Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/22**

Paper 2 Document Production, Databases and Presentations **May/June 2025**

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. Any blank pages are indicated.

[Turn over

You have been supplied with the following source files:

j2522age.csv
j2522evidence.rtf
j2522group.csv
j2522history.jpg
j2522info.rtf
j2522marathon.rtf
j2522runners.csv

Task 1 – Evidence Document

Open the file **j2522evidence.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 when required.

Task 2 – Document

You are going to edit a document about marathons. The company uses a corporate house style for all its documents. Paragraph styles must be modified and applied as instructed.

1   Using a suitable software package, open the file **j2522marathon.rtf**

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

Four 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 **Marathon**

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 in the header of the *Marathon* document your name, centre number and candidate number right aligned.

Place in the footer automated page numbers right aligned.

Make sure that:

- 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.

[2]

3   At the start of the document on a new line, enter the title:
    Marathon Information

[1]

4   Apply the *TM-title* style to the title text entered in Step 3.

[1]

5   The style named *TM-body* has already been created, stored and applied to the text.

Modify the *TM-body* 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)
TM-body	sans-serif	11	justified	None	1.5	0	0

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

[2]

6   Locate the table in the document.

Delete the entire column and contents with the heading *Rating*

[1]

7   Format the left column of the table so that it looks like the left column of this table:

Age Graded	Percentage	Level
	Above 100%	New record performance
	100%	World record class
	Above 90%	World class
	Above 80%	National class
	Above 70%	Regional class
	Above 60%	Local class

[4]

8   Format the left column to have a width of 1.5 centimetres.

Take screenshot evidence to show the column width set at 1.5 centimetres. Place this in your Evidence Document.

[1]

9 Select the subheading *History* and the following text up to and including the paragraph ending … *their best performance*.

Change the page layout so that only this text is displayed in two columns of equal width with a 1-centimetre space between the columns.

[2]

10 Import the image **j2522history.jpg** and place it in the paragraph beginning *Legend has it that* …

Reflect the image so that the man faces the left.

[2]

11 Format the image so that:

- it is resized to a width of 3 centimetres with the aspect ratio maintained
- it is aligned to the right-column guide and the top of the paragraph starting *Legend has it that* …
- the text wraps around the image.

[2]

12 Apply the *TM-table* style to only columns 2 and 3 of the table.

Make sure that:

- all the text of each row displays on one line
- 1-point black internal and external gridlines are displayed when printed
- the table borders and all the data fit within the column width
- there is a 6-point space after the table.

[3]

13 Spell check and proofread the document.

Make sure that:

- the table is **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- the original styles are maintained
- spacing is consistent between all items.

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

Print the document.

[2]

[Total: 24]

Task 3 – Database

You are now going to prepare some reports. Make sure all required data is fully visible.

14 Use database software to import the file **j2522runners.csv** as a new table.

Use these field names and data types:

Field name	Data type	Store	Display
First_name	Text		
Last_name	Text		
Race_no	Number	Integer	Integer
Category	Text		
YOB	Number	Integer	Integer
Age	Number	Integer	Integer
Pace_KM	Number	Decimal	
Speed_KM/h	Number	Decimal	2 decimal places
Category_rank	Number	Integer	Integer
Gender_rank	Number	Integer	Integer
Event_rank	Number	Integer	Integer

Set *Race_no* as the primary key.

Save the data.

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

[3]

15 Import the file **j2522group.csv** as a new table in your database. Set all the data types to text.

Set *Cat_code* as the primary key.

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

[1]

16 Create a one-to-many relationship between *Cat_code* in the group table and *Category* in the runners' table.

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

[1]

17 Add the following as a new record in the runners' table:

First_name	**Nina**
Last_name	**Harris**
Race_no	**2512**
Category	**FSN30**
YOB	**2000**
Age	**25**
Pace_KM	**0.002961065**
Speed_KM/h	**14.07**
Category_rank	**2**
Gender_rank	**9**
Event_rank	**41**

[2]

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

- selects the records where:
  - *Category* starts with **F**
  - *Category_rank* is **1** or **2**
- shows only the fields *Category*, *Race_no*, *Last_name*, *First_name*, *Level* and *Category_rank* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Category_rank* and descending order of *Level*
- has a page orientation of portrait
- fits a single page wide
- includes only the title **Best Female Runners** at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

[6]

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

- selects the records where:
  - *Level* is **Novice**
  - *Event_rank* is **100 or less**
- contains a new field called **Race_time** which is calculated at run-time. This field will calculate the *Pace_KM* multiplied by *42.195*
- displays the *Race_time* field as time with the format hh:mm:ss
- shows only the fields *First_name*, *Last_name*, *Age*, *Level*, *Class*, *Race_time*, *Speed_KM/h* and *Event_rank* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Age*
- has a page orientation of landscape
- fits a single page wide and prints on two pages only
- includes only the title **Top 100 Novice Runners** displayed in a larger font size
- calculates the top *Speed_KM/h* and places this at the end of the report
- has the label **Fastest speed** to the left of this value
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Place in your Evidence Document a screenshot showing the database formula used to calculate the top speed.

Save and print your report.

[13]

[Total: 26]

Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

20 Create a presentation of 8 slides using the file **j2522info.rtf**

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

[1]

21 Place in the right of the slide header your name, centre number and candidate number.

Place in the footer automated slide numbers centre aligned.

Make sure that:

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

[2]

22 Delete the slides with the titles *Tawara Running Events* and *Prizes*   [1]

23 Use the data in the file **j2522age.csv** to create a line chart to compare the total participation for men and women within each age group.

Display with labels:

- the age groups on the category axis
- the percentages on the value axis.

[2]

24 Display a legend with the labels **Male** for *Men total* and **Female** for *Women total* [1]

25 Label the chart with the title **Gender distribution by age group** [1]

26 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **0.42**
- increments of **0.07**

[2]

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

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 *Elite Runners* locate the two bullets describing the qualifying times for men and women. Format only these two bullet points so:

- the bullet points are indented to 2.5 centimetres
- the bullet style is displayed as a dash (–)
- the font size is smaller than the other bulleted text
- the text is displayed in italics.

The slide should look like this:
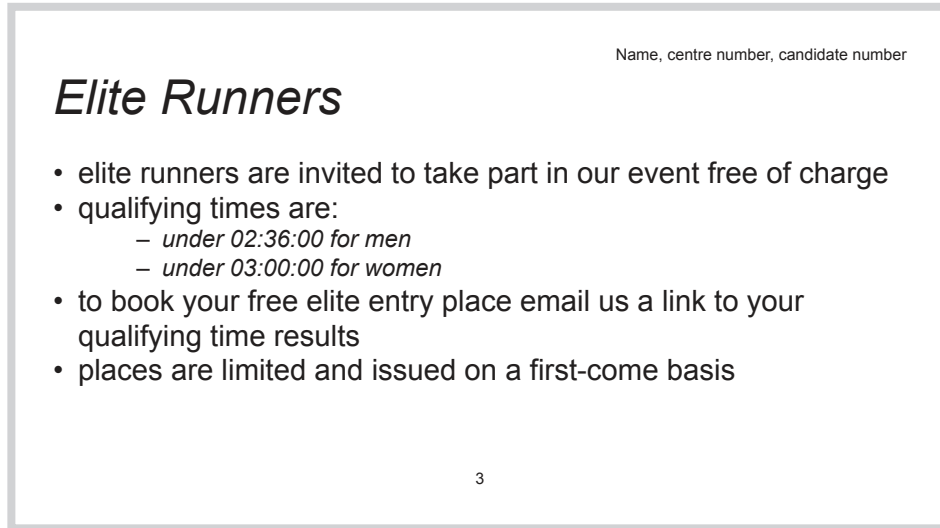
[4]

29 On the slide with the title *Elite Runners* format the text *email us* so that when clicked it opens an email editor ready to send a message to **TM@cambridge.org** with a subject line **Elite Runner Entry**

Place in your Evidence Document a screenshot showing the linked text, email address and subject.

[3]

30 Save the presentation.

Print slides 2, 3, 4 and 5 only as handouts in portrait orientation with two slides to the page, each filling half the page.

Print only the slide with the title *Marathon Participation* as a full-page slide in landscape orientation.

[2]

[Total: 20]

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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