



Cambridge IGCSE™ (9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY

0983/21

Paper 2 Document Production, Databases and Presentations

May/June 2024

2 hours 15 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 70.
- The number of marks for each question or part question is shown in brackets [].

This document has **12** pages.

You have been supplied with the following source files:

j2421bookings.csv
j2421child.csv
j2421childcare.rtf
j2421evidence.rtf
j2421lifelong.csv
j2421logo.jpg
j2421playgroup.rtf
j2421test_scores.csv

Task 1 – Evidence Document

Open the file **j2421evidence.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 **EVIDENCE** followed by your candidate number, for example **EVIDENCE9999**

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

Task 2 – Document

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

- 1 Using a suitable software package, open the file **j2421childcare.rtf**

The page setup is set to A4, portrait orientation with two-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 with the file name **NURSERY**

Make sure it is saved in the format of the software you are using.

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

[1]

2 Place in the *NURSERY* document:

- a right-aligned header on a single line:
Prospectus produced by: followed by a space then your name, centre number and candidate number
- a left-aligned footer with automated page numbers.

Make sure that:

- all the header details are on a single line
- all the alignments match the page margins
- no other text or placeholders are included in the header or footer areas
- the headers and footers are displayed on all pages.

[3]

3 Create and store the following style, basing it on the default/normal paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TC-title	serif	32	centre	bold, italic	single	0	6

Take a screenshot to show that you have defined the settings for the *TC-title* style.

Make sure that there is evidence that you have based this on the default/normal paragraph style.

Place this in your Evidence Document.

[2]

4 Apply the *TC-title* style to the title text *Tawara Tots Childcare*

[1]

5 Select the subheading *Staff* and the following text up to and including the paragraph ending ... *enjoy their new surroundings*.

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

[2]

6 The style named *TC-subhead* has already been created, stored and applied to the five subheadings.

Modify the *TC-subhead* style so that only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
<i>TC-subhead</i>	sans-serif	14	centre	italic, bold, all capitals	single	0	7

Take screenshot evidence to show you have modified the *TC-subhead* style and the settings applied. Place this in your Evidence Document.

[2]

7 Apply a numbered list, formatted as 1 to 7, to the text from:

communication and language ...
to
... arts and design

Make sure that:

- the numbers are aligned to the left margin of the column
- the list is in single line spacing with no space before or after each line
- there is a seven-point space after the last item in the list.

[3]

8 Import the image **j2421logo.jpg** and place it in the paragraph beginning *We have eight spacious playrooms ...*

Rotate the image 180 degrees with the image size and aspect ratio maintained.

Format the image so that:

- it is aligned to the right margin and the top of the paragraph starting *We have eight spacious playrooms ...*
- the text wraps around the image.

[3]

9 Locate the table in the document. Format the table so that:

- the table width is set to 13 centimetres
- all the rows are set to one-centimetre high
- the data is centre aligned vertically in each row
- the table is centred within the page margins.

[4]

10 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- the original styles are maintained except the *TC-subhead* style changed in Step 6
- all styles are applied consistently
- spacing is consistent between all items.

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

Print the document.

[1]

[Total: 22]

Task 3 – Database

You are now going to prepare a report. Dates are to be imported in the format day month year (DMY).

11 Use database software to import the file **j2421child.csv** as a new table.

Use these field names and data types:

Field name	Data type	Display
<i>Last_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Child_ID</i>	Text	
<i>Gender</i>	Text	
<i>DOB</i>	Date/Time	Day month year
<i>Reg_Date</i>	Date/Time	Day month year
<i>Food_Allergy</i>	Boolean/Logical	To display as Yes/No
<i>Contact_Name</i>	Text	
<i>Relationship</i>	Text	
<i>Contact_Number</i>	Text	

Set *Child_ID* as the primary key.

Save the data.

Place in your Evidence Document a screenshot showing the field names, data types and primary key.

Import the file **j2421bookings.csv** as a new table in your database.

Use these field names and data types and create a primary key field called ID:

Field name	Data type	Display
<i>Session_ID</i>	Text	
<i>Child_ID</i>	Text	
<i>Day</i>	Text	
<i>Start_Time</i>	Date/Time	hh:mm
<i>End_Time</i>	Date/Time	hh:mm
<i>Session</i>	Text	

Place in your Evidence Document a screenshot showing the field names, data types and primary key.

[5]

12 Create a one-to-many relationship between the *Child_ID* fields in the child and bookings tables.

Place in your Evidence Document a screenshot showing the one-to-many relationship between the tables.

[1]

13 Using fields from the child and bookings tables produce a tabular report that:

- selects the records where:
 - *Day* is **Monday**
 - *Session* is **Morning** or **Sunrise Club**
- contains a new field called **Total_Time** which is calculated at run time
 $Total_Time = (End_Time - Start_Time) \times 24$
 Format this field to display as a numeric value to 1 decimal place
- shows only the fields *Child_ID*, *First_Name*, *Last_Name*, *DOB*, *Day*, *Session*, *Start_Time*, *End_Time*, *Total_Time* and *Food_Allergy* in this order, with data and labels displayed in full.
 Do **not** group the data
- sorts the data into descending order of *Session* and ascending order of *DOB*
- has a page orientation of landscape
- fits on a single page width
- includes only the title **Monday Morning Groups** displayed in a larger font size, fully visible and centre aligned at the top of the page
- has your name, centre number and candidate number in the footer of the report so that it appears in the same position on every page.

Save and print your report.

[11]

You are now going to create a data entry form. The form will contain radio buttons for the user to select one option. Data from the selected option must be stored in a new field that you will create in the child table.

14 Insert a new field in the child table named **Ailment_ID** which will be used to store data from radio buttons. Set the most appropriate data type.

Place in your Evidence Document a screenshot showing the field names and data types used in the child table.

Save and close the table.

[1]

15 Create a columnar data entry form, using selected fields from the child table, that:

- includes only the fields *Last_Name*, *First_Name*, *Child_ID*, *Gender*, *DOB*, *Reg_Date* and *Food_Allergy*
- displays one record at a time.

Place in your Evidence Document a screenshot showing your form with a record from the database displayed.

[2]

16 In the form created in Step 15, create five grouped radio buttons. The user must be able to select one of the following options:

- **Asthma**
- **Diabetes**
- **Eczema**
- **Epilepsy**
- **None**

The option selected must be stored and displayed in the *Ailment_ID* field of the child table.

Label this option group **Ailment**

Make sure that:

- the radio buttons are grouped as one option group with the label *Ailment*
- the option selected is stored in the *Ailment_ID* field of the child table
- all labels in the form are aligned to the left consistently and do **not** overlap other data in the form.

Place in your Evidence Document screenshots showing:

- the radio buttons grouped as one option group with the label *Ailment*
- evidence of your method of linking this group to the *Ailment_ID* field.

[6]

17 Use the form modified in Step 16 to add the following data as a new record in the child table:

<i>Last_Name</i>	Lambert
<i>First_Name</i>	Jakara
<i>Child_ID</i>	3YR27
<i>Gender</i>	Female
<i>DOB</i>	04/12/2022
<i>Reg_Date</i>	18/10/2023
<i>Food_Allergy</i>	Yes
<i>Ailment</i>	Eczema

Check your data entry for errors. Save the data.

Place in your Evidence Document a screenshot of the form with the new record displayed in full.

[1]

18 Open the child table.

Use an automated selection method to locate the new record you entered in Step 17 with the *Child_ID* 3YR27

Place in your Evidence Document screenshots showing:

- the use of an automated selection method to find the record
- the new record stored in the child table with all 11 fields displayed in full.

[2]

[Total: 29]

Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

19 Create a presentation of eight slides using the file **j2421playgroup.rtf**

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

[1]

20 Place at the top right of the slide a header with your name, centre number and candidate number.

Place in the footer automated slide numbers left aligned.

Make sure that:

- the header and footer appear in the same position on every slide
- no items overlap on any slide.

[2]

21 Locate the slide with the title *Our staff*

Select the three bulleted items after the text ...*centre manager who*: and format them to look like this:

Our staff

- a dedicated centre manager who:
 - has over 15 years' experience
 - holds an approved Level 5 qualification
 - works directly with the children
- all staff hold at least an approved Level 3 qualification
- trainee staff are supervised at all times
- all staff are qualified in Paediatric First Aid which is regularly updated
- staff ratio of at least one member of staff for every three children

[3]

22 Delete the slides with the titles *Our guiding principles* and *Areas of learning and development* [1]

23 Use the data in the file **j2421test_scores.csv** to create a vertical bar chart to compare achievement for only the subjects literacy and mathematics. Display the subjects as labels on the category axis. [1]

24 Label the chart with the title **Impact of early childcare on test results** [1]

25 Display the following:

- values only as data labels along the top of each bar
- a legend showing *Pre-school* and *No Pre-school*

[2]

26 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **56**
- increments of **8**

[2]

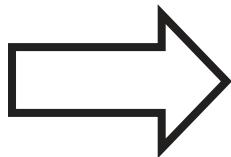
27 Place the chart to the left of the bullets on the slide with the title *Academic performance*

Make sure that:

- no words are split
- all data and labels are fully visible
- the chart and its contents do **not** overlap any slide items.

[1]

28 On the slide with the title *Long term benefits* create an arrow-shaped action button that looks like this:



Position this in the bottom-right corner.

Format the action button so that when clicked it opens the document with the file name **j2421lifelong.csv**

Enter the text **Lifelong Gains** in a black font on the action button.

Make sure that:

- the text displays on one line
- the text fits within the shape and does **not** overlap the border.

Take screenshot evidence showing the action button links to the correct file. Place this in your Evidence Document. Make sure that the file name is fully visible.

[4]

29 Save the presentation.

Print the full presentation as handouts in portrait orientation with two slides to the page, each filling half the page.

[1]

[Total: 19]

Task 5 – Printing the Evidence Document

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

Save your Evidence Document.

Print your Evidence Document.

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