www.dynamicpapers.com

Pearson Edexcel International GCSE

22–26 May 2023

Time 3 hours

Paper reference **4IT1/02**

Information and Communication Technology (ICT)

PAPER 2: Practical Paper

You must have:
Data files: EVIDENCE, HOLIDAYS, PRESENTATION, HOLIDAY PAYMENTS, LEAFLET DESIGN and IMAGES folder

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** task are shown in brackets
  – *use this as a guide as to how much time to spend on each task.*

Advice

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

Turn over ▶

P71773A

©2023 Pearson Education Ltd.
N:1/1/1/1/1

P 7 1 7 7 3 A

Pearson

www.dynamicpapers.com

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, presentation	50	EVIDENCE, HOLIDAYS, PRESENTATION, IMAGES folder
B	Spreadsheet, word processing	50	EVIDENCE, HOLIDAY PAYMENTS, LEAFLET DESIGN, IMAGES folder
Total marks		**100**	

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

www.dynamicpapers.com

Scenario

Lucienne owns *Prestige Canal Holidays*. The company offers canal holidays in France.
Holidays in the UK will be offered in 2023.

These are the company's contact details.

Address:
Waterside Basin
Water Town
W44 8OA

Telephone: 07700 901999

Email: Lucienne@pch.service

Website: www.pch.service

www.dynamicpapers.com

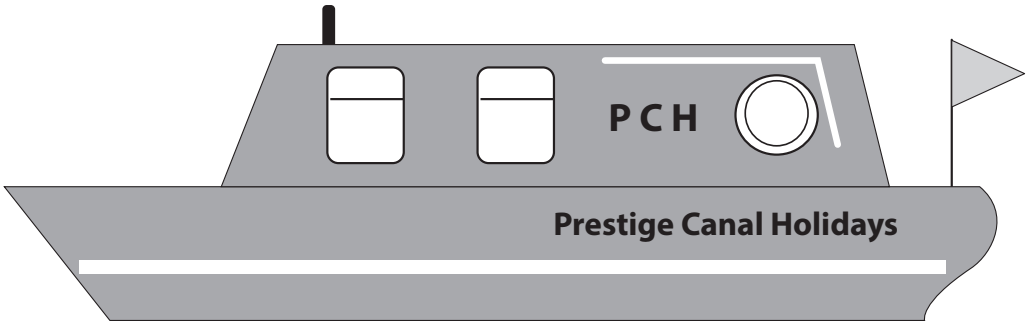
SECTION A

Task A1

Lucienne needs a logo to be used on some of the company documents.

Task A1a

Lucienne wants you to create the logo based on this design.



(8)

SAVE the logo as **PCH LOGO**

Task A1b

OPEN the document **EVIDENCE**

ENTER your name, candidate number and centre number in the document.

Answer this question in the document **EVIDENCE**

Lucienne has a single layer image.

She wants to remove an unwanted part of the image using graphics software.

She could use the eraser tool to do this.

Give **one** other way to remove the unwanted part.

(1)

RESAVE EVIDENCE

(Total for Task A1 = 9 marks)

www.dynamicpapers.com

Task A2

Lucienne has collected information about the holidays booked with the company.

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

The **CANAL** table includes information about the canal holiday routes.

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

Field name	Data type	Description
CANAL_ID	Number	Code to identify the holiday
JOURNEY NAME	Text	The name of the canal holiday
DISTANCE	Number	Distance of the canal in kilometres
TIME (HRS)	Number	Minimum number of hours it takes to travel the canal
NUMBER OF LOCKS	Number	Number of locks on the canal

The **GUEST** table includes information about the guests who have booked the holidays.

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

Field name	Data type	Description
GUEST_ID	Number	Code to identify the guest
TITLE	Text	How the guest has registered their title
LAST NAME	Text	
POST CODE	Text	
MOBILE NUMBER	Text	
DATE OF BIRTH	Date/Time	

www.dynamicpapers.com

The **BOOKING** table includes information about the holidays and the guests who h
booked the holidays.

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

Field name	Data type	Description
BOOKING_ID	AutoNumber	Code to identify the booking
CANAL_ID	Number	Code to identify the holiday
GUEST_ID	Number	Code to identify the guest
HOLIDAY DATE	Date/Time	
HOLIDAY LENGTH (NIGHTS)	Number	Number of nights the guest is on the boat

www.dynamicpapers.com

Lucienne wants to use a form to add extra guests to the **GUEST** table.

OPEN the **HOLIDAYS** database.

OPEN the **GUEST** table.

Task A2a

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

The form must:

- be set as tabular format
- include a header with:
  - the height set to 2cm
  - a dark background
  - field names in a white font
  - the heading 'New guest data entry form' on one line
- display the font colour of the heading as white
- not display the borders on any of the field names
- be customised to ensure the heading, field names and data are not truncated.

(6)

SAVE the form as **GUEST_FORM**

TAKE a screenshot of your form in design view that shows you have set the heading height to 2 cm

PASTE the screenshot into document **EVIDENCE**

TAKE a screenshot of your form in form view that shows you have not displayed the borders on any of the field names.

PASTE the screenshot into document **EVIDENCE**

RESAVE EVIDENCE

www.dynamicpapers.com

Task A2b

Lucienne wants a list of canal holidays that have:

- been booked for September 2023
- fewer than 40 locks
- been booked for 3 nights.

Create a query on the **CANAL** and **BOOKING** tables to produce the list.

(2)

SAVE the query as **SEPTEMBER_QUERY**

TAKE a screenshot of the query design.

PASTE the screenshot into document **EVIDENCE**

RESAVE EVIDENCE

The list must:

- show only these fields in this order **CANAL_ID**, **JOURNEY NAME**, **HOLIDAY DATE**, **NUMBER OF LOCKS**, **DISTANCE**
- be sorted in descending order of **HOLIDAY DATE**

(3)

DISPLAY the ordered and sorted results of the query.

TAKE a screenshot of the results.

PASTE the screenshot into document **EVIDENCE**

RESAVE EVIDENCE

www.dynamicpapers.com

Task A2c

Lucienne wants a list of guests who have booked a certain holiday.

The list must:

- include the guests who have booked a holiday with a **CANAL ID** of **1**
- show only these fields in this order **GUEST ID**, **TITLE**, **LAST NAME**, **DATE OF BIRTH** and **HOLIDAY DATE**
- sort the results so they show the earliest holiday booking first.

Create a query on the **BOOKING** and **GUEST** tables to find the information.

SAVE the query as **CANAL1_QUERY**

Lucienne wants to produce a database report based on the results from the **CANAL1_QUERY**

Create a database report to display the results.

The database report must:

- be in columnar format
- show all data left aligned
- have a suitable title in a serif font
- include the logo you created in **Task A1a** in the top right of the report
- show only the required fields
- show the records sorted to show the earliest holiday booking first
- include the company name (Prestige Canal Holidays) in the footer.

(8)

SAVE the report as **CANAL REPORT**

TAKE a screenshot of the report in print view.

PASTE the screenshot into document **EVIDENCE**

RESAVE EVIDENCE

www.dynamicpapers.com

Task A2d

Answer these questions in the document **EVIDENCE**

(i) Identify **one** field in the **HOLIDAY** database that could have used a lookup list.

(1)

(ii) Explain why a lookup list is used in a database table.

(2)

(iii) State the validation check that would be most appropriate for the **POST CODE** field in the **GUEST** table.

(1)

(iv) Explain why a primary key is used in a database.

(2)

RESAVE EVIDENCE

(Total for Task A2 = 25 marks)

www.dynamicpapers.com

Task A3

Lucienne wants you to create a presentation for future guests.

The presentation must include **two** slides.

Both slides must be fit for purpose and:

- use a light blue background with dark blue text
- include a suitable title
- use text selected from the file **PRESENTATION**

Slide 1 must also include:

- the logo you created in **TASK A1a**
- a 3 second timed and automatic transition to the second slide
- a link to the website
- a link to Lucienne's email address
- two appropriate images from the **IMAGES** folder that are:
  - vertically aligned
  - sized 250px × 250px
- a slide number centre aligned.

Slide 2 must also include:

- UK holiday options for 2023
- the names of the rivers and canals in England, Ireland, Scotland and Wales from the file **PRESENTATION**
- the same animation effect applied to the names of the rivers and canals
- a link to Slide 1
- a slide number centre aligned.

Task A3a

Create the presentation.

(13)

SAVE the presentation as **WELCOME**

Task A3b

Enter the company name (Prestige Canal Holidays) in the **Notes and Handouts** footer.

(1)

RESAVE the presentation **WELCOME**

www.dynamicpapers.com

Task A3c

Answer this question in the document **EVIDENCE**

Explain **one** benefit of using placeholders when creating a presentation.

(2)

RESAVE EVIDENCE

(Total for Task A3 = 16 marks)

TOTAL FOR SECTION A = 50 MARKS

www.dynamicpapers.com

SECTION B

Task B1

Prestige Canal Holidays offers holidays on canals and rivers in France. Holidays in the UK will be available in 2023.

The spreadsheet **HOLIDAY PAYMENTS** contains information on payments made for holidays.

It has two worksheets called **PAYMENTS** and **PRICE BANDS**. Some functions require you to use more than one worksheet.

OPEN the spreadsheet **HOLIDAY PAYMENTS**

OPEN the worksheet **PAYMENTS**

Task B1a

(i) Insert a new row at the top of the spreadsheet and enter the heading 'Holiday Payments for 2023' in cell A1

(1)

(ii) Merge and centre cells A1 to N1 **and** merge and centre cells H2 to L2

(1)

(iii) Set the formatting of the merged cells to:

- cell shading – light colour
- font enhancement – bold and underline.

(2)

www.dynamicpapers.com

Task B1b

Lucienne wants you to use spreadsheet tools to analyse the data in the spreadsheet.

Guests pay monthly amounts for January to May.

Guests with an outstanding balance after the payment in May will be contacted by phone to notify them of the final balance.

(i) Use **one** spreadsheet function to display the *Holiday Price* for *Guest ID* 101

(4)

(ii) Enter a formula to calculate the *Balance* for *Guest ID* 101

(2)

(iii) Use **one** spreadsheet function, in the *Notes* column, to display the message 'Phone guest' if the *Guest ID* 101 has a balance to pay. If a message is not displayed, the cell must remain blank.

(2)

(iv) Replicate the functions and formulae completed for *Guest ID* 101 for all other guests.

(1)

(v) Enter a formula to calculate the *Average monthly payment* for *January* and replicate this for the other months.

(1)

(vi) Enter a formula to calculate the *Total balance outstanding*

(1)

(vii) Use spreadsheet functions to display the:

- *Number of Band A holidays*

(2)

- *Cost of cheapest holiday*

(1)

(viii) Include a named range 'Holiday_Price_Bands' for cells A3:B6 in the **PRICE BANDS** worksheet.

(1)

(ix) Insert a footer that includes your name, candidate number and centre number.

(1)

www.dynamicpapers.com

Task B1c

Format the **PAYMENTS** worksheet so that:

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

(1)

- row headings use text wrap to use the space efficiently

(1)

- gridlines and row and column headings are displayed when the spreadsheet is printed

(1)

- when printed all data is visible and:
  - the values would print on no more than 2 pages
  - the formulae would print on no more than 4 pages.

(2)

RESAVE HOLIDAY PAYMENTS

(Total for Task B1 = 25 marks)

Task B2

SAVE the spreadsheet as **FILTER**

Lucienne wants to see some information for *Band A* holidays booked.

(i) Filter the **PAYMENTS** worksheet to show the *Band A* holidays booked.

(1)

(ii) Display only the *Guest Name*, *Holiday Date* and *Balance*.

(1)

RESAVE FILTER

(Total for Task B2 = 2 marks)

---

www.dynamicpapers.com

Task B3

SAVE the spreadsheet as **CHART**

Task B3a

Lucienne wants you to create a chart to display the information from the **PRICE BANDS** worksheet.

The chart must:

- be fit for purpose
- have a suitable title
- have suitable x and y axes labels.

(2)

RESAVE CHART

Task B3b

Answer these questions in the document **EVIDENCE**

(i) State what the function =PRODUCT(A1, A3, A4) does.

(1)

(ii) Give **one** reason why a named range is used in spreadsheets.

(1)

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

(2)

RESAVE EVIDENCE

(Total for Task B3 = 6 marks)

www.dynamicpapers.com

Task B4

Lucienne wants a one sided A4 leaflet set with landscape orientation to send to future guests to promote the holidays.

She wants you to create the leaflet based on the design in the document **LEAFLET DESIGN**

Text to be included:

We are one of the most popular providers of boating holidays in France.

If you have never been on a boating holiday and not had the experience of driving a boat, then do not worry as no licence or experience is required. You will be given a demonstration before you take the boat out.

From 2023 we are expanding our company and offering holidays in the UK.

Task B4a

Create the leaflet.

(12)

SAVE the document as **LEAFLET**

www.dynamicpapers.com

Task B4b

Make **one** improvement to the layout or design of the leaflet.

Annotate your leaflet to highlight your improvement.

(1)

SAVE the document as **LEAFLET2**

Task B4c

Answer these questions in the document **EVIDENCE**

(i) State **one** reason why your change improved the leaflet.

(1)

(ii) Explain **one** advantage of using a table to present information.

(2)

(iii) State **one** reason why it is important to create and manage folder structures.

(1)

RESAVE EVIDENCE

(Total for Task B4 = 17 marks)

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

www.dynamicpapers.com

BLANK PAGE

www.dynamicpapers.com

BLANK PAGE