

INTERNATIONAL GCSE

INFORMATION AND COMMUNICATION TECHNOLOGY (4IT0)

NOTES FOR NON OFFICE USE ONLY CENTRES – 2015

THESE NOTES ARE NOT REQUIRED FOR CENTRES USING OFFICE 2003 OR

OFFICE 2007

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2015 (available from the [Pearson website](#)).

These notes are provided to enable Centre staff to re-create the data files for use in the International GCSE Examination in Information & Communication Technology (ICT) (4IT0).

The contents of this document or the data files must **NOT** be discussed with candidates prior to, or during, the examination window (11 May 2015 to 15 May 2015).

IMPORTANT NOTE: If it is necessary to reconstruct files using these notes, a printout of the files produced **MUST** be included with the scripts for the examiner.

Please also note: Centres should check in **OFFICE 2003, OFFICE 2007** and the **NON-OFFICE** folders for file formats which are consistent with the Centre system.

The following data files must be stored in **each** candidate's secure user area:

IMAGES folder	Folder containing TEN JPG image files named COLOMBO, HONG KONG, Image1, Image2, Image3, Image4, LONDON, MUNICH, PARIS, TEMPLE
DHG2000	Database file
JULYMTG1	Word processed file
JULYMTG2	Word processed file
JULYMTG3	Word processed file
MANAGER	Word processed file
TEMPLATE	Word processed file
TOURIST	Word processed file
TRIP	Spreadsheet file

The following details are provided to recreate the database, spreadsheet and word processed files if Microsoft Office 2007 or later products are not available for candidates.

The IMAGES folder will need to be copied from the OFFICE 2007 folder if other versions are used.

DATABASE FILE

Database filename: DHG2000
 Formats available: ACCDB, MDB and TEXT files
 Database table: GUEST

GUEST table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
ID	Text	Unique code for each guest	Set as Primary Key. Field size 6 characters
GENDER	Text	Male or Female	Field size 6
TITLE	Text	Guest title (Mr or Ms or Dr)	Field size 2 Validation rule "Must be 'Mr' Or 'Ms' Or 'Dr'"
FSTNAME	Text	Guest first name	Field size 25
LSTNAME	Text	Guest last name	Field size 25
EMAIL	Text	Email address of guest	Field size 50
MOBILE	Text	Mobile telephone number of guest	Field size 15
BIRTHDAY	Date/Time	Date of birth of guest (dd/mm/yyyy)	Format Short date

The content of the table is stored in the Non-Office folder as a text file called GUEST.TXT

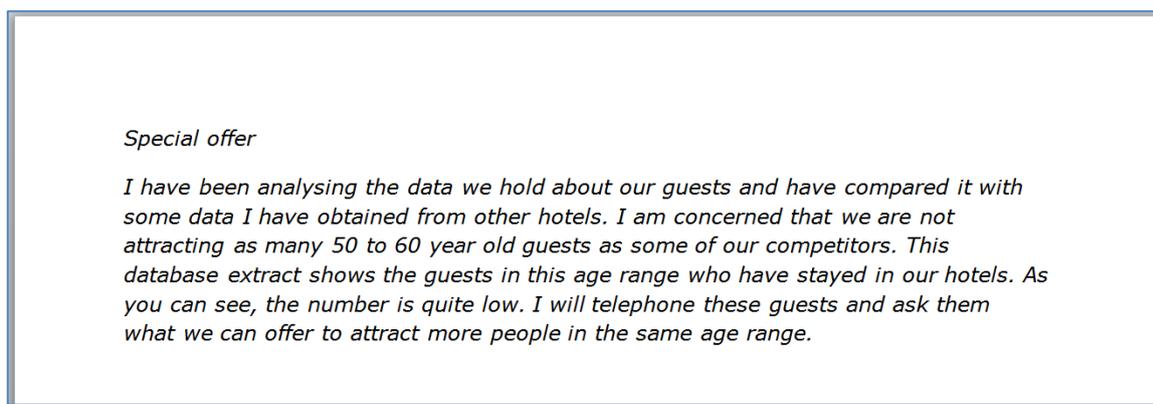
WORD PROCESSING FILES

Word processed filename: JULYMTG1
Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait
Margins: all 2cm
Text: aligned left
Paragraph: single line spaced
Font: Verdana size 11, italic

When opened by the candidate, the document should look like this image:

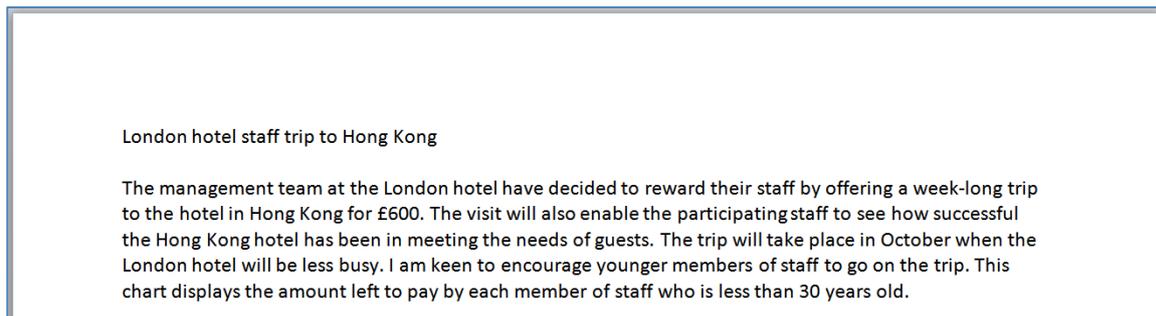


Word processed filename: JULYMTG2
Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait
Margins: all 2cm
Text: aligned left
Paragraph: single line spaced
Font: Calibri size 11, regular

When opened by the candidate, the document should look like this image:

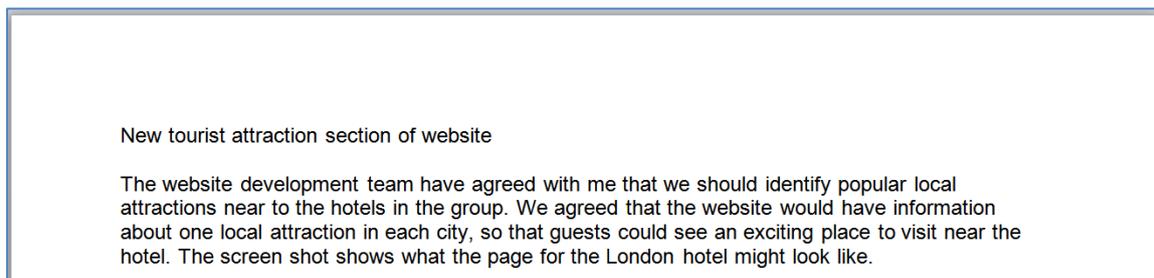


Word processed filename: JULYMTG3
Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait
Margins: all 2cm
Text: aligned left
Paragraph: single line spaced
Font: Arial size 11, regular

When opened by the candidate, the document should look like this image:



Word processed filename: MANAGER
Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait
Margins: left and right at 1 cm, top and bottom at 2 cm
Text: aligned left
Paragraph: single line spaced
Font: Courier New size 9, regular
Tab stops: left aligned at 4, 6, 8, 11 and 13 cm

When opened by the candidate, the document should look like this image:

HNAME	EMPCODE	CITY	MANAGER	YRSTARTED	EMAIL
Parliament Mansions	L101	London	Lydia White	2000	lydia.white@dhg2000.co.uk
Fragrant Harbour	H102	Hong Kong	Li Chen	2002	li.chen@dhg2000.co.uk
Temple View	C103	Chennai	Aditi Singh	2006	aditi.singh@dhg2000.co.uk

Word processed filename: TEMPLATE
 Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait
 Margins: all 2cm
 Text: aligned left
 Paragraph: single line spaced
 Font: Calibri size 11, regular

Table:

10 rows, 5 columns

Rows 1 to 7: 5 columns (width 2cm, 4.5cm, 2cm, 2cm, 6.5cm)

Row 8: single column (width 17 cm)

Rows 9 and 10: 2 columns (width 4 cm and 13 cm)

Rows 1 and 8: shaded light grey (actual shade not significant)

Row heights: not significant

Text spacing below table – not significant.

When opened by the candidate, the document should look like this image:

Field Name	Description	Data Type	Field size / Length	Justification
HNAME	Hotel name			
EMPCODE	Employee code			
CITY	Location of hotel			
MANAGER	Manager's name			
YRSTARTED	Year manager started			
EMAIL	Manager's email address			
Key field				
Reason for choice				

Screenshot of table design in database software:

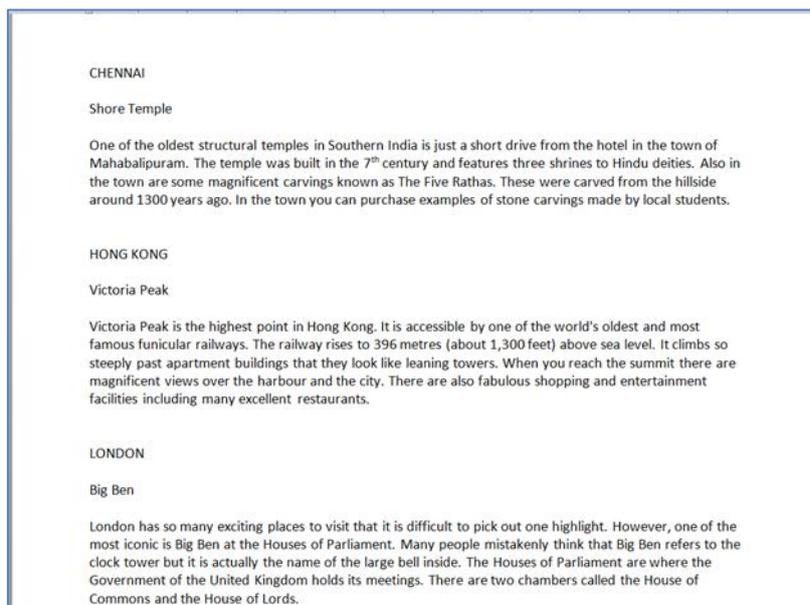
Screenshot of data entry form:

Word processed filename: TOURIST
Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size and orientation: A4 portrait
Margins: all 2cm
Text: aligned left
Paragraph: single line spaced
Font: Calibri size 11, regular

When opened by the candidate, the document should look like this image:



SPREADSHEET FILE

Spreadsheet filename: TRIP
 Formats available: XLSX, XLS and CSV files

The spreadsheet contains one worksheet named PAYMENT

INCOME

Worksheet format:

- Page setup: The sheet is set to print landscape and fit to 1 page wide by 1 page tall and display row and column headings and gridlines
- All rows set to 18.75 (25 pixels) high
- All columns set to 8.00 (61 pixels) wide
- Font: default font set to Arial size 12
- Cells A1:K1 merged and centred
- Cells A1:K1, A3, and A5:K5 set to bold and have a light grey background (the actual shade is not significant)
- Cells A1:K1, A3:B3 and A5:K18 have a thin black border on all sides of every cell.

When opened by candidates the worksheet should look like this image:

	A	B	C	D	E	F	G	H	I	J	K	L
1	DUCANSVILLA HOTEL GROUP - TRIP TO HONG KONG											
2												
3	Cost	£600										
4												
5	FIRSTN	LASTNA	AGE	JAN	FEB	MAR	APR	MAY				
6	Valerie	Anderss	26	100	125	100	75	100				
7	Bartholo	Brown	30	150	75	125	125	100				
8	Annabell	Sword	38	150	75	150	150	75				
9	Karen	Anderss	29	150	75	75	150	100				
10	Mohamn	Horton	42	100	150	75	75	125				
11	Sebastia	Glass	48	125	100	100	75	100				
12	Rosema	Dann	21	150	100	125	125	75				
13	Jake	Hammer	45	100	75	75	100	150				
14	Vince	Williams	43	100	75	100	100	75				
15	Christop	Hammer	28	75	75	125	100	75				
16	Paula	Aynsley	43	75	100	150	125	100				
17	Macken	Andrews	24	125	100	75	75	100				
18	Jacqueli	Harringt	42	125	150	100	100	125				

The contents of the sheet are stored in the TRIP.CSV file.

****END OF DOCUMENT****