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Please check the examination details below before entering your candidate information

Candidate surname	Other names

Centre Number | Candidate Number

Pearson Edexcel International GCSE

Time 3 hours

Paper reference **4IT1/02**

Information and Communication Technology (ICT)

PAPER 2: Practical Paper
COVER SHEET

You must have:
Data files: TASK A1, LOGO SKETCH, PARTY INFORMATION, WEB PAGES, IMAGES folder, PARTY, CONTACT and LETTER

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to page 2 of this cover sheet using a treasury tag.

Turn over ▶

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Q:1/1/1/1/1/1/1/1/1/1/1/

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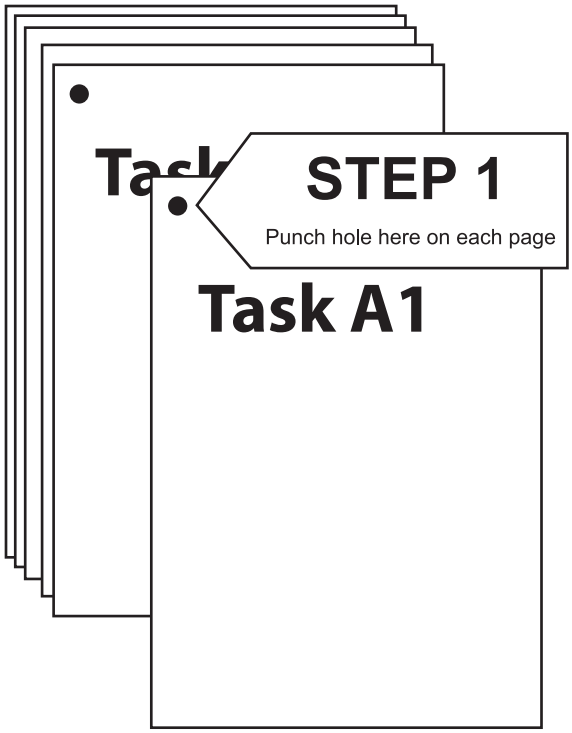
Put 'treasury tag' through this hole



STEP 2 **Arrange your pages in this order, face up.**

Task A1
Task A2
Task A3
Task B1
Task B2
Task B3
Task B4

STEP 3 Put a 'treasury tag' through all your pages

STEP 4 (last)

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FOR EXAMINER USE ONLY

Task A1			
A1a	1	2	
A1b	1	2	
	3	4	
	5	6	
A1c	1	2	
A1	**10**		

Task A2			
A2a	1	2	
	3	4	
A2b	1	2	
	3	4	
	5		
A2c	1	2	
	3	4	
	5	6	
	7	8	
A2di	1		
A2dii	1		
A2diii	1		
A2div	1	2	
A2ei	1		
A2eii	1	2	
A2	**25**		

Task A3			
A3ai	1	2	
	3	4	
	5	6	
A3aii	1	2	
	3	4	
	5		
A3aiii	1	2	
	3	4	
A3	**15**		

Task B1			
B1ai	1		
B1aii	1		
B1aiii	1		
B1aiv	1	2	
	3	4	
B1bi	1	2	
	3	4	
B1bii	1	2	
	3	4	
B1biii	1		
B1biv	1		
B1bv	1	2	
	3		
B1bvi	1		
B1c	1	2	
	3	4	
B1	**25**		

Task B2			
B2	1	2	
B2	**2**		

Task B3			
B3i	1	2	
B3ii	1		
B3iii	1	2	
B3	**5**		

Task B4			
B4ai	1	2	
	3	4	
	5	6	
	7		
B4aii	1	2	
	3		
B4aiii	1	2	
	3		
B4bi	1	2	
B4bii	1		
B4biii	1	2	
B4	**18**		

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Pearson Edexcel International GCSE

Time 3 hours

Paper reference **4IT1/02**

Information Communication Technology (ICT)

PAPER 2: Practical Paper

You must have:
Data files: TASK A1, LOGO SKETCH, PARTY INFORMATION, WEB PAGES, IMAGES folder, PARTY, CONTACT and LETTER

Instructions

- Answer all questions.
- You must not use the internet during the examination.
- Save your work into your examination folder.

Information

- There are **two** sections in this paper, with a total of **100** marks.
- The marks for each part of a task are shown in brackets: e.g. (2).

Advice

- Read through the instructions on page 2.
- Attempt **ALL** tasks.

Turn over ▶

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P 7 1 3 7 6 R A

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Instructions to candidates

This paper consists of two sections. Each section contains several tasks.

Work through the tasks in order.

This table shows the major software used, the marks available and the data files needed for each section.

	Section	Marks	Data files needed
A	Graphics, database, web authoring	50	TASK A1, LOGO SKETCH, PARTY INFORMATION, WEB PAGES, IMAGES folder
B	Spreadsheet, word processing	50	PARTY, LETTER, CONTACT
Total marks		**100**	

For each task, you may also need to use other software.

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Scenario

Brogan Saravanan is the manager of *The Perfect Party*. The company offers party planning services.

These are the company's contact details.

Address:
The Penthouse
Cityscape
PP6 1PC

Telephone: 07700 901988

Email: brogan@tpp.service

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SECTION A

Task A1

Brogan has created a logo for her company. She has inserted her logo in document **TASK A1**

OPEN the document **TASK A1**

ENTER 'Task A1', your name, candidate number and centre number in the header.

RESAVE the document as **TASK A1**

Task A1a

Brogan is not happy with her logo.

Identify **two** weaknesses of her logo. Add these to document **TASK A1**

(2)

RESAVE TASK A1

Task A1b

Brogan needs a new logo. She wants you to create a logo using a sketch she has provided.

OPEN the document **LOGO SKETCH**

Create the logo based on Brogan's sketch.

The logo must be fit for purpose and:

- match the sketch
- use different colours for each balloon
- include a shadow on each balloon
- incorporate the company name *The Perfect Party* using an appropriate font, colour, size and position.

(6)

SAVE the image as **LOGO**

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Task A1c

Answer this question on the document **TASK A1**

Give **two** features of bitmap images.

(2)

RESAVE TASK A1

SAVE TASK A1 as a **PDF**

(Total for Task A1 = 10 marks)

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Task A2

Brogan has collected information about the parties booked with the company.

She has saved the information in the database **PARTY INFORMATION**. The database has two tables.

The **PARTY** table includes information about the parties offered.

The structure of the **PARTY** table is:

Field name	Data type	Description/Example
Party ID	Text	Code to identify the party booking
Customer ID	Text	Code to identify the customer
Party Date	Date/Time	Date of the party
Party Type	Text	Lookup list to identify the type of party: Birthday, Wedding, Religious Festival, Anniversary
Number of Guests	Number	Number of guests attending the party
Catering	Yes/No	Is catering required?
Entertainment	Yes/No	Is entertainment required?
Venue Decoration	Yes/No	Does the venue need to be decorated?
Deposit Paid	Currency	Amount of deposit paid by the customer

The **CUSTOMER** table has been created but no data has been stored.

The structure of the **CUSTOMER** table is:

Field name	Data type	Description/Example
Customer ID	Text	Code to identify the customer
Customer Name	Text	Name of the customer
Email address	Text	Customer's email address
Preferred Contact Method	Text/ Lookup	Lookup list to identify the preferred contact methods: Mobile, Email

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OPEN a new word processing document.

SET the orientation to landscape.

ENTER 'Task A2', your name, candidate number and centre number in the header.

SAVE the document as **TASK A2**

Brogan wants to use a form to add extra parties to the **PARTY** table.

OPEN the **PARTY INFORMATION** database.

OPEN the **PARTY** table.

Task A2a

Create a form for the **PARTY** table.

The form must:

- include a serif font for the:
  - title
  - field headings
- be customised so that field headings have a 2pt border
- include an automated date and time
- include an option to save each record.

(4)

SAVE the form as **PARTY_FORM**

TAKE screenshots of your form in design view that show you have:
- set a 2pt border for all field headings
- included an automated date and time.

PASTE the screenshots into document **TASK A2**

RESAVE TASK A2

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Task A2b

Brogan wants a list of parties that:

- are booked for 2024
- have more than 50 guests
- have paid a deposit.

Create a query on the **PARTY** table to produce the list.

(2)

SAVE the query as **2024_QUERY**

TAKE a screenshot of the query design.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

The list must:

- show only these fields in this order **Party Type, Party Date, Customer ID** and **Number of Guests**
- be sorted in order of the highest **Number of Guests** to the lowest.

(3)

DISPLAY the ordered and sorted results of the query.

TAKE a screenshot of the results.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

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Task A2c

Brogan wants a list of customers that have booked certain services.

The list must:

- include the customers who have booked **Catering** and **Venue Decoration**
- show only these fields in this order **Customer ID, Party Type** and **Party Date**
- be sorted into ascending order of **Party Date**

Create a query on the **PARTY** table to find the information.

SAVE the query as **SERVICES_QUERY**

TAKE a screenshot of the query design.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

Brogan wants to produce a database report based on the results from the **SERVICES_QUERY**

Create a database report to display the results.

The database report must:

- have a suitable title using a serif font
- include the logo you created in **Task A1b** in the top left of the report
- show only the required fields
- show the records sorted as required
- include the company name (*The Perfect Party*) in the header.

Enter your name, your candidate number and centre number in the page footer.

(8)

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TAKE a screenshot of the report.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

Task A2d

Brogan wants to add an additional field to the **CUSTOMER** table to include the Customer Contact Number.

Field name	Data type	Field size
Customer ID	Text	6
Customer Name	Text	50
Customer Contact Number		
Email address	Text	100
Preferred Contact Method	Lookup list: Mobile Email Set as 'limit to list'	

Answer these questions in the document **TASK A2**

(i) Give the most appropriate data type Brogan should use for the Customer Contact Number field.

(1)

(ii) Give the most appropriate field size Brogan should use for the Customer Contact Number field.

(1)

(iii) Identify which field would be used as a foreign key in the **PARTY** table.

(1)

RESAVE TASK A2

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(iv) Add a record, to the **CUSTOMER** table, that stores these customer details:

Customer ID	SA1203
Customer Name	Samuels
Email address	samuels@fortran.online
Preferred Contact Method	Email

(2)

RESAVE the **CUSTOMER** table.

TAKE a screenshot of the **CUSTOMER** table in datasheet view showing the new record.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

Task A2e

Answer these questions in the document **TASK A2**

(i) The **PARTY** table includes the Date field.

State **one** appropriate validation check that could be used on the Date field.

(1)

(ii) The **CUSTOMER** table includes the Preferred Contact Method field.

Explain **one** reason why the field uses 'limit to list' on the lookup list.

(2)

RESAVE TASK A2

SAVE TASK A2 as a **PDF**

(Total for Task A2 = 25 marks)

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Task A3

CREATE a folder **TASK A3**

Brogan wants you to create two web pages for *The Perfect Party*'s new website. Content for the web pages is stored in the file **WEB PAGES**

She wants you to create these two linked pages:

- Home
- Birthday

Both web pages **MUST** be saved as .html

Task A3a

(i) Create a template for the web pages. The template **MUST** include:

- the logo you created in **Task A1b**
- the text, 'IT'S PARTY TIME' in a sans serif font and uppercase
- a navigation bar with HTML links to each of the pages
- a page title set as <h1>
- this colour scheme:
  - background colour #FAEBD7
  - text colour #B676B1

(6)

(ii) Create the Home page using the template. The Home page **MUST** include:

- the text from the **WEB PAGE** document
- an HTML table that:
  - includes the table information from the **WEB PAGE** document
  - is customised so that row 1:
    - is merged across all columns
    - has a dark background and white text
    - is centre aligned.

(5)

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SAVE the Home page as **INDEX** in your **TASK A3** folder

(iii) Create the Birthday page using the template. The Birthday page **MUST** include:

- the text from the **WEB PAGE** document
- **two** appropriate images set to 450×300 pixels
- a footer with:
  - the background set to a different colour
  - an email link to brogan@tpp.service

(4)

SAVE the Birthday page as **BIRTHDAY** in your **TASK A3** folder

(Total for Task A3 = 15 marks)

TOTAL FOR SECTION A = 50 MARKS

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SECTION B

Task B1

The Perfect Party offers party planning.

The spreadsheet **PARTY** contains information on parties.

It has three worksheets called **COSTS, DETAILS** and **CHART**. Some functions require you to use different worksheets.

OPEN the spreadsheet **PARTY**

OPEN the worksheet **COSTS**

ENTER 'Task B1', your name, candidate number and centre number in the header.

Task B1a

(i) Insert a new row at the top of the spreadsheet and enter the heading 'Income from Party Costs' in cell B1

(1)

(ii) Merge and centre cells B1 to H1

(1)

(iii) Use a spreadsheet function to insert an automated date and time in cell A1

(1)

(iv) Set the formatting of the heading row to:

- shading – dark
- font colour – white
- font enhancement – bold and underline
- row height – 28
- text alignment – vertically centred.

(4)

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Task B1b

Brogan wants you to use spreadsheet tools to analyse the data in the spreadsheet.
New customers are given a discount on their party booking.

(i) Use **one** spreadsheet function to display the *Cost per guest* for *Customer ID* GRE112024.

(4)

(ii) Enter a formula to calculate the:

- *Cost of party* for *Customer ID* GRE112024

(1)

- *Total with discount* for *Customer ID* GRE112024 (with new customer discount included).

(3)

(iii) Replicate the calculations for all customers.

(1)

(iv) Use **one** spreadsheet function to calculate the *Total cost of all parties including all discounts*.

(1)

(v) Use spreadsheet functions to display the:

- *Number of Premium W packages*

(2)

- *Highest number of guests.*

(1)

(vi) Sort the data into descending order of *Total with discount*.

(1)

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Task B1c

Format the **COSTS** worksheet so that:

- currency values show the currency symbol (£) with two decimal places

(1)

- cell H2 (Heading – *Total with discount*) uses text wrap to use the space efficiently

(1)

- gridlines are displayed when the spreadsheet is printed

(1)

- all data is visible.

(1)

SAVE the spreadsheet as **TASK B1**

(Total for Task B1 = 25 marks)

Task B2

Brogan has created a chart showing the number of different types of party booked.
She wants you to add:

- a suitable title
- labels for the x and y axes.

(2)

RESAVE the spreadsheet as **TASK B1**

(Total for Task B2 = 2 marks)

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Task B3

OPEN a new word processing document.

ENTER 'Task B3', your name, candidate number and centre number in the header.

SAVE the document as **TASK B3**

Answer these questions in document **TASK B3**

(i) Explain **one** reason why absolute referencing is used in a spreadsheet.

(2)

(ii) State the purpose of the length (LEN) function in a spreadsheet.

(1)

(iii) Explain **one** reason why an automated date and time field is used in a spreadsheet.

(2)

RESAVE TASK B3

SAVE TASK B3 as a **PDF**

(Total for Task B3 = 5 marks)

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Task B4

OPEN the database file **CONTACT**

OPEN the database table **ADDRESS**

OPEN the word processed file **LETTER**

ENTER 'Task B4a', your name, candidate number and centre number in the footer of the file **LETTER**

Brogan wants to send a letter to some customers who have booked a party.

She has written the letter and saved it as **LETTER**

Brogan has saved a list of three customers who will be sent the letter in the **ADDRESS** table in the **CONTACT** database.

Task B4a

(i) The letter needs to be edited before it is merged with the database.

Edit the letter:

- insert the logo you created in **Task A1b** on the right-hand side of the header
- insert today's date in a suitable location
- insert a subject in a suitable location
- add bullets to the relevant discount information
- insert the appropriate complimentary close
- insert the name and job role of the sender of the letter.

(7)

(ii) The clients' details are stored in the **ADDRESS** table in the **CONTACT** database.

Add the correct merge fields to the document to replace the text in brackets.

(3)

RESAVE the file **LETTER** showing the merge fields.

SAVE the **LETTER** as a **PDF**

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(iii) Brogan wants to check and sign the letters before they are posted. Merge the data to produce the letters. Ensure the letters are fit for purpose.

(3)

SAVE the document as **MERGE**

SAVE MERGE as a **PDF**

Task B4b

OPEN a new word processing document.

ENTER 'Task B4b', your name, candidate number and centre number in the header of the new word processing document.

SAVE the new word processing document as **TASK B4b**

Answer these questions on the document **TASK B4b**

(i) Explain **one** advantage of using mail merge to produce the letters for Brogan's customers.

(2)

(ii) State **one** software facility that can be used to ensure accuracy when reviewing a document.

(1)

(iii) Describe the difference between data and information.

(2)

RESAVE TASK B4b

SAVE TASK B4b as a **PDF**

(Total for Task B4 = 18 marks)

TOTAL FOR SECTION B = 50 MARKS
TOTAL FOR PAPER = 100 MARKS

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