

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2017

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.

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.

The syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

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

You work for Tawara University and are going to carry out some clerical tasks.

Task 1 – Evidence Document

- Open the file **J227EVIDENCE.RTF**
- Make sure your name, Centre number and candidate number will appear on every page of your Evidence Document.
- Save this as a word processed document in your work area with the filename **J227EVIDENCE** followed by your candidate number, for example, **J227EVIDENCE9999**

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

Task 2 – Document

You are going to edit a guide for new undergraduates at Tawara University. The university uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- 1 • Using a suitable software package, open the file **J227NEWUG.RTF**
 - Set the page orientation to landscape. Do not change the paper size or margin settings. [1]
- 2 • Save the document in your work area with the file name **UGGUIDE**
Make sure it is saved in the format of the software you are using.

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]

- 3 • Place in the header of the file *UGGUIDE*:
 - automated page numbers left aligned
 - automated file name and path right aligned.
- Place in the footer your name, Centre number and candidate number left aligned.
- Make sure that:
 - all the alignments match the page margins
 - no other text or placeholders are included in the header and footer area
 - headers and footers are displayed on all pages.

[2]

- 4 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
UG-title	sans-serif	24	right	underline	single	0	12
UG-subtitle	sans-serif	16	centre	italic	single	0	0
UG-subhead	sans-serif	14	centre	bold, italic	single	0	12
UG-body	serif	12	justified	none	single	0	12
UG-bullet	serif	12	1 cm left indent with hanging paragraphs	square shaped bullet e.g. ■	single	0	0

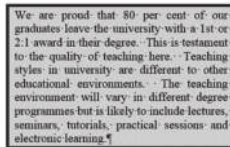
EVIDENCE 2

Place in your Evidence Document screenshot(s) to show all the settings for the UG-bullet style only.

[3]

- 5 • Apply the *UG-title* style to the title *Undergraduate Guide For New Students* at the start of the document. [1]
- 6 • Below the title, add the subtitle
Edited by: and add your name. [1]
- 7 • Apply the *UG-subtitle* style to this text. [1]
- 8 • Apply the *UG-body* style to the rest of the document. [1]
- 9 • Change the page layout so that the subheading *International Community* and all following text are displayed in three columns of equal width with a 1.5 centimetre space between them. [2]
- 10 • Apply the *UG-bullet* style to the text:
attend welcome and ...
to
... around the university campus. [1]
- 11 • Identify the 8 subheadings in the document and apply the *UG-subhead* style to each one. [1]

- 12 • Using the data in the file **J227DOM.CSV** create a pie chart to show the total students enrolled by region. [1]
- 13 • Label the chart with the title **Students By Domicile** [1]
- 14 • Display a legend.
 - Display on each sector only the percentage values. [1]
- 15 • Insert the chart immediately after the paragraph ending ... *students studying with us*.
 - Make sure that:
 - the chart fits within the column width
 - all data is displayed in full. [1]
- 16 • Format the paragraph that starts *We are proud that 80 ...* to display an external **3 to 4 point black** border. [1]
- 17 • Apply light grey shading (10–25%) to fill this area so it looks like this:



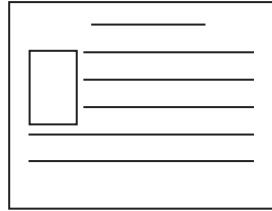
[1]

- 18 • Move the paragraph which starts *We have extensive ...* so it is positioned immediately below the subheading *Computing Services* [1]
- 19 • Import the image **J227LEISURE.JPG** and place this below the subheading *Leisure Activities* [1]
- 20 • Reflect the image so the skater faces the left, like this:



[1]

- 21 • Resize the image so that:
- it is **2** centimetres wide
 - the aspect ratio is maintained.
- Align the image to the:
- top of the paragraph starting *We provide plenty ...*
 - left of the column.
- Make sure the text wraps round the image.
- It may look like this:



[2]

- 22 • Spell check and proofread the document.
- Make sure that:
- the list is 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
 - the image and graph are placed within the column width
 - spacing between all items is consistent.
- Save the document using the same file name and format used in Step 2.
- Print the document.

PRINTOUT 1

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

[2]

- 23 The university are going to create an online facility to enable communication on a range of issues. They need to decide between using a blog and a forum.
- Evaluate in your own words the differences between a blog and a forum. Recommend what you consider to be the most appropriate option for use by the university and explain your reasons.

EVIDENCE 3

Type your evaluation and recommendation, with reasons, in your Evidence Document using no more than 100 words.

[4]

[Total: 32]

Task 3 – Database

You are now going to prepare some reports for the university.

- 24 • Examine the data in the files **J227DEGREE.CSV** and **J227FACULTY.CSV**
- Using a suitable database package, import the file **J227DEGREE.CSV**
 - Use these field names and data types:

Field Name	Data Type	Display as:
<i>Faculty_Code</i>	Text	
<i>Qual_Code</i>	Text	
<i>Subject</i>	Text	
<i>Advisor</i>	Text	
<i>Course_Code</i>	Text	
<i>Length</i>	Numeric/Integer	
<i>Male</i>	Numeric/Integer	
<i>Female</i>	Numeric/Integer	
<i>Full_Time</i>	Boolean/Logical	checkbox

- Set the *Course_Code* field as the primary key.
- Save the data.

EVIDENCE 4

Take screenshot evidence showing the field names and data types used in the table. Insert this screenshot into your Evidence Document.

[3]

- 25 • Restrict the data entry in the *Length* field to accept only numbers of **6 or less**.

EVIDENCE 5

Take screenshot evidence showing how you have limited data entry in the *Length* field. Insert this screenshot into your Evidence Document.

[1]

- 26 • Add this record:

<i>Faculty_Code</i>	<i>Qual_Code</i>	<i>Subject</i>	<i>Advisor</i>	<i>Course_Code</i>	<i>Length</i>	<i>Male</i>	<i>Female</i>	<i>Full_Time</i>
AES	BS	Food Science	CTY	AG137BS	5	2	5	<input checked="" type="checkbox"/>

- Check your data entry for errors. Save the data. [1]

- 27 • Import the file **J227FACULTY.CSV** as a new table in your database and set the *Faculty_Code* field as the primary key.
- Create a relationship between the *Faculty_Code* field in the faculty table and the *Faculty_Code* field in the degree table.

EVIDENCE 6

Take screenshot evidence showing the relationship between the tables. Insert this screenshot into your Evidence Document

[1]

- 28 • Using fields from both tables, produce a report which:
- selects only those records where the
 - *Qual_Code* is **PHD**
 - *Length* is **4 or more**
 - shows only the fields *Subject*, *Length*, *Head_of_Faculty* and *Campus* in this order with data and labels displayed in full
 - sorts the *Length* in descending order then ascending order of *Subject*
 - has a page orientation of portrait
 - fits on a single page
 - includes the heading **Extended Doctoral Options** at the top of the page
 - calculates the total number of subjects in this selection and positions this below the *Subject* column
 - has a label to the left of this number **Total subjects**
 - has your name, Centre number and candidate number on 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 7

Place in your Evidence Document screenshot(s) showing the formula used to calculate the number of subjects.

[9]

- 29 • Using fields from both tables produce a report which:
- contains a new field called **Total_Enrolled** which is calculated at run-time and displayed as integer. This field will calculate the total number of students enrolled by adding *Male* plus *Female*.
 - selects only those records where the
 - *Subject* contains the word **Science**
 - *Qual_Code* is **BS** or **BA**
 - *Full_Time* is **Yes**
 - shows only the fields *Course_Code*, *Qual_Code*, *Subject*, *Faculty*, *Male*, *Female*, *Full_Time* and *Total_Enrolled* in this order with data and labels displayed in full
 - sorts the data into ascending order of *Qual_Code*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the report title **Selected Tawara Degrees** at the top of the page
 - has your name, Centre number and candidate number at the top right of the report
 - does **not** display a page number when printed.
- Save and print your report.

PRINTOUT 3

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

[9]

[Total: 24]

Task 4 – Mail merge Letter

You are required to carry out a mail merge to produce a checklist for new students which will include details of their library induction appointment.

- 30 • Use the file **J227CHECKLIST.RTF** as the master document for the mail merge and the file **J227NEWSTU.CSV** as the data source file.
- In the master document:
 - in the header 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>`. There should be 12 merge fields in the document
 - include your name, Centre number and candidate number in the footer of the document.
 - Spell check and proofread the document.
 - Save the master document.
 - Display the field codes.

EVIDENCE 8

Place in your Evidence Document a screenshot showing the code for the format of the date field.

PRINTOUT 4

Print your master document with the merge fields displayed. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[7]

- 31 • Merge the checklists selecting only those applicants who start university on or after 11/09/2017.

EVIDENCE 9

Place in your Evidence Document screenshot(s) showing your selection method.

[1]

- 32 • Print only the merged checklists for the selected students.

PRINTOUT 5

Print the result of the merge. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

- Save and close the documents.

[1]

[Total: 9]

Task 5 – Presentation

You are required to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, each slide must display a title and bulleted list.

33 • Create a presentation of 7 slides using the file **J227RESEARCH.RTF** [1]

34 • Display the following features on all slides:

- the company logo **J227LOGO.JPG** positioned in the top left corner, appropriately sized with aspect ratio maintained
- your name, Centre number and candidate number in the bottom right corner
- automatic slide numbers in the top right corner. [2]

35 • Change the layout of slide 1 to an appropriate layout for a title and subtitle.

- Insert your name after the text
Presented by: [1]

36 • Delete the slide with the title *Characteristics of the Internet* [1]

37 • Change the layout of the slide with the title *Web search tools* to a title and table.

- Create a table that contains **3** columns and **9** rows.
- Format the table with all gridlines displayed and no cell shading, like this

- Copy the data from the file **J227TOOLS.CSV** and place this in the table. Make sure the data in each row is displayed on one line. [2]

38 • Insert a new row above the first row of the table and enter the heading
Types of search engine available [1]

- 39 • Merge the cells in the first row and centre align the heading. [1]
- 40 • Format rows 1 and 2 of the table to be bold with a **24** point size font. [1]
- 41 The slide with the title *Why internet information may not be reliable* is incomplete.
- Identify in your own words two reasons why information found on the internet may not be reliable and enter your answers as separate bullets on this slide. [2]
- 42 The slide with the title *How to evaluate website content* is incomplete.
- Give two methods in your own words of checking the reliability of information found on the internet and enter your answers as separate bullets on this slide. [2]
- 43 • Save the presentation.
- Print the presentation as a handout with 6 slides to the page.

PRINTOUT 6

Print this handout. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

- Print only the slides with the titles *Why internet information may not be reliable* and *How to evaluate website content* as full page slides. Make sure each slide fills the full page.

PRINTOUT 7

Print these slides. Make sure your **name**, **Centre number** and **candidate number** are on these slides.

[1]

[Total: 15]

Task 6 – Printing the Evidence Document

- 44 • You now need to print your Evidence Document.

PRINTOUT 8

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your Evidence Document.

- Save and close your Evidence Document.

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