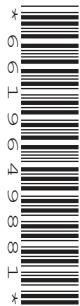# Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/22**

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 [ ].

[Turn over

You have been supplied with the following source files:

j2422area.csv
j2422courses.csv
j2422email.jpg
j2422evidence.rtf
j2422info.rtf
j2422students.csv
j2422study.rtf

Task 1 – Evidence Document

Open the file **j2422evidence.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 Agricultural College. The college uses a corporate house style for all its documents.

1   Using suitable software, open the file **j2422info.rtf**

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

Four paragraph styles have already been created and applied. Do **not** make any changes to these unless instructed to do so.

Save the document in your work area with the file name **PAMPHLET**

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 there is evidence of the file type.

[1]

2 Place right-aligned in the header of the *PAMPHLET* document the text:

Information updated by: followed by a space, then your name, centre number and candidate number.

Place right-aligned in the footer automated page numbers.

Make sure that:

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

[3]

3 Select the subheading *EDUCATIONAL FACILITIES* and the following text up to and including the paragraph ending … *or additional privileges*.

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

[2]

4 The *TAC-subhead* paragraph style has already been created and applied to the four subheadings.

Modify the *TAC-subhead* 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)
TAC-subhead	serif	16	centre	bold, italic	single	0	3

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

[3]

5 Sort the bulleted list from
books …
to
… *travel*

into alphabetical order.

[1]

6 Format the list so that the bullets are indented 1.5 centimetres from the left margin. [1]

7 Import the image **j2422email.jpg** and place it in the paragraph beginning
The college has a limited fund … [1]

8 Format the image so that:

• the text wraps around the image
• it appears in the paragraph starting *The college has a limited fund* … aligned to the right of the column and the bottom of the text in that paragraph
• when clicked it opens an email editor ready to send a message to **TAC@cambridge.org** with a subject line **Tawara Bursary**

Place in your Evidence Document a screenshot showing the link from the image, the email address and the subject.

[4]

9 Locate the table in the document.

Delete the entire column and contents with the heading *Price per week*

[1]

10 Format the first row of the table so that:

- it becomes a single cell with the contents centre-aligned over the three columns
- it has a light-grey (20–40%) background fill.

[2]

11 Format the table so that:

- all text in each row displays on one line
- the table borders and all data fit within the column width.

[2]

12 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 *TAC-subhead* style changed in Step 4
- 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 some reports. Dates must be imported in the format of day month year (DMY). All currency values must display the same currency symbol and be set to two decimal places.

13 Use database software to import the file **j2422students.csv** as a new table.

Use these field names and data types:

Field name	Data type	Display
Course_code	Text	
Last_name	Text	
First_name	Text	
Gender	Text	
Roll_no	Text	
DOB	Date/Time	dd-MMM-yy e.g. 12-Aug-24
Street_address	Text	
Area	Text	
Post_code	Text	
Fees_paid	Boolean/Logical	Yes/No
Payment_type	Text	

Set *Roll_no* 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 **j2422courses.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
Level	Number	integer	integer
Course_name	Text		
Course_ID	Text		
Course_type	Text		
Study_mode	Text		
Duration	Text		
Course_cost	Number/Currency	2 decimal places	currency symbol with 2 decimal places
Start_date	Date/Time		day month year

Set *Course_ID* as the primary key.

Save the data.

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

[6]

14 Create a one-to-many relationship between *Course_ID* in the courses table and *Course_Code* in the students table.

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

[1]

15 Enter the following details as a new record in the students table:

Course_code	**TAGL204**
Last_name	**Peacock**
First_name	**Luca**
Gender	**Male**
Roll_no	**R0561**
DOB	**09/06/1988**
Street_address	**54 Pershore Lane**
Area	**Freymarsh**
Post_code	**PB51 7EH**
Fees_paid	**No**
Payment_type	**Cheque**

[2]

16 Using fields from both tables, produce a tabular report that:

- selects the records where:
    - *Fees_paid* is **No**
    - *Payment_type* is **Cheque** or **Credit Card**
- contains a new field called **Late_payment** which is calculated at run-time. This field must display the new course cost after a 2% increase has been applied. Use *Course_cost* multiplied by 1.02. Format this field to display currency
- shows only the fields *Roll_no*, *First_name*, *Last_name*, *DOB*, *Course_name*, *Level*, *Fees_paid*, *Payment_type*, *Course_cost* and *Late_payment* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Level* and descending order of *Course_name*
- has a page orientation of landscape
- fits a single page width and prints on two pages
- includes only the title **Surcharges for outstanding fees** displayed in a larger font size, fully visible, at the top of the page
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Save and print your report.

[11]

17 Using fields from both tables, produce labels which:

- select the records where:
    - *Course_name* includes the text **crop**
    - *Course_type* is **University**
- are sorted in ascending order of *Last_name*

Use this selection to produce labels which:

- are arranged in 2 columns and 5 rows with 10 labels to the page, for example with a label size of 99.0 mm wide × 57.0 mm high (9.90 cm × 5.7 cm)
- print in portrait orientation with a page size of 21 cm by 29.7 cm
- display the data for each field as shown in the following sample label:

> *Course_name*
> *Course_type - Start_date*
> *First_name Last_name*
> *Street_address*
> *Area*
> *Post_code*
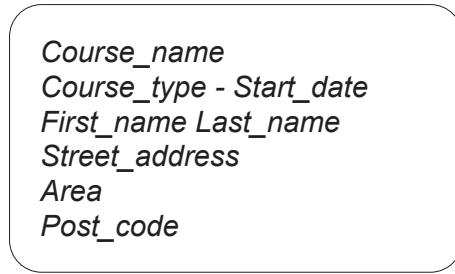
- have your name, centre number and candidate number on the left at the bottom of each label.

Modify the format of the label so that only the first two lines are displayed in a larger font size, centre-aligned and bold.

Make sure that data on every label is fully visible with no overlap of any field.

Save and print your labels.

[10]

[Total: 30]

Task 4 – 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.

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

18   Create a presentation of six slides using the file **j2422study.rtf**

    All slides must display a title and a bulleted list.

        [1]

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

- a thick black 3 to 4 point wide horizontal line across the full width of the slide. Position this line above the slide titles about three centimetres from the top. Make sure the line does **not** overlap any slide data
- above the line enter the text **Organic Crop Farming** in a 32 point, black font, aligned to the top right of the slide. Make sure the text does **not** wrap or overlap the line
- automatic slide numbers on the top 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.

        [4]

20   Use the data in the file **j2422area.csv** to create a vertical bar chart. This must compare the size of organic farmland by region for only the years 2013 and 2023. Display with labels:

- the regions on the category axis
- the values on the value axis
- a legend showing the years.

        [3]

21   Label the chart with a:

- chart title **Regional distribution of organic farmland**
- value axis title **Million hectares**

        [2]

22 Display only the data values above each bar. Format all the data labels to display 1 decimal place.

[2]

23 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **42**
- increments of **7**

[2]

24 Place the chart to the left of the bullets on the slide with the title *Global statistics*

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]

25 Add the following text as presenter/speaker notes to the slide with the title *Global statistics*

India has the most organic farmers in the world.

Print only this slide as presenter/speaker notes.

[2]

26 Save the presentation.

Print all slides in portrait orientation with six slides to the page.

[1]

[Total: 18]

BLANK PAGE

12

BLANK PAGE