Cambridge International Examinations
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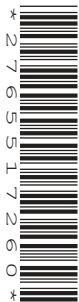
CANDIDATE NAME	

CENTRE NUMBER					CANDIDATE NUMBER			

INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/22**

Paper 2 Document Production, Data Manipulation and Presentations   **May/June 2016**

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.

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.

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

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[Turn over

You work for a company called Tawara Yacht Brokers who buy and sell luxury boats. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **J226EVIDENCE.RTF**

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

- Save this Evidence Document in your work area as **J226EVIDENCE** followed by your candidate number. For example, J226EVIDENCE9999

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

Task 2 – Document

You are going to edit a report for Tawara Yacht Brokers. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed. All imported data should have the TYB-Body text style applied unless otherwise instructed.

1 • Using a suitable software package, open the file **J226SUPER.RTF**
  • Set the:
    ○ page size to A4
    ○ orientation to landscape
    ○ top and bottom margins to **1.5** centimetres
    ○ left and right margins to **2** centimetres.

> **EVIDENCE 1**
> Take screenshot(s) to show the page size. Place this in your Evidence Document.

> **EVIDENCE 2**
> Take screenshot(s) to show the margin settings. Place this in your Evidence Document.

[2]

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

> **EVIDENCE 3**
> Place in your Evidence Document a screenshot to show this file has been saved.
> Make sure there is evidence of the file type.

[1]

3 • Place in the header:

  ○ the automated file name and path right aligned.

 • Place in the footer:

  ○ automated page numbers left aligned

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

 • Make sure that:

  ○ all the alignments match the page margins

  ○ no other text is included in the header and footer area

  ○ headers and footers are displayed on all pages. [2]

4 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
TYB-Title	sans-serif	36	right	bold, italic	single	0	0
TYB-Subtitle	sans-serif	18	left	underline	single	0	0
TYB-Subheading	sans-serif	16	centre	all capitals, bold	single	0	12
TYB-Body	serif	12	justified	none	single	0	12
TYB-Table	serif	12	left	none	single	0	0

> **EVIDENCE 4**
> Place in your Evidence Document screenshot(s) to show all the settings for the TYB-Subheading style.
[3]

5 • At the start of the document enter the title:

 Tawara Yacht Brokers [1]

6 • Apply the *TYB-Title* style to this text. [1]

7 • Below the title, add a subtitle:

 Draft report by: and add your name. [1]

8 • Apply the *TYB-Subtitle* style to this text. [1]

9 • Apply the *TYB-Body* text style to the rest of the document. [1]

10 • Change the page layout so that all the text after the first paragraph is displayed in two columns of equal width with a **2** centimetre space between them. [2]

11 • Identify the 6 subheadings in the document and apply the *TYB-Subheading* style to each one. [1]

12 • Using the data in the table **J226SALES.CSV** create an appropriate chart to compare the sales of yachts for the years **2015**, **2014** and **2013**. [1]

13 • Label the chart with the title **Comparison of Superyacht Sales**

• Include appropriate labels and a legend. [1]

14 • Insert the chart on page 1 after the paragraph ending *…over the past three years.*

• Make sure that:

   ○ the chart fits within the column width

   ○ all data labels are displayed in full. [1]

15 • Explain why you have chosen this type of graph or chart. Compare it with at least one other chart type.

EVIDENCE 5 Type the evaluation of your graph or chart into your Evidence Document using no more than 50 words.

[2]

16 • Open the file **J226ORDERS.CSV** and insert the contents as a table within the column width after the text *…yachts on their order books:* [1]

17 • Insert a new row at the end of the table.

• Enter the following order into this row:

	Length in metres	*Number of Yachts*
China	**900**	**26**

[1]

18 • Sort the data in the table so that the *Length in metres* column is displayed in descending order. [1]

19 • Format the first row of the table to be:

    ○   bold and italic

    ○   centre aligned over the three columns

    ○   shaded with a light grey background (20–40%).   [2]

20 • Make sure that:

    ○   the *TYB-Table* style is applied to rows 2 to 12

    ○   text in each cell does not wrap

    ○   all gridlines are displayed when printed.   [1]

21 • Import the image **J226YACHT.JPG** and place this below the subheading *CHARTERS*.   [1]

22 • Reflect the image so the yacht points to the left.   [1]

23 • Resize the image so that:

    ○   it is 6 centimetres wide

    ○   the aspect ratio is maintained.

  • Align the image to the:

    ○   top of the paragraph starting *A Tawara Yacht charter…*

    ○   left margin within the column.

  • Make sure the text wraps round the image.

It may look like this:
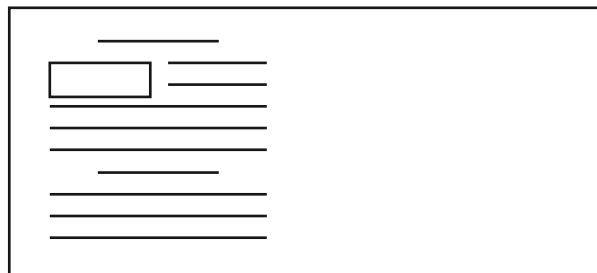
[2]

24 Spell check and proofread the document.

- Make sure that:

  - tables and charts are not split over two columns or pages

  - there are no widows or orphans

  - there are no blank pages

  - the house style specification has been followed and the correct styles applied as instructed

  - spacing between all items is consistent.

- Save the document using the same file name and format used in Step 2.

- Print the document.

> **PRINTOUT 1**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[1]

[Total: 32]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the € sign and are to 0 decimal places.

25 • Using a suitable database package, import the file **J226YACHTS.CSV**

• Use these field names and data types:

Yacht_ID	**Text**	
Yacht_Name	**Text**	
Type	**Text**	
Length	**Number**	Format to 1 decimal place
Builder_ID	**Text**	
Price	**Numeric/Currency**	
Build_Year	**Number**	
Sleeps	**Number**	
Crew	**Number**	

• Set the *Yacht_ID* field as a primary key.

• Save the data.

> **EVIDENCE 6**
> Take screenshot evidence showing the field names and data types used in the table.
> Insert this screenshot into your Evidence Document.

[4]

26 • Create a data entry form to include all fields from the *Yachts* table. [1]

27 • Use the form created in Step 26 to enter the following record:

Yacht_ID	**MO126**
Yacht_Name	**Antalex**
Type	**Motor**
Length	**26**
Builder_ID	**155FAL**
Price	**795000**
Build_Year	**2011**
Sleeps	**6**
Crew	**3**

• Check your data entry for errors. Save the data.

> **EVIDENCE 7**
> Take screenshot evidence showing the form completed with this new record. Place this screenshot into your Evidence Document.

[2]

28 • Evaluate the design of your data entry form.

> **EVIDENCE 8**
> Type the evaluation of your data entry form into your Evidence Document using no more than 50 words.

[2]

29 • Import the file **J226BUILDERS.CSV** as a new table in your database.

• Set the *Builder_ID* field as a primary key.

• Create a one-to-many relationship as a link between the *Builder_ID* field in the *Builders* table and the *Builder_ID* field in the *Yachts* table.

> **EVIDENCE 9**
> Place in your Evidence Document screenshot(s) showing the relationship between the two tables.

[1]

30 • Using fields from both the *Yachts* and the *Builders* tables, produce a report which:

- ○ contains a new field called **Total_Berths** which is calculated at run-time. This field will calculate the total number of berths by adding *Sleeps* plus *Crew*
- ○ shows only the records where *Build_Year* was after **2010** and *Length* is **40 or less**
- ○ shows only the fields *Yacht_Name, Builder_Name, Type, Length, Price, Build_Year, Build_Country* and *Total_Berths* in this order with data and labels displayed in full
- ○ sorts the data into ascending order of *Type* and then descending order of *Length*
- ○ has a page orientation of landscape
- ○ fits on a single page wide
- ○ calculates the average *Length* positioned below the *LENGTH* column and formatted to 1 decimal place
- ○ has the label **Average length** to the left of this number
- ○ includes the heading **Yachts less than 6 years old** at the top of the page
- ○ has your name, Centre number and candidate number at the top of the report.

• Save and print your report.

> **PRINTOUT 2**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your report.

> **EVIDENCE 10**
> Place in your Evidence Document screenshot(s) showing the formula used to calculate the average length.

[12]

31 • Using fields from both the *Yachts* and the *Builders* tables, produce a report which:

- ○ selects only those records where the:
  - – *Builder_Name* field contains **Yacht**
  - – *Build_Country* is **New Zealand** or **Australia**
- ○ shows only the fields *Yacht_Name, Builder_Name, Type, Price, Build_Country* and *Services* in this order
- ○ sorts the *Price* in descending order
- ○ has a page orientation of portrait
- ○ fits on a single page
- ○ includes the heading **Oceania Yacht Builders** at the top of the report
- ○ has your name, Centre number and candidate number at the bottom 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.

[6]

[Total: 28]

Task 4 – Mail merge Letter

You are required to carry out a mail merge to send letters to customers from the London office.

32 • Use the file **J226LETTER.RTF** as the master letter for the mail merge and the file **J226CLIENTS.CSV** as the data source file.

   • 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 the text in chevrons i.e. *<field>*

  ○ replace the text *Candidate Name* with your name

  ○ include your Centre number and candidate number in the footer of the document.

   • Proofread and spell check the letter.

   • Save the master letter

   • Display the field codes.

> **EVIDENCE 11**
> Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.

[6]

33 The letter is incomplete. You are required to enter some information regarding passwords.

   • Give one example of a strong password.

   • Identify three features which make this a strong password.

   • Enter your answers in the spaces provided in the letter.

   • Print your master document with the merge fields displayed.

> **PRINTOUT 4**
> Make sure your **name**, **Centre number** and **candidate number** are on the document.

[4]

34 • Merge the letters selecting only those clients from the London office.

> **EVIDENCE 12**
> Place in your Evidence Document screenshot(s) showing your selection method.

[1]

35 • Print only the merged letters for the selected clients.

> **PRINTOUT 5**
> Make sure your **name**, **Centre number** and **candidate number** are on the letters.

   • Save and close the documents. [1]

[Total: 12]

Task 5 – Presentation

You are required to create a short promotional presentation.

36 • Import the file **J226PROMOTION.RTF** placing the text as 6 slides in your presentation software. [1]

37 • The presentation should be based on a master slide that you will design. Your slides must have a consistent layout and formatting, with the following features on all slides:

  ○ the company logo which is saved as **J226LOGO**.**jpg**

  ○ your name, Centre number and candidate number

  ○ automatic slide numbers. [3]

38 • Set animation on the bullets so they appear one by one.

> **EVIDENCE 13**
> Place in your Evidence Document screenshot(s) showing the bullet animation.

[1]

39 • Set the slide show so it loops continuously on-screen.

> **EVIDENCE 14**
> Place in your Evidence Document screenshot(s) showing the on-screen looped selection.

[1]

40 • Spell check the presentation for errors.

  • Save the presentation.

  • Print the presentation with 6 slides to the page.

> **PRINTOUT 6**
> Make sure your **name**, **Centre number** and **candidate number** are on all slides.

[2]

[Total: 8]

Task 6 – Printing the Evidence Document

You now need to print your Evidence Document.

41 • Print your Evidence Document.

> **PRINTOUT 7**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your Evidence Document.

• Save and close your Evidence Document.