Cambridge IGCSE

Cambridge Assessment International Education
Cambridge International General Certificate of Secondary Education

CANDIDATE NAME	

CENTRE NUMBER		CANDIDATE NUMBER	

INFORMATION AND COMMUNICATION TECHNOLOGY 0417/21

Paper 2 Document Production, Data Manipulation and Presentations **May/June 2019**

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 **12** printed pages.

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[Turn over

Task 1 – Evidence Document

- Open the file **J219EVIDENCE.rtf**

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

- Save this document in your work area as **J219EVIDENCE** followed by your candidate number, for example: J219EVIDENCE9999

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

Task 2 – Document

You are going to edit a report for Tawara Books. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied to the report as instructed.

1 • Open the file **J219LITERACY.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, in the format of the software you are using, with the file name **FACTSHEET**

> **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 an automated date field right aligned in the footer to display today's date.

- Make sure that:

  ○ all the alignments match the page margins

  ○ no other text or placeholders are 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:

House style specifications							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TW-subtitle	serif	18	left	underline	single	0	0
TW-subhead	serif	14	centre	bold, underline	single	0	6
TW-body	sans-serif	10	justified	none	single	0	6
TW-table	sans-serif	11	centre	italic	single	0	0

> **EVIDENCE 2**
> Take a screenshot to show that the style settings have been defined for the
> *TW-subhead* style. Make sure there is evidence that this is based on the default
> paragraph style. Place this in your Evidence Document.

[3]

4 • The style name *TW-title* has already been created, stored and applied to the title text.

• Modify the *TW-title* style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TW-title	serif	32	right	bold, italic	single	0	0

> **EVIDENCE 3**
> Take a screenshot of the style settings for the *TW-title* style to show that these have
> been changed. Place this in your Evidence Document.

[2]

5 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence of this list.

> **EVIDENCE 4**
> Place this screenshot in your Evidence Document.

[1]

6 • Below the title add the subtitle:

Report edited by: and add your name. [1]

7 • Apply the *TW-subtitle* style to this text. [1]

4

8 • Apply the *TW-body* style to the rest of the document. [1]

9 • Change the page layout so that only the text from:

the subheading *History*

to the end of the paragraph ending…*Libya, Rwanda and Tunisia.*

is displayed in **two** columns of equal width with a **2** centimetre space between the columns. [2]

10 • Identify the 6 subheadings in the document and apply the *TW-subhead* style to each one. [1]

11 • Import the image **J219GENDER.jpg** and place this below the subheading *The Gender Gap* [1]

12 • Rotate the image 180 degrees. [1]

13 • Format the image so that:

   ○ it is aligned to the right margin and the top of the paragraph starting *There is little or no…*

   ○ the text wraps around the image.

   • It should look like this:

[1]

14 • Apply bullets to the list from the text:

adult from 76% to 85%…

to

… of the older cohort to 90%

   • Make sure that:

   ○ the bullets are indented **2** centimetres from the left margin

   ○ the list is in single line spacing with no space before or after each line

   ○ there is a 6 point space after the last item in the list.

[2]

5

15 • Locate the *Adult Literacy Progress* table in the document.

    Insert a new column as the third column in the table and enter the data shown in bold into this new column:

Adult Literacy Progress	
World Region	**2000**
Arab States	**68%**
Central and Eastern Europe	**97%**
Central Asia	**99%**
East Asia and the Pacific	**92%**
Latin America and the Caribbean	**90%**
South and West Asia	**59%**
Sub-Saharan Africa	**57%**

[2]

16 • Apply the *TW-table* style to the table.

    • Make sure that:

        ○ no text is wrapped within the table

        ○ an outside border only with no internal gridlines is displayed when printed

        ○ the border and all data fit within the column width

        ○ there is a 6 point space after the table.

[3]

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

    ○ bold and italic

    ○ centre aligned over the four columns.

[2]

18 • Apply superscript formatting to only the text *Education 2030* in the last paragraph.   [1]

19 • Spell check and proofread the document.

    • Make sure that:

        ○ lists and tables are not split over 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 is consistent between all items.

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

    • Print the document.

> **PRINTOUT 1**
> Make sure your **name**, **centre number** and **candidate number** are on your report.

[1]

20 • Answer the following questions and record your answers in your Evidence Document:

    (a) What does the file extension .csv stand for? [1]

    (b) Outline **two** characteristics of a csv file. [2]

    (c) Explain **one** example when a csv file would be used. [1]

> **EVIDENCE 5**
> Type your answers into your Evidence Document using no more than 50 words.

[Total: 33]

Task 3 – Database

You are now going to prepare some reports. Make sure all currency values display the same currency symbol and are set to 2 decimal places.

21 • Using a suitable database package, import the file **J219BOOKS.csv**

    • Use these field names and data types:

Field Name	Data Type	Format
Title	Text	
Author	Text	
Book_Ref	Number	
Class_Code	Text	
Imprint	Text	
Publisher_Group	Text	
Rank	Number	Integer
Volume	Number	Integer
RRP	Number/Currency	
ASP	Number/Currency	
Binding	Text	
Pub_Date	Date/Time	dd-MMM-yy e.g. 05-Jan-19

    • Set *Book_Ref* as a primary key.

    • Save the data.

> **EVIDENCE 6**
> Place in your Evidence Document screenshot evidence showing the field names and data types used in the table.

[2]

7

22 • Import the file **J219GENRE.csv** as a new table in your database.

     • Set *Class_Code* as a primary key.

     • Create a one-to-many relationship between *Class_Code* in the genre table and *Class_Code* in the books table.

> **EVIDENCE 7**
> Place in your Evidence Document screenshot(s) showing the relationship between the two tables.

[1]

23 • Create a columnar data entry form using fields from the books table which:

     ○ includes only the fields *Book_Ref*, *Class_Code*, *Title*, *Imprint*, *Pub_Date*, *Binding*, *Volume* and *ASP*

     ○ includes a suitable form title in a large underlined font.

     • Make sure that:

     ○ the layout has consistent alignment and spacing

     ○ all field names and data are fully visible.

[3]

24 • Use the form created in Step 23 to enter the following details as a new record:

Book_Ref	**104444**
Class_Code	**RE009F**
Title	**Friday Nights**
Imprint	**Read Duck**
Pub_Date	**01-Jan-09**
Binding	**Paperback**
Volume	**25262**
ASP	**5.29**

     • Check your data entry for errors.

     • Make sure all data is fully visible.

     • Save the data.

> **EVIDENCE 8**
> Place in your Evidence Document a screenshot showing this data in your form.

[1]

25 • Using fields from the books table, produce a tabular report that:

    ○ selects the records where:

        – *Title* includes the text **Night**

        – *Volume* is more than **6000**

        – *Imprint* does **not** include **Proton**

    ○ contains a new field called **Sales_Value** which is calculated at run-time and displayed with the same currency formatting as the *RRP* and *ASP* fields. This field will multiply the *Volume* field by the *ASP* field

    ○ shows only the fields *Title*, *Imprint*, *Pub_Date*, *Binding*, *Volume*, *ASP* and *Sales_Value* in this order with data and labels displayed in full. Do **not** group the data

    ○ sorts the data into ascending order of *Binding* then descending order of *Volume*

    ○ has a page orientation of landscape

    ○ fits on a single page wide

    ○ includes only the text **High Volume Book Sales** as a title displayed in a larger font size at the top of the page

    ○ has your name, centre number and candidate number in the footer of the report so it displays on every page.

• Save and print your report.

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

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[10]

26 • Export the report created in Step 25 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.

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[1]

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

    ○ selects the records where:

        – *Book_Genre* is **Children** or **Young Adult**

        – *Rank* is **400 or less**

        – *Binding* is **Paperback**

    ○ shows only the fields *Title*, *Author*, *Binding*, *Book_Genre* and *Rank* in this order with data and labels displayed in full. Do **not** group the data

    ○ sorts the data into ascending order of *Rank*

    ○ has a page orientation of portrait

    ○ fits on a single page

    ○ includes only the text **Top Ranking Youth Fiction** as a title displayed in a larger font size at the top of the page

    ○ calculates the total number of books in this selection and positions this number under the *Binding* column

    ○ has a label **Number of books** to the left of this value

    ○ has your name, centre number and candidate number on 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.

> **EVIDENCE 10**
> Place in your Evidence Document a screenshot showing the database formula used to calculate the number of books.

[10]

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

> **EVIDENCE 11**
> Type your recommendations with reasons into your Evidence Document using no more than 100 words.

[4]

[Total: 32]

Task 4 – Mail merge

You are required to carry out a mail merge.

29 • Create a mail merge letter using the file **J219BOOKEVAL.rtf** as the master document and **J219BOOKMEMBERS.csv** as your data source file.

• Replace <Date> with a field to display today's date in the format dd/MM/yy

• Enter your name, centre number and candidate number in the footer of the document.

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

[3]

30 • Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with merge field
<FIRST>	First_Name
<LAST>	Last_Name
<ADD1>	Street
<ADD2>	Area
<POST>	Postcode
<CLB>	Club
<MEET>	Date
<TITLE>	Book_Title
<AUTH>	Author
<QUES>	Question

• Make sure the spacing, punctuation, alignment and enhancements in the original master document are maintained.

• Save and print the master document.

> **PRINTOUT 4**
> Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[3]

31 • Set an automated filter to select members where:

   ○ *Club* is **Book Buzz**

   ○ *Day* is **Friday**

> **EVIDENCE 13**
> Place in your Evidence Document a screenshot to show the use of an automated selection method.

[2]

32 • Merge and print the letters for the selected members only.

   • Save and close the files.

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

[1]

[Total: 9]

Task 5 – Presentation

You are going to create a short presentation.

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

33 • Create a presentation of 6 slides using the file **J219LITDAY.rtf**

   • On slide 1 enter your name after the text *Presented by:*   [1]

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

   ○ your name, centre number and candidate number

   ○ automatic slide numbers

   ○ a call out box containing the text

   A celebration day of reading and writing

   in a large, black font. The call out box must **not** be filled.   [3]

35 • Format the last slide so that:

   ○ a title slide layout is applied

   ○ the title and subtitle text are centred in the middle of the slide.   [1]

 [Turn over

36 • Save the presentation.

• Print the whole presentation 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: 6]

Task 6 – Printing the Evidence Document

37 • Print your Evidence Document.

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