



Mark Scheme (Results)

June 2014

Pearson Edexcel International GCSE
in ICT (4IT0) Paper 02

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General Marking Guidance

- All candidates must receive the same treatment. Examiners must mark the first candidate in exactly the same way as they mark the last.
- Mark schemes should be applied positively. Candidates must be rewarded for what they have shown they can do rather than penalised for omissions.
- Examiners should mark according to the mark scheme not according to their perception of where the grade boundaries may lie.
- There is no ceiling on achievement. All marks on the mark scheme should be used appropriately.
- All the marks on the mark scheme are designed to be awarded. Examiners should always award full marks if deserved, i.e. if the answer matches the mark scheme. Examiners should also be prepared to award zero marks if the candidate's response is not worthy of credit according to the mark scheme.
- Where some judgement is required, mark schemes will provide the principles by which marks will be awarded and exemplification may be limited.
- When examiners are in doubt regarding the application of the mark scheme to a candidate's response, the team leader must be consulted.
- Crossed out work should be marked UNLESS the candidate has replaced it with an alternative response.

Activity 1: Using Spreadsheet Software (SS)

SS1 May be awarded from formula view

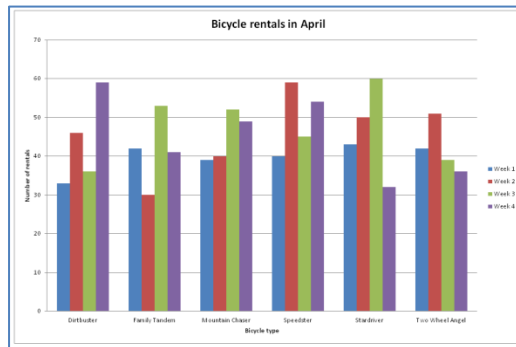
	A	B	C	D	E	F
1	Income from bicycle rentals in April					
2						
3			Number of Rentals			
4	Bicycle Type	Rental Charge	Week 1	Week 2	Week 3	Week 4
5	Dirtbuster	£8.00	33	46	36	59
6	Family Tandem	£15.00	42	30	53	41
7	Mountain Chaser	£11.00	39	40	52	49
8	Speedster	£16.00	40	59	45	54
9	Stardriver	£17.00	43	50	60	32
10	Two Wheel Angel	£8.00	42	51	39	36
11						
12	Total Income					

	1	A5:A10 sorted in alphabetical order – Dirtbuster, Family Tandem ... Two Wheel Angel	1
	2	A5:F10 sorted in order of Bicycle Type – Dirtbuster, 8, 33, 46, 36, 59 or Two Wheel Angel, 8,42 ...	1
Total for Task SS1			2

SS2 Allow the use of different cell references if additional columns/rows inserted

	A	G	H
1	Income from bicycle rentals in April		
2			
3			
4	Bicycle Type	Total	Income
5	Dirtbuster	=SUM(C5:F5)	=B5*G5
6	Family Tandem	=SUM(C6:F6)	=B6*G6
7	Mountain Chaser	=SUM(C7:F7)	=B7*G7
8	Speedster	=SUM(C8:F8)	=B8*G8
9	Stardriver	=SUM(C9:F9)	=B9*G9
10	Two Wheel Angel	=SUM(C10:F10)	=B10*G10
11			
12	Total Income		=SUM(H5:H10)

(i)	1	Formula using cell references entered in cell G5 which calculates total number of rentals (eg =SUM(C5:F5) or =C5+D5+E5+F5) Allow correct value in data view (174)	1
	2	=SUM(C5:F5) entered in G5 (efficient formula)	1
(ii)	1	=B5*G5 or =G5*B5 or =PRODUCT(B5,G5) entered in H5 Allow inefficient formula using cell references which produces correct result eg =SUM(B5*G5)	1
(iii)	1	Formulae in G5 and H5 replicated to cells G6:H10	1
(iv)	1	Suitable column labels entered in cells G4 and H4 eg 'Total' & 'Income' (Can be awarded from data view)	1
(v)	1	=H5+H6+H7+H8+H9+H10 or =SUM(H5:H10) or =SUM(H5:H11) entered in cell B12 or H12 or A13 OR =SUM(H5:H10) in other cell	1
	2	=SUM(H5:H10) entered in cell B12 or H12 or A13	1
Total for Task SS2			7

SS3

1	Bar or column chart or line graph which includes A5:A10 (bicycle types) and C5:F10 (number of rentals each week) Award if additional data is included	1
2	Suitable chart title Must indicate 'Bicycle/Rentals' and 'April'	1
3	Legend which clearly identifies each data series (Week 1, Week 2 etc)	1
4	Appropriate x-axis and y-axis labels eg. 'Bicycle' and 'Number/Rentals'	1
5	Chart is fit for purpose Must have marking points 1-4 and: <ul style="list-style-type: none"> no unnecessary information included in chart e.g. No additional columns, no data labels no truncation of category names or legend must be bar or column chart printed on a separate sheet (without data or spreadsheet grid) sensible capitalisation and correct spelling of labels/titles 	1
Total for Task SS3		5

SS4 Award marks in (a) only from formula view

14				
15				
16	Bicycle Type	Rental Charge	Number Required	Cost
17	Dirtbuster	8	0	=B17*C17
18	Family Tandem	15	0	=B18*C18
19	Mountain Chaser	11	0	=B19*C19
20	Speedster	16	0	=B20*C20
21	Stardriver	17	0	=B21*C21
22	Two Wheel Angel	8	0	=B22*C22
23			Total Cost	=SUM(D17:D22)
24			Discount	=IF(D23>=300,D23*F27,0)
25			Invoice Total	=D23-D24
26				
27				Disc

(a)	(i)	1	=B17*C17 or =PRODUCT(B17,C17) in cell D17 Do not award for =SUM(B17*C17) or =PRODUCT(B17*C17)	1
	(ii)	1	Formula in D17 replicated to cells D18:D22 – allow follow through	1
	(iii)	1	=SUM(D17:D22) entered in cell D23	1
	(iv)	1 2 3	Award 1 mark for comparison of D23 with 300 in cell D24 =IF(D23>=300 or =IF(D23<300 or =IF(D23>300 or =IF(D23<=300 or =IF(D23=300 Award 1 mark for D23*F27 in appropriate location in IF function in cell D24 eg =IF(D23>=300,D23*F27 or =IF(D23<300, ,D23*F27) or =IF(D23>300,D23*F27 or =IF(D23<=300, ,D23*F27) Award 1 mark for completely correct formula =IF(D23>=300,D23*F27,0) or =IF(D23<300, 0,D23*F27)	3
	(v)	1	=D23-D24 in cell D25. Do not award for =SUM(D23-D24)	1

<p>PMMM Cycles Ltd 13 Mansion Street, Crixten Yorkshire BF5 1PL</p> <p>INVOICE</p> <p>Group Details Organiser: Mrs Francesca Gorst Group Name: Crixten Cyclers Address: 3 Meadow Lane Crixten Cyclers Yorkshire BF5 1MM</p>			
Bicycle Type	Rental Charge	Number Required	Cost
Orbitrider	£8.00	7	£56.00
Family Vandal	£15.00	4	£60.00
Mountain Chaser	£11.00	6	£66.00
Speedster	£16.00	4	£64.00
Stardiver	£17.00	5	£85.00
Two Wheel Angel	£8.00	4	£32.00
Total Cost			£363.00
Discount			£43.56
Invoice Total			£319.44

Marks for (b), (c)(i) and (d) can be awarded from a screen shot or from formula view

(b)	(i)	1	Values in cells B17:B22 and D17:D25 formatted to show currency symbol and 2 decimal places	1
	(ii)	1 2	Additional formatting feature which enhances layout. One mark each up to a maximum of two for any of: <ul style="list-style-type: none"> cells A1:A4 formatted suitably for heading eg. Any one of enlarged font for company name, merging of cells highlighting of 'Invoice' and/or 'Group Details' consistent suitable borders/shading for cells A16:D22 and C23:D25 sensible use of word wrap in cells A16:D16 consistent enhanced column headings in A16:D16 and/or C23:C25 consistent borders/shading for cells A1:A4 and/or A8:B12 printed in portrait orientation (must be data view) 	2
(c)	(i)	1	Accurate data entry of: Mrs Francesca Gorst, Crixten Cyclers, 3 Meadow Lane, Crixten, Yorkshire, BF5 1MM	1
		2	Accurate data entry of number of bikes 7,4,6,4,5,4	1
	(ii)	1	Invoice printed in data view without discount label (in column E) and value on one A4 portrait sheet Do not accept screen shot	1
(d)		1 2	One mark each for two different explanations of how formatting changes made to the worksheet make it well-presented or easier to understand eg <ul style="list-style-type: none"> enhanced company name to make it stand out borders/shading to make it easier to read across the row enhanced column headings make it easier to identify labels word wrapping enables narrower columns when long labels used merging of cells for title improve the look so title is centred across sheet Allow other sensible responses of identification and reason	2
Total for Task SS4				15

Total for Activity 1: 29 marks

Activity 2: Using Web Authoring Software (WA)
WA1


(a)	1	Some cropping attempted – image remains rectangular without distortion	1
	2	Some cropping on all sides – all of the bicycle and cyclist are visible	1
	3	Image cropped on all sides – very close to cyclist and bicycle	1



(b)	(i)	1	Correct company name and telephone number present PMMM Cycles (Ltd) , 01632 960123	1
		2	Logo inserted	1
		3	Link to home page visible – award if evidence of hyperlink present (e.g. underline or icon)	1
		4	Page content selected from INFORMATION. Do not award if 'PAGE CONTENT' is present	1
		5	SILVERSPRITE or cropped image of SILVERSPRITE inserted	1
	(ii)	1	Full page visible in screenshot	1
		2	Layout is consistent with design – information and images as indicated on design	1
		3	Colour scheme applied as on design – dark (blue) text on pale (blue) background	1
		4	Suitability of fonts, sizes and styles for web page	1
		5	Text showing no unnecessary hyphenation and images suitably sized without distortion	1
(c)	(i)	1	One mark each for two different explanations of how formatting features have been used to make the webpage fit for purpose Eg centre alignment of text and images in the page content to give more attractive appearance, font enhancements to make the sub-headings ("bicycle type", "description") stand out	2
		2		
	(ii)	1	One suitable change identified which would enhance page for visually impaired user eg option to change colour scheme, add text labels to image for screen reader, option to increase font size	1
		2	Explanation of how the change would assist visually impaired user – eg make it easier to read, aid screen reader to describe content of images	1

Total for Task WA1 17
Total for Activity 2: 17 marks

Activity 3: Using Database Software (DB)

DB1 Marking points (a) (i) 2 to 6 can be awarded from design view

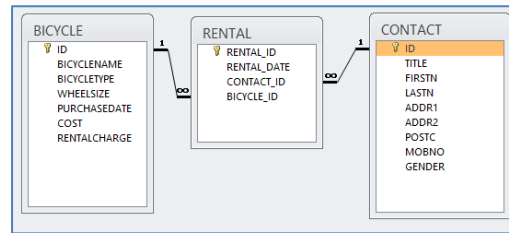
(a)	(i)	1	Screenshot shows data entry form – data entry view	1
		2	Appropriate title on form must include 'Contact' 'customer' or similar but not just 'Contact'	1
		3	Correct 9 fields only for form	1
		4	At least one field label customised appropriately from FIRSTN, LASTN, ADDR1, ADDR2, POSTC, MOBNO	1
		5	Use of a drop down list for at least one of TITLE or GENDER	1
		6	One appropriate additional enhancement from: <ul style="list-style-type: none"> Customisation of all of FIRSTN, LASTN, ADDR1, ADDR2, POSTC, MOBNO Additional navigation buttons Customisation of input box length for any field On-screen help text Drop down list for both TITLE and GENDER 	1
	(ii)	1	Allow one mark for identification of mobile phone number as either <ul style="list-style-type: none"> not being used in calculations starting with a zero/often contains spaces 	1
		1	Allow one mark for either <ul style="list-style-type: none"> limited range of values makes sure that data entry is more accurate/consistent 	1

ID	TITLE	FIRSTN	LASTN	ADDR1	ADDR2	POSTC	MOBNO	GENDER	Click to Add
27AR	Ms	Rosanne	Arufuron	19 Theatre Street	Traxton	BE3 6QG	07700 900300	F	
79BO	Dr	Oliver	Blenkinsop	44 Garrett Hill	Caxborough	BF4 4JH	07700 900390	M	
79BC	Mr	Chris	Boil	22 Avda Grove	Crixten	BF4 18U	07700 900821	M	
96BS	Ms	Sally	Brean	59 Obere St	Traxton	BE3 9MA	07700 900344	F	
76CJ	Dr	James	Christopher	55 Edgeman Hollow	Foxenholm	BE2 7Mh	07700 900409	M	
96DJ	Ms	Jo	Davis	59 Obere St	Traxton	BE3 9CN	07700 900117	F	
22FA	Ms	Alex	Finch	144 Candid Street	Foxenholm	BE2 7RG	07700 900367	F	
39HS	Ms	Serenia	Hutton	43 Miner Rd	Flixbridge	BE3 8IC	07700 900604	F	
67JH	Ms	Hester	Jacobs	154 Garrett Hill	Traxton	BE3 3CO	07700 900386	F	
59KE	Mr	Emir	Khan	11 North Road	Caxborough	BF4 4KC	07700 900382	M	
78KL	Ms	Lucy	King	16 Theatre Way	Foxten	BE2 4EJ	07700 900918	F	
31KM	Dr	Maria	Kyriacou	78 Moss Road	Foxten	BE2 2HF	07700 900637	F	
17LA	Dr	Rose	Lockyer	62 Moss Road	Flixbridge	BE3 8ER	07700 900597	F	
19MS	Mr	Samuel	Mahmud	34 Miner Rd	Flixbridge	BE3 8DP	07700 900629	M	
57MS	Mr	Simon	McNery	410 Old Redmond Rd	Foxten	BE2 6UQ	07700 900804	M	
55MJ	Mr	James	Murray	72 Moss Street	Foxten	BE2 3PN	07700 900156	M	
49NJ	Mr	Jonathan	Nicholls	244 Haggis Ave	Traxton	BE3 2CJ	07700 900994	M	
50OT	Ms	Thadla	Olsen	146 Garrett Hill	Traxton	BE3 1TG	07700 900797	F	
60PN	Dr	Noah	Paine	19 Theatre Road	Crixten	BF4 6CB	07700 900809	M	
47PE	Dr	Elizabeth	Parker	91 Capital Way	Foxten	BE2 3SD	07700 900818	F	
28PL	Dr	Lorner	Peters	70 Moss Road	Crixten	BF4 9RE	07700 900133	F	
65PP	Mr	Pierre	Renard	16 Theatre Close	Crixten	BF4 3HJ	07700 900152	M	
41RC	Dr	Charlotte	Russell	16 Edgeman Hollow	Traxton	BE3 2RN	07700 900847	F	
65SS	Mr	Shaun	Smith	90 Butcher Lane	Traxton	BE3 9HR	07700 900678	M	
35VK	Ms	Kerri	Violett	1 South Street	Traxton	BE3 5KT	07700 900820	F	

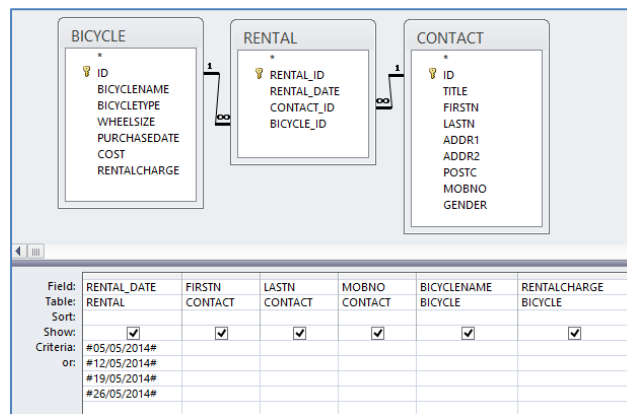
(b)	1	Table sorted in ascending order of LASTN – Arufuron to Violett	1
	2	25 Records and 9 fields printed without truncation – may be on more than one page	1
Total for Task DB1			10

DB2		Marks may be awarded from query design																																																																																																	
<table><tr><th>TITLE</th><th>FIRSTN</th><th>LASTN</th><th>ADDR1</th><th>POSTC</th><th>MOBNO</th></tr><tr><td>Ms</td><td>Alex</td><td>Finch</td><td>144 Candid Street</td><td>BG2 7RG</td><td>07700 900367</td></tr><tr><td>Ms</td><td>Lucy</td><td>King</td><td>16 Theatre Way</td><td>BG2 4EI</td><td>07700 900918</td></tr><tr><td>Dr</td><td>Rose</td><td>Lockyer</td><td>62 Moss Road</td><td>BE3 8ER</td><td>07700 900597</td></tr><tr><td>Dr</td><td>Lorner</td><td>Peters</td><td>70 Moss Road</td><td>BF4 9RE</td><td>07700 900133</td></tr><tr><td>Ms</td><td>Jo</td><td>Davis</td><td>59 Obere St</td><td>BE3 9CN</td><td>07700 900117</td></tr><tr><td>Dr</td><td>Elizabeth</td><td>Parker</td><td>91 Capital Way</td><td>BG2 5SD</td><td>07700 900818</td></tr><tr><td>Dr</td><td>Charlotte</td><td>Russell</td><td>16 Edgeham Hollow</td><td>BE3 2RN</td><td>07700 900847</td></tr><tr><td>Dr</td><td>Maria</td><td>Kyriacou</td><td>78 Moss Road</td><td>BG2 2HF</td><td>07700 900637</td></tr><tr><td>Ms</td><td>Sally</td><td>Brean</td><td>59 Obere St</td><td>BE3 9MA</td><td>07700 900344</td></tr><tr><td>Ms</td><td>Roxanne</td><td>Arafuron</td><td>19 Theatre Street</td><td>BE3 6QG</td><td>07700 900300</td></tr><tr><td>Ms</td><td>Hester</td><td>Jacobs</td><td>154 Garrett Hill</td><td>BE3 5CO</td><td>07700 900388</td></tr><tr><td>Ms</td><td>Serena</td><td>Hutton</td><td>43 Miner Rd</td><td>BE3 8IC</td><td>07700 900654</td></tr><tr><td>Ms</td><td>Thadia</td><td>Olsen</td><td>146 Garrett Hill</td><td>BE3 1TG</td><td>07700 900797</td></tr><tr><td>Ms</td><td>Kerri</td><td>Violet</td><td>1 South Street</td><td>BE3 5KT</td><td>07700 900820</td></tr><tr><td>*</td><td></td><td></td><td></td><td></td><td></td></tr></table>				TITLE	FIRSTN	LASTN	ADDR1	POSTC	MOBNO	Ms	Alex	Finch	144 Candid Street	BG2 7RG	07700 900367	Ms	Lucy	King	16 Theatre Way	BG2 4EI	07700 900918	Dr	Rose	Lockyer	62 Moss Road	BE3 8ER	07700 900597	Dr	Lorner	Peters	70 Moss Road	BF4 9RE	07700 900133	Ms	Jo	Davis	59 Obere St	BE3 9CN	07700 900117	Dr	Elizabeth	Parker	91 Capital Way	BG2 5SD	07700 900818	Dr	Charlotte	Russell	16 Edgeham Hollow	BE3 2RN	07700 900847	Dr	Maria	Kyriacou	78 Moss Road	BG2 2HF	07700 900637	Ms	Sally	Brean	59 Obere St	BE3 9MA	07700 900344	Ms	Roxanne	Arafuron	19 Theatre Street	BE3 6QG	07700 900300	Ms	Hester	Jacobs	154 Garrett Hill	BE3 5CO	07700 900388	Ms	Serena	Hutton	43 Miner Rd	BE3 8IC	07700 900654	Ms	Thadia	Olsen	146 Garrett Hill	BE3 1TG	07700 900797	Ms	Kerri	Violet	1 South Street	BE3 5KT	07700 900820	*					
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(a)	1	Correct 14 records. Minimum FIRSTN , LASTN fields	1																																																																																																
	2	Only fields TITLE , FIRSTN , LASTN , ADDR1 , POSTC , MOBNO present in printout	1																																																																																																
	3	TITLE , FIRSTN , LASTN , ADDR1 , POSTC , MOBNO in correct order Ignore single extra field	1																																																																																																
<table><tr><th>BICYCLENAME</th><th>BICYCLETYPE</th><th>PURCHASEDATE</th><th>COST</th></tr><tr><td>Top Drawer</td><td>Family Tandem</td><td>08/07/2012</td><td>£356.00</td></tr><tr><td>Eagle's Wings</td><td>Family Tandem</td><td>05/01/2012</td><td>£329.00</td></tr><tr><td>Mother's Comforter</td><td>Family Tandem</td><td>26/03/2012</td><td>£336.00</td></tr><tr><td>Childsafe</td><td>Family Tandem</td><td>29/07/2012</td><td>£360.00</td></tr><tr><td>*</td><td></td><td></td><td></td></tr></table>				BICYCLENAME	BICYCLETYPE	PURCHASEDATE	COST	Top Drawer	Family Tandem	08/07/2012	£356.00	Eagle's Wings	Family Tandem	05/01/2012	£329.00	Mother's Comforter	Family Tandem	26/03/2012	£336.00	Childsafe	Family Tandem	29/07/2012	£360.00	*																																																																											
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(b)	1 2	Award 2 marks for Correct 4 records. Minimum of BICYCLENAME field Award 1 mark for Correct 7 records (TYPE=Family Tandem) OR correct 6 records (All dates in 2012) OR Correct 9 records (TYPE=Family Tandem OR dates in 2012)	2																																																																																																
	3	Correct fields BICYCLENAME , BICYCLETYPE , PURCHASEDATE and COST only	1																																																																																																
	Total for Task DB2		6																																																																																																

DB3



(a)	1	Link between ID in BICYCLE to BICYCLE_ID in RENTAL	1
	2	Link between ID in CONTACT and CONTACT_ID in RENTAL	1
	3	Both links correctly shown as 1 to many (∞)	1



(b)	1	Screen shot of query design showing at least 1 table, 1 field and 1 criteria row	1
	2	One field from each table present (allow if evidenced in printout of results of search)	1
	3	RENTAL_DATE, FIRSTN, LASTN, MOBNO, BICYCLENAME and RENTALCHARGE only to be printed (allow if evidenced in printout of results of search)	1
	4	Award two marks for (must be design view): Criteria in RENTAL_DATE field is 5/5/2014 OR 12/5/2014 OR 19/5/2014 OR 26/5/2014 Criteria might be on separate rows Accept any date format Award 1 mark for: (must be design view): At least two of the dates 5/5, 12/5, 19/5, 26/5 in criteria of RENTAL_DATE field (Criteria may be incorrect)	2
	5		

Total for Task DB3	8
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DB4 Must be a database report for any marks

Rentals of bicycles on Mondays in May				
RENTAL DATE	LAST NAME	MOBILE NO	BICYCLE NAME	RENTAL CHARGE
05/05/2014	Khan	07700 900382	Spearhead	£8.00
12/05/2014	Murray	07700 900156	Perfect Flight	£8.00
12/05/2014	Christopher	07700 900409	Top Drawer	£15.00
19/05/2014	Mahmud	07700 900629	Rough Rider	£8.00
19/05/2014	Peters	07700 900133	Angelfire	£8.00
19/05/2014	Jacobs	07700 900388	Top Drawer	£15.00
26/05/2014	Lockyer	07700 900597	Snake Charmer	£8.00
26/05/2014	Lockyer	07700 900597	Mudslinger	£8.00
20 May 2014		Page 1 of 1		

1	Suitable title must include "rental", "Monday" and "May" Suitable capitalisation	1
2	Correct 5 fields only: RENTAL_DATE , LASTN , MOBNO , BICYCLENAME and RENTALCHARGE in correct order	1
3	All 5 field headings suitably customised	1
4	Correct 8 records only Must have at least one field from each table (RENTAL_DATE, LASTN/MOBNO & BICYCLENAME/RENTALCHARGE)	1
5	Suitable, consistent layout on one side of A4 with one of: name, candidate details and Task DB4 in page footer	1
Total for Task DB4		5

Total for Activity 3: 29 marks

Activity 4: Using Presentation Software (PS)**PS1 Must be master slide for all except first mark point**

(a)	(i)	1	Logo added to bottom right of Master slide OR shown consistently on all slides	1
	(ii)	1	Font changed from Brushscript to Arial or similar on Master slide	1
	(iii)	1	Name and candidate number entered in the middle section of the footer on Master slide	1
		2	Date place holder deleted from footer of Master slide	1
	iv	1	Screen shot of complete Master slide pasted into word processed document	1
<div><div><div><div>Route</div><div><ul style="list-style-type: none">Starting in Crithen, we will ride to Leeds on the first dayFrom Leeds we will go to Harrogate, a lovely spa town with lots of local visitor attractionsWe will then ride to York with its famous cathedral church, York MinsterFrom York, we will go to Malton, a market town famous for its hot shopsAfter Malton we will visit Scarborough, a well known seaside resortOur last stop is at the town of Whitby with its abbey which was the inspiration for the story of DraculaWe will return to Crithen by minibus</div><div></div><div></div></div><div><div><div>Requirements</div><div><ul style="list-style-type: none">To take part in the tour you need to be at least 16 years oldYou will also need to be reasonably fit and healthy since we will be cycling approximately 40 kilometres each dayMuch of the route is level but there are some steep climbs particularly near the end of the tourYou will need to use a safety helmet and a high visibility jacketYou should also make sure that you wear suitable clothing because the weather can be quite changeableYou will need to carry your spare clothing and clothes in a back pack while you cycle</div><div></div><div></div></div><div><div><div>Contact</div><div><ul style="list-style-type: none">The cost of the tour is £300 and includes accommodation and meals and transport back to CrithenThere is a limit of 16 places. These are selling out fast so if you are interested you need to move quickly to take advantage of this opportunityTo find out more phone: Phil on 01632 960123 or email: phil@genemcycycles.com</div><div></div><div></div></div></div></div></div></div>				
(b)	(i)	1	Suitable title on slides 2 to 4: eg route, requirements and contact	1
		2	Suitable image on each of slides 2 to 4. Do not accept Paris or India or animal. Accept repeated image	1
		3	Slide 2 names the 6 towns – Leeds, Harrogate, York, Malton, Scarborough and Whitby Slide 3 includes reference to age, health/fitness and clothing Slide 4 includes £300 and either phone number or email	1
		4	Suitable editing of text on slides 2-4. eg bulleted text or not all text present from data file	1
		5	Images on slides 2-4 suitable size without distortion and no overlap	1
		6	Titles, text and images located as indicated on design for slides 2 to 4 Ignore the logo	1
	(ii)	1	Slides printed two to a page – not screen shots	1
(c)	(i)	1	Award one mark for identifying a suitable feature Eg. <ul style="list-style-type: none">Text formatted as phrases rather than paragraphsUse of text enhancements – bold, italicsUse of bullets/numberingColour scheme	1
		2	Sensible explanation of identified feature	1
	(ii)	1	Award one mark for identifying a suitable change	1
		2	Award one mark for explanation of how change makes it more appealing to the target audience	1
	Total for Task PS1			

Total for Activity 4: 16 marks

Activity 5: Using DTP/ Word Processing Software (WP)

WP1

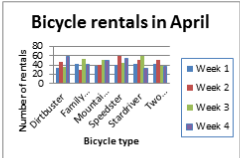

Report for the June Management Board Meeting

Rental Income
I have analysed the number of rentals during April. The graph shows that we are renting out at least 30 bicycles of each type each week. Our best performing bicycle type is the Speedster which had nearly 200 rentals during the month. The bicycle type with the worst performance was the Family Tandem. This could be due to the age of some of our bicycles in this range.

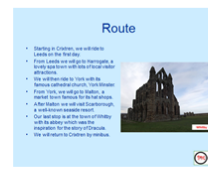
New bicycle
I have added a new bicycle to our range since our last meeting. I have managed to obtain a Mountain Chaser which I have called Silver Sprite. I have added a page to our website which gives details of the bicycle. Here is a copy of the page I produced.

Replacing older bicycles
I have previously mentioned my concern about the age of some of our bicycles, especially in the Family Tandem range. You will see from this extract of our database a list of bicycles in this range which were bought before the beginning of 2013. I think that we need to consider replacing these since they are becoming less profitable for the company.

Bicycle tour of Yorkshire
I have started to organise a bicycle tour of Yorkshire. I have obtained favourable rates for meals and accommodation and have managed to keep the costs down so that the charge to customers will be £300. This will still make a small profit for the company. I have been asked by Crixtren Cyclers to go to speak with them about the tour. Here is a copy of one of the slides I will be using in the talk. The slide gives details of the route we will take from Crixtren to Whitby.

BICYCLENAME	BICYCLETTYPE	PURCHASEDATE	COST
Top Drawer	Family Tandem	08/07/2012	£356.00
Eagle's Wings	Family Tandem	05/01/2012	£329.00
Mother's Comforter	Family Tandem	26/03/2012	£336.00
Childsafe	Family Tandem	29/07/2012	£360.00



(i)	1	Text from JUNE. Must have title and 4 subheadings and paragraphs with labels removed	1
	2	Logo inserted in appropriate location	1
	3	At least 3 of chart, web page, database DB2b and slide inserted in document	1
	4	All 4 items (chart, web page, database DB2b and slide) inserted in document	1
	5	At least 2 of chart, web page, database DB2b and slide inserted with appropriate paragraph	1
	6	All 4 items (chart, web page, database DB2b and slide) inserted with appropriate paragraph	1
(ii)	1	All inserts are appropriate size with no distortion, truncation or overlap of text Inserts are within single paragraphs Inserts have unnecessary window elements cropped	1
	2	Consistent font, size and style used for each of <ul style="list-style-type: none"> sub-headings body text Title and sub-headings stand out from body text	1
	3	All items present and fit on one side A4 with no large areas of white space Items laid out consistently and well-balanced	1
Total for Task WP1			9

Total for Activity 5: 9 marks

