Pearson Edexcel International GCSE

Information and Communication Technology
Paper 2: Practical Paper

| 11–15 May 2015
 Time: 3 hours | Paper Reference
 4IT0/02 |

You must have:
Short treasury tag, cover sheet, data files: DHG2000, JULYMTG1, JULYMTG2, JULYMTG3, MANAGER, TEMPLATE, TEMPLE, TOURIST, TRIP, IMAGES folder

Instructions

- Complete your candidate details on the cover sheet provided.
- At the end of the examination use a treasury tag to attach your printouts to page 2 of the cover sheet.

Information

- There are **five** activities in this examination paper totalling **100** marks.
- The marks for the parts of tasks are shown in round brackets: e.g. **(2)**.

Advice

- Read through the instructions on page 2.
- Attempt **ALL** activities.
- Take breaks away from the computer from time to time.
- Label your printouts clearly as instructed in each task.

Turn over ▶

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Instructions to Candidates

This paper consists of **five** activities.

Work through the activities and tasks in order.

Do not spend too much time on any one activity. A suggested time is given at the start of each activity.

For all tasks, you **MUST** enter the task number, your name, candidate number and centre number **BEFORE PRINTING**.

This table shows the marks and data files needed for each activity.

Activity	Marks	Data files needed
1 Using Art/Imaging and Graphics Software (AG)	11	TEMPLE, IMAGES folder
2 Using Spreadsheet Software (SS)	26	TRIP
3 Using Web Authoring Software (WA)	17	TOURIST, IMAGES folder
4 Using Database Software (DB)	28	DHG2000, TEMPLATE, MANAGER
5 Using DTP/Word Processing Software (WP)	18	JULYMTG1, JULYMTG2, JULYMTG3
Total Marks	**100**	

For all activities, you may also need to use word processing software.

Scenario

The Ducansvilla Hotel Group (DHG2000) has hotels in London (UK), Chennai (India) and Hong Kong (China).

The Managing Director is Frederick Ducansvilla.

His contact details are:

Mr Frederick Ducansvilla
Ducansvilla Hotel Group
13 High Merton Road
Stensfield
LONDON
SW50 6AB

Telephone: 020 7946 0123
Email: frederick.ducansvilla@dhg2000.co.uk
Website: www.dhg2000.co.uk

Activity 1 – Using Art/Imaging and Graphics Software (AG) (suggested time 20 minutes)

Task AG1

Open a new document using word processing software.

Enter **Task AG1**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK AG1**.

(a) Frederick wants a logo for the company.

Open a suitable graphics package.

Create the logo.

The logo must be fit for purpose and include:

- the letters 'DHG' and the number '2000'

- **one** suitable image from the **IMAGES folder**.

(3)

SAVE the logo as **DHGlogo**.

Paste a copy of **DHGlogo** into **TASK AG1**.

RESAVE TASK AG1.

DO NOT PRINT at this stage.

(b) Answer this question on the document **TASK AG1**.

Explain why the type of image you have chosen is suitable for use in a logo.

(2)

RESAVE TASK AG1.

PRINT TASK AG1 on **one** side of A4.

(Total for Task AG1 = 5 marks)

Task AG2

Open a new document using word processing software.

Enter **Task AG2**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK AG2**.

(a) Frederick has an image of the Shore Temple near Chennai. He plans to use this on a web page.

He has saved the image as **TEMPLE**.

Open the image **TEMPLE** in a suitable graphics package.

(i) Crop the image to remove:

- the tourists from the right side of the image

- the trees from the left side of the image.

Make sure the image remains rectangular.

(2)

(ii) There is a tourist (in a white shirt) standing in the entrance of the temple.

Alter the image so that he is no longer visible.

(2)

SAVE the image as **SHORE**.

Paste a copy of **SHORE** into **TASK AG2**.

RESAVE TASK AG2.

DO NOT PRINT at this stage.

(b) Answer this question on the document **TASK AG2**.

Explain the benefit of reducing the size of the image **TEMPLE**.

(2)

RESAVE TASK AG2.

PRINT TASK AG2 on **one** side of A4.

(Total for Task AG2 = 6 marks)

TOTAL FOR ACTIVITY 1 = 11 MARKS

Activity 2 – Using Spreadsheet Software (SS) (suggested time 45 minutes)

Members of staff at the London hotel have been offered a trip to Hong Kong in August at a reduced cost.

They can make monthly payments towards the cost.

Frederick has set up a spreadsheet to record the payments.

It is saved as **TRIP**.

Task SS1

Open the spreadsheet **TRIP**.

Enter **Task SS1**, your name, candidate number and centre number in the footer of the worksheet.

(a) Hayley Annandale has signed up for the trip. She is 28 years old.

She has made these payments.

March	£150
April	£150
May	£100

Enter these details on the spreadsheet.

(2)

(b) Sort the spreadsheet in ascending order of **LASTNAME** with a secondary sort of **FIRSTNAME** in ascending order.

(3)

(c) Format the spreadsheet so that:

- currency values show the currency symbol with no decimal places

- all of the data is visible.

(2)

SAVE the spreadsheet as **TASK SS1**.

PRINT the spreadsheet on **one** side of A4, showing the **data**.

(Total for Task SS1 = 7 marks)

Task SS2

(a) Frederick wants to know the total amount paid by each person.

    (i)   Enter a formula in cell **I6** to calculate the total paid by the first member of staff.

                                                                         (2)

    (ii) The charge to staff for the trip is stored in cell **B3**.

          Enter a formula in cell **J6** to calculate the balance left to pay by the first member of staff.

                                                                           (2)

    (iii) Replicate the formulae for the other members of staff.

                                                                           (1)

    (iv) Enter appropriate headings for columns **I** and **J**.

                                                                           (1)

Edit the footer to show that this is **Task SS2**.

SAVE the spreadsheet as **TASK SS2**.

DO NOT PRINT at this stage.

(b) Frederick wants to send a reminder to members of staff who still have to pay £100 or more.

    Enter formulae in column **K** to display the text "Reminder" or "Not needed" for each member of staff.

                                                                           (3)

RESAVE TASK SS2.

PRINT the spreadsheet on **one** side of A4, showing the **formulae**.

Make sure the row and column headings are shown.

Make sure columns **I**, **J** and **K** are wide enough to show the complete **formulae**.

Reduce the width of other columns, if necessary, to ensure that your formulae can be read.

                                           (Total for Task SS2 = 9 marks)

Task SS3

Frederick wants to encourage younger members of staff to make the trip.

His next report to the management team will include a chart displaying the balance for each member of staff who is less than 30 years old.

The chart must:

• identify members of staff by their first name

• be fit for purpose

• have a suitable title and axis labels.

CREATE the chart as a separate worksheet.

Enter **Task SS3**, your name, candidate number and centre number in the footer of the chart.

SAVE the spreadsheet as **TASK SS3**.

PRINT the **chart** to fill **one** A4 sheet, landscape.

(Total for Task SS3 = 6 marks)

Task SS4

Open a new document using word processing software.

Enter **Task SS4** your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK SS4**.

Answer these questions on the document **TASK SS4**.

(a) In **Task SS3** you created a chart to be used in a report.

Explain how you ensured that your chart was suitable to be used in the report.

(2)

(b) Some formulae use absolute cell referencing.

Explain a reason for using absolute cell referencing in formulae.

(2)

RESAVE TASK SS4.

PRINT TASK SS4 on **one** side of A4.

(Total for Task SS4 = 4 marks)

TOTAL FOR ACTIVITY 2 = 26 MARKS

Activity 3 – Using Web Authoring Software (WA) (suggested time 35 minutes)

You may use any appropriate software for this activity.
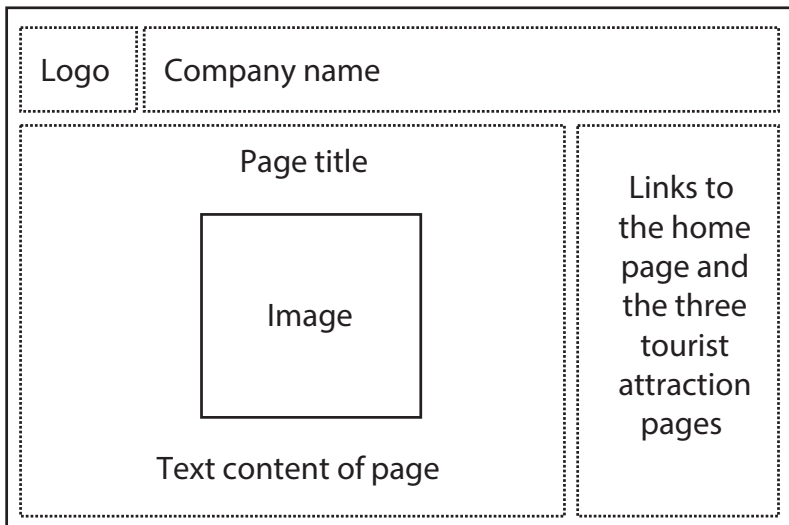
Task WA1

Ducansvilla Hotel Group has a website that includes information about the hotels.

The home page of the website is **index.html**

Frederick wants to add web pages about a tourist attraction near each hotel.

The web pages will be saved as **LONDON**, **HONGKONG** and **CHENNAI**.

The web pages must be based on this design.

Logo	Company name
Page title	**Links to the home page and the three tourist attraction pages**
Image	
Text content of page	

Website house style:

Background colour – pale yellow

Text colour – dark blue

Use the logo you created in **Task AG1**.

Information about a tourist attraction near each hotel is stored in **TOURIST**.

(a) Create web pages using the layout shown in the design.

• Create a web page for the London hotel.

SAVE the web page as **LONDON**.

• Create a web page for the Hong Kong hotel.

SAVE the web page as **HONGKONG**.

• Create a web page for the Chennai hotel.

Include the image **SHORE** you saved in **part (a)** of **Task AG2**.

SAVE the web page as **CHENNAI**.

(8)

(b) Make sure that your web pages are fit for purpose.

Open a new document using word processing software.

Enter **Task WA1**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK WA1**.

For **each** of the three web pages:

· display the web page on the screen

· make sure all the content is visible

· take a screen shot of the web page

· paste the screen shot into **TASK WA1**.

(5)

Make sure that all the content of **each** web page is clearly visible.

RESAVE TASK WA1.

PRINT TASK WA1.

(Total for Task WA1 = 13 marks)

Task WA2

Open a new document using word processing software.

Enter **Task WA2**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK WA2**.

(a) Answer these questions on document **TASK WA2**.

    (i) Identify **one** formatting technique you have used and where you have used it on your web pages.

                                                              (1)

    (ii) Give **one** reason for using this technique.

                                                              (1)

RESAVE TASK WA2.

DO NOT PRINT at this stage.

(b) Open your **LONDON** web page.

    Display the source code for the web page.

    Highlight the link to your **HONGKONG** web page.

    Copy the code that you have highlighted.

    Paste the highlighted code into **TASK WA2**.

                                                              (2)

Make sure that the source code for the link to the **HONGKONG** web page is clearly visible.

RESAVE TASK WA2.

PRINT TASK WA2.

(Total for Task WA2 = 4 marks)

TOTAL FOR ACTIVITY 3 = 17 MARKS

Activity 4 – Using Database Software (DB) (suggested time 50 minutes)

Frederick has created a database to help him manage the hotels.

Details of people who stay in the hotels are stored in the **GUEST** table.

Task DB1

Open the **DHG2000** database.

Open the **GUEST** table.

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

Field Name	Data Type	Description
ID	Text	Unique code for each guest
GENDER	Text	Male or Female
TITLE	Text	Guest title (Mr or Ms or Dr)
FSTNAME	Text	Guest first name
LSTNAME	Text	Guest last name
EMAIL	Text	Email address of guest
MOBILE	Text	Mobile phone number of guest
BIRTHDAY	Date/Time	Date of birth of guest (dd/mm/yyyy)

Open a new document using word processing software.

Enter **Task DB1**, your name, candidate number and centre number in the footer of the document.

SAVE the word processed document as **TASK DB1**.

(a) Frederick wants to add the details of a new guest to the **GUEST** table.

   (i) Add these details to the table.

        Dr Gaganjeet Singh.

        He was born on 11 March 1967.

        His ID will be GS5412.

        His email address is drgs@singh67.biz

        His mobile number is 07700 900900.

        (3)

   (ii) Sort the **GUEST** table into ascending order of **FSTNAME** within ascending order of **LSTNAME**.

        (2)

Copy and paste the **GUEST** table into **TASK DB1**.

DO NOT PRINT at this stage.

(b) Answer these questions in **TASK DB1**.

    (i) Give **one** reason why Frederick stores the date of birth of a guest rather than their age.

                                                (1)

    (ii) Give **one** reason why **MOBILE** is **NOT** a number field.

                                                (1)

RESAVE TASK DB1.

PRINT TASK DB1.

(Total for Task DB1 = 7 marks)

Task DB2

Open a new document using word processing software.

Enter **Task DB2**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK DB2**.

(a) Frederick wants a list of guests whose **TITLE** is Dr.

The list should show **only** the fields **TITLE**, **FSTNAME**, **LSTNAME**, **MOBILE** and **EMAIL** in this order.

Create a query/search on the **GUEST** table to produce this list.

SAVE the query/search as **DB2a**.

Display the results of your query/search.

(3)

Copy the results of your query/search into **TASK DB2**.

RESAVE TASK DB2.

DO NOT PRINT at this stage.

(b) Frederick wants a list of guests who were born between 1 January 1955 and 31 December 1965.

The list should show **only** the **FSTNAME**, **LSTNAME**, **MOBILE** and **BIRTHDAY** fields.

Create a query/search on the **GUEST** table to produce this list.

SAVE the query/search as **DB2b**.

Display the results of your query/search.

(3)

Copy the results of your query/search into **TASK DB2**.

RESAVE TASK DB2.

PRINT TASK DB2.

(Total for Task DB2 = 6 marks)

Task DB3

Open the file **TEMPLATE** using word processing software.

Enter **Task DB3** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK DB3**.

Frederick wants to add a table to the database **DHG2000** to store the details of the manager of each hotel.

The file **MANAGER** contains information to be stored in the table.

Open the file **MANAGER**.

Look at the information in the file.

Your task is to design and create the new table.

(a) Design the structure of the database table.

Using the information in the **MANAGER** file to help you, complete the table in **TASK DB3**.

Add:

- the data type for each field

- the field size/length for each field

- a justification for your choice of data type for **two** fields

- an identification of the key field

- a justification for your choice of key field.

(8)

RESAVE TASK DB3.

DO NOT PRINT at this stage.

(b) Use the structure you designed in **part (a)** of **Task DB3** to create a table in the **DHG2000** database.

SAVE the table as HOTEL.

Display the table **HOTEL** in **design** view.

Make sure the primary key is clearly identified.

Take a screen shot of the design view.

(3)

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Paste the screen shot into **TASK DB3**.

RESAVE Task DB3.

DO NOT PRINT at this stage.

(c) Create a data entry form for the **HOTEL** table.

Enter the data for the **London** hotel from the file **MANAGER**.

Display the **form** view of the data entry form.

Make sure you can see all the data and the whole form.

Take a screen shot of the form.

(4)

Paste the screen shot into **TASK DB3**.

RESAVE TASK DB3.

PRINT TASK DB3.

(Total for Task DB3 = 15 marks)

TOTAL FOR ACTIVITY 4 = 28 MARKS

Activity 5 – Using DTP/Word Processing Software (WP) (Suggested time 30 minutes)

Frederick has regular meetings with the hotel managers.

He has started to produce a report for the July meeting.

He has saved notes for the report in files called **JULYMTG1**, **JULYMTG2** and **JULYMTG3**.

Task WP1

Open a new document using word processing software.

Enter **Task WP1** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK WP1**.

(a) Produce the report, bringing together text and images.

The report must include:

- a suitable title

- the logo you created in **part(a)** of **Task AG1**

- the text from the notes in **JULYMTG1**, **JULYMTG2** and **JULYMTG3**

- the chart you created in **Task SS3**

- a screen shot of the **LONDON** web page you created in **part(a)** of **Task WA1**

- the results of the query/search you designed in **part(b)** of **Task DB2**.

(6)

(b) Format the report so that it:

- fits on **one** side of A4

- is well organised and fit for purpose.

(5)

RESAVE TASK WP1.

PRINT TASK WP1.

(Total for Task WP1 = 11 marks)

Task WP2

Frederick wants to send a memo to Lydia White, Manager of the London hotel, to remind her that the July meeting will be held in her hotel.

The meeting will be on Wednesday 15 July 2015 at 10:30am in the Conference Suite.

> Open a new document using word processing software.
>
> Enter **Task WP2** and your name, candidate number and centre number in the footer of the document.
>
> **SAVE** the document as **TASK WP2**.

(a) Produce the memo from Frederick to Lydia.

   The memo should include:

   • today's date

   • all standard components of a memo

   • a suitable message.

   (4)

(b) Make sure the memo is fit for purpose.

   (3)

> **RESAVE TASK WP2**.
>
> **PRINT TASK WP2**.

(Total for Task WP2 = 7 marks)

TOTAL FOR ACTIVITY 5 = 18 MARKS
TOTAL FOR PAPER = 100 MARKS

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