration* and *Passengers* in this order with data and labels displayed in full. Do **not** group the data
   ○ sorts the data into ascending order of *Sail_Date*
   ○ has a page orientation of portrait
   ○ fits on a single page wide
   ○ includes only the text **Miami Cruises** as a title displayed in a larger font size at the top of the page
   ○ calculates the total number of passengers in this selection and positions this number under the *Passengers* column at the end of the report
   ○ has a label **Total passengers** to the left of this value
   ○ has your name, centre number and candidate number in the header so it displays on every page.

• Save and print your report.

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

> **EVIDENCE 9**
> Place in your Evidence Document a screenshot showing the database formula used to calculate the number of passengers.

[11]

24 • Using fields from both tables produce a tabular report that:

  ○ selects the records where:

    – *Ship_Name* includes the text **sea**

    – *Duration* is **14 or more**

    – *Board* is **Full**

  ○ contains a new field called **Passenger_Nights** which is calculated at run-time. This field will multiply the *Duration* field by the *Passengers* field

  ○ shows only the fields *Sail_Date*, *Cruise_Ref*, *Ship_Name*, *Departure_Port*, *Destination*, *Duration*, *Passengers*, *Board* and *Passenger_Nights* in this order with data and labels displayed in full. Do **not** group the data

  ○ sorts the data into ascending order of *Destination* then descending order of *Duration*

  ○ has a page orientation of landscape

  ○ fits on a single page

  ○ includes only the text **Extended Cruise Sailings** as a title displayed in a larger font 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 **name**, **centre number** and **candidate number** on your report.

[9]

25 • Using fields from both tables produce an extract which:

  ○ selects only the records where:

    – *Theme* is **Taster**

    – *Duration* is **less than 4**

  ○ Shows only the fields *Cruise_Ref*, *Ship_Name* and *Duration* in this order with data and labels displayed in full.

 • Save the extract.

[3]

26 • Export the extract created in Step 25 in rich text 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.

[1]

[Total: 29]

Task 4 – Document 2

27 • Import the extract you saved in Step 26 into your document as a table after the paragraph which ends …*cruises operating last year were:*

   • Make sure that:

   ○ the table fits within the column width

   ○ the extract does **not** contain a title

   ○ all required fields and their labels are fully visible

   ○ no text is wrapped within the extract

   ○ the *TC-table* style is applied to the extract

   ○ there is a 6 point space after the table.

   [3]

28 • Spell check and proofread the document.

   • Make sure that:

   ○ tables, charts and 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 between all items is consistent.

   • Save the document using the same file name and format used in Step 18.

   • Make sure that today's date and **not** the date field code displays in the header.

   • Print the document.

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

   [1]

29 • Answer the following questions and record your answers in your Evidence Document:

   (a) Explain why styles are used. [1]

   (b) State the purpose of spell check software and identify **two** limitations of its use. [3]

   > **EVIDENCE 11**
   > Type your answers into your Evidence Document using no more than 50 words.

   [Total: 8]

Task 5 – Mail merge

You are required to carry out a mail merge.

30 • Create a mail merge letter using the file **J229LETTER.rtf** as the master document and **J229GUESTS.csv** as your data source file.

   • Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace:	Replace with merge field
<TLE>	Title
<FIRST>	First_name
<FAMILY>	Family_name
<ADD1>	Road
<ADD2>	Area
<ADD3>	County
<POST>	Postcode
<CODE>	Memb_code
<LENGTH>	Duration
<THE>	Theme
<MTH>	Month
<DISC>	Discount

   • Make sure the spacing, punctuation, alignment and enhancements in the original master document are maintained.

[3]

31 • Replace the text *Candidate Name* with your name.

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

   • Print the master document.

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

[1]

32 • Set an automated filter to select members where:

     ○ *Theme* is **Taster**

> **EVIDENCE 12**
> Place in your Evidence Document a screenshot to show the use of an automated selection method.

[2]

33 • Merge and print the letters for the selected members only.

     • Save and close the files.

> **PRINTOUT 6**
> Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your letters.

[1]

[Total: 7]

Task 6 – Printing the Evidence Document

34 • Print your Evidence Document.

> **PRINTOUT 7**
> Make sure that you have entered your **name**, **centre number** and **candidate number** on your Evidence Document.

Task 7 – Presentation

You are going to create a short presentation.

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

35 • Create a presentation of 5 slides using the file **J229SWOT.rtf**

• On slide 1 enter your name after the text *Presented by:*

[1]

36 • Use a master slide to display only the following features on all slides:

  ○ your name, centre number and candidate number

  ○ automatic slide numbers.

[1]

37 • Format the first slide so that:

  ○ a title slide layout is applied

  ○ the title and subtitle text are centred in the middle of the slide.

[1]

38 • Add the following text as presenter/speaker notes for the slide with the title *Threats*:

    Can negatively affect perceptions of cruising.

• Print only this slide as presenter/speaker notes.

> **PRINTOUT 8**
> Make sure your **name**, **centre number** and **candidate number** are on this slide.

[2]

39 • Save the presentation.

• Print the presentation as a handout using a layout of 6 slides to the page.

> **PRINTOUT 9**
> Print this handout. Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 6]