UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/02**

Paper 2 Practical Test   **October/November 2009**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

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

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

Before each printout you should proof-read the document to make sure that you have followed all instructions carefully.

At the end of the test put **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **8** printed pages.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

You work for a company called Hothouse Design. You are going to perform some clerical tasks for this company.

✓

1   Prepare an e-mail message to be sent to **design.h@cie.org.uk** which contains the subject line **Holiday Update 2009** ☐

The body text of the message should include:

- your Centre number

- your name

- your candidate number

- the text: **Please send the files for the report.**

Send this message. You should receive the instructions that you need within an e-mail reply.

2   Read the reply to your message and follow the instructions. The URL which you will need is **http://www.hothouse-design.co.uk** ☐

3   Take a screenshot to show you have searched for and found the specified file. ☐

4   Print this screenshot. ☐

You are now going to edit a document about the sales of holidays.

✓

5   Using a suitable software package, load the file **N9SALES.RTF** ☐

6   Set the page size to A4. ☐

7   Set the page orientation to portrait. ☐

8   Set the top and bottom margins to **3** centimetres and the left and right margins to **2** centimetres. ☐

9   Format the entire document into **2** columns of equal width, with a **1** centimetre gap between the columns. ☐

10 Set all the text to a serif font. ☐

11 Set all the text to single line spacing. ☐

12 Make all the text fully justified. ☐

13 Set the font size for all the text to **10** point. ☐

14 Insert a page break before the first paragraph. ☐

15 Format ONLY the first page of the document into a single column. ☐

16 Make this first page a title page by adding the heading **VSH Second Quarter Report** in a sans-serif font. ☐

17 Centre align the heading. ☐

18 Set the font size of the heading to **24** point. ☐

19 Make ONLY the letters *VSH* italic and underlined. ☐

20 Below the heading, add the subheading **Report presented by** and add your name. ☐

21 Set the text used for the subheading to the same sans-serif font as the heading. ☐

22 Set the font size of the subheading to **18** point. ☐

23 Right align the subheading. ☐

24 Place your name left aligned, your Centre number centre aligned and your candidate number right aligned in the header. ☐

    Place today's date right aligned in the footer.

    Make sure that headers and footers do **not** appear on page one, but **are** displayed on all other pages.

    Make sure that all the alignments match the margin settings.

25 Move the third paragraph that starts: ☐

    The Jersey hotel and golf complex is well established and a favourite with our guests …

    so that it becomes the second paragraph.

✓

☐

26 Change the bulleted list:

- *Training needs analysis*
- *Induction*
- *On-the-Job training*
- *Off-the-Job training*

to a numbered list.

27 Find the table containing the word *Code* in the top left cell. ☐

Complete the table by adding the hotel and location details as shown below:

Code	_Location_	_Hotel_
JGBEXL	*Jersey*	*Excelsior*
ALMGPL	*Almeria*	*Gran Lujo Playa*
GCAPRG	*Grand Cayman*	*Paradise Retreat*
MALTPG	**Maldives**	**Paradise Golf**
SEYNSG	**Seychelles**	**Nine South Golf**

Make sure that the font matches the font specified for the body text of the document and that all of the table is visible with no text wrapping.

The table must fit within the column and must not change its position in the document

28 Locate the table with the word *Staff* in the top left cell. ☐

Copy all the details of the staff who work in the Strand office only from the file **N9STAFF.CSV** and paste these into the table.

29 Delete the first column from the table (containing staff codes). ☐

Delete from the table the column containing the heading *Office*

30 Make sure that the text in the table is formatted to match the body text of the document. ☐

31 Format the column headings to be italic and underlined. ☐

32 Format the background of the top row to be a light grey shade. ☐

33 Format all borders in the table to appear when printed. ☐

34 Make sure that all of the contents of the table are visible with no text wrap. ☐

The table must fit within the column and must not change its position in the document.

35 Import a graphic image showing a beach or a hotel (from clip art, scanner, digital camera or elsewhere), and place this immediately after the text: ☐
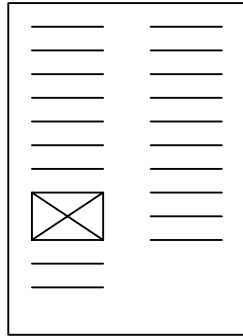
…Here is a glimpse of what is on offer:

✓

36 Change the image so that:

- it is re-sized to fill the column width

- the aspect ratio is maintained

- the text wraps above and below the image.

It may look like this:

37 Save the document using a new filename.

38 Using a suitable database package, import the file **N9BOOK.CSV**

Assign the following data types to the fields:

Field name	Data type
Staff	**Text**
Office	**Text**
Date	**Date**
Booking	**Text**
Week	**Numeric / Integer**
Price	**Numeric / Currency / 2 decimal places**
Number	**Numeric / Integer**
Tour	**Boolean / Logical**

Ensure that you use these field names. You may add another field as a primary key if your software requires this.

39 Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, Centre number and candidate number are included on this printout.

40 Insert the data for the following three records:

Staff	Office	Date	Booking	Week	Price	Number	Tour
AR	**Strand**	**06/06/2009**	**ALMGPL**	**35**	**399.00**	**4**	**Yes**
AR	**Strand**	**06/06/2009**	**ALMGPL**	**35**	**399.00**	**4**	**Yes**
AR	**Strand**	**06/06/2009**	**ALMGPL**	**35**	**399.00**	**2**	**Yes**

Check your data entry for errors.

41 Save the data.

✓

42 Produce a new report which:

- has a page orientation of portrait

- fits on a single page wide

- contains a new field called **Income** which is calculated at run-time. This field will calculate *Price* multiplied by *Number*

- has the *Income* field formatted as currency with 2 decimal places

- shows only the records where the *Week* is **36**, the booking *Date* was made between **1st April 2009** and **30th June 2009** inclusive and the *Office* is **Strand**

- shows only the fields *Staff, Date, Booking, Week, Number, Tour* and *Income*

- shows this data and the field names in full

- sorts the data into ascending order of *Date* and then into ascending order of *Staff*

- includes the heading **Week 36 for Strand** at the top of the page

- calculates the total value of the *Income* field and displays this at the end of the report under the *Income* field values, formatted as currency

- has the label **Total Income** to the left of the total

- has your name, candidate number and Centre number on the left below the report.

43 Save and print this report.

44 Produce a report from all the data which:

- has a page orientation of portrait

- fits on a single page

- shows only those records where:

  Week is **35** and

  Staff is **AR** and

  Tour is **Yes** and

  Booking is **ALMGPL**

- shows only the fields *Staff, Date, Booking, Price* and *Number*

- shows this data and the field names in full

- sorts the data into ascending order of *Date*

- includes the heading **AR tour bookings for week 35** at the top of the page

- has your name, Centre number and candidate number on the right in the footer.

45 Save and print this report.

✓

46 Produce a new report from all the data which:

- uses only the *Staff* and *Number* fields

- calculates the sum of the *Number* field for each member of *Staff*

- counts the number of holidays sold by each member of *Staff*

47 Export this data in a format that can be opened by your graph/charting package.

Save this data in a format which can be imported into a text document.

48 Import this data into your document as a table immediately after the paragraph which ends:

The sales summary for all staff is included here:

Make sure there is one blank line above and below the table.

49 You now need to open the data exported at Step 47 in an appropriate graph/charting package.

50 Create a pie chart showing the number (count) of holidays sold by each member of staff.

51 Add the title **Number of Holidays Sold** to the chart.

52 Label the segments with the Staff initials and the number of holidays sold.

Pullout or highlight the segment representing the largest value (AR).

Do not include a legend.

53 Save this chart in a format which can be imported into a text document.

54 Import this chart into your document immediately after the sentence:

The number of the sales made by each member of staff is shown as a chart here:

Make sure that all labels are fully visible.

Make sure there is one blank line above the chart.

Resize the chart so that it fits into a single column and maintain its aspect ratio. It may look like this:
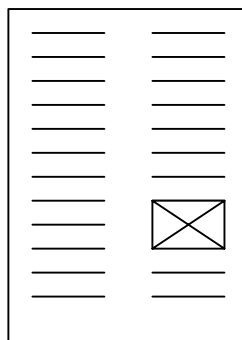
(please note that it may not appear in the position shown in the diagram)

✓

55 Spell-check and proof-read the document.

Place breaks, if necessary, to ensure that:

- tables do not overlap two columns
- tables are not split between two pages or columns
- the chart does not overlap two pages or columns
- the list is not split between two pages or columns
- there are no widows
- there are no orphans
- there are no blank pages.

56 Save and print the document.

57 Prepare an e-mail message:

- to be sent to **design.h@cie.org.uk**
- copied to **VSHsales@cie.org.uk** and **VSHCEO@cie.org.uk**
- with the subject line **Sales update**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text: **Here is the Sales report.**

58 Attach your document to this e-mail.

59 Print a copy of this e-mail, showing clearly that the attachment is present.

Send the e-mail.