Cambridge Assessment International Education
Cambridge International General Certificate of Secondary Education

CANDIDATE NAME	

CENTRE NUMBER			CANDIDATE NUMBER	
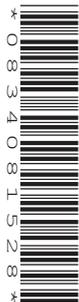
INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Document Production, Data Manipulation and Presentations **October/November 2019**

2 hours 30 minutes

Additional Materials: Candidate Source Files.

READ THESE INSTRUCTIONS FIRST

Write your name, centre number and candidate number in the spaces at the top of this page.
Write in dark blue or black pen.
Do not use staples, paper clips, glue or correction fluid.
DO **NOT** WRITE IN ANY BARCODES.
Do **not** use the internet or email.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.
Enter your **name**, **centre number** and **candidate number** on every printout before it is sent to the printer.
Printouts with handwritten candidate details on will **not** be marked.
At the end of the examination, put this **Question Paper** and **all your printouts** into the Assessment Record Folder.
If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

Any businesses described in this paper are entirely fictitious.

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

Write today's date in the box below.

This document consists of **11** printed pages and **1** blank page.

Cambridge Assessment
International Education

[Turn over

Task 1 – Evidence Document

- Open the file **N219EVIDENCE.rtf**

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

- Save this Evidence Document in your work area as **N219EVIDENCE** followed by your candidate number, for example: N219EVIDENCE9999

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

Task 2 – Document

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

1 • Open the file **N219READING.rtf**

- The page setup is set to A4, portrait orientation with 2 centimetre margins. Do **not** make any changes to these settings.

- Save the document in your work area, in the format of the software you are using, with the file name **EBOOKS**

> **EVIDENCE 1**
> Place in your Evidence Document a screenshot to show this file has been saved.
> Make sure there is evidence of the file type.

[1]

2 • Place in the header:

- ○ automated page numbers left aligned

- ○ automated date field to display today's date, right aligned.

- Place your name, centre number and candidate number right aligned in the footer.

- Make sure that:

- ○ all the alignments match the page margins

- ○ no other text or placeholders are included in the header and footer areas

- ○ headers and footers are displayed on all pages.

[2]

3 • Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
DB-Subtitle	sans-serif	16	right	italic	single	0	0
DB-Subhead	serif	14	centre	bold, all capitals	single	0	6
DB-Body	sans-serif	10	justified	none	single	0	6
DB-Table	serif	11	left	italic	single	0	0

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

[3]

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

• Modify the *DB-Title* style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
DB-Title	sans-serif	32	centre	bold, underline	single	0	6

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

[2]

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

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

[1]

6 • Below the title add the subtitle:

  Report by: and add your name [1]

7 • Apply the *DB-Subtitle* style to this text. [1]

8 • Apply the *DB-Body* style to the rest of the document. [1]

9 • Change the page layout so that the subheading *History of Digital Books* and all following text is displayed in **two** columns of equal width with a **1** centimetre space between the columns.
[2]

10 • Apply square shaped bullets to the list from:

  dedicated e-readers such as…

  to

  … including the Notepad

  • Make sure that:

   ○ the bullets are indented **1** centimetre from the left margin
   ○ the list is in single line spacing with no space before or after each line
   ○ there is a 6 point space after the last item in the list.
[2]

11 • Identify the 7 subheadings in the document and apply the *DB-Subhead* style to each one. [1]

12 • Open the file **N219EREADER.csv** and insert the contents as a table after the text

  … devices over the years: [1]

13 • Delete the entire row and contents for *Maxi Reader* [1]

14 • Sort the data in the table into ascending order of *Year*. [1]

15 • Insert a new row in the correct position according to the sort order.

  • Enter the following details:

Tawara Phablet	**Digital Tawara**	**2007**

[2]

16 • Apply the *DB-Table* style to the table.

  • Make sure that:

   ○ no text is wrapped within the table
   ○ all internal and external gridlines are displayed when printed
   ○ the borders and all data fit within the column width
   ○ there is a 6 point space after the table.
[2]

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

     ○ bold and centre aligned over the three columns

     ○ shaded with a light grey background (20–40%).

[2]

18 • Import the image **N219IMAGE.jpg** and place this below the subheading *The Future* [1]

19 • Reflect the image so the e-reader is on the right. It must look like this:

[1]

20 • Format the image so that:

     ○ it is re-sized to a width of **3** centimetres with the aspect ratio maintained

     ○ it is aligned to the left margin of the second column and the top of the paragraph starting *Many consumers have embraced…*

     ○ the text wraps round the image.

[2]

21 • Spell check and proofread the document.

  • Make sure that:

     ○ lists and tables are not split over columns or pages

     ○ there are no widows or orphans

     ○ there are no blank pages

     ○ the house style specification has been followed and the correct styles applied as instructed

     ○ spacing is consistent between all items.

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

  • Print the document.

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

[1]

22 • Many book stores sell books online through the internet.

• Discuss the advantages and disadvantages to customers of buying books through internet shopping.

> **EVIDENCE 5**
> Type your answer into your Evidence Document using no more than 100 words.

[4]

[Total: 35]

Task 3 – Database

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

23 • Using a suitable database package, import the file **N219BOOKS.csv**

• Use these field names and data types:

Field Name	Data Type	Format
Author	**Text**	
Title	**Text**	
Book_Ref	**Text**	
Publisher	**Text**	
Format_Code	**Text**	
Release_Year	**Number**	Integer
Price	**Number/Currency**	
No_Items	**Number**	Integer
Pages	**Number**	Integer
Available	**Boolean/Logical**	To display as Yes/No

• Set *Book_Ref* field as a primary key.

• Save the data.

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

[2]

24 • Import the file **N219FORMAT.csv** as a new table in your database.

   • Set *Type_Code* field as a primary key.

   • Create a one-to-many relationship between *Format_Code* in the books table and the *Type_Code* in the format table.

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

   [1]

25 • Add the following as a new record in the books table:

Author	**Anne Rice**
Title	**Wolf Gift**
Book_Ref	**B0501**
Publisher	**Quiver**
Format_Code	**BP02**
Release_Year	**2015**
Price	**8.49**
No_Items	**1**
Pages	**416**
Available	**Yes**

[1]

26 • Using fields from the books table, produce a tabular report that:
   ○ selects the records where:
      – *Release_Year* is **2014** or **2015**
      – *Price* is **5.00 or more**
      – *Available* is **Yes**
   ○ shows only the fields *Title*, *Author*, *Price*, *Release_Year* and *Available* in this order with data and labels displayed in full. Do **not** group the data
   ○ sorts the data into descending order of *Price*
   ○ has a page orientation of portrait
   ○ fits on a single page
   ○ includes only the text **Book Releases 2014/2015** as a title displayed in a larger font size at the top of the page
   ○ calculates the average *Price* and positions this under the *Price* column
   ○ displays this average price value to 2 decimal places with the same currency symbol as the *Price* field
   ○ has a label **Average book price** to the left of this value
   ○ does **not** display a page number when printed
   ○ has your name, centre number and candidate number at the bottom of the report.

   • Save and print your report.

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

> **EVIDENCE 8**
> Place in your Evidence Document a screenshot showing the database formula used to calculate the average price.

[10]

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

- ○ selects the records where:
  - – *Publisher* includes the word **Digital**
  - – *Release_Year* is later than **2011**
- ○ contains a new field called **Book_Tax** which is calculated at run-time and displayed with the same currency formatting as the *Price* field. This field will calculate the *Price* plus 10% of the price
- ○ shows only the fields *Book_Ref*, *Publisher*, *Title*, *Author*, *Book_Type*, *Release_Year*, *Price* and *Book_Tax* in this order with data and labels displayed in full. Do **not** group the data
- ○ sorts the data into ascending order of *Book_Type* and then descending order of *Release_Year*
- ○ has a page orientation of landscape
- ○ fits on a single page wide
- ○ includes only the text **Digital Publishing** as a title displayed in a larger font size at the top of the page
- ○ has your name, centre number and candidate number in the footer of the report so it displays on every page.

• Save and print your report.

> **PRINTOUT 3**
> Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

[10]

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

(a) Describe the difference between hardware and software. [2]

(b) Give one example of hardware. [1]

(c) Give one example of software. [1]

> **EVIDENCE 9**
> Type your answers into your Evidence Document using no more than 50 words

[Total: 28]

Task 4 – Mail merge

You are required to carry out a mail merge.

29 • Create a mail merge letter using the file **N219CLUB.rtf** as the master document and **N219MEMBERS.csv** as your data source file.

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

> **EVIDENCE 10**
> Take screenshot evidence of the date field code showing the format used. Place this screenshot in your Evidence Document.

[1]

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

Text and chevrons to replace	Replace with field
<GRP>	Group
<MTH>	Month
<BK>	Book
<AUT>	Author
<DY>	Day
<DT>	Date
<TM>	Time
<VEN>	Venue
<NTS>	Notes

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

[3]

31 • Replace the text *Candidate Name* with your name.

• Include your centre number and candidate number in the footer of the document.

• Save and print the master document with the merge fields displayed.

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

[1]

32 • Set an automated filter to select the books chosen for the month of **December**

> **EVIDENCE 11**
> Place in your Evidence Document screenshot evidence to show the use of an automated selection method.

[1]

33 • Merge and print the letters for *December* only.

• Save and close the files.

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

[1]

[Total: 7]

Task 5 – Presentation

You are going to create a short presentation.

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

34 • Create a presentation of 6 slides using the file **N219PRES.rtf** [1]

35 • Format slide 1 so that:

◦ a title slide layout is applied

◦ the title and subtitle are centred in the middle of the slide

◦ your name appears after the text *Produced by:*

[1]

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

◦ your name, centre number and candidate number

◦ automatic slide numbers.

[1]

37 • Use the data in the file **N219SALES.csv** to create a vertical bar chart to compare only the physical and digital book sales for all years. [1]

38 • Label the chart with the following:

◦ title **UK BOOK SALES**

◦ value axis title **£M**

[1]

39 • Display the values as data labels on each bar.

   • Display a legend.

[1]

40 • Format the value axis scale to display:

   ○ a minimum value of **0**

   ○ a maximum value of **3600**

   ○ increments of **600**

[2]

41 • Place the chart to the left of the bullets on the slide with the title *Comparison of Physical and Digital Sales* [1]

42 • Save the presentation.

   • Print the presentation as a handout with 6 slides to the page.

   • Print only the slide with the title *Comparison of Physical and Digital Sales* as a full page slide in landscape orientation.

   ┌───┐
   │ **PRINTOUT 6**   │
   │ Print these slides. Make sure your **name**, **centre number** and **candidate number** │
   │ are on all slides.   │
   └───┘

[1]

[Total: 10]

Task 6 – Printing the Evidence Document

43 • Print your Evidence Document.

   ┌───┐
   │ **PRINTOUT 7**   │
   │ Make sure that you have entered your **name**, **centre number** and **candidate** │
   │ **number** on your Evidence Document.   │
   └───┘

12

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