



You have been supplied with the following source files:

n2302evidence.rtf
 n2302guide.rtf
 n2302platforms.csv
 n2302players.csv
 n2302ratings.csv
 n2302review.rtf
 n2302vgames.csv

Task 1 – Evidence Document

Open the file **n2302evidence.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 report about Video Gaming. The company uses a corporate house style for all their documents. Paragraph styles must be created, modified and applied as instructed.

1 Using suitable software, open the file **n2302review.rtf**

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

Three 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 **VGREVIEW**

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 Remove any page breaks from the *VGREVIEW* document. [1]

3 Place in the header of the document automated page numbers left aligned.

Place in the footer the text **Market review by:** followed by a space and your name, centre number and candidate number 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]

4 Select the subheading *Video Games* and the following text up to and including the paragraph ending ... *transactions and advertisements*.

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]

- 5 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)
VG-subhead	sans-serif	20	centre	bold, italic	single	0	0

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

- 6 Identify the four subheadings in the document and apply the *VG-subhead* style to each one. [1]

- 7 Locate and move the paragraph:

Aggressive competition between ... the video game industry.

so that it appears as a new paragraph immediately after the paragraph ending ... *gamer controls the action.* [1]

- 8 Using the data in the file **n2302players.csv** create a vertical bar chart to show the worldwide distribution of online game players for the year 2022 only. [1]

- 9 Label the chart as follows:

- chart title **Global Online Players 2022 (millions)**
- category axis title **Region**

[2]

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

Do **not** display a legend. [1]

- 11 Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **1500**
- increments of **300**

[2]

- 12 Insert the chart after the paragraph ending ... *game players in 2022:*

Make sure that:

- the chart and all data fits within the column width
- all data labels are displayed in full with no overlap
- there is a 6-point space after the chart.

[1]

- 13 The style named *VG-list* has already been created, stored and applied to the five list items in the report.

Modify the *VG-list* 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)
<i>VG-list</i>	sans-serif	10	aligned left to margin	italic with numbered list, i.e. 1., 2., 3.,	single	0	0

Place in your Evidence Document screenshots of the style settings for the *VG-list* style to show that you have changed these. Make sure that the screenshots show all the changes made to this style. [3]

- 14 Format the paragraph that starts *Mobile gaming is expected ...* so that it is indented 1.5 centimetres from both the left-hand and right-hand margins. [1]
- 15 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
- original styles are maintained
- 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.

[2]

[Total: 24]

Task 3 – Database

You are now going to prepare some reports.

Make sure that all currency values display the same currency symbol and are set to 2 decimal places.

- 16** Examine the file **n2302vgames.csv** and identify the most appropriate field to set as a primary key. Close this file.

Using database software, import the file *n2302vgames.csv*

Use these field names and data types:

Field name	Data type	Store	Display
<i>Game_Title</i>	Text		
<i>Rank</i>	Number		0 decimal places
<i>Game_Code</i>	Text		
<i>Platform</i>	Text		
<i>Release_Year</i>	Number		0 decimal places
<i>Genre</i>	Text		
<i>Game_Publisher</i>	Text		
<i>Global_Sales</i>	Number	3 decimal places	3 decimal places
<i>Price</i>	Number/Currency	2 decimal places	currency symbol with 2 decimal places

Set the identified field 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]

- 17** Import the file **n2302platforms.csv** as a new table in your database.

Use the field names and data types provided.

Set *Platform* 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]

- 18** Create a one-to-many relationship between *Platform* in the platforms table and *Platform* in the games table.

Take screenshot evidence showing the fields and type of relationship. Place this in your Evidence Document. [1]

- 19** In the games table, locate the record with the *Game_Code* AC105

Amend the details as follows:

<i>Rank</i>	455
<i>Release_Year</i>	2020
<i>Genre</i>	Action

Check your data entry for errors. Save the data.

[1]

20 Add the following as a new record in the games table:

<i>Game_Title</i>	Sprinter
<i>Rank</i>	134
<i>Game_Code</i>	AC149
<i>Platform</i>	GD
<i>Release_Year</i>	1999
<i>Genre</i>	Action
<i>Game_Publisher</i>	Lowena Interactive
<i>Global_Sales</i>	6.230
<i>Price</i>	12.80

Check your data entry for errors. Save the data.

[2]

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

- selects the records where:
 - *Game_Title* includes the text **sport**
 - *Release_Year* is **2011** or later
- shows only the fields *Rank*, *Game_Title*, *Release_Year*, *Genre*, *Global_Sales* and *Console_Name*, in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Release_Year*
- has a page orientation of portrait
- fits on a single page
- includes only the title **Sports titles released since 2011** 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]

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

- selects the records where:
 - *Genre* is **Action** or **Adventure**
 - *Rank* is **200** or less
- contains a new field called **Discount_Price** which is calculated at run-time. This field will display the new price after a 5% discount has been applied. Use *Price* multiplied by 95 divided by 100. Format this field to display currency
- shows only the fields *Game_Title*, *Rank*, *Genre*, *Console_Name*, *Release_Year*, *Game_Publisher*, *Price* and *Discount_Price*, in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Genre* and ascending order of *Rank*
- has a page orientation of landscape
- fits a single page wide
- includes only the title **Top Entertainment Games** displayed in a larger font size, fully visible, at the top of the page
- calculates the earliest release year and places this below the *Release_Year* column at the end of the report
- has the label **Earliest game release** 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 earliest release year. Make sure that the formula is fully visible.

[13]

[Total: 27]

Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

23 Create a presentation of 5 slides, using the file **n2302guide.rtf**

Unless otherwise instructed, the slides must display a title and a bulleted list. [1]

24 Place in the header your name, centre number and candidate number right aligned.

Make sure that the header appears in the same position on every slide. [1]

25 Change the layout of the slide with the title *Age rating system* to a title and table.

Create a table that contains **3** columns and **6** rows.

Format the table so that:

- a plain table style is applied with no cell shading
- all internal and external gridlines are displayed when printed. [2]

26 Copy the data from the file **n2302ratings.csv** and place this in the table created in Step 25.

Adjust the column widths so data in column 3 wraps over no more than 3 lines. [2]

27 Format the table so the height of all six rows is set to 2 centimetres. Make sure the data in column 3 still wraps over no more than 3 lines. [1]

28 Format the table so:

- the first column of the table has a solid black background with white text
- columns 1, 2 and 3 look like this:

Age Categories	Rating	Description
	3	Suitable for all age groups. There may be a very mild form of violence such as a cartoon setting. No bad language should be heard.
	7	Same as rating 3 but may also have scary looking characters. Very mild forms of violence may be seen such as vehicles crashing into each other or non-realistic violence. May contain scenes or sounds that could be frightening to younger children.
	12	May contain violence of a slightly more graphic nature towards fantasy characters such as dragons or trolls, or non-realistic violence towards people. May also contain suggestive themes, crude humour and mild swearing.
	16	May contain more realistic violence towards people that looks the same as would be expected in real life. The use of bad language can be more extreme. Games of chance and the use of tobacco may also be present.
	18	The adult classification is applied when the level of violence reaches a stage where it becomes a depiction of gross violence, motiveless killing, or violence towards defenceless characters. May also have other content that is only suitable for adults.

[5]

- 29 On the slide with the title *Content descriptors*, select the seven bulleted items *bad language ...* to *... suggestive themes* and format them to look like this:

Content descriptors

- image content descriptors indicate why a game received a particular age rating:
 - *bad language*
 - *discrimination*
 - *controlled substances*
 - *fear*
 - *games of chance*
 - *violence*
 - *suggestive themes*
- this guidance helps consumers make informed choices

[3]

- 30 On the slide with the title *Online gaming safety*, format the text *age rating* in the last bullet point so that when clicked it goes to the slide with the title *Age rating system*

Take screenshot evidence to show that the text links to the correct slide. Place this in your Evidence Document. [2]

- 31 Save the presentation.

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

[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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