Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

CANDIDATE NAME	

CENTRE NUMBER						CANDIDATE NUMBER				

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/22**

Paper 2 Document Production, Data Manipulation and Presentations **May/June 2018**

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.
You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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.

This document consists of **15** printed pages and **1** blank page.

CAMBRIDGE International Examinations

[Turn over

2

You are going to perform some clerical tasks for Tawara Training.

Task 1 – Evidence Document

- Open the file **J228EVIDENCE.rtf**

- Make sure that your name, Centre number and candidate number will appear on every page of this document.

- Save this as a word processed document in your work area as **J228EVIDENCE** followed by your candidate number, for example, **J228EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit a factsheet. 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 **J228APPRENT.rtf**

- The page setup is set to A4, landscape orientation with 2 centimetre margins.
  Do **not** make any changes to these settings.

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

  - your name, Centre number and candidate number left aligned

  - automated page numbers right aligned.

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

- Make sure that:

  - all the alignments match the page margins

  - no other text is included in the header and footer areas

  - headers and footers are displayed on all pages.

[2]

3 •   Create and store the following styles, basing each on the default paragraph style:

Style name	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
House style specifications							
TA-Title	sans-serif	30	centre	bold, italic	single	0	0
TA-Subtitle	sans-serif	18	left	underline	single	0	0
TA-Subhead	sans-serif	18	centre	bold, italic	single	0	9
TA-Body	serif	12	justified	none	single	0	6
TA-Bullet	sans-serif	14	bullet indented 2 cm from the left	italic ✓ shaped bullet	single	0	0
TA-Table	serif	12	left	none	single	0	0

> **EVIDENCE 2**
> Take a screenshot to show that the style settings have been defined for the *TA-Subhead* paragraph style. Place this in your Evidence Document.

[3]

4 •   Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence that these styles have been created, named and saved.

> **EVIDENCE 3**
> Take screenshot(s) to show the style names have been created and saved. Place this in your Evidence Document.

[1]

5 •   At the start of the document enter the title:

Get Ahead With An Apprenticeship

   •   Apply the *TA-Title* style to this text.

[2]

6 •   Enter your name immediately after the subtitle *Produced by:*

   •   Apply the *TA-Subtitle* style to this text.

[1]

7 •   Apply the *TA-Body* style to the rest of the document.   [1]

8 •   Change the page layout so that the subheading *Structure* and all following text is displayed in **two** equally spaced columns with **2** centimetre spacing between the columns.   [2]

4

9 • Apply the *TA-Bullet* style to the list of items from:

   Intermediate apprenticeship …

   to

   … (levels 6–7) [2]

10 • Identify the **five** subheadings in the document and apply the *TA-Subhead* style to each one. [1]

11 • Using the data in the file **J228ADVERTS.csv** create a vertical bar chart to show the number of advertisements only for higher apprenticeships for the years 2013 to 2016. [1]

12 • Label the chart with the title:

   Growth in Degree Level Apprenticeships [1]

13 • Format the value axis scale to display:

   ○ a maximum value of **3600**

   ○ increments of **600**

   [2]

14 • Label the category axis with the title **Year**

   • Do **not** display a value axis title or a legend.

   [1]

15 • Insert the chart after the paragraph ending *… seen in the following graph:*

   • Make sure that:

   ○ the chart fits within the column width

   ○ all labels are displayed in full.

   [1]

16 • Import the image **J228SIGN.png** and place this below the subtitle *Produced by:* [1]

17 • Format the image so that:

   ○ it is resized to a width of **4** centimetres with the aspect ratio maintained

   ○ it is aligned to the left margin and the top of the paragraph starting *An apprenticeship is a real job …*

   ○ the text wraps round the image.

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

   [2]

[Total: 25]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the same currency symbol and are set to 2 decimal places. Dates are to be displayed in the format dd-MMM-yy.

18 • Import the file **J228APPRENTICES.csv** into a suitable database package.

   • Use these field names and data types:

Field Name	Data Type	Format
Vacancy	Text	
Vacancy_ID	Text	
Level	Text	
Employer_Name	Text	
Subject_Ref	Text	
Learning_Provider	Text	
Number	Numeric/integer	
Closing_Date	Date	dd-MMM-yy e.g. 19-Jun-07
Wage	Numeric/Currency	Currency to two decimal places
Day_Release	Boolean/Logical	To display as Yes/No

   • Set the *Vacancy_ID* field as a primary key.

   • Save the data.

> **EVIDENCE 4**
> Take screenshot evidence showing the field names and data types used in the table.
> Place this screenshot into your Evidence Document.

[2]

19 • Import the file **J228FRAMEWORK.csv** as a new table in your database.

• Use these field names and data types:

Field Name	Data Type
Subject_Name	Text
Subject_ID	Text
Framework_Developer	Text
Sector_Area	Text

• Set the *Subject_ID* field as a primary key.

• Create a one-to-many relationship between the *Subject_ID* field in the framework table and the *Subject_Ref* in the apprentice table.

> **EVIDENCE 5**
> Place in your Evidence Document screenshot(s) showing the type of relationship between the two tables.

[1]

20 • Create a columnar data entry form which:

  ◦ includes all the fields from the apprentices table

  ◦ displays the field headings left aligned in columnar format

  ◦ uses radio buttons in the *Day_Release* field to select the options **Yes** or **No**. These values are to be stored as **–1** for *Yes* and **0** for *No* in the *Day_Release* field

  ◦ includes a suitable heading in a large, bold font.

• Ensure all the fields and data are fully visible and the layout is consistent.

> **EVIDENCE 6**
> Place in your Evidence Document screenshot(s) to show the radio buttons design with the values stored in the *Day_Release* field.

[3]

21 • Use the form created in step 20 to enter the following details as a new record:

Vacancy	**Digital Content Apprentice**
Vacancy_ID	**TT449454**
Level	**Advanced**
Employer_Name	**Progressive Futures**
Subject_Ref	**449**
Learning_Provider	**Aspire Learning**
Number	**2**
Closing_Date	**15-Aug-18**
Wage	**133.00**
Day_Release	**Yes**

• Check your data entry for errors.

• Ensure all data is fully visible.

• Save the data.

EVIDENCE 7
Place in your Evidence Document a screenshot showing this data in your form.

[2]

22 *Apprentices receive their weekly wage plus an additional 4% if they meet training targets.*

- Using fields from both tables produce a report which:
  - contains a new field called **Bonus_Wage** which is calculated at run-time and displayed as currency. This field will calculate the *Wage* plus *4%* of the *Wage*
  - shows only the records where the:
    - *Level* is **Advanced** or **Higher**
    - *Closing_Date* is on or before **31-Aug-18**
    - *Subject_Name* excludes **Accounting**
  - shows only the fields *Vacancy, Level, Closing_Date, Employer_Name, Day_Release, Wage, Bonus_Wage* in this order with data and labels displayed in full. Do **not** group the data
  - sorts the data into ascending order of *Level* and then descending order of *Wage*
  - has a page orientation of landscape
  - fits on a single page wide
  - includes the title **Vacancies list for August** formatted so that it displays in a larger font size at the top of the page
  - calculates the number of vacancies and places this below the *Level* column
  - has a label **Number of jobs** to the left of this value
  - has your name, Centre number and candidate number on every page of the report.
- Save and print your report.

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

> **EVIDENCE 8**
> Place in your Evidence Document a screenshot showing the formula used to calculate the number of vacancies.

[12]

23 • Produce an extract from all the data which:
  - selects only those records where the:
    - vacancy includes **Engineer**
    - level is **Intermediate**
    - wage is **150 or more**
  - shows only the fields *Vacancy_ID*, *Vacancy* and *Wage* in this order
  - sorts the *Wage* in ascending order.
- Save the extract.

[5]

24 • Export the extract created in step 23 in rich text format.

• Save the exported file in your work area.

> **EVIDENCE 9**
> Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[1]

25 Answer the following questions using your own words. Type your answers in your Evidence Document:

(a) Describe what is meant by data verification. [1]

(b) Name **two** methods of data verification and for **one** of these methods explain how it could be used with this database. [3]

> **EVIDENCE 10**
> Type your answers in your own words into your Evidence Document using no more than 50 words.

[Total: 30]

Task 4 – Document 2

26 • Import the extract you saved in Step 24 into your *FACTSHEET* document as a table after the paragraph which ends *… vacancies available are:*

   • Make sure that:

      ○ the table fits within the column width

      ○ the extract does **not** contain a title

      ○ all required fields and their labels are fully visible

      ○ no text is wrapped within the extract

      ○ the *TA-Table* style is applied to the extract

      ○ there is a **6** point space after the table.

[2]

27 • Spell check and proofread the document.

   • Make sure that:

      ○ tables, charts and lists are **not** split over two columns or pages

      ○ there are no widows or orphans

      ○ there are no blank pages

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

      ○ spacing between all items is consistent.

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

   • Print the document.

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

[1]

28 Many jobs are now being replaced by IT systems.

   • Evaluate in your own words the effects of IT on potential employment for these apprentices.

> **EVIDENCE 11**
> Type your evaluation in your own words into your Evidence Document using no more than 100 words.

[4]

[Total: 7]

Task 5 – Mail Merge Letter

You are required to carry out a mail merge to send out apprenticeship offer letters.

29 • Create a mail merge letter using the file **J228OFFERLET.rtf** as the master document and **J228JOBS.csv** as your data source.

    • Replace *<Date>* with a field to display today's date in the format dd MMMM yyyy.

> **EVIDENCE 12**
> Take screenshot evidence showing the date field code. Place this screenshot in your Evidence Document.

[1]

30 • In the master document, maintain the existing spacing and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source:

Data to replace	Replace with field
<FIRST>	First_Name
<JOB>	Vacancy
<COMPANY>	Employer
<MONEY>	Wage
<FAMILY>	Family_Name
<GRADE>	Level
<SECTOR>	Framework
<BEGIN>	Start_Date
<FINISH>	End_Date

[3]

31 • Replace the text *Candidate Name* with your name.

    • Include your name, Centre number and candidate number in the header of the document.

    • Save and print your master document with the merge fields displayed.

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

[1]

32 • Set an automated filter to select the records where:

   ○ *Level* is **Intermediate**

   ○ *Start_Date* is **17/09/2018**

> **EVIDENCE 13**
> Place in your Evidence Document a screenshot to show your automated filter.

[2]

33 • Merge and print the letters for the selected apprentices only.

   • Save and close the files.

> **PRINTOUT 4**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your letters.

[1]

[Total: 8]

13

Task 6 – Presentation

You are going to create a short presentation.

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

34 • Create a presentation of 6 slides using the file **J228LEARN.rtf**

  • Format slide 1 so that:

    ○ a Title Slide layout is applied

    ○ the title and subtitle are placed in the centre of the slide

    ○ your name appears after the text *A guide to apprenticeships by:*

                               [1]

35 • Use a master slide to display the following features on all slides:

    ○ your name, Centre number and candidate number

    ○ automatic slide numbers.

                               [1]

36 • Change the layout of the slide with the title *Progression Routes* to a title and table.

  • Create a table that contains **4** columns and **7** rows.

  • Copy the data from the file **J228TABLE.rtf** and place this in the table.

  • Format the table with all gridlines displayed and no cell shading, like this:

Name	Level	Length	Equivalent educational level
Intermediate	2	12–18 months	5 GCSE passes at grades A* to C NVQ Level 2
Advanced	3	18–48 months	2 A level passes NVQ Level 3 National Certificate/Diploma
Higher	4	24 months +	Higher National Certificate (HNC) Certificate of Higher Education (CertHE) NVQ Level 4
	5		Higher National Diploma (HND) Diploma of Higher Education (DipHE) Foundation Degree
Degree	6		Bachelor's Degree with Honours (e.g. BA Hons, BSc Hons) Graduate Certificate/Diploma Ordinary Degree (without Honours)
	7		Master's Degree Postgraduate Certificate/Diploma Master's Degree (e.g. MA, MSc, MBA, MPhil) Integrated Master's Degree (e.g. MEng)

                               [2]

37 • Insert a new row as the first row of the table and enter the heading:

Levels of Apprenticeship [1]

38 • Merge the cells in the first row and centre align the heading. [1]

39 • Format rows 1 and 2 of the table to be:

  ○ bold with a **20** point size

  ○ filled with light grey shading (10 – 25%).

[1]

40 • Add the following text as presenter/speaker notes for the slide with the title *Progression Routes*:

Always get advice on the best qualification to suit you and your future plans.

• Print only this slide as presenter/speaker notes.

> **PRINTOUT 5**
> Make sure your **name**, **Centre number** and **candidate number** are on this slide.

[2]

41 • Save the presentation.

• Print slides **1** to **4** only as a handout with **2** slides to the page.

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

[1]

[Total: 10]

Task 7 – Printing the Evidence Document

42 • Save and print your Evidence Document.

> **PRINTOUT 7**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your Evidence Document.

16

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