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**INFORMATION TECHNOLOGY**

**9626/02**

Paper 2 Practical

**October/November 2019**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files:

**Employees.txt**  
**Ski1.png**  
**Skischule1.mp4**  
**Skischule2.mp4**



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**READ THESE INSTRUCTIONS FIRST**

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each task.

Save your work using the file name given in the task as and when instructed.

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

Any businesses described in this paper are entirely fictitious.

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

You must save your work in the correct format as stated in the tasks. If work is saved in an incorrect format, you will **not** receive marks for that task.

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This document consists of **5** printed pages and **3** blank pages.

You will create a short video to attract families to Ellmau for winter holidays. The video will advertise a ski school for children to encourage them to try skiing.

The original clips were filmed by TMBvideo in Ellmau, Austria.

All files produced must be of a professional standard.

Create a new document called **Evidence**\_ followed by your centre number\_candidate number. For example: Evidence\_ZZ999\_9999

Place your name, centre number and candidate number in the header of this document. Save this document.

- 1 Create a new video and set the image ratio to 16:9

Create title frames with a white background and a copy of the image **Ski1.png** down each side of each frame.

Add the text **Ellmau Kinder-Skischule** in a red, 60 point, sans-serif font, like this:



Add an appropriate effect to place this text. Display this title for 7 seconds. [13]

- 2 Open and examine the file **Skischule1.mp4**

Trim the clip so that only the first 8 seconds remain. Remove the soundtrack from the clip. Place the clip after the title frames. [4]

- 3 Open and examine the file **Skischule2.mp4**

Trim the clip so that only the first 13 seconds remain. Remove the soundtrack from the clip. Place the clip at the end of the video. Add a 3-second transition effect between the two video clips. [4]

- 4 Take a snapshot of the last frame of the video clip to create a background image for both the caption and the credits. Place this at the end of the video and display this for the final **14** seconds (7 seconds for the caption and 7 seconds for the credits).

Create the caption and ensure that the caption text is easy to read with three lines of text identifying:

- who the ski school is for
- what is its purpose
- the location of the ski school.

Add appropriate credits to match the brief. Include your name, centre number and candidate number. [14]

5 **Evidence 1**

Export your video in **mp4 format** with the filename **SkiSchool\_1** followed by your centre number\_candidate number. For example: SkiSchool\_1\_ZZ999\_9999

[2]

- 6 Describe **five** benefits of normalisation.

**Evidence 2**

Place your answer in your Evidence Document.

[5]



- 9 A local business wants to present awards on 1 December 2019 to younger employees, who, on this date, will have been in the same employment for over 10 years.

Create a report with an appropriate title, containing details of employees born after 1990 so that it is grouped and formatted like this: [15]

Awards event for December 2019 for younger employees with over 10 years' service			
Report prepared by A Candidate ZZ999 9999			
Administration/Office			
	Skischule		
	Skiverleih		
	Kinderpiste		
	Kapellenweg 8		
	6352 Ellmau		
	Vanessa	Schweiger	25/04/1991 20/04/2009
Snowboard Instructor			
	Skischule		
	Skiverleih		
	Kinderpiste		
	Kapellenweg 8		
	6352 Ellmau		
	Marlene	Hofmann	27/03/1991 12/12/2008
Chambermaid			
	AktivHotel Hochfilzer		
	Dorf 34		
	6352 Ellmau		
	Konstantin	Hofbauer	27/06/1991 21/01/2007

- 10 Create a report to display only the employees who are trainees. Identify, for each job described, how many trainees work in each place of employment. The report must have an appropriate title, display gridlines, be in a tabular format and display the place of employment as row headings. Do **not** include totals for each place of employment. [8]

#### Evidence 4

Export this report in **portable document format** (pdf) as **Trainee\_** followed by your centre number\_candidate number. For example: Trainee\_ZZ999\_9999

#### Evidence 5

Save your database as **Nov19\_** followed by your centre number\_candidate number. For example: Nov19\_ZZ999\_9999

**Save your Evidence Document.**





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