



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

CANDIDATE  
NAME

CENTRE  
NUMBER

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/21**

Paper 2 Document Production, Data Manipulation and Presentations

**February/March 2017**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files

**READ THESE INSTRUCTIONS FIRST**

Write your name, Centre number and candidate number in the spaces at the top of this page.

Write in dark blue or black pen.

Do not use staples, paper clips, glue or correction fluid.

**DO NOT WRITE IN ANY BARCODES.**

Do **not** use the internet or email.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.

Enter your **name**, **Centre number** and **candidate number** on every printout before it is sent to the printer.

Printouts with handwritten candidate details on will **not** be marked.

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

If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

The number of marks is given in brackets [ ] at the end of each question or part question.

Write today's date in the box below.

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

This document consists of **9** printed pages and **3** blank pages.

*You will do some work for The Wood Store, a company that makes wooden furniture. You are going to perform some tasks for this company.*

### Task 1 – Evidence Document

- Open the file **M2017EVIDENCE.RTF**
- Place in the header your name, Centre number and candidate number so that these appear on every page of the document.
- Save your Evidence Document in your work area as **EVIDENCE** followed by your candidate number, for example, EVIDENCE9999

You will need this Evidence Document to store screenshots of the evidence you are instructed to produce and answers to questions.

### Task 2 – Preparing a Presentation

- 1 • Create a presentation of 3 slides using the contents of the file **M2017FORM.RTF**
- 2 • Create a master slide with:
  - your name, Centre number and candidate number displayed in the top left corner
  - the text **The Wood Store** to appear in large letters e.g. 36 point, right aligned with no text wrapped at the top of the master slide
  - a **3 to 4** point wide horizontal line across the full width of the slide, below the title, about **2** centimetres from the top
  - slide numbers in the centre at the bottom of the slides.
- Apply all master slide elements to all slides.
- 3 • Make the first slide a title slide with the layout of title and subtitle centre aligned on the slide.
- 4 • Save this presentation to use later. [5]

[Total: 5]

### Task 3 – Document

*You are going to edit a newsletter about The Wood Store company's projects.*

- 5 • Using a suitable software package, load the file **M2017WOODSTORE.RTF**
  - Set the page size to A4.
  - Set the page orientation to portrait.
  - Set the top margin to **3.5** centimetres and all other margins to **2** centimetres.

#### **EVIDENCE 1**

Place in your Evidence Document screenshot(s) to show page size, orientation and margin settings.

[2]

- 6 • Save the newsletter with a new file name. Make sure it is saved in the format of the software you are using.

**EVIDENCE 2**

Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

- 7 • Place in the header of your newsletter:
- your name, Centre number and candidate number left aligned
  - the image **M2017IMAGE.JPG** on the right
  - resize this image to be **3** centimetres high and maintain the aspect ratio.
- Place in the footer the automated file name with file path. Align this to the right.
- Make sure that all header and footer items:
- align to the page margins
  - are displayed on each page.
- 8 • Create the following paragraph styles.

[2]

House Style Specification Sheet							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
<b>WS-Title</b>	sans-serif	36	right	none	single	0	0
<b>WS-Subtitle</b>	sans-serif	18	centre	underlined	single	0	0
<b>WS-Subheading</b>	serif	16	left	bold, italic	single	0	12
<b>WS-Body</b>	serif	12	justified	none	single	0	12
<b>WS-Table</b>	serif	12	left	none	single	0	0

**EVIDENCE 3**

Place in your Evidence Document screenshot(s) to show all the settings for the WS-Body style **only**.

[3]

- 9 • Enter the title **The Wood Store** at the start of the document. [1]
- 10 • Apply the *WS-Title* style to this title. [1]
- 11 • Below the title, add the subtitle: **Report by:** and add your name. [1]

- 12 • Apply the *WS-Subtitle* style to this subtitle. [1]
- 13 • After the subtitle text, format the rest of the document into two columns of equal width with a 1 centimetre space between them. [1]
- 14 • Apply the *WS-Body* style to this text. [1]
- 15 • Identify all 9 subheadings in the document and apply the *WS-Subheading* style to each one. [2]
- 16 • Place the contents of the file **M2017EXHIBITIONS.RTF** as a table.
  - immediately after the paragraph which ends:  
*... some currently planned exhibitions:*
  - apply the *WS-Table* style to the text in the table
  - merge the cells in the first row
  - make the first row text only centred and bold
  - make sure that words are not split where text is wrapped
  - make sure that all borders and gridlines are displayed when printed. [5]
- 17 • Format The Wood Store Catalogue table so that it matches the formatting of the Exhibitions table. [1]
- 18 • Spell check and proofread the document.
  - Make sure that:
    - spacing is consistent
    - all items placed on the page are within the page margins
    - the document and paragraphs are complete
    - there are no split tables, widows or orphans
    - there are no blank pages. [2]
- 19 • Save and print your document.

**PRINTOUT 1**

Make sure that your **name**, **Centre number** and **candidate number** appear on your document.

[Total: 24]

### Task 4 – Database

You are now going to prepare some reports for the company. Measurements are in metres and volume in cubic metres. Prices are per cubic metre. Make sure all currency values are displayed with 2 decimal places.

- 20 • Using a suitable database package, import the file **M2017BOARDS.CSV**
- Use these field names and data types:

Field Name	Data Type	Description / Specification
<i>Board_ID</i>	<b>Text</b>	This is a unique identification for each board
<i>Tree_ID</i>	<b>Text</b>	This code identifies the type of tree
<i>Thickness</i>	<b>Numeric</b>	
<i>Width</i>	<b>Numeric</b>	
<i>Length</i>	<b>Numeric</b>	
<i>Drying</i>	<b>Text</b>	
<i>Ready</i>	<b>Boolean/Logical</b>	Display as Yes/No or checkbox
<i>Sold</i>	<b>Boolean/Logical</b>	Display as Yes/No or checkbox
<i>Price</i>	<b>Numeric/Currency</b>	Currency of your choice

- Set the *Board\_ID* field as the primary key. [3]
- 21 • Import the file **M2017TREES.CSV** into your database as a new table with appropriate data types. Set the *Tree\_ID* field as the primary key. [2]
- 22 • Examine the file **M2017LOCATIONS.CSV** and decide on appropriate data types for each field. Import the file **M2017LOCATIONS.CSV** into your database as a new table with appropriate data types. Set the *Location\_Code* field as the primary key. [2]

#### EVIDENCE 4

Place in your Evidence document screenshot(s) showing the field names and data types used in each of the three tables.

- 23 • Create one-to-many relationships as links between the three tables. Use the *Tree\_ID* field in the *Trees* table to link to the *Tree\_ID* field in the *Boards* table, and the *Location\_Code* field in the *Locations* table to link to the *Location\_Code* field in the *Trees* table.

#### EVIDENCE 5

Place in your Evidence document screenshot(s) showing the relationships between the three tables.

[3]

- 24 • Create a data entry form to include all fields from the *Trees* table. [1]

- 25 • Add the following record to the table using your form:

<i>Tree_ID</i>	<i>Tree_Type</i>	<i>Location_Code</i>	<i>Year_Milled</i>
<b>CL1</b>	<b>Cedar of Lebanon</b>	<b>SOL</b>	<b>2014</b>

- Check your data entry for errors. [1]

**EVIDENCE 6**

Place into your Evidence Document screenshot(s) showing this data in your form.

- 26 • Identify three features that could be added to the form to make it easier to use. Enter your answers onto the slide with the title *Features of Form Design* in the presentation you created in Task 2. [3]

- 27 • Make three appropriate improvements to the design of your form.

**EVIDENCE 7**

Place into your Evidence Document screenshot(s) showing your improved form.

[1]

- 28 • Evaluate the improvements you have made. Place your evaluation on the slide with the title *Evaluation of my form* created in Task 2. [3]

- 29 • Save the presentation with the slides you have created.  
• Print the presentation with 2 slides to a page.

**PRINTOUT 2**

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your presentation slides.

[1]

- 30 • In your database, produce a report that:
- shows the fields, when the tree was milled, the name of the location, *Board\_ID*, the type of tree, the *Thickness*, *Width*, *Length*, *Ready*, *Sold* and *Price*. In this order
  - contains a new field calculated at run-time called **Volume**. This is calculated using *Thickness* multiplied by *Width* multiplied by *Length*. The contents of this field must be displayed to 3 decimal places
  - shows only the records where *Ready* is **No** and *Sold* is **Yes**
  - has all data and labels fully visible
  - has a page orientation of landscape
  - fits on a single page wide
  - sorts the data into *Year\_milled*, then *Location* and then *Board\_ID*, all three fields in ascending order
  - calculates the total value of the selected boards by multiplying the *Price* field by the *Volume*
  - displays this value below the *Price* column
  - displays this value as currency, the same currency as your *Price* field
  - has a label to the left of this number: **Value of this stock**
  - includes the report title: **Sold timber in store** at the top of the report
  - has your name, Centre number and candidate number set to appear on each page of the report.
- Save and print your report.

**PRINTOUT 3**

Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

[14]

- 31 • Produce a report from all the data that:
- shows the *Board\_ID*, *Tree type*, *Thickness*, *Ready* and *Sold* fields only
  - displays these fields only with data shown in full in portrait orientation and fitted to one page
  - only includes boards
    - where tree type includes the text **Plane** or **Beech**
    - which are at least **0.05** m thick
    - which are ready now
    - which are not yet sold
  - are sorted in ascending order of tree type
  - counts the number of boards available and places this value at the bottom of the report
  - includes the report title: **Plane and Beech boards available**

**EVIDENCE 8**

Place in your Evidence Document a screenshot showing how you calculated the number of boards available.

- Save and print your report.

**PRINTOUT 4**

Make sure that you have your **name**, **Centre number** and **candidate number** on the report.

[6]

[Total: 40]

**Task 5 – Mail merge**

*A letter will be sent to customers whose finished products are ready.*

- 32 • Prepare a mail merge letter using the file **M2017MAIL.RTF** as your master letter and the **M2017ORDERS.CSV** file as the source data.
- 33 • In the master letter:
- replace *<Date>* with a field to display today's date in the format DD MMMM YYYY
  - insert relevant merge fields from the data source file to replace text in chevrons i.e. *<field>*
  - add your name, Centre number and candidate number as the originator of the letter.
- Spell check and proofread the letter.
  - Save the master letter.
  - Display the field codes.

**EVIDENCE 9**

Place in your Evidence Document screenshot(s) showing the code for the format of the date field.

**PRINTOUT 5**

Print your master letter with the merge fields displayed.

[9]

- 34 • Merge and print only the letters for customers whose products are ready but not yet delivered.

**PRINTOUT 6**

Make sure that you have entered your name, Centre number and candidate number on your merged letters.

[2]

[Total: 11]



**Task 6 – Printing the Evidence Document**

- Save and print your Evidence Document.

**PRINTOUT 7**

Make sure that your **name**, **Centre number** and **candidate number** appear on every page of your Evidence Document.





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