UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

CANDIDATE NAME	
CENTRE NUMBER	
CANDIDATE NUMBER	

INFORMATION AND COMMUNICATION TECHNOLOGY

Paper 2 Practical Test

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

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

DO **NOT** WRITE IN ANY BARCODES.

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

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

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

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

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

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

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

                            ✓

1   Create an evidence document called **June2012**   ☐

You will use this to store evidence during the examination.

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

2   Open the webpage **http://Hothouse-design.co.uk/2212tawara**   ☐

Download and save the files in your work area.

The files you need to download are:

J12REPORT.RTF

J12MOTORS.CSV

J12MODELS.CSV

J12SALES.RTF

J12MICROSALES.CSV

J12IMG_3.JPG

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

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

3   Create a master slide with the following styles: ☐

- titles should be in a 30 point serif font and left aligned

- subtitles should be in a 20 point serif font and left aligned

- bullets should be left aligned and consistent.

✓ ☐

4   Place the following items on the master slide:

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

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

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

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

- Slide numbers should appear at the top left of each slide.
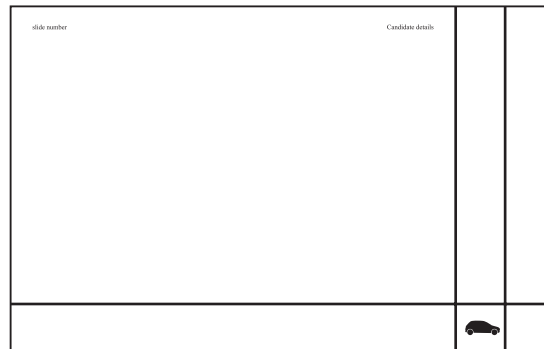
5   Make sure all master slide items appear on all slides and that no master slide or slide contents overlap each other.   ☐

6   Import the file **J12SALES.RTF** and place the text as slides in a new presentation in your presentation software.   ☐

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

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

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

8   Move slide 4 to become slide 2.   ☐

9   Create a vertical bar chart using the data in the file **J12MICROSALES.CSV**   ☐

This chart should compare sales in 2010 with sales in 2011 for each model.

10 Place this chart on slide 2.   ☐

11 Apply transitions between slides.   ☐

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

12 Set bullet point animation so that they are timed to appear one by one automatically.   ☐

Take a screenshot of the animation settings and place it in your evidence document.

13 Print the slides as handouts with two to a page.   ☐

14 Save the presentation with the filename **UPDATE**   ☐

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

✓

15   Using a suitable software package, load the file **J12REPORT.RTF** ☐

16   Set the page size to A4. ☐

17   Set the page orientation to portrait. ☐

18   Set the top, bottom, left and right margins to 2 centimetres. ☐

19   Place in the header: ☐

- your name and your candidate number left aligned

- your Centre number right aligned.

Place in the footer:

- today's date left aligned

- an automated page number centre aligned.

Make sure that all the alignments match the margins.

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

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

21   Make the heading centre aligned. ☐

22   Set the font size of the heading to **36** point. ☐

23   Make the heading italic. ☐

24   Add the text ☐

        Interview conducted by:

        and add your name.

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

25   Set both the heading and subheading to the same sans-serif font. ☐

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

27   Make the subheading underlined. ☐

28   Make the subheading right aligned. ☐

29   Format the text after the subheading to ☐

- two equally spaced columns

- have a **1** centimetre gap between the columns

- a **14** point serif font

- single line spacing

- be fully justified.

✓

30 Open the file **J12MODELS.CSV** and insert the contents as a table after the last paragraph. ☐

31 Format the text in the table to ☐

- match the font style and size of the body text

- make only the text in the top row underlined

- make only the text in the second row italic

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

32 Format the table to ☐

- merge only the cells in the top row

- display all gridlines when printed

- fit within the column width

- align the text to the top of the cells.

33 Replace the text *(Insert picture here)* with the image **J12IMG_3.JPG** ☐

Align the image with the left margin of the column. Re-size the image to fill the column and maintain the aspect ratio.

34 Make sure the text wraps above and below the image. ☐

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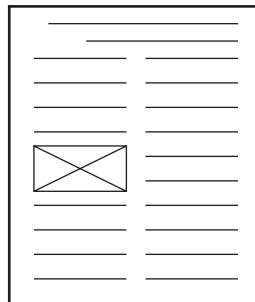
35 Spell-check the document. ☐

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

- it has consistent line spacing

- it has consistent paragraph spacing

- tables do not overlap two columns or pages

- there are no widows or orphans

- there are no blank pages

- it is complete.

37 Save the document. ☐

38 Print the document. ☐

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

✓

39 Using a suitable database package, import the file **J12MOTORS.CSV**

Assign the following data types to the fields.

VIN	**Text**
Model	**Text**
Power	**Text**
EngineSize	**Text**
Price	**Numeric / Currency**
Colour	**Text**
DiscountApplied	**Numeric / Integer**
Location	**Text**
DateSold	**Date**
SalesPerson	**Text**
Sold	**Boolean / Logical**

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

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

41 Insert the following three records:

VIN	Model	Power	EngineSize	Price	Colour	Location	Sold
377C15423018	**MicroEco**	**E**	**N/A**	**13000**	**Red**	**Rotterdam**	**No**
377C15423019	**MicroEco**	**E**	**N/A**	**13000**	**Green**	**Rotterdam**	**No**
377C15423020	**MicroEco**	**E**	**N/A**	**13000**	**Gold**	**Rotterdam**	**No**

42 Check your data entry for errors.

43 Save the data.

44 Produce a report which:

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

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

- fits on a single page wide

- has a page orientation of landscape

- sorts the data into ascending order of *Location* and then ascending order of *VIN*

- calculates the total number of MicroEco cars for sale

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

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

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

45 Save and print this report.

✓

46 Produce a new report from all the data which:

- contains a new field called **Discount** which is calculated at run-time. This will be *Price* multiplied by *DiscountApplied* divided by 100

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

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

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

- shows only the fields *SalesPerson*, *Model, Price, Discount, DateSold, SalePrice* and *Sold*

- is sorted into ascending order of *Model*

- has a page orientation of portrait

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

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

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

- includes the report title **2012 Sales record for Villalobos**

- has your name, Centre number and candidate number on the right at the top of the report.

47 Save and print this report.

48 Add the following details for Ms Kaif Asif, the chief executive officer of the company, to your address book.

Job title   **CEO**   email address   **asif.k@cie.org.uk**

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

49 Prepare an email message:

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

- copied to the **CEO** (from the contacts list)

- with the subject line **Sales Presentation**

The body text of the message should include:

- your name

- your Centre number

- your candidate number

- the text: **Attached is the presentation for your approval.**

50 Attach only the presentation you saved at step 14 to your email.

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

✓

52   Send the email.   ☐

53   Save your evidence document.   ☐

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

Write today's date in the box below.

Date