Cambridge Assessment
International Education

Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY	**0417/21**
Paper 2 Document Production, Data Manipulation and Presentations	**February/March 2021**
	2 hours 30 minutes

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS

● Carry out **all** instructions in each step.
● Enter your name, centre number and candidate number on every printout before it is sent to the printer.
● Printouts with handwritten candidate details will **not** be marked.
● At the end of the examination, put all your printouts into the Assessment Record Folder.
● If you have produced rough copies of printouts, put a cross through each one to indicate that it is not the copy to be marked.
● You must **not** have access to either the internet or any email system during this examination.

INFORMATION

● The total mark for this paper is 80.
● The number of marks for each question or part question is shown in brackets [ ].

This document has **12** pages. Any blank pages are indicated.

You have been supplied with the following source files:

M21CHART.csv
M21DELNOTE.rtf
M21DELORDERS.csv
M21EVIDENCE.rtf
M21IMAGE.jpg
M21LABPRAC.rtf
M21STORES.csv
M21STORESPRES.rtf
M21SUPPLIERS.csv

You work for Tawara University and are going to carry out some tasks for them.

Task 1 – Evidence Document

Open the file **M21EVIDENCE.rtf**
Make sure your name, centre number and candidate number will appear on every page of your Evidence Document.
Save this document in your work area with the file name **M21EVIDENCE** followed by your candidate number, for example, M21EVIDENCE9999

Task 2 – Document

You are going to edit a document where paragraph styles have been applied. Some of these styles will need to be edited.

1 Using a suitable software package, open the file **M21LABPRAC.rtf**

Save the document in your work area with the file name **M21LABWORK**
Make sure it is saved in the format of the software you are using.

[1]

> **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.

2 Set the:

- paper size to A4
- page orientation to portrait.

[1]

3 Set:

- the top margin to 3 centimetres
- all other margins to 2 centimetres.

[1]

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

4 Place in the header of the document:

- your name, centre number and candidate number left aligned
- the text **Tawara University Science** in the centre
- the image **M21IMAGE.jpg** right aligned resized to 2 centimetres wide with aspect ratio maintained and text wrap applied.

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
- no header or footer items overlap
- headers and footers are displayed on all pages.

[6]

5 The house style specification for paragraphs is shown in the table. These styles have been correctly applied to the document but two do **not** match the house style specification.

House Style Specification							
	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
Lab-Title	sans-serif	20	centre	all capitals	single	0	12
Lab-Subtitle	sans-serif	18	right	none	single	0	12
Lab-Subhead	serif	14	left	bold, underlined	single	0	12
Lab-Body	serif	12	justified	none	1.5	0	12
Lab-Bullets	serif	12	left	a round (•) bullet indented 0.63 cm from the left margin with a hanging indent of 0.63 cm	single	0	0

Identify and correct the two styles that do **not** match the specification. [4]

EVIDENCE 3

Place in your Evidence Document screenshot(s) to show the definitions of only the styles you have corrected.

6 Enter your name immediately after the subtitle *Guide produced by:* [1]

7 Change the page layout so that the subheading *Vernier Scales* and all the following text is displayed in two columns of equal width with a 1 centimetre space between them. [2]

8 Apply the Lab-Bullets paragraph style to the text from:

The lab book is evidence…

to

… is a bound A4 notebook.

[1]

9 Format the paragraph that starts *These are just some of the items* … so that it displays:

- an indent of 1 centimetre from both the left and right margins
- an external single line black border
- a light grey background fill.

[3]

10 Find the bracketed text in the document:

[insert link to tutorial here]

and make the brackets and text bold and italic.

[1]

11 Spell check and proofread the document.

Make sure that:

- there are no widows or orphans
- lists are **not** split over two columns or pages
- spacing between all items is consistent
- the document is complete with paragraphs intact.

[3]

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: 24]

Task 3 – Database

You are now going to prepare some reports for the science department. Make sure all currency values display the same currency symbol and are set to two decimal places.

12   Using a suitable database package, import the file **M21STORES.csv**

Use these field names and data types:

Field name	Data type	Store	Notes
Product	Text		
Product_Code	Text		
Supplier_Code	Text		
Available	Numeric/integer		
Net_Price	Numeric/currency	Store as currency to 2 decimal places	Display with a currency symbol to 2 decimal places
Min_Stock	Numeric/integer		
Reorder_No	Numeric/integer		

Set the *Product_Code* as the primary key.

Save the data.

[2]

EVIDENCE 4

Take screenshot evidence to show the primary key, field names and data types used in the table and place this in your Evidence Document.

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13 Examine and import the file **M21SUPPLIERS.csv**

Set appropriate data types.

Set the *Supplier_Code* field as the primary key.

Save the data.

[2]

> **EVIDENCE 5**
> Take screenshot evidence to show the primary key, field names and data types used in the table and place this in your Evidence Document.

14 Create a columnar data entry form with all the fields in the suppliers table to display one record at a time.

Apply four features to this form to make the design user-friendly.

Use the form to enter this data as a new record:

Supplier_Code	Company_Name	Address_1	Address_2	Town	Postal_Code	Telephone
TPS	Tawara Paint Supplies	Waterside Retail Park	Harbour Reach	Tawara	TW12 4RT	191156222

[4]

> **EVIDENCE 6**
> Take screenshot evidence of the form with the new record displayed and place this in your Evidence Document.

15 Create a one-to-many relationship between *Supplier_Code* in the suppliers table and *Supplier_Code* in the stores table.

[1]

> **EVIDENCE 7**
>
> Place in your Evidence Document a screenshot showing the type of relationship between the tables.

16 Using fields from the suppliers table create labels which:

- show only the records where the *Company_Name* contains **Tawara**
- are sorted into ascending order of *Company_Name*

Using this selection produce labels which:

- are arranged in two columns and four rows with eight labels to the page with the page in portrait orientation, for example, each label size 99.0 mm wide × 67.7 mm high (9.90 cm × 6.77 cm)
- show only the fields *Company_Name*, *Address_1*, *Address_2*, *Town*, *Postal_Code* and *Telephone* in this order, each on a separate line
- include a centre aligned heading **Approved Supplier** in a larger font at the top of each label
- have your name, centre number and candidate number on the left at the bottom of each label.

Save and print your labels.

[7]

> **PRINTOUT 2**
>
> Make sure you have entered your **name**, **centre number** and **candidate number** on the labels.

17 Using fields from both tables, produce a tabular report that:

- contains a new field called **Order_Value** which is calculated at run time. This field will calculate the value of the *Net_Price* multiplied by the *Reorder_No*
- contains a new field called **Order_Now** which is calculated at run time. This field will calculate whether the number *Available* is less than or equal to the *Min_Stock*
- selects only products where the *Supplier_Code* is **TES** and *Order_Now* is **–1**
- shows only the fields *Company_Name*, *Product*, *Net_Price*, *Reorder_No*, *Order_Value* and *Order_Now* in this order with data and labels displayed in full
- sorts the data into ascending order of *Product*. Do **not** group the data
- has a page orientation of landscape
- fits on a single page wide
- calculates the total value of the ordered items and positions this number below the *Order_Value* column
- has a label **Net value of this order** to the left of this number
- calculates VAT on the *Net value of this order* at a rate of 20% and positions this value below the calculated value of the *Net value of this order*
- has a label **VAT on this order** to the left of this value
- includes the report title **Tawara University Science Stores**
- has your name, centre number and candidate number displayed at the bottom left of every page of the report.

[18]

PRINTOUT 3

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

EVIDENCE 8

Place in your Evidence Document screenshot(s) showing the formulae used to calculate the *Net value of this order* and the *VAT on this order*.

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18 Export the report created in Step 17 in portable document format (pdf). Save the exported file in your work area. [1]

EVIDENCE 9

Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[Total: 35]

Task 4 – Mail Merge

You are going to produce delivery notes for products from the science stores.

19 Use the file **M21DELNOTE.rtf** as the master document for the mail merge and the file **M21DELORDERS.csv** as the data source.

Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with merge field
<TTL>	Title
<INITIAL>	Initials
<LN>	Last_Name
<ROOM>	Room
<BUILDING>	Building
<WEEK>	Week
<DDAY>	Delivery_Day
<PC>	Product_Code
<ITEM>	Product
<QUANTITY>	Quantity_Ordered

Make sure the spacing and alignment in the original master document are maintained.

Include your name, centre number and candidate number in place of <*Your name, centre number, candidate number*>

Save the master document.

Display the field codes and print the master document.

> **PRINTOUT 4**
> Print your master document with the merge fields displayed. Make sure your **name**, **centre number** and **candidate number** appear on the document.

[3]

20 Set an automated filter to select the records with orders to be delivered to the **Physics** Department on **Wednesday**

> **EVIDENCE 10**
> Place in your Evidence Document a screenshot to show the use of an automated selection method.

[2]

21 Merge and print only the delivery notes for the selected department and day.

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

[1]

[Total: 6]

Task 5 – Presentation

You are going to create a short presentation.
All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must be formatted to display a title and bulleted list.

22 Create a new presentation of 6 slides using the file **M21STORESPRES.rtf** [1]

23 Use a master slide to display the following features:

- slide numbers in top right
- a 3 to 4 point red line across the slide below the title
- your name, centre number and candidate number in the bottom left corner
- a filled arrow in the bottom right corner to look like this:
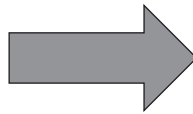
Make sure that:

- master slide items appear in the same position on every slide
- there is no overlap on any slide.

[5]

24 On the first slide place your name after the text *Stores Manager:* [1]

25 Move the third slide with the title *Purpose of the Stores* to become the second slide. [1]

26 Use the file **M21CHART.csv** to create a pie chart.

- The chart must show the supplier companies and the number of products they supply.
- Label the chart with the title **Suppliers**
- Label the segments with the company names and values.
- Do **not** display a legend.

Place this chart on the slide with the title *Our local approved suppliers* to the left of the bulleted text.

[5]

27 Apply the same transition between all slides. [1]

> **EVIDENCE 11**
>
> Place in your Evidence Document screenshot(s) to show that you have applied the same transition to the slides.

28 Print the presentation as a handout with six slides to the page.

> **PRINTOUT 6**
>
> Print this handout. Make sure your **name**, **centre number** and **candidate number** appear on this printout.

Print only the slide with the title *Our local approved suppliers*. Make sure that this slide fits the full page.

[1]

> **PRINTOUT 7**
>
> Print this slide. Make sure your **name**, **centre number** and **candidate number** appear on this printout.

[Total: 15]

Task 6 – Printing the Evidence Document

Save and print your Evidence Document.

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

Close your Evidence Document.

12

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