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Pearson Edexcel International GCSE

20–24 May 2024

(Time: 3 hours)

Paper reference **4IT1/02**

Information and Communication Technology (ICT)

PAPER 2Practical Paper

You must have:
Data files: EVIDENCE, CAR HIRE, PRESENTATION, HIRE COSTS, INFORMATION SHEET 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 ▶

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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	Software	Marks	Data files needed
A	Graphics, database, presentation	50	EVIDENCE, CAR HIRE, PRESENTATION, IMAGES folder
B	Spreadsheet, word processing	50	EVIDENCE, HIRE COSTS, INFORMATION SHEET, IMAGES folder
Total marks		**100**	

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

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Scenario

Maria owns *Hire It*. The company offers car hire in the UK.

These are the company's contact details.

Address:
Garage Drive
Car Town
C33 3AR

Telephone: 07700 901993

Email: maria@hireit.service

Website: www.hireit.service

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SECTION A

Task A1

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

Task A1a

Create the logo.

The logo must be fit for purpose and:

- combine rectangle, circle and line shapes
- represent the theme of car hire
- include the company name *Hire It* in a bold, serif font.

(3)

SAVEthe logo as **LOGO**

Task A1b

Maria wants to include an image in a presentation.

She has an image saved as **EDIT**

Open the image and edit it to:

- set the dimensions to 450 pixels (width) × 300 pixels (height)
- remove the car from the road
- include the logo you created in **Task A1a** in a suitable position and make sure the company name is clearly visible.

(3)

SAVEthe image as **EDIT1**

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Task A1c

OPENthe document **EVIDENCE**

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

Answer this question in the document **EVIDENCE**

Task A1b asked you to save the edited image as **EDIT1**

Explain **one** reason why the filename should be different from the original image filename.

(2)

RESAVE EVIDENCE

(Total for Task A1 = 8 marks)

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Task A2

Maria has information about the cars available for hire.

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

The **CARS** table includes information about the cars available for hire.

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

Field name	Data type	Description
CAR ID	Text	Code to identify the car
CAR TYPE	Text/Lookup	Standard, Premium, Small SUV, Large SUV
TRANSMISSION	Text/Lookup	Automatic, Manual
FUEL TYPE	Text/Lookup	Electric, Hybrid, Petrol

The **CLIENTS** table includes information about the clients who have hired cars.

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

Field name	Data type	Description
CLIENT ID	Text	Code to identify the client
CLIENT NAME	Text	
INSURANCE	Yes/No	If the client has taken out car insurance
DEPOSIT PAID	Currency	

The **BOOKINGS** table includes information about the cars and the clients who have hired the cars.

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

Field name	Data type	Description
BOOKING ID	AutoNumber	Code to identify the booking
CAR ID	Text	Code to identify the car
CLIENT ID	Text	Code to identify the client
BOOKING METHOD	Text/Lookup	Online, Telephone

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Maria wants to use a form to add extra cars to the **CARS** table.

OPEN the **CAR HIRE** database.

Task A2a

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

The form must:

- include a form heading 'Cars available for hire'
- display the width of the field names and field content to 3 cm
- display the field names with:
  - dark green background
  - light green text
  - yellow 3 pt border
- align the fields so there is a 1 cm gap between the field names and the field content.

(6)

SAVE the form as **CARS_FORM**

TAKE screenshots of your form in design view that show:

- the field name and field content widths are set to 3 cm
- a dark green background, light green text, yellow 3 pt border have been used
- the field names and field contents are aligned with a 1 cm gap between them.

PASTE the screenshots into document **EVIDENCE**

RESAVE EVIDENCE

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Task A2b

A new car is available for hire.

Use the **CARS_FORM** you created in **Task A2a** to add these details to the **CARS** table:

Field name	
CAR ID	ST5
CAR TYPE	Standard
TRANSMISSION	Manual
FUEL TYPE	Petrol

(2)

RESAVE the form.

TAKE a screenshot of the completed form.

PASTE the screenshot into document **EVIDENCE**

RESAVE EVIDENCE

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Task A2c

Maria wants a list of cars that:

- are Large SUVs
- have automatic transmission
- are electric.

Create a query on the **CARS** and **CLIENTS** tables to produce the list.

(2)

SAVE the query as **LARGESUV_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 **CLIENT NAME**, **CLIENT ID**, **CAR ID**, **INSURANCE**
- be sorted in descending order of **CLIENT NAME**

(3)

DISPLAY the ordered and sorted results of the query.

TAKE a screenshot of the results.

PASTE the screenshot into document **EVIDENCE**

RESAVE EVIDENCE

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Task A2d

Maria wants some information on clients.

The list must:

- include clients who have taken out insurance and paid a deposit of more than £75.00
- show only these fields in this order **DEPOSIT PAID**, **CLIENT ID** and **CLIENT NAME**

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

SAVE the query as **CLIENT_QUERY**

Maria wants a database report based on the results from the **CLIENT_QUERY**

Create a database report to display the results.

The database report must:

- have a suitable title in a serif font size 24
- group results by **DEPOSIT PAID**
- show only the required fields
- not include an automated date and page numbers in the page footer
- include the text 'Insurance and deposit' in the page footer.

(8)

SAVE the report as **CLIENT_REPORT**

TAKE a screenshot of the report in print view. Make sure the complete report can be seen, including the page footer.

PASTE the screenshot into document **EVIDENCE**

RESAVE EVIDENCE

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Task A2e

Answer these questions in the document **EVIDENCE**

(i) Give **one** validation check that can be used in a database.

(1)

(ii) Give **one** reason why sensible names should be used when saving a form, query and report.

(1)

(iii) Explain **one** reason why Maria has used a relationship in the database.

(2)

RESAVE EVIDENCE

(Total for Task A2 = 25 marks)

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Task A3

Maria wants you to create a presentation to display in the car hire offices.

The presentation must include **three** slides.

Slides 1 and 2 must be fit for purpose and:

- use a light green background with dark green text
- include a suitable title
- include slide numbers in the header of each slide.

Slide 1 must also include:

- text from the file **PRESENTATION**
- the image **EDIT1**
- two appropriate images from the **IMAGES** folder
- borders and shadows on the images
- a footer that states Office Presentation
- a 3 second transition to slide 2.

Slide 2 must also include:

- text from the file **PRESENTATION** that includes the telephone number
- the telephone number emboldened
- animation on each bullet so they appear separately
- a 3 second transition to slide 3.

Slide 3 must include:

- a background image
- the company name clearly visible with a serif font, size 60
- a 3 second transition to slide 1.

The slideshow must be set so that it loops continuously.

Task A3a

Create the presentation.

(15)

SAVE the presentation as **OFFICE**

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Task A3b

Answer these questions in the document **EVIDENCE**

(i) Give **one** reason why the notes section could be used for slides.

(1)

(ii) Give **one** reason why master slides should be used when creating presentations.

(1)

RESAVE EVIDENCE

(Total for Task A3 = 17 marks)

TOTAL FOR SECTION A = 50 MARKS

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SECTION B

Task B1

Hire It offers car hire in the UK.

The spreadsheet **HIRE COSTS** contains information on costs for cars hired for May 2024.

It has two worksheets called **COSTS** and **INFORMATION**.

Some functions require you to use more than one worksheet.

OPEN the spreadsheet **HIRE COSTS**

OPEN the worksheet **COSTS**

Task B1a

(i) Set the formatting of the heading row (row 1) to:

- cell shading – dark colour
- font enhancement – white, bold
- font size – 24
- alignment – centred horizontally and vertically.

(3)

(ii) Format the date to display as 01 May 2024.

(1)

(iii) Include the text 'May 2024' in the header.

(1)

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Task B1b

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

(i) Use spreadsheet functions to display the

- *COST PER DAY* for *CLIENT ID* AB11
- *INSURANCE COST* for *CLIENT ID* AB11 – insurance cost is for the hire duration not per day

(5)

(ii) Enter a formula to calculate the *COST OF HIRE* for *CLIENT ID* AB11

(2)

(iii) Use **one** spreadsheet function, in the *TOTAL COST* column, to display the final amount to pay if a discount is given for *CLIENT ID* AB11. Clients who have a total cost of more than £1500.00 receive a discount.

(3)

(iv) Replicate the functions and formulae for *CLIENT* AB11 for all other clients.

(1)

(v) Enter a formula to calculate the *Total income for May including discounts*

(1)

(vi) Use spreadsheet functions to display the:

- *Number of Large SUVs hired*

(2)

- *Average cost of car per day*

(1)

Task B1c

Format the **COSTS** worksheet so that:

- currency values show the £ symbol with two decimal places

(1)

- text wrap is used for *NUMBER OF DAYS HIRE* **and** *INSURANCE COST* to use the space efficiently

(1)

- borders are displayed on all cells

(1)

- all formulae are visible in formulae view.

(1)

RESAVE HIRE COSTS

(Total for Task B1 = 24 marks)

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Task B2a

Maria has created a chart to display the information about the cars on the **INFORMATION** worksheet.

She wants you to add:

- a suitable title
- suitable x and y axis labels.

(2)

RESAVE HIRE COSTS

Task B2b

SAVE the spreadsheet as **FILTER**

Maria wants to see some information for the *Large SUVs* hired.

(i) Filter the **COSTS** worksheet to show the *Large SUVs* hired for 7 days.

(1)

(ii) Display only the *CLIENT ID* and *TOTAL COST*

(1)

RESAVE FILTER

(Total for Task B2 = 4 marks)

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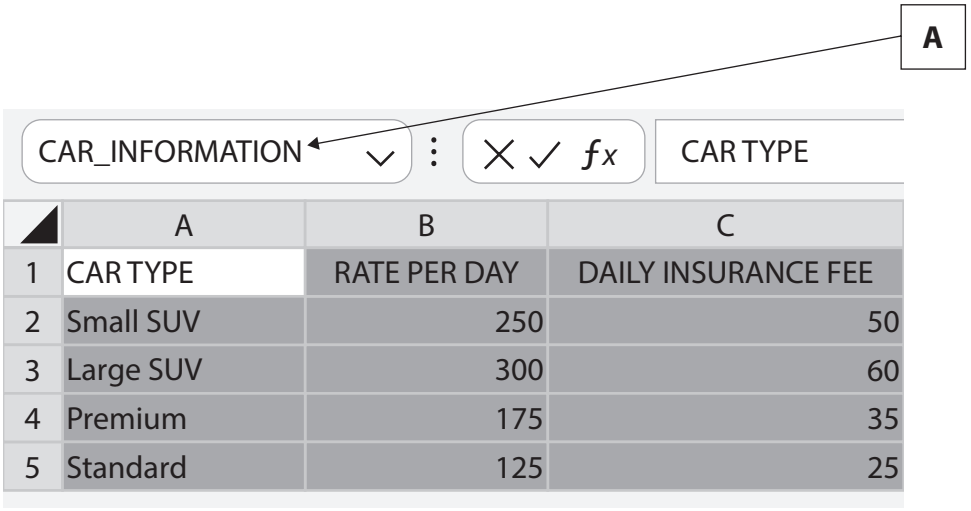
Task B3

Answer these questions in the document **EVIDENCE**



	A	B	C
1	CAR TYPE	RATE PER DAY	DAILY INSURANCE FEE
2	Small SUV	250	50
3	Large SUV	300	60
4	Premium	175	35
5	Standard	125	25

(i) Identify the spreadsheet feature labelled **A**

(1)

(ii) Give **one** reason why multiple worksheets are used when creating a spreadsheet.

(1)

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

(2)

RESAVE EVIDENCE

(Total for Task B3 = 4 marks)

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Task B4

Maria has started an information sheet and wants you to edit it.

OPEN the document **INFORMATION SHEET**

Page format:

Pale green background

Double line border

Title – dark green serif font, bold, centred

Bullets – change to a numbered list

Text wrap – the current text wrap shows the text in front of the image, change this so the text is wrapped around the image

Paragraph with information on the 20% discount, display this in two columns

Add alt text 'Car styles' to the image shown to the left of the table

Table:

Merge and centre row 1

Insert the text 'July' in row 1

Insert a row between rows 3 and 4 and add the text for a Hybrid, Automatic, PREMIUM car

Footer – insert the text 'July Offers' and right align it

The information sheet must fit on one page

Task B4a

Edit the information sheet.

(14)

SAVE the document as **INFORMATION SHEET2**

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Task B4b

SAVE the document as **INFORMATION SHEET3**

Make one change to the layout or design of the information sheet to improve the document.

RESAVE the document as **INFORMATION SHEET3**

Answer this question in the document **EVIDENCE**

Give **one** reason why your change has improved the document.

(1)

RESAVE EVIDENCE

Task B4c

Answer these questions in the document **EVIDENCE**

(i) Give **one** reason why text wrap is used when presenting text and images.

(1)

(ii) Explain **one** reason why information is added to a footer in a word processed document.

(2)

RESAVE EVIDENCE

(Total for Task B4 = 18 marks)

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

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