CANDIDATE
NAME

CENTRE
NUMBER

CANDIDATE
NUMBER

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Practical Test **May/June 2012**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

At the end of the exam put this **Question Paper** and **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **8** printed pages.

UNIVERSITY *of* CAMBRIDGE
International Examinations

You work for Tawara Star Approved Sales and are going to perform some administrative tasks for this company.

✓

1 Create a document called **Evidence**

☐

You will place evidence in this document during the examination.

Make sure your name, Centre number and candidate number appear on every page of this document when printed.

2 Add to your address book the following details for Mr Lucknow, the owner of the company.

☐

Job title **Company Principal**   email address **lucknow.g@cie.org.uk**

Show evidence that you have created this contact (showing name, job title and email address) by taking a screenshot and placing it in your evidence document.

You will need to use this email address later.

3 Open the webpage **http://www.RockICT.net/tawara2112**

☐

Download and save the files in your work area.

The files you need to download are:

JXIITEXT.RTF

JXIICARS.CSV

JXIIMICROS.CSV

JXIIPRES.RTF

JXIIIMG_3.JPG

JXIIMICROSALES.CSV

Show in your evidence document that you have saved the files in your work area. (This may be achieved by taking screenshots.)

You are now going to edit a document about the sale of cars.

✓

4   Using a suitable software package, load the file **JXIITEXT.RTF** ☐

5   Set the page size to A4. ☐

6   Set the page orientation to landscape. ☐

7   Set the top, bottom, left and right margins to 4 centimetres. ☐

8   Place in the header: ☐

- your name left aligned
- your candidate number and your Centre number right aligned.

Place in the footer:

- today's date centre aligned
- an automated page number right aligned.

Make sure that all the alignments match the page margins.

Make sure that headers and footers are displayed on each page.

9   Insert this heading at the start of the document **Tawara Star Approved Sales** ☐

10   Make the heading right aligned. ☐

11   Set the font size of the heading to **26** point. ☐

12   Underline the heading. ☐

13   Add the text ☐

Interview with Mr Lucknow by:

and add your name.

Make this a subheading, and place it below the heading.

14   Set both the heading and subheading to the same serif font. ☐

15   Set the font size of the subheading to **18** point. ☐

16   Make the subheading italic but not underlined. ☐

17   Make the subheading right aligned. ☐

18   Format the text after the subheading to ☐

- three equally spaced columns
- have a **1** centimetre gap between the columns
- a **12** point sans serif font
- **1.5** line spacing
- be fully justified.

✓

19 Open the file **JXIIMICROS.CSV** and insert the contents as a table after the last paragraph. ☐

20 Format the text in the table to ☐

- match the font style and size of the body text

- make only the text in the top two rows bold and underlined

- make only the text in the top two rows centre aligned.

**21** Format the table to ☐

- merge only the cells in the top row

- apply a light (20 – 40%) grey shade to only the top two rows

- display all gridlines when printed

- fit within the column width

- align the text to the top of the cells.

22 Replace the text *(Insert picture here)* with the image **JXIIIMG_3.JPG** ☐

23 Align the image with the left margin of the column. ☐

Re-size the image to fill the column and maintain the aspect ratio.

It may look like this:
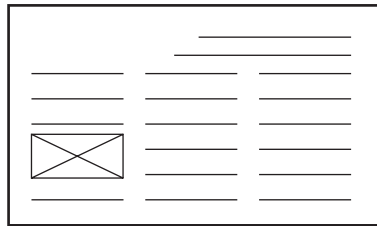
24 Spell-check the document. ☐

25 Proof-read your document to make sure that: ☐

- it has consistent line spacing

- it has consistent paragraph spacing

- tables do not overlap two columns or pages

- there are no widows or orphans

- there are no blank pages

- it is complete.

26 Save the document. ☐

27 Print the document. ☐

You are going to prepare some reports for the company. Make sure all currency values are in Euros to two decimal places. The Date_sold field must be in the format DD/MM/YYYY.

✓

28 Using a suitable database package, import the file **JXIICARS.CSV**

Assign the following data types to the fields.

VIN	**Text**
Model	**Text**
Power	**Text**
Engine_size	**Text**
Price	**Numeric / Currency**
Colour	**Text**
Discount_applied	**Numeric / 2 decimal places**
Location	**Text**
Date_sold	**Date**
Sales_person	**Text**
Sold	**Boolean / Logical**

Make sure that you use these field names. The VIN is the Vehicle Identification Number, and each car will have a different VIN.

29 Save a screen shot showing the field names and data types used. Place a copy of this screen shot in your evidence file.

30 Insert the following three records:

VIN	Model	Power	Engine_size	Price	Colour	Location	Sold
377C15423018	**MicroZed**	**D**	**1200**	**11000**	**Red**	**Madrid**	**No**
377C15423019	**MicroZed**	**D**	**1200**	**11000**	**Green**	**Paris**	**No**
377C15423020	**MicroZed**	**D**	**1200**	**11000**	**Gold**	**Hamburg**	**No**

31 Check your data entry for errors.

32 Save the data.

33 Produce a report which:

- shows only the records where the *Model* is **MicroZed** and the car has **not** been sold

- shows only the fields *VIN, Model*, *Power, Engine_size, Price, Colour, Location* and *Sold* with their labels in full

- fits on a single page wide

- has a page orientation of landscape

- sorts the data into ascending order of *VIN*

- calculates the total number of MicroZed cars for sale

- has the label **Number of cars for sale** for the total

- includes the heading **List of MicroZed cars for sale** at the top of the page

- has your name, Centre number and candidate number on the right in the footer.

34 Save and print this report.

✓

☐

35 Produce a new report from all the data which:

- contains a new field called **Discount** which is calculated at run-time. This will be *Price* multiplied by *Discount_applied*

- contains a new field called **Sale_price** which is calculated at run-time. This will be *Price* minus the *Discount*

- has the *Discount* and *Sale_price* fields set as *Currency* with 2 decimal places

- has a page orientation of portrait

- shows only the records where *Sold* is **Yes,** sales were made in **2012** and the *Sales_person* is **Geldorf**

- shows only the fields *Sales_person*, *Model, Price, Discount, Date_sold, Sale_price* and *Sold*

- is sorted into ascending order of *Model*

- calculates the total value of these sales and places this value below the *Sale_price* column

- has the total value formatted as currency with 2 decimal places

- includes a label to the left of the total value **Total value of sales**

- includes the report title **Sales record for Geldorf**

- has your name, Centre number and candidate number on the left at the bottom of the report.

36 Save and print this report.

☐

You are now going to prepare a presentation for the company.

✓

37 Create a master slide with the following styles: ☐

- titles should be in a 36 point serif font and centred

- subtitles should be in an 18 point serif font and left aligned

- bullets should be left aligned and consistent

38 Place the following items on the master slide: ☐

- Draw two thick (about 3 point) vertical lines down the slide on the left side

- Draw a thick (about 3 point) horizontal line across the width of the slide about 3 cm from the top of the slide

- Find a picture of a star from clipart and place this between the vertical lines above the horizontal line

- Enter your name, Centre number and candidate number in a 12 point serif font at the bottom left of the master slide but not overlapping the lines

- Slide numbers should appear at the bottom right of each slide

Your master slide may look like this:
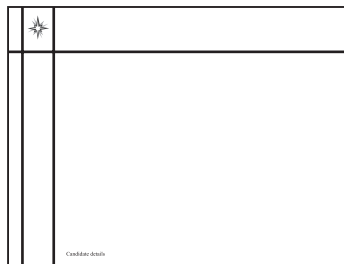
39 Make sure all master slide items appear on all slides and that no master slide or slide contents overlap each other. ☐

40 Import the file **JXIIPRES.RTF** and place the text as slides in a new presentation in your presentation software. ☐

(The text within the file should appear on 4 new slides as headings and bulleted lists.

NB if your presentation software cannot import the .rtf file, then open the file and copy and paste the text into four new slides in your presentation software.)

41 Apply the layout title and subtitle to the first slide. ☐

42 Create a pie chart using the data in the file **JXIIMICROSALES.CSV** ☐

43 Place this chart on slide 4. ☐

44 Add presenter notes to this slide: ☐

We are pleased to report good sales of the MicroEco model.

45 Apply transitions between slides. ☐

Take a screenshot to show that transitions have been set and place this in your evidence document.

✓

46 Set bullet point animation so that they appear one by one. ☐

Take a screenshot of this and place it in your evidence document.

47 Save the presentation and print the slides as handouts with two slides per page. ☐

48 Print slide 4 on its own showing the presenter notes. ☐

49 Prepare an email message: ☐

- to be sent to **design.h@cie.org.uk**

- with a blind carbon copy to the **Company Principal** (from the contacts list) saved at step 2

- with the subject line **Interview article**

The body text of the message should include:

- your name

- your Centre number

- your candidate number

- the text: **Please approve this first draft of my interview with Mr Lucknow.**

50 Attach only the word-processed document you have been working on to your email. ☐

51 Take a copy of this email, showing clearly that the attachment is present and place it in your evidence document. ☐

52 Send the email. ☐

53 Save your evidence document. ☐

54 Print your evidence document. Make sure that your name, Centre number and candidate number appear on each page of this document when printed. ☐

Write today's date in the box below.

Date