



**Cambridge International Examinations**  
Cambridge International General Certificate of Secondary Education

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/02**

Paper 2 Document Production, Data Manipulation and Presentations

**For Examination from 2016**

SPECIMEN MARK SCHEME

**2 hours 30 minutes**

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**MAXIMUM MARK: 80**

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The syllabus is accredited for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

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This document consists of **23** printed pages and **1** blank page.

*House Style Specification Sheet*

<b>Title</b>	Font – sans-serif, 24 points, centre aligned
<b>Subtitle</b>	Font – sans-serif, 18 points, italic, underlined and right aligned
<b>Subheading</b>	Font – sans-serif, 12 points single line spacing with one clear line space after a subheading
<b>Body text</b>	Font – serif, 10 points, 1.5 line spacing and fully justified with one clear line space after each paragraph

**Task 1 – Evidence Document**

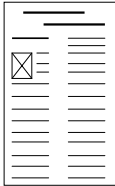
This mark scheme includes the screenshots of the printed evidence that candidates should have included within their Evidence Document.

**Task 2 – Document**

You are going to edit a document about the development of a new port.

No.	Steps	Mark
1	<p><b>Using a suitable software package, load the file S16PORT.RTF Set the page size to A4 and set the page orientation to portrait.</b></p> <ul style="list-style-type: none"> <li>– page size A4 and page orientation portrait (1 mark)</li> </ul>	[1]
2	<p><b>Set all margins to 2 cm. Save the document in your work area. Use the format of your software package and give the document a new name.</b></p> <ul style="list-style-type: none"> <li>– margins set to 2 cm and new name on document (1 mark)</li> </ul>	[1]
3	<p><b>Enter in the header: your name and candidate number left aligned; your Centre number right aligned. Enter in the footer: the automated file name left aligned; today's date right aligned. Make sure that all the alignments match the page margins. Make sure that headers and footers are displayed on each page.</b></p> <ul style="list-style-type: none"> <li>– header: name and candidate number left aligned; Centre number right aligned and displayed on each page (1 mark)</li> <li>– footer: file name left aligned; date right aligned – matching the page margins; and displayed on each page (1 mark)</li> </ul>	[2]
4	<p><b>Create or edit the following paragraph styles to be applied to the text in the document. Refer to the <i>House Style Specification Sheet</i> for details of these styles: Title; Subtitle; Subheading; Body text. Show evidence of the details of your definition of the Body text paragraph style in your evidence document.</b></p> <p>correct Body text style:</p> <ul style="list-style-type: none"> <li>– Body text style created (1 mark)</li> <li>– serif, 10 point, 1.5 line space, fully justified (1 mark)</li> <li>– 1 line space after (1 mark)</li> </ul>	[3]

5	<b>Insert a blank line at the start of the document and enter the title <u>Dock facilities at Port Pepard</u></b> – correct insertion of blank line and title (1 mark)	[1]
6	<b>Apply the Title style to this text.</b> – correct title style (1 mark)	[1]
7	<b>Below the title, add the subtitle <u>Report by:</u> and add your name.</b> – correct subtitle (1 mark)	[1]
8	<b>Apply the Subtitle style to this text.</b> – correct subtitle style (1 mark)	[1]
9	<b>After the subtitle, format the rest of the document as body text into two equally spaced columns, with a 1 cm gap.</b> – two equally spaced columns 1 cm gap (1 mark) – section break in correct place (1 mark)	[2]
10	<b>Apply the Body text style to the rest of the document.</b> – correct body style in rest of document (1 mark)	[1]
11	<b>In the left column, before the first paragraph of the document, enter the subheading: <u>A major regional port</u></b> – correct subheading (1 mark)	[1]
12	<b>Identify all the subheadings in the document and apply the Subheading style to each one.</b> – correct subheading style to all subheadings (1 mark)	[1]
13	<b>Find the table in S16EXPORT.RTF and insert it at the end of the document.</b> – table inserted correctly (1 mark)	[1]
14	<b>Make sure the table fits within the column width. Apply the Body text style to the text in the table.</b> – table fits within column width and font matches body text style (1 mark)	[1]
15	<b>Merge the cells in the top row of the table across the five columns. Format only this row to be centre aligned and underlined.</b> – top row with merged cells across 5 columns (1 mark) – top row centre aligned and underlined (1 mark)	[2]
16	<b>Apply light grey (20–40%) shading to only the top two rows of the table.</b> – correct shading to top two rows only (1 mark)	[1]

17	<p><b>Set all borders of the table to be visible when printed.</b></p> <ul style="list-style-type: none"> <li>– all table borders visible (1 mark)</li> </ul>	[1]
18	<p><b>Import the image S16SHIP.JPG</b>  <b>Resize the image to a height of 3 cm and maintain the aspect ratio.</b>  <b>Place this image:</b></p> <ul style="list-style-type: none"> <li>○ on the first page</li> <li>○ below the subheading – <i>A major regional port</i></li> <li>○ aligned with the top of the first paragraph</li> <li>○ aligned to the left margin.</li> </ul> <p><b>Make sure the text wraps round the image. It may look like this:</b></p>  <ul style="list-style-type: none"> <li>– image resized to 3 cm height and aspect ratio maintained (1 mark)</li> <li>– image correctly placed: on first page; below subheading 'A major regional port'; aligned with top of first paragraph; aligned to left margin; and text wrapped round image (1 mark)</li> </ul>	[2]
19	<p><b>Use the information in the table that you placed in your document to produce a bar chart showing the actual export compared to planned export volumes. (You may need to take the data into another package to produce the chart.) Display the chart with vertical bars.</b></p> <ul style="list-style-type: none"> <li>– correct chart with vertical bars (1 mark)</li> </ul>	[1]
20	<p><b>Label the chart with:</b></p> <ul style="list-style-type: none"> <li>○ the title <u>Car export volumes</u></li> <li>○ Category series labels displayed in full</li> <li>○ Axis titles as <u>Number of cars</u> and <u>Year</u></li> </ul> <ul style="list-style-type: none"> <li>– chart with correct title; series labels in full; and axis titles (1 mark)</li> </ul>	[1]
21	<p><b>Place the chart at the end of the document after the table. Resize the chart to fill the column width and keep the aspect ratio.</b></p> <ul style="list-style-type: none"> <li>– chart placed and resized correctly within margins (1 mark)</li> </ul>	[1]
22	<p><b>Spell-check and proofread the document.</b>  <b>Place page breaks, if necessary, to ensure that:</b></p> <ul style="list-style-type: none"> <li>○ tables do not overlap two columns or pages</li> <li>○ there are no widows or orphans</li> <li>○ there are no blank pages.</li> </ul> <ul style="list-style-type: none"> <li>– no overlap of columns/pages; no widows or orphans; no blank pages; no spelling errors (1 mark)</li> <li>– document complete (e.g. no missing or misplaced paragraphs) (1 mark)</li> </ul>	[2]

[Total: 29]

### Task 3 – Database Report

You are now going to prepare a report for the company. **Make sure all currency values are in Euros to two decimal places.**

No.	Steps	Mark																								
23	<p><b>Using a suitable database package, import the file S16CARS.CSV</b>  <b>Use the following field names and data types:</b></p> <table border="1" data-bbox="240 517 1342 1205"> <tbody> <tr> <td>VIN</td> <td>Text</td> <td>this is the unique number for each car produced</td> </tr> <tr> <td>Model</td> <td>Text</td> <td>this is the model of the car</td> </tr> <tr> <td>Power</td> <td>Text</td> <td>this is the power source for the car, e.g. petrol or diesel</td> </tr> <tr> <td>Engine_Size</td> <td>Text</td> <td>this is the cubic capacity of the engine where relevant</td> </tr> <tr> <td>Cost_Price</td> <td>Currency</td> <td>to be displayed in the specified currency format</td> </tr> <tr> <td>Colour</td> <td>Text</td> <td>this is the paint colour of the car</td> </tr> <tr> <td>Distributor</td> <td>Text</td> <td>this is the company which imports and sells cars in that country</td> </tr> <tr> <td>Dispatched</td> <td>Boolean/Logical</td> <td><b>Display in the report as Yes/No only.</b> Records whether a car has been sent out from the port or not</td> </tr> </tbody> </table> <p><b>Set the VIN field to be a key field.</b></p> <ul style="list-style-type: none"> <li>– all fields and formats correct (1 mark)</li> <li>– currency format for cost price field is set to Euros and to 2 decimal places (1 mark)</li> <li>– dispatch field set as Yes/No (1 mark)</li> <li>– dispatch field displayed as Yes/No in the report (1 mark)</li> <li>– VIN set as key field (1 mark)</li> </ul>	VIN	Text	this is the unique number for each car produced	Model	Text	this is the model of the car	Power	Text	this is the power source for the car, e.g. petrol or diesel	Engine_Size	Text	this is the cubic capacity of the engine where relevant	Cost_Price	Currency	to be displayed in the specified currency format	Colour	Text	this is the paint colour of the car	Distributor	Text	this is the company which imports and sells cars in that country	Dispatched	Boolean/Logical	<b>Display in the report as Yes/No only.</b> Records whether a car has been sent out from the port or not	[5]
VIN	Text	this is the unique number for each car produced																								
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Dispatched	Boolean/Logical	<b>Display in the report as Yes/No only.</b> Records whether a car has been sent out from the port or not																								
24	<p><b>Import the file S16DISTRIBUTORS.CSV as a new table in your database.</b>  <b>Set the <i>Distributor_code</i> field as a key field. Take screenshot evidence showing the field names and data types used in the two tables. Insert these screenshots in your Evidence Document.</b></p> <ul style="list-style-type: none"> <li>– correct file imported into database; <i>Distributor_code</i> set as key field (1 mark)</li> </ul>	[1]																								
25	<p><b>Create a one-to-many relationship as a link between the <i>Distributor_code</i> field in the <i>Distributor</i> table and the <i>Distributor</i> field in the <i>Cars</i> table.</b>  <b>Take screenshot evidence showing the relationship between the two tables. Insert a copy of this screenshot into your Evidence Document.</b></p> <ul style="list-style-type: none"> <li>– one to many relationship between the <i>Distributor_code</i> field in the <i>Distributor</i> table and the <i>Distributor</i> field in the <i>Cars</i> table (1 mark)</li> </ul>	[1]																								

26	<p><b>Insert these three records into the S16Cars table:</b></p> <table border="1" data-bbox="240 248 1313 636"> <thead> <tr> <th>VIN</th> <th>Model</th> <th>Power</th> <th>Engine_Size</th> <th>Cost_Price</th> <th>Colour</th> <th>Distributor</th> <th>Dispatched</th> </tr> </thead> <tbody> <tr> <td>376C15423002</td> <td>MicroZed</td> <td>D</td> <td>1200</td> <td>11000</td> <td>Blue</td> <td>FMD SA</td> <td>No</td> </tr> <tr> <td>376C15423010</td> <td>MicroSE</td> <td>H</td> <td>900</td> <td>12000</td> <td>Red</td> <td>FMD SA</td> <td>No</td> </tr> <tr> <td>377C15423010</td> <td>Micro</td> <td>G</td> <td>600</td> <td>8500</td> <td>Red</td> <td>FMD SA</td> <td>No</td> </tr> </tbody> </table> <p><b>Check your data entry for errors. Save the data.</b></p> <p>– 1 mark for each record inserted correctly.</p>	VIN	Model	Power	Engine_Size	Cost_Price	Colour	Distributor	Dispatched	376C15423002	MicroZed	D	1200	11000	Blue	FMD SA	No	376C15423010	MicroSE	H	900	12000	Red	FMD SA	No	377C15423010	Micro	G	600	8500	Red	FMD SA	No	[3]
VIN	Model	Power	Engine_Size	Cost_Price	Colour	Distributor	Dispatched																											
376C15423002	MicroZed	D	1200	11000	Blue	FMD SA	No																											
376C15423010	MicroSE	H	900	12000	Red	FMD SA	No																											
377C15423010	Micro	G	600	8500	Red	FMD SA	No																											
27	<p><b>Produce a report which:</b></p> <ul style="list-style-type: none"> <li>○ contains a new field called <b>Delivered_Price</b> which is calculated at run-time. This field will calculate the <i>Cost_Price</i> of the car plus a standard delivery charge of 200 Euros</li> <li>○ shows only the records where the <i>Country</i> is <i>France</i> and the cars have not been dispatched</li> <li>○ shows only the fields <i>VIN</i>, <i>Model</i>, <i>Power</i>, <i>Engine_Size</i>, <i>Cost_Price</i>, <i>Colour</i>, <i>Port</i>, <i>Distributor</i> and <i>Delivered_Price</i> with their labels and data fully visible</li> <li>○ fits on a single page wide</li> <li>○ has a page orientation of landscape</li> <li>○ sorts the data into ascending order of <i>VIN</i></li> <li>○ calculates the total number of cars in this selection and places it at the bottom of the report</li> <li>○ has a label to the left of this number <b>Total cars for France</b></li> <li>○ includes the heading <b>Dispatch manifest (port: Brest)</b> at the top of the page</li> <li>○ has your name, Centre number and candidate number on the left in the footer.</li> </ul> <ul style="list-style-type: none"> <li>● <b>Save and print your report.</b></li> </ul> <p>– new field called <i>Delivered_Price</i> calculated at run-time, calculating <i>Cost_Price</i> plus a standard delivery charge of 200 Euros (2 marks)</p> <p>– shows only the records where the <i>Country</i> is <i>France</i> and the cars have not been dispatched (1 mark)</p> <p>– shows only the fields <i>VIN</i>, <i>Model</i>, <i>Power</i>, <i>Engine_Size</i>, <i>Cost_Price</i>, <i>Colour</i>, <i>Port</i>, <i>Distributor</i> and <i>Delivered_Price</i> with labels in full (1 mark)</p> <p>– fits on a single page wide (1 mark)</p> <p>– has a page orientation of landscape (1 mark)</p> <p>– sorts the data into ascending order of <i>VIN</i> (1 mark)</p> <p>– calculates total number of cars in this selection and places it at the bottom of the report (1 mark)</p> <p>– label to the left of this number: Total cars for France (1 mark)</p> <p>– heading: Dispatch manifest (port: Brest) at the top of the page (1 mark)</p> <p>– candidate name, Centre number and candidate number on left in footer (1 mark)</p>	[11]																																

[Total: 21]

## Task 4 – Database Labels

No.	Steps	Mark								
28	<p><b>Produce labels from all the data which:</b></p> <ul style="list-style-type: none"> <li>○ are arranged in two columns</li> <li>○ only include cars which have not yet been dispatched</li> <li>○ include only the records where: <ul style="list-style-type: none"> <li><b>VIN begins with 37</b></li> <li><b>the <i>Country</i> field is Spain and</b></li> <li><b>the <i>Power</i> field is E</b></li> </ul> </li> <li>○ show only the fields <i>VIN</i>, <i>Model</i>, <i>Port</i> and <i>Distributor</i> each on a separate line</li> <li>○ display the field name as well as the data</li> <li>○ in a larger font, at the top of each label, include the heading: <ul style="list-style-type: none"> <li><b>Warning</b></li> <li><b>Check charge voltage before delivery</b></li> </ul> </li> </ul> <p>include your name, Centre number and candidate number at the bottom of each label.</p> <p>The page layout may look like this:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <table border="1" style="width: 100%; height: 100%; text-align: center;"> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> </table> </div> <p><b>Save and <i>print</i> your labels.</b></p> <p>Labels are:</p> <ul style="list-style-type: none"> <li>– arranged in two columns (1 mark)</li> <li>– only include cars which have not yet been dispatched (1 mark)</li> <li>– include only the records where: <ul style="list-style-type: none"> <li><i>VIN</i> begins with 37 (1 mark)</li> <li>the <i>Country</i> field is Spain (1 mark)</li> <li>the <i>Power</i> field is E (1 mark)</li> </ul> </li> <li>– fields <i>VIN</i>, <i>Model</i>, <i>Port</i> and <i>Distributor</i> each on separate line (1 mark)</li> <li>– display field name as well as the data (1 mark)</li> <li>– in larger font, at the top of each label, include the heading: <ul style="list-style-type: none"> <li><b>Warning</b></li> <li><b>Check charge voltage before delivery (1 mark)</b></li> </ul> </li> <li>– candidate name, Centre number and candidate number at the bottom of each label (1 mark)</li> </ul>									[9]

[Total: 9]

## Task 5 – Mailmerge letter

No.	Steps	Mark
29	<ul style="list-style-type: none"> <li>• <b>Prepare a mailmerge letter using the file S16MAIL.RTF as your master and the S16Distributors.csv file as the source data.</b> <ul style="list-style-type: none"> <li>○ You will need to insert relevant fields from your data source to replace text in the master document.</li> <li>○ You will need to replace date with a field to display today's date in the format dd/mm/yyyy.</li> <li>○ Add your name as the originator of the letter (Director).</li> <li>○ Include your Centre number and candidate number as the reference for the letter.</li> <li>○ Proofread and spell check the letter.</li> </ul> </li> </ul> <p><b>Print your master document with the fields displayed.</b></p> <ul style="list-style-type: none"> <li>– correct fields inserted with correct spacing (refer to screenshot) (1 mark)</li> <li>– date field inserted in correct format (1 mark)</li> <li>– name as originator of letter (Director), Centre number and candidate number – correctly inserted (1 mark)</li> </ul>	[3]
30	<p><b>Add a minimum of three features to the mailmerge master document to suit a professional letter with reference to the <i>House Style Specification Sheet</i>.</b></p> <ul style="list-style-type: none"> <li>– minimum of 3 features inserted as per <i>House Style Specification Sheet</i> (1 mark)</li> </ul>	[1]
31	<p><b>Merge the letters to only the distributors in Spain and Germany and provide screenshot evidence of the selection method you used. <i>Print</i> the merged letters.</b></p> <ul style="list-style-type: none"> <li>– letters merged for distributors in Spain and Germany (1 mark)</li> <li>– selection method correct and screenshot placed in Evidence Document (1 mark)</li> </ul>	[2]

[Total: 6]



### Task 6 – Presentation

You are going to create the start of a short presentation using appropriate styles.

No.	Steps	Mark
32	<p><b>Using the contents of the file P2PRES.RTF, create a new presentation. Make sure that there are only four slides, each containing a title and some text. The presentation must have a title slide.</b></p> <ul style="list-style-type: none"> <li>– 4 slides imported with contents of P2PRES.RTF (1 mark)</li> <li>– blank slides removed (1 mark)</li> <li>– Slide 1 layout set as title and sub-title (1 mark)</li> </ul>	[3]
33	<p><b>Each slide in the presentation must have: appropriate styles and layout; the three features you proposed for the mailmerge letter master document; your name, Centre number and candidate number clearly visible in a 16 point sans-serif font, left aligned in the bottom left corner; slide numbers in the bottom right corner; all master slide elements applied to all slides.</b></p> <p>Each slide with:</p> <ul style="list-style-type: none"> <li>– candidate details (16 point sans serif font on the left at the bottom of the slide (1 mark)</li> <li>– slide numbers at the bottom on the right (1 mark)</li> <li>– features of the mailmerge master included on the master slide (1 mark)</li> <li>– consistent layout of contents of slides, e.g. title and bullet points and all master slide elements applied to all slides (1 mark)</li> </ul>	[4]
34	<p><b>On slides 2 to 4, describe each feature you have chosen and explain why you chose this feature.</b></p> <p>on the 3 slides:</p> <ul style="list-style-type: none"> <li>– 3 enhancement features described (see example screenshot evidence) (3 marks)</li> <li>– 3 reasons for use (see example screenshot evidence) (3 marks)</li> </ul>	[6]
35	<p><b>On all slides, make sure that no objects overlap any of the other objects on the slide or any master slide items.</b></p> <ul style="list-style-type: none"> <li>– no overlap of objects on all slides (1 mark)</li> </ul>	[1]
36	<p><b>Save the presentation using a new filename. Print the slides with one slide on each page.</b></p> <ul style="list-style-type: none"> <li>– 1 slide per page printout (1 mark)</li> </ul>	[1]

[Total: 15]

Name and candidate number

Centre number

# Dock facilities at Port Pepard

Header  
Candidate details 1 mark

Report by: a name

A major regional port



Northwest region  
of the country has a  
long coastline covering  
two

countries, on 5 continents. With a stake, APM  
is the largest shareholder in the port.

Title data entry, Title style applied 2 marks  
Subtitle data entry, Subtitle style applied 2 marks

kilometres and  
accepts vessels of up to 14 metres draft. There is an on-

existing ports in over forty locations. Many of these  
traditional harbours are unsuited to  
the bulk carriers of today. New sites have been found  
providing several new moorings suitable for the

rail facility with dedicated sidings to handle

Break placed correctly continuous same page 1 mark

offers extensive back-up infrastructure, including warehousing  
facilities, open stack yards, weighbridges and dedicated  
rail sidings.

Image found and placed correctly  
with text wrap on 1 mark  
Resized correctly  
with aspect ratio maintained 1 mark

port in  
the south  
west coast  
of the  
country.

## Excellent Connectivity

New subhead text entered OK 1 mark  
Subheads identified + formatted  
with subhead style 1 mark

been built to meet national and world demand  
economical and environmentally friendly  
transport.

road and rail to the rest  
of the country. The port is connected by the broad gauge

## Development

Port Pepard, a successful public – private enterprise, is  
emerging as an important gateway port on the south  
eastern coast for containers, bulk and liquid cargo. With  
less than ten hours steaming time from the region's  
largest city, Port Pepard provides excellent access to the  
main trade lines in the north western region. Its handling  
facilities are developed to manage the efficient transport  
of these new cars.

network of the National Railways. Port Pepard has set  
up a joint venture with the National Railways – Pepard  
Rail Corporation Limited, making it possible to offer the

Two columns 1 cm gap 1 mark

most competitive rail freight and transit times in the  
west coast. New links have also been developed with  
the new manufacturing plant.

led to the new

Port Pepard has built an 11 kilometre long four-lane  
expressway connecting the port to the national  
highway. The Government has undertaken a project to  
update the national highway.

Port Pepard is operated by  
terminal operators in  
operations spread over

Footer  
File name left  
Date right 1 mark

Port Pepard offers the most competitive rail freight rates  
compared to other gateway ports on the West Coast. Port Pepard is now  
connected to the hinterland by the broad gauge rail

Body text style applied 1 mark

network of the National Railways and is now connected

Name and candidate number

Centre number

by rail to all the major Inland container depots in the North West. The broad gauge rail connectivity project has been undertaken by Peparad Rail Corporation Limited (PRCL) promoted by Peparad Port Limited and the Ministry of Railways. Port Peparad has an equity stake of 39% in PRCL. The Port can handle incoming and outgoing trains simultaneously and the current capacity of the rail link is 22 trains per day. At present, the port is handling on an average 2 trains per day.

Port Peparad is the first port in this country to receive double stacked container trains (March 2010), which have a capacity of carrying 180 cars as against 90 cars carried in a single stack train. At present, the double stack container trains run to the inland railhead.

### Oceanographic Conditions

Port Peparad is protected by two islands, which act as a natural breakwater making the port safe in all weather conditions. The presence of these islands also leads to the tranquillity of the water in the harbour. It also ensures the wave height is less than half a metre most of the time. Port Peparad has now increased the draft to 14 metres from 12 metres. The water currents are between 2 to 3 knots during peak tidal conditions.

These favourable conditions at Port Peparad ensure easy and safe navigation of ships all year round. Thanks to the twin islands, Port Peparad can offer its services throughout the year, even during the monsoons which provides an added advantage.

Storage

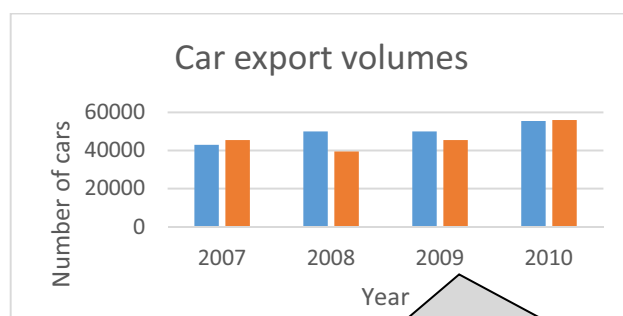
One of the availability several customer warehouse facilities

here to hold cars while awaiting shipping. Cars are brought in by rail and loaded into containers in a newly developed container storage facility. This was developed in preparation for the launch of the new Micro range of cars. It is believed that these will meet worldwide requirements for environmentally friendly, personal transport.

**Table**

Found and placed	1 mark
Cells merged	1 mark
Format top row text only to centred and underlined	1 mark
Shading applied	1 mark
Style matches body text and table fits within column	1 mark
All borders visible	1 mark

Cars exported through Port Peparad				
Year	2007	2008	2009	2010
Planned	43000	50000	50000	55500
Actual	45500	39,5000	45500	56000



**Page layout**

A4 Portrait	1 mark
Margins all 2 cm (mark from screenshot in evidence document)	1 mark
Spell check and proof read the document	1 mark
No widows / orphans	1 mark
Document complete	1 mark

**Chart**

Vertical bar chart created correctly	1 mark
Labelled correctly	1 mark
Placed correctly within margins	1 mark

## Dispatch manifest (port: Brest)

New field name correct 1 mark  
Calculated field 1 mark

VIN	Model	Power	Engine_Size	Cost_Price	Colour	Port	Distributor	Delivered_Price
365B15423017	MicroZed	D	1200	€11,000.00	Red	Brest	FMD SA	€11,200.00
365C15423016	MicroS	H	900	€12,000.00	Red	Brest	FMD SA	€12,200.00
365C15423020	Micr	D	1200	€11,000.00	Red	Brest	FMD SA	€11,200.00
366A1542300				€12,000.00	White	est	FMD SA	€12,200.00
366B15423013	Microzed	D	1200	€11,000.00	White		FMD SA	€11,200.00
366B15423017	Micro	G	600	€8,500.00	Gold		FMD SA	€8,700.00
366C15423014	MicroSE	H	900	€12,000.00			FMD SA	€12,200.00
367A15423013	MicroZed	D	1200	€11,000.00			FMD SA	€11,200.00
367B15423005	Micro	G	600	€8,500.00	Red	Brest	FMD SA	€8,700.00
367C15423005	MicroSE	H	900	€12,000.00	White	Brest	FMD SA	€12,200.00
371A15423015	MicroSE	H	900	€12,000.00	Green	Brest	FMD SA	€12,200.00
371A15423018	Micro	G	600	€8,500.00	White	Brest	FMD SA	€8,700.00
371A15423020	MicroZed	D	1200	€11,000.00	Green	Brest	FMD SA	€11,200.00
371B15423013	MicroB	G	500	€7,500.00	White	Brest	FMD SA	€7,700.00
371B15423014	MicroSE	H	900	€12,000.00	Silver	Brest	FMD SA	€12,200.00
371C15423008	MicroZed	D	1200	€11,000.00	Green	Brest	FMD SA	€11,200.00
371C15423011	MicroB	G	500	€7,500.00	Gold	Brest	FMD SA	€7,700.00
372A15423006	MicroEco	E	N/A	€13,000.00	Silver	Brest	FMD SA	€13,200.00
372A15423012	MicroEco	E	N/A	€13,000.00	White	Brest	FMD SA	€13,200.00
372A15423018	MicroEco	E	N/A	€13,000.00	Red	Brest	FMD SA	€13,200.00
372B15423001	MicroSE	H	900	€12,000.00	Silver	Brest	FMD SA	€12,200.00
372B15423014	MicroSE	H	900	€12,000.00	Gold	Brest	FMD SA	€12,200.00
372B15423016	MicroZed	D	1200	€11,000.00	Blue	Brest	FMD SA	€11,200.00

Title – correct 1 mark

Specified fields only 1 mark  
All data and labels visible 1 mark  
Page orientation is landscape 1 mark

13 January 2010

VIN	Model	Power	Engine_Size	Cost_Price	Colour	Port	Distributor	Delivered_Price
372B15423017	MicroEco	E	N/A	€13,000.00	Gold	Brest	FMD SA	€13,200.00
372C15423009	MicroSE	H	900	€12,000.00	Blue	Brest	FMD SA	€12,200.00
372C15423011	MicroZed	D	1200	€11,000.00	Gold	Brest	FMD SA	€11,200.00
372C15423016	MicroZed	D	1200	€11,000.00	Red	Brest	FMD SA	€11,200.00
373A15423006	MicroEco	E	N/A	€13,000.00	Silver	Brest	FMD SA	€13,200.00
373B15423017	MicroEco	E	N/A	€13,000.00	Green	Brest	FMD SA	€13,200.00
374A15423002	Micro	G	600	€8,500.00	Blue	Brest	FMD SA	€8,700.00
374A15423006	MicroZed	D	1200	€11,000.00	Blue	Brest	FMD SA	€11,200.00
374A15423014	MicroSE	H	900	€12,000.00	White	Brest	FMD SA	€12,200.00
374B15423006	Micro	G	600	€8,500.00	Green	Brest	FMD SA	€8,700.00
374B15423015	MicroSE	H	900	€12,000.00	Silver	Brest	FMD SA	€12,200.00
374C15423011	MicroEco	E	N/A	€13,000.00	Silver	Brest	FMD SA	€13,200.00
375A15423003	MicroZed	D	1200	€11,000.00	Gold	Brest	FMD SA	€11,200.00
375B15423003	Micro	G	600	€8,500.00	Red	Brest	FMD SA	€8,700.00
375B15423019	MicroZed	D	1200	€11,000.00	Blue	Brest	FMD SA	€11,200.00
375C15423009	MicroSE	H	900	€12,000.00	White	Brest	FMD SA	€12,200.00
376B15423015	MicroB	G	500	€7,500.00	White	Brest	FMD SA	€7,700.00
376C15423002	MicroZed	D	1200	€11,000.00	Blue	Brest	FMD SA	€11,200.00
376C15423010	MicroSE	H	900	€12,000.00	Red	Brest	FMD SA	€12,200.00
377C15423010	Micro	G	600	€8,500.00	Red	Brest	FMD SA	€8,700.00

Count records 1 mark  
Label 1 mark  
Candidate details on left 1 mark

Currency fields displayed as Euros with 2 decimal places 1 mark

Records sorted 1 mark  
3 records added 3 marks

Name, cand no, Centre no

Total cars for France

43

Page 2 of 2

08 September 2013

**Warning**

Check charge voltage before delivery  
VIN: 371C15423016  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

**Warning**

Check charge voltage before delivery  
VIN: 372A15423009  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

**Warning**

Check charge voltage before delivery  
VIN: 372B15423009  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

**Warning**

Check charge voltage before delivery  
VIN: 372C15423019  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

**Warning**

Check charge voltage before delivery  
VIN: 374A15423005  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

**Warning**

Check charge voltage before delivery  
VIN: 374A15423012  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

Record selection criteria	
<i>Dispatched</i> = No	1 mark
<i>VIN</i> = begins with 37	1 mark
<i>Country</i> = Spain (Vigo)	1 mark
<i>Power</i> = E (MicroEco)	1 mark
(eight records)	
Labels 2 side by side	1 mark

**Warning**

Check charge voltage before delivery  
VIN: 376B15423016  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

**Warning**

Check charge voltage before delivery  
VIN: 377A15423000  
Model: MicroEco  
Port: Vigo  
Distributor: EMD SA  
Name, centre no, cand no

Four specified fields each on a new line	1 mark
Field names included	1 mark
Candidate details on each slide	1 mark

Heading text correct each slide	
Heading text larger	1 mark

## Step 29: Mailmerge evidence – master document with fields

«First\_Name» «Contact\_Name»

«Address\_1»

«City»

«Region»

03/02/2014

Dear «First\_Name»

I am pleased to confirm that you have been selected as our main distributor for «Country».  
Welcome! The manifest for your first order of cars is now ready. These cars are ready for export and are being prepared for shipping to you. Please arrange for collection of these cars at port of entry and for them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)

Mailmerge master document  
Correct fields inserted with correct spacing 1 mark  
Date field inserted 1 mark  
Candidate details inserted 1 mark

## Step 30: House style features added to mailmerge master document

# Star Cars



«First\_Name» «Contact\_Name»

«Address\_1»

«City»

«Region»

03/02/2014

Dear «First\_Name»

I am pleased to confirm that you have been selected as our main distributor for «Country».  
Welcome! The manifest for your first order of cars is now ready. These cars are ready for export and are being prepared for shipping to you. Please arrange for collection of these cars at port of entry and for them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)

Mailmerge master with company house style features added 1 mark

# Star Cars



Max Leutert

Kornmatt 2

Lindorf

Saxony

03/02/2014

Dear Max

I am pleased to confirm that you have been selected as our main distributor for Germany. Welcome! The manifest for your first order of cars is now ready. These cars are ready for export and are being prepared for shipping to you. Please arrange for collection of these cars at port of entry and for them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)

Two correct merged letters – Germany and Spain 1 mark

# Star Cars



Pablo Casals

Plaza Mayor 6

Leon

Castilla y Leon

03/02/2014

Dear Pablo

I am pleased to confirm that you have been selected as our main distributor for Spain. Welcome! The manifest for your first order of cars is now ready. These cars are ready for export and are being prepared for shipping to you. Please arrange for collection of these cars at port of entry and for them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)



## Star Cars



### *Developing a House style*

Some suggested features the company might adopt

Candidate details

4 slides imported	1 mark
Blank slides removed	1 mark
Slide one as title and subtitle layout	1 mark
Features of mailmerge master included on master slide	1 mark
Own details 16 point sans-serif at bottom of slide on left	1 mark
Slide numbers bottom right	1 mark

## Star Cars



### *Feature 1*

- Describe the feature
  - I included the company name in a sans-serif font, 48 point size
- Why I chose this feature
  - This will give customers an easy way to identify the company on its documents and products

Candidate details

2

Consistent layout of content slides e.g. title and bullets and all master items on all slides	1 mark
No overlap of master items or contents of slides	1 mark

# Star Cars



## Feature 2

- Describe the feature
  - I suggest that a horizontal line in the company colour is inserted below the company name
- Why I chose this feature
  - This will make a clear separation of company house style details from the content of documents

Slides printed one per sheet      1 mark

Candidate details

3

## Star Cars

---

### Feature 3

- Describe the feature
  - I have chosen an image to reflect the company name
- Why I chose this feature
  - This will help to immediately identify the company visually and give brand recognition

Candidate details

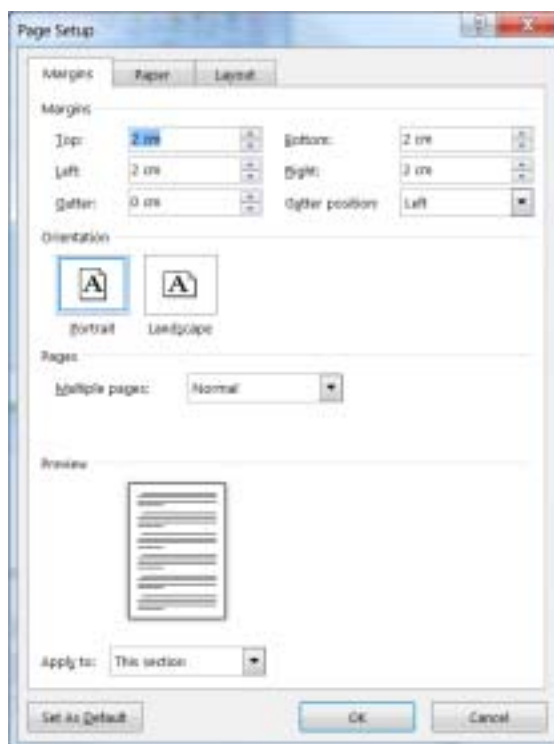
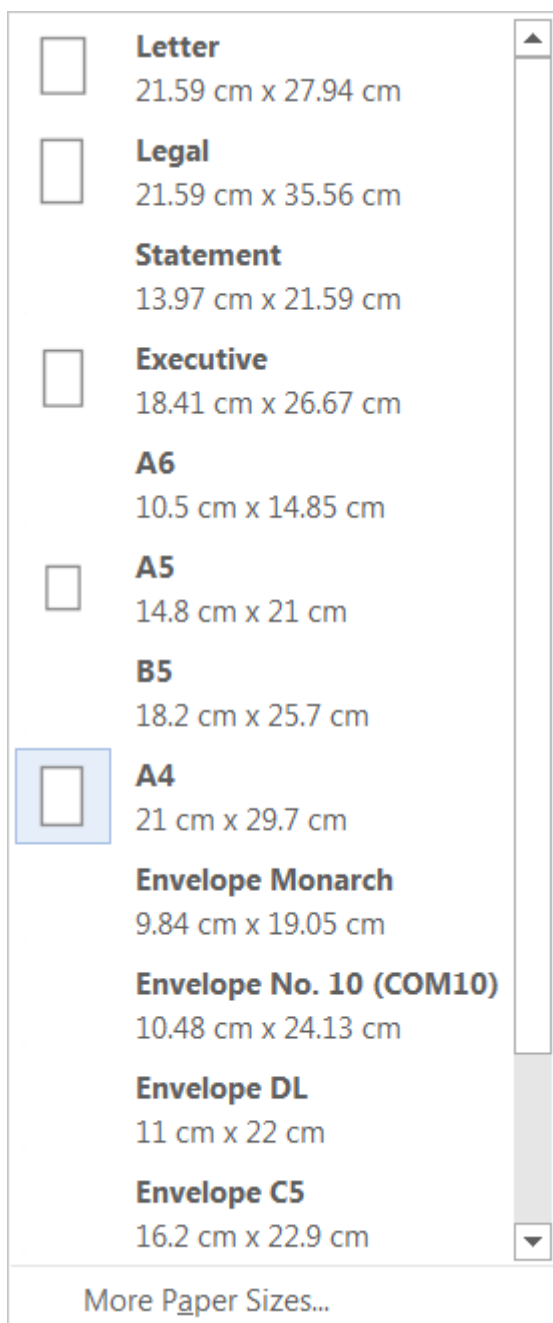
Three enhancement features described and explained on three slides:

Described (accept other relevant features)	3 marks
Three reasons for use	3 marks

Name and candidate number

Centre number

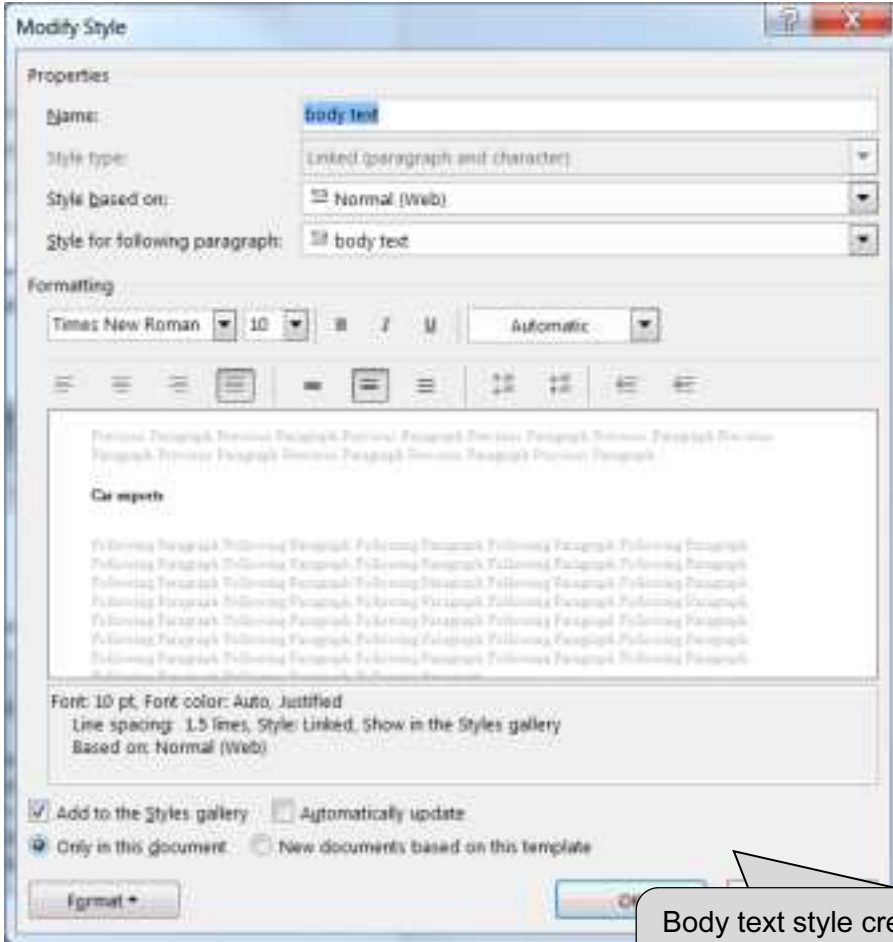
Step 2: Screenshot of page size and margin settings in candidate Evidence Document.



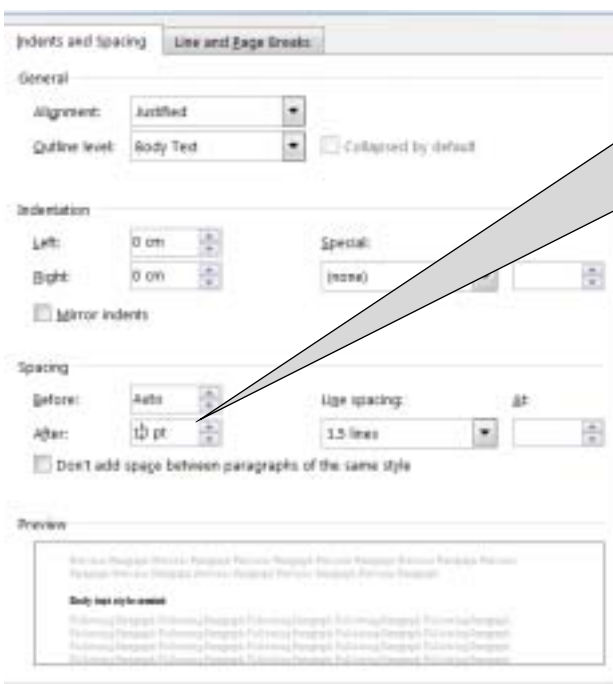
Check page setup and margin settings here.

Name and candidate number

Step 4: Screenshot of Body text paragraph style definition



Body text style created 1 mark  
Serif, 10 point, 1.5 line space, fully justified 1 mark  
One line space after 1 mark



Name and candidate number

Centre number

Database field structure screenshots:

Step 24: Cars table

Field Name	Data Type	Description
VIN	Text	
Model	Text	
Power	Text	
Engine Size	Text	
Cost Price	Currency	
Colour	Text	
Distributor	Text	
Dispatched	Yes/No	

Database structure

All fields and formats OK	1 mark
Currency format for <i>Cost Price</i> field with Euro symbol and 2 decimal places (check in report)	1 mark
<i>Dispatched</i> as Yes/No field	1 mark
Displayed as Yes/No in report	1 mark
VIN set as key field	1 mark

Step 24: Distributors table

Field Name	Data Type
Distributor_Code	Text
Contact_Name	Text
First_name	Text
Address_1	Text
City	Text
Region	Text
Port	Text
Country	Text

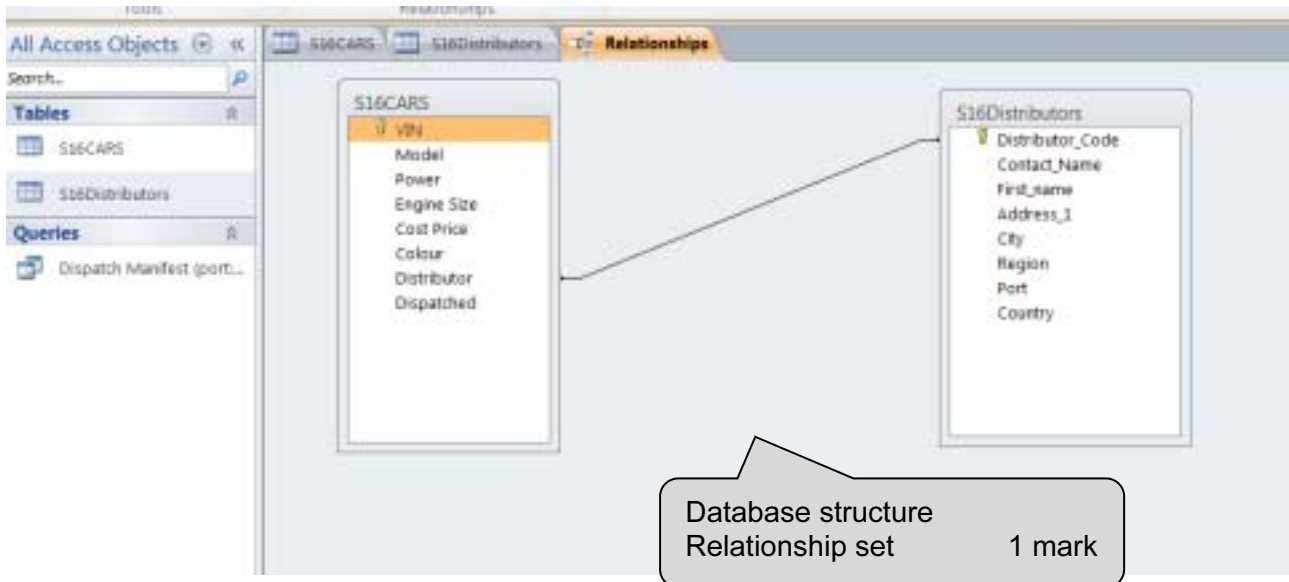
Database structure

<i>Distributor_Code</i> set as key field	1 mark
--	--------

Name and candidate number

Centre number

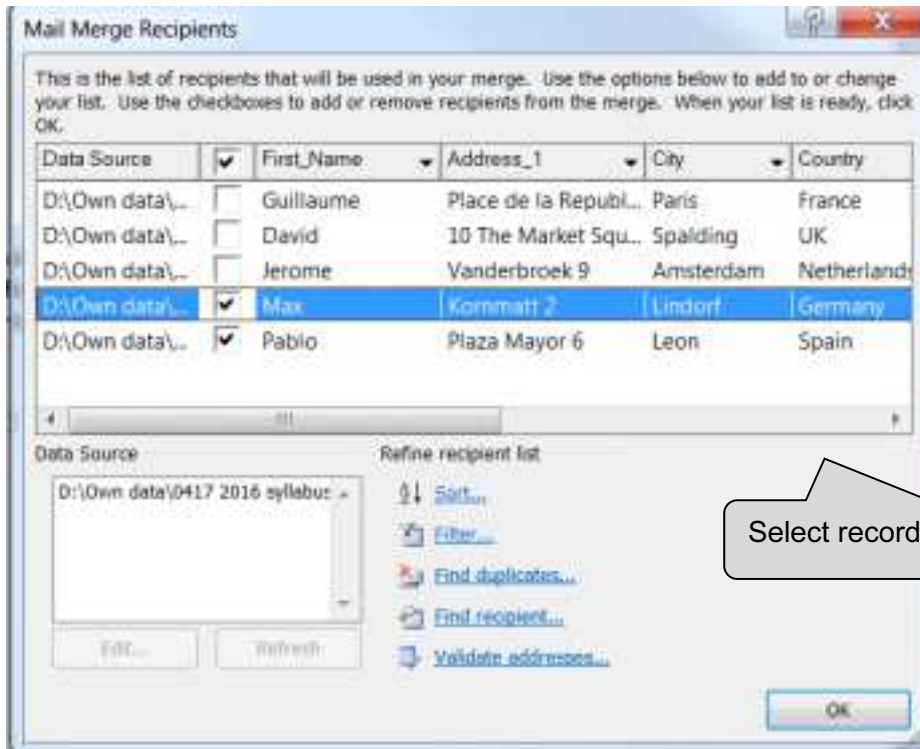
Step 25: Relationships showing links between the two tables



Name and candidate number

Centre number

Step 31: Evidence of selection of letters to merge.



Select records to merge 1 mark

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