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Pearson Edexcel International GCSE

4 – 8 May 2020

Time: 3 hours | Paper Reference **4IT1/02**

Information and Communication Technology (ICT)

Paper 2: Practical Paper

You must have: Cover sheet and short treasury tag.
Data files: CLUB DETAILS, FUTURE ACCOMMODATION, PRESENTATION TEXT, ACCOMMODATION, NEWSLETTER and IMAGES folder

Instructions

- Complete your candidate details on the cover sheet provided.
- At the end of the examination, use a treasury tag to attach your printouts to page 2 of the cover sheet.

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.
- Label your printouts clearly as instructed in each task.

Turn over ▶

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Instructions to candidates

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

Work through the tasks in order.

You **MUST** enter the task number, your name, candidate number and centre number on each document **BEFORE PRINTING**.

You **MUST** submit your work in task 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, presentation	50	CLUB DETAILS, FUTURE ACCOMMODATION, PRESENTATION TEXT, IMAGES folder
B	Spreadsheet, word processing	50	ACCOMMODATION, NEWSLETTER, IMAGES folder
Total marks		**100**	

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

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Scenario

Lucia is the owner of *Lang Getaways*. The company offers holiday accommodation in the UK.

These are the company's contact details.

Address:
Lodge House
Lydstep
United Kingdom
LY45 7HE

Telephone: 07700 900123

Website: www.langgetaways.net

Email: lucia@langgetaways.net

House style

The house style for *Lang Getaways* company documents is:

- sans serif font for the company name
- logo position: bottom centre.

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SECTION A

Task A1

Lucia needs a logo to be used on some of the company's documents.

OPEN a new word processing document.

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

SAVE the document as **TASK A1**

Task A1a

Create the logo.

The logo must be fit for purpose and:

- be a simple drawing that uses lines and shapes
- include the company name or Lang.

(2)

SAVE the logo as **LG LOGO**

INSERT a copy of the logo into the document **TASK A1**

DO NOT PRINT at this stage.

Task A1b

Lucia wants to use an image of a caravan on an advert.

She has an image saved as CARAVAN

Edit the image:

- to remove the tower from the image
- to increase the size of the satellite dish
- by cropping to remove the top third of the image
- by adding the name of the company to the top area of the image.

(4)

SAVE the image as **CARAVAN2**

INSERT a copy of the image into the document **TASK A1**

SAVE TASK A1

PRINT TASK A1 on **one** side of A4.

(Total for Task A1 = 6 marks)

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Task A2

Lucia has collected information about clients and their holiday accommodation.

She has saved the information in the database **CLUB DETAILS**. The database has three tables.

The **ACCOMMODATION** table includes information about the types of accommodation.

The **BOOKINGS** table includes information about bookings.

The **MEMBERS** table includes information about members.

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

Field name	Data type	Description/Example
Accommodation ref	Text	A code to identify the accommodation booked
Accommodation type	Text/Lookup	Caravan, Lodge, Shepherd's Hut, Yurt
Accommodation name	Text	
Maximum guests	Number/Lookup	
Accommodation rating	Text/Lookup	Each accommodation is given a rating – Gold, Silver or Bronze
Location	Text/Lookup	
Breakfast package	Yes/No	Whether guests are provided with breakfast

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

Field name	Data type	Description/Example
Booking ref	Text	A code to identify the booking made
Accommodation ref	Text	A code to identify the accommodation booked
Member ref	Text	A code to identify the member
Number of days booked	Number	

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

Field name	Data type	Description/Example
Member ref	Text	A code to identify the member
Member name	Text	
Email	Text	
Date of birth	Date/Time	
e-letter	Yes/No	If the member has signed up to receive an e-letter for updates on holiday accommodation

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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**

Lucia wants to use a form to add extra accommodation to the **ACCOMMODATION** table.

OPEN the **CLUB DETAILS** database.

OPEN the **ACCOMMODATION** table.

Task A2a

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

The form must:
- match the house style
- include a suitable title that has a dark background and white text
- include the date.

(3)

SAVE the form as **ACCOMMODATION_FORM**

Task A2b

Lang Getaways has bought another lodge.

Use the **ACCOMMODATION_FORM** you created in **Task A2a** to add these details to the **ACCOMMODATION** table:

Field name	
Accommodation ref	L9
Accommodation type	Lodge
Accommodation name	Quiet Waters
Maximum guests	6
Accommodation rating	Gold
Location	Cornwall
Breakfast package	Yes

(2)

TAKE a screenshot of the completed form.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

DO NOT PRINT at this stage.

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Task A2c

Sort the **ACCOMMODATION** table into alphabetical order by **LOCATION**

(1)

RESAVE the **ACCOMMODATION** table.

TAKE a screenshot of the sorted table.

PASTE the screenshot into document **TASK A2**

Make sure that all the data is displayed on **one** side of A4 and is easy to read.

RESAVE TASK A2

DO NOT PRINT at this stage.

Task A2d

Lucia wants a list of accommodation that is:

- in a Yurt
- available for 3 days
- located in Cornwall.

Create a query using the **ACCOMMODATION** and **BOOKINGS** tables to produce the list.

(2)

SAVE the query as **Yurt**

TAKE a screenshot of the query design.

PASTE a copy of the query design into document **TASK A2**

DO NOT PRINT at this stage.

The list must:

- show only these fields in this order **Accommodation ref**, **Maximum guests** and **Accommodation name**
- be sorted in descending order of **Accommodation name**

(3)

DISPLAY the ordered and sorted results of the query.

TAKE a screenshot of the results.

PASTE a copy of the results into document **TASK A2**

RESAVE TASK A2

DO NOT PRINT at this stage.

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Task A2e

OPEN the **ACCOMMODATION**, **BOOKINGS** and **MEMBERS** tables.

Lucia wants a list of all clients who have signed up to receive an e-letter and who have booked to stay in a Shepherd's Hut or a Caravan.

The list must:

- show only these fields in this order **Member name**, **Member ref**, **Email**
- be sorted into descending order of **Accommodation ref**

Create a query on the **ACCOMMODATION**, **BOOKINGS** and **MEMBERS** tables to find information.

SAVE the query as **eletter_query**

Lucia wants to produce a database report based on the results from **eletter_query**

Create a database report to display the results.

The database report must match the house style, fit on one page and:

- have a suitable title
- include the logo
- include the image you saved as **CARAVAN2**
- show only the required fields
- show the records sorted as required.

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

(8)

Make sure that all the data is displayed on **one** side of A4 and is easy to read.

SAVE the report as **eletter_report**

PRINT eletter_report

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Task A2f

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

Address1, Address2, Postcode, Telephone number and Gender are fields that could be added to the **MEMBERS** database.

(i) State **one** field that would use a format check.

(1)

(ii) State **one** field that would use a lookup.

(1)

This image shows the properties and values for the Accommodation type field in the **ACCOMMODATION** table.

Properties

General | Lookup

Display Control	Combo Box
Row Source Type	Value List
Row Source	"Yurt";"Caravan";"Lodge";"Shepherd's Hut"
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	2.54 cm
List Rows	16
List Width	2.54 cm
Limit to List	Yes
Allow Multiple Values	No
Allow Value List Edits	Yes
List Items Edit Form	
Show Only Row Source Values	No

Values

(iii) Explain **one** problem that could occur if the 'Limit to List' property had a value of 'No'.

(2)

(iv) State the reason why a query may require a logical operator.

(1)

The three tables within the **CLUB DETAILS** database form a relationship.

(v) Give **one** reason why tables are linked together with relationships before entering data.

(1)

(vi) Identify **one** foreign key in the linked tables.

(1)

SAVE TASK A2

PRINT TASK A2

(Total for Task A2 = 26 marks)

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Task A3

OPEN a new word processing document.

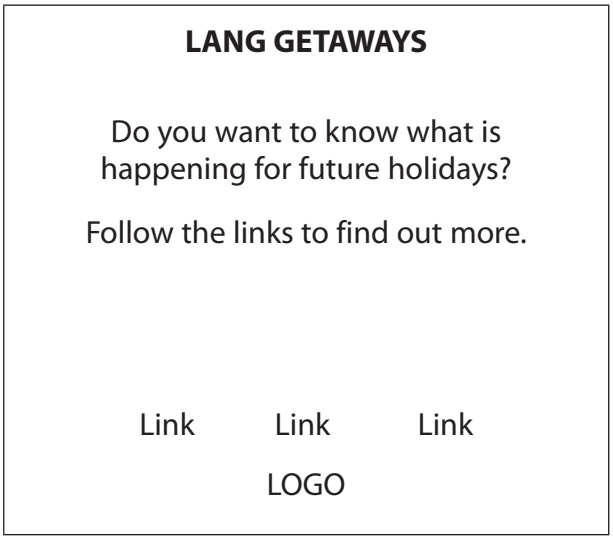
ENTER 'Task A3', your name, candidate number and centre number in the header.

SAVE the document as **TASK A3**

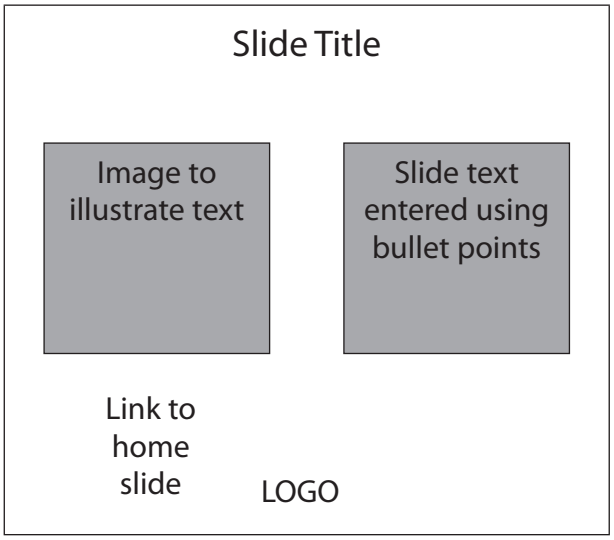
Lucia wants a presentation to send to members to give them an update on future holiday accommodation.

Here are her designs for the slides.

Title slide



Other slides



The links on the title slide are to the other slides. The link on the other slides goes back to the title slide.

Task A3a

OPEN the presentation **FUTURE ACCOMMODATION**

Lucia has started to produce the presentation. She has entered the text on the title slide.

(i) Edit the master slide. It must:

- follow the house style
- have a darker background colour for the title area
- have white text for the title.

(3)

(ii) Insert the logo you created in **Task A1a**

(1)

(iii) Change the footer of the master slide:

- in the centre section, enter the text 'Created by' and include your name
- in the right section, add the slide number
- set the footer to display on all slides apart from the title slide.

(3)

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Task A3b

Lucia wants you to finish the title slide.

(i) Enhance the text, 'follow the links to find out more'.

(1)

(ii) Insert the links as shown on the design.

(1)

Lucia wants you to finish the presentation.

(iii) Create **three** other slides using:

- Lucia's design
- information that is fit for purpose (from the document **PRESENTATION TEXT**)
- relevant images (from the **IMAGES** folder).

(4)

(iv) Link the slides using Lucia's instructions and designs.

(1)

RESAVE the presentation.

TAKE a screenshot to show how you created a link **from** the title slide **to** one of the other slides.

PASTE the screenshot in document **TASK A3**

TAKE a screenshot to show how you created a link **to** the title slide **from** one of the other slides.

PASTE the screenshot in document **TASK A3**

RESAVE TASK A3

DO NOT PRINT at this stage.

Task A3c

ENTER your name, candidate number and centre number in the **Notes and Handouts** footer.

Print a '**handouts**' copy of the presentation that shows two slides on each A4 sheet.

(1)

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Task A3d

Answer these questions on the document **TASK A3**

Lucia is going to deliver the presentation during an online session for existing members. She has included speaker notes.

(i) Give **one** reason why Lucia has used speaker notes.

(1)

(ii) Speaker notes and hyperlinks are features of presentation software.

Describe how **one other** feature of presentation software can enhance the presentation.

(2)

RESAVE TASK A3

PRINT TASK A3

(Total for Task A3 = 18 marks)

TOTAL FOR SECTION A = 50 MARKS

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SECTION B

Task B1

Lang Getaways offers holidays in the UK.

The spreadsheet **ACCOMMODATION** contains information on holiday accommodation booked in 2019.

It has two worksheets called **BOOKINGS** and **DETAILS**

Some of the functions require you to use both worksheets.

OPEN the spreadsheet **ACCOMMODATION**

OPEN the worksheet **BOOKINGS**

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 'Bookings in 2019'.

(2)

(ii) Merge and centre cells A1 to H1

(1)

(iii) Set the formatting of the heading to:

- font size – 18
- font style – serif
- font enhancement – bold.

(1)

(iv) Format cells A1:H34 to show a double border.

(1)

Task B1b

Lucia wants you to use spreadsheet tools to analyse the data for the accommodation on offer.

(i) Use spreadsheet functions to:

- display the Cost per night for Moonlight
- display the Breakfast cost for a stay at Moonlight
- display the Total number of bookings made in 2019.

(6)

(ii) Enter formulae to calculate the:

- Income including breakfast for Moonlight

(1)

- discount for early bookings for Moonlight

(2)

- Final income for Moonlight.

(1)

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(iii) Replicate all functions / formulae for all bookings.

(1)

(iv) Use functions to display:

- the Average cost per night
- the Total income for 2019.

(2)

Task B1c

Format the **BOOKINGS** worksheet so that:

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

(1)

- headings are wrapped to use the space efficiently

(1)

- all data is visible

(1)

- the gridlines are displayed when printed.

(1)

SAVE the spreadsheet as **TASK B1**

PRINT the **BOOKINGS** worksheet in landscape showing the VALUES on no more than **two** sides of A4.

DISPLAY formulae view and ensure all FUNCTIONS and FORMULAE are displayed without truncation and will print on no more than **three** sides of A4.

PRINT the **BOOKINGS** worksheet in landscape showing the FUNCTIONS and FORMULAE.

(Total for Task B1 = 22 marks)

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Task B2

Lucia wants to know the bookings made for the Peak Season

Task B2a

(i) Filter the **BOOKINGS** worksheet to show the accommodation for the Peak Season

(1)

(ii) Display only the Accommodation name, Season and Final income

(1)

SAVE the spreadsheet as **TASK B2**

PRINT the **BOOKINGS** worksheet showing the VALUES.

(Total for Task B2 = 2 marks)

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**

Task B3a

Lucia wants you to create a chart to display the Accommodation name and Final income for Peak Season 1

Filter the **BOOKINGS** worksheet to show bookings for Peak Season 1. Use this worksheet to create a suitable chart.

The chart must:

- be fit for purpose
- have a suitable title and values.

(3)

SAVE the spreadsheet as **CHART**

PASTE the chart into the **TASK B3** document. Make sure that the chart is easy to read.

DO NOT PRINT at this stage.

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Task B3b

Use the **BOOKINGS** worksheet to display only the data for Accommodation name and Final income

(1)

SAVE the spreadsheet as **TASK B3b**

TAKE a screenshot of the spreadsheet including column letters.

PASTE the screenshot into document **TASK B3**

DO NOT PRINT at this stage.

Task B3c

Answer these questions on the document **TASK B3**

(i) Explain **one** advantage of using the SUM function in a spreadsheet.

(2)

(ii) A COUNTIF function could be used with the values for Season

State how the results of this function could be useful to Lucia.

(1)

(iii) State the purpose of a chart legend.

(1)

SAVE TASK B3

PRINT TASK B3

(Total for Task B3 = 8 marks)

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BLANK PAGE

TASK B4 STARTS ON THE NEXT PAGE.

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Task B4

OPEN a new word processing document.

ENTER 'Task B4a', your name, candidate number and centre number in the header.

SAVE the document as **TASK B4a**

Lucia wants you to create a newsletter to send to potential clients to promote the holiday accommodation available.

Use the information in the **NEWSLETTER** document for this task.

Task B4a

Create the newsletter based on the design on page 19.

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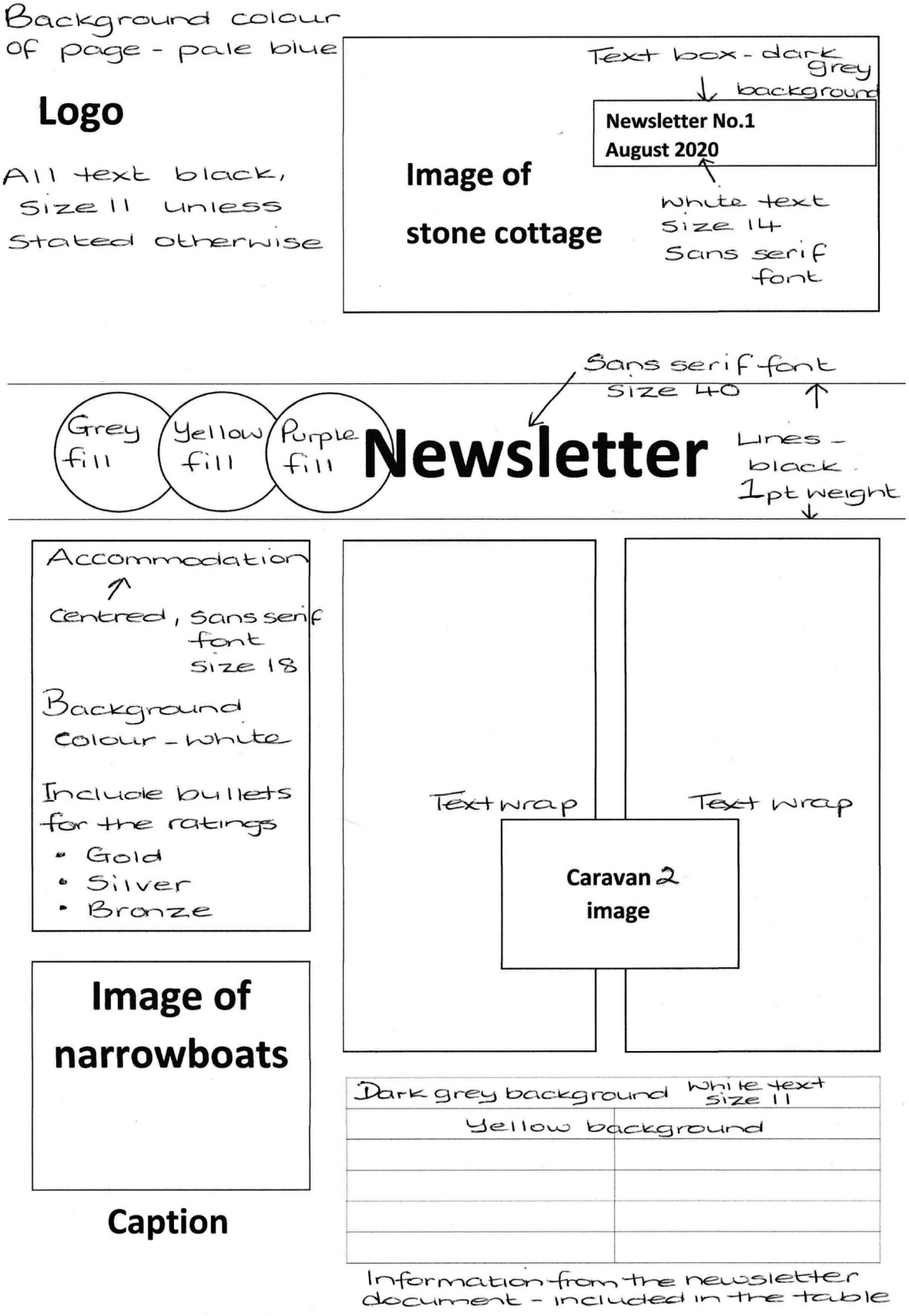

(12)

SAVE the newsletter as **NEW CLIENTS**

PRINT TASK B4a

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Task B4b

OPEN a new word processing document.

ENTER 'Task B4b', your name, candidate number and centre number in the header.

SAVE the document as **TASK B4b**

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

(i) Comment on your newsletter and how it compares to Lucia's design.

(2)

(ii) Lucia wants to create a letter to send to customers.

Explain **one** benefit to Lucia of using mail merge to do this.

(2)

(iii) Give **one** reason why standard conventions, such as salutation, are used when writing letters.

(1)

(iv) State **one** reason why it is important to use sensible filenames when saving files.

(1)

RESAVE TASK B4b

PRINT TASK B4b

(Total for Task B4 = 18 marks)

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

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Please check the examination details below before entering your candidate information

Candidate surname	Other names

Pearson Edexcel International GCSE

Centre Number | Candidate Number

4 – 8 May 2020

Time: 3 hours | Paper Reference **4IT1/02**

Information and Communication Technology (ICT)

Paper 2: Practical Paper

COVER SHEET

You must have:
Data files: CLUB DETAILS, FUTURE ACCOMMODATION, PRESENTATION TEXT, ACCOMMODATION, NEWSLETTER and IMAGES folder

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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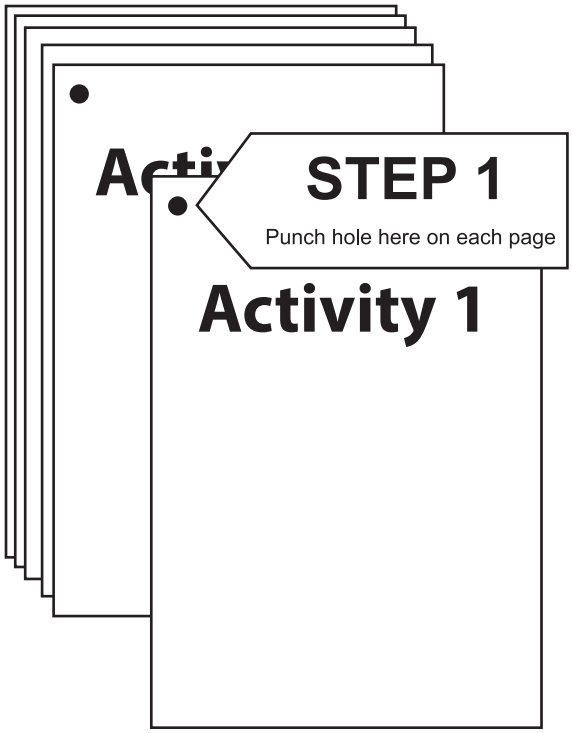
Put 'treasury tag' through this hole



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

Activity 1
Activity 2
Activity 3
Activity 4
Activity 5

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		
A1	**6**		

Task A2			
A2a	1		
	2		
	3		
A2b	1		
	2		
A2c	1		
A2d	1		
	2		
	3		
	4		
	5		
A2e	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
A2fi	1		
A2fii	1		
A2fiii	1		
	2		
A2fiv	1		
A2fv	1		
A2fvi	1		
A2	**26**		

Task A3			
A3ai	1		
	2		
	3		
A3aii	1		
A3aiii	1		
	2		
	3		
A3bi	1		
A3bii	1		
A3biii	1		
	2		
	3		
	4		
A3biv	1		
A3c	1		
A3di	1		
A3dii	1		
	2		
A3	**18**		

Task B1			
B1ai	1		
	2		
B1aii	1		
B1aiii	1		
B1aiv	1		
B1bi	1		
	2		
	3		
	4		
	5		
	6		
B1bii	1		
	2		
	3		
	4		
B1biii	1		
B1biv	1		
	2		
B1c	1		
	2		
	3		
	4		
B1	**22**		

Task B2			
B2ai	1		
B2aii	1		
B2	**2**		

Task B3			
B3a	1		
	2		
	3		
B3b	1		
B3ci	1		
	2		
B3cii	1		
B3ciii	1		
B3	**8**		

Task B4			
B4a	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
B4bi	1		
	2		
B4bii	1		
	2		
B4biii	1		
B4biv	1		
B4	**18**		

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