Cambridge Assessment International Education
Cambridge International General Certificate of Secondary Education

CANDIDATE NAME	

CENTRE NUMBER						CANDIDATE NUMBER				

INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/21**

Paper 2 Document Production, Data Manipulation and Presentations   **February/March 2019**

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.
You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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.

This document consists of **12** printed pages.

Cambridge Assessment International Education

[Turn over

2

You work for Tawara International Summer School and are going to carry out some tasks for them as they prepare the delegate lists for a summer school in Jordan.

Task 1 – Evidence Document

- Open the file **M219EVIDENCE.rtf**

- Make sure your name, centre number and candidate number will appear on every page of your Evidence Document.

- Save this as a word processed document in your work area with the file name **M219EVIDENCE** followed by your candidate number, for example, M219EVIDENCE9999

You will need to place screenshots and your answers in this Evidence Document.

Task 2 – Document

You are going to edit a document and apply the paragraph styles as defined in the corporate house style. You may need to edit some of the styles used in the document to meet this requirement.

1 • Open the file **M219ARCHAEOLOGY.rtf** in a suitable word processing package.

    • Save the document in your work area in the format of the software you are using with the file name **A190XINFO**

> **EVIDENCE 1**
>
> Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

2 • Change the document settings to be A4 with landscape orientation. [1]

3 • Set all margins to **2** centimetres. [1]

> **EVIDENCE 2**
>
> Place in your Evidence Document screenshots to show settings for the:
> - paper size and page orientation
> - margins.

4 • Place in the header of the document*:*

    ○ an automated date field to display today's date left aligned

    ○ your name, centre number and candidate number right aligned.

    • Place in the footer:

    ○ automated page numbers left aligned

    ○ the file name with its full path right aligned.

    • Make sure that:

    ○ all items align to the page margins

    ○ no other text or placeholders appear in the header and footer areas

    ○ headers and footers are displayed on all pages.

[4]

The house style specifications for paragraphs are:

House style specification							
Style name	Font style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
ARC-Title	sans-serif	20	centre	all capitals	single	0	12
ARC-Subtitle	sans-serif	18	right	italic	single	0	12
ARC-Subhead	serif	16	centre	bold, underlined	single	0	12
ARC-Body	serif	14	justified	first line indent 1 cm from the left	double	0	0
ARC-Table	serif	14	left	none	single	0	0

These styles have already been applied to the document.

5 • Check that the styles applied to the document are correct as specified and match them to the house style specifications. Identify and correct only the settings of the styles that are incorrect.

> **EVIDENCE 3**
> Provide screenshot evidence of any settings for styles that you have corrected and place these in your Evidence Document.

[4]

6 • Change the page layout so that the subheading *Our new international course* and all the following text is displayed in **two** columns of equal width with a **1** centimetre space between them. [2]

7 • Import the image **M219FORUM.jpg**

• Place this at the start of the paragraph below the subheading *Why Jerash?* [1]

8 • Remove the bottom third of the image. [1]

9 • Resize the image so that it is 6.5 centimetres wide with the aspect ratio maintained. [1]

4

10 • Align the image to the:

    ○ top of the text *The city flourished through…*

    ○ left margin.

                      [1]

11 • Make sure the text wraps round the image.   [1]

12 • Format the first row of the table by:

    ○ merging the three columns

    ○ centre aligning the text in the merged cell

    ○ shading the merged cell with a light grey background (20–40%).

                      [2]

13 • Apply the *ARC-Subhead* style to the top two rows of the table.   [1]

14 • Apply the *ARC-Table* style to the other rows in the table.   [1]

15 • Make sure that:

    ○ the table fits within the column width with no words split on text wrap

    ○ there are no blank rows in the table

    ○ all internal and external gridlines are displayed when printed.

                      [2]

16 • Spell check and proofread the document.   [1]

17 • Make sure that:

    ○ there are no widows or orphans

    ○ the table is not split over two columns or pages

    ○ correct house styles have been applied as specified

    ○ spacing between all items is consistent.

                      [1]

• Save the document using the same file name and format used in Step 1.

• Print the document.

PRINTOUT 1

Make sure that you have entered your **name**, **centre number** and **candidate number** on your document.

[Total: 26]

5

Task 3 – Database

You are now going to prepare some reports for the company. Make sure that currency values display a currency symbol and are to two decimal places. Dates must be imported as day month year.

Examine the data in the files **M219STUDENTS.csv**, **M219ROOMS.csv** and **M219COURSES.csv**

18 • Discuss in your own words the advantages and disadvantages of using a relational database rather than a flat-file database to store the data from these three files. [4]

> **EVIDENCE 4**
>
> Type your answer in your own words in your Evidence Document.

19 • Create a new relational database.

• Import the file *M219STUDENTS.csv* as a table.

• Use these field names and data types:

Field Name	Data Type	Notes
Roll_No	Text	
First_Name	Text	
Last_Name	Text	
Gender	Text	
Acc_Code	Text	
Course_Code	Text	
Paid	Boolean/Logical	Display as Yes or No

• Set the *Roll_No* as the primary key.

• Save the table.

[2]

> **EVIDENCE 5**
>
> Place in your Evidence Document screenshot(s) of the field names and data types used in the table.

20 • The Gender field data entry is to be limited to accept only M or F

• Complete the table in your Evidence Document with the words **Yes** or **No** to identify which of the examples would limit the data entry and which would not. If the example does not limit the data entry explain why.

Example A

M219STUDENTS	
Field Name	Data Type
Roll_No	Text
First_Name	Text
Last_Name	Text
Gender	Text
Acc_Code	Text
Course_Code	Text
Paid	Yes/No

Field Properties

General | Lookup

Field Size	255
Format	"M or F"
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No

Example B

M219STUDENTS	
Field Name	Data Type
Roll_No	Text
First_Name	Text
Last_Name	Text
Gender	Text
Acc_Code	Text
Course_Code	Text
Paid	Yes/No

Field Properties

General | Lookup

Field Size	1
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"M" Or "F"
Validation Text	Enter M for Male or F for Female
Required	Yes

Example C

M219STUDENTS	
Field Name	Data Type
Roll_No	Text
First_Name	Text
Last_Name	Text
Gender	Text
Acc_Code	Text
Course_Code	Text
Paid	Yes/No

Field Properties

General | Lookup

Display Control	Combo Box
Row Source Type	Value List
Row Source	"M";"F"
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	2.54cm
List Rows	16
List Width	2.54cm
Limit To List	No
Allow Multiple Values	No
Allow Value List Edits	No
List Items Edit Form	
Show Only Row Source Values	No

Example D

M219STUDENTS					
Roll_No	First_Name	Last_Name	Gender	Acc_Code	Course_Co
SS0297	Cong	Yuan	☑F ☑M	MOL3	C1911
SS0298	Nicole	Gallagher		SAC3	V1926
SS0299	Hendrik	Vrijdag	M	CRC2	M1920
*					

EVIDENCE 6

Complete the table for Evidence 6 in your Evidence Document.

[4]

21 • Import the file *M219COURSES.csv* as a new table in your database.

Use these field names and data types:

Field Name	Data Type	Format
Course	Text	
Course_Ref	Text	
Location	Text	
Start_date	Date/Time	dd MMMM yyyy e.g. 21 August 2019
Weeks	Numeric/Integer	
Tutor	Text	

Set the *Course_Ref* field as the primary key.

Save the table.

EVIDENCE 7

Place in your Evidence Document screenshot(s) of the field names and data types used in the table.

---

[2]

22 • Create a data entry form using all the fields in the students table.

• The form must display only one record at a time.

[1]

23 • Apply at least four features to this form to make the design user-friendly. [4]

24 • Use your data entry form to enter this data as a new record:

Roll_No	First_Name	Last_Name	Gender	Acc_Code	Course_Code	Paid
SS0296	**Ewan**	**Barrett**	**M**	**UJA3**	**A1901**	**Yes**

[1]

EVIDENCE 8

Take screenshot evidence of the form with the new record displayed and place this in your Evidence Document. Below the screenshot list the features you have applied to the form to make it user-friendly.

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25 • Import the file *M219ROOMS.csv* as a new table in your database.

Use these field names and data types:

Field Name	Data Type	Notes
Acc_Code	Text	
Accommodation	Text	
Room_Type	Text	
Weekly_Cost	Currency/Numeric	

• Make the *Acc_Code* field the primary key.

• Save the table.

[2]

> **EVIDENCE 9**
> Place in your Evidence Document screenshot(s) of the field names and data types used in the table.

26 • Create one-to-many relationships between the tables using:

○ Primary key *Acc_Code* to foreign key *Acc_Code*

○ Primary key *Course_Ref* to foreign key *Course_Code*

[2]

> **EVIDENCE 10**
> Place in your Evidence Document screenshots of the relationships showing their types.

27 • Produce a tabular report using fields from the relevant tables that:

○ shows only the fields *Roll_No, First_Name, Last_Name, Gender, Course_Code, Course, Location, Start_date* and *Tutor* in this order

○ displays data and labels in full

○ selects only courses where the *Course_Code* starts with the letter **A**

○ sorts the data into ascending order of *Course_Code* and then ascending order of *Last_Name*

○ has a page orientation of landscape

○ fits on a single page wide

○ calculates the number of delegates on these courses and positions this number under the *Last_Name* column

○ has a label **Total delegates** to the left of this value

○ includes the report title **Archaeology course delegates**

○ has your name, centre number and candidate number displayed on each page of the report.

• Save and print your report.

[9]

PRINTOUT 2

Make sure you have entered your **name**, **centre number** and **candidate number** on the report.

EVIDENCE 11

Place in your Evidence Document a screenshot showing the formula used to calculate the number of delegates.

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28 • Produce a tabular report using fields from the relevant tables that:

  ○ contains a new field **Price** which is calculated at run-time and is displayed as currency. This field will calculate *Weekly_Cost* multiplied by *Weeks*

  ○ shows only the fields *First_Name, Last_Name, Paid, Location, Weeks, Room_Type, Weekly_Cost* and *Price* in this order

  ○ displays data and labels in full

  ○ selects only the records where *Location* is **Amman** and *Paid* is **No**

  ○ sorts *Weekly_Cost* in descending order and then *Last_Name* in ascending order

  ○ calculates the total price and places this below the field *Price*

  ○ displays a label **Total payments to collect** to the left of this value

  ○ has a page orientation of portrait

  ○ fits on a single page

  ○ includes the title **Amman course update** at the top of the report

  ○ displays your name, centre number and candidate number at the top right of the report.

• Save and print this report.

[8]

PRINTOUT 3

Make sure you have entered your **name**, **centre number** and **candidate number** on the report.

[Total: 39]

Task 4 – Mail Merge

You are going to produce letters for delegates who are joining an archaeology course and field trip.

29 • Use the **M219TRIPLETTER.rtf** as the master document for the mail merge and the file **M219FIELDTRIP.csv** as the data source.

• In the master document replace <Date> with a field to display today's date.

EVIDENCE 12

Place in your Evidence Document a screenshot that shows the code for the date field.

[1]

• In the master document, maintain the existing spacing and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source.

Text to replace	Replace with field
<TTL>	Title
<FN>	First_Name
<LN>	Last_Name
<ADD1>	Street
<ADD2>	City
<ADD3>	Country
<CSE>	Course
<CR>	Course_Ref
<TT>	Tutor
<SD>	Start_Date
<FTC>	Field_Trip_Cost

• Include your name, centre number and candidate number in the footer of the document.

• Save the master document.

• Display the field codes.

PRINTOUT 4

Print your master document with the merge fields displayed. Make sure your **name**, **centre number** and **candidate number** appear on the document.

[4]

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30 • Merge letters for only those delegates who want to go on the field trip but who have **not** yet paid for the trip. [1]

EVIDENCE 13

Place in your Evidence Document screenshot(s) showing your selection method.

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31 • Print the merged letters for the selected delegates only. [1]

> **PRINTOUT 5**
>
> Print the result of the merge. Make sure your **name**, **centre number** and **candidate number** appear on the document.

[Total: 7]

Task 5 – Presentation

32 • Import the file **M219PROGRAMME.rtf** as a new presentation.

• Create a master slide for the presentation with a minimum of 4 features.

[2]

33 • Place your name, centre number and candidate number on the master slide. [1]

> **EVIDENCE 14**
>
> Place in your Evidence Document screenshot evidence to show the features you have applied to the master slide.
> You may include additional notes of features you applied which do not appear obvious in your screenshot(s).

34 • Apply the master slide features to all slides in the slide show. [1]

35 • Add your name as the meeting leader on the first slide and make the layout of this slide a title and subtitle with text centred. [1]

36 • Move the last slide *Delegate arrival details* to become the second slide. [1]

37 • On the slide *Arrival of delegates*, demote the bullet points with driver names to a second level. [1]

38 • Print the slide with the title *Arrival of delegates* only as a full-sized slide.

> **PRINTOUT 6**
>
> Print this slide. Make sure your **name**, **centre number** and **candidate number** are on the slide.

• Print all the presentation as handouts showing 6 slides to the page.

> **PRINTOUT 7**
>
> Print these handouts. Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 8]

Task 6 – Printing the Evidence Document

39 • Print your Evidence Document.

> **PRINTOUT 8**
>
> Make sure your **name**, **centre number** and **candidate number** appear on every page of the document.

• Save and close your Evidence Document.