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Pearson Edexcel International GCSE

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: GARDENING, LEAFLET, GARDENING SERVICES 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, presentation, database	50	GARDENING SERVICES, IMAGES folder
B	Spreadsheet, word processing	50	GARDENING, LEAFLET
Total marks		**100**	

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

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Scenario

Medi is the owner of *The Lawn Agency* (*TLA*). The company offers garden services.

These are the company's contact details.

Address:
The Garden
Lawn Terrace
LA6 1GS

Telephone: 07700 900987

Email: medi@tla.net

House style

The house style for the company name is:

- bold
- serif font.

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SECTION A

Task A1

Medi needs some images to use in a presentation for *The Lawn Agency*.

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

Medi wants to include an image in the presentation.

She has an image saved as **IMAGE ONE**

Open the image and edit it to:

- crop the image to remove the bottom quarter of the image
- make it black and white
- add the text *Digging* onto the image.

(3)

SAVE the image as **DIGGING**

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

RESAVE TASK A1

DO NOT PRINT at this stage.

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Task A1b

Medi needs another image to be used as the background for the slides in the presentation.

Create the image.

The image must be fit for purpose and:

- have the dimensions set to 1920 pixels (width) × 1080 pixels (height)
- combine rectangle, circle and arrow shapes
- include the company name *The Lawn Agency* in a bold, serif font.

(4)

TAKE a screenshot showing how you set the dimensions.

PASTE the screenshot into document **TASK A1**

SAVE the image as **BACKGROUND**

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

RESAVE TASK A1

DO NOT PRINT at this stage.

Task A1c

Answer these questions in the document **TASK A1**.

(i) Give **two** features of vector images.

(2)

(ii) Explain **one** reason why bitmaps are suitable for photographic images.

(2)

RESAVE TASK 1

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

(Total for Task A1 = 11 marks)

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Task A2

OPEN a new word processing document.

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

SAVE the document as **TASK A2**

Medi has asked you to create a presentation template for a presentation about *The Lawn Agency*.

Task A2a

(i) Create a master slide that has:

- a 16:10 ratio
- the image **BACKGROUND** from Task A1b set as the background
- a title styled to:
  - font size 40
  - italic
- a footer with:
  - the company's email address
  - a date and time that updates automatically.

(4)

SAVE the presentation as **PRESENTATION**

TAKE a screenshot showing how you set the ratio of the master slide.

PASTE the screenshot into document **TASK A2**

(ii) Create a slide (Slide 1) using the master slide that includes:

- the title WELCOME TO TLA
- the text **We offer a wide range of services to transform your garden**
- the text styled with:
  - a dark green background
  - white font
  - no bullets
- two appropriate images
- an action button to link to Slide 2

(6)

RESAVE PRESENTATION

TAKE a screenshot to show how you created a link **from** Slide 1 **to** Slide 2.

PASTE the screenshot into document **TASK A2**

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(iii) Create a slide (Slide 2) using the master slide that includes:

- the title SERVICES
- the image **DIGGING** from Task A1a
- an animation effect on the image **DIGGING** that lasts 6 seconds
- an action button to link to Slide 1

(4)

RESAVE PRESENTATION

TAKE a screenshot to show how you created a link **from** Slide 2 **to** Slide 1.

PASTE the screenshot into document **TASK A2**

TAKE a screenshot to show how you created the animation effect.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

DO NOT PRINT at this stage.

Task A2b

Medi wants speaker notes added to Slide 1 to remind her of things she needs to say.

She wants you to include these notes:

Welcome all delegates to the presentation.

Inform them of some of the services on offer including lawncare, makeover, mowing and hedge trimming.

(1)

RESAVE the presentation.

PRINT THE PRESENTATION showing the speaker notes on Slide 1.

Task A2c

Answer this question in the document **TASK A2**

Give **two** advantages of using a master slide when creating a presentation.

(2)

RESAVE TASK A2

PRINT TASK A2

(Total for Task A2 = 17 marks)

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Task A3

Medi has collected information about clients and gardening services offered.

She has saved the information in the database **GARDENING SERVICES**. The database has three tables.

The **SERVICES** table includes information about the services offered.

The **CLIENTS** table includes information about clients and the services they are interested in.

The **JOBS** table includes information about services carried out for clients.

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

Field name	Data type	Description/Example
Service ID	Text	Code to identify the service
Services	Text	Type of service offered
Service charge	Text	Whether the service is charged Per m^2, Per hour, Per metre
Aftercare advice	Yes / No	If aftercare advice is included in the price
Discount available	Yes / No	If the service requested includes a discount

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

Field name	Data type	Description/Example
Client ID	Text	Code to identify the client
Surname	Text	
Contact	Text	Client's preferred method of contact Email, Text, Phone call
Lawncare	Yes / No	If the client is interested in the different types of services
Makeover	Yes / No	
Mowing	Yes / No	
Hedge trimming	Yes / No	
Clipping disposal	Yes / No	
Weed control	Yes / No	
Payment method	Text	Cash, Bank Transfer, Credit/Debit Card
Frequency of service	Text	How often the client receives a service One off, Monthly, Weekly, By request

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

Field name	Data type	Description/Example
Job ID	Text	Code to identify the job
Client ID	Text	Code to identify the client
Service ID	Text	Code to identify the service

OPEN a new word processing document.

SET the orientation to landscape.

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

SAVE the document as **TASK A3**

Medi wants to use a form to add extra services to the **SERVICES** table.

OPEN the **GARDENING SERVICES** database.

OPEN the **SERVICES** table.

Task A3a

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

The form must:

- include a suitable title
- have fields that are centre aligned
- have a light green background
- include a date that updates automatically.

(4)

SAVE the form as **SERVICE_FORM**

TAKE a screenshot of your form in design view.

PASTE the screenshot into document **TASK A3**

RESAVE TASK A3

DO NOT PRINT at this stage.

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Task A3b

Another service must be added to the list of services offered.

Use the **SERVICE_FORM** you created in **Task A3a** to add these details to the **SERVICES** table:

Field name	
Service ID	PL1
Services	Planting
Service charge	Per hour
Aftercare advice	Yes
Discount available	No

(2)

TAKE a screenshot of the completed form.

PASTE the screenshot into document **TASK A3**

RESAVE TASK A3

DO NOT PRINT at this stage.

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Task A3c

Medi wants a list of clients that are interested in paying by cash for weekly services that are charged by the hour.

Create a query on the **CLIENTS**, **SERVICES** and **JOBS** tables to produce the list.

(2)

SAVE the query as **CASH**

TAKE a screenshot of the query design.

PASTE the screenshot into document **TASK A3**

RESAVE TASK A3

DO NOT PRINT at this stage.

The list must:

- show only these fields in this order **Job ID**, **Client ID** and **Service ID**
- be sorted in ascending order of **Service ID**

(3)

DISPLAY the ordered and sorted results of the query.

TAKE a screenshot of the results.

PASTE the screenshot into document **TASK A3**

RESAVE TASK A3

DO NOT PRINT at this stage.

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Task A3d

OPEN the **CLIENTS** table.

Medi wants a list of the clients who have chosen particular services.

The list must:

- include the clients who have chosen a Lawncare service and a Makeover service
- show only these fields in this order **Client ID**, **Payment method**, **Surname**
- be sorted into descending order of **Client ID**

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

SAVE the query as **LAWN_QUERY**

TAKE a screenshot of the query design.

PASTE the screenshot into document **TASK A3**

RESAVE TASK A3

DO NOT PRINT at this stage.

Medi wants to produce a database report based on the results from the **LAWN_QUERY**

Create a database report to display the results.

The database report must:

- have a suitable title
- show only the required fields
- show the records sorted as required.

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

(5)

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

SAVE the report as **LAWN_REPORT**

PRINT LAWN_REPORT

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Task A3e

Answer these questions in the document **Task A3**

(i) Give **one** reason why number is not used as a data type for a telephone number in a database.

(1)

The three tables in the **GARDENING SERVICES** database are related.

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

(1)

(iii) Explain **one** reason why the **Contact** field in the **CLIENTS** table uses lookup validation.

(2)

(iv) Explain **one** reason why the three tables in the **GARDENING SERVICES** database are related.

(2)

RESAVE TASK A3

PRINT TASK A3

(Total for Task A3 = 22 marks)

TOTAL FOR SECTION A = 50 MARKS

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SECTION B

Task B1

The Lawn Agency offers gardening services in the UK.

The spreadsheet **GARDENING** contains information on gardening services.

It has two worksheets called **CLIENTS** and **DETAILS**. Some of the tasks require you to use both worksheets.

> **OPEN** the spreadsheet **GARDENING**
>
> **OPEN** the worksheet **CLIENTS**
>
> **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 'Garden Service Sales for Week 21'

(1)

(ii) Set the heading row:

- merge and centre cells A1 to J1
- cell shading – dark grey.

(2)

(iii) Set the formatting of the heading to:

- font size – 18
- font colour – white
- font enhancement – italics.

(1)

(iv) Insert in the footer:

- the text 'Week 21:'
- an automated date.

(1)

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Task B1b

Medi wants you to use spreadsheet tools to analyse the data for the information included for Mr White.

(i) Use spreadsheet functions to:

- display the cost of the Makeover
- display the cost of the Lawncare.

(4)

(ii) Enter a formula to:

- calculate the cost of Hedge trimming
- calculate the cost of Cuttings removal.

(2)

(iii) Use **one** spreadsheet function to:

- calculate the cost of all services provided.

(1)

(iv) Enter a formula to:

- calculate the amount of Tax on the services provided
- display the cost of services including Tax.

(2)

(v) Use **one** spreadsheet function in the discount column to:

- display the Total cost of services including discount if the Cost of services including Tax is more than £800. If there is no discount available 0 should appear in the cell.

(3)

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Task B1c

Format the **CLIENTS** worksheet so that:

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

(1)

- the Total cost of services including discount is formatted to make it stand out from all other monetary amounts

(1)

- all data is visible

(1)

- the row and column headings and the page footer are displayed when printed.

(1)

SAVE the spreadsheet as **Task B1**

PRINT the **CLIENTS** worksheet in landscape showing the VALUES on **one** side of A4.

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

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

(Total for Task B1 = 21 marks)

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Task B2

Medi wants to see the costs for Size 2 gardens.

(i) Filter the **DETAILS** worksheet to show only the costs for Size 2 gardens.

(1)

(ii) Display only the data for the Garden Size Reference and both cost columns.

(1)

SAVE the spreadsheet as **Task B2**

PRINT the **DETAILS** 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

Medi wants you to create a suitable chart to display the Garden Size References and their costs.

The chart must include:

- a suitable title
- x and y axis labels
- appropriate legend/series names
- major and minor gridlines.

(4)

SAVE the spreadsheet as **CHART**

COPY the chart or **TAKE** a screenshot of the chart.

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

DO NOT PRINT at this stage.

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Task B3b

Answer these questions in document **TASK B3**

	A	B	C
1	Garden shed size in metres		
2			
3	Length	Width	Height
4	4	3	3
5			

Figure 1

Look at **Figure 1**

(i) State the result of using the length (len) function on the contents of cell A1.

(1)

(ii) Describe how the function **=PRODUCT(A4:C4,2)** works.

(2)

(iii) Give **one** benefit of using functions in spreadsheets.

(1)

SAVE TASK B3

PRINT TASK B3

(Total for Task B3 = 8 marks)

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Task B4

OPEN the file **LEAFLET**

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

SAVE the document as **LEAFLET**

Medi wants you to edit a two-sided A5 leaflet to hand out to potential clients.

TASK B4a

(i) Edit Page 1:

- Edit the text to:
  - make the text 'Do you need TLA?' a subheading
  - change the bullets to numbered bullets
  - change the line spacing for the 'After the visit' paragraph to 1.5
  - add an appropriate image to the right of the 'After the visit' paragraph
  - change the alignment of the heading and subheading.
- Format the table to:
  - merge row 1 and centre align the text
  - include shading for row 1
  - split row 4 into two columns and enter the text 'Watering regime' into the blank cell
  - change the outside border of the table to a double line.

(9)

RESAVE LEAFLET

DO NOT PRINT at this stage.

OPEN a new word processing document.

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

TAKE a screenshot showing how you set the line spacing to 1.5

PASTE the screenshot.

SAVE the document as **TASK B4a**

(ii) Edit Page 2:

- Insert a suitable image in the blank cell in the table
- Add a callout in front of the image you inserted and add appropriate text to describe the image
- Set the background colour for the callout to dark green and the font colour to white
- Set the text in the callout to size 14
- Add automatic page numbers to the footer
- Right align the page numbers.

(5)

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TAKE a screenshot showing how you added the automatic page numbers to the footer.

PASTE the screenshot into document **TASK B4a**

RESAVE TASK B4a

PRINT TASK B4a

RESAVE LEAFLET

PRINT LEAFLET

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) Explain **one** improvement you would make to the leaflet.

(2)

(ii) Give **one** reason why it is important to save work regularly.

(1)

(iii) Explain **one** reason why it is important to use folder structures when organising work.

(2)

RESAVE TASK B4b

PRINT TASK B4b

(Total for Task B4 = 19 marks)

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