Cambridge IGCSE

CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Document Production, Data Manipulation and Presentations **May/June 2017**

2 hours 30 minutes

Additional Materials: Candidate Source Files.

READ THESE INSTRUCTIONS FIRST

Write your name, Centre number and candidate number in the spaces at the top of this page.
Write in dark blue or black pen.
Do not use staples, paper clips, glue or correction fluid.
DO **NOT** WRITE IN ANY BARCODES.
Do **not** use the internet or email.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.
Enter your **name**, **Centre number** and **candidate number** on every printout before it is sent to the printer.
Printouts with handwritten candidate details on will **not** be marked.
At the end of the examination, put this **Question Paper** and **all your printouts** into the Assessment Record Folder.
If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

The number of marks is given in brackets [ ] at the end of each question or part question.

Write today's date in the box below.

CAMBRIDGE
International Examinations

You work for a company called Tawara Summer Schools. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **J217EVIDENCE.RTF**

- Make sure your name, Centre number and candidate number will appear on every page of your Evidence Document.

- Save this as a word processed document in your work area with the filename **J217EVIDENCE** followed by your candidate number, for example, **J217EVIDENCE9999**

You will need your Evidence Document during the examination to enter answers to questions and to place your screenshots in when required.

Task 2 – Document

You are going to edit an information sheet for Tawara Summer Schools. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

1 • Using a suitable software package, open the file **J217BROCHURE.RTF**

Do not change the paper size, orientation or margin settings.

- Save the document in your work area with the file name **TSSLEAFLET**

Make sure it is saved in the format of the software you are using.

> **EVIDENCE 1**
> Place in your Evidence Document a screenshot to show this file has been saved.
> Make sure there is evidence of the file type.

[1]

2 • Place in the header of the file *TSSLEAFLET*:
  ◦ your name, Centre number and candidate number left aligned
  ◦ automated page numbers right aligned.

- Place in the footer the automated file name and path right aligned.

- Make sure that:
  ◦ all the alignments match the page margins
  ◦ no other text or placeholders are included in the header and footer area
  ◦ headers and footers are displayed on all pages. [2]

3 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TSS-title	serif	24	centre	bold, all capitals	single	0	11
TSS-subtitle	serif	16	right	italic	single	0	0
TSS-subhead	serif	14	centre	italic, underlined	single	0	11
TSS-body	sans-serif	11	justified	none	single	0	11
TSS-table	sans-serif	11	left	none	single	0	0

> **EVIDENCE 2**
> Place in your Evidence Document screenshot(s) to show all the settings for the TSS-subhead style only.

[3]

4 • Apply the *TSS-title* style to the title *Tawara Summer Schools* at the start of the document. [1]

5 • Below the title, add the subtitle

Produced by: and add your name. [1]

6 • Apply the *TSS-subtitle* style to this text. [1]

7 • Apply the *TSS-body* style to the rest of the document. [1]

8 • Change the page layout so that the subheading *International Community* and all following text is displayed in two columns of equal width with a **1** centimetre space between them. [2]

9 • Identify the 8 subheadings in the document and apply the *TSS-subhead* style to each one. [1]

10 • Insert a row after *History* in the table and enter the following details into this row:

|	*TWO WEEKS*	*ONE WEEK*
Literature	**£1120**	**£705**

[2]

4

11 • Format the first row of the table to be:

- ○ bold and italic
- ○ centre aligned over the three columns
- ○ shaded with a light grey background (20–40%). [2]

12 • Make sure that:

- ○ the table fits within the column width
- ○ the *TSS-table* style is applied to rows 2 to 8 of the table
- ○ all text in column 1 displays on one line
- ○ all internal and external gridlines are displayed when printed. [2]

13 • Using the data in the file **J217NATIONALITIES.CSV** create a vertical bar chart to show the number of students from each country for the year 2016. [1]

14 • Label the chart with the title **Student Nationality** [1]

15 • Label the category axis with the title **Country**

• Do not display a legend [1]

16 • Format the value axis scale to display:

- ○ a maximum value of **1200**
- ○ increments of **300** [1]

17 • Insert the chart after the paragraph ending … *students came from in 2016:*

• Make sure that:

- ○ the chart fits within the column width
- ○ all data labels are displayed in full. [1]

18 • Import the image **J217TEST.JPG**

• Place this below the subheading *Language requirements* [1]

19 • Reflect the image so it looks like this:

[1]

20 • Resize the image so that:

    o   it is 4 centimetres wide

    o   the aspect ratio is maintained.

  • Align the image to the:

    o   top of the paragraph starting *All summer school teaching* …

    o   left of the column.

  • Make sure the text wraps around the image.

  • It may look like this:
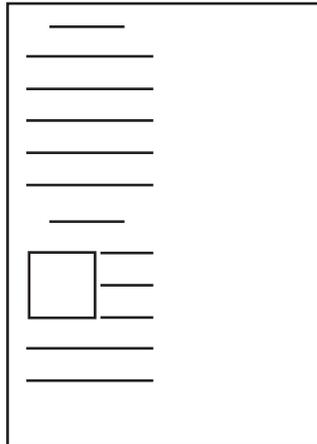
[2]

21 • Spell check and proofread the document.

  • Make sure that:

    o   the table is not split over two columns or pages

    o   there are no widows or orphans

    o   there are no blank pages

    o   the house style specification has been followed and the correct styles applied as instructed

    o   the image and graph are placed within the column width

    o   spacing between all items is consistent.

  • Save the document using the same file name and format used in Step 1.

  • Print the document.

> **PRINTOUT 1**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[1]

[Total: 29]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display a currency symbol and are to two decimal places.

22 • Examine the data in the files **J217STUDENTS.CSV** and **J217ROOMS.CSV**

   • Using a suitable database package, import the file **J217STUDENTS.CSV**

   • Use these field names and data types:

Field Name	Data Type	Display as
Roll_No	Text	
First_Name	Text	
Last_Name	Text	
Birth_Date	Date/Time	dd/mm/yyyy
Gender	Text	M or F
Acc_Code	Text	
Payment_Type	Text	
Course	Text	
Weeks	Numeric/Integer	
Paid	Boolean/Logical	Yes/No

   • Set the *Roll_No* field as the primary key.

   • Save the data.

> **EVIDENCE 3**
> Take screenshot evidence showing the field names and data types used in the table. Insert this screenshot into your Evidence Document.

[3]

23 • Set criteria which will only allow the letters **M** or **F** to be entered in the *Gender* field.

> **EVIDENCE 4**
> Take screenshot evidence showing how you have limited data entry in the Gender field. Insert this screenshot into your Evidence Document.

[1]

24 • Add this record:

Roll_No	First_Name	Last_Name	Birth_Date	Gender	Acc_Code	Payment_Type	Course	Weeks	Paid
SS0072	Ella	Leonard	27/02/1968	F	SAC2	Cheque	History of Art	5	Yes

• Check your data entry for errors. Save the data. [1]

25 • Import the file **J217ROOMS.CSV** as a new table in your database and set the *Acc_Code* as the primary key.

• Create a relationship between the *Acc_Code* field in the students table and the *Acc_Code* field in the rooms table.

> **EVIDENCE 5**
> Take screenshot evidence showing the relationship between the tables. Insert this screenshot into your Evidence Document.

[1]

26 • Using fields from the students table, produce a report that:
  ◦ selects only those records where the
    – *Course* contains the word **Art**
    – *Weeks* is **3 or more**
    – *Paid* is **Yes**
  ◦ shows only the fields *Roll_No*, *Course*, *Weeks*, *First_Name*, *Last_Name*, *Birth_Date* and *Paid* in this order with data and labels displayed in full
  ◦ sorts the data into descending order of *Weeks* and then ascending order of *Course*
  ◦ has a page orientation of portrait
  ◦ fits on a single page wide
  ◦ calculates the total number of courses in this selection and positions this number under the *Course* column
  ◦ has a label **Total enrolments** to the left of this number
  ◦ includes the report title **Art Summer Schools** at the top of the page
  ◦ has your name, Centre number and candidate number on the report.

• Save and print your report

> **PRINTOUT 2**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

> **EVIDENCE 6**
> Place in your Evidence Document screenshot(s) showing the formula used to calculate the number of courses.

[9]

27 • Using fields from both tables, produce a report that:

- selects only those records where the
  - *Accommodation* is **Molesworth Lodge**
  - *Room_Type* is **Standard** or **En suite**
  - *Paid* is **No**
- contains a new field called **Room_Cost** which is calculated at run-time and displayed as currency. This field will calculate the *Weeks* multiplied by *Weekly_Cost*
- shows only the fields *First_Name*, *Last_Name*, *Weekly_Cost*, *Course*, *Weeks*, *Accommodation*, *Room_Type* and *Room_Cost* in this order
- sorts the *Last_Name* in ascending order
- has a page orientation of landscape
- fits on a single page
- includes the heading **Outstanding Room Fees** at the top of the page
- does **not** display a page number when printed
- has your name, Centre number and candidate number at the top right of the report.

• Save and print your report.

> **PRINTOUT 3**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

[10]

28 • Data in the *Gender* field is encoded displaying M for Male and F for Female. In your own words give two reasons for encoding data. Enter your answers in your Evidence Document.

> **EVIDENCE 7**
> Type your two reasons in your Evidence Document.

[2]

29 • The telephone number of each student will be added in a new field. Identify the most appropriate data type for this field and in your own words give a reason for your choice. Enter your answers in your Evidence Document.

> **EVIDENCE 8**
> Type your answers in your Evidence Document.

[2]

30 • A form has been created to enter data into the students table.

• Evaluate in your own words the **Gender** and **Payment_Type** fields on this form.

New Student Form

Roll_No: [ ]   Birth_Date: [ ]

First_Name: [ ]   Gender: ◉ M
                              ◉ F
Last_Name: [ ]   ◉

Acc_Code: [ ]   Weeks: [ ]

Course: [▾]   Paid: [ ]

Payment_Type: [ ]

[Clear Form]   [Back to Menu]   [Submit]

EVIDENCE 9
Type your evaluation in your Evidence Document using no more than 100 words.

[4]

[Total: 33]

 [Turn over

Task 4 – Mail Merge Letter

You are required to carry out a mail merge to produce letters for students who have been accepted on a course of study at Tawara Summer Schools.

31 • Use the file **J217ACCEPTLET.RTF** as the master document for the mail merge and the file **J217CLASSLIST.CSV** as the data source file.

 • In the master document:
   ◦ replace *<Date>* with a field to display today's date in the format dd/mm/yy
   ◦ insert relevant merge fields from the data source file to replace the text in chevrons i.e. *<field>*
   ◦ replace the text *Candidate Name* with your name
   ◦ include your Centre number and candidate number in the footer of the document.

 • Spell check and proofread the document.

 • Save the master document.

 • Display the field codes.

> **EVIDENCE 10**
> Place in your Evidence Document a screenshot showing the code for the format of the date field.

> **PRINTOUT 4**
> Print your master document with the merge fields displayed. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[7]

32 • Merge the letters selecting only those students who have been accepted on the course **Medieval Studies** with a duration of **3 weeks**.

> **EVIDENCE 11**
> Place in your Evidence Document screenshot(s) showing your selection method.

[1]

33 • Print only the merged letters for the selected students.

> **PRINTOUT 5**
> Print the result of the merge. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your letters.

 • Save and close the documents. [1]

[Total: 9]

Task 5 – Presentation

You are required to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, each slide must display a title and bulleted list.

34 • Create a presentation of 6 slides using the file **J217LODGINGS.RTF** [1]

35 • Display the following features on all slides:

　　　○ the company logo **J217LOGO.JPG** positioned in the top right corner, appropriately sized with aspect ratio maintained

　　　○ your name, Centre number and candidate number in the bottom left corner

　　　○ automatic slide numbers in the top left corner [2]

36 • Change the layout of slide 1 to a Title Slide layout so it contains a title and subtitle centred in the middle of the slide.

　　• Insert your name after the text

　　Guide produced by: [1]

37 • On slide 2 with the title *Application Process*, draw the following diagram:
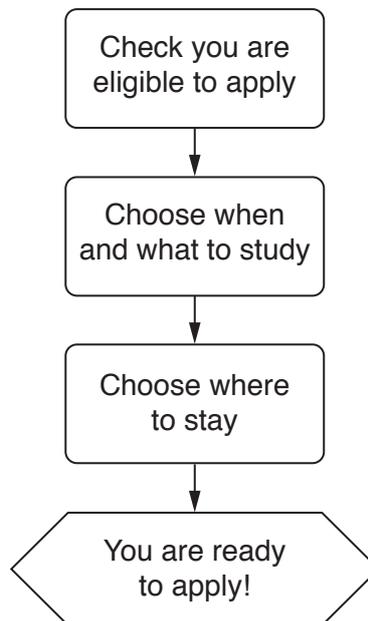
[3]

38 • On the slide with the title *Room Types* demote the bulleted items under each room type so it looks like this:

> ### *Room Types*
>
> • En suite
>   – *single bed*
>   – *separate bath/shower room*
>   – *includes breakfast and evening meals*
> • Standard
>   – *single bed*
>   – *washbasin*
>   – *includes breakfast and evening meals*
> • Room only
>   – *single bed*
>   – *washbasin*
>   – *no meals or self-catering facilities*

[1]

39 • Save the presentation.

   • Print the presentation as a handout with 6 slides to the page.

> **PRINTOUT 6**
> Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

   • Print only the slide with the title *Application Process* as a full page slide. Make sure this slide fills the page.

> **PRINTOUT 7**
> Print this slide. Make sure your **name**, **Centre number** and **candidate number** are on this slide.

[1]

[Total: 9]

Task 5 – Printing the Evidence Document

40 • You now need to print your Evidence Document.

> **PRINTOUT 8**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your Evidence Document.

   • Save and close your Evidence Document.