Cambridge Assessment International Education
Cambridge International General Certificate of Secondary Education

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Practical Test A **May/June 2019**

MARK SCHEME

Maximum Mark: 80

Published

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the May/June 2019 series for most Cambridge IGCSE™, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.

This document consists of **16** printed pages.

Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

GENERIC MARKING PRINCIPLE 1:

Marks must be awarded in line with:

- the specific content of the mark scheme or the generic level descriptors for the question
- the specific skills defined in the mark scheme or in the generic level descriptors for the question
- the standard of response required by a candidate as exemplified by the standardisation scripts.

GENERIC MARKING PRINCIPLE 2:

Marks awarded are always **whole marks** (not half marks, or other fractions).

GENERIC MARKING PRINCIPLE 3:

Marks must be awarded **positively**:

- marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate
- marks are awarded when candidates clearly demonstrate what they know and can do
- marks are not deducted for errors
- marks are not deducted for omissions
- answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.

GENERIC MARKING PRINCIPLE 4:

Rules must be applied consistently e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.

GENERIC MARKING PRINCIPLE 5:

Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).

GENERIC MARKING PRINCIPLE 6:

Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.

Name, centre number, candidate n...

1

bal Literacy

Report edited by: Candidate Name

Literacy is a key skill which is used to measure the education of a population. The international community co...
Having basic reading and writing skills is very important as it enhances the working capabilities of a pers...
drives sustainable development with reduced poverty, imp... ...th and nutrition, and greater participatio...

...and write. Global literacy levels are higher than ever with adult ...still lack basic reading and writing skills.

History

The earliest forms of writte... ...ommunication date back to 3500 B... ...an only a very small number of... ...le learnt to read and write. In those days, people who knew how to... ...public performances to display their skills. For centuries litera... ...very restricted technology closely associated with... ... education was limite... ...able to read and w... ...sic education beca... ...ter educated than ever before and estimates of global literacy and school attendance are above 80%.

The Generation Gap

In many countries there is a large difference in literacy rates across generatio...

...less ...younger...

Younger... ...generations. The high youth literacy rates indicates that as time passes, the literacy rate for the overall population will continue to increase. These changes are happening particularly quickly in the least educated regions of our world such as Northern Africa and the Middle East where drastic improvements have been seen in just one generation.

Current Trends

In most developed countries literacy rates are at, or near 100%. All countries outside of Africa and Afghanistan have literacy rates above 50%. The poorest countries in the world, often where basic education is limited, st... ...large segments of the population who are illiterate. The lo... ...literacy rates are observed in sub-Saharan Africa and in So... Youth literacy rates (aged 15 to 24) are generally higher than... rates, reflecting increased access to good education and scho... the younger generations. Nevertheless, youth literacy rates re... several countries, which suggests problems with low access to schooling, early school leaving or a poor quality of education.

In Southern Asia basic literacy skills have more than doubled in 50 years from 39% to 84% today. Similarly the literacy rate was very low in Bhutan (15%) and Nepal (21%) with both countries making tremendous progress over the years to reach 87% and 85% respectively.

The Gender Gap

There is little or no difference between male and female adult literacy rates in developed regions. However, in developing ...

...less ...up. Gender ...ler amongst youths and ...

Gender is one of the biggest reasons why children are denied an education. Efforts to expand literacy skills among women and girls often face deeply rooted social barriers. Poverty forces many families to choose which child to send to school and illiterate parents may not readily appreciate the value of literacy for their daughters. This is prevalent in traditional, rural societies ...emain at home. Despite recent

02/04/2019

Callout annotations:

Header
Name, centre number, candidate number left aligned, automated page numbers right aligned   1 mark

TW-title modified style (EV3)   1 mark
(correct attributes - serif, 32pt, right, bold, italic, single line, 0 before 0pt after)

Subtitle **Report edited by:** entered accurately   1 mark
TW-subtitle style seen in EV4 list and applied (serif, 18pt, underline, left aligned, single line, 0pt space before/after)   1 mark

Columns
Section break applied to correct text   1 mark
2 columns, 2 cm column spacing   1 mark

Subheadings (6)
TW-subhead style applied consistently to all matches style defined in EV2   1 mark

Image
Image inserted in correct position   1 mark
Image rotated 180 degrees   1 mark
Aligned to top of text and right margin, text wrapped   1 mark

Footer
Automated date field right aligned   1 mark

Name, centre number, candidate number   2

advances in education for girls, a generation of young women has been left behind with over 100 million in developing countries unable to read a single sentence.

Literacy Rates and Economic Growth

The economic prosperity of a country depends entirely on the resources it has. Developing the skills and knowledge of the population is regarded as a key strategy for promoting national economic growth. Recent studies have suggested that investment in human capital such as education and skills

Bullets

Any consistent bullet style applied to correct data   1 mark
Bullets indented 2 cm from left margin, single line   1 mark

Progress

Adult and you... ...cy rates have improved and the gender gap has significantly in... ...regions of the world. Over the past 25 years the fo... progress has ...een made in global literacy rates:

- adult from 76% to 85%
- youth from 83% to 91%
- women from 71% of the older cohort to 90%

Despite this progress, gender disparity in youth literacy remains persis... disparity at the expense of young men. Nevertheless, real progress occu... years ago.

The momentum of progress must be maintained and continuing efforts made in all countries to ensure that everyone, regardless of age and sex, acquires reading and writing skills, as called for in the new global Education 2030 agenda. Raising literacy levels remains a formidable challenge across the world.

Superscript applied to correct text   1 mark

The regions of Eastern Asia, Northern Africa, Southern Asia and Western Asia have made the greatest progress in adult literacy. The table below shows the progress made in each world region over the past 25 years:

Adult Literacy Progress			
World Region	*1990*	*2000*	*2011*
Arab States	*55%*	*68%*	*77%*
Central and Eastern Europe	*96%*	*97%*	*99%*
Central Asia	*98%*	*99%*	*100%*
East Asia and the Pacific	*82%*	*92%*	*95%*
Latin America and the Caribbean	*86%*	*90%*	*92%*
South and West Asia	*47%*	*59%*	*63%*
Sub-Saharan Africa	*53%*	*57%*	*59%*

Table

New column inserted in correct position (3rd column)   1 mark
New column, accurate data entry   1 mark
Top row merged, centred   1 mark
Heading bold, italic   1 mark
External border only displayed   1 mark
All data on one line, all borders/data within column width   1 mark
TW-table style seen in EV4 list, applied consistently
(sans-serif, 11pt, italic, centre, single line, 0pt space before/after)   1 mark

Page layout

TW-body style seen in EV4 list and applied consistently – sans-serif, 10pt, justified, single line, 0pt before, 6pt space after
          1 mark

Doc complete/paras intact, A4, landscape, columns aligned at top, no widows/orphans,
split lists/tables, no blank pages, 6pt after bullet list, 6pt after table
          1 mark

02/04/2019

Calculated field
Heading 100% accurate   1 mark
Sales_Value calculated, correct values   1 mark

Title
Correct, 100% accurate   1 mark

High Volume Book Sales

Title	Imprint	Pub_Date	Binding	Volume	ASP	Sales_Value
Midnight Vampire Diaries	Sinclair Childrens Books	03-Mar-11	Hardback	27008	£6.46	£174,471.68
Midnight	Hyperturner Publishers	17-Feb-11	Hardback	17966	£9.96	£178,941.36
Night Circus; The	Harvey Secker	15-Sep-11	Hardback	16467	£9.18	£151,167.06
In the Night Garden Buggy Book	British Book Company	05-Feb-09	Hardback	11164	£4.38	£48,898.32
What the Night Knows	Hyperturner Publishers	06-Jan-11	Hardback	10277	£11.17	£114,794.09
Midnight Palace; The	Winterland & Nicolson	02-Jun-11	Hardback	7413	£9.15	£67,828.95
I Shall Wear Midnight	Singleweek Childrens Books	02-Sep-10	Hardback	7402	£11.94	£88,379.88
Towers of Midnight Wheel of Time			Hardback	7349	£13.24	£97,300.76
About Last Night			Hardback	6735	£8.89	£59,874.15
Goodnight Moon			Hardback	6684	£3.96	£26,468.64
The Curious Incident of the Dog in the Night-time	Antique	01-Apr-04	Paperback	26952	£6.47	£174,379.44
Friday Nights	Read Duck	01-Jan-09	Paperback	25262	£5.29	£133,635.98
Midnight	Sinclair Paperback	28-Apr-12	Paperback	24343	£4.45	£108,326.35
Nightfall Vampire Diaries	Sinclair Childrens Books	04-Mar-10	Paperback	24089	£4.90	£118,036.10
What the Night Knows	Brooklyn	23-Jun-11	Paperback	23281	£4.57	£106,394.17
Night Star	Millen Childrens Books	17-Nov-10	Paperback	22865	£4.70	£107,465.50
Night Monkey; Day Monkey	Mahmouth	01-Apr-02	Paperback	22269	£4.48	£99,765.12
I Shall Wear Midnight Discworld Novel	Knine Childrens	09-Jun-11	Paperback	20278	£4.54	£92,062.12
Midnight	Brooklyn	17-Nov-11	Paperback	19398	£4.16	£80,695.68
Night Road	Panda Books	17-Jun-11	Paperback	17973	£4.94	£88,786.62
Night Before Christmas; The	Edmunds Press	27-Oct-11	Paperback	16028	£3.90	£62,509.20
Mr Men the Night Before Christmas	Ravenglass Books	01-Sep-08	Paperback	14700	£2.42	£35,574.00
Goodnight Mister Tom	Peacote Books	31-Mar-83	Paperback	14245	£6.15	£87,606.75
Night Before Christmas; The	Millen Childrens Books	07-Oct-12	Paperback	11794	£4.93	£58,144.42
Witness the Night	Pretty Books	15-Apr-10	Paperback	11220	£5.98	£67,095.60
One Snowy Night	Hyperturner Publishers	01-Oct-08	Paperback	9816	£5.99	£58,797.84

New record *Friday Nights* added accurately and record *Midnight Palace* still present   1 mark

Name, centre number, candidate number

Name, centre number, candidate number displays in report footer, <u>on every page</u>   1 mark

Specified fields, correct order   1 mark
Sort ascending *Binding*, descending *Volume*   1 mark
Landscape, one page wide, all base fields present, no truncation   1 mark

Title	Imprint	Pub_Date	Binding	Volume	ASP	Sales_Value
Suspect; The and The Night Ferry	Ellipses	06-May-10	Paperback	9253	£2.13	£19,708.89
Night Watch; The	Virgo Press Ltd	21-Oct-06	Paperback	9069	£7.15	£64,843.35
Night Pirates; The	Ravenglass Books	01-Sep-05	Paperback	8629	£4.49	£38,744.21
One Christmas Night	Large Tiger Press	01-Sep-11	Paperback	8547	£5.42	£46,324.74
Towers of Midnight The Wheel of Time	Spinning	06-Oct-11	Paperback	8501	£6.78	£57,636.78
One Snowy Night Tales from Percy's Park	Collin	04-Aug-03	Paperback	8248	£4.51	£37,198.48
Last Night at Chateau Marmont	Brooklyn	17-Aug-10	Paperback	7703	£6.46	£49,761.38
Mr Bump and the Knight Sparkly Mr Men Stories	Ravenglass Books	02-Jun-08	Paperback	7448	£2.60	£19,364.80
Say Goodnight to the Sleepy Animals!	Millen Childrens Books	05-Sep-08	Paperback	7309	£3.96	£28,943.64
Midnight Vampire Diaries The Return	Sinclair Childrens Books	05-May-11	Paperback	7287	£4.92	£35,852.04
Night with Consequences; A Jacquard & Babbage Modern	Jacquard & Babbage	06-May-11	Paperback	6860	£3.03	£20,785.80
Way of Shadows; The Night Angel Trilogy	Spinning	02-Oct-08	Paperback	6684	£6.66	£44,515.44
Midnight	Knine Yearling Books	09-Oct-08	Paperback	6604	£4.99	£32,953.96
Reckless Night in Rio Jacquard & Babbage Modern	Jacquard & Babbage	01-Jul-11	Paperback	6251	£2.97	£18,565.47
Shadow's Edge Night Angel Trilogy	Spinning	06-Nov-08	Paperback	6060	£6.41	£38,844.60
Goodnight Lady	Deadline Book Publishing	29-Apr-10	Paperback	6001	£6.67	£40,026.67

Name, centre number, candidate number

Select records (42):

Title contains **Night**	1 mark
Volume is **>6000**	1 mark
Imprint excludes **Proton**	1 mark

Formatting
ASP and *Sales_Value* same currency symbol 2dp
Pub_Date format dd-MMM-yy   1 mark

> **Title**
> Correct, 100% accurate 1 mark

> Specified fields, correct order   1 mark
> Sort ascending order of *Rank*   1 mark
> Portrait, fits one page, all fields present, no truncation   1 mark

Top Ranking Youth Fiction

Name, centre number, candidate number

Title	Author	Binding	Book_Genre	Rank
Longest Whale Song; The	Wilson; Jacqueline	Paperback	Children	20
Harry Potter and the Prisoner of Azkaban	Rowling; J K	Paperback	Children	26
Percy Jackson and the Sea of Monsters	Riordan; Rick	Paperback	Children	65
My Sister Jodie	Wilson; Jacqueline	Paperback	Children	71
Mockingjay Hunger Games Trilogy	Collins; Suzanne	Paperback	Young Adult	73
Forever	Stiefvater; Maggie	Paperback	Young Adult	86
Bite Club The Morganville Vampires	Caine; Rachel	Paperback	Young Adult	122
Red Pyramid; The Kane Chronicles	Riordan; Rick	Paperback	Children	134
Skulduggery Pleasant Mortal Coil	Landy; Derek	Paperback	Children	139
Kensuke's Kingdom	Morpurgo; Michael	Paperback	Children	159
Immortals Everlasting; The	Noel; Alyson	Paperback	Young Adult	165
How to Steal a Dragon's Sword Hiccup	Cowell; Cressida	Paperback	Children	171
Private Peaceful	Morpurgo; Michael	Paperback	Children	176
Recruit; The Bk1 CHERUB	Muchamore; Robert	Paperback	Children	186
Cross My Heart and Hope to Spy	Carter; Ally	Paperback	Young Adult	192
Skulduggery Pleasant Playing with Fire	Landy; Derek	Paperback	Children	198
Fantastic Mr Fox	Dahl; Roald	Paperback	Children	233
Pop Star v3 Dork Diaries	Russell; Rachel Renee	Paperback	Children	240
Ferno the Fire Dragon Beast Quest	Blade; Adam	Paperback	Children	248
Torment	Kate; Lauren	Paperback	Young Adult	252
Harry Potter and the Goblet of Fire	Rowling; J K	Paperback	Children	265
Hiccup How to Train Your Dragon Hiccup	Cowell; Cressida	Paperback	Children	321
Cookie	Wilson; Jacqueline	Paperback	Children	331
Only The Good Spy Young Gallagher Girls	Carter; Ally	Paperback	Children	351
Harry Potter and the Order of the Phoenix	Rowling; J K	Paperback	Children	355
Harry Potter and the Half Blood Prince	Rowling; J K	Paperback	Children	356
Shiver	Stiefvater; Maggie	Paperback	Young Adult	365
Emma the Easter Fairy Rainbow Magic	Meadows; Daisy	Paperback	Children	390

Number of books   28

> **Select records (28):**
> *Genre* is **Children** or **Young Adult**   1 mark
> *Rank* is **400 or less**, *Binding* is **Paperback** 1 mark

> Calculates correct number of books   1 mark
> Positioned under *Binding* column   1 mark
> Accurate label entered to left   1 mark

Task 4 – Mail merge

Merge Fields inserted – placeholders and <> correctly replaced for all
«First_Name» | «Last_Name» | «Street» | «Area» | «Postcode» correct position and space   1 mark
«Club» | «Date». punctuation and centre/bold/underline retained, correct position and space   1 mark
«First_Name» | «Last_Name» | «Book_Title» | «Author» | «Question» correct position and space,
punctuation and bold retained   1 mark

03/12/18

> Date displays correctly in correct format dd/MM/yy   1 mark

«First_Name» «Last_Name»
«Street»
«Area»
«Postcode»

«Club» Book Club

Each member will lead a book club meeting. Please complete your evaluation of this month's book prior to our next meeting on «Date». Your review will start the book discussion.

BOOK EVALUATION FORM						
Lead Reviewer:	«First_Name» «Last_Name»					
Book Title:	«Book_Title»					
Book Author:	«Author»					
Circle one word that best describes the book:						
Absorbing	Boring	Captivating	Challenging	Colourful	Dramatic	Dull
Dynamic	Epic	Exciting	Fast-paced	Funny	Historic	Intense
Light	Memorable	Obnoxious	Predictable	Realistic	Romantic	Sad
Scary	Silly	Slow	Stimulating	Thrilling	Tragic	Wordy
Other:						

How would you rate the following:	RATING				
	*	**	***	****	*****
Characters					
Book structure					
Plot and subplots					
Language					
Book ending					
Book overall					

Member's Discussion Question
«Question»?

	YES	NO
Did you enjoy reading the book?		
Would you recommend the book to other readers?		
Do you think this book would make a good movie?		

Signature	Date

> Name, centre number and candidate number in the footer   1 mark

Name, centre number, candidate number

Form 1 — Harvey Carr

03/12/18

Harvey Carr
47 Park Road
Ipswich
IP5 8LM

Book Buzz Book Club

Each member will lead a book club meeting. Please complete your evaluation of this month's book prior to our next meeting on 23-Mar-20. Your review will start the book discussion.

BOOK EVALUATION FORM

Lead Reviewer:	Harvey Carr
Book Title:	The Baltimore Boys
Book Author:	Joel Dicker

Circle one word that best describes the book:

Absorbing	Boring	Captivating	Challenging	Colourful	Dramatic	Dull
Dynamic	Epic	Exciting	Fast-paced	Funny	Historic	Intense
Light	Memorable	Obnoxious	Predictable	Realistic	Romantic	Sad
Scary	Silly	Slow	Stimulating	Thrilling	Tragic	Wordy

Other:

How would you rate the following:	RATING				
	*	**	***	****	*****
Characters					
Book structure					
Plot and subplots					
Language					
Book ending					
Book overall					

Member's Discussion Question

How did you feel about the ending of the book – would you change this?

	YES	NO
Did you enjoy reading the book?		
Would you recommend the book to other readers?		
Do you think this book would make a good movie?		
Signature:	Date:	

Name, centre number, candidate number

Form 2 — Pedro Lopez

03/12/18

Pedro Lopez
7 Eaton Bank
Colchester
CO1 7ED

Book Buzz Book Club

Each member will lead a book club meeting. Please complete your evaluation of this month's book prior to our next meeting on 21-Feb-20. Your review will start the book discussion.

BOOK EVALUATION FORM

Lead Reviewer:	Pedro Lopez
Book Title:	Gilded Cage
Book Author:	Vic James

Circle one word that best describes the book:

Absorbing	Boring	Captivating	Challenging	Colourful	Dramatic	Dull
Dynamic	Epic	Exciting	Fast-paced	Funny	Historic	Intense
Light	Memorable	Obnoxious	Predictable	Realistic	Romantic	Sad
Scary	Silly	Slow	Stimulating	Thrilling	Tragic	Wordy

Other:

How would you rate the following:	RATING				
	*	**	***	****	*****
Characters					
Book structure					
Plot and subplots					
Language					
Book ending					
Book overall					

Member's Discussion Question

Which was your favourite character and why?

	YES	NO
Did you enjoy reading the book?		
Would you recommend the book to other readers?		
Do you think this book would make a good movie?		
Signature:	Date:	

Name, centre number, candidate number

Form 3 — Sally Richardson

03/12/18

Sally Richardson
32 Reading Close
Ipswich
IP5 9ZZ

Book Buzz Book Club

Each member will lead a book club meeting. Please complete your evaluation of this month's book prior to our next meeting on 06-Dec-19. Your review will start the book discussion.

BOOK EVALUATION FORM

Lead Reviewer:	Sally Richardson
Book Title:	Tin Man
Book Author:	Sarah Winman

Circle one word that best describes the book:

Absorbing	Boring	Captivating	Challenging	Colourful	Dramatic
Dynamic	Epic	Exciting	Fast-paced	Funny	Historic
Light	Memorable	Obnoxious	Predictable	Realistic	Romantic
Scary	Silly	Slow	Stimulating	Thrilling	

Other:

How would you rate the following:	RATING				
	*	**	***	****	*****
Characters					
Book structure					
Plot and subplots					
Language					
Book ending					
Book overall					

Member's Discussion Question

Were the plot and subplots engaging?

	YES	NO
Did you enjoy reading the book?		
Would you recommend the book to other readers?		
Do you think this book would make a good movie?		
Signature:	Date:	

Name, centre number, candidate number

> Result of merge – 3 forms printed –
> *Harvey Carr, Pedro Lopez, Sally Richardson* only   1 mark

Task 5 – Presentation

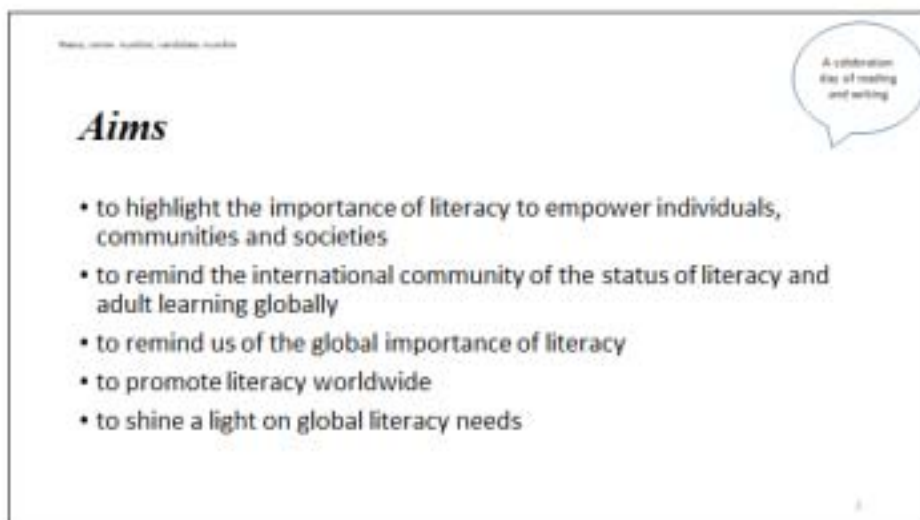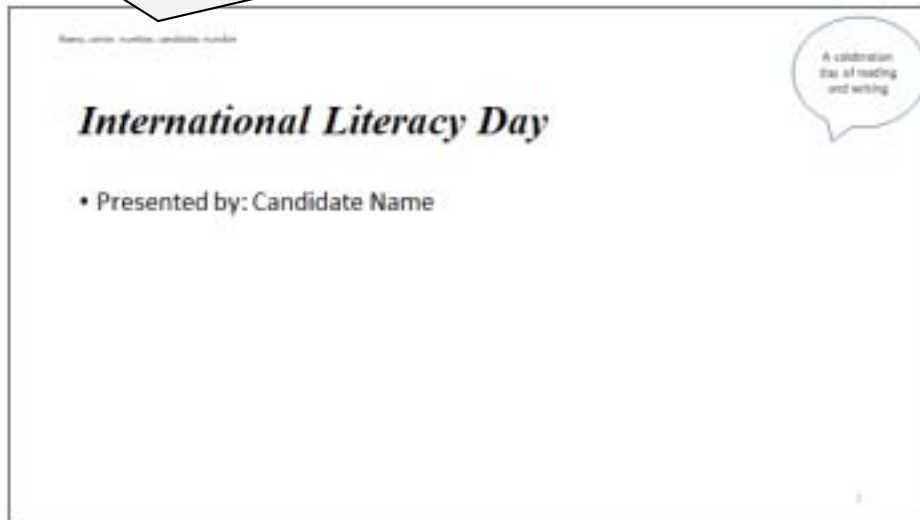|	
Slides imported (6), title and bullet layout, no text changes, no blank slides, or overlap of items, name inserted	1 mark
Master slide items	
Name, centre no, candidate number/auto slide numbers	1 mark
Call out shape, fully visible, no fill	1 mark
…containing text **A celebration day of reading and writing**	1 mark

07/04/2019

Global Literacy Facts

A celebration day of reading and writing

- 758 million adults lack minimum literacy skills
- 479 million (two-thirds) of these are women
- 250 million children are failing to acquire basic literacy skills
- 60.7 million children are out-of-school and many more attend irregularly or drop out

Past Literacy Day Themes (1)

A celebration day of reading and writing

- 2006 - Literacy Sustains Development
- 2007 - 2008 - Literacy and Health
- 2009 - 2010 - Literacy and Empowerment
- 2011 - 2012 - Literacy and Peace

2

07/04/2019

Past Literacy Day Themes (2)

- 2013 - Literacy for the 21st Century
- 2014 - Literacy and Sustainable Development
- 2015 - Literacy and Sustainable Societies
- 2016 - Reading the Past, Writing the Future
- 2017 - Literacy in a Digital World

A celebration day of reading and writing

> Last slide – changed to title layout with centred title/subtitle   1 mark
> Print complete presentation as handouts, 2 slides to page   1 mark

International Literacy Day

to be held on
Sunday 8 September 2019

A celebration day of reading and writing

3

EVIDENCE DOCUMENT

Step 1 – **EVIDENCE 1** | File saved as FACTSHEET in the format of software   1 mark

📄 FACTSHEET.docx   24/08/2017 09:01   Microsoft Word Document   18 KB

Step 3 – **EVIDENCE 2**
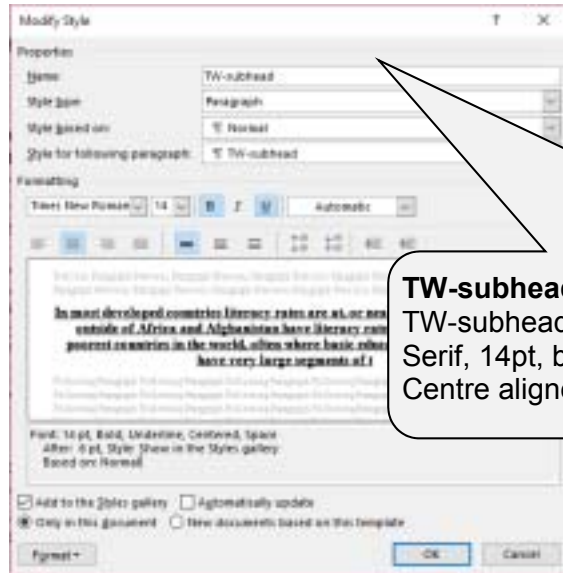
TW-subhead
TW-subhead text style created, correct name   1 mark
Serif, 14pt, bold and underline   1 mark
Centre aligned, single line, 0pt space before, 6pt space after   1 mark

Step 4 – **EVIDENCE 3**

Report on Global Literacy

TW-title – style modified
Evidence of style modified   1 mark

Step 5 – **EVIDENCE 4**

Style list
Includes TW-subtitle, TW-body, TW-table   1 mark

Step 20 – **EVIDENCE 5 - type your answers here:**

(a) Comma Separated Value(s)

(b) **Two** *characteristics of a csv file:*

    saves in text format
    allows for the saving data in an organised way
    software independent
    uses a character (e.g. comma) to separate/delineate each piece of data
    uses hard return to separate data

(c) *Explain one example when a csv file would be used:*

    import/export/transfer data between applications/platforms with an example

                                                                [4 marks]

Step 21 - **EVIDENCE 6**

DB Structure
All field names as given, correct data types,
Book_Ref as primary key   1 mark

Step 22 - **EVIDENCE 7**
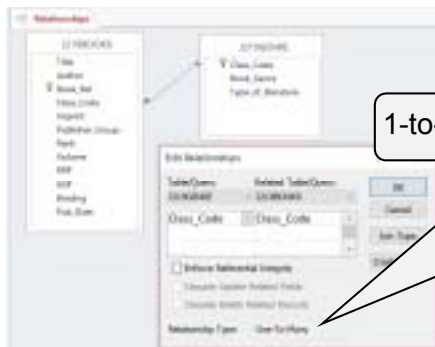
1-to-Many relationship between *Class_Code* fields   1 mark

Step 24 – **EVIDENCE 8**

Data entry form
Columnar form created with correct fields   1 mark
Appropriate heading in large font, underlined   1 mark
All fields/data fully visible with consistent alignment,
form used to enter new record   1 mark

Step 26 – **EVIDENCE 9**
–

Report 1 exported and saved in rtf format   1 mark

High Volume Book Sales.rtf   24/08/2017 12:05   Rich Text Format   95 KB

Step 27 – **EVIDENCE 10**

Number of books		=Count(*)	

Calculated count   1 mark

Step 28 – **EVIDENCE 11 –** Recommend **two** changes that could be made to improve the efficiency and ease of use of the database. Justify your choices.

Two changes e.g. – use data validation, encoding of data, shorter field names (genre table), boolean field for *Binding*, appropriate use of drop down fields/radio buttons, additional relational tables (Publisher groups/Author fields), form improvements e.g. navigation buttons

Two appropriate reasons e.g. – helps to reduce data entry errors, reduces storage capacity/memory required, reduces processing time, to improve speed of data entry, to minimize or eliminate duplication of data/data redundancy

[4 marks]

Step 29 – **EVIDENCE 12**

Field used to insert correct (today's) date in format dd/MM/yy   1 mark

{ DATE \@ "dd/MM/yy" * MERGEFORMAT }

Step 29 – **EVIDENCE 13**

Mail Merge selection
Evidence of <u>automated</u> filter   1 mark
Correct selection of **Book Buzz** and **Friday**   1 mark