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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/22**

Paper 2 Practical Test A

**May/June 2016**

MARK SCHEME

Maximum Mark: 80

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**Published**

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the May/June 2016 series for most Cambridge IGCSE<sup>®</sup>, Cambridge International A and AS Level components and some Cambridge O Level components.

<b>Page 2</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>Cambridge IGCSE – May/June 2016</b>	<b>0417</b>	<b>22</b>

### Task 1 – Evidence Document

This mark scheme includes the screenshots of the printed evidence that candidates should have included and screen shots from the Evidence Document.

### Task 2 – Document

*You work for a company called Tawara Yacht Brokers who buy and sell luxury boats. You are going to perform some clerical tasks for this company.*

No	Steps	Mark
1	<p><b>Using a suitable software package, open the file J226SUPER.RTF</b>  <b>Set the:</b></p> <ul style="list-style-type: none"> <li>• <b>page size to A4</b></li> <li>• <b>orientation to landscape</b></li> <li>• <b>top and bottom margins to 1.5 centimetres</b></li> <li>• <b>left and right margins to 2 centimetres.</b></li> </ul> <p>– page size A4 and page orientation landscape (1 mark)  – top and bottom margins set to 1.5cm, left and right margins set to 2 centimetres (1 mark)</p>	[2]
2	<p><b>Save the document in your work area with the file name BROKER. Make sure it is saved in the format of the software you are using.</b></p> <p>– File saved as BROKER in the format of the software (1 mark)</p>	[1]
3	<p><b>Place in the header:</b></p> <ul style="list-style-type: none"> <li>• <b>the automated file name and path right aligned.</b></li> </ul> <p><b>Place in the footer:</b></p> <ul style="list-style-type: none"> <li>• <b>automated page numbers left aligned</b></li> <li>• <b>your name, Centre number and candidate number right aligned.</b></li> </ul> <p><b>Make sure that:</b></p> <ul style="list-style-type: none"> <li>• <b>all the alignments match the page margins</b></li> <li>• <b>no other text is included in the header and footer area</b></li> <li>• <b>headers and footers are displayed on all pages.</b></li> </ul> <p>– header: automated file name and path right aligned (1 mark)  – footer: footer automated page numbers left aligned and name, Centre number and candidate number right aligned (1 mark)</p>	[2]


Page 3	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

No	Steps	Mark																																																								
4	<p><b>Create the following paragraph styles:</b></p> <table border="1"> <thead> <tr> <th colspan="8">House style specifications</th> </tr> <tr> <th></th> <th>Font Style</th> <th>Font Size (points)</th> <th>Alignment</th> <th>Enhancement</th> <th>Line spacing</th> <th>Space before (points)</th> <th>Space after (points)</th> </tr> </thead> <tbody> <tr> <td>TYB-title</td> <td>san-serif</td> <td>36</td> <td>right</td> <td>bold, italic</td> <td>single</td> <td>0</td> <td>0</td> </tr> <tr> <td>TYB-subtitle</td> <td>san-serif</td> <td>18</td> <td>left</td> <td>underline</td> <td>single</td> <td>0</td> <td>0</td> </tr> <tr> <td>TYB-subheading</td> <td>san-serif</td> <td>16</td> <td>centre</td> <td>all capitals, bold</td> <td>single</td> <td>0</td> <td>12</td> </tr> <tr> <td>TYB-body</td> <td>serif</td> <td>12</td> <td>justified</td> <td>none</td> <td>single</td> <td>0</td> <td>12</td> </tr> <tr> <td>TYB-table</td> <td>serif</td> <td>12</td> <td>left</td> <td>none</td> <td>single</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p><b>Place in your Evidence Document screenshot(s) to show all the settings for the TYB-Subheading style.</b></p> <p>Subheading style:</p> <ul style="list-style-type: none"> <li>– TYB-Subheading style created, centre aligned (1 mark)</li> <li>– sans-serif, 16pt, bold and all capitals (1 mark)</li> <li>– 12 point spacing after (1 mark)</li> </ul>	House style specifications									Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)	TYB-title	san-serif	36	right	bold, italic	single	0	0	TYB-subtitle	san-serif	18	left	underline	single	0	0	TYB-subheading	san-serif	16	centre	all capitals, bold	single	0	12	TYB-body	serif	12	justified	none	single	0	12	TYB-table	serif	12	left	none	single	0	0	[3]
House style specifications																																																										
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TYB-title	san-serif	36	right	bold, italic	single	0	0																																																			
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TYB-body	serif	12	justified	none	single	0	12																																																			
TYB-table	serif	12	left	none	single	0	0																																																			
5	<p><b>At the start of the document enter the title:</b> <b>Tawara Yacht Brokers</b></p> <ul style="list-style-type: none"> <li>– correct insertion of title (1 mark)</li> </ul>	[1]																																																								
6	<p><b>Apply the TYB-Title style to this text</b></p> <ul style="list-style-type: none"> <li>– correct title style applied (1 mark)</li> </ul>	[1]																																																								
7	<p><b>Below the title, add the subtitle</b> <b>Draft report by: and add your name.</b></p> <ul style="list-style-type: none"> <li>– correct insertion of subtitle (1 mark)</li> </ul>	[1]																																																								
8	<p><b>Apply the TYB-Subtitle style to this text.</b></p> <ul style="list-style-type: none"> <li>– correct subtitle style applied(1 mark)</li> </ul>	[1]																																																								
9	<p><b>Apply the TYB-Body text style to the rest of the document.</b></p> <ul style="list-style-type: none"> <li>– correct body style applied to all text (1 mark)</li> </ul>	[1]																																																								

Page 4	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

No	Steps	Mark						
10	<p>Change the page layout so that all the text after the first paragraph is displayed in two columns of equal width with a 2 centimetre space between them.</p> <ul style="list-style-type: none"> <li>– section break in correct place (1 mark)</li> <li>– two columns of equal width with 2 cm space between (1 mark)</li> </ul>	[2]						
11	<p>Identify the 6 subheadings in the document and apply the TYB-Subheading style to each one.</p> <ul style="list-style-type: none"> <li>– TYB-Subheading style applied to all subheadings (1 mark)</li> </ul>	[1]						
12	<p>Using the data in the table J226SALES.CSV create an appropriate chart to compare the sales of yachts for the years 2015, 2014 and 2013.</p> <ul style="list-style-type: none"> <li>– appropriate chart created correctly (1 mark)</li> </ul>	[1]						
13	<p>Label the chart with the title Comparison of Superyacht Sales Include appropriate labels and a legend.</p> <ul style="list-style-type: none"> <li>– chart title correct and legend and axis labels displayed (1 mark)</li> </ul>	[1]						
14	<p>Insert the chart on page 1 after the paragraph ending <i>...over the past three years</i>. Make sure that:</p> <ul style="list-style-type: none"> <li>• the chart fits within the column width</li> <li>• all data labels are displayed in full.</li> </ul> <ul style="list-style-type: none"> <li>– chart in correct position, within margins, data fully visible (1 mark)</li> </ul>	[1]						
15	<p>Explain why you have chosen this type of graph or chart. Compare it with at least one other chart type.</p> <ul style="list-style-type: none"> <li>– explanation of chart choice (1 mark)</li> <li>– comparison with another chart type (1 mark)</li> </ul>	[2]						
16	<p>Open the file J226ORDERS.CSV and insert the contents as a table within the column width after the text <i>...yachts on their order books</i>:</p> <ul style="list-style-type: none"> <li>– table inserted correctly, fits within column width, no changes to data (1 mark)</li> </ul>	[1]						
17	<p>Insert a new row at the end of the table. Enter the following order into this row:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>Length in metres</th> <th>Number of Yachts</th> </tr> </thead> <tbody> <tr> <td>China</td> <td>900</td> <td>26</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>– data entered correctly (1 mark)</li> </ul>		Length in metres	Number of Yachts	China	900	26	[1]
	Length in metres	Number of Yachts						
China	900	26						

Page 5	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

No	Steps	Mark
18	<p>Sort the data in the table so that the <i>Length in metres</i> column is displayed in descending order.</p> <p>– Length column sorted into descending order maintaining integrity (1 mark)</p>	[1]
19	<p>Format the first row of the table to be:</p> <ul style="list-style-type: none"> <li>• bold and italic</li> <li>• centre aligned over the three columns</li> <li>• shaded with a light grey background (20–40%).</li> </ul> <p>– Top row merged, centred (1 mark)</p> <p>– Top row bold, italic, light grey shading applied (1 mark)</p>	[2]
20	<p>Make sure that:</p> <ul style="list-style-type: none"> <li>• the <i>TYB-Table</i> style is applied to rows 2 to 12</li> <li>• text in each cell does not wrap</li> <li>• all gridlines are displayed when printed.</li> </ul> <p>– <i>TYB-Table</i> style applied rows 2-12, data is displayed on one line and gridlines are printed (1 mark)</p>	[1]
21	<p>Import the image J226YACHT.jpg and place this below the subheading <i>CHARTERS</i>.</p> <p>– Image inserted in correct position (1 mark)</p>	[1]
22	<p>Reflect the image so the yacht points to the left.</p> <p>– Image reflected so the yacht faces the left (1 mark)</p>	[1]
23	<p>Resize the image so that:</p> <ul style="list-style-type: none"> <li>• it is 6 centimetres wide</li> <li>• the aspect ratio maintained.</li> </ul> <p>Align the image to the:</p> <ul style="list-style-type: none"> <li>• top of the paragraph starting <i>A Tawara Yacht charter...</i></li> <li>• left margin within the column.</li> </ul> <p>Make sure the text wraps round the image. It may look like this:</p>  <p>– Image aligned to top of text and left margin with text wrapped (1 mark)</p> <p>– Image is resized to 6 cm wide with aspect ratio maintained (1 mark)</p>	[2]

<b>Page 6</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>Cambridge IGCSE – May/June 2016</b>	<b>0417</b>	<b>22</b>

<b>No</b>	<b>Steps</b>	<b>Mark</b>
<b>24</b>	<p><b>Spell check and proofread the document.</b></p> <p><b>Make sure that:</b></p> <ul style="list-style-type: none"> <li>• <b>tables and charts are not split over two columns or pages</b></li> <li>• <b>there are no widows or orphans</b></li> <li>• <b>there are no blank pages</b></li> <li>• <b>the house style specification has been followed and the correct styles applied as instructed</b></li> <li>• <b>spacing between all items is consistent.</b></li> </ul> <p><b>Save the document using the same file name and format used in Step 2.</b></p> <p><b>Print the document.</b></p> <p>– document complete (e.g. no missing or misplaced paragraphs), margins consistent, spacing between all items is consistent, top of columns balanced, no widows/orphans, no split tables/charts, no blank pages (1 mark)</p>	<b>[1]</b>
		<b>[Total: 32]</b>

<b>Page 7</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>Cambridge IGCSE – May/June 2016</b>	<b>0417</b>	<b>22</b>

### Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the € sign and are to 0 decimal places.

No	Steps	Mark																											
25	<p><b>Using a suitable database package, import the file J226YACHTS.csv</b>  <b>Use these field names and data types:</b></p> <table border="1"> <tr> <td><i>Yacht_ID</i></td> <td><b>Text</b></td> <td></td> </tr> <tr> <td><i>Yacht_Name</i></td> <td><b>Text</b></td> <td></td> </tr> <tr> <td><i>Type</i></td> <td><b>Text</b></td> <td></td> </tr> <tr> <td><i>Length</i></td> <td><b>Number</b></td> <td>Format to 1 decimal place</td> </tr> <tr> <td><i>Builder_ID</i></td> <td><b>Text</b></td> <td></td> </tr> <tr> <td><i>Price</i></td> <td><b>Numeric/Currency</b></td> <td></td> </tr> <tr> <td><i>Build_Year</i></td> <td><b>Number</b></td> <td></td> </tr> <tr> <td><i>Sleeps</i></td> <td><b>Number</b></td> <td></td> </tr> <tr> <td><i>Crew</i></td> <td><b>Number</b></td> <td></td> </tr> </table> <p><b>Set the Yacht_ID field as a primary key.</b></p> <ul style="list-style-type: none"> <li>– all fields and formats correct (1 mark)</li> <li>– Length field displayed to 1 decimal place (1 mark)</li> <li>– Price field displays currency symbol sign and 0 decimal places (1 mark)</li> <li>– Yacht_ID set as a primary key (1 mark)</li> </ul>	<i>Yacht_ID</i>	<b>Text</b>		<i>Yacht_Name</i>	<b>Text</b>		<i>Type</i>	<b>Text</b>		<i>Length</i>	<b>Number</b>	Format to 1 decimal place	<i>Builder_ID</i>	<b>Text</b>		<i>Price</i>	<b>Numeric/Currency</b>		<i>Build_Year</i>	<b>Number</b>		<i>Sleeps</i>	<b>Number</b>		<i>Crew</i>	<b>Number</b>		[4]
<i>Yacht_ID</i>	<b>Text</b>																												
<i>Yacht_Name</i>	<b>Text</b>																												
<i>Type</i>	<b>Text</b>																												
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<i>Price</i>	<b>Numeric/Currency</b>																												
<i>Build_Year</i>	<b>Number</b>																												
<i>Sleeps</i>	<b>Number</b>																												
<i>Crew</i>	<b>Number</b>																												
26	<p><b>Create a data entry form to include all fields from <i>Yachts</i> the table.</b></p> <ul style="list-style-type: none"> <li>– form created, all fields included and fully visible (1 mark)</li> </ul>	[1]																											
27	<p><b>Use the form created in Step 26 to enter the following record:</b></p> <table border="1"> <tr> <td><i>Yacht_ID</i></td> <td><b>MO126</b></td> </tr> <tr> <td><i>Yacht_Name</i></td> <td><b>Antalex</b></td> </tr> <tr> <td><i>Type</i></td> <td><b>Motor</b></td> </tr> <tr> <td><i>Length</i></td> <td><b>26.0</b></td> </tr> <tr> <td><i>Builder_ID</i></td> <td><b>155FAL</b></td> </tr> <tr> <td><i>Price</i></td> <td><b>795000</b></td> </tr> <tr> <td><i>Build_Year</i></td> <td><b>2011</b></td> </tr> <tr> <td><i>Sleeps</i></td> <td><b>6</b></td> </tr> <tr> <td><i>Crew</i></td> <td><b>3</b></td> </tr> </table> <p><b>Check your data entry for errors. Save the data.</b></p> <ul style="list-style-type: none"> <li>– form used to add new record (1 mark)</li> <li>– new record entered accurately (1 mark)</li> </ul>	<i>Yacht_ID</i>	<b>MO126</b>	<i>Yacht_Name</i>	<b>Antalex</b>	<i>Type</i>	<b>Motor</b>	<i>Length</i>	<b>26.0</b>	<i>Builder_ID</i>	<b>155FAL</b>	<i>Price</i>	<b>795000</b>	<i>Build_Year</i>	<b>2011</b>	<i>Sleeps</i>	<b>6</b>	<i>Crew</i>	<b>3</b>	[2]									
<i>Yacht_ID</i>	<b>MO126</b>																												
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<i>Crew</i>	<b>3</b>																												

Page 8	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

No	Steps	Mark
28	<p><b>Evaluate the design of your data entry form.</b></p> <ul style="list-style-type: none"> <li>– Evaluation of entry form design (2 marks)</li> </ul>	[2]
29	<p><b>Import the file J226BUILDERS.CSV as a new table in your database. Set the <i>Builder_ID</i> field as a primary key. Create a one-to-many relationship as a link between the <i>Builder_ID</i> field in the <i>Builders</i> table and the <i>Builder_ID</i> field in the <i>Yachts</i> table.</b></p> <ul style="list-style-type: none"> <li>– relationship created between the Builder_ID and Builder_ID fields (1mark)</li> </ul>	[1]
30	<p><b>Using fields from both the <i>Yachts</i> and the <i>Builders</i> tables, produce a report which:</b></p> <ul style="list-style-type: none"> <li>• contains a new field called <i>Total_Berths</i> which is calculated at run-time. This field will calculate the total number of berths by adding <i>Sleeps</i> plus <i>Crew</i></li> <li>• shows only the records where <i>Build_Year</i> was after 2010 and <i>Length</i> is 40 or less</li> <li>• shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Length</i>, <i>Price</i>, <i>Build_Year</i>, <i>Build_Country</i> and <i>Total_Berths</i> in this order with data and labels displayed in full</li> <li>• sorts the data into ascending order of <i>Type</i> and then descending order of <i>Length</i></li> <li>• has a page orientation of landscape</li> <li>• fits on a single page wide</li> <li>• calculates the average <i>Length</i> positioned below the <i>LENGTH</i> column and formatted to 1 decimal place</li> <li>• has the label Average length to the left of this number</li> <li>• includes the heading <i>Yachts less than 6 years old</i> at the top of the page</li> <li>• has your name, Centre number and candidate number at the top of the report.</li> </ul> <p><b>Save and print your report. Place in your Evidence Document screenshot(s) showing the formula used to calculate the average length.</b></p> <ul style="list-style-type: none"> <li>– heading: <i>Yachts less than 6 years old</i> at the top of the page (1 mark)</li> <li>– new field called <i>Total_Berths</i> created (1 mark)</li> <li>– calculates <i>Sleeps</i> plus <i>Crew</i> (1 mark)</li> <li>– displays only the records where <i>Build_Year</i> was after 2010 (1 mark)</li> <li>– displays only the records where <i>Length</i> is 40 or less (1 mark)</li> <li>– shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Length</i>, <i>Price</i>, <i>Build_Year</i>, <i>Build_Country</i> and <i>Total_Berths</i> in this order with data (1 mark)</li> <li>– has landscape orientation, fits on a single page wide, data and labels fully visible (1 mark)</li> <li>– sorts the data into ascending order of <i>Type</i> and then descending order of <i>Length</i> (1 mark)</li> <li>– calculates the average <i>Length</i> and positions this number below the <i>LENGTH</i> column (2 marks)</li> <li>– formatted to 1 decimal place (1 mark)</li> <li>– label Average length to the left of this number (1 mark)</li> </ul>	[12]



Page 9	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

No	Steps	Mark
31	<p>Using fields from both the <i>Yachts</i> and the <i>Builders</i> tables, produce a report which:</p> <ul style="list-style-type: none"> <li>• selects only those records where the: <ul style="list-style-type: none"> <li>– <i>Builder_Name</i> field contains Yacht</li> <li>– <i>Build_Country</i> is New Zealand or Australia</li> </ul> </li> <li>• shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Price</i>, <i>Build_Country</i> and <i>Services</i> in this order</li> <li>• sorts the <i>Price</i> in descending order</li> <li>• has a page orientation of portrait</li> <li>• fits on a single page</li> <li>• includes the heading <i>Oceania Yacht Builders</i> at the top of the report</li> <li>• has your name, Centre number and candidate number at the bottom of the report.</li> </ul> <p>Save and print your report.</p> <ul style="list-style-type: none"> <li>– heading: Oceania Yacht Builders at the top of the page (1 mark)</li> <li>– displays only the records where <i>Builder_Name</i> field contains Yacht (1 mark)</li> <li>– displays only the records where <i>Build_Country</i> is New Zealand or Australia (1 mark)</li> <li>– sorts the <i>Price</i> in descending order (1 mark)</li> <li>– shows only the fields <i>Yacht_Name</i>, <i>Builder_Name</i>, <i>Type</i>, <i>Price</i>, <i>Build_Country</i> and <i>Services</i> in this order (1 mark)</li> <li>– has portrait orientation fits a single page with all data and labels fully visible (1 mark)</li> </ul>	[6]
		<b>[Total: 28]</b>

Page 10	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

### Task 5 – Mail Merge document

You are required to carry out a mail merge to send letters to customers from the London office.

No	Steps	Mark
32	<p>Use the file J226LETTER.RTF as the master letter for the mail merge and the file J226CLIENTS.CSV as the data source file.</p> <ul style="list-style-type: none"> <li>• In the master letter:</li> <li>• replace &lt;Date&gt; with a field to display today's date in the format DD MMMM YYYY</li> <li>• insert relevant merge fields from the data source file to replace the text in chevrons, i.e. &lt;field&gt;</li> <li>• replace the text <i>Candidate Name</i> with your name</li> <li>• include your Centre number and candidate number in the footer of the document.</li> </ul> <p>Proofread and spell check the letter. Save the master letter Display the field codes. Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.</p> <ul style="list-style-type: none"> <li>– date displays in correct format DD MMMM YYYY (i.e. 01 January 2001) (1 mark)</li> <li>– evidence of date field used (1 mark)</li> <li>– name replaces Candidate Name, Centre no and candidate no in the footer (1 mark)</li> <li>– merge fields «Title» «First_Name» «Last_Name» inserted, replace tags, with correct spacing (1 mark)</li> <li>– merge fields «Add_1»,«Add_2»,«Add_3»,«Post_Code» inserted, replace tags with correct spacing (1 mark)</li> <li>– merge fields «Title» «Last_Name» and «Office» inserted, replace tags with correct spacing (1 mark)</li> </ul>	[6]
33	<p>The letter is incomplete. You are required to enter some information regarding passwords.</p> <ul style="list-style-type: none"> <li>• Give one example of a strong password.</li> <li>• Identify three features which make this a strong password.</li> <li>• Enter your answers in the spaces provided in the letter.</li> <li>• Print your master document with the merge fields displayed.</li> </ul> <ul style="list-style-type: none"> <li>– an example of a strong password given, e.g. caseKr0yw3^ 1 mark)</li> <li>– 3 features identified which make this a strong password (3 marks)</li> </ul>	[4]
34	<p>Merge the letters selecting only those clients from the London office. Place in your Evidence Document screenshot(s) showing your selection method.</p> <p>Merge the letters selecting only those.</p> <ul style="list-style-type: none"> <li>– evidence of London selected (1 mark)</li> </ul>	[1]

<b>Page 11</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>Cambridge IGCSE – May/June 2016</b>	<b>0417</b>	<b>22</b>

<b>35</b>	<b>Print only the merged letters for the selected clients.</b> – letters printed to Susan Tyrell, Kratika Gupta and Louis Brooks only (1 mark)	[1]
		<b>[Total: 12]</b>

<b>Page 12</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>Cambridge IGCSE – May/June 2016</b>	<b>0417</b>	<b>22</b>

### Task 6 – Presentation

*You are required to create a short promotional presentation.*

<b>No</b>	<b>Steps</b>	<b>Mark</b>
<b>36</b>	<b>Import the file J226PROMOTION.RTF placing the text as 6 slides in your presentation software.</b> – 6 slides imported with contents of J226PROMOTION.rtf (1 mark)	[1]
<b>37</b>	<b>The presentation should be based on a master slide that you will design. Your slides must have a consistent layout and formatting, with the following features on all slides:</b> <ul style="list-style-type: none"> <li>• the company logo which is saved as J226LOGO.jpg</li> <li>• your name, Centre number and candidate number</li> <li>• automatic slide numbers.</li> </ul> – logo appears on all slides, same position and size (1 mark) – name, Centre number and candidate number appears on all slides, same position and size (1 mark) – automated slide numbers on all slides, same position and size (1 mark)	[3]
<b>38</b>	<b>Set animation on the bullets so they appear one by one. Place in your Evidence Document screenshot(s) showing the bullet animation.</b> – animation set on bullets to appear one by one (1 mark)	[1]
<b>39</b>	<b>Set the slide show so it loops continuously on-screen. Place in your Evidence Document screenshot(s) showing the on-screen looped selection.</b> – onscreen show set to loop (1 mark)	[1]
<b>40</b>	<b>Spell check the presentation for errors. Save the presentation. Print the presentation with 6 slides to the page.</b> – 2 spelling errors corrected (1 mark) – handouts printed 6 slides to page (1 mark)	[2]
		<b>[Total: 8]</b>

Page 13	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

C:\BROKER.doc

**Header**

Automated file name and path right aligned 1 mark

# Tawara Yacht Brokers

**Draft report by: Candidate Name**

**Title**

Data entry 100% accurate, right aligned 1 mark  
 TYB-Title style applied - sans-serif, 36pt, bold, italic, no space after 1 mark

**Subtitle**

Data entry 100% accurate, left aligned 1 mark  
 TYB-Subtitle style applied - sans-serif, 18pt, underlined, no space after 1 mark

**Subheadings (6)**

TYB-Subheading style applied 1 mark

## MARKET REPORT

**Columns**

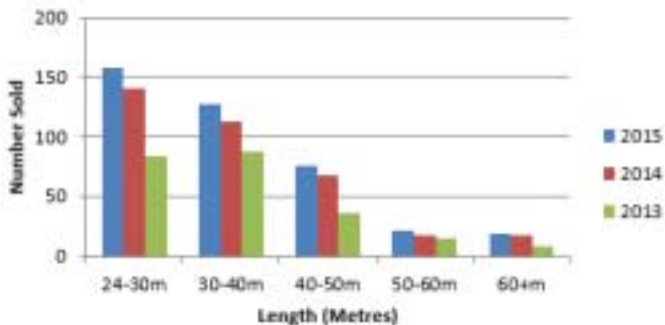
Section break correct position 1 mark  
 2 columns, 2cm column spacing 1 mark

**Table**

Complete, correct place, within the column width, no changes to data 1 mark  
 China row inserted – data accurate 1 mark  
 Data sorted descending on Length in metres 1 mark  
 Top row merged, centred 1 mark  
 Top row only text bold, italic, light grey shading applied 1 mark  
 Text on one line, TYB-Table style applied rows 2-12 (12pt, serif, left aligned, no space after each line) gridlines printed 1 mark

Reports show that after a turbulent few years the yachting industry is fully on the road to recovery. A total of 221 superyachts were sold last year, 51 more than the same period last year. The chart below shows how the industry has changed over the last three years.

### Comparison of Superyacht Sales



New Yacht Orders		
	Length in metres	Number of Yachts
Italy	10,686	274
Netherlands	3,120	65
Turkey	3,120	70
United States of America	2,435	63
United Kingdom	2,081	71
Taiwan	1,724	56
Germany	1,457	16
China	900	26
United Arab Emirates	851	18
Greece	412	5

**Chart**

Appropriate chart created with correct data 1 mark  
 Correct place, within margins, data fully visible 1 mark  
 Title 100% accurate, legend and axes labels displayed 1 mark

**Footer**

Page numbers left aligned, Name, Centre No & candidate number right 1 mark

Page 14	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

C:\BROKER.doc

and is set to overtake the US with eight more new builds this year than the US. Greece takes the tenth place this year, pushing France out of the list. This may be as a result of one large French builder temporarily stopping current and future superyacht projects to focus its strategy on commercial and naval contracts.

## BUSINESS REVIEW

Our company had a strong first quarter and spring has seen a promising rush of activity in the superyacht sales market. In six weeks we sold five yachts with a total asking price of over €40 million. The yachts were purchased by buyers from the US, UK and Germany; these markets had proved quieter during the downturn prior to 2013. There was also a surge in charter bookings for summer 2016 which is up by 15% compared to last year. This is largely due to the continued strength of chartering in Europe and an increasingly buoyant market in the Americas where we have several yachts to charter. Growing markets for charter bookings include non-traditional markets such as Mexico, Brazil and South East Asia. There are good signs that the economic upturn is starting to take hold.

This year we have had successful representation at several boat shows including the Miami Yacht & Brokerage Show, the Dubai International Boat Show, the Palm Beach International Boat Show and the Palma Superyacht Show.

## SALES

Selling large luxury yachts demands professional expertise and extensive market knowledge. We are the world leader in new and used yacht sales, specialising in the sale and purchase of luxury yachts over 24 metres. Our team visits hundreds of yachts every year and is in regular contact with thousands of yacht owners. Our advanced database allows us to bring buyers and sellers together in today's global market. A summary of our success so far this year follows.

The year started well when we represented the buyer during the sale of the spectacular 50 metre motor yacht Bethany. In March we sold the 30.5 metre motor yacht Luck be a Lady which was built in 2001. Holden Yachting represented the buyer. This yacht had sleek exterior styling and bright and spacious accommodation for up to 10 guests in five staterooms. The interior had benefited from a number of refits.

We followed this with the successful sale of Jocelyn, a 33 metre sailing yacht originally built by US superyacht yard Palmer Johnson. Jocelyn underwent a comprehensive refit in 2010 which updated virtually every system aboard, including cosmetics, with new Awlgrip on all surfaces, all new teak decks and an exhaustive list of upgrades that cost in excess of \$2 million.

We also sold Daisy, a 60.55 metre Feadship/Royal Van Lent. She was built in 1979 as Cooper II and later renamed Sherman, before being purchased by her current owners and renamed Surrey Spree. When Surrey Spree was launched in 1979 she was the second largest Feadship ever built. Over 30 years later, she still remains an impressively large yacht with plenty of space and timeless design.

We more recently sold the 50 metre Jacob of London, which received an extensive €4 million refit this year. With accommodation for 14 guests in a full beam owner's stateroom and 6 further guest cabins, Jacob of London has a proven track record as a highly successful charter yacht.

## CHARTERS



A Tawara Yacht charter is the ultimate holiday experience and the perfect way to explore some of the most beautiful and remote parts of the world. It is hardly surprising that our chartering business goes from strength to strength. A fleet of over 90 yachts are managed by our

there has been a  
bigger new build yac  
yachts, which are s  
There is so much  
flexibility, competi

### Image

- Correct image inserted in correct position 1 mark
- Image reflected so the boat faces left 1 mark
- Aligned top of text and to left margin, text wrapped 1 mark
- Resized to 6cm wide, aspect ratio maintained 1 mark

essential. The market for chartering larger yachts continues to grow as fewer people are investing in ownership and, as a result, more are wanting to charter. Ownership's loss is charter's gain.

## CONCLUSION

It has been a strong start to the year and we are seeing signals across the market that the charter business will continue to increase this year. Customers want a wide choice of yachts to choose from and we provide some of the finest available on the market today. With a number of yacht sales, we are also seeing positive signs within the

We have represented both the buyer and seller in transactions, showing our strength in finding buyers and interests of sellers. We look forward to continued success in the second half of the year.

### Page layout

- TYB-Body text applied to all text, serif, 12pt, single line, fully justified, 12pt space after 1 mark
- Document complete/paras intact, margins consistent, spacing between all items consistent, top of columns balanced, no widows/orphans, no split tables/charts, no blank pages 1 mark

**Title**  
Correct, 100% accurate 1 mark

**Calculated field**  
Heading 100% accurate 1 mark  
Sleeps + Crew 1 mark

## Yachts less than 6 years old

Name, Centre number, Candidate number

Yacht_Name	Builder_Name	Type	Length	Price	Build_Year	Build_Country	Total_Berths
Melina C	Maiora (Fipa Italiana Yachts)	Motor	40.0	€7,900,000	2011	Italy	24
Supreme 123	Benetti SpA	Motor	40.0	€17,900,000	2012	Italy	17
Westport 130	Westport Yachts	Motor	39.6	€16,366,186	2012	United States	17
Sea D	Proteksan Turquoise Yachts	Motor	39.4	€9,900,000	2012	Turkey	9
Twilight	RMK Marine	Motor	38.1	€15,900,000	2013	Turkey	14
Shooting Star	Danish Yachts	Motor	38.0	€14,500,000	2011	Denmark	15
Atlantide	Philip & Sons	Motor	37.0	€5,000,000	2012	United Kingdom	8
Crystal	Moonen Shipyards	Motor	36.9	€14,950,000	2011	Netherlands	19
Far Far Away	Inace Yachts	Motor	36.6	€10,621,460	2012	Brazil	17
Doubleshot	Tecnomar	Motor	36.5	€7,200,000	2011	Italy	7
Longo Mai	Pisa SuperYachts	Motor	34.8	€850,000	2013	Italy	12
Fortrus	Inace Yachts	Motor	34.2	€9,750,000	2011	Brazil	12
Samara B	Sunseeker	Motor	34.0	€6,950,000	2012	United Kingdom	6
Seven Js	Lazzara Yachts	Motor	33.5	€5,900,000	2011	United States	9
Marbella	Kha Shing Enterprises	Motor	33.0	€2,395,000	2012	Taiwan	9
The Lady J	Heesen Yachts	Motor	32.2	€949,000	2011	Netherlands	8
Cassiopeia	Holland Jachtbouw	Motor	32.0	€4,900,000	2011	Netherlands	12
Quiet Place	Broward Marine	Motor	30.5	€1,890,000	2011	United States	8
Bamboleo	Hargrave Custom Yachts	Motor	29.3	€3,495,000	2013	United States	14
Dancing Milly III	Tricon Marine	Motor	28.0	€3,500,000	2012	China	10
Juna	Ferretti Yachts	Motor	27.0	€3,200,000	2012	Italy	3
Aurora	Nordhavn (Pacific Asian Enterprises)	Motor	26.4	€6,750,000	2013	United States	17

**Display**  
Length field displays 1dp 1 mark  
Price displays currency symbol, 0dp 1 mark

**Search**  
Build\_Year >2010 1 mark  
Length is 40 or less 1 mark  
(35 records)



<b>Page 17</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>Cambridge IGCSE – May/June 2016</b>	<b>0417</b>	<b>22</b>

Yacht_Name	Builder_Name	Type	Length	Price	Build_Year	Build_Country	Total_Berths
Caryali	Nordhavn (Pacific Asian Enterprises)	Motor	26.3	€6,590,000	2013	United States	2
<b>Antalex</b>	<b>Falcon Yachts</b>	<b>Motor</b>	<b>26.0</b>	<b>€795,000</b>	<b>2011</b>	<b>Italy</b>	9
Chills	Azimut Grande	Motor	25.9	€1,950,000	2012	Italy	10
Motivation	Burger Boat Company	Motor	25.0	€3,450,000	2012	United States	15
Piacere	Ferretti Yachts	Motor	24.6	€795,000	2012	Italy	2
Troutopia	Lazzara Yachts	Motor	24.4	€2,795,000	2012	United States	8
Olakala	Ferretti Yachts	Motor	24.1	€2,200,000	2011	Italy	6
Sunrise	Azimut Grande	Motor	24.0	€875,000	2012	Italy	10
Mirabella I	Concorde Yachts	Sail	40.0	€1,000,000	2013	Thailand	14
Twilight Moon	RMK Marine	Sail	38.1	€14,900,000	2013	Turkey	14
Fantastica	Nautor Swan	Sail	30.3	€4,600,000	2012	Finland	13
Kim	Wally Yachts	Sail	28.6	€4,900,000	2014	Italy	9
Black Shark of St Peter	Royal Huisman Shipyard	Sail	24.7	€439,000	2012	Netherlands	8
			Average length	32.0			

Record added (ignore *Total\_Berths*) 1 mark  
Sorted ascending on *Type* then descending on *Length* 1 mark  
Specified fields, correct order 1 mark  
Landscape, one page wide, all fully visible 1 mark

Calculated average under *Length* column. 1 mark  
Formatted to 1dp 1 mark  
Label to left, 100% accurate 1 mark

## Oceania Yacht Builders

### Title

Correct, 100% accurate

1 mark

Yacht_Name	Builder_Name	Type	Price	Build_Country	Services
Kokomo	Alloy Yachts	Sail	€39,750,000	New Zealand	New Building Refit
Zefira	Fitzroy Yachts	Sail	€29,500,000	New Zealand	New Building
Red Dragon	Alloy Yachts	Sail	€28,000,000	New Zealand	New Building Refit
Mondango	Alloy Yachts	Sail	€25,000,000	New Zealand	New Building Refit
Islander	Australian Yacht Builders	Motor	€12,850,000	Australia	New Building
Ganesh I	Fitzroy Yachts	Sail	€12,450,000	New Zealand	New Building
Bliss	Yachting Developments	Sail	€11,900,000	New Zealand	Naval Architecture New Building
Como	Alloy Yachts	Motor	€10,950,000	New Zealand	New Building Refit
Paraiso	Alloy Yachts	Sail	€8,995,000	New Zealand	New Building Refit
Aime Sea	Alloy Yachts	Sail	€3,250,000	New Zealand	New Building Refit

Name, Centre number, Candidate number

Sort descending on *Price*

1 mark

Specified fields, correct order

1 mark

Portrait, fits one page, all fields present and fully visible

1 mark

### Search

*Builder\_Name* contains **Yacht** 1 mark

*Build\_Country* of **New Zealand** or **Australia** 1 mark  
(10 records)

Page 19	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

Mail Merge Master Document

# Tawara Yacht Brokers

16 Eaton Place  
 LONDON  
 WC1B 4BQ  
 Tel: 020 7946 0156  
 Email: enquiries@tawarayacht.org.uk

20 March 2015 **Date field**  
 Date displays in correct format dd MMMM yyyy (ie 26 April 2016) 1 mark

«Title» «First\_Name» «Last\_Name»  
 «Add\_1»  
 «Add\_2»  
 «Add\_3»  
 «Post\_Code»

Dear «Title» «Last\_Name»

We recently experienced a computer virus attack in our «Office» office and, as a result, records containing information is so  
 computer and data was compromise  
 passwords and a

**Fields:**  
 «Title» «First\_Name» «Last\_Name» correct position & space 1 mark  
 «Add\_1»,«Add\_2»,«Add\_3»,«Post\_Code» new lines, correct position & space 1 mark  
 Fields «Title» «Last\_Name», «Office» correct position & space 1 mark

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password.

An example of a strong password is: **caseKr0yw3^**

- Three features which make this password strong are
- 1 mixed upper and lower case
  - 2 at least 1 number and 1 symbol
  - 3 at least 8 characters long

1 example of a strong password eg  
 – caseKr0yw3^ 1 mark  
 3 features identified which make **this** example a strong password eg,  
 – mixed upper and lower case  
 – at least 1 number  
 – at least 1 symbol  
 – at least 8 characters long  
 – random characters  
 – not family names, dobs etc.  
 1 per point, ignore spelling. 3 marks

We value the trust of our customers and apologise a  
 have caused you. We are taking every possible step  
 occurring in the future.  
 Yours sincerely

**Joe Bloggs**  
 Computer Services

Name replaces Candidate Name  
 Centre no & candidate no in the footer 1 mark

Centre Number, candidate number

Page 20	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

Merge Results

**Tawara Yacht Brokers**  
16 Eaton Place  
LONDON  
WC1B 4BQ  
Tel: 020 7946 0156  
Email: enquiries@tawarayacht.org.uk

---

20 March 2015

**Ms Susan Tyrell**  
4 Mumby Road  
Thames  
Dufordstate  
OX8 3LP

Dear **Ms Tyrell**

We recently experienced a computer security attack in our **London** office and, as a result, records containing personal information were exposed. Protecting our customers' information is something we take extremely seriously and we deeply regret this breach of our computer and data systems. We would like to assure clients that no financial information was compromised. As a result of this breach we have rebuilt the server, reset all customer passwords and are reviewing our practices and security measures.

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password:

An example of a strong password is: **caseK!r0yw3^**

Three features which make this password strong are:

- 1 mixed upper and lower case
- 2 at least 1 number and 1 symbol
- 3 at least 8 characters long

We value the trust of our customers and apologise again for any inconvenience this may have caused you. We are taking every possible step to prevent these types of events from occurring in the future.

Yours sincerely

**Jon Bloggs**  
Computer Services

**Centre Number, candidate number**

**Tawara Yacht Brokers**  
16 Eaton Place  
LONDON  
WC1B 4BQ  
Tel: 020 7946 0156  
Email: enquiries@tawarayacht.org.uk

---

20 March 2015

**Ms Louis Brooks**  
21 West Quay Road  
Gerrards Cross  
Bucks  
SL9 7PQ

Dear **Ms Brooks**

We recently experienced a computer security attack in our **London** office and, as a result, records containing personal information were exposed. Protecting our customers' information is something we take extremely seriously and we deeply regret this breach of our computer and data systems. We would like to assure clients that no financial information was compromised. As a result of this breach we have rebuilt the server, reset all customer passwords and are reviewing our practices and security measures.

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password:

An example of a strong password is: **caseK!r0yw3^**

Three features which make this password strong are:

- 1 mixed upper and lower case
- 2 at least 1 number and 1 symbol
- 3 at least 8 characters long

We value the trust of our customers and apologise again for any inconvenience this may have caused you. We are taking every possible step to prevent these types of events from occurring in the future.

Yours sincerely

**Jon Bloggs**  
Computer Services

**Centre Number, candidate number**

**Tawara Yacht Brokers**  
16 Eaton Place  
LONDON  
WC1B 4BQ  
Tel: 020 7946 0156  
Email: enquiries@tawarayacht.org.uk

---

20 March 2015

**Ms Kratika Gupta**  
12 Newport Street  
Colchester  
Essex  
CO8 3LP

Dear **Ms Gupta**

We recently experienced a computer security attack in our **London** office and, as a result, records containing personal information were exposed. Protecting our customers' information is something we take extremely seriously and we deeply regret this breach of our computer and data systems. We would like to assure clients that no financial information was compromised. As a result of this breach we have rebuilt the server, reset all customer passwords and are reviewing our practices and security measures.

When you next access the secure area of our website you will be asked to create a new password. Passwords provide the first line of defence against unauthorised access and in an effort to help safeguard your information we offer the following guidance on selecting a strong password:

An example of a strong password is: **caseK!r0yw3^**

Three features which make this password strong are:

- 1 mixed upper and lower case
- 2 at least 1 number and 1 symbol
- 3 at least 8 characters long

We value the trust of our customers and apologise again for any inconvenience this may have caused you. We are taking every possible step to prevent these types of events from occurring in the future.

Yours sincerely

**Jon Bloggs**  
Computer Services

**Centre Number, candidate number**

Result of merge - 3 letters printed –  
Susan Tyrell, Kratika Gupta and Louis Brooks only 1 mark

Page 21	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

### Presentation

6 slides imported correctly, no blank slides, no overlap of items, no changes	1 mark
Logo appears on all slides - same position and size	1 mark
Name, Centre number and candidate number on all slides – same position and size	1 mark
Automated slide numbers on all slides - same position and size	1 mark

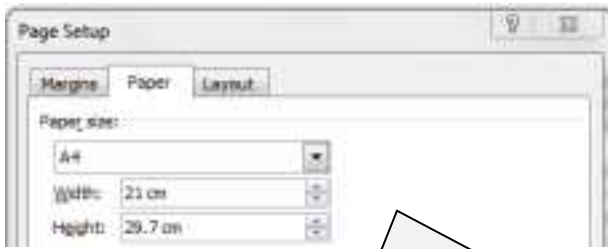


2 spelling errors corrected - Slide 5 - benenefits; Slide 6 – ases	1 mark
Print handouts 6 slides to page	1 mark

<b>Page 22</b>	<b>Mark Scheme</b>	<b>Syllabus</b>	<b>Paper</b>
	<b>Cambridge IGCSE – May/June 2016</b>	<b>0417</b>	<b>22</b>

**Evidence Document**

Step 1 - **EVIDENCE 1** - Paper size screen shot evidence here:



**Page layout**  
A4 landscape 1 mark

Step 1 - **EVIDENCE 2** - Margin screen shot evidence here:



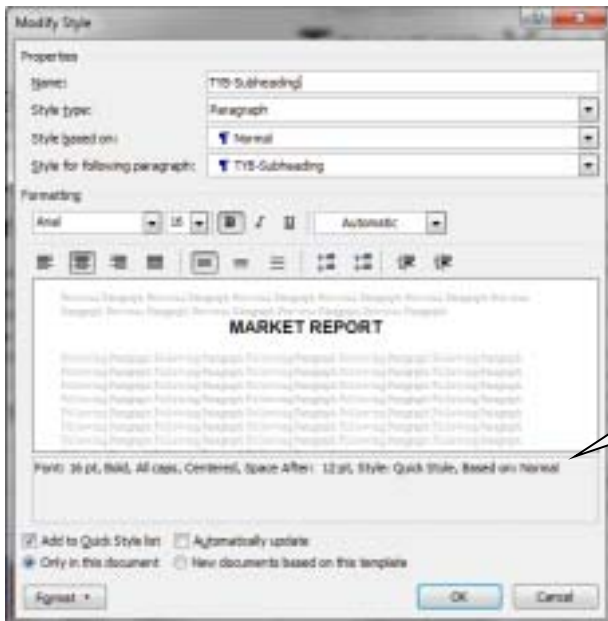
**Page layout**  
Top & bottom margins 1.5 cm,  
left & right 2 cm 1 mark

Step 2 – **EVIDENCE 3** – File saved as BROKER and evidence of file type

File saved as BROKER in the format of the software 1 mark



Step 4 – **EVIDENCE 4**- TYB-Subheading style definition screen shot here



**TYB-Subheading Style**  
TYB-Subheading text style created, centred 1 mark  
Sans-serif, 16pt, bold, all capitals 1 mark  
12pt spacing after only 1 mark

Step 15 – **EVIDENCE 5** – Evaluation of chart choice, examples with reasons eg:

- Comparative bar chart most suitable as 3 data series to compare
- Visually easy to compare differences
- Line graph not suitable as not continuously variable data
- Pie chart not suitable as shows data as a percentage of a whole, can't compare as on one data series
- Stacked bar chart – cumulative data, not comparative, not direct comparison

1 mark for explaining choice of chart

1 mark for comparison with another chart

[2 marks]

Page 23	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

Step 25 - **EVIDENCE 6** - Database field structure screen shot here:

Field Name	Data Type
Yacht_ID	Text
Yacht_Name	Text
Type	Text
Length	Number
Builder_ID	Text
Price	Currency
Build_Year	Number
Sleeps	Number
Crew	Number

**DB Structure**

All field names as given/correct data types as given 1 mark  
 Yacht\_ID set as primary key 1 mark

Step 27 – **EVIDENCE 7** – Form completed with new record screen shot here

Field Name	Value
Yacht_ID	M0126
Yacht_Name	Antales
Type	Motor
Length	26.0
Builder_ID	155PAL
Price	1755,000
Build_Year	2011
Sleeps	6
Crew	3

Form created, all fields included and fully visible 1 mark  
 Evidence of form used to add new record (ignore data accuracy) 1 mark

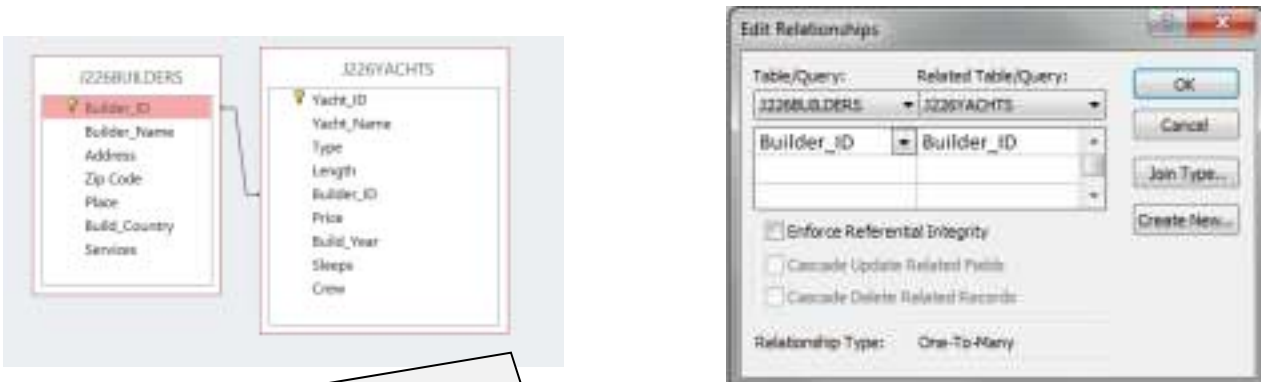
Step 28 - **EVIDENCE 8** Evaluate the design of your data entry form.

Evaluation of form eg:

- Consistent layout or formatting
- Appropriate use of title
- Lack of instructions on filling in form
- No navigation buttons
- Should contain descriptive labels, not just field names
- Inappropriate space for data added
- Unsuitable field lengths for this data
- Appropriate spacing between fields/appropriate use of white space
- Form fills available space/window
- Font size/legibility/colour schemes

[2 marks]

Step 29 - **EVIDENCE 9** - Relationship between the two tables screen shot here



One-to-many Relationship between *Builder\_ID* fields 1 mark

Step 30 - **EVIDENCE 10** – Calculated field for Average Length screen shot here

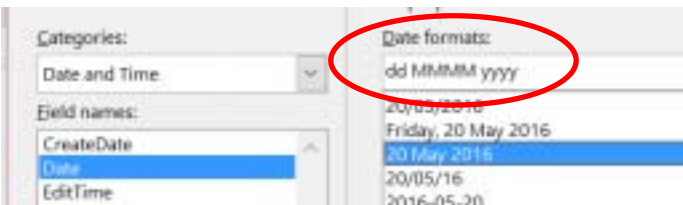


Evidence of Calculated Average 1 mark

Step 31 - **EVIDENCE 11** –Search criteria for extract screenshot evidence here

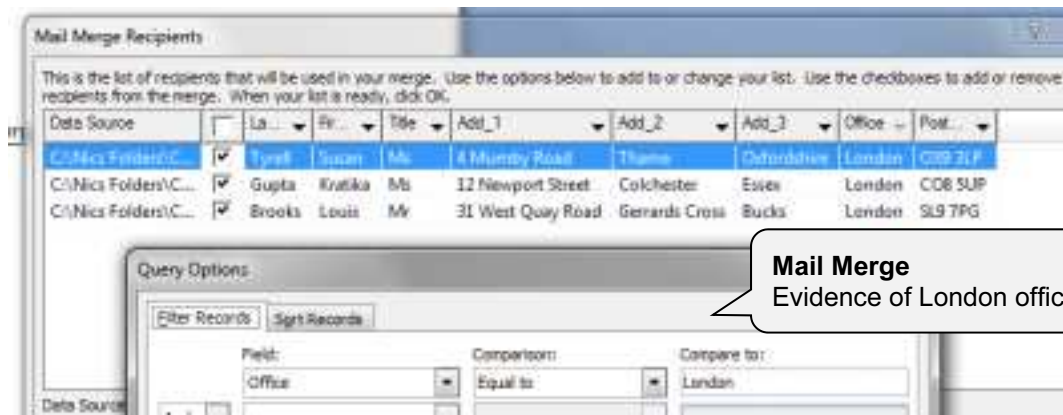
{ DATE \@ "dd MMMM yyyy" \}\* MERGEFORMAT }

OR



Mail Merge  
Evidence of date field used, correct format 1 mark

Step 34 - **EVIDENCE 12** - Mail merge selection method screen shot here

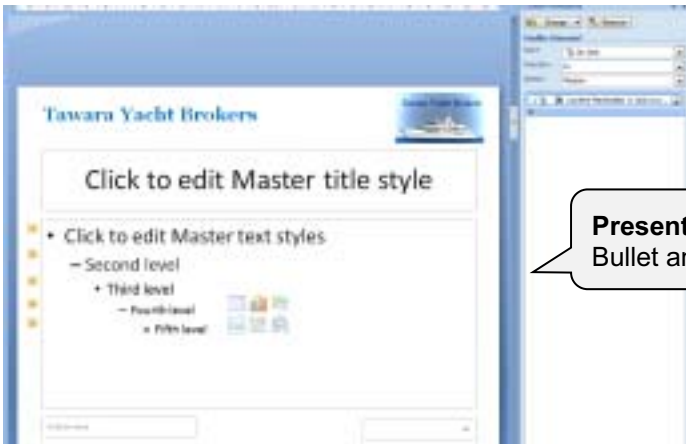


Mail Merge  
Evidence of London office selected 1 mark



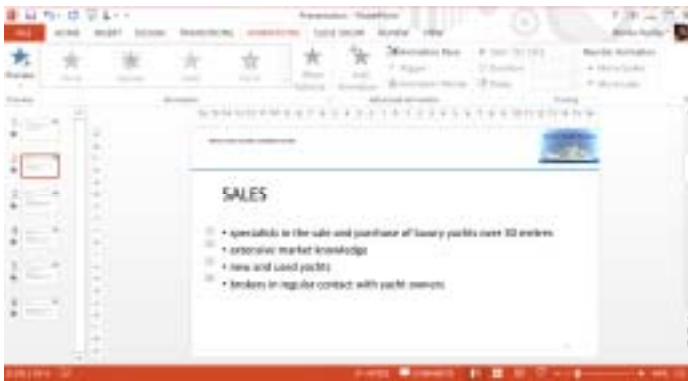
Page 25	Mark Scheme	Syllabus	Paper
	Cambridge IGCSE – May/June 2016	0417	22

Step 38 - **EVIDENCE 13** – Bullet animation screen shot here



**Presentation**  
 Bullet animation, appear one by one 1 mark

OR



Step 39 - **EVIDENCE 14** – On-screen looped selection



**Presentation**  
 Slide show set to loop continuously 1 mark