



---

**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/21**

Paper 2 Practical Test A

**March 2017**

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 will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the March 2017 series for most Cambridge IGCSE<sup>®</sup>, Cambridge International A and AS Level components and some Cambridge O Level components.

*You will do some work for The Wood Store, a company that makes wooden furniture. You are going to perform some tasks for this company.*

### Task 1 – Evidence Document

This mark scheme includes the screenshots of the printed evidence that candidates should have included and screen shots from the Evidence Document.

### Task 2 – Preparing a Presentation

No	Steps	Mark
1	<b>Create a presentation of 3 slides using the contents of the file M2017FORM.RTF</b>	<b>5</b>
2	<p><b>Create a master slide with:</b></p> <ul style="list-style-type: none"> <li><b>your name, Centre number and candidate number displayed in the top left corner</b></li> <li><b>the text The Wood Store to appear in large letters e.g. 36 point, right aligned with no text wrapped at the top of the master slide</b></li> <li><b>a 3 to 4 point wide horizontal line across the full width of the slide, below the title, about 2 centimetres from the top</b></li> <li><b>slide numbers in the centre at the bottom of the slides.</b></li> </ul> <p><b>Apply all master slide elements to all slides.</b></p> <ul style="list-style-type: none"> <li>– name, Centre number and candidate number displayed in the top left corner (1 mark)</li> <li>– the text <b>The Wood Store</b> to appear in large letters e.g. 36 point</li> <li>– right aligned at the top of the master slide with no text wrap (1 mark)</li> <li>– a thick, horizontal line across the slide below the title (1 mark)</li> <li>– slide numbers in the centre at the bottom of the slides. (1 mark)</li> </ul>	
3	<p><b>Make the first slide a title slide with the layout of title and subtitle centre aligned on the slide.</b></p> <ul style="list-style-type: none"> <li>– title slide, centre aligned (1 mark)</li> </ul>	
4	<b>Save this presentation to use later.</b>	
		<b>Total: 5</b>

**Task 3 – Document**

You are going to edit a newsletter about The Wood Store company's projects.

No	Steps	Mark
5	<p>Using a suitable software package, load the file M2017WOODSTORE.RTF            Set the page size to A4.            Set the page orientation to portrait.            Set the top margin to 3.5 centimetres and all other margins to 2 centimetres.  <b>EVIDENCE 1</b>            Place in your Evidence Document screenshot(s) to show page size, orientation and margin settings.</p> <ul style="list-style-type: none"> <li>– page size is set to A4 in portrait orientation (1 mark)</li> <li>– top margin is set to 3.5 cms and all other margins to 2 cms. (1 mark)</li> </ul>	2
6	<p>Save the newsletter with a new file name. Make sure it is saved in the format of the software you are using.  <b>EVIDENCE 2</b>            Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.</p> <ul style="list-style-type: none"> <li>– file is saved with new name in format of document editing software (1 mark)</li> </ul>	1
7	<p>Place in the header of your newsletter:            your name, Centre number and candidate number left aligned            the image M2017IMAGE.JPG on the right            resize this image to be 3 centimetres high and maintain the aspect ratio.            Place in the footer the automated file name with file path. Align this to the right.            Make sure that all header and footer items:            align to the page margins            are displayed on each page.</p> <ul style="list-style-type: none"> <li>– header personal details left aligned, image placed to right and resized to 3 cm high, not distorted (1 mark)</li> <li>– footer has filename with file path right aligned (1 mark)</li> </ul>	2

No	Steps	Mark																																																								
8	<p><b>Create the following paragraph styles.</b></p> <table border="1" data-bbox="209 282 1259 719"> <thead> <tr> <th colspan="8" data-bbox="209 282 1259 327">House Style Specification Sheet</th> </tr> <tr> <th data-bbox="209 327 437 510"></th> <th data-bbox="437 327 571 510">Font Style</th> <th data-bbox="571 327 647 510">Font Size (points)</th> <th data-bbox="647 327 782 510">Alignment</th> <th data-bbox="782 327 916 510">Enhancement</th> <th data-bbox="916 327 1011 510">Line spacing</th> <th data-bbox="1011 327 1120 510">Space Before (points)</th> <th data-bbox="1120 327 1259 510">Space After (points)</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 510 437 551">WS-Title</td> <td data-bbox="437 510 571 551">sans-serif</td> <td data-bbox="571 510 647 551">36</td> <td data-bbox="647 510 782 551">right</td> <td data-bbox="782 510 916 551">none</td> <td data-bbox="916 510 1011 551">single</td> <td data-bbox="1011 510 1120 551">0</td> <td data-bbox="1120 510 1259 551">0</td> </tr> <tr> <td data-bbox="209 551 437 591">WS-Subtitle</td> <td data-bbox="437 551 571 591">sans-serif</td> <td data-bbox="571 551 647 591">18</td> <td data-bbox="647 551 782 591">centre</td> <td data-bbox="782 551 916 591">underlined</td> <td data-bbox="916 551 1011 591">single</td> <td data-bbox="1011 551 1120 591">0</td> <td data-bbox="1120 551 1259 591">0</td> </tr> <tr> <td data-bbox="209 591 437 631">WS-Subheading</td> <td data-bbox="437 591 571 631">serif</td> <td data-bbox="571 591 647 631">16</td> <td data-bbox="647 591 782 631">left</td> <td data-bbox="782 591 916 631">bold, italic</td> <td data-bbox="916 591 1011 631">single</td> <td data-bbox="1011 591 1120 631">0</td> <td data-bbox="1120 591 1259 631">12</td> </tr> <tr> <td data-bbox="209 631 437 672">WS-Body</td> <td data-bbox="437 631 571 672">serif</td> <td data-bbox="571 631 647 672">12</td> <td data-bbox="647 631 782 672">justified</td> <td data-bbox="782 631 916 672">none</td> <td data-bbox="916 631 1011 672">single</td> <td data-bbox="1011 631 1120 672">0</td> <td data-bbox="1120 631 1259 672">12</td> </tr> <tr> <td data-bbox="209 672 437 712">WS-Table</td> <td data-bbox="437 672 571 712">serif</td> <td data-bbox="571 672 647 712">12</td> <td data-bbox="647 672 782 712">left</td> <td data-bbox="782 672 916 712">none</td> <td data-bbox="916 672 1011 712">single</td> <td data-bbox="1011 672 1120 712">0</td> <td data-bbox="1120 672 1259 712">0</td> </tr> </tbody> </table> <p><b>EVIDENCE 3</b> Place in your Evidence Document screenshot(s) to show all the settings for the WS-Body style only.</p> <ul style="list-style-type: none"> <li>– body text style created with 12 point serif font (1 mark)</li> <li>– fully justified and single line spacing (1 mark)</li> <li>– 12 point line space after (1 mark)</li> </ul>	House Style Specification Sheet									Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)	WS-Title	sans-serif	36	right	none	single	0	0	WS-Subtitle	sans-serif	18	centre	underlined	single	0	0	WS-Subheading	serif	16	left	bold, italic	single	0	12	WS-Body	serif	12	justified	none	single	0	12	WS-Table	serif	12	left	none	single	0	0	3
House Style Specification Sheet																																																										
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)																																																			
WS-Title	sans-serif	36	right	none	single	0	0																																																			
WS-Subtitle	sans-serif	18	centre	underlined	single	0	0																																																			
WS-Subheading	serif	16	left	bold, italic	single	0	12																																																			
WS-Body	serif	12	justified	none	single	0	12																																																			
WS-Table	serif	12	left	none	single	0	0																																																			
9	<p><b>Enter the title The Wood Store at the start of the document.</b></p> <ul style="list-style-type: none"> <li>– title inserted 100% correct data entry (1 mark)</li> </ul>	1																																																								
10	<p><b>Apply the WS-Title style to this title.</b></p> <ul style="list-style-type: none"> <li>– WS-Title style applied (1 mark)</li> </ul>	1																																																								
11	<p><b>Below the title, add the subtitle: Report by: and add your name.</b></p> <ul style="list-style-type: none"> <li>– subtitle inserted 100% correct data entry (1 mark)</li> </ul>	1																																																								
12	<p><b>Apply the WS-Subtitle style to this subtitle.</b></p> <ul style="list-style-type: none"> <li>– WS-Subtitle style correctly defined (1 mark)</li> </ul>	1																																																								
13	<p><b>After the subtitle text, format the rest of the document into two columns of equal width with a 1 centimetre space between them.</b></p> <ul style="list-style-type: none"> <li>– section break inserted, 2 columns with 1 cm gap (1 mark)</li> </ul>	1																																																								
14	<p><b>Apply the WS-Body style to this text.</b></p> <ul style="list-style-type: none"> <li>– WS-Body style applied to all relevant text (1 mark)</li> </ul>	1																																																								
15	<p><b>Identify all 9 subheadings in the document and apply the WS-Subheading style to each one.</b></p> <ul style="list-style-type: none"> <li>– WS-Subhead style correctly applied to all (9) instances (1 mark)</li> <li>– ...WS-Subhead style correctly defined (1 mark)</li> </ul>	2																																																								

No	Steps	Mark
16	<p><b>Place the contents of the file M2017EXHIBITIONS.RTF as a table.</b>  <b>immediately after the paragraph which ends:</b>  <i>...some currently planned exhibitions:</i>  <b>apply the WS-Table style to the text in the table</b>  <b>merge the cells in the first row</b>  <b>make the first row text only centred and bold</b>  <b>make sure that words are not split where text is wrapped</b>  <b>make sure that all borders and gridlines are displayed when printed.</b></p> <ul style="list-style-type: none"> <li>– table is complete and placed in correct position, no words split where text wrapped (1 mark)</li> <li>– the WS-Table text style is applied to the text (1 mark)</li> <li>– columns in first row are merged (1 mark)</li> <li>– first row text only is bold and centred (1 mark)</li> <li>– gridlines and borders set to appear when printed (1 mark)</li> </ul>	5
17	<p><b>Format The Wood Store Catalogue table so that it matches the formatting of the Exhibitions table.</b></p> <ul style="list-style-type: none"> <li>– table is formatted to match Exhibitions table (1 mark):</li> </ul> <p>the WS-Table text style is applied to the text with no words split on text wrapped  columns in first row are merged  first row text only is bold and centred  grid lines and borders set to appear when printed</p>	1
18	<p><b>Spell check and proofread the document.</b>  <b>Make sure that:</b>  <b>spacing is consistent</b>  <b>all items placed on the page are within the page margins</b>  <b>the document and paragraphs are complete</b>  <b>there are no split tables, widows or orphans</b>  <b>there are no blank pages.</b></p> <ul style="list-style-type: none"> <li>– spacing is consistent, with all items placed within margins and document and paragraphs are complete with no blank pages (1 mark)</li> <li>– no widows, orphans or split tables (1 mark)</li> </ul>	2
19	<p><b>Save and print your document.</b>  <b>PRINTOUT 1</b>  <b>Make sure that your name, Centre number and candidate number appear on your document.</b></p>	
	<b>Total: 24</b>	

**Task 4 – Database**

You are now going to prepare some reports for the company. Measurements are in metres and volume in cubic metres. Prices are per cubic metre. Make sure all currency values are displayed with 2 decimal places.

No	Steps	Mark																														
20	<p><b>Using a suitable database package, import the file M2017BOARDS.CSV</b> <b>Use these field names and data types:</b></p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Data Type</th> <th>Description /Specification</th> </tr> </thead> <tbody> <tr> <td>Board_ID</td> <td>Text</td> <td>This is a unique identification for each board</td> </tr> <tr> <td>Tree_ID</td> <td>Text</td> <td>This code identifies the type of tree</td> </tr> <tr> <td>Thickness</td> <td>Numeric</td> <td></td> </tr> <tr> <td>Width</td> <td>Numeric</td> <td></td> </tr> <tr> <td>Length</td> <td>Numeric</td> <td></td> </tr> <tr> <td>Drying</td> <td>Text</td> <td></td> </tr> <tr> <td>Ready</td> <td>Boolean/Logical</td> <td>Display as Yes/No or checkbox</td> </tr> <tr> <td>Sold</td> <td>Boolean/Logical</td> <td>Display as Yes/No or checkbox</td> </tr> <tr> <td>Price</td> <td>Numeric/Currency</td> <td>Currency of your choice</td> </tr> </tbody> </table> <p><b>Set the <i>Board_ID</i> field as the primary key.</b></p> <ul style="list-style-type: none"> <li>– Board_ID field is set as unique / primary (key) field (1 mark)</li> <li>– <i>Width</i>, <i>thickness</i> and <i>Length</i> are set as numeric (1 mark)</li> <li>– <i>Ready</i> and <i>Sold</i> are set as Boolean/logical and displays yes/no or checkbox on one report <i>Price</i> is numeric / currency and displays with a currency symbol in report 1. (1 mark)</li> </ul>	Field Name	Data Type	Description /Specification	Board_ID	Text	This is a unique identification for each board	Tree_ID	Text	This code identifies the type of tree	Thickness	Numeric		Width	Numeric		Length	Numeric		Drying	Text		Ready	Boolean/Logical	Display as Yes/No or checkbox	Sold	Boolean/Logical	Display as Yes/No or checkbox	Price	Numeric/Currency	Currency of your choice	3
Field Name	Data Type	Description /Specification																														
Board_ID	Text	This is a unique identification for each board																														
Tree_ID	Text	This code identifies the type of tree																														
Thickness	Numeric																															
Width	Numeric																															
Length	Numeric																															
Drying	Text																															
Ready	Boolean/Logical	Display as Yes/No or checkbox																														
Sold	Boolean/Logical	Display as Yes/No or checkbox																														
Price	Numeric/Currency	Currency of your choice																														
21	<p><b>Import the file M2017TREES.CSV into your database as a new table with appropriate data types. Set the <i>Tree_ID</i> field as the primary key.</b></p> <ul style="list-style-type: none"> <li>– Tree_ID field is set as unique / primary (key) field (1 mark)</li> <li>– all field types appropriate to the data (1 mark)</li> </ul>	2																														
22	<p><b>Examine the file M2017LOCATIONS.CSV and decide on appropriate data types for each field.</b> <b>Import the file M2017LOCATIONS.CSV into your database as a new table with appropriate data types. Set the <i>Location_Code</i> field as the primary key.</b> <b>EVIDENCE 4</b> <b>Place in your Evidence document screenshot(s) showing the field names and data types used in each of the three tables.</b></p> <ul style="list-style-type: none"> <li>– Location_Code field is set as unique / primary (key) field (1 mark)</li> <li>– Telephone field type is identified as text (1 mark)</li> </ul>	2																														

No	Steps	Mark								
23	<p><b>Create one-to-many relationships as links between the three tables. Use the <i>Tree_ID</i> field in the <i>Trees</i> table to link to the <i>Tree_ID</i> field in the <i>Boards</i> table, and the <i>Location_Code</i> field in the <i>Locations</i> table to link to the <i>Location_Code</i> field in the <i>Trees</i> table.</b></p> <p><b>EVIDENCE 5</b></p> <p><b>Place in your Evidence document screenshot(s) showing the relationships between the three tables.</b></p> <ul style="list-style-type: none"> <li>– link <i>Tree_ID</i> in <i>Trees</i> table to <i>Tree_ID</i> in <i>Boards</i> table (1 mark)</li> <li>– link <i>Location_Code</i> in <i>Locations</i> table to <i>Location_Code</i> in <i>Trees</i> table (1 mark)</li> <li>– evidence of one to many relationship seen (1 mark)</li> </ul>	3								
24	<p><b>Create a data entry form to include all fields from the <i>Trees</i> table.</b></p> <ul style="list-style-type: none"> <li>– a data entry form is created for <i>Trees</i> table, includes all fields from the table (1 mark)</li> </ul>	1								
25	<p><b>Add the following record to the table using your form:</b></p> <table border="1" data-bbox="209 853 1259 958"> <thead> <tr> <th><i>Tree_ID</i></th> <th><i>Tree_Type</i></th> <th><i>Location_Code</i></th> <th><i>Year_Milled</i></th> </tr> </thead> <tbody> <tr> <td>CL1</td> <td>Cedar of Lebanon</td> <td>SOL</td> <td>2014</td> </tr> </tbody> </table> <p><b>Check your data entry for errors.</b></p> <p><b>EVIDENCE 6</b></p> <p><b>Place into your Evidence Document screenshot(s) showing this data in your form.</b></p> <ul style="list-style-type: none"> <li>– specified new record is entered on the form (1 mark)</li> </ul>	<i>Tree_ID</i>	<i>Tree_Type</i>	<i>Location_Code</i>	<i>Year_Milled</i>	CL1	Cedar of Lebanon	SOL	2014	1
<i>Tree_ID</i>	<i>Tree_Type</i>	<i>Location_Code</i>	<i>Year_Milled</i>							
CL1	Cedar of Lebanon	SOL	2014							
26	<p><b>Identify three features that could be added to the form to make it easier to use. Enter your answers onto the slide with the title <i>Features of Form Design</i> in the presentation you created in Task 2.</b></p> <ul style="list-style-type: none"> <li>– 3 features that could be added to the form to make it easier to use (max 3 marks) up to 3 marks for relevant points: good, easy to use forms: navigation buttons drop down menus radio buttons checkboxes self-explanatory field name user notes/help legible styles and sizes appropriate field spacing</li> </ul>	3								

No	Steps	Mark
27	<p><b>Make three appropriate improvements to the design of your form.</b> <b>EVIDENCE 7</b> <b>Place into your Evidence Document screenshot(s) showing your improved form.</b></p> <ul style="list-style-type: none"> <li>– sample screenshot of form improved in some way, three improvement features seen (1 mark)</li> </ul> <p>three improvement features seen on redesigned form, e.g. may include:  data box sizes adjusted to suit data  explanatory notes for the user  drop down menu selections  radio buttons  check boxes  navigation buttons  replacement of field names with helpful text related to the field contents</p>	1
28	<p><b>Evaluate the improvements you have made. Place your evaluation on the slide with the title <i>Evaluation of my form</i> created in Task 2.</b></p> <ul style="list-style-type: none"> <li>– evaluation of improved form with 3 improvements with reasons up to 3 marks for relevant points (max 3 marks)</li> </ul> <p>based on an improved form as seen in Evidence 7 and identify the features which have made the form easier for the user with reasons why they make it easier to use.</p>	3
29	<p><b>Save the presentation with the slides you have created.</b> <b>Print the presentation with 2 slides to a page.</b> <b>PRINTOUT 2</b> <b>Make sure that you have entered your name, Centre number and candidate number on your presentation slides.</b></p> <ul style="list-style-type: none"> <li>– Presentation slides are printed 2 slides to the page (1 mark)</li> </ul>	1



No	Steps	Mark
30	<p>In your database, produce a report that:</p> <ul style="list-style-type: none"> <li>shows the fields, when the tree was milled, the name of the location, <i>Board_ID</i>, the type of tree, the <i>Thickness</i>, <i>Width</i>, <i>Length</i>, <i>Ready</i>, <i>Sold</i> and <i>Price</i>. In this order</li> <li>contains a new field calculated at run-time called <b>Volume</b>. This is calculated using <i>Thickness</i> multiplied by <i>Width</i> multiplied by <i>Length</i>. The contents of this field must be displayed to 3 decimal places</li> <li>shows only the records where <i>Ready</i> is No and <i>Sold</i> is Yes</li> <li>has all data and labels fully visible</li> <li>has a page orientation of landscape</li> <li>fits on a single page wide</li> <li>sorts the data into <i>Year_milled</i>, then <i>Location</i> and then <i>Board_ID</i>, all three fields in ascending order</li> <li>calculates the total value of the selected boards by multiplying the <i>Price</i> field by the <i>Volume</i></li> <li>displays this value below the <i>Price</i> column</li> <li>displays this value as currency, the same currency as your <i>Price</i> field</li> <li>has a label to the left of this number: <b>Value of this stock</b></li> <li>includes the report title: <b>Sold timber in store</b> at the top of the report</li> <li>has your name, Centre number and candidate number set to appear on each page of the report.</li> </ul> <p>Save and print your report.</p> <p><b>PRINTOUT 3</b></p> <p>Make sure that you have entered your name, Centre number and candidate number on your report.</p> <ul style="list-style-type: none"> <li>– report displays only specified fields (1 mark)</li> <li>– in specified order (1 mark)</li> <li>– displays data and labels in full (1 mark)</li> <li>– page orientation is landscape and fits to one page wide (1 mark)</li> <li>– report has the title <b>Sold timber in store</b> (1 mark)</li> <li>– new field called <b>Volume</b> (1 mark)</li> <li>– Volume field calculates <i>thickness</i> times <i>width</i> times <i>length</i> (1 mark)</li> <li>– displays Volume to 3 decimal places (1 mark)</li> <li>– records are sorted in ascending order of <i>Year_milled</i>, then <i>Location</i>, then <i>Board_ID</i> (1 mark)</li> <li>– candidate details set to appear on each page of the report (1 mark)</li> <li>– selects <i>Ready</i> is No and <i>Sold</i> is Yes (1 mark)</li> <li>– value of stock is calculated (1 mark)</li> <li>– formatted to currency to match format of <i>Price</i> (1 mark)</li> <li>– text to left <b>Value of this stock</b> (1 mark)</li> </ul>	14

No	Steps	Mark
31	<p>Produce a report from all the data that:</p> <ul style="list-style-type: none"> <li>shows the <i>Board_ID</i>, <i>Tree type</i>, <i>Thickness</i>, <i>Ready</i> and <i>Sold</i> fields only</li> <li>displays these fields only with data shown in full in portrait orientation and fitted to one page</li> <li>only includes boards <ul style="list-style-type: none"> <li>– where tree type includes the text <i>Plane</i> or <i>Beech</i></li> <li>– which are at least 0.05 m thick</li> <li>– which are ready now</li> <li>– which are not yet sold</li> </ul> </li> <li>are sorted in ascending order of tree type</li> <li>counts the number of boards available and places this value at the bottom of the report</li> <li>includes the report title: <b>Plane and Beech boards available</b></li> </ul> <p><b>EVIDENCE 8</b> Place in your Evidence Document a screenshot showing how you calculated the number of boards available. Save and print your report.</p> <p><b>PRINTOUT 4</b> Make sure that you have your name, Centre number and candidate number on the report.</p> <ul style="list-style-type: none"> <li>– report has the title <b>Plane and Beech boards available</b> (1 mark)</li> <li>– displays specified fields only, all data in full on one page portrait (1 mark)</li> <li>– includes wildcard searches <i>Plane</i> and <i>Beech</i> (1 mark)</li> <li>– Thickness is <math>\geq 0.05</math> (1 mark)</li> <li>– sorted tree type ascending (1 mark)</li> <li>– evidence of count formula (any field) – Evidence 8 (1 mark)</li> </ul>	6
		<b>Total: 40</b>

**Task 5 – Mail merge**

*A letter will be sent to customers whose finished products are ready.*

No	Steps	Mark
32	<p>Prepare a mail merge letter using the file M2017MAIL.RTF as your master letter and the M2017ORDERS.CSV file as the source data.</p>	9
33	<p>In the master letter:</p> <ul style="list-style-type: none"> <li>replace &lt;Date &gt; with a field to display today's date in the format DD MMMM YYYY</li> <li>insert relevant merge fields from the data source file to replace text in chevrons i.e. &lt;field &gt;</li> <li>add your name, Centre number and candidate number as the originator of the letter.</li> </ul> <p>Spell check and proofread the letter. Save the master letter. Display the field codes.</p> <p><b>EVIDENCE 9</b> Place in your Evidence Document screenshot(s) showing the code for the format of the date field.</p> <p><b>PRINTOUT 5</b> Print your master letter with the merge fields displayed.</p> <ul style="list-style-type: none"> <li>– today's date, formatted to dd.mmmm.yyyy (Correct date for examination 15 February 2017) (1 mark)</li> <li>– fields for Title, First_name and Surname all on one line with spaces (1 mark)</li> <li>– Address Town and Post_Code all on new lines (1 mark)</li> <li>– Dear First_Name with space (1 mark)</li> <li>– Description field with spaces (1 mark)</li> <li>– Product_Code with spaces (1 mark)</li> <li>– two spelling errors corrected (ready and collection) (1 mark)</li> <li>– candidate details in correct place (1 mark)</li> <li>– date field code for formatting – Evidence 9 (1 mark)</li> </ul>	
34	<p>Merge and print only the letters for customers whose products are ready but not yet delivered.</p> <p><b>PRINTOUT 6</b> Make sure that you have entered your name, Centre number and candidate number on your merged letters.</p> <ul style="list-style-type: none"> <li>– correct selection for letters (3 meet criteria) (1 mark)</li> <li>– letters are merged and printed (1 mark)</li> </ul>	2
	<b>Total: 11</b>	

Name, Centre number and candidate number



Header Personal details left aligned

Image placed to right and resized to 3 cm high, not distorted

1 mark

Title inserted 100% correct data entry 1 mark  
WS-Title style applied 1 mark

# The Wood Store

Report by: candidate name

## *The beginning*

During the winter of 2006 a storm passed through Nottinghamshire. Many trees were blown over by the winds that

Section break inserted  
2 columns with 1 cm gap 1 mark

meanwhile, a friendship was developing between the owners of a woodland in Sherwood Forest and a Cabinet Maker living nearby. The woodland owner had surveyed his

WS-Subhead style correctly applied to all (9) instances 1 mark  
...WS-Subhead style correctly defined 1 mark

evening rain. The rain led to the forming of a business cooperation that would turn the trees being turned into furniture and other beautiful objects instead of being chopped up for firewood.

## *Sustainability & Environmental Impact*

One thing that was important for everyone involved was that the woodland environment should not be compromised by the use of heavy machinery to get the fallen trees out. After all it is an ancient woodland, dating back 1000 years and although the trees that are not that old, the potential for archaeology below the ground has yet to be fully explored. The owner did not want to risk disturbing or compacting the ground underfoot.

## *A solution was found*

Equipment exists that allows trees to be cut into planks in situ using just a chainsaw mounted on a jig. The beauty of this system is that every part of the equipment is portable, so it can be carried to the most inaccessible parts of the woodland without disturbing or destroying surrounding flora or fauna.

## *The first tree*

Subtitle inserted 100% correct data entry 1 mark  
WS-Subtitle style correctly defined 1 mark

that in May 2006 the first tree – an Oak – was cut. The tree was cut from this and other trees was to be air-dried (as opposed to being commercially Kiln dried which is a much faster process, but one which requires considerable power consumption).

It takes 1 year for every 25mm of wood to dry out to the point where it can be placed into a kiln for the final drying process. By the time the first Oak boards were ready to go into a kiln, the Cabinet Maker had built a Solar Kiln to take them, thus extending the ‘sustainability’ theme a step further. Furniture made from this tree was exhibited in the company’s first exhibition in 2010.

## *Expansion – a chance encounter*

The business stayed quite local for a number of years until the Cabinet Maker, now also known as Tree Milling Services, was contacted in 2012.

WS-Body style applied to all relevant text 1 mark

A Copper Beech tree had blown over in their garden, blocking a path. Searching the internet for a solution that would not simply result in a pile of firewood from this much-loved tree, the Bursar contacted the Cabinet Maker to ask if he would mill it. They couldn’t afford to pay for the service, but would he take the timber as payment.

This caused the Cabinet Maker some considerable dilemma; Notting Hill is about 200km from Nottingham. It was going to cost

Footer has filename with file path right aligned 1 mark

Name, Centre number and candidate number



investment for a small business, and a huge leap of faith! To date, most of that money is still tied up in the Copper Beech, but the timber has been relocated to the Cabinet Maker's wood store and is, finally, beginning to pay for itself.

### *Patience rewarded*

In the meantime, four London Plane trees, planted in the 1850s when the Carmelite Monastery was built, were going to have to be taken down. Their roots were affecting the foundations of the buildings. Again, the trees were offered to the Cabinet Maker, and again he had to consider the short-term investment against the long-term profit. This is an on-going project as the biggest section – some 1250mm diameter and 2400mm long – is still waiting to be milled. The good news is that a considerable amount of the London Plane that's already milled and been air drying for a couple of years has been sold and will soon be used in the restoration of a Georgian farm house in Lincolnshire. The investment is starting to pay dividends.

### *Completing the process*

Timber from other trees is also ready to be converted; some of the Yew, for example the Atlas Blue, as well as some of the Oak. These are trees that the client has paid to have milled with a view to having one or more pieces of furniture made from 'their' tree. But before that can happen, the Cabinet Maker will need to sit down with the clients to discuss and agree the designs.

It is always challenging for the Cabinet Maker when a client thinks they know best and insists on a design that either does not maximise the artistic potential of the wood or indeed of the Cabinet Maker's artistic capability. He much prefers to make to his own designs. This gives him the freedom to choose the best way to show off the grain or any unusual

characteristics of the wood that result in a unique piece of functional art. Only in this way can the sum of all his knowledge and skills be brought together with his passion for his art.

### *The Wood Store Products*

Although we recognise that people prefer to see the furniture for themselves, it is possible to buy from the website. Shipping can be arranged. Please use the enquiry form on the website if you would like to purchase a piece, stating destination, to enable us to provide a delivered price. Below is a catalogue of available pieces:

<b>The Wood Store Catalogue</b>		
Description	Wood	Price
Box Settle	Oak	£3588.00
Upholstered Settle	Sweet Chestnut	£2956.00
Child's Settle	Yew	£585.00
Pedestal Table	Yew	£1053.00
Coffee Table	Oak	£2956.00
Octagonal Coffee Table	Oak	£2964.00
Book Case	Sweet Chestnut	£1068.00
Coffer	Sweet Chestnut	£2800.00

Table is formatted to match Exhibitions table 1 mark

The WS-Table text style is applied to the text with no words split on text wrapped  
Columns in first row are merged  
First row text only is bold and centred  
Grid lines and borders set to appear when printed

Name, Centre number and candidate number

***Where to see made items***

Pieces from the Cabinet Maker's collection can be seen at exhibitions. Here is a list of some currently planned exhibitions:

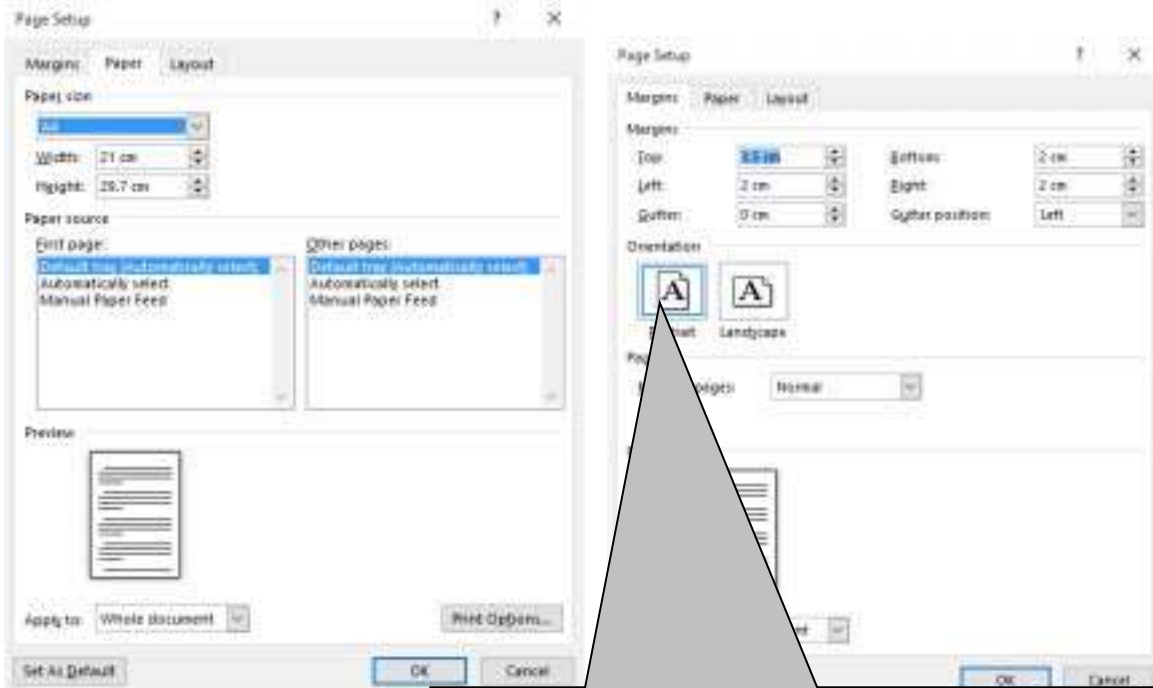
<b>Exhibitions</b>			
Location	Year	Start date	End date
Southwell Minster	2017	3 <sup>rd</sup> July	29 <sup>th</sup> July
Rufford Gallery	2017	29 <sup>th</sup> March	8 <sup>th</sup> May
Canons Ashby House	2017	23 <sup>rd</sup> July	31 <sup>st</sup> August
Rufford Gallery	2018	3 <sup>rd</sup> April	7 <sup>th</sup> May
Hardwick Park Centre	2017	4 <sup>th</sup> April	13 <sup>th</sup> April
Floralands	2017	14 <sup>th</sup> November	24 <sup>th</sup> December
Southwell Minster	2017	5 <sup>th</sup> April	30 <sup>th</sup> April
Patchings Art Festival	2017	6 <sup>th</sup> June	9 <sup>th</sup> June
Whisby Natural World Centre	2017	6 <sup>th</sup> June	13 <sup>th</sup> July

Table is complete and placed in correct position  
 no words split where text wrapped 1 mark  
 The WS-Table text style is applied to the text 1 mark  
 Columns in first row are merged 1 mark  
 First row text only is bold and centred 1 mark  
 Gridlines and borders set to appear when printed 1 mark

Spacing is consistent, with all items placed within margins and document and paragraphs are complete with no blank pages 1 mark  
 No widows, orphans or split tables 1 mark

**Evidence 1**

Screenshot evidence of page size and margin settings



Page size is set to A4 in portrait orientation 1 mark  
 Top margin is set to **3.5 cms** and all other margins to **2 cms**. 1 mark

**Evidence 2**

Place screenshot evidence of the file saved in your user area in your Evidence Document

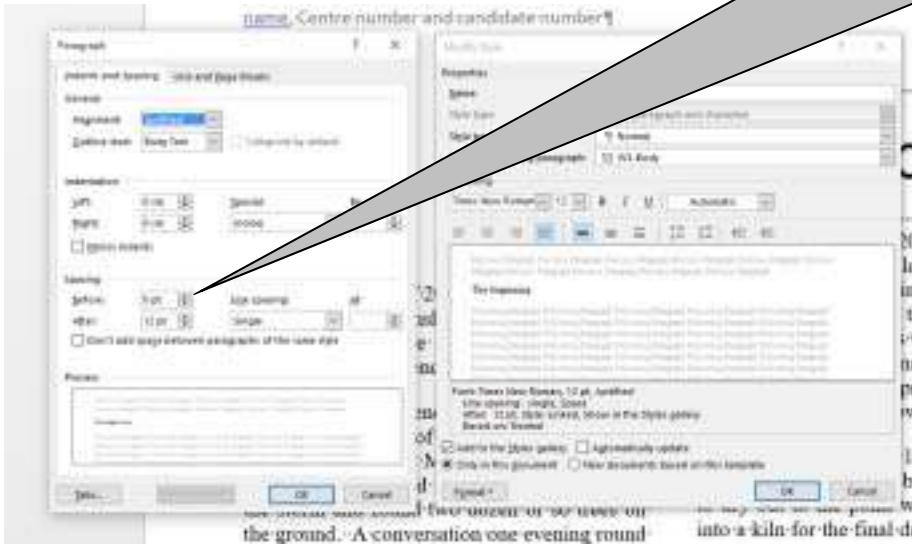


File is saved with new name in format of document editing software 1 mark

**Evidence 3**

Screenshot of body text style definition

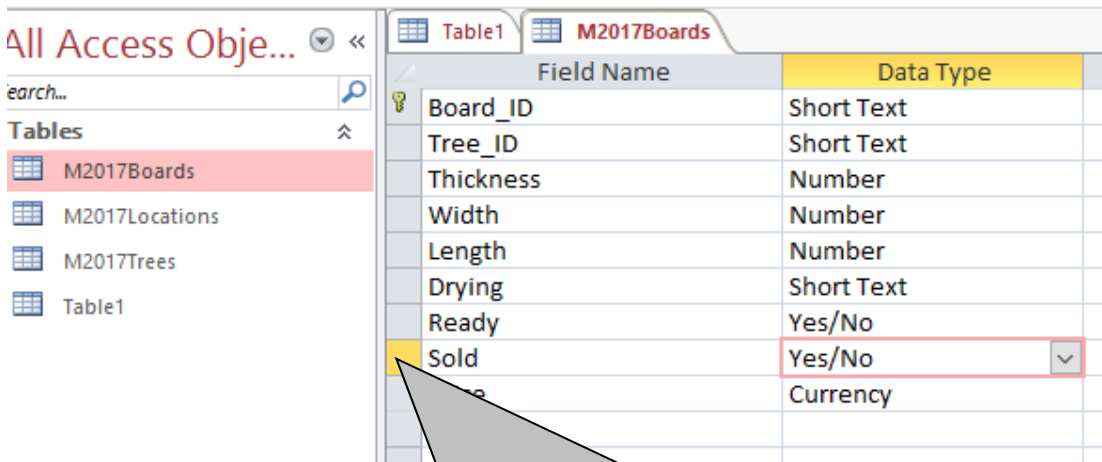
Body text style created with 12 point serif font 1 mark  
 Fully justified and single line spacing 1 mark  
 12 point line space after 1 mark



**Evidence 4**

Database field structure screenshots here:

Structure of the three tables



Board\_ID field is set as unique / primary (key) field 1 mark  
 Width, thickness and Length are set as numeric 1 mark  
 Ready and Sold are set as Boolean/logical and displays yes/no or checkbox on one report Price is numeric / currency and displays with a currency symbol in report 1. 1 mark



Field Name	Data Type
Tree_ID	Short Text
Tree_Type	Short Text
Location_Code	Short Text
Year_Milled	Number

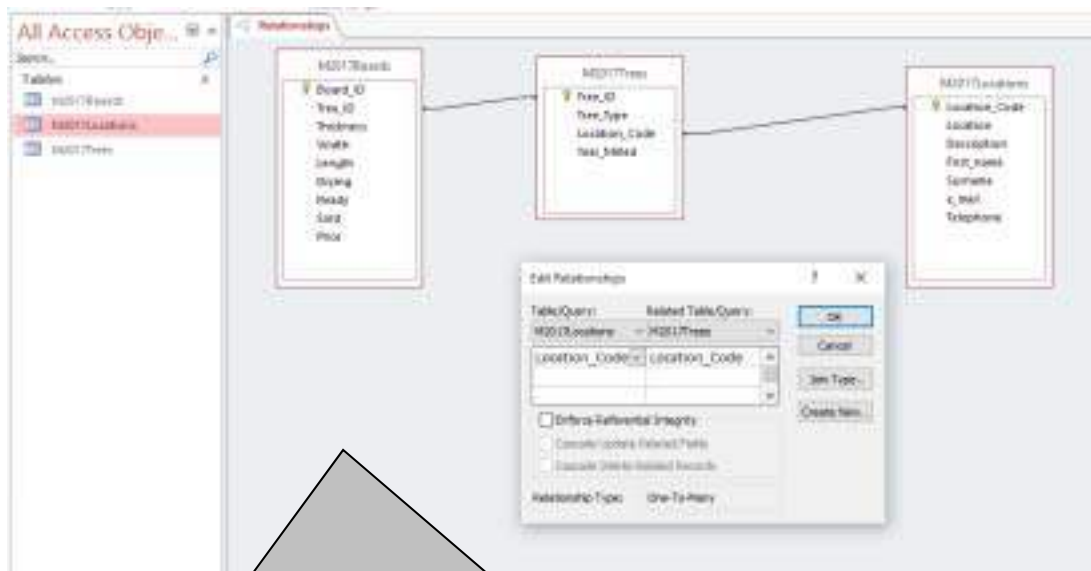
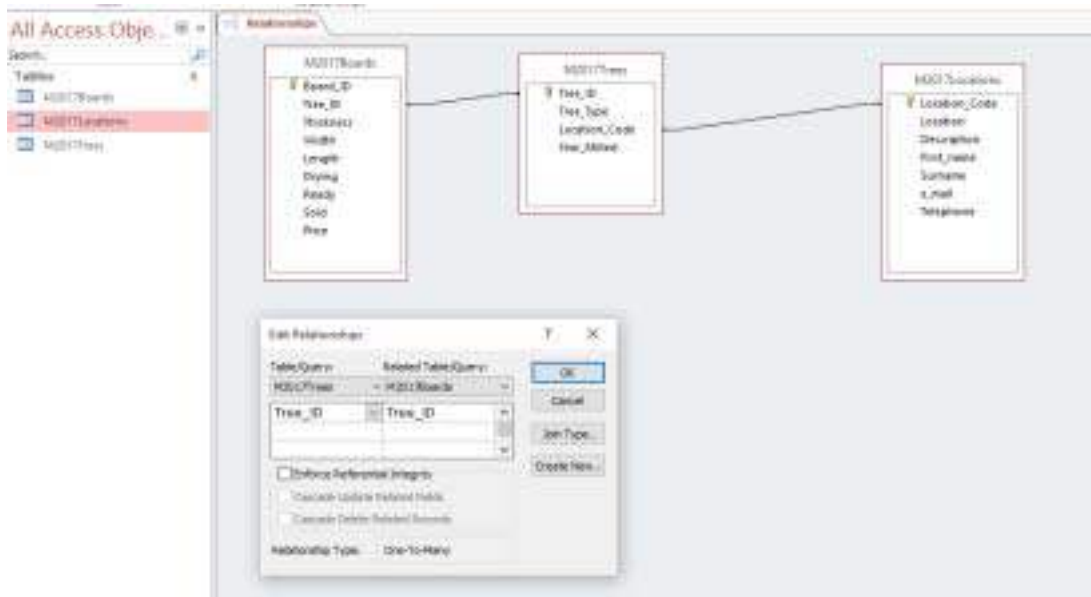
Tree\_ID field is set as unique / primary (key) field 1 mark  
All field types appropriate to the data 1 mark

Field Name	Data Type
Location_Code	Short Text
Location	Short Text
Description	Short Text
First_name	Short Text
Surname	Short Text
e_mail	Short Text
Telephone	Short Text

Location\_Code field is set as unique / primary (key) field 1 mark  
Telephone field type is identified as text 1 mark

**Evidence 5**

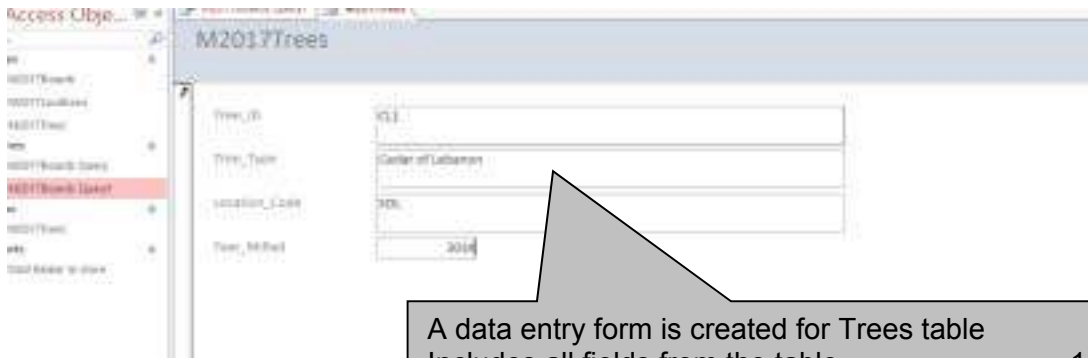
Relationships showing links between the three tables



Link Tree_ID in Trees table to Tree_ID in Boards table	1 mark
Link Location_Code in Locations table to Location_Code in Trees table	1 mark
Evidence of one to many relationship seen	1 mark

**Evidence 6**

Screenshot of database form with new record details in it.

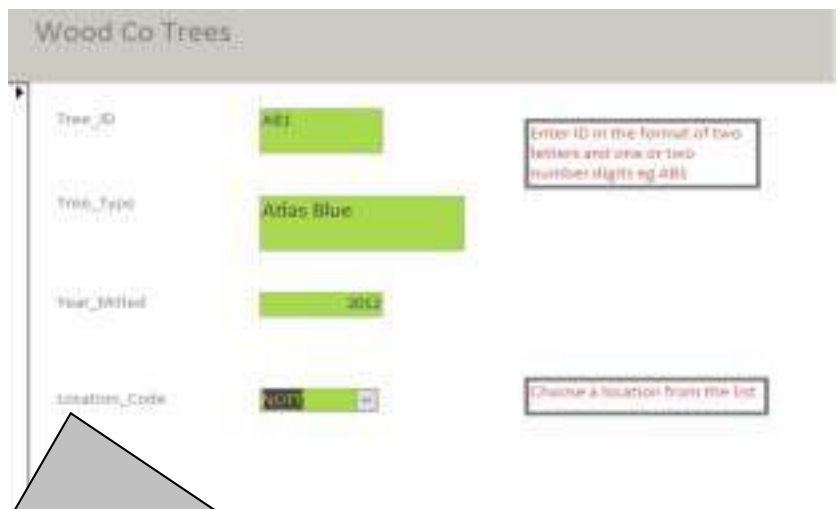


A data entry form is created for Trees table  
 Includes all fields from the table  
 Specified new record is entered on the form

1 mark  
 1 mark

**Evidence 7**

Three improvement features seen on redesigned form  
 Eg may include:  
 Data box sizes adjusted to suit data  
 Explanatory notes for the user  
 Drop down menu selections  
 Radio buttons  
 Check boxes  
 Navigation buttons  
 Replacement of field names with helpful text related to the field contents

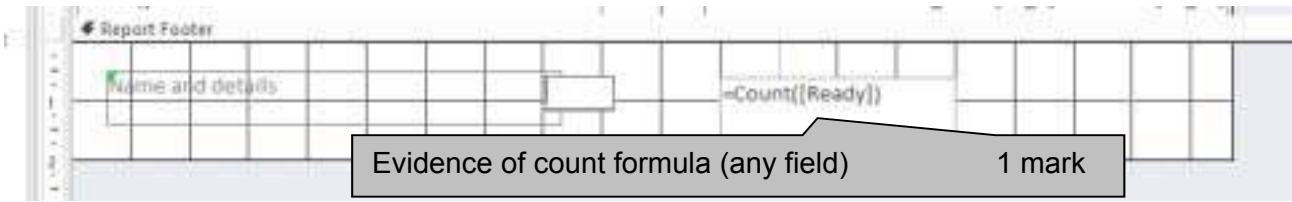


Sample screenshot of form improved in some way  
 Three improvement features seen

1 mark

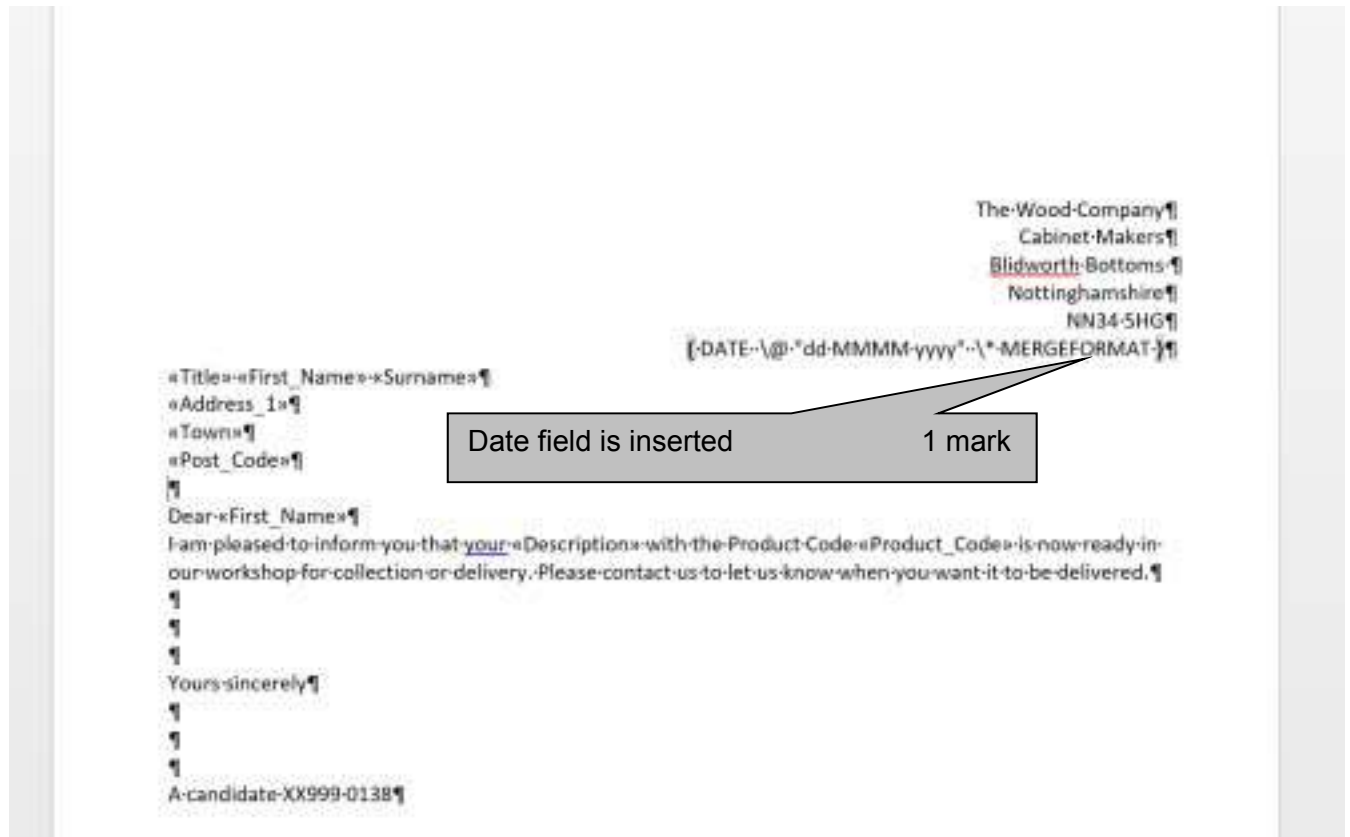
**Evidence 8**

Screenshot showing the calculated field formula.



**Evidence 9**

Screenshot showing field codes and the date field.



### Sold timber in store

Year_Milled	Location	Board_ID	Tree_Type	Thickness	Width	Length	Ready	Sold	Price	Volume
2012	Alfreton	B165	Oak	0.06	0.53	2.4	No	Yes	£978.00	0.076
2012	Alfreton	B166	Oak	0.06	0.53	2.4	No	Yes	£978.00	0.076
2012	Alfreton	B167	Oak	0.075	0.495	2.4	No	Yes	£978.00	0.089
2012	Alfreton	B168	Oak	0.075	0.495	2.4	No	Yes	£978.00	0.089
2012	Kings Wood	B169	Sweet Chestnut	0.05	0.398	2.4	No	Yes	£1,589.00	0.048
2013	Carmelite Monastery Notting Hill	B95	London Plane QS	0.056	0.25	1.8	No	Yes	£1,978.00	0.025
2013	Epperstone	B767	Cherry	0.05	0.325	5.1	No	Yes	£978.00	0.083
2013	Epperstone	B768	Cherry	0.05	0.325	5.1	No	Yes	£978.00	0.088
2013	Epperstone	B769	Cherry	0.05	0.325	5.1	No	Yes	£978.00	0.089
2013	Epperstone	B770	Cherry	0.05	0.325	5.1	No	Yes	£978.00	0.094
2013	Epperstone	B771	Cherry	0.05	0.325	5.1	No	Yes	£978.00	0.099
2013	Epperstone	B772	Cherry	0.05	0.325	5.1	No	Yes	£978.00	0.101
2013	Epperstone	B773	Cherry	0.075	0.3	2.4	No	Yes	£978.00	0.054
2013	Epperstone	B774	Cherry	0.075	0.315	2.4	No	Yes	£978.00	0.057
2013	Epperstone	B775	Cherry	0.075	0.325	2.4	No	Yes	£978.00	0.059
2013	Epperstone	B776	Cherry	0.075	0.325	2.4	No	Yes	£978.00	0.059
2013	Epperstone	B777	Cherry	0.075	0.325	2.4	No	Yes	£978.00	0.057
2013	Epperstone	B778	Cherry	0.075	0.325	2.4	No	Yes	£978.00	0.054
2013	Morton Pasture Farm	B42	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B43	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B44	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B45	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B46	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B47	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B48	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B49	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B50	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B51	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B52	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B53	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B54	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057

Report displays these fields in this order  
 Displays data and labels in full  
 Page orientation is landscape and fits to one page wide  
 Report has the title **Sold timber in store**

New field called **Volume**  
 Volume field calculates *thickness times width times length*  
 Displays Volume to 3 decimal places

Records are sorted in ascending order of Year\_milled, then Location, then Board\_ID

Candidate details set to appear on each page of the report

Year_Milled	Location	Board_ID	Tree_Type	Thickness	Width	Length	Ready	Sold	Price	Volume
2013	Morton Pasture Farm	B55	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B56	Beech	0.038	0.56	2.7	No	Yes	£978.00	0.057
2013	Morton Pasture Farm	B57	Beech	0.05	0.515	2.7	No	Yes	£978.00	0.070
2013	Morton Pasture Farm	B58	Beech	0.05	0.515	2.7	No	Yes	£978.00	0.070
2013	Morton Pasture Farm	B59	Beech	0.05	0.515	2.7	No	Yes	£978.00	0.070
2013	Morton Pasture Farm	B60	Beech	0.05	0.515	2.7	No	Yes	£978.00	0.070
2014	Haywood Oaks Farm	B61	Elm	0.031	0.365	1.8	No	Yes	£1,589.00	0.020
2014	Haywood Oaks Farm	B62	Elm	0.031	0.365	1.8	No	Yes	£1,589.00	0.020
2014	Haywood Oaks Farm	B63	Elm	0.031	0.385	2.1	No	Yes	£1,589.00	0.025
2014	Haywood Oaks Farm	B64	Elm	0.031	0.385	2.1	No	Yes	£1,589.00	0.025
2014	Haywood Oaks Farm	B65	Elm	0.031	0.405	3.6	No	Yes	£1,589.00	0.045
2014	Haywood Oaks Farm	B66	Elm	0.031	0.405	3.6	No	Yes	£1,589.00	0.045
2014	Haywood Oaks Farm	B67	Elm	0.031	0.425	3.6	No	Yes	£1,589.00	0.047
2014	Haywood Oaks Farm	B68	Elm	0.038	0.425	3.6	No	Yes	£1,589.00	0.058
2014	Haywood Oaks Farm	B69	Elm	0.038	0.445	3.6	No	Yes	£1,589.00	0.061
2015	Edingley	B19	Ash White	0.038	0.525	2.4	No	Yes	£1,236.00	0.046
2015	Edingley	B20	Ash White	0.038	0.525	2.4	No	Yes	£1,236.00	0.047
2015	Edingley	B21	Ash White	0.038	0.525	2.4	No	Yes	£1,236.00	0.047
2015	Edingley	B22	Ash White	0.038	0.525	2.4	No	Yes	£1,236.00	0.048
2015	Edingley	B23	Ash White	0.038	0.525	2.4	No	Yes	£1,236.00	0.048
2015	Hampton Court Palace	B537	Walnut	0.065	0.495	3.3	No	Yes	£2,472.00	0.106

Name, Centre number, candidate number

Value of this stock £3,542.99

Selects *Ready* is No and *Sold* is Yes 1 mark

Value of stock is calculated 1 mark  
 Formatted to currency to match format of Price 1 mark  
 Text to left **Value of this stock** 1 mark

## Plane and Beech boards available

Tree_Type	Board_ID	Thickness	Ready	Sold
Beech Copper	B706	0.05	Yes	No
Beech Copper	B713	0.062	Yes	No
Beech Copper	B703	0.05	Yes	No
Beech Copper	B705	0.05	Yes	No
Beech Copper	B707	0.05	Yes	No
Beech Copper	B708	0.05	Yes	No
Beech Copper	B709	0.057	Yes	No
Beech Copper	B710	0.057	Yes	No
Beech Copper	B711	0.057	Yes	No
Beech Copper	B712	0.062	Yes	No
Beech Copper	B704	0.05	Yes	No
London Plane TT	B148	0.065	Yes	No
London Plane TT	B150	0.075	Yes	No
London Plane TT	B139	0.065	Yes	No
London Plane TT	B140	0.065	Yes	No
London Plane TT	B141	0.065	Yes	No
London Plane TT	B149	0.075	Yes	No
London Plane TT	B142	0.065	Yes	No
London Plane TT	B143	0.065	Yes	No
London Plane TT	B144	0.065	Yes	No
London Plane TT	B145	0.065	Yes	No
London Plane TT	B138	0.065	Yes	No
London Plane TT	B147	0.065	Yes	No
London Plane TT	B146	0.065	Yes	No

Name and details 24

Report has the title <b>Plane and Beech boards available</b>	1 mark
Displays specified fields only, all data in full on one page portrait	1 mark
Includes wildcard searches Plane and Beech	1 mark
Thickness is $\geq 0.05$	1 mark
Sorted tree type ascending	1 mark
Counts number of Boards in stock (24) check in Evidence document	



The Wood Company  
Cabinet Makers  
Blidworth|Bottoms  
Nottinghamshire  
NN34 5HG

16 February 2016

«Title» «First\_Name» «Surname»  
«Address\_1»  
«Town»  
«Post\_Code»

Dear «First\_Name»

I am pleased to inform you that your «Description» with the Product Code «Product\_Code» is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

Fields for Title, First_name and Surname all on one line with spaces	1 mark
Address Town and Post_Code all on new lines	1 mark
Dear First_Name with space	1 mark
Description field with spaces	1 mark
Product_Code with spaces	1 mark
Two spelling errors corrected (ready and collection)	1 mark
Candidate details in correct place	1 mark

The Wood Company  
Cabinet Makers  
Blidworth Bottoms  
Nottinghamshire  
NN34 5HG

15 February 2017

Mr Jake Abbott  
39 Vicar Lane  
Edingley  
NN15 6QL

Today's date, formatted to dd.mmmm.yyyy 1 mark  
(Correct date for examination should be 15 February 2017)

Dear Jake

I am pleased to inform you that your Large Chair with the Product Code 1001 is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

Correct selection for letters (3 meet criteria) 1 mark  
Letters are merged and printed 1 mark

The Wood Company  
Cabinet Makers  
Blidworth Bottoms  
Nottinghamshire  
NN34 5HG

15 February 2017

Mr Morgan John  
43 East Street  
Epperstone  
NN1 1MV

Dear Morgan

I am pleased to inform you that your Stair Treads with the Product Code 1004 is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

The Wood Company  
Cabinet Makers  
Blidworth Bottoms  
Nottinghamshire  
NN34 5HG

15 February 2017

Ms Isabelle McLean  
22 Whatlington Road  
Halam  
DE15 4YA

Dear Isabelle

I am pleased to inform you that your Oak Table with the Product Code 1006 is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

Master slide created with:  
 name, Centre number and candidate number displayed in the top left corner 1 mark  
 The text **The Wood Store** to appear in large letters e.g. 36 point  
 right aligned at the top of the master slide with no text wrap 1 mark  
 a thick, horizontal line across the slide below the title 1 mark  
 slide numbers in the centre at the bottom of the slides. 1 mark

Name, Centre number, Candidate number

The Wood Store

# Designing a data input form

1

Title slide, centre aligned 1 mark

Name, Centre number, Candidate number

The Wood Store

## Features of Form Design

- *Add more slides if you wish*
- *Feature 1*
- *Feature 2*
- *Feature 3*

Good, easy to use forms:  
 Navigation buttons  
 Drop down menus  
 Radio buttons  
 Checkboxes  
 Self-explanatory field name  
 User notes/help  
 Legible styles and sizes  
 Appropriate field spacing

2

3 features that could be added to the form to make it easier to use max 3 marks  
 Up to 3 marks for relevant points

Name, Centre number, candidate number

The Wood Store

## Evaluation of my form

- *Continue evaluation on new slides if you wish*
- *Improvement 1*
- *Improvement 2*
- *Improvement 3*

Should be based on an improved form as seen in evidence 7 and identify the features which have made the form easier for the user with reasons why they make it easier to use.

Evaluation of improved form with 3 improvements with reasons  
Up to 3 marks for relevant points max 3 marks

Presentation slides are printed 2 slides to the page (1 mark)