



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Practical Test A

May/June 2016

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.

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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 – Document

You work for a company called Tawara Yacht Brokers who buy and sell luxury boats. You are going to perform some clerical tasks for this company.

| No | Steps | Mark |
|----|--|------|
| 1 | <p>Using a suitable software package, open the file J226SUPER.RTF Set the:</p> <ul style="list-style-type: none"> • page size to A4 • orientation to landscape • top and bottom margins to 1.5 centimetres • left and right margins to 2 centimetres. <p>– page size A4 and page orientation landscape (1 mark) – top and bottom margins set to 1.5cm, left and right margins set to 2 centimetres (1 mark)</p> | [2] |
| 2 | <p>Save the document in your work area with the file name BROKER. Make sure it is saved in the format of the software you are using.</p> <p>– File saved as BROKER in the format of the software (1 mark)</p> | [1] |
| 3 | <p>Place in the header:</p> <ul style="list-style-type: none"> • the automated file name and path right aligned. <p>Place in the footer:</p> <ul style="list-style-type: none"> • automated page numbers left aligned • your name, Centre number and candidate number right aligned. <p>Make sure that:</p> <ul style="list-style-type: none"> • all the alignments match the page margins • no other text is included in the header and footer area • headers and footers are displayed on all pages. <p>– header: automated file name and path right aligned (1 mark) – footer: footer automated page numbers left aligned and name, Centre number and candidate number right aligned (1 mark)</p> | [2] |


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| No | Steps | Mark | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|----------------------------|-----------|--------------------|--------------|-----------------------|----------------------|--|--|--|------------|--------------------|-----------|-------------|--------------|-----------------------|----------------------|-----------|-----------|----|-------|--------------|--------|---|---|--------------|-----------|----|------|-----------|--------|---|---|----------------|-----------|----|--------|--------------------|--------|---|----|----------|-------|----|-----------|------|--------|---|----|-----------|-------|----|------|------|--------|---|---|-----|
| 4 | <p>Create the following paragraph styles:</p> <table border="1"> <thead> <tr> <th colspan="8">House style specifications</th> </tr> <tr> <th></th> <th>Font Style</th> <th>Font Size (points)</th> <th>Alignment</th> <th>Enhancement</th> <th>Line spacing</th> <th>Space before (points)</th> <th>Space after (points)</th> </tr> </thead> <tbody> <tr> <td>TYB-title</td> <td>san-serif</td> <td>36</td> <td>right</td> <td>bold, italic</td> <td>single</td> <td>0</td> <td>0</td> </tr> <tr> <td>TYB-subtitle</td> <td>san-serif</td> <td>18</td> <td>left</td> <td>underline</td> <td>single</td> <td>0</td> <td>0</td> </tr> <tr> <td>TYB-subheading</td> <td>san-serif</td> <td>16</td> <td>centre</td> <td>all capitals, bold</td> <td>single</td> <td>0</td> <td>12</td> </tr> <tr> <td>TYB-body</td> <td>serif</td> <td>12</td> <td>justified</td> <td>none</td> <td>single</td> <td>0</td> <td>12</td> </tr> <tr> <td>TYB-table</td> <td>serif</td> <td>12</td> <td>left</td> <td>none</td> <td>single</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Place in your Evidence Document screenshot(s) to show all the settings for the TYB-Subheading style.</p> <p>Subheading style:</p> <ul style="list-style-type: none"> – TYB-Subheading style created, centre aligned (1 mark) – sans-serif, 16pt, bold and all capitals (1 mark) – 12 point spacing after (1 mark) | House style specifications | | | | | | | | | Font Style | Font Size (points) | Alignment | Enhancement | Line spacing | Space before (points) | Space after (points) | TYB-title | san-serif | 36 | right | bold, italic | single | 0 | 0 | TYB-subtitle | san-serif | 18 | left | underline | single | 0 | 0 | TYB-subheading | san-serif | 16 | centre | all capitals, bold | single | 0 | 12 | TYB-body | serif | 12 | justified | none | single | 0 | 12 | TYB-table | serif | 12 | left | none | single | 0 | 0 | [3] |
| House style specifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Font Style | Font Size (points) | Alignment | Enhancement | Line spacing | Space before (points) | Space after (points) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYB-title | san-serif | 36 | right | bold, italic | single | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYB-subtitle | san-serif | 18 | left | underline | single | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYB-subheading | san-serif | 16 | centre | all capitals, bold | single | 0 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYB-body | serif | 12 | justified | none | single | 0 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYB-table | serif | 12 | left | none | single | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>At the start of the document enter the title: Tawara Yacht Brokers</p> <ul style="list-style-type: none"> – correct insertion of title (1 mark) | [1] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>Apply the TYB-Title style to this text</p> <ul style="list-style-type: none"> – correct title style applied (1 mark) | [1] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>Below the title, add the subtitle Draft report by: and add your name.</p> <ul style="list-style-type: none"> – correct insertion of subtitle (1 mark) | [1] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | <p>Apply the TYB-Subtitle style to this text.</p> <ul style="list-style-type: none"> – correct subtitle style applied(1 mark) | [1] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>Apply the TYB-Body text style to the rest of the document.</p> <ul style="list-style-type: none"> – correct body style applied to all text (1 mark) | [1] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| No | Steps | Mark | | | | | | |
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| 10 | <p>Change the page layout so that all the text after the first paragraph is displayed in two columns of equal width with a 2 centimetre space between them.</p> <ul style="list-style-type: none"> – section break in correct place (1 mark) – two columns of equal width with 2 cm space between (1 mark) | [2] | | | | | | |
| 11 | <p>Identify the 6 subheadings in the document and apply the TYB-Subheading style to each one.</p> <ul style="list-style-type: none"> – TYB-Subheading style applied to all subheadings (1 mark) | [1] | | | | | | |
| 12 | <p>Using the data in the table J226SALES.CSV create an appropriate chart to compare the sales of yachts for the years 2015, 2014 and 2013.</p> <ul style="list-style-type: none"> – appropriate chart created correctly (1 mark) | [1] | | | | | | |
| 13 | <p>Label the chart with the title Comparison of Superyacht Sales Include appropriate labels and a legend.</p> <ul style="list-style-type: none"> – chart title correct and legend and axis labels displayed (1 mark) | [1] | | | | | | |
| 14 | <p>Insert the chart on page 1 after the paragraph ending <i>...over the past three years</i>. Make sure that:</p> <ul style="list-style-type: none"> • the chart fits within the column width • all data labels are displayed in full. <ul style="list-style-type: none"> – chart in correct position, within margins, data fully visible (1 mark) | [1] | | | | | | |
| 15 | <p>Explain why you have chosen this type of graph or chart. Compare it with at least one other chart type.</p> <ul style="list-style-type: none"> – explanation of chart choice (1 mark) – comparison with another chart type (1 mark) | [2] | | | | | | |
| 16 | <p>Open the file J226ORDERS.CSV and insert the contents as a table within the column width after the text <i>...yachts on their order books</i>:</p> <ul style="list-style-type: none"> – table inserted correctly, fits within column width, no changes to data (1 mark) | [1] | | | | | | |
| 17 | <p>Insert a new row at the end of the table. Enter the following order into this row:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Length in metres</th> <th>Number of Yachts</th> </tr> </thead> <tbody> <tr> <td>China</td> <td>900</td> <td>26</td> </tr> </tbody> </table> <ul style="list-style-type: none"> – data entered correctly (1 mark) | | Length in metres | Number of Yachts | China | 900 | 26 | [1] |
| | Length in metres | Number of Yachts | | | | | | |
| China | 900 | 26 | | | | | | |

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| 18 | <p>Sort the data in the table so that the <i>Length in metres</i> column is displayed in descending order.</p> <p>– Length column sorted into descending order maintaining integrity (1 mark)</p> | [1] |
| 19 | <p>Format the first row of the table to be:</p> <ul style="list-style-type: none"> • bold and italic • centre aligned over the three columns • shaded with a light grey background (20–40%). <p>– Top row merged, centred (1 mark)</p> <p>– Top row bold, italic, light grey shading applied (1 mark)</p> | [2] |
| 20 | <p>Make sure that:</p> <ul style="list-style-type: none"> • the <i>TYB-Table</i> style is applied to rows 2 to 12 • text in each cell does not wrap • all gridlines are displayed when printed. <p>– <i>TYB-Table</i> style applied rows 2-12, data is displayed on one line and gridlines are printed (1 mark)</p> | [1] |
| 21 | <p>Import the image J226YACHT.jpg and place this below the subheading <i>CHARTERS</i>.</p> <p>– Image inserted in correct position (1 mark)</p> | [1] |
| 22 | <p>Reflect the image so the yacht points to the left.</p> <p>– Image reflected so the yacht faces the left (1 mark)</p> | [1] |
| 23 | <p>Resize the image so that:</p> <ul style="list-style-type: none"> • it is 6 centimetres wide • the aspect ratio maintained. <p>Align the image to the:</p> <ul style="list-style-type: none"> • top of the paragraph starting <i>A Tawara Yacht charter...</i> • left margin within the column. <p>Make sure the text wraps round the image. It may look like this:</p>  <p>– Image aligned to top of text and left margin with text wrapped (1 mark)</p> <p>– Image is resized to 6 cm wide with aspect ratio maintained (1 mark)</p> | [2] |

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| 24 | <p>Spell check and proofread the document. Make sure that:</p> <ul style="list-style-type: none"> • tables and charts are not split over two 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 between all items is consistent. <p>Save the document using the same file name and format used in Step 2. Print the document.</p> <p>– document complete (e.g. no missing or misplaced paragraphs), margins consistent, spacing between all items is consistent, top of columns balanced, no widows/orphans, no split tables/charts, no blank pages (1 mark)</p> | [1] |
| | | [Total: 32] |

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Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the € sign and are to 0 decimal places.

| No | Steps | Mark | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|--|---------------------------|-------|------------|------------|------|-------|--------|------|------------|--------|--------|---------------------------|------------|------|--------|-------|------------------|---|------------|--------|--|--------|--------|--|------|--------|--|-----|
| 25 | <p>Using a suitable database package, import the file J226YACHTS.csv Use these field names and data types:</p> <table border="1"> <tr> <td>Yacht_ID</td> <td>Text</td> <td></td> </tr> <tr> <td>Yacht_Name</td> <td>Text</td> <td></td> </tr> <tr> <td>Type</td> <td>Text</td> <td></td> </tr> <tr> <td>Length</td> <td>Number</td> <td>Format to 1 decimal place</td> </tr> <tr> <td>Builder_ID</td> <td>Text</td> <td></td> </tr> <tr> <td>Price</td> <td>Numeric/Currency</td> <td></td> </tr> <tr> <td>Build_Year</td> <td>Number</td> <td></td> </tr> <tr> <td>Sleeps</td> <td>Number</td> <td></td> </tr> <tr> <td>Crew</td> <td>Number</td> <td></td> </tr> </table> <p>Set the Yacht_ID field as a primary key.</p> <ul style="list-style-type: none"> – all fields and formats correct (1 mark) – Length field displayed to 1 decimal place (1 mark) – Price field displays currency symbol sign and 0 decimal places (1 mark) – Yacht_ID set as a primary key (1 mark) | Yacht_ID | Text | | Yacht_Name | Text | | Type | Text | | Length | Number | Format to 1 decimal place | Builder_ID | Text | | Price | Numeric/Currency | | Build_Year | Number | | Sleeps | Number | | Crew | Number | | [4] |
| Yacht_ID | Text | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yacht_Name | Text | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type | Text | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Length | Number | Format to 1 decimal place | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Builder_ID | Text | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Price | Numeric/Currency | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Build_Year | Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sleeps | Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crew | Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | <p>Create a data entry form to include all fields from <i>Yachts</i> the table.</p> <ul style="list-style-type: none"> – form created, all fields included and fully visible (1 mark) | [1] | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | <p>Use the form created in Step 26 to enter the following record:</p> <table border="1"> <tr> <td>Yacht_ID</td> <td>MO126</td> </tr> <tr> <td>Yacht_Name</td> <td>Antalex</td> </tr> <tr> <td>Type</td> <td>Motor</td> </tr> <tr> <td>Length</td> <td>26.0</td> </tr> <tr> <td>Builder_ID</td> <td>155FAL</td> </tr> <tr> <td>Price</td> <td>795000</td> </tr> <tr> <td>Build_Year</td> <td>2011</td> </tr> <tr> <td>Sleeps</td> <td>6</td> </tr> <tr> <td>Crew</td> <td>3</td> </tr> </table> <p>Check your data entry for errors. Save the data.</p> <ul style="list-style-type: none"> – form used to add new record (1 mark) – new record entered accurately (1 mark) | Yacht_ID | MO126 | Yacht_Name | Antalex | Type | Motor | Length | 26.0 | Builder_ID | 155FAL | Price | 795000 | Build_Year | 2011 | Sleeps | 6 | Crew | 3 | [2] | | | | | | | | | |
| Yacht_ID | MO126 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yacht_Name | Antalex | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type | Motor | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Length | 26.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Builder_ID | 155FAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Price | 795000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Build_Year | 2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sleeps | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crew | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 28 | <p>Evaluate the design of your data entry form.</p> <ul style="list-style-type: none"> – Evaluation of entry form design (2 marks) | [2] |
| 29 | <p>Import the file J226BUILDERS.CSV as a new table in your database. Set the <i>Builder_ID</i> field as a primary key. Create a one-to-many relationship as a link between the <i>Builder_ID</i> field in the <i>Builders</i> table and the <i>Builder_ID</i> field in the <i>Yachts</i> table.</p> <ul style="list-style-type: none"> – relationship created between the Builder_ID and Builder_ID fields (1mark) | [1] |
| 30 | <p>Using fields from both the <i>Yachts</i> and the <i>Builders</i> tables, produce a report which:</p> <ul style="list-style-type: none"> • contains a new field called <i>Total_Berths</i> which is calculated at run-time. This field will calculate the total number of berths by adding <i>Sleeps</i> plus <i>Crew</i> • shows only the records where <i>Build_Year</i> was after 2010 and <i>Length</i> is 40 or less • shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Length</i>, <i>Price</i>, <i>Build_Year</i>, <i>Build_Country</i> and <i>Total_Berths</i> in this order with data and labels displayed in full • sorts the data into ascending order of <i>Type</i> and then descending order of <i>Length</i> • has a page orientation of landscape • fits on a single page wide • calculates the average <i>Length</i> positioned below the <i>LENGTH</i> column and formatted to 1 decimal place • has the label <i>Average length</i> to the left of this number • includes the heading <i>Yachts less than 6 years old</i> at the top of the page • has your name, Centre number and candidate number at the top of the report. <p>Save and print your report. Place in your Evidence Document screenshot(s) showing the formula used to calculate the average length.</p> <ul style="list-style-type: none"> – heading: <i>Yachts less than 6 years old</i> at the top of the page (1 mark) – new field called <i>Total_Berths</i> created (1 mark) – calculates <i>Sleeps</i> plus <i>Crew</i> (1 mark) – displays only the records where <i>Build_Year</i> was after 2010 (1 mark) – displays only the records where <i>Length</i> is 40 or less (1 mark) – shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Length</i>, <i>Price</i>, <i>Build_Year</i>, <i>Build_Country</i> and <i>Total_Berths</i> in this order with data (1 mark) – has landscape orientation, fits on a single page wide, data and labels fully visible (1 mark) – sorts the data into ascending order of <i>Type</i> and then descending order of <i>Length</i> (1 mark) – calculates the average <i>Length</i> and positions this number below the <i>LENGTH</i> column (2 marks) – formatted to 1 decimal place (1 mark) – label <i>Average length</i> to the left of this number (1 mark) | [12] |

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| No | Steps | Mark |
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| 31 | <p>Using fields from both the <i>Yachts</i> and the <i>Builders</i> tables, produce a report which:</p> <ul style="list-style-type: none"> • selects only those records where the: <ul style="list-style-type: none"> – <i>Builder_Name</i> field contains Yacht – <i>Build_Country</i> is New Zealand or Australia • shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Price</i>, <i>Build_Country</i> and <i>Services</i> in this order • sorts the <i>Price</i> in descending order • has a page orientation of portrait • fits on a single page • includes the heading <i>Oceania Yacht Builders</i> at the top of the report • has your name, Centre number and candidate number at the bottom of the report. <p>Save and print your report.</p> <ul style="list-style-type: none"> – heading: Oceania Yacht Builders at the top of the page (1 mark) – displays only the records where <i>Builder_Name</i> field contains Yacht (1 mark) – displays only the records where <i>Build_Country</i> is New Zealand or Australia (1 mark) – sorts the <i>Price</i> in descending order (1 mark) – shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Price</i>, <i>Build_Country</i> and <i>Services</i> in this order (1 mark) – has portrait orientation fits a single page with all data and labels fully visible (1 mark) | [6] |
| | | [Total: 28] |

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Task 5 – Mail Merge document

You are required to carry out a mail merge to send letters to customers from the London office.

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|----|--|------|
| 32 | <p>Use the file J226LETTER.RTF as the master letter for the mail merge and the file J226CLIENTS.CSV as the data source file.</p> <ul style="list-style-type: none"> In the master letter: replace <Date> with a field to display today's date in the format DD MMMM YYYY insert relevant merge fields from the data source file to replace the text in chevrons, i.e. <field> replace the text <i>Candidate Name</i> with your name include your Centre number and candidate number in the footer of the document. <p>Proofread and spell check the letter. Save the master letter Display the field codes. Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.</p> <ul style="list-style-type: none"> date displays in correct format DD MMMM YYYY (i.e. 01 January 2001) (1 mark) evidence of date field used (1 mark) name replaces Candidate Name, Centre no and candidate no in the footer (1 mark) merge fields «Title» «First_Name» «Last_Name» inserted, replace tags, with correct spacing (1 mark) merge fields «Add_1», «Add_2», «Add_3», «Post_Code» inserted, replace tags with correct spacing (1 mark) merge fields «Title» «Last_Name» and «Office» inserted, replace tags with correct spacing (1 mark) | [6] |
| 33 | <p>The letter is incomplete. You are required to enter some information regarding passwords.</p> <ul style="list-style-type: none"> Give one example of a strong password. Identify three features which make this a strong password. Enter your answers in the spaces provided in the letter. Print your master document with the merge fields displayed. <ul style="list-style-type: none"> an example of a strong password given, e.g. caseKr0yw3^ 1 mark) 3 features identified which make this a strong password (3 marks) | [4] |
| 34 | <p>Merge the letters selecting only those clients from the London office. Place in your Evidence Document screenshot(s) showing your selection method.</p> <p>Merge the letters selecting only those.</p> <ul style="list-style-type: none"> evidence of London selected (1 mark) | [1] |

| | | | |
|----------------|--|-----------------|--------------|
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| | | |
|-----------|---|--------------------|
| 35 | Print only the merged letters for the selected clients. – letters printed to Susan Tyrell, Kratika Gupta and Louis Brooks only (1 mark) | [1] |
| | | [Total: 12] |

| | | | |
|---------|---------------------------------|----------|-------|
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Task 6 – Presentation

You are required to create a short promotional presentation.

| No | Steps | Mark |
|----|--|-------------------|
| 36 | <p>Import the file J226PROMOTION.RTF placing the text as 6 slides in your presentation software.</p> <p>– 6 slides imported with contents of J226PROMOTION.rtf (1 mark)</p> | [1] |
| 37 | <p>The presentation should be based on a master slide that you will design. Your slides must have a consistent layout and formatting, with the following features on all slides:</p> <ul style="list-style-type: none"> • the company logo which is saved as J226LOGO.jpg • your name, Centre number and candidate number • automatic slide numbers. <p>– logo appears on all slides, same position and size (1 mark)</p> <p>– name, Centre number and candidate number appears on all slides, same position and size (1 mark)</p> <p>– automated slide numbers on all slides, same position and size (1 mark)</p> | [3] |
| 38 | <p>Set animation on the bullets so they appear one by one. Place in your Evidence Document screenshot(s) showing the bullet animation.</p> <p>– animation set on bullets to appear one by one (1 mark)</p> | [1] |
| 39 | <p>Set the slide show so it loops continuously on-screen. Place in your Evidence Document screenshot(s) showing the on-screen looped selection.</p> <p>– onscreen show set to loop (1 mark)</p> | [1] |
| 40 | <p>Spell check the presentation for errors. Save the presentation. Print the presentation with 6 slides to the page.</p> <p>– 2 spelling errors corrected (1 mark)</p> <p>– handouts printed 6 slides to page (1 mark)</p> | [2] |
| | | [Total: 8] |

| | | | |
|---------|---------------------------------|----------|-------|
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C:\BROKER.doc

Header

Automated file name and path right aligned 1 mark

Tawara Yacht Brokers

Draft report by: Candidate Name

Title

Data entry 100% accurate, right aligned 1 mark
 TYB-Title style applied - sans-serif, 36pt, bold, italic, no space after 1 mark

Subtitle

Data entry 100% accurate, left aligned 1 mark
 TYB-Subtitle style applied - sans-serif, 18pt, underlined, no space after 1 mark

Subheadings (6)

TYB-Subheading style applied 1 mark

MARKET REPORT

Reports show that after a turbulent few years the yachting industry is fully on the road to recovery. A total of 221 superyachts were sold last year, 51 more than the same period last year. The chart below shows how the industry has recovered over the last three years.

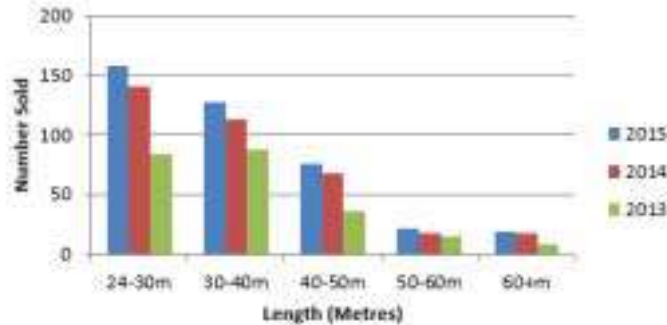
Columns

Section break correct position 1 mark
 2 columns, 2cm column spacing 1 mark

Table

Complete, correct place, within the column width, no changes to data 1 mark
 China row inserted – data accurate 1 mark
 Data sorted descending on Length in metres 1 mark
 Top row merged, centred 1 mark
 Top row only text bold, italic, light grey shading applied 1 mark
 Text on one line, TYB-Table style applied rows 2-12 (12pt, serif, left aligned, no space after each line) gridlines printed 1 mark

Comparison of Superyacht Sales



| New Yacht Orders | | |
|--------------------------|------------------|------------------|
| | Length in metres | Number of Yachts |
| Italy | 10,686 | 274 |
| Netherlands | 3,120 | 65 |
| Turkey | 3,120 | 70 |
| United States of America | 2,435 | 63 |
| United Kingdom | 2,081 | 71 |
| Taiwan | 1,724 | 56 |
| Germany | 1,457 | 16 |
| China | 900 | 26 |
| United Arab Emirates | 851 | 18 |
| Greece | 412 | 5 |

Chart

Appropriate chart created with correct data 1 mark
 Correct place, within margins, data fully visible 1 mark
 Title 100% accurate, legend and axes labels displayed 1 mark

Footer

Page numbers left aligned, Name, Centre No & candidate number right 1 mark

Name, Centre No, Candidate number

| | | | |
|---------|---------------------------------|----------|-------|
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and is set to overtake the US with eight more new builds this year than the US. Greece takes the tenth place this year, pushing France out of the list. This may be as a result of one large French builder temporarily stopping current and future superyacht projects to focus its strategy on commercial and naval contracts.

BUSINESS REVIEW

Our company had a strong first quarter and spring has seen a promising rush of activity in the superyacht sales market. In six weeks we sold five yachts with a total asking price of over €40 million. The yachts were purchased by buyers from the US, UK and Germany; these markets had proved quieter during the downturn prior to 2013. There was also a surge in charter bookings for summer 2016 which is up by 15% compared to last year. This is largely due to the continued strength of chartering in Europe and an increasingly buoyant market in the Americas where we have several yachts to charter. Growing markets for charter bookings include non-traditional markets such as Mexico, Brazil and South East Asia. There are good signs that the economic upturn is starting to take hold.

This year we have had successful representation at several boat shows including the Miami Yacht & Brokerage Show, the Dubai International Boat Show, the Palm Beach International Boat Show and the Palma Superyacht Show.

SALES

Selling large luxury yachts demands professional expertise and extensive market knowledge. We are the world leader in new and used yacht sales, specialising in the sale and purchase of luxury yachts over 24 metres. Our team visits hundreds of yachts every year and is in regular contact with thousands of yacht owners. Our advanced database allows us to bring buyers and sellers together in today's global market. A summary of our success so far this year follows.

The year started well when we represented the buyer during the sale of the spectacular 50 metre motor yacht Bethany. In March we sold the 30.5 metre motor yacht Luck be a Lady which was built in 2001. Holden Yachting represented the buyer. This yacht had sleek exterior styling and bright and spacious accommodation for up to 10 guests in five staterooms. The interior had benefited from a number of refits.

We followed this with the successful sale of Jocelyn, a 33 metre sailing yacht originally built by US superyacht yard Palmer Johnson. Jocelyn underwent a comprehensive refit in 2010 which updated virtually every system aboard, including cosmetics, with new Awlgrip on all surfaces, all new teak decks and an exhaustive list of upgrades that cost in excess of \$2 million.

We also sold Daisy, a 60.55 metre Feadship/Royal Van Lent. She was built in 1979 as Cooper II and later renamed Sherman, before being purchased by her current owners and renamed Surrey Spree. When Surrey Spree was launched in 1979 she was the second largest Feadship ever built. Over 30 years later, she still remains an impressively large yacht with plenty of space and timeless design.

We more recently sold the 50 metre Jacob of London, which received an extensive €4 million refit this year. With accommodation for 14 guests in a full beam owner's stateroom and 6 further guest cabins, Jacob of London has a proven track record as a highly successful charter yacht.

| | | | |
|---------|---------------------------------|----------|-------|
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CHARTERS



A Tawara Yacht charter is the ultimate holiday experience and the perfect way to explore some of the most beautiful and remote parts of the world. It is hardly surprising that our chartering business goes from strength to strength. A fleet of over 90

essential. The market for chartering larger yachts continues to grow as fewer people are investing in ownership and, as a result, more are wanting to charter. Ownership's loss is charter's gain.

CONCLUSION

It has been a strong start to the year and we are seeing signals across the market that the charter business will continue to increase this year. Customers want a wide choice of yachts to choose from and we provide some of the finest available on the market today. With a number of yacht sales, we are also seeing positive signs within the

We have represented both the buyer and seller in actions, showing our strength in finding buyers and interests of sellers. We look forward to continued and half of the year.

there has been a
bigger new build yac
yachts, which are
There is so much
flexibility, competi

Image

- Correct image inserted in correct position 1 mark
- Image reflected so the boat faces left 1 mark
- Aligned top of text and to left margin, text wrapped 1 mark
- Resized to 6cm wide, aspect ratio maintained 1 mark

Page layout

- TYB-Body text applied to all text, serif, 12pt, single line, fully justified, 12pt space after 1 mark
- Document complete/paras intact, margins consistent, spacing between all items consistent, top of columns balanced, no widows/orphans, no split tables/charts, no blank pages 1 mark

| | | | |
|----------------|--|-----------------|--------------|
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Title
Correct, 100% accurate 1 mark

Calculated field
Heading 100% accurate 1 mark
Sleeps + Crew 1 mark

Yachts less than 6 years old

Name, Centre number, Candidate number

| Yacht_Name | Builder_Name | Type | Length | Price | Build_Year | Build_Country | Total_Berths |
|-------------------|--------------------------------------|-------|--------|-------------|------------|----------------|--------------|
| Melina C | Maiora (Fipa Italiana Yachts) | Motor | 40.0 | €7,900,000 | 2011 | Italy | 24 |
| Supreme 123 | Benetti SpA | Motor | 40.0 | €17,900,000 | 2012 | Italy | 17 |
| Westport 130 | Westport Yachts | Motor | 39.6 | €16,366,186 | 2012 | United States | 17 |
| Sea D | Proteksan Turquoise Yachts | Motor | 39.4 | €9,900,000 | 2012 | Turkey | 9 |
| Twilight | RMK Marine | Motor | 38.1 | €15,900,000 | 2013 | Turkey | 14 |
| Shooting Star | Danish Yachts | Motor | 38.0 | €14,500,000 | 2011 | Denmark | 15 |
| Atlantide | Philip & Sons | Motor | 37.0 | €5,000,000 | 2012 | United Kingdom | 8 |
| Crystal | Moonen Shipyards | Motor | 36.9 | €14,950,000 | 2011 | Netherlands | 19 |
| Far Far Away | Inace Yachts | Motor | 36.6 | €10,621,460 | 2012 | Brazil | 17 |
| Doubleshot | Tecnomar | Motor | 36.5 | €7,200,000 | 2011 | Italy | 7 |
| Longo Mai | Pisa SuperYachts | Motor | 34.8 | €850,000 | 2013 | Italy | 12 |
| Fortrus | Inace Yachts | Motor | 34.2 | €9,750,000 | 2011 | Brazil | 12 |
| Samara B | Sunseeker | Motor | 34.0 | €6,950,000 | 2012 | United Kingdom | 6 |
| Seven Js | Lazzara Yachts | Motor | 33.5 | €5,900,000 | 2011 | United States | 9 |
| Marbella | Kha Shing Enterprises | Motor | 33.0 | €2,395,000 | 2012 | Taiwan | 9 |
| The Lady J | Heesen Yachts | Motor | 32.2 | €949,000 | 2011 | Netherlands | 8 |
| Cassiopeia | Holland Jachtbouw | Motor | 32.0 | €4,900,000 | 2011 | Netherlands | 12 |
| Quiet Place | Broward Marine | Motor | 30.5 | €1,890,000 | 2011 | United States | 8 |
| Bamboleo | Hargrave Custom Yachts | Motor | 29.3 | €3,495,000 | 2013 | United States | 14 |
| Dancing Milly III | Tricon Marine | Motor | 28.0 | €3,500,000 | 2012 | China | 10 |
| Juna | Ferretti Yachts | Motor | 27.0 | €3,200,000 | 2012 | Italy | 3 |
| Aurora | Nordhavn (Pacific Asian Enterprises) | Motor | 26.4 | €6,750,000 | 2013 | United States | 17 |

Display
Length field displays 1dp 1 mark
Price displays currency symbol, 0dp 1 mark

Search
Build_Year >2010 1 mark
Length is 40 or less 1 mark
(35 records)

| | | | |
|----------------|--|-----------------|--------------|
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| Yacht_Name | Builder_Name | Type | Length | Price | Build_Year | Build_Country | Total_Berths |
|-------------------------|--------------------------------------|--------------|----------------|-----------------|-------------|---------------|--------------|
| Caryali | Nordhavn (Pacific Asian Enterprises) | Motor | 26.3 | €6,590,000 | 2013 | United States | 2 |
| Antalex | Falcon Yachts | Motor | 26.0 | €795,000 | 2011 | Italy | 9 |
| Chills | Azimut Grande | Motor | 25.9 | €1,950,000 | 2012 | Italy | 10 |
| Motivation | Burger Boat Company | Motor | 25.0 | €3,450,000 | 2012 | United States | 15 |
| Piacere | Ferretti Yachts | Motor | 24.6 | €795,000 | 2012 | Italy | 2 |
| Troutopia | Lazzara Yachts | Motor | 24.4 | €2,795,000 | 2012 | United States | 8 |
| Olakala | Ferretti Yachts | Motor | 24.1 | €2,200,000 | 2011 | Italy | 6 |
| Sunrise | Azimut Grande | Motor | 24.0 | €875,000 | 2012 | Italy | 10 |
| Mirabella I | Concorde Yachts | Sail | 40.0 | €1,000,000 | 2013 | Thailand | 14 |
| Twilight Moon | RMK Marine | Sail | 38.1 | €14,900,000 | 2013 | Turkey | 14 |
| Fantastica | Nautor Swan | Sail | 30.3 | €4,600,000 | 2012 | Finland | 13 |
| Kim | Wally Yachts | Sail | 28.6 | €4,900,000 | 2014 | Italy | 9 |
| Black Shark of St Peter | Royal Huisman Shipyard | Sail | 24.7 | €439,000 | 2012 | Netherlands | 8 |
| | | | Average length | 32.0 | | | |

- Record added (ignore *Total_Berths*) 1 mark
- Sorted ascending on *Type* then descending on *Length* 1 mark
- Specified fields, correct order 1 mark
- Landscape, one page wide, all fully visible 1 mark

- Calculated average under *Length* column. 1 mark
- Formatted to 1dp 1 mark
- Label to left, 100% accurate 1 mark

Oceania Yacht Builders

| Yacht_Name | Builder_Name | Type | Price | Build_Country | Services |
|------------|---------------------------|-------|-------------|---------------|---------------------------------|
| Kokomo | Alloy Yachts | Sail | €39,750,000 | New Zealand | New Building Refit |
| Zefira | Fitzroy Yachts | Sail | €29,500,000 | New Zealand | New Building |
| Red Dragon | Alloy Yachts | Sail | €28,000,000 | New Zealand | New Building Refit |
| Mondango | Alloy Yachts | Sail | €25,000,000 | New Zealand | New Building Refit |
| Islander | Australian Yacht Builders | Motor | €12,850,000 | Australia | New Building |
| Ganesh I | Fitzroy Yachts | Sail | €12,450,000 | New Zealand | New Building |
| Bliss | Yachting Developments | Sail | €11,900,000 | New Zealand | Naval Architecture New Building |
| Como | Alloy Yachts | Motor | €10,950,000 | New Zealand | New Building Refit |
| Paraiso | Alloy Yachts | Sail | €8,995,000 | New Zealand | New Building Refit |
| Aime Sea | Alloy Yachts | Sail | €3,250,000 | New Zealand | New Building Refit |

Name, Centre number, Candidate number

Title

Correct, 100% accurate 1 mark

Sort descending on *Price* 1 mark

Specified fields, correct order 1 mark

Portrait, fits one page, all fields present and fully visible 1 mark

Search

Builder_Name contains **Yacht** 1 mark

Build_Country of **New Zealand** or **Australia** 1 mark
(10 records)

| | | | |
|---------|---------------------------------|----------|-------|
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Mail Merge Master Document

Tawara Yacht Brokers

16 Eaton Place
 LONDON
 WC1B 4BQ
 Tel: 020 7946 0156
 Email: enquiries@tawarayacht.org.uk

20 March 2015 **Date field**
 Date displays in correct format dd MMMM yyyy (ie 26 April 2016) 1 mark

«Title» «First_Name» «Last_Name»
 «Add_1»
 «Add_2»
 «Add_3»
 «Post_Code»

Dear «Title» «Last_Name»

We recently experienced a computer virus attack in our «Office» office and, as a result, records containing information is so
 computer and data was compromise
 passwords and a

Fields:
 «Title» «First_Name» «Last_Name» correct position & space 1 mark
 «Add_1»,«Add_2»,«Add_3»,«Post_Code» new lines, correct position & space 1 mark
 Fields «Title» «Last_Name», «Office» correct position & space 1 mark

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password.

An example of a strong password is: **caseKr0yw3^**

- Three features which make this password strong are
- 1 mixed upper and lower case
 - 2 at least 1 number and 1 symbol
 - 3 at least 8 characters long

1 example of a strong password eg
 – caseKr0yw3^ 1 mark
 3 features identified which make **this** example a strong password eg,
 – mixed upper and lower case
 – at least 1 number
 – at least 1 symbol
 – at least 8 characters long
 – random characters
 – not family names, dobs etc.
 1 per point, ignore spelling. 3 marks

We value the trust of our customers and apologise a have caused you. We are taking every possible step occurring in the future.

Yours sincerely

Joe Bloggs
 Computer Services

Name replaces Candidate Name
 Centre no & candidate no in the footer 1 mark

Centre Number, candidate number

Merge Results

Tawara Yacht Brokers
16 Eaton Place
LONDON
WC2B 4BQ
Tel: 020 7346 0156
Email: enquiries@tawarayacht.co.uk

20 March 2015

Ms Susan Tyrell
4 Albany Road
Thames
Dorchester
DOR 9LP

Dear Ms Tyrell

We recently experienced a computer security attack in our London office and, as a result, records containing personal information were exposed. Protecting our customers' information is something we take extremely seriously and we deeply regret this breach of our computer and data systems. We would like to assure clients that no financial information was compromised. As a result of this breach we have rebuilt the server, reset all customer passwords and are reviewing our practices and security measures.

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password:

An example of a strong password is: **caseK!0yw3***

These features which make this password strong are:

- 1 mixed upper and lower case
- 2 at least 1 number and 1 symbol
- 3 at least 8 characters long

We value the trust of our customers and apologise again for any inconvenience this may have caused you. We are taking every possible step to prevent these types of events from occurring in the future.

Yours sincerely

Joe Briggs
Computer Services

Centre Number, candidate number

Tawara Yacht Brokers
16 Eaton Place
LONDON
WC2B 4BQ
Tel: 020 7346 0156
Email: enquiries@tawarayacht.co.uk

20 March 2015

Ms Louise Brooks
11 West Quay Road
Gerrards Cross
Bucks
SL8 1PN

Dear Ms Brooks

We recently experienced a computer security attack in our London office and, as a result, records containing personal information were exposed. Protecting our customers' information is something we take extremely seriously and we deeply regret this breach of our computer and data systems. We would like to assure clients that no financial information was compromised. As a result of this breach we have rebuilt the server, reset all customer passwords and are reviewing our practices and security measures.

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password:

An example of a strong password is: **caseK!0yw3***

These features which make this password strong are:

- 1 mixed upper and lower case
- 2 at least 1 number and 1 symbol
- 3 at least 8 characters long

We value the trust of our customers and apologise again for any inconvenience this may have caused you. We are taking every possible step to prevent these types of events from occurring in the future.

Yours sincerely

Joe Briggs
Computer Services

Centre Number, candidate number

Tawara Yacht Brokers
16 Eaton Place
LONDON
WC2B 4BQ
Tel: 020 7346 0156
Email: enquiries@tawarayacht.co.uk

20 March 2015

Ms Kratika Gupta
32 Newport Street
Colchester
Essex
CO2 9LP

Dear Ms Gupta

We recently experienced a computer security attack in our London office and, as a result, records containing personal information were exposed. Protecting our customers' information is something we take extremely seriously and we deeply regret this breach of our computer and data systems. We would like to assure clients that no financial information was compromised. As a result of this breach we have rebuilt the server, reset all customer passwords and are reviewing our practices and security measures.

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password:

An example of a strong password is: **caseK!0yw3***

These features which make this password strong are:

- 1 mixed upper and lower case
- 2 at least 1 number and 1 symbol
- 3 at least 8 characters long

We value the trust of our customers and apologise again for any inconvenience this may have caused you. We are taking every possible step to prevent these types of events from occurring in the future.

Yours sincerely

Joe Briggs
Computer Services

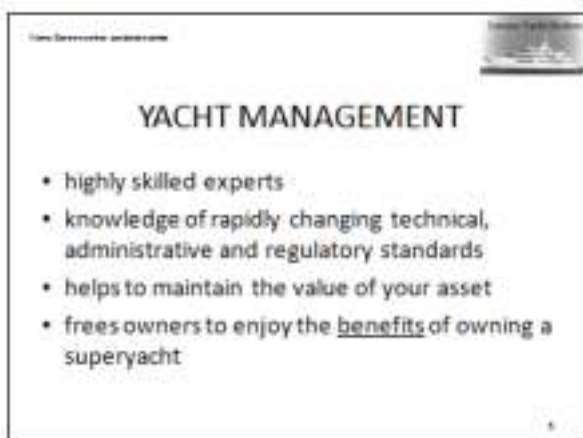
Centre Number, candidate number

Result of merge - 3 letters printed –
Susan Tyrell, Kratika Gupta and Louise Brooks only 1 mark

| | | | |
|---------|---------------------------------|----------|-------|
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Presentation

| | |
|---|--------|
| 6 slides imported correctly, no blank slides, no overlap of items, no changes | 1 mark |
| Logo appears on all slides - same position and size | 1 mark |
| Name, Centre number and candidate number on all slides – same position and size | 1 mark |
| Automated slide numbers on all slides - same position and size | 1 mark |

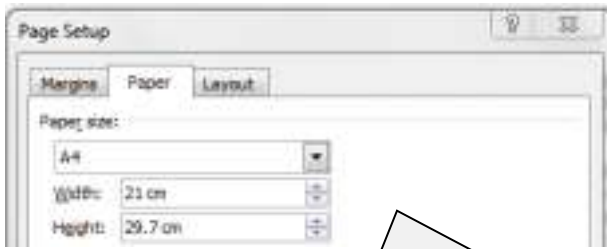


| | |
|--|--------|
| 2 spelling errors corrected - Slide 5 - benenefits; Slide 6 – ases | 1 mark |
| Print handouts 6 slides to page | 1 mark |

| | | | |
|----------------|--|-----------------|--------------|
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Evidence Document

Step 1 - **EVIDENCE 1** - Paper size screen shot evidence here:



Page layout
A4 landscape 1 mark

Step 1 - **EVIDENCE 2** - Margin screen shot evidence here:



Page layout
Top & bottom margins 1.5 cm,
left & right 2 cm 1 mark

Step 2 – **EVIDENCE 3** – File saved as BROKER and evidence of file type

File saved as BROKER in the format of the software 1 mark



Step 4 – **EVIDENCE 4**- TYB-Subheading style definition screen shot here



TYB-Subheading Style
TYB-Subheading text style created, centred 1 mark
Sans-serif, 16pt, bold, all capitals 1 mark
12pt spacing after only 1 mark

Step 15 – **EVIDENCE 5** – Evaluation of chart choice, examples with reasons eg:

- Comparative bar chart most suitable as 3 data series to compare
- Visually easy to compare differences
- Line graph not suitable as not continuously variable data
- Pie chart not suitable as shows data as a percentage of a whole, can't compare as on one data series
- Stacked bar chart – cumulative data, not comparative, not direct comparison

1 mark for explaining choice of chart

1 mark for comparison with another chart

[2 marks]

| | | | |
|---------|---------------------------------|----------|-------|
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Step 25 - **EVIDENCE 6** - Database field structure screen shot here:

| Field Name | Data Type |
|------------|-----------|
| Yacht_ID | Text |
| Yacht_Name | Text |
| Type | Text |
| Length | Number |
| Builder_ID | Text |
| Price | Currency |
| Build_Year | Number |
| Sleeps | Number |
| Crew | Number |

DB Structure

All field names as given/correct data types as given 1 mark
 Yacht_ID set as primary key 1 mark

Step 27 – **EVIDENCE 7** – Form completed with new record screen shot here

| Field Name | Data |
|------------|----------|
| Yacht_ID | MOL29 |
| Yacht_Name | Amalite |
| Type | Motor |
| Length | 26.0 |
| Builder_ID | 155PAL |
| Price | €755,000 |
| Build_Year | 2011 |
| Sleeps | 6 |
| Crew | 3 |

Form created, all fields included and fully visible 1 mark
 Evidence of form used to add new record (ignore data accuracy) 1 mark

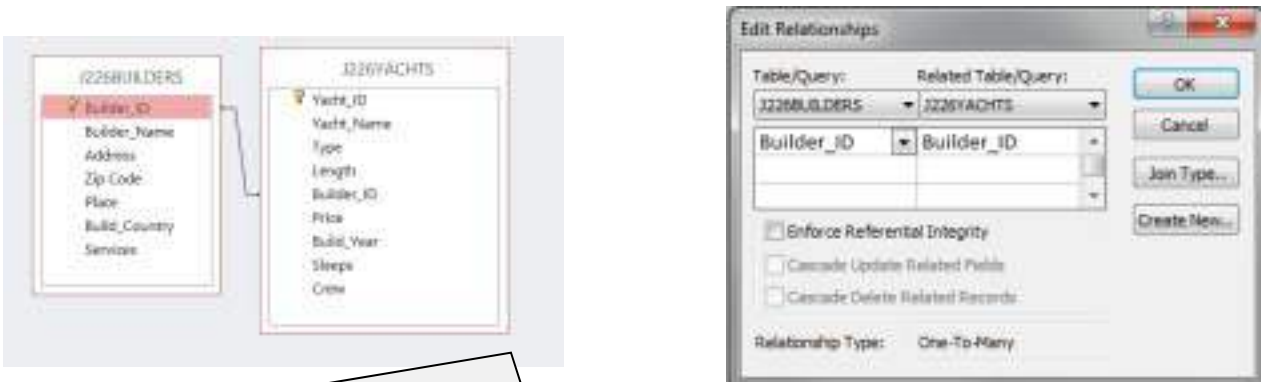
Step 28 - **EVIDENCE 8** Evaluate the design of your data entry form.

Evaluation of form eg:

- Consistent layout or formatting
- Appropriate use of title
- Lack of instructions on filling in form
- No navigation buttons
- Should contain descriptive labels, not just field names
- Inappropriate space for data added
- Unsuitable field lengths for this data
- Appropriate spacing between fields/appropriate use of white space
- Form fills available space/window
- Font size/legibility/colour schemes

[2 marks]

Step 29 - **EVIDENCE 9** - Relationship between the two tables screen shot here



One-to-many Relationship between *Builder_ID* fields 1 mark

Step 30 - **EVIDENCE 10** – Calculated field for Average Length screen shot here

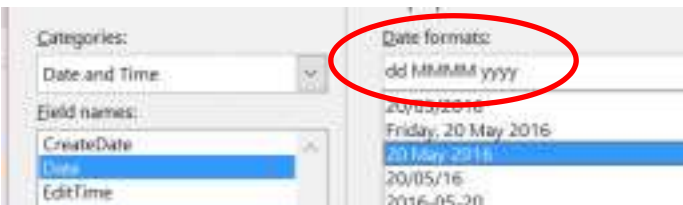
| | |
|----------------|----------------|
| Average length | =Avg([Length]) |
|----------------|----------------|

Evidence of Calculated Average 1 mark

Step 31 - **EVIDENCE 11** –Search criteria for extract screenshot evidence here

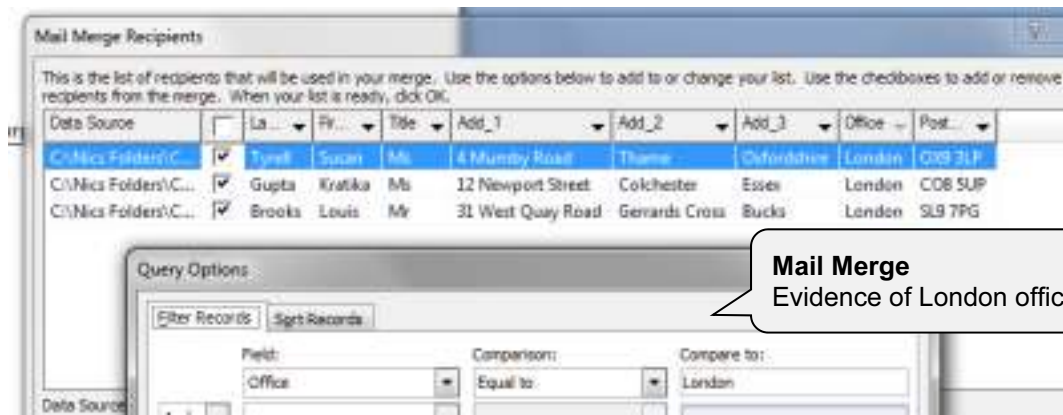
{ DATE \@ "dd MMMM yyyy" \}* MERGEFORMAT }

OR



Mail Merge
Evidence of date field used, correct format 1 mark

Step 34 - **EVIDENCE 12** - Mail merge selection method screen shot here



Mail Merge
Evidence of London office selected 1 mark

| | | | |
|---------|---------------------------------|----------|-------|
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Step 38 - **EVIDENCE 13** – Bullet animation screen shot here



Presentation
 Bullet animation, appear one by one 1 mark

OR



Step 39 - **EVIDENCE 14** – On-screen looped selection



Presentation
 Slide show set to loop continuously 1 mark