



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
International General Certificate of Secondary Education

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/02**

Paper 2 Practical Test

**May/June 2010**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files

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**READ THESE INSTRUCTIONS FIRST**

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

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.

Before each printout you should proof-read the document to make sure that you have followed all instructions carefully.

At the end of the assignment put **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.

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This document consists of 7 pages.



\* 1 2 8 0 8 5 9 1 8 6 \*

You work for a company called *Hothouse Design*. You are going to perform some clerical tasks for this company.

- ✓
- 1 Prepare an e-mail message to be sent to **design.h@cie.org.uk** which contains the subject line **June Copy 2010**
- The body text of the message should include:
- your name
  - your Centre number
  - your candidate number
  - the text **Please send the files I need to work on.**
- Send this message.
- You should receive the instructions that you need within an e-mail reply.
- 2 Read the reply to your message and follow the instructions.
- The URL which you will need is **http://www.hothouse-design.co.uk**
- 3 Add to your e-mail address book a new contact with the name **Event Organiser XXXX**
- Replace XXXX with your candidate number.
- Use the e-mail address that you received in the e-mail reply.
- 4 Save and print the entry in your address book. (This may be a screenshot to show that you have added the contact to your address book.)

You are now going to edit a document about *Power Kite Sports*.

- ✓
- 5 Using a suitable software package, load the file **J10KITES.RTF**
- 6 Set the page size to A4.
- 7 Set the page orientation to portrait.
- 8 Set the top, bottom, left and right margins to 2 centimetres.
- 9 Save the document with a new filename to your work area.
- 10 Set all the text to a sans-serif font.
- 11 Set all the text to single line spacing.
- 12 Set the alignment of all the text to be fully justified.
- 13 Set the font size of all the text to **10** point.
- 14 Place in the header:
- your candidate number and your Centre number left aligned
  - the automated file name and path right aligned
- Place in the footer:
- today's date left aligned
  - an automated page number right aligned
- Make sure that all the alignments match the page orientation and margins.
- Make sure that headers and footers are displayed on each page.
- 15 Make sure there is a blank line 10 points high after each paragraph and that the line spacing is consistent.
- 16 Insert a blank line at the start of the document and enter the heading **Power Kite Sports**
- 17 Make the heading centre aligned.
- 18 Set the font size of the heading to **26** point.
- 19 Add a subheading below the heading.
- Enter the text **Draft Report by:** and add your name.
- 20 Set both the heading and subheading to a serif font.
- 21 Set the font size of the subheading to **14** point.
- 22 Underline the heading.
- 23 Make the subheading italic.
- 24 Make the subheading right aligned.
- 25 After the subheading format the rest of the document into two equally spaced columns, with a 1 centimetre gap.
- 26 Delete the text *A Brief history of kites* and the paragraph that follows it *Kites have been objects of interest ... taking away any bad luck they had been born with.*

- 27 Change the list of basic safety rules to be a bulleted list. Make sure the bulleted text does not have any blank line spaces between the items. It includes the text from:

*Do not attempt to learn ...*

to

*Never fly attached to a fixed point!*

- 28 Insert a table with three columns and six rows after the text *Here are some courses you might want to take:*

- 29 Enter the following data into the table:

**Learn to use your kite safely**

<b>Course</b>	<b>Level</b>	<b>Duration</b>
<b>Fly your first kite</b>	<b>Beginner</b>	<b>1 hour</b>
<b>Basic kite flying skills</b>	<b>Beginner</b>	<b>3 hours</b>
<b>Basic kite surfing techniques</b>	<b>Beginner</b>	<b>3 half days</b>
<b>Further kite surfing skills</b>	<b>Intermediate to Advanced</b>	<b>3 days</b>

- 30 Make sure the table fits within the column, using text wrap where needed. Make sure text is aligned to the top of the cell if text is wrapped.

- 31 Format only the text in the top two rows of the table to be centred and underlined.

Apply light grey shading (20 – 40%) to the top two rows of the table.

- 32 Merge the cells in the top row of the table so that the text is centred across the three columns.

- 33 Set only the outside borders of the table to a thick black line (about 3 points).

- 34 Place the image **J10BOARD.GIF** at the top of the right hand column on page one.

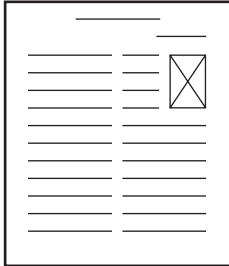
Align it with the top line of the text and the right margin.

- 35 Re-size the image to 5 centimetres high and maintain the aspect ratio.



Make sure the text wraps round and below the image.

It should look like this:



- 36 Save the document.



- 37 Using a suitable database package, import the file **J10KITES.CSV**  
Assign the following data types to the fields.



<i>Make</i>	<b>Text</b>
<i>Model</i>	<b>Text</b>
<i>Size</i>	<b>Numeric / 1 decimal place</b>
<i>Price</i>	<b>Currency / 2 decimal places</b>
<i>Skill level</i>	<b>Text</b>
<i>Wind condition</i>	<b>Text</b>
<i>Use</i>	<b>Text</b>
<i>Number</i>	<b>Numeric / Integer</b>
<i>Stock item</i>	<b>Boolean / Logical</b>

Make sure that you use these field names. You may add another field as a primary key field if your software requires this.

- 38 Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, Centre number and candidate number are included on this printout.



- 39 Insert the following three records:



<i>Make</i>	<i>Model</i>	<i>Size</i>	<i>Price</i>	<i>Skill level</i>	<i>Wind condition</i>	<i>Use</i>	<i>Number</i>	<i>Stock item</i>
<b>Airush</b>	<b>Flow</b>	<b>15.0</b>	<b>898.95</b>	<b>Beginner</b>	<b>Low</b>	<b>Kite Surf</b>	<b>2</b>	<b>Yes</b>
<b>Ozone</b>	<b>Cult</b>	<b>6.5</b>	<b>309.95</b>	<b>Beginner</b>	<b>Low</b>	<b>Buggy</b>	<b>3</b>	<b>Yes</b>
<b>Ozone</b>	<b>Cult</b>	<b>3.5</b>	<b>229.95</b>	<b>Beginner</b>	<b>Medium</b>	<b>Land Board</b>	<b>2</b>	<b>Yes</b>



Check your data entry for errors.

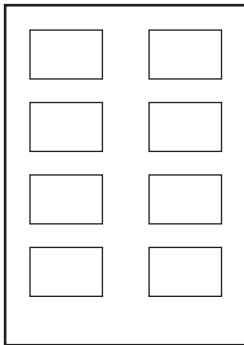


- 40 Save the data.



- 41 Produce a report which shows all the fields from all the data and:
- contains a new field called **Value** which is calculated at run-time. This field will calculate the *Price* multiplied by the *Number* in stock
  - has the *Value* field set as currency with 2 decimal places
  - shows only the records where the *Skill Level* is **Beginner**
  - shows all the fields and their labels in full
  - fits on a single page wide
  - has a page orientation of landscape
  - sorts the data into ascending order of *Make* (with *Airush* at the top)
  - calculates the total value of these kites and
    - shows this total value at the bottom of the *Value* column
    - formats the total value to currency with 2 decimal places
    - has the label **Current Value of Stock** for the total value
  - includes the heading **Kites for Beginners** at the top of the page
  - has your name, Centre number and candidate number on the left in the footer.
- 42 Save and print this report.
- 43 Produce labels from all the data which:
- fit two side by side on the page
  - show only the records where *Use* contains **Snowkite** and *Stock Item* is **Yes**
  - show only the fields *Make*, *Model*, *Size*, *Price* and *Wind condition*, each on a separate line
  - display the field name as well as the data
  - are sorted into ascending order of *Price*
  - include the heading **Special offer on this kite** at the top of each label
  - have your name, Centre number and candidate number at the bottom of each label.

The page layout may look like this:



- 44 Save and print these labels.
- 45 Produce an extract from all the data which:
- selects only
    - small kites of size 3 or less
    - those suitable for beginners or intermediate users
    - those where kite surf is not the *Use*
  - shows only the fields *Model*, *Size* and *Use*
  - sorts the kites from the smallest to largest size

- 46 Save this data in a form which can be imported into the document that you saved in step 36.
- 47 Import this data into your document as a table after the paragraph which ends: *Here are some small kites suitable for a beginner, some of which will still be suitable as you progress to intermediate skills:*

Make sure that all required fields and their labels are fully visible and that there is one blank line above and below the table.

Save the document.

- 48 Using the contents of **J10INFO.CSV** produce a vertical bar chart using all the data.
- Insert this chart into the end of your document after the paragraph: *The following chart indicates the growing popularity of kite sports;*

Label the chart with

- the title **Kite Sports Popularity**
- category axis labels displayed in full
- a legend to identify the years displayed

Place the graph in the document after the text *Popularity of kite sports.*

- 49 Spell-check and proof-read the document.

Place page breaks, if necessary, to ensure that:

- tables do not overlap two columns or pages
- bulleted lists do not overlap two columns or pages
- there are no widows
- there are no orphans
- there are no blank pages.

- 50 Save the document.

Print the document.

- 51 Prepare an e-mail message:
- to be sent to **design.h@cie.org.uk**
  - copied to **kites.events@cie.org.uk**
  - with the subject line **Draft for Kite article**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text **The document you need for approval is attached.**

- 52 Attach to your e-mail the document which you have been working on.

- 53 Print a copy of this e-mail, showing clearly that the attachment is present.

Send the e-mail.

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