



# Cambridge IGCSE™ (9–1)

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## INFORMATION AND COMMUNICATION TECHNOLOGY

0983/21

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2022

2 hours 30 minutes

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

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### 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 [ ].

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This document has **16** pages. Any blank pages are indicated.

You have been supplied with the following source files:

J2221ADRIATIC.rtf  
J2221BOAT.jpg  
J2221BOOKINGS.csv  
J2221CHARTER.rtf  
J2221DETAILS.csv  
J2221ENQUIRY.rtf  
J2221EVIDENCE.rtf  
J2221WEATHER.csv  
J2221YACHTS.csv

### Task 1 – Evidence Document

Open the file **J2221EVIDENCE.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **J2221EVIDENCE** followed by your candidate number, for example, J2221EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

### Task 2 – Document

*You are going to edit a document for Tawara Adriatic Charters. The company uses a corporate house style for all their documents. Paragraph styles must be created, modified and applied as instructed.*

**1** Open the file **J2221CHARTER.rtf**

The page setup is set to A4, portrait orientation with 2 centimetre margins. Do **not** make any changes to these settings.

Three paragraph styles have already been created. Do **not** make any changes to these unless instructed.

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

Take a screenshot to show this file has been saved including evidence of the file type. Place this screenshot in your Evidence Document.

#### **EVIDENCE 1**

Screenshot evidence of the document saved in your work area.

[1]

- 2 Place the text **Tawara Adriatic Charters** centre aligned in the header.

Place in the footer:

- automated page numbers left aligned
- your name, centre number and candidate number right aligned.

Make sure that:

- the header is centre aligned between the page margins
- the footer is aligned with the page margins
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[3]

- 3 Create the following paragraph style, basing it on the default paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
YC-title	sans-serif	34	right	bold, italic	single	0	9

Take screenshot evidence to show the settings for the *YC-title* paragraph style and place this in your Evidence Document.

**EVIDENCE 2**

Screenshot evidence showing the settings for the *YC-title* paragraph style.

[2]

- 4 Apply the *YC-title* paragraph style to the title text *Yacht Charter Guide* [1]

- 5 Select the subheading *Types of Charter* and the following text up to and including the paragraph ending *... are free if you eat with them.*

Change the page layout so that only this text is displayed in two columns of equal width with a 1 centimetre space between them.

[2]

- 6 Import the image **J2221BOAT.jpg** and place it in the paragraph beginning *An alternative to a bareboat ...*

Rotate the image 180 degrees.

Format the image so that:

- it is resized to a width of 4 centimetres with the aspect ratio maintained
- it is aligned to the right of the column and top of the paragraph starting *An alternative to a bareboat ...*
- the text wraps round the image.

[4]

- 7 Sort the list from

*fuel for navigation ...*

to

*... water sports equipment.*

into alphabetical order.

[1]

- 8 Apply bullets to all the list in step 7.

Make sure that:

- the bullets are aligned at the left margin
- the list is in single line spacing with no space before or after each line
- there is a 6 point space after the last item in the list.

[2]

- 9 The *YC-subhead* paragraph style has already been created and applied to the four subheadings.

Modify the *YC-subhead* paragraph style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
<i>YC-subhead</i>	serif	16	centre	bold, italic	single	0	6

Take screenshot evidence to show your modified settings for the *YC-subhead* paragraph style and place this in your Evidence Document.

**EVIDENCE 3**

Screenshot evidence showing your modified settings for the *YC-subhead* paragraph style.

[2]

10 Locate the table in the document.

Apply the *YC-table* paragraph style to all the text in the table.

[1]

11 Format only the first two rows of the table so they look like this:

	<i>Boat Length</i>		
	<i>12m</i>	<i>15m</i>	<i>20m</i>

Format the table so that:

- 1 point black internal and external gridlines are displayed when printed
- all text on each row displays on one line
- the table borders and all data fit within the column width
- there is a 6 point space after the table.

[5]

12 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- paragraph styles have been applied as instructed with consistent spacing maintained between all items
- there is a 6 point space after the table and the list.

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

Print the document.

**PRINTOUT 1**

Make sure your **name**, **centre number** and **candidate number** are on your document.

[1]

[Total: 25]

**Task 3 – Database**

You are now going to prepare some reports. Dates are to be imported in the format of day month year (DMY). Make sure all currency values display the same currency symbol and are set to 0 decimal places.

**13** Using a suitable database package, import the file **J2221BOOKINGS.csv**

Use these field names and data types:

<b>Field name</b>	<b>Data type</b>	<b>Display</b>
<i>Title</i>	Text	
<i>First_Name</i>	Text	
<i>Last_Name</i>	Text	
<i>Cust_ID</i>	Number	
<i>Street_Address</i>	Text	
<i>Area</i>	Text	
<i>Post_Code</i>	Text	
<i>Telephone</i>	Text	
<i>Depart_Date</i>	Date/Time	dd- <i>MMM</i> -yy e.g. 12-Aug-22
<i>Days</i>	Number	
<i>Yacht_ID</i>	Text	

Set *Cust\_ID* as a primary key.

Save the data.

Import the file **J2221YACHTS.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
<i>Yacht_Name</i>	Text		
<i>Yacht_Make</i>	Text		
<i>Yacht_Ref</i>	Text		
<i>Depart_Port</i>	Text		
<i>Depart_Country</i>	Text		
<i>Built</i>	Number		
<i>Length(m)</i>	Number	2 decimal places	2 decimal places
<i>Cabins</i>	Number		
<i>Toilets</i>	Number		
<i>Guests</i>	Number		
<i>Day_Rate</i>	Number/Currency	0 decimal places	currency symbol with 0 decimal places

Set the *Yacht\_Ref* field as a primary key.

Take screenshot evidence of the table structures showing the primary keys, field names and data types. Place this in your Evidence Document.

**EVIDENCE 4**

Screenshot evidence of the table structures in your database.

[6]

- 14** Create a one-to-many relationship between *Yacht\_Ref* in the yachts table and *Yacht\_ID* in the bookings table.

Take screenshot evidence showing the fields and type of relationship. Place this in your Evidence Document.

**EVIDENCE 5**

Screenshot evidence of the fields and type of relationship.

[1]

15 Enter the following details as a new record in the bookings table:

<i>Title</i>	<b>Mr</b>
<i>First_Name</i>	<b>Ewan</b>
<i>Last_Name</i>	<b>Brown</b>
<i>Cust_ID</i>	<b>2766</b>
<i>Street_Address</i>	<b>18 Fenwick Cottages</b>
<i>Area</i>	<b>Pershore</b>
<i>Post_Code</i>	<b>PE32 8XH</b>
<i>Telephone</i>	<b>077009004128</b>
<i>Depart_Date</i>	<b>15-Jun-22</b>
<i>Days</i>	<b>12</b>
<i>Yacht_ID</i>	<b>SY082</b>

Check your data entry for errors.

Save the data.

[2]

16 Using fields from both tables produce a tabular report that:

- selects the records where:
  - *Yacht\_Name* includes the text sea
  - *Days* is 10 or more
- contains a new field called **Charter\_Cost** which is calculated at run-time. This field will calculate the value of the *Days* multiplied by the *Day\_Rate*
- displays the *Charter\_Cost* field as currency with 0 decimal places
- shows only the fields *Title*, *First\_Name*, *Last\_Name*, *Telephone*, *Depart\_Date*, *Depart\_Port*, *Yacht\_Name*, *Length(m)*, *Days*, *Day\_Rate* and *Charter\_Cost* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Yacht\_Name* and descending order of *Depart\_Date*
- has a page orientation of landscape
- fits a single page wide and prints on two pages
- includes only the text **Sea Fleet Bookings** as a title displayed in a larger font size at the top of the page
- calculates the total number of bookings and places this at the end of the report, formatted as an integer
- has a label **Total bookings** to the left of this value
- displays only your name, centre number and candidate number in the footer so it appears in the same position on every page. Make sure no other data is displayed in the footer.

Save and print your report.



**PRINTOUT 2**

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

Take screenshot evidence showing the database formula used to calculate the total number of bookings and place this in your Evidence Document.

**EVIDENCE 6**

Screenshot evidence of the database formula used.

[12]

17 Using fields from both tables produce labels which:

- select the records where:
  - *Days* is 28
  - *Depart\_Country* does **not** include Croatia
- are sorted in ascending order of *Last\_Name*

Using this selection produce labels which:

- are arranged in 2 columns and 4 rows with 8 labels to the page in portrait orientation, for example, each label size 99.0 mm wide × 67.7 mm high (9.90 cm × 6.77 cm)
- display the fields in the positions shown in the following sample label:

*Yacht\_Name*  
*Title First\_Name Last\_Name*  
*Post\_Code*  
*Depart\_Port, Depart\_Country*  
*Depart\_Date*  
*Days*

- have your name, centre number and candidate number on the left at the bottom of each label.

Modify the format of the *Yacht\_Name* field so that it is centre aligned and displayed in a bold, larger font size.

Save and print your labels.

**PRINTOUT 3**

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

[8]

[Total: 29]

### Task 4 – Mail Merge

You are required to carry out a mail merge using a customer enquiry form.

- 18 Create a mail merge document using the file **J2221ENQUIRY.rtf** as the master document and **J2221DETAILS.csv** as your data source file.

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
<LAST>	Surname
<FIRST>	Forename
<TEL>	Telephone
<ENQ>	Enquiry_no
<TYP>	Type
<PORT>	Depart_port
<COUN>	Country
<GUES>	Guests
<CAB>	Cabins
<DEPART>	Depart_date
<DAYS>	Days_duration
<BUD>	Weekly_budget

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

[4]

- 19 Replace the text *Candidate details here* with your name, centre number and candidate number.

Save and print your master document showing the merge field codes.

#### PRINTOUT 4

Make sure you have entered your **name**, **centre number** and **candidate number** on your master document showing the merge field codes.

[1]

- 20 Set an automated filter to select the records where cabins is 4 or 5

Take a screenshot to show the use of your automated selection method and place this in your Evidence Document.

#### EVIDENCE 7

Screenshot evidence of your automated selection method.

[2]

- 21 Merge and print the customer enquiry forms for the selected records only.

**PRINTOUT 5**

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

[1]

Save and close the files.

[Total: 8]

**Task 5 – Printing the Evidence Document**

Save and print your Evidence Document.

**PRINTOUT 6**

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

**Task 6 – Presentation**

*You are going to create a short presentation. All slides must have a consistent layout and formatting.*

- 22 Create a presentation of seven slides using the file **J2221ADRIATIC.rtf**

Unless otherwise instructed, the slides must display a title and a bulleted list.

[1]

- 23 Use a master slide to display the following features:

- automated slide numbers on the top left
- your name, centre number and candidate number.

Make sure that:

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

[1]

- 24 Format the first slide so that:

- a title slide layout is applied with no bullets
- the title and subtitle text are centred in the middle of the slide.

[1]

- 25 Delete the slide with the title *Sea Currents*

[1]

26 Use the data in the file **J2221WEATHER.csv** to create a vertical bar chart. This chart must compare only the *Air Temp °C High* and *Air Temp °C Low* values for only the months of *May, June, July, August* and *September*. Display, with labels, the months on the category axis. [2]

27 Label the chart as follows:

- chart title **Average Summer Temperatures**
- value axis title **°C**
- category axis title **Months**

[2]

28 Display the following:

- only the data values at the top of each bar
- a legend showing *Air Temp °C High* and *Air Temp °C Low*

[2]

29 Format the value axis scale to display:

- a minimum value of 0
- a maximum value of 32
- increments of 4

[2]

30 Place the chart to the left of the bullets on the slide with the title *Climate*

Make sure that:

- no words in the chart are split
- all data and labels are fully visible
- the chart and its content do **not** overlap any slide items.

Print only this slide as a full page slide in landscape orientation.

[2]

31 On the slide with the title *Wind and Tides* locate the two bullets describing the Bora and Sirocco winds. Format only these two bullet points to look like this:

- prevailing winds in the area are Bora and Sirocco
  - *Bora – strong northeast wind, brings cold, dry continental air, gusts up to 112 miles per hour*
  - *Sirocco – southeast wind, brings humid, warm air, often carrying Saharan sand causing rain dust*
- these winds often alternate in winter, with an interval of calm

[3]

32 Save the presentation.

Print the presentation as handouts with 2 slides to the page; each slide filling half the page.

**PRINTOUT 7**

Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 18]





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