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CAMBRIDGE INTERNATIONAL EXAMINATIONS

Cambridge International General Certificate of Secondary Education

MARK SCHEME for the March 2016 series

0417 INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21 Paper 2 (Practical Test A), maximum raw mark 80

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.

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You work for Mana Construction which has offices in several cities. You are going to perform some tasks for this company.

In task 2, you will need to define and use the following paragraph styles:

House Style Specification Sheet							
	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
MC-Title	sans-serif	36 point	right aligned	none	single	0	0
MC-Subtitle	sans-serif	18 point	right aligned	underlined	single	0	0
MC-Subheading	serif	14 point	Left aligned	none	single	0	14
MC-Body	serif	12 point	fully justified	none	single	0	12

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 newsletter about the development of a new construction project.

No.	Steps	Mark
1	**Using a suitable software package, load the file M16PROJECT.RTF** **Set the page size to A4.** **Set the page orientation to portrait.** − page size A4 and page orientation portrait (1 mark)	[1]
2	**Set all margins to 2 cm.** − margins set to 2 cm (1 mark)	[1]
3	**Save the newsletter in your work area. Use the format of your software package and give this document a new name.** − new file name, saved in software format (1 mark)	[1]

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No.	Steps	Mark
4	**Place in the header your:** **name and candidate number left aligned** **Centre number right aligned.** **Place in the footer the automated file name right aligned (including the file path).** **Make sure that:** **all the alignments match the page margins** **headers and footers are displayed on each page.** − header: name and candidate number left aligned; Centre number right aligned and displayed on each page (1 mark) − footer: file name right aligned to margin with file path displayed (1 mark)	[2]
5	**Create or edit the following styles. You will apply these styles to the text in the document. Refer to the House Style Specification Sheet for details of these styles.** **MC-Title** **MC-Subtitle** **MC-Subheading** **MC-Body** **Place in the Evidence Document screenshot(s) to show how you created or edited the MC-Body paragraph style, which is defined in the House Style Specification Sheet.** **You only need to show evidence of the MC-Body paragraph style.** − MC-Body text style created (1 mark) − 12 point serif, fully justified, single line spacing (1 mark) − 12 point line space after (1 mark)	[3]
6	**Insert a blank line at the start of the document and enter the title Mana Construction News** − Title inserted 100% correct data entry (1 mark)	[1]
7	**Apply the MC-Title style to this text.** − MC-Title style applied (1 mark)	[1]
8	**Below the title, add the subtitle Report by: and add your name.** − Subtitle inserted 100% correct data entry (1 mark)	[1]
9	**Apply the MC-Subtitle style to this text.** − MC-Subtitle style applied(1 mark)	[1]
10	**After the subtitle text, format the rest of the document into two equally spaced columns with a 2 cm gap.** − two equally spaced columns 2 cm gap (1 mark) − section break in correct place (1 mark)	[2]

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No.	Steps	Mark
11	**Apply the MC-Body style to this text.** − MC-Body style applied to all relevant text (1 mark)	[1]
12	**In the left column, before the first paragraph, enter the subheading:** **The Company** − correct text, correctly positioned (1 mark)	[1]
13	**Identify all the subheadings in the document and apply the MC-Subheading style to each one.** − apply MC-Subheading style to all subheadings (1 mark) − MC-Subheading style is correctly defined (1 mark)	[2]
14	**Import the image M16POWER.JPG** **Place this image:** **on the first page** **below the subheading The Project** **aligned with the top of the following paragraph** **aligned to the left margin.** **Rotate the image 180°.** **Crop the image to remove 50% from the right.** **Resize the image to 5 cm high and maintain the aspect ratio.** **Make sure the text wraps round the image.** − image correctly placed: on first page; below subheading *The Project*; (1 mark) − aligned with top of paragraph; aligned to left margin; and text wraps around image (1 mark) − image rotated 180 degrees (1 mark) − image cropped to remove 50% from right (1 mark) − image resized to 5 cm high with aspect ratio maintained (1 mark)	[5]
15	**Format the table so that:** **it fits within the column width** **no text is wrapped within a cell** **only the top row of the table has a light grey (10–20%) shading** **no borders or gridlines are visible when printed** − table fits within column width (1 mark) − no text wrapped within a cell (1 mark) − only the top row of the table has a light grey (20–40%) shading (1 mark) − no borders or gridlines are visible when printed (1 mark)	[4]

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No.	Steps	Mark
16	**Spell-check and proofread the document.** − Spelling errors corrected (1 mark) **Place page breaks, if necessary, to ensure that:** **the document and paragraphs are complete** **spacing is consistent** **there are no widows or orphans** **there are no blank pages.** − document and paragraphs complete, consistent spacing, no widows or orphans, no blank pages (1 mark)	[2]

[Total: 29]

Task 3 – Database Report

You are now going to prepare some reports for the company. Make sure all currency values are displayed with no decimal places.

No.	Steps	Mark
17	**Using a suitable database package, import the file M16EMPLOYEES.CSV** **Use the these field names and data types:** Field Name / Data Type / Description *Employee_ID* **Text** This is a unique identification for each employee *Family_Name* **Text** *First_Name* **Text** *Job_Description* **Text** *Salary* **Numeric/Currency** Amount paid per year *Office_ID* **Text** Three letter code to represent the office *Contractor* **Boolean/Logical** Display in the report as Yes/No or checkbox **Set the *Employee_ID* field as a primary key.** − all fields correct data types (1 mark) − Salary as numeric/currency (1 mark) − Contractor field set as Yes/No/Boolean (1 mark) − Contractor field displayed as Yes/No or check box [on the report] (1 mark) − Employee_ID set as primary key field (1 mark)	[5]

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No.	Steps	Mark
18	**Import the file M16OFFICES.CSV as a new table with all fields set as text data types in your database.** **Set the *Office_ID* field as a primary key.** **Take screenshot evidence showing the field names and data types used in the two tables. Place these screenshots into your Evidence Document.** − all fields set as text (1 mark); − *Office_ID* set as primary key field (1 mark)	[2]
19	**Create a one-to-many relationship as a link between the *Office_ID* field in the Offices table and the *Office_ID* field in the Employees table.** **Take screenshot evidence showing the relationship between the two tables. Place a copy ofthis screenshot into your Evidence Document.** − Relationship set as one-to-many (1 mark)	[1]
20	**Create a data entry form for all fields in the Employees table.** − Data entry form created (1 mark) − using all fields (1 mark)	[2]
21	**Add the following record to the Employees table using your form:** *Employee_ID* | *Family_Name* | *First_Name* | *Job_Description* | *Salary* | *Office_ID* | *Contractor* AHM0221 | KAPOOR | SHASHI | STRUCTURAL ENGINEER | 4416280 | AHM | No Check your data entry for errors. − Add new record on data entry form, 100% accurate (1 mark)	[1]

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No.	Steps	Mark
22	***A bonus is paid to employees but not contractors. It is an extra month's pay.*** **Produce a report which:** **contains a new field called Bonus. It is the annual *Salary* of the employee divided by 12. This is calculated at run-time.** **displays the contents of this field as currency** **shows only the records where the *Office* is Ahmedabad and C*ontractor* is No** **shows only the fields *Office* (name in full), *Telephone, Employee_ID*, *Family_Name*, *First_Name,* J*ob_Description, Contractor*, *Salary* and *Bonus* in this order. Make sure all labels and data are fully visible** **fits on a single page wide** **has a page orientation of landscape** **sorts the data into ascending order of *Family_Name*** **calculates the total cost of the bonuses paid in this office and places it at the bottom of the report** **displays this value as currency** **has a label Bonuses paid to the left of this number** **includes the heading Ahmedabad Office Bonus Report at the top of the page** **has your name, Centre number and candidate number on the report.** − Bonus field created correct name (1 mark) − Bonus field calculates Salary/12 (1 mark) − Selects Office = Ahmedabad (1 mark) − Selects Contractor = No (1 mark) − Selects correct fields, displayed in specified order, fully visible (1 mark) − Currency fields consistently displayed with no decimal places (1 mark) − Fits one page wide, orientation is landscape (1 mark) − Sorts Family_Name ascending (1 mark) − Calculates sum of Bonuses (1 mark) − Label to left is **Bonuses paid** (1 mark) − Report title is **Ahmedabad Office Bonus Report** (1 mark)	[11]

[Total: 22]

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Task 4 – Database Labels

You are going to prepare attendance badges for a meeting.

No.	Steps	Mark
23	**Produce labels from all the data which:** **are arranged in two columns** **only include employees whose *Job_Description* contains *Engineer*** **and work in the offices in *Mumbai* or *Bangalore*.** **show only the fields *First_Name* and *Family_Name* on one line,** **with their *Job_Description* on the next line.** **include this heading, in a larger font, at the top of each label:** **Mana Project Development** **include your name, Centre number and candidate number at the bottom of each label.** Labels are: − arranged in two columns (1 mark) − Wildcard Engineer (1 mark) − Bangalore (1 mark) − or Mumbai (1 mark) − First _name space Family_name on one line (1 mark) − Job description on new line (1 mark) − Labels have the title Mana Project Development (1 mark) − Title in larger font (1 mark) − Candidate detail bottom of each label (1 mark)	[9]

[Total: 9]

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Task 5 – Mailmerge letter

A letter will be sent to the Regional Managers.

No.	Steps	Mark
24	**Prepare a mail merge letter using the file M16MAIL.RTF as your master document and the M16OFFICES.CSV file as the source data.** **You will need to insert relevant fields from your data source to replace text in the master document (the fields are within < >)** **You will need to replace *Today's date* with a field to display today's date in the format dd/mm/yyyy** **Replace (Director) with your name** **Replace XX999 with your Centre number and replace 0099 with your candidate number** **Proofread and spell check the letter.** − correct fields inserted (1 mark) − appropriate spacing (1 mark) − date field inserted dd/mm/yyyy (1 mark) − name as originator of letter (Director) and Centre number and candidate number correctly inserted (1 mark) − date in correct format dd/mm/yyyy [on letters] (1 mark)	[5]
25	**Letters are required for the Regional Managers in Bangalore and Chennai.** **Turn field display off.** **Merge and print the letters to these two Regional Managers only.** − Letters are merged to Bangalore and Chennai Regional Managers (1 mark) − Two correct letters only are printed (1 mark)	[2]
26	**Evaluate the use of mail merge to produce these letters.** − one advantage of using mail merge for this letter (1 mark) − one disadvantage of using mail merge for this letter (1 mark) − one other advantage or disadvantage of using mail merge for this letter (1 mark) − reasoned conclusion (1 mark)	[4]

[Total: 11]

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Task 6 – Presentation

You are going to create a short presentation about staying safe online. The presentation should be based on a master slide that you will design.

A company logo M16LOGO.JPG is available for you to use, if you wish, in the presentation.

No.	Steps	Mark
27	**Use at least four features on your master slide.** **(These may include text, lines, logo, image(s), slide numbers, colours or a template, and must include your name, Centre number and candidate number.)** **All master slide items should appear on all slides.** **The presentation must have a title slide, add a suitable title and subtitle to this slide.** − create master slide with minimum four features (1 mark) − create a title slide with appropriate layout and text (1 mark) − all master slide elements appear on all slides (1 mark)	[3]
28	**Create three more slides for the presentation. Each slide must have:** **appropriate styles and layout (Heading and bulleted text)** **the contents of the slides should explain:** **what is meant by phishing** **how to identify a phishing attack** **how to protect yourself against phishing threats** − three slides created with appropriate layout and text (heading and bullet point(s) (1 mark) For each slide what is meant by phishing − Unsolicited email to collect personal data (1 mark) how to identify a phishing attack − Errors in text/act of asking for personal details/originators email address does not match company/generic addressee/unknown source (1 mark) How to protect yourself against phishing threats. − Spam filters/own alertness/do not click links or open attachments from unknown sources/never divulge personal details via email (1 mark)	[4]
29	**Make sure that:** **all master slide items appear on all slides** **no objects overlap.** − no objects overlap (1 mark)	[1]
30	**Save the presentation.** **Print all the slides as audience notes.** **Make sure that the text on the slides is easily legible.** − audience notes printed (any legible format). (1 mark)	[1]

[Total: 9]

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Header details 1 mark

Mana Construction News

Title inserted 100% correct data entry 1 mark
MC-Title style applied 1 mark

Report by: Name

Subtitle inserted 100% correct data entry 1 mark
MC-Subtitle style applied 1 mark

The Company

Section break inserted 1 mark
2 columns with 2 cms gap 1 mark

We ... national ci... engineering company, wit... in many ... the most important ... many ... industry ... and electricity generating stations.

News Update

Here is our good news! We have ju... completed and commissioned the first turbine hall for the hydroelectric generating sta... the new dam and reservoir constructio... Punjab.

New subheading *The Company* entered 1 mark
MC-Subheading style correctly applied to all instances 1 mark
MC-Subheading style correctly defined 1 mark

Date	Generator	Overall capacity
2016	Turbine hall 1	150
2017	Turbine hall 2	300
2018	Turbine hall 3	450
2019	Turbine hall 4	600

Event... gener... mega... provi... curre...

Table fits within the column width 1 mark
No text wrapped within a cell 1 mark
Light grey shading to top row only 1 mark
No borders or gridlines visible 1 mark

The Project

It has taken twenty years to complete th... facility which ... water for ... irrigation to the regio... bringing clean, pipe... water to many village... Farmers in the area wi... be able to produce more and ... through the benefits of re...

Early Development

The dam was built at the point where two rivers meet. The water held up by the dam has formed into two large lakes that will be the reservoirs for fresh water supplies to the ...ns and villages. The lakes have filled the ... of the two rivers and now provide a ... before the site was developed. We had to construct roads and communications links up through the mountains to ta... the heavy construction traffic and to ha... the heavy plant a... n, support buildings and the power station. We also had to build a village for some 15,000 workers to live in during the construction phase.

Spelling errors corrected 1 mark

Environmental Issues

This was not a densely populated area, but a number of villages which would be submerged in the lakes had to be relocated. This ...s done in consultation and agreement ... farmers and shepherds who would have been given new lands and villages to resettle. Discussions with village elders were ... ion for ... fe. The ... e water ... rest of ... ves will ... ard for ... ds, but agreement was made on all sides.

MC-Body style applied to all relevant text 1 mark

Image placed correctly, 1 mark
Resized to height 5 cm with aspect ratio maintained 1 mark
Image rotated 180° 1 mark
Cropped to remove 50% from right 1 mark
Text wraps round the image align to left margin and top of paragraph 1 mark

File name with full path right aligned 1 mark

C:\filepath\filename

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The construction village will be developed as a residential leisure centre and will provide winter sports activities as well as outdoor adventure pursuits. This should bring long-term prosperity to the region without changing the essential character of the landscape.

Traditional water supplies have not been cut off by the building of the dam. Spillways are built into the sides of the dam to allow water to continue down the old river courses so that villages downstream do not lose their water supplies as a result of this modernisation project. However, the constant dangers of annual flooding will be minimised.

Benefits of the project

Water has now been flowing to the new supply systems for drinking water piped to villages and homes. No longer will people have to trek long distances daily to wells to draw water. The old traditions of washing clothes in the streams will no longer be necessary. Water will be safe to drink and childhood diseases will be reduced.

Farming has already begun to be productive with regular and reliable irrigation systems. New and modern farming projects have been introduced to produce fruit and vegetables for market, increasing local per capita income considerably.

Hydroelectricity generation

Built into massive tunnels under the dam is a power station which is now ready to start supplying electricity to the grid. As the grid develops, power will be distributed to some 50,000 homes. Many of these will receive mains electricity for the first time. New factories are being built and these will draw their power from the clean energy of the hydroelectric station. New employment opportunities will grow for those who wish to change their lives into a manufacturing environment.

We are delighted to announce that this stage of the hydroelectric station is now complete and commissioned ready to start generating power. It was officially opened by the Minister of State for the Environment at a ceremony last Tuesday.

Company News

This is but the latest in our successful projects designed to improve the economy at local and national [illegible] as well as to make

Document and paragraphs complete, spacing consistent, no widows or orphans, no blank pages 1 mark

civil engineering projects under way across the country and will update our readers with these in future editions of our newsletter.

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Ahmedabad Office Bonus Report

Office	Telephone	Employee_ID	Family_Name	First_Name	Job_Description	Contractor	Salary	Bonus
AHMEDABAD	917923565	AHM0009	AMONKAR	DNYANESH	SITE MANAGER	No	£3,814,060	£317,838
AHMEDABAD	917923565	AHM0016	BAFNA	VIKAS	MECHANICAL ENGINEER	No	£4,416,280	£368,023
AHMEDABAD	917923565	AHM0021	BHATIA	PAVNEET	CHEMICAL ENGINEER	No	£4,416,280	£368,023
AHMEDABAD	917923565	AHM0171	CHHAJED	BHUPINDRA	ADMIN ASSISTANT	No	£1,204,440	£100,370
AHMEDABAD	917923565	AHM0192	DAMANIA	DHAVAL	MECHANICAL ENGINEER	No	£4,416,280	£368,023
AHMEDABAD	917923565	AHM0194	DAVE	VIPUL	MECHANICAL ENGINEER	No	£4,416,280	£368,023
AHMEDABAD	917923565	AHM0037	DOSHY	SOMESH	SITE MANAGER	No	£3,814,060	£317,838
AHMEDABAD	917923565	AHM0203	GANDHI	PRATOSH	STRUCTURAL ENGINEER	No	£4,416,280	£368,023
AHMEDABAD	917923565	AHM0050	GUPTA	GAJESH	OFFICE MANAGER	No	£3,713,690	£309,474
AHMEDABAD	917923565	AHM0208	JAGANI	AJAY	SITE MANAGER	No	£3,814,060	£317,838
AHMEDABAD	917923565	AHM0215	JOSHI	DIVYESH	OFFICE MANAGER	No	£3,713,690	£309,474
AHMEDABAD	917923565	AHM0065	KANAKIA	NILESH	STRUCTURAL ENGINEER	No	£4,416,280	£368,023
AHMEDABAD	917923565	AHM0221	KAPOOR	SHASHI	STRUCTURAL ENGINEER	No	£4,416,280	£368,023
AHMEDABAD	917923565	AHM0083	MANE	INARAYAN	SITE MANAGER	No	£3,814,060	£317,838
AHMEDABAD	917923565	AHM0103	PATEL	DINESH	SITE MANAGER	No	£3,814,060	£317,838
AHMEDABAD	917923565	AHM0123	SAVLA	PARESH	SITE MANAGER	No	£3,814,060	£317,838
AHMEDABAD	917923565	AHM0133	SHAH	PARVEZ	SITE MANAGER	No	£3,814,060	£317,838
AHMEDABAD	9179235(					No	£3,814,060	£317,838
Name, Centre number, cand						Bonuses paid		£5,838,188

Bonus Field created correct name	1 mark
Bonus field calculates Salary/12	1 mark
Selects Office = **Ahmedabad**	1 mark
Selects Contractor = **No**	1 mark
Selects correct fields and displays these fields in specified order, fully visible	1 mark
Currency fields consistently displayed with no decimal places	1 mark
Contractor displayed as Yes/No or checkbox	1 mark
Fits one page wide, orientation is landscape	1 mark
Sorts *Family_Name* ascending	1 mark
Calculates sum of Bonuses	1 mark
Label to left is **Bonuses paid**	1 mark
Report title is **Ahmedabad Office Bonus Report**	1 mark

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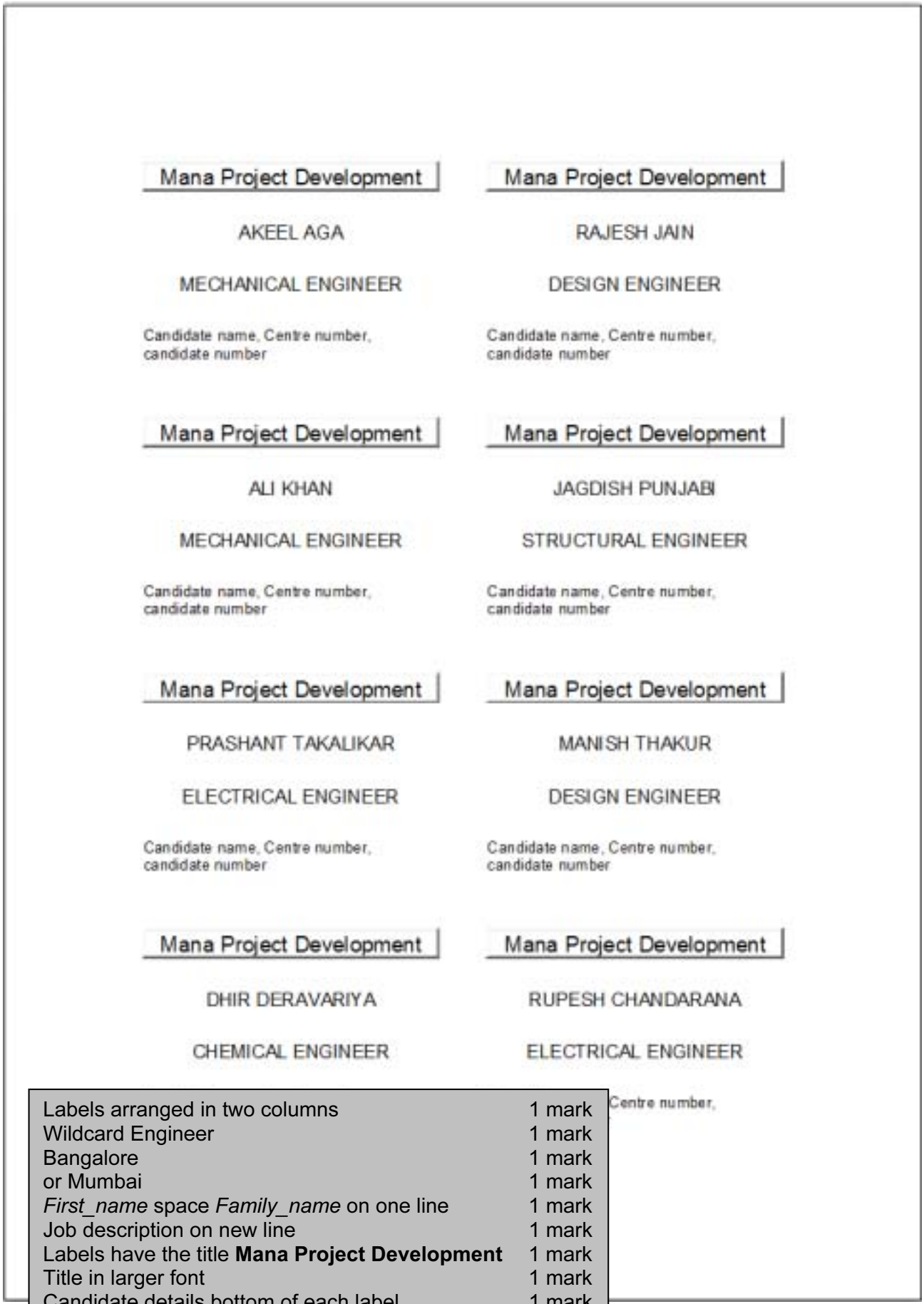

Labels arranged in two columns	1 mark
Wildcard Engineer	1 mark
Bangalore	1 mark
or Mumbai	1 mark
First_name space *Family_name* on one line	1 mark
Job description on new line	1 mark
Labels have the title **Mana Project Development**	1 mark
Title in larger font	1 mark
Candidate details bottom of each label	1 mark

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Mana Project Development

AMIT GADA

CHEMICAL ENGINEER

Candidate name, Centre number, candidate number

Mana Project Development

PINKAL GANDHI

STRUCTURAL ENGINEER

Candidate name, Centre number, candidate number

Mana Project Development

MANOJ KOTHARI

STRUCTURAL ENGINEER

Candidate name, Centre number, candidate number

Mana Project Development

HEMANG MEHTA

STRUCTURAL ENGINEER

Candidate name, Centre number, candidate number

Mana Project Development

PRAKASH SABARAD

CHEMICAL ENGINEER

Candidate name, Centre number, candidate number

Mana Project Development

HIMANSHU SHAH

MECHANICAL ENGINEER

Candidate name, Centre number, candidate number

Mana Project Development

DILIP SHAH

MECHANICAL ENGINEER

Candidate name, Centre number, candidate number

Mana Project Development

GOPAL SHAH

CHEMICAL ENGINEER

Candidate name, Centre number, candidate number

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22 Club House Road

600002

Chennai

07/09/2014

Dear Mr Sabarad

Letters merged to Regional Managers in Bangalore and Chennai	1 mark
Correct two letters only	1 mark
Date in format dd/mm/yyyy	1 mark
Name as originator of letter and candidate numbers below	1 mark

Please select staff from your office who may be interested in joining the staff in the new office we plan to open in Kerala. This will be of particular interest to architects, design engineers and potential office managers.

Yours sincerely

(Name)

Reference: (9999 0099)

205 Old Airport Road

Indiranagar

560008

Bangalore

07/09/2014

Dear Ms Gadhia

Please select staff from your office who may be interested in joining the staff in the new office we plan to open in Kerala. This will be of particular interest to architects, design engineers and potential office managers.

Yours sincerely

(Name)

Reference: (9999 0099)

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Presentation

Create master slide with minimum four features (1 mark)

Create a title slide with appropriate layout and text (1 mark)

Master slide elements appear on all slides (1 mark)

Three slides created with appropriate layout and text. (1 mark)

No elements overlap (1 mark)

1 What is meant by phishing? (1 mark)
Unsolicited email to collect personal data

2 How to identify a phishing attack (1 mark)

Errors in text/act of asking for personal details/originators email address does not match company/generic addressee/unknown source

3 How to protect yourself against a phishing attack (1 mark)

Spam filters/own alertness/do not click links or open attachments from unknown sources/never divulge personal details via email

Audience notes printed (any legible format). (1 mark)

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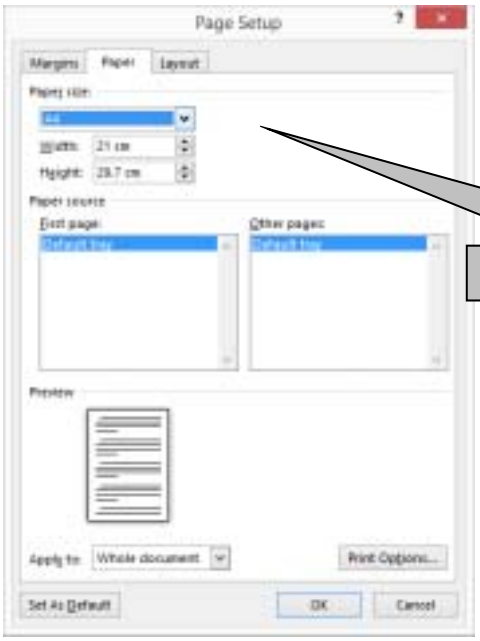
Evidence 1

Screenshot evidence of page setup and margin settings in your evidence document.



Page size set to A4 portrait 1 mark

All margins to 2 cm 1 mark

Evidence 2

Screenshot of file saved in user area

New filename, saved in software format 1 mark

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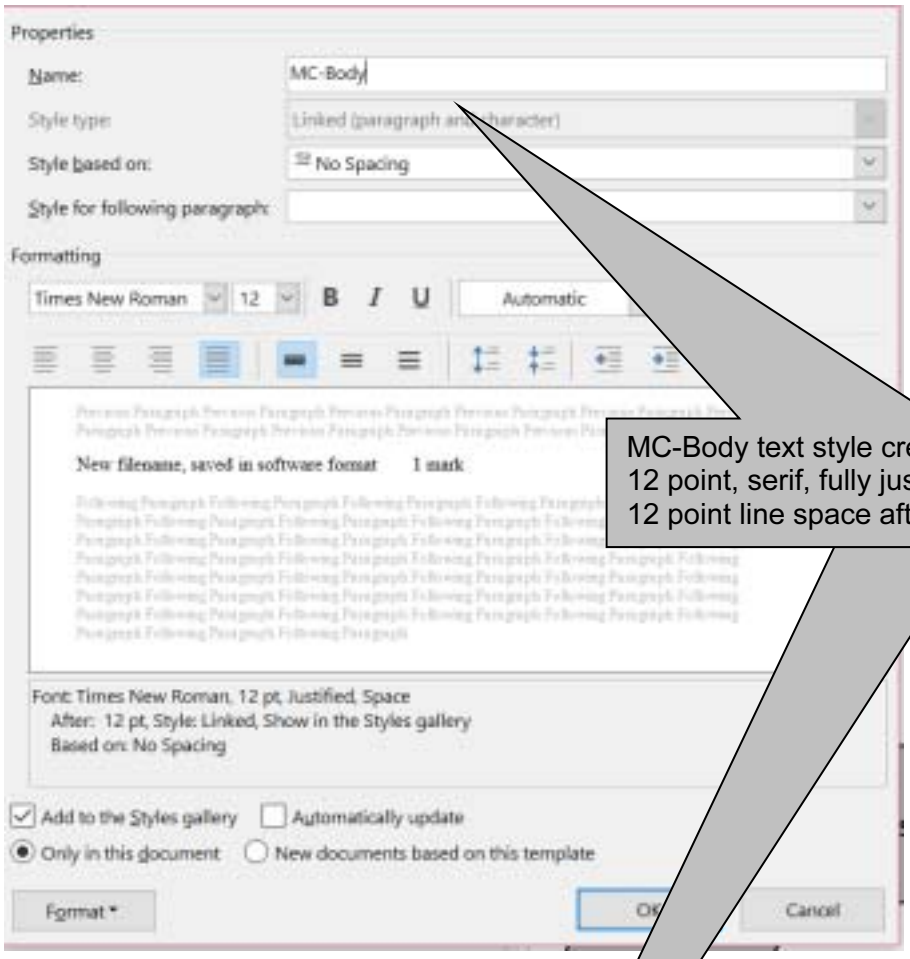
Evidence 3

Screenshot of body text style definition



MC-Body text style created	1 mark
12 point, serif, fully justified, single line spacing	1 mark
12 point line space after	1 mark

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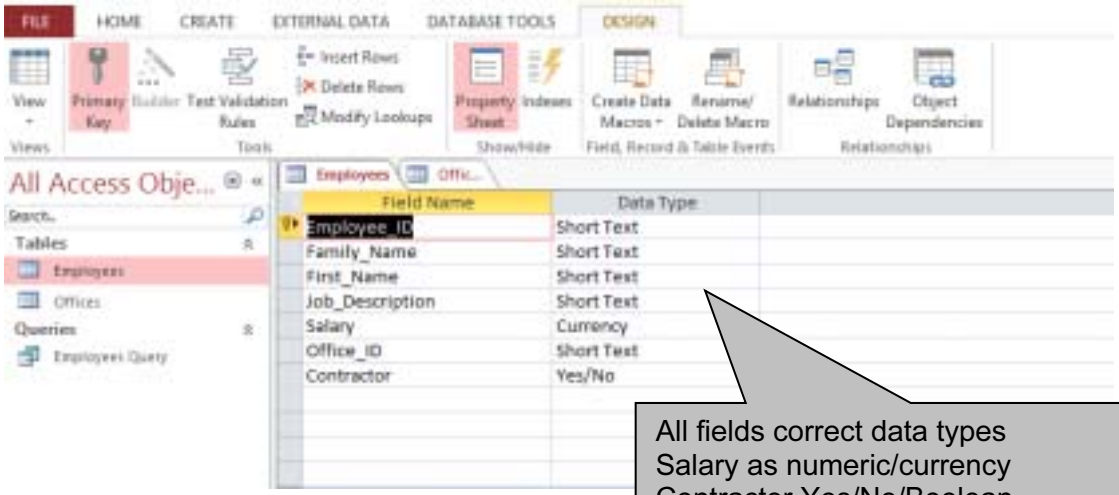
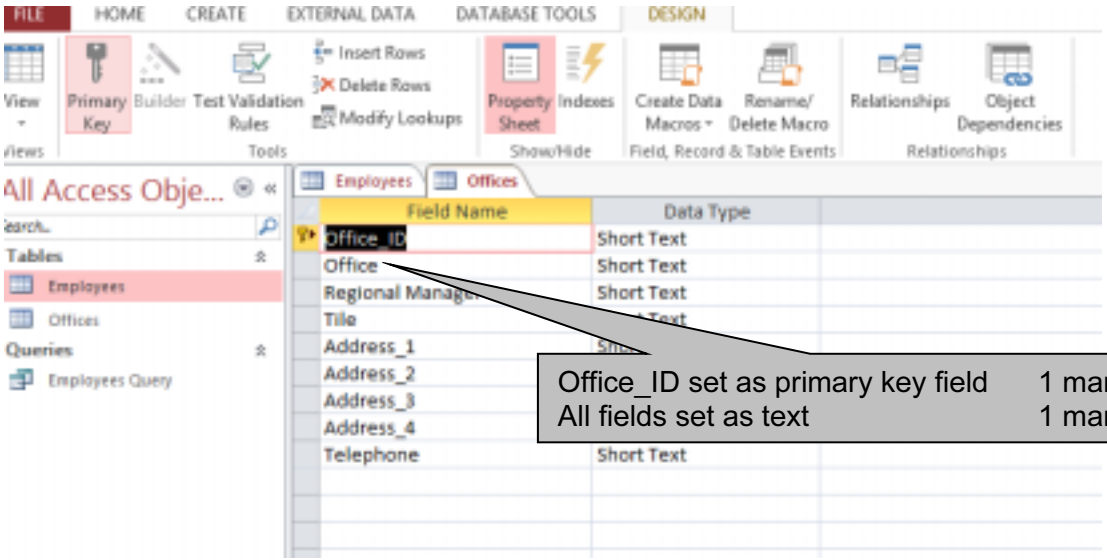
Database field structure screenshots here:

Evidence 4

Structure of the two tables



All fields correct data types	1 mark
Salary as numeric/currency	1 mark
Contractor Yes/No/Boolean	1 mark
Employee_ID set as primary key field	1 mark



Office_ID set as primary key field	1 mark
All fields set as text	1 mark

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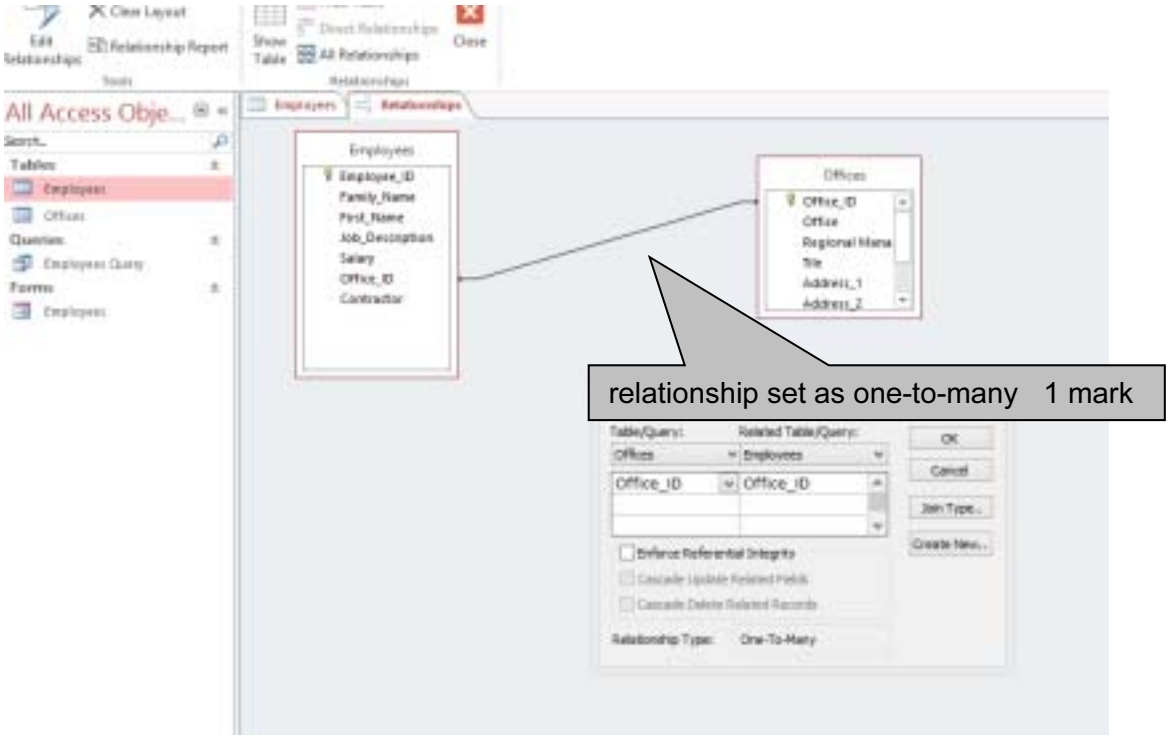
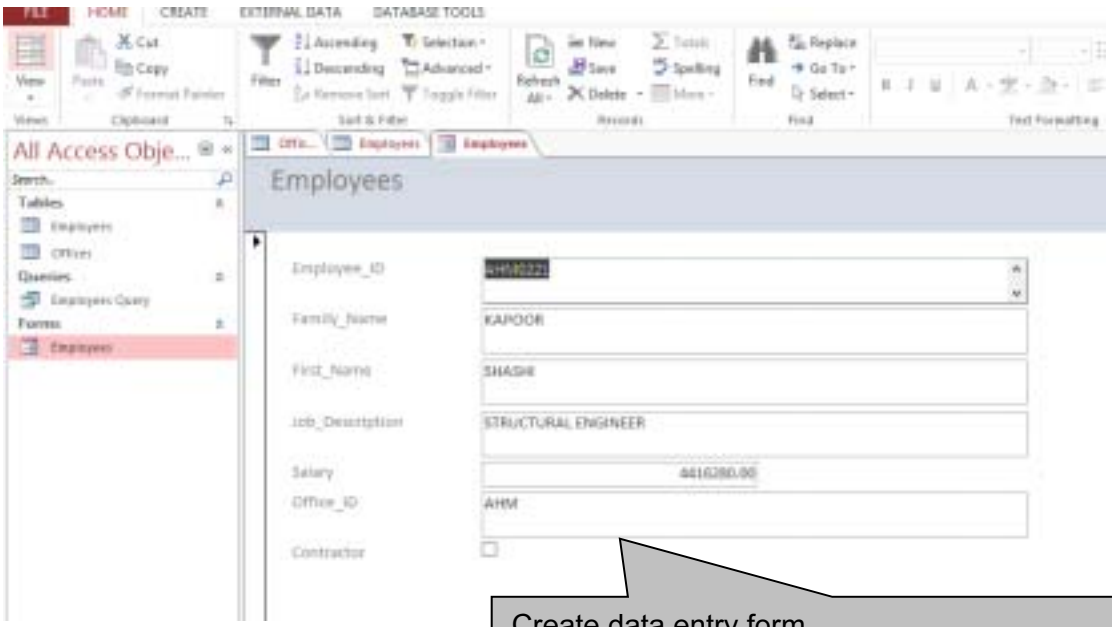
Evidence 5

Relationships showing links between the two tables



Evidence 6

Screenshot of database form with new record details in it.



Create data entry form 1 mark
Using all fields 1 mark
Add new record on data entry form, 100% accurate 1 mark

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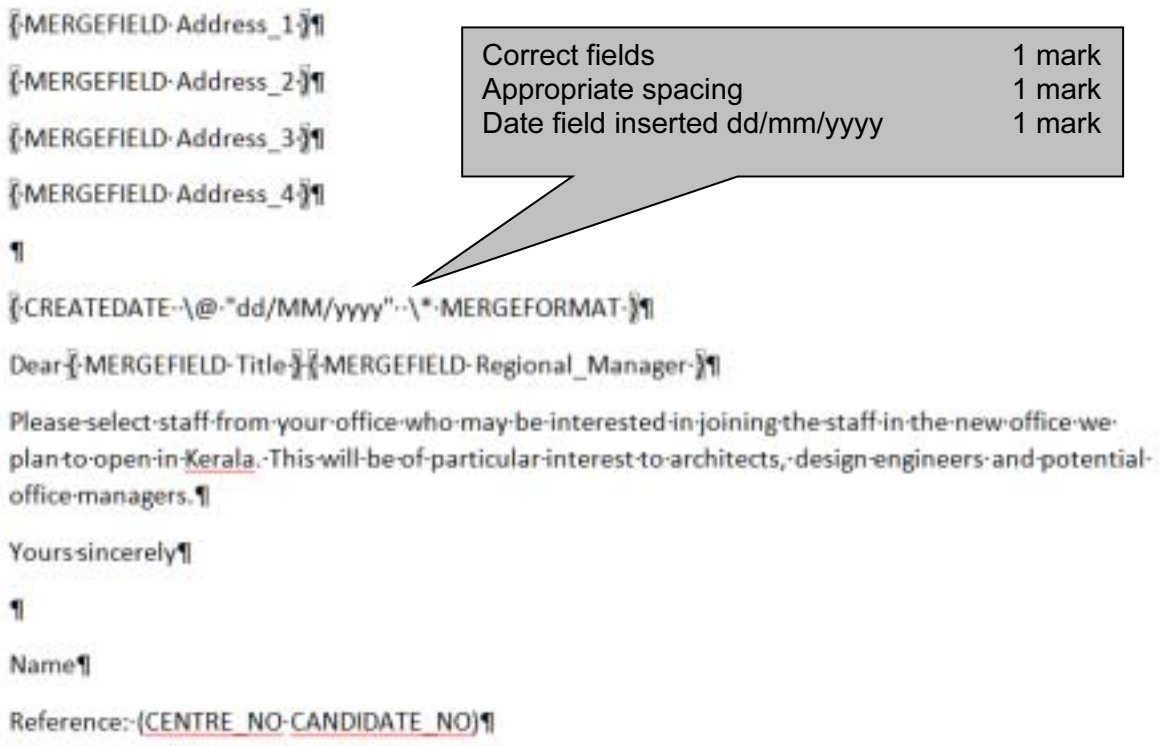
Evidence 7

Display the field codes and take screenshot evidence of the date field. Insert this screenshot into your Evidence Document. Turn field display off.



Correct fields	1 mark
Appropriate spacing	1 mark
Date field inserted dd/mm/yyyy	1 mark

Evidence 8

Advantages/disadvantages maximum 3 marks, at least one advantage/disadvantage

- Give at least one advantage for using this mail merged letter
  - eg letter could be reused with different recipients/future years
  - The operative does not need details of recipients
- Give at least one disadvantage of using mail merge for these letters
  - it may take longer to set up mail merge than type to individuals (up to 3 marks)

Reasoned conclusion (1 mark)

Mail merge notes	max 4 marks

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