Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

CANDIDATE
NAME

CENTRE
NUMBER

CANDIDATE
NUMBER

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Practical Test **May/June 2015**

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.

International Examinations

[Turn over

You work for an organisation promoting coarse fishing in the UK. You are going to perform some tasks for this organisation.

✔

1 Open the Evidence Document called **J215EVIDENCE.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 **J215EVIDENCE** followed by your candidate number. For example, J215EVIDENCE9999

You will need this file later.

You are now going to edit an information sheet about coarse fishing.

2 Using a suitable software package, load the file **J215ANGLING.RTF**

3 Save this document with a new file name in your work area. Make sure it is saved in the format of the software you are using.

4 Set the:
   • page size to A4
   • orientation to portrait.

Place screenshot evidence of the page size in your Evidence Document.

5 Set the:
   • top margin to **3.5** centimetres and bottom margin to **2** centimetres
   • left and right margins to **1.5** centimetres.

Place screenshot evidence of this in your Evidence Document.

6 Place the image **J215LOGO.JPG** on the right in the header.

Resize the image to **2.5** centimetres high and maintain the aspect ratio.

Make sure the header is displayed on all pages and the image does not overlap any text.

7 Place in the footer:
   • the automated file name and file path left aligned
   • your name and candidate number right aligned.

Make sure the footer is displayed on all pages and alignments match the page margins.

8 At the start of the document enter the title **COARSE FISHING IN THE UK**

9 Make the title:
   • right aligned
   • font size **30** point
   • bold.

10 Below the title, add a subtitle:

Beginners guide by: and add your name.

✓

11   Make the subtitle:
 •   centre aligned
 •   font size **16** point
 •   italic and underlined with no other emphasis.

12   Set the title and subtitle to the same serif font.

13   Set all of the body text to:
 •   be fully justified
 •   font size **11** point
 •   a sans-serif font
 •   **single** line spacing.

14   Format the text from the subheading *Types of Angling* so that this subheading and all
     following text is displayed in two equally spaced columns with **2** centimetre spacing
     between the columns.

15   Identify all the subheadings (7) in the document and make them all:
 •   centre aligned
 •   underlined
 •   serif font
 •   font size **14** point.

16   Insert a table with **3** columns and **8** rows after the text …*must have a rod licence.*

17   Enter the following data into the table:

ROD LICENCE PRICES		
	Freshwater fish	Salmon and sea trout
Full season	£27.00	£72.00
Seniors	£18.00	£48.00
Juniors (12 to 16)	£5.00	£5.00
Children under 12	Free	Free
8 day	£10.00	£23.00
1 day	£3.75	£8.00

18   Format the text in the table as body text.

19   Format the top row of the table to be:
 •   merged and centre aligned
 •   bold and underlined.

20   Format the second row of the table to be:
 •   italic
 •   right aligned
 •   headings wrapped – do not allow the words to split.

✓

21 Format rows 3 to 8 so that:
- the data is displayed on one line
- the numbers are right aligned.

22 Format the table so the gridlines are **not** displayed when printed.

23 Make sure the table:
- fits within the column
- has a single **11** point line space above and below.

24 Sort the list of freshwater fish from:

Bream…

to

…Tench

so it is displayed in alphabetical order.

25 Apply bullet points to this list.

26 Format the list so the bullet points are positioned **2** centimetres from the left margin.

27 Replace the word *regulations* with the word **rules** wherever it occurs.

28 Save the document with the same file name and format used in Step 3.

You are now going to prepare some reports. <u>Make sure all currency values display the £ sign and are to two decimal places</u>.

✓ ☐

29 Using a suitable database package, import the file **J215VENUES.CSV**

Use the following field names and data types:

FIELD NAME	DATA TYPE	FORMAT
Venue_Name	**Text**	
Location	**Text**	
Telephone	**Text**	
Best_Fish	**Text**	
Day_Permit	**Numeric**	Currency
Season_Permit	**Numeric**	Currency
Acres	**Numeric**	
Depth	**Numeric**	
Date_Opened	**Date**	dd-mmm-yy
Night_Fishing	**Boolean/Logical**	Display as Yes/No

30 Place a screenshot showing the field names and data types used into your Evidence Document. ☐

31 Insert the following three records: ☐

Venue_Name	Location	Telephone	Best_Fish	Day_Permit	Season_Permit	Acres	Depth	Date_Opened	Night_Fishing
RIVER PIDDLE	**DORSET**	**0929 550540**	**CARP**	**6.5**	**55.5**	**7.4**	**5**	**12/08/1999**	**Yes**
MILEMEAD	**DEVON**	**0822 610888**	**PIKE**	**7**	**115**	**5**	**4**	**04/08/1999**	**Yes**
RIVER CULM	**DEVON**	**0647 24566**	**PIKE**	**5**	**45**	**3**	**4**	**09/05/2000**	**Yes**

32 Check your data entry for errors. ☐

33 The venue named *RIVER CAMEL* in *CORNWALL* should not be listed. Delete this record from the database. ☐

34 Save the data. ☐

✓

35 Produce a report from all the data which:

- contains a new field called **Week_Permit** which is calculated at run-time. This field will calculate the *Day_Permit* multiplied by **5**
- has the *Week_Permit* field displayed as currency
- shows only the records where:
  - the *Location* is **DEVON** or **CORNWALL** or **DORSET**
  - *Best_Fish* is **CARP** or **PIKE**
  - *Night_Fishing* is **Yes**
- shows only the fields *Venue_Name*, *Location*, *Telephone*, *Night_Fishing*, *Date_Opened*, *Best_Fish*, *Day_Permit*, *Season_Permit* and *Week_Permit* in this order with data and labels displayed in full
- fits on a single page
- has a page orientation of landscape
- includes the heading **West Country Venues** at the top of the page
- has your name, Centre number and candidate number on the right at the top of the report.

36 Save and print this report.

37 Produce a report from all the data which:

- shows only the records where the *Location* is in **Oxon** or any part of **London** and the *Season_Permit* is £45.00 or more
- shows only the fields *Location, Venue_Name*, *Best_Fish*, *Day_Permit* and *Season_Permit* in this order with data and labels displayed in full
- sorts the data into ascending order of *Location* and then descending order of *Season_Permit*
- fits on a single page wide
- has a page orientation of portrait
- calculates the average *Season_Permit*, positioned below the *Season_Permit* column and formatted as currency
- has a label **Average cost** to the left of this average
- includes the heading **Capital Season Tickets** at the top of the page
- has your name, Centre number and candidate number at the bottom of the report.

38 Save and print this report.

39 Produce an extract from all the data which:

- selects only those records where:
  - the name of the venue contains the word **lake** or **pond**
  - *Day_Permit* costs **£4.50 or less**
  - the water is **less than 6** feet deep
- shows only the fields *Location*, *Venue_Name* and *Day_Permit* in this order
- sorts the data into ascending order of *Day_Permit*

40 Save this data in a form which can be imported into the document that you saved in step 28.

✓

41 Import this data into your document as a table after the paragraph which ends: *…starter venues include:*

Make sure that only the required field names and data are fully visible and that no words are split if the text is wrapped.

42 Spell-check and proof-read the document.

Make sure that:

- tables do not overlap two columns or pages
- lists are not split over two columns or pages
- there are no widows or orphans
- there are no blank pages
- there is a single 11 point line space after:
  - each paragraph of the body text
  - each subheading
  - the table
  - the database extract.

Make sure all formatting is consistent throughout your document.

43 Save the document using the same file name and format used in Step 28.

Print the document.

You are now going to create a short presentation.

44 Import the file **J215PRES.RTF** placing the text as slides in your presentation software.

Remove any blank slides.

(This should provide 5 slides)

45 The master slide must have:

- a plain white background
- the text **National Angling Month** in a black, italic, **48** point, serif font, aligned to the top right of the slide. Make sure the text does not wrap
- a **3** to **4** point horizontal line, across the width of the slide below the text *National Angling Month*
- an automatic date in the top left corner
- your name, Centre number and candidate number in a **10** point black serif font in the bottom right corner
- automatic slide numbers in the bottom left
- 1st level bullets formatted in a **20** point font, italic, with arrow shaped bullet style e.g. ➢

46 Change the layout of slide 1 to a Title Slide layout so it contains a title and subtitle centred on the slide.

47 Add the text:

    Contact your local angling club for events in your area.

    as presenter/speaker notes for the slide with the title *Family Events* □

48 On the slide with the title *General Events* insert the image **J215FISH.JPG** □

49 Place the image to the left of the bullet points and format it so that: □

- it is **9** centimetres wide
- the aspect ratio is maintained.

50 Flip the image horizontally so that the red fish is nearest to the bullets. □

51 Delete the slide with the title *A unique event to:* □

52 Spell-check the presentation for errors.

    Save the presentation. □

53 Print the presentation with 4 slides to the page. □

54 Print the slide with the title *Family Events* showing the presenter/speaker notes. □

55 Save and print the Evidence Document. □

Write today's date in the box below.

Date

<table>
<tr><td>

</td></tr>
</table>