Cambridge IGCSE™(9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY | **0983/22**

Paper 2 Document Production, Data Manipulation and Presentations | **May/June 2022**

| **2 hours 30 minutes**

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS

- Carry out **all** instructions in each step.
- Enter your name, centre number and candidate number on every printout before it is sent to the printer.
- Printouts with handwritten candidate details will **not** be marked.
- At the end of the examination, put all your printouts into the Assessment Record Folder.
- If you have produced rough copies of printouts, put a cross through each one to indicate that it is not the copy to be marked.
- You must **not** have access to either the internet or any email system during this examination.

INFORMATION

- The total mark for this paper is 80.
- The number of marks for each question or part question is shown in brackets [ ].

This document has **12** pages.

[Turn over

You have been supplied with the following source files:

J2222ANCHOR.jpg
J2222BOATS.csv
J2222EVIDENCE.rtf
J2222GUIDE.rtf
J2222MARINA.csv
J2222MDATA.csv
J2222MOORING.rtf
J2222TOURISM.rtf
J2222VESSELS.csv

Task 1 – Evidence Document

Open the file **J2222EVIDENCE.rtf**

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

Save this document in your work area as **J2222EVIDENCE** followed by your candidate number, for example, J2222EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

Task 2 – Document

You are going to edit a document for Tawara Adriatic Marine. The company uses a corporate house style for all their documents. Paragraph styles must be created, modified and applied as instructed.

1   Open the file **J2222GUIDE.rtf**

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

Three paragraph styles have already been created. Do **not** make any changes to these unless instructed.

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

Take a screenshot to show this file has been saved including evidence of the file type. Place this screenshot in your Evidence Document.

> **EVIDENCE 1**
> Screenshot evidence of the document saved in your work area.

[1]

2   Place in the header your name, centre number and candidate number right aligned.

Place in the footer automated page numbers centre aligned.

Make sure that:

- • the header is right aligned to the page margin
- • the footer is centre aligned between the page margins
- • no other text or placeholders are included in the header or footer areas
- • headers and footers are displayed on all pages.

[2]

3   Create the following paragraph styles, basing them on the default paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TAM-subhead	serif	20	centre	bold, underline	single	0	9
TAM-table	serif	12	centre	italic	single	0	0

Take screenshot evidence to show the settings for the *TAM-subhead* paragraph style and place this in your Evidence Document.

> **EVIDENCE 2**
> Screenshot evidence showing the settings for the *TAM-subhead* paragraph style.

[2]

4   Display the custom paragraph style names as a list in the paragraph style manager/organiser.

Take screenshot evidence of this list and place this in your Evidence Document.

> **EVIDENCE 3**
> Screenshot evidence showing the list of custom paragraph styles.

[1]

5   At the start of the document enter the title:

Tawara Adriatic Marine

Apply the *TAM-title* paragraph style to this text.

[2]

6   Enter your name immediately after the subtitle *Edited by*:

The *TAM-subtitle* paragraph style has already been created and applied to the subtitle text.

Modify the *TAM-subtitle* paragraph 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)
TAM-subtitle	sans-serif	18	right	italic	single	0	0

Take screenshot evidence to show your modified settings for the *TAM-subtitle* paragraph style and place this in your Evidence Document.

[2]

> **EVIDENCE 4**
> Screenshot evidence showing your modified settings for the *TAM-subtitle* paragraph style.

7   Select the subheading *The Adriatic* and the following text up to and including the paragraph ending … *price list for each marina*.

Change the page layout so that only this text is displayed in two columns of equal width with a 2 centimetre space between them.

[2]

8   Apply arrow (➢) shaped bullets to the text from

      boat repair …

      to

      … *and showering facilities*.

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.

[4]

9   Identify the five subheadings in the document and apply the *TAM-subhead* paragraph style to each one. [1]

10   Import the image **J2222ANCHOR.jpg** and place it in the paragraph beginning *During the summer months* …

Crop the image to remove only the wave line below the anchor.

Format the cropped image so that:

- it is resized to a width of 3.5 centimetres with no distortion
- it is aligned to the left of the column and top of the paragraph starting *During the summer months* …
- the text wraps around the image.

[4]

11   Locate the table in the document.

Apply the *TAM-table* paragraph style to the table.

[1]

12   Insert a new row as the first row of the table and enter the title:

Support Telephone Numbers

[2]

13   Format the first row of the table to be centre aligned over the two columns. [1]

14   Format the table so that:

- all internal and external gridlines are displayed when printed
- the border and all data fit within the column width
- there is a 6 point space after the table.

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

Print the document.

[1]

PRINTOUT 1
Make sure your **name**, **centre number** and **candidate number** are on your document.

[Total: 26]

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 0 decimal places.

15 Using a suitable database package, import the file **J2222MARINA.csv**

Use these field names and data types:

Field name	Date type	Store	Display
Marina_Name	Text		
Marina_ID	Text		
Country	Text		
Country_Code	Text		
Area	Text		
Sea	Text		
Language	Text		
Currency	Text		
Currency_Code	Text		
Berth_Fee	Number/Currency	2 decimal places	currency symbol with 0 decimal places

Set *Marina_ID* as a primary key.

Save the data.

Import the file **J2222VESSELS.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
Yacht_Name	Text		
Manufacturer	Text		
Built	Number		
Length(m)	Number	2 decimal places	2 decimal places
Beam(m)	Number	2 decimal places	2 decimal places
Cabins	Number		
Marina	Text		
Crewed	Boolean/Logical		Yes/No

Do **not** set a primary key.

Take screenshot evidence of the table structures showing field names and data types. Make sure the primary key is showing for the marina table.

Place the screenshot evidence in your Evidence Document.

EVIDENCE 5
Screenshot evidence of the table structures in your database.
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[6]

16 Create a one-to-many relationship between *Marina_ID* in the marina table and *Marina* in the vessels table.

Take screenshot evidence showing the fields and type of relationship. Place this in your Evidence Document.

> **EVIDENCE 6**
> Screenshot evidence showing the fields and type of relationship.

[1]

17 Enter the following details as a new record in the vessels table:

Yacht_Name	**Western Star**
Manufacturer	**Barrington Boat Company**
Built	**2017**
Length(m)	**30.50**
Beam(m)	**5.80**
Cabins	**8**
Marina	**JOS_ES**
Crewed	**No**

Check your data entry for errors.

Save the data.

[2]

18 Using fields from both tables produce a tabular report that:

- selects only the records where:
    - *Yacht_Name* ends with the text star
    - *Language* is Greek or Spanish
    - *Crewed* is No

- contains a new field called **New_Rate** which is calculated at run-time. This field will calculate the *Berth_Fee* minus 15% of the *Berth_Fee*

- displays the *New_Rate* field as currency with 0 decimal places

- shows only the fields *Yacht_Name*, *Crewed*, *Length(m)*, *Beam(m)*, *Marina_Name*, *Sea*, *Country_Code*, *Language*, *Berth_Fee* and *New_Rate* in this order, with data and labels displayed in full. Do **not** group the data

- sorts the data into ascending order of *Country_Code* and descending order of *Length(m)*

- has a page orientation of landscape

- fits a single page wide and prints on two pages

- includes only the text **European Yachts Available** as a title displayed in a larger font size at the top of the page

- calculates the average *Berth_Fee* and places this at the end of the report, displayed as currency with 0 decimal places

- has a label **Average berth fee** to the left of this value

- displays only your name, centre number and candidate number in the footer so it appears in the same position on every page. Make sure no other data is displayed in the footer.

Save and print your report.

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

Take screenshot evidence showing the database formula used to calculate the average berth fee and place this in your Evidence Document.

> **EVIDENCE 7**
> Screenshot evidence of the database formula used.

[14]

19 Using fields from both tables produce an extract which:

- selects only the records where:
    - *Sea* is Adriatic
    - *Length(m)* is 25 or more

- shows only the fields:

  Yacht_Name, *Length(m)* and *Sea*, in this order, with data and labels displayed in full. Do **not** group the data

- sorts the data into ascending order of *Length(m)*

Save the extract.

[4]

20 Export the extract saved in step 19 as a table in rich text format (rtf).

Save the exported file in your work area.

Take a screenshot to show the exported file saved in your work area including evidence of the file type. Place this screenshot in your Evidence Document.

EVIDENCE 8
Screenshot evidence of the exported file saved in your work area.

[1]

[Total: 28]

Task 4 – Document 2

21 Using the document saved at step 14 locate the paragraph which ends … *from the 2022 Adriatic fleet*:

Import the extract you saved in step 20 and place it as a table after this paragraph.

Make sure that:

- the *TAM-table* paragraph style is applied to the extract
- the table fits within the column width
- all required fields and their labels are fully visible
- no text is wrapped within the extract
- there is a 6 point space after the table.

[2]

22 Spell check and proofread the document.

Make sure that:

- the list and tables are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- paragraph styles have been applied as instructed with consistent spacing maintained between all items
- there is a 6 point space after the tables and the list.

Save and print the document.

[2]

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

[Total: 4]

Task 5 – Mail merge

You are required to carry out a mail merge using a form.

23 Create a mail merge document using the file **J2222MOORING.rtf** as the master document and **J2222MDATA.csv** as your data source file.

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 merge field
<FULL_NAME>	Name
<INSUR>	Insurance_Co
<POL_NO>	Policy_No
<EXP>	Expiry
<V_NAME>	Vessel_Name
<V_TYPE>	Vessel_Type
<LENGTH>	Length
<BEAM>	Beam
<PONT>	Pontoon
<NB>	Number
<FEE>	Annual_Fee

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

[4]

24 Replace the text *Candidate details here* with your name, centre number and candidate number.

Save and print your master document showing the merge field codes.

[1]

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

25 Set an automated filter to select the records where the length is 12 or less and the pontoon is North

Take a screenshot to show the use of your automated selection method and place this in your Evidence Document.

> **EVIDENCE 9**
> Screenshot evidence of your automated selection method.

[2]

26 Merge and print the forms for the selected records only.   [1]

> **PRINTOUT 5**
> Make sure you have entered your **name**, **centre number** and **candidate number** on your forms.

Save and close the files.

[Total: 8]

Task 6 – Printing the Evidence Document

Save and print your Evidence Document.

> **PRINTOUT 6**
> Make sure that your **name**, **centre number** and **candidate number** appear on every page of your Evidence Document.

Task 7 – Presentation

You are going to create a short presentation. All slides must have a consistent layout and formatting.

27 Create a presentation of six slides using the file **J2222TOURISM.rtf**

Unless otherwise instructed, the slides must display a title and a bulleted list.

[1]

28 Use a master slide to display only the following features:

- a 3–4 point thick horizontal line across the width of the slide, about 3 centimetres from the top
- above the line enter the text **Support Coastal Tourism** in a large, black font, aligned to the top right of the slide. Make sure the text does **not** wrap
- automatic slide numbers on the bottom left
- your name, centre number and candidate number.

Make sure that:

- master slide items appear in the same position on every slide
- no items overlap on any slide.

[3]

29 Use the data in the file **J2222BOATS.csv** to create a vertical bar chart for only the top 5 ranked countries. This chart must display:

- the names of the countries on the category axis
- the values for 2022 only.

[1]

30 Label the chart as follows:

- chart title **Recreational Boats in Europe**
- value axis title **Thousands**
- category axis title **Country**

[2]

31 Display only the data values at the top of each bar. [1]

32 Format the value axis scale to display:

- a minimum value of 0
- a maximum value of 1100
- increments of 100

[2]

33 Place the chart to the left of the bullets on the slide with the title *Participation*

Make sure that:

- no words in the chart are split

- all data and labels are fully visible

- no legend is displayed

- the chart and its content do **not** overlap any slide items.

[1]

34 Add the following text as presenter/speaker notes to the slide with the title *Participation*

Sweden and Finland have the most leisure boats

Print only this slide as presenter/speaker notes.

[2]

> **PRINTOUT 7**
> Make sure your **name**, **centre number** and **candidate number** are on this slide.

35 Save the presentation.

Print the presentation as a handout with 6 slides to the page. [1]

> **PRINTOUT 8**
> Make sure your **name**, **centre number** and **candidate number** are on all slides.

[Total: 14]