Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

Cambridge IGCSE

CANDIDATE NAME	

CENTRE NUMBER					CANDIDATE NUMBER			

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Document Production, Data Manipulation and Presentations **For Examination from 2016**

SPECIMEN PAPER

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Write your Centre number, candidate number and name 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 **Centre number**, **candidate number** and **name** 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.

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

This document consists of **11** printed pages and **1** blank page.

CAMBRIDGE International Examinations

[Turn over

You work for a company called Star Cars. You are going to perform some clerical tasks for this company.

For reports, the following paragraph styles must be used with only the attributes specified in the *House Style Specification Sheet*.

House Style Specification Sheet
Title   Font – sans-serif, 24 points, centre aligned
Subtitle   Font – sans-serif, 18 points, italic, underlined and right aligned
Subheading   Font – sans-serif, 12 points single line spacing with one clear line space after a subheading
Body text   Font – serif, 10 points, 1.5 line spacing and fully justified with one clear line space after each paragraph

Star Cars is a company that imports cars and needs to keep in contact with its distributors.

At the top of each sheet of its company letters, Star Cars must have their company name and a suitable logo to represent the company. When designing company documents, you may wish to add further enhancements to present a professional appearance for the company. Documents must be easy to locate in the filing system.

Task 1 – Evidence Document

- Open the file **S16EVIDENCE.RTF**

- Make sure that your name, Centre number and candidate number will appear on every page of your Evidence Document by placing these details in the header of the document.

- Save your Evidence Document in your work area as **EVIDENCE** followed by your candidate number. For example: EVIDENCE9999

You will need your Evidence Document during the examination to place your screenshots in when required.

Task 2 – Document

You are going to edit a document about the development of a new port.

1 • Using a suitable software package, load the file **S16PORT.RTF**

   • Set the page size to A4 and

   • set the page orientation to portrait. [1]

2 • Set all margins to **2 cm**.

> **Evidence 1**
> Place screenshot evidence of page size and margin settings in your Evidence Document.

   • Save the document in your work area. Use the format of your software package and give the
     document a new name. [1]

3 • Enter in the header:

     o your name and candidate number left aligned

     o your Centre number right aligned.

   • Enter in the footer:

     o the automated file name left aligned

     o today's date right aligned.

   • Make sure that all the alignments match the page margins.

   • Make sure that headers and footers are displayed on each page. [2]

4 • Create or edit these paragraph styles to be applied to the text in the document. Refer to the
     House Style Specification Sheet for details of these styles.

       Title
       Subtitle
       Subheading
       Body text

> **Evidence 2**
> Show evidence of the details of your definition of the Body text paragraph style in your
> Evidence Document.

[3]

5 • Insert a blank line at the start of the document and enter the title **Dock facilities at Port
     Pepard** [1]

6 • Apply the Title style to this text. [1]

7 • Below the title, add the subtitle: **Report by:**
and add your name. [1]

8 • Apply the Subtitle style to this text. [1]

9 • After the subtitle, format the rest of the document as body text into two equally spaced columns, with a **1 cm** gap. [2]

10 • Apply the Body text style to the rest of the document. [1]

11 • In the left column, before the first paragraph of the document, enter the subheading:

A major regional port [1]

12 • Identify all the subheadings in the document and apply the Subheading style to each one. [1]

13 • Find the table in **S16EXPORT.RTF** and insert it at the end of the document. [1]

14 • Make sure the table fits within the column width. Apply the Body text style to the text in the table. [1]

15 • Merge the cells in the top row of the table across the five columns.

• Format only this row to be centre aligned and underlined. [2]

16 • Apply light grey (20–40%) shading to only the top two rows of the table. [1]

17 • Set all borders of the table to be visible when printed. [1]

18 • Import the image **S16SHIP.JPG**

• Resize the image to a height of **3 cm** and maintain the aspect ratio.

• Place this image:

   o on the first page

   o below the subheading *A major regional port*

   o aligned with the top of the first paragraph

   o aligned to the left margin.

• Make sure the text wraps round the image.

   It may look like this:
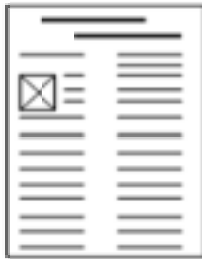
[2]

19 • Use the information in the table that you placed in your document to produce a bar chart showing the actual export compared to planned export volumes. (You may need to take the data into another package to produce the chart.)

• Display the chart with vertical bars.   [1]

20 • Label the chart with:

   o the title **Car export volumes**

   o Category series labels displayed in full

   o Axis titles as **Number of cars** and **Year**.   [1]

21 • Place the chart at the end of the document after the table. Resize the chart to fill the column width and keep the aspect ratio.   [1]

22 • Spell check and proofread the document.

 • Place page breaks, if necessary, to ensure that:

   o tables do not overlap two columns or pages

   o there are no widows or orphans

   o there are no blank pages.   [2]

 • Save and print your document.

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

[Total: 29]

Task 3 – Database Report

You are now going to prepare some reports for the company. Make sure all currency values are in Euros to two decimal places.

23 • Using a suitable database package, import the file **S16CARS.CSV**

 • Use these field names and data types:

VIN	**Text**	this is the unique number for each car produced
Model	**Text**	this is the model of the car
Power	**Text**	this is the power source for the car, e.g. petrol or diesel
Engine_Size	**Text**	this is the cubic capacity of the engine where relevant
Cost_Price	**Currency**	to be displayed in the specified currency format
Colour	**Text**	this is the paint colour of the car
Distributor	**Text**	this is the company which imports and sells cars in that country
Dispatched	**Boolean/Logical**	**Display in the report as Yes/No only.** Records whether a car has been sent out from the port or not

 • Set the *VIN* field as a key field. [5]

24 • Import the file **S16DISTRIBUTORS.CSV** as a new table in your database.

 • Set the *Distributor_code* field as a key field.

> **EVIDENCE 3**
> Take screenshot evidence showing the field names and data types used in the two tables. Insert these screenshots into your Evidence Document.

[1]

25 • Create a one-to-many relationship as a link between the *Distributor_code* field in the *Distributor* table and the *Distributor* field in the *Cars* table.

> **EVIDENCE 4**
> Take screenshot evidence showing the relationship between the two tables. Insert a copy of this screenshot into your Evidence Document.

[1]

26 • Insert these three records into the *S16Cars* table:

VIN	Model	Power	Engine_Size	Cost_Price	Colour	Distributor	Dispatched
376C15423002	MicroZed	D	1200	11000	Blue	FMD SA	No
376C15423010	MicroSE	H	900	12000	Red	FMD SA	No
377C15423010	Micro	G	600	8500	Red	FMD SA	No

• Check your data entry for errors.

• Save the data. [3]

27 • Produce a report which:

   o contains a new field called **Delivered_Price** which is calculated at run-time. This field will calculate the *Cost_Price* of the car plus a standard delivery charge of 200 Euros

   o shows only the records where the *Country* is *France* and the cars have not been dispatched

   o shows only the fields *VIN, Model, Power, Engine_Size, Cost_Price, Colour, Port, Distributor* and *Delivered_Price* with their labels and data fully visible

   o fits on a single page wide

   o has a page orientation of landscape

   o sorts the data into ascending order of *VIN*

   o calculates the total number of cars in this selection and places it at the bottom of the report

   o has a label to the left of this number **Total cars for France**

   o includes the heading **Dispatch manifest (port: Brest)** at the top of the page

   o has your name, Centre number and candidate number on the left in the footer.

• Save and print your report. [11]

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

[Total: 21]

Task 4 – Database Labels

You are going to prepare labels for the company.

28 • Produce labels from all the data which:

     o   are arranged in two columns

     o   only include cars which have **not** yet been dispatched

     o   include only the records where:

         VIN begins with **37**
         the *Country* field is **Spain**
         the *Power* field is **E**

     o   show only the fields *VIN, Model, Port* and *Distributor* each on a separate line

     o   display the field name as well as the data

     o   in a larger font, at the top of each label, include the heading:

         Warning
         Check charge voltage before delivery

     o   include your name, Centre number and candidate number at the bottom of each label. The page layout may look like this:

• Save and print your labels. [9]

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

[Total: 9]

Task 5 – Mailmerge Letter

The European importer of the cars, Star Cars, wishes to write to some of their distributors.

29 • Prepare a mailmerge letter using the file **S16MAIL.RTF** as your master and the *S16Distributors.csv* file as the source data.

    o You will need to insert relevant fields from your data source to replace text in the master document.

    o You will need to replace *date* with a field to display today's date in the format dd/mm/yyyy.

    o Add your name as the originator of the letter (Director).

    o Include your Centre number and candidate number as the reference for the letter.

    o Proofread and spell check the letter.

> **PRINTOUT 4**
> Print your master document with the fields displayed.

[3]

30 • Add a minimum of three features to the mailmerge master document to suit a professional letter with reference to the *House Style Specification Sheet*. [1]

31 Letters are only required for distributors in Spain and Germany.

• Merge the letters to only the distributors in Spain and Germany and provide screenshot evidence of the selection method you used.

> **EVIDENCE 5**
> Place your screenshot evidence in your Evidence Document.

• Print the merged letters.

> **PRINTOUT 5**
> Make sure that you have entered your **Centre number**, **candidate number** and **name** on your merged letters.

[2]

[Total: 6]

Task 6 – Presentation

You are going to create the start of a short presentation using appropriate styles.

32 • Using the contents of the file **P2PRES.RTF**, create a new presentation.

 • Make sure that there are only four slides, each containing a title and some text.

 • The presentation must have a title slide. [3]

33 • Each slide in the presentation must have:

 o appropriate styles and layout

 o the three features you proposed for the mailmerge letter master document.

 o your name, Centre number and candidate number clearly visible in a **16** point sans-serif font, left aligned in the bottom left corner

 o slide numbers in the bottom right corner

 o all master slide elements applied to all slides. [4]

34 • On slides 2 to 4, describe each feature you have chosen and explain why you chose this feature. [6]

35 • On all slides, make sure that no objects overlap any of the other objects on the slide or any master slide items. [1]

36 • Save the presentation using a new filename. Print the slides with one slide on each page. [1]

PRINTOUT 6
Make sure that you have entered your **Centre number**, **candidate number** and **name** on your presentation slides.

[Total: 15]

Task 7 – Printing the Evidence Document

You now need to print your Evidence Document.

 • Print your Evidence Document.

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

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