



Cambridge IGCSE™ (9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY

0983/22

Paper 2 Document Production, Databases and Presentations

May/June 2023

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.

You have been supplied with the following source files:

j2322apps.csv
j2322clubs.csv
j2322cyclist.jpg
j2322evidence.rtf
j2322race.csv
j2322trends.rtf
j2322vcworld.rtf
j2322virtual.rtf

Task 1 – Evidence Document

Open the file **j2322evidence.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 Virtual Cycling. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

1 Using suitable software, open the file **j2322virtual.rtf**

The page setup is set to A4, landscape orientation with 2.5 centimetre margins. Do **not** make any changes to these settings.

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

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

Make sure that 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 header of the *VCYCLING* document the text **Report by:** followed by a space and 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
- headers and footers are displayed on all pages.

[3]

- 3 Select the subheading **Benefits** and the following text up to and including the paragraph ending *... being developed continuously*.

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]

- 4 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)
VC-subhead	serif	16	centre	bold, italic	single	0	8

Take a screenshot to show that you have defined the settings for the *VC-subhead* 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]

- 5 Identify the 4 subheadings in the document and apply the *VC-subhead* style to each one. [1]

- 6 Locate and move the paragraph:

Cycling is an excellent ... a mass participation event.

so that it appears as a new paragraph immediately after the subheading *Benefits*.

[1]

7 Import the image **j2322cyclist.jpg** and place it in the paragraph beginning *Cheating has become an ...* [1]

8 Rotate the image 180 degrees. [1]

9 Format the image so that:

- it is resized to a width of 4 centimetres with the aspect ratio maintained
- it is aligned to the right of the column and top of the paragraph starting *Cheating has become an ...*
- the text wraps around the image.

[2]

10 Locate the table in the document.

Format the first row of the table so that it looks like this:

Global Cycle App Growth		
Region	Daily Usage	Download Growth
Asia Pacific	23%	45%
Europe	10%	23%
India	72%	137%
Middle East and North Africa	26%	52%
Rest of the World	22%	40%

[2]

11 Sort the data in the table from

Asia Pacific
to
Rest of the World

into descending order of *Download Growth*

[1]

12 Insert a new row as the last row in the table and enter the following details:

Americas	7%	19%
----------	----	-----

[2]

13 Apply the *VC-table* style to rows 2 to 8 only.

Apply to rows 1 to 8 a 3–4 point black external border with no internal gridlines displayed when printed.

Make sure that:

- all the text of each row displays on one line
- the table borders and all the data fit within the column width
- there is an 8 point space after the table.

[3]

14 Spell check and proofread the document.

Make sure that:

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

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

[1]

Print the document.

[Total: 23]

Task 3 – Database

You are now going to prepare some reports.

15 Using database software, import the file **j2322race.csv**

Use these field names and data types:

Field name	Data type	Store	Display
<i>Club_Code</i>	Text		
<i>Last_Name</i>	Text		
<i>First_Name</i>	Text		
<i>Bib_No</i>	Number		0 decimal places
<i>YOB</i>	Number		0 decimal places
<i>LPF_Ratio</i>	Number	3 decimal places	3 decimal places
<i>Race_Time</i>	Date/Time		hh:mm:ss
<i>Category</i>	Text		
<i>Year_Band</i>	Text		
<i>Gender</i>	Text		

Set *Bib_No* as a 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.

[2]

16 Import the file **j2322clubs.csv** as a new table in your database. Set all the data types to text.

Set *Club_ID* as a primary key.

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

[1]

17 Create a one-to-many relationship between *Club_ID* in the clubs table and *Club_Code* in the race table.

Place in your Evidence Document a screenshot showing the fields and the type of relationship.

[1]

- 18 Create a columnar data entry form, with all the fields in the race table, to display one record at a time.

Apply two different formatting features to this form to improve the design.

[3]

- 19 Use the form created in Step 18 to add the following data as a new record in the race table:

<i>Club_Code</i>	RCC11
<i>Last_Name</i>	Burns
<i>First_Name</i>	Amy
<i>Bib_No</i>	1208
<i>YOB</i>	1943
<i>LPF_Ratio</i>	0.678
<i>Race_Time</i>	02:20:05
<i>Category</i>	Grand Veteran
<i>Year_Band</i>	80 to 89
<i>Gender</i>	Female

Place in your Evidence Document a screenshot of the form with the new record displayed and showing the formatting features applied in Step 18.

[2]

- 20 Using fields from both tables, produce a tabular report that:
- selects the records where:
 - Area* ends with the text **land**
 - Category* is **Junior** or **Master**
 - shows only the fields *First_Name*, *Last_Name*, *Gender*, *Category*, *Area*, *Country* and *Race_Time* in this order, with data and labels displayed in full. Do **not** group the data
 - sorts the data into ascending order of *Category*
 - has a page orientation of portrait
 - fits on a single page
 - includes only the title **Master and Junior Outcomes** displayed in a larger font size, fully visible, at the top of the page
 - has your name, centre number and candidate number on the report.

Save and print your report.

[6]

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

- selects the records where:
 - *Country_Code* is **GBR**
 - *YOB* is **1960** or earlier
- contains a new field called **LPF_Uplift** which is calculated at run-time. This field will calculate the *Race_Time* multiplied by the *LPF_Ratio*. Format this field to display time as hh:mm:ss
- shows only the fields *Bib_No*, *Gender*, *YOB*, *Category*, *LPF_Ratio*, *Club_Name*, *Country*, *Race_Time* and *LPF_Uplift* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Country* and descending order of *LPF_Ratio*
- has a page orientation of landscape
- fits a single page wide
- includes only the title **GBR Category Results** displayed in a larger font size, fully visible, at the top of the page
- calculates the longest race time and places this at the end of the report, fully visible and right aligned with the race times in the *Race_Time* column
- has the label **Longest race time** fully visible 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.

Save and print your report.

Place in your Evidence Document a screenshot showing the database formula used to calculate the longest race time.

[14]

[Total: 29]

Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

22 Create a presentation of 6 slides using the file **j2322vcworld.rtf**

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

[1]

23 Place in the header automated slide numbers left aligned.

Place in the footer your name, centre number and candidate number left aligned.

Make sure that:

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

[2]

- 24 Use the data in the file **j2322apps.csv** to create a vertical bar chart to show the number of downloads for each app. This chart must display only the *App Title* and *Downloads (million)*. Display, with labels, the app titles on the category axis.

Do **not** display a legend.

[2]

- 25 Label the chart as follows:

- chart title **Top Fitness App Downloads 2022**
- value axis title **Million**

[2]

- 26 Display only the data values along the top of each bar.

[1]

- 27 Format the value axis scale to display:

- a minimum value of 0
- a maximum value of 15
- increments of 3

[2]

- 28 Place the chart to the left of the bullets on the slide with the title *Virtual Cycling Trends*

Make sure that:

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

[1]

- 29 On the slide with the title *Virtual Cycling Trends*, create a square-shaped action button and position this in the top right corner.

Format the action button so that when clicked it opens the document with the file name **j2322trends.rtf**

Enter the text **Top Fitness Trends** as text on the action button.

Place in your Evidence Document a screenshot(s) showing the action button linked to the correct document. Make sure that the file name is fully visible.

[4]

- 30 Set the slide show so it loops continuously on-screen.

Place in your Evidence Document a screenshot to show the presentation set to display in a continuous on-screen loop.

[1]

- 31 Save the presentation.

Print all the slides as handouts in portrait orientation with 3 slides to the page.

Print the slide with the title *Virtual Cycling Trends* as a full page slide in landscape orientation.

[2]

[Total: 18]

Task 5 – Printing the Evidence Document

- 32 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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