

1. **Nov/2021/Paper\_11/No.13**

### 2021 World Games

This will be the 11<sup>th</sup> World Games, a major international multi-sport event, for sports, or disciplines within a sport, that were not contested in the Olympic Games.

Dates	Thu, 15 Jul 2021 – Sun, 25 Jul 2021
Location	Legion Field, Birmingham, Alabama, United States
Host city	Birmingham, Alabama, United States
Opening ceremony	July 15
Closing ceremony	July 25
Main venue	The New Birmingham Stadium

#### The new layout

(a) Explain, step by step, how the table was created, without the text being entered by hand.

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[4]

A student is working on a project on the World Games. He has produced some information but has decided to produce a second layout including a table. The original layout and the new layout are shown.

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Dates: Thu, 15 Jul 2021 – Sun, 25 Jul 2021

Location: Legion Field, Birmingham, Alabama, United States

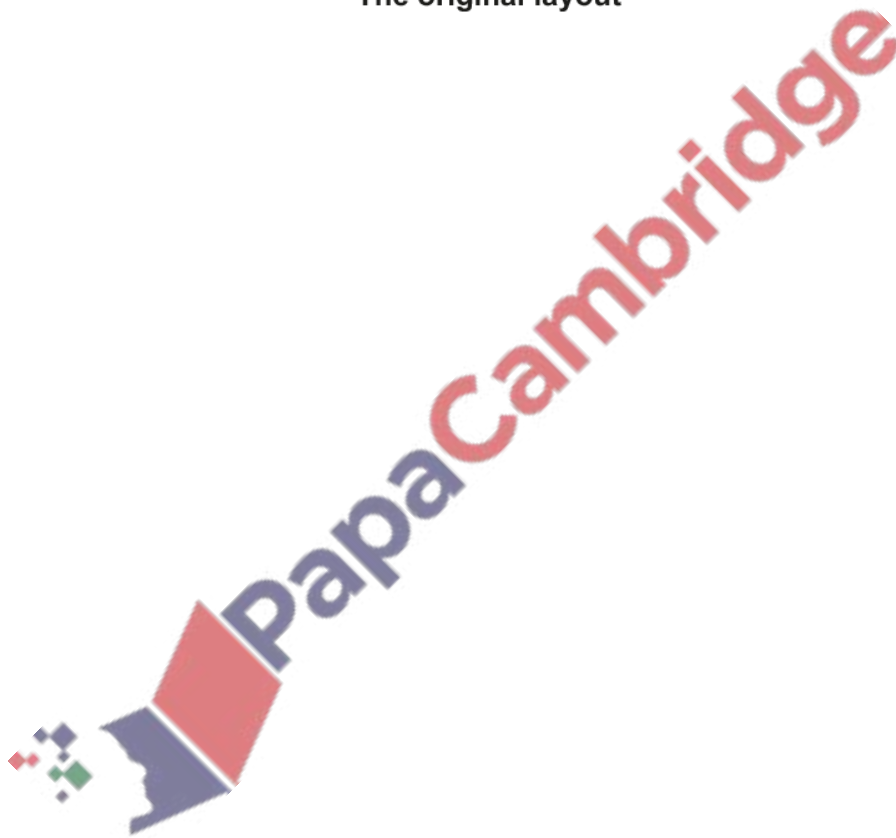
Host city: Birmingham, Alabama, United States

Opening ceremony: July 15

Closing ceremony: July 25

Main venue: The New Birmingham Stadium

**The original layout**



2. Nov/2021/Paper\_12/No.10c,d

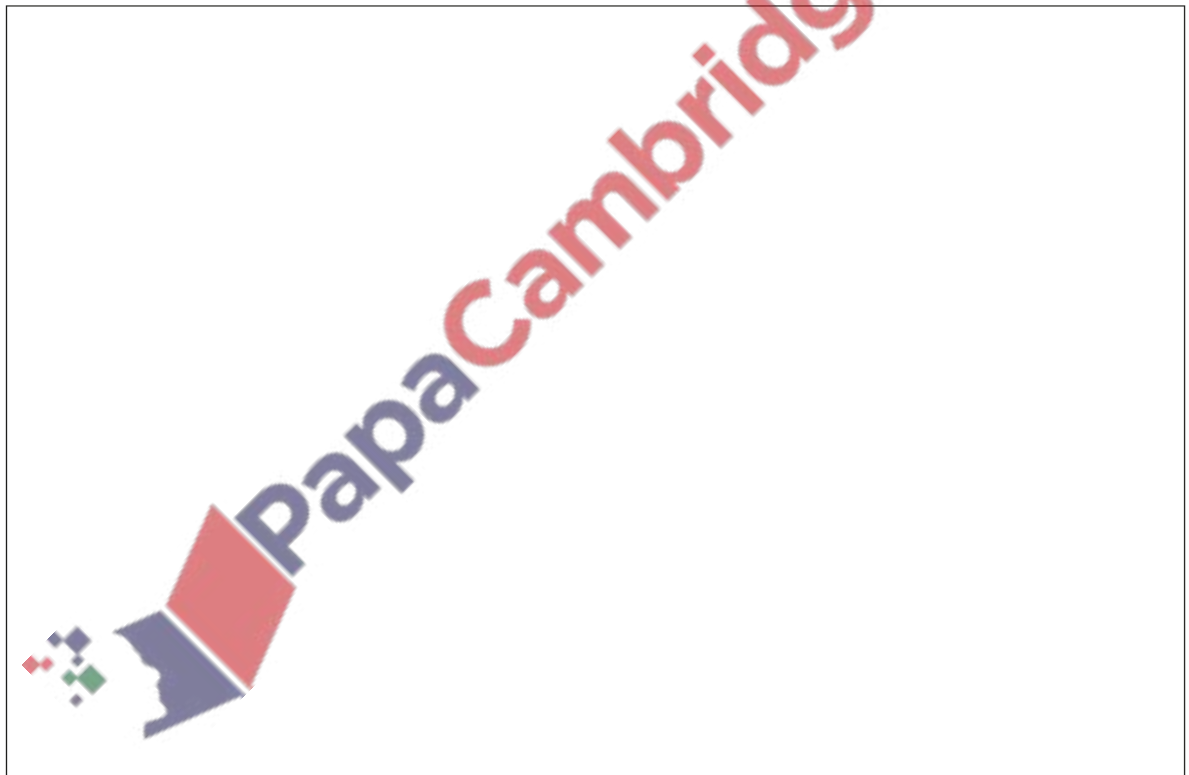
- 10 A school is planning to change the way it reports back to parents about their child's academic progress. They plan to produce a mail merged document and then email this to parents.

They have created a spreadsheet which shows the pupil's name, target, attainment and effort levels for Maths and the Science subjects.

Part of the spreadsheet is shown.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Name</b>		<b>Target level</b>	<b>Maths</b>		<b>Biology</b>		<b>Chemistry</b>		<b>Physics</b>	
2				<i>Attainment</i>	<i>Effort</i>	<i>Attainment</i>	<i>Effort</i>	<i>Attainment</i>	<i>Effort</i>	<i>Attainment</i>	<i>Effort</i>
3	Ahmal	Wulandan	6	7	2	6	2	8	1	7	2
4	Nurul	Prakoso	8	7	3	7	3	9	1	7	2

- (a) Design a suitable document layout to display the information of one pupil. The name of the pupil must be clearly shown separated from the rest of the data. It must have appropriate spacing. Do **not** include the pupil's data.



[6]

- (b) The attainment levels range from 1 to 9 and the effort levels range from 1 to 3. Before teachers are allowed to enter data, the spreadsheet needs to be tested.

Write down **one** example of extreme data to test the attainment field and **one** example of abnormal data to test the effort field.

Attainment – extreme data .....

Effort – abnormal data .....

[2]

- (c) Describe **four** advantages of using a mail merge for this document.

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[4]

- (d) When the mail merge is created, a special field containing the date needs to be added. This date will change automatically each time the merged document is sent or printed.

Explain how the date field can be added.

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[3]

3. Nov/2021/Paper\_13/No.9c

The manager of Rokit Motors has created many different types of documents including letters and memos for the company. Each of them is produced using its corporate house style.

(c) Explain why corporate house styles are required.

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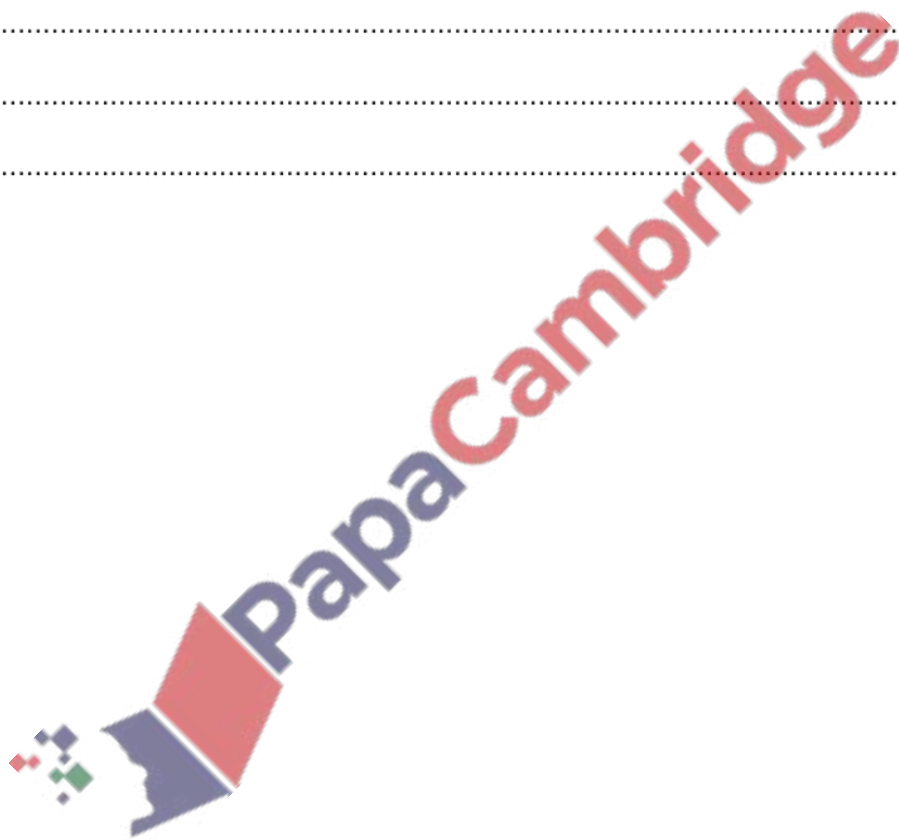
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4. Mar/2021/Paper\_12/No.2

Falyaz has created a diary using word processing software. The diary entry for 17<sup>th</sup> May 2020 is shown.

**17<sup>th</sup> May 2020**

First day of the holidays today and the family went to stay in a hotel near Cherai Beach in Kerala. This was a lovely place to spend the holidays with a long stretch of beach to play on. It is called the *Princess of the Arabian Sea*. We also visited a number of the lagoons in the area and met a lot of people. The weather was lovely, and the sun shone throughout most of the day.



(a) Write down **four** formatting features of the word processing software used to make this diary entry.

Feature 1.....

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Feature 2.....

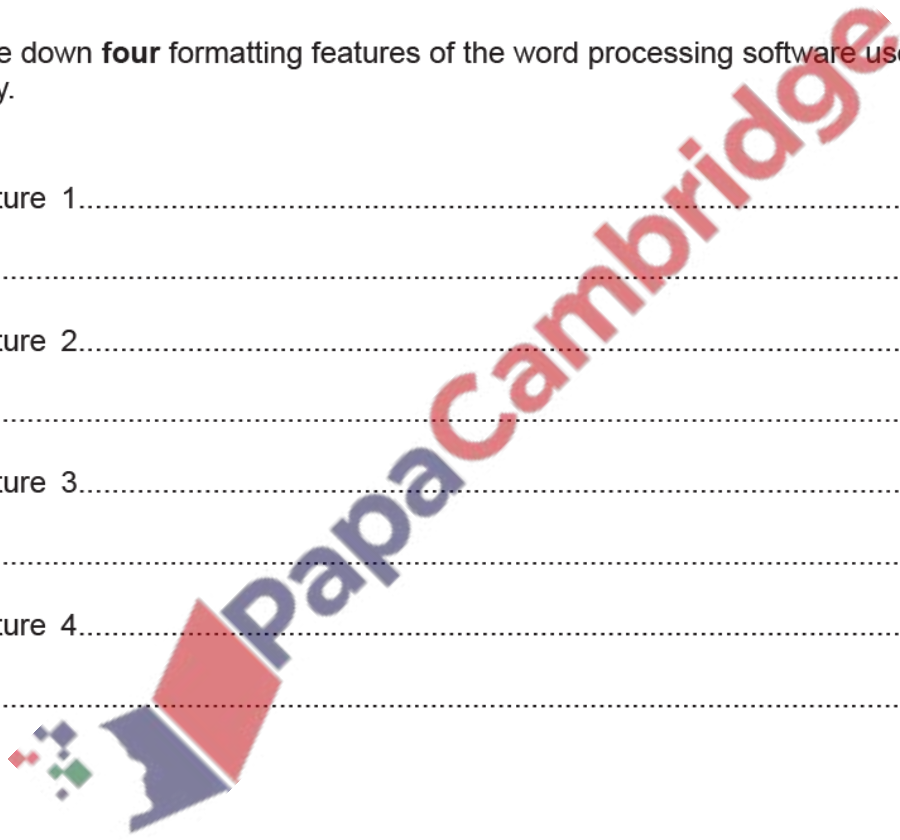
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Feature 3.....

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Feature 4.....

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[4]

(b) The original diary entry typed into the word processing software did not include an image.

Describe the steps that would be carried out by Falyaz to include in his diary entry an image taken from his digital camera.

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[6]

(c) Name **two** other sources of digital images apart from using a digital camera.

Source 1.....

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Source 2.....

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[2]

(d) Tick (✓) whether the following statements about generic image files refer to jpg, png or gif file types.

	jpg (✓)	png (✓)	gif (✓)
This file type stores still or moving images			
This file type uses lossy compression			
This file type is used for storing photographs on a digital camera			
This file type is limited to 256 colours			

[4]

(e) Falyaz wants to add a header in his word processed diary.

Explain what is meant by a header and why it is needed.

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[4]



5. June/2021/Paper\_12/No.12c,d

The student plans to create a table, using word processing software, to display the information he has found out about the animal.

The completed table will look like this:

Name of animal	Tiger quoll
Scientific name	Dasyurus maculatus
Pouched	No
Habitat	Australia
Conservation status	Threatened

(c) Explain how the student can create a table to enter this data.

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(d) The student has saved a picture from the internet of a tiger quoll.

Explain how he could create a new row above the Pouched row and place the picture into the right-hand cell of this new row.

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6. June/2021/Paper\_13/No.12

The director of a zoo is writing a document about wallabies. He has taken an image of some wallabies (Fig. 12.1) and is planning the layout of the pages which will include part of the image. The image he plans to use is shown in Fig. 12.2.



Fig. 12.1



Fig. 12.2

(a) Name the editing technique that was used to change Fig. 12.1 to Fig. 12.2.

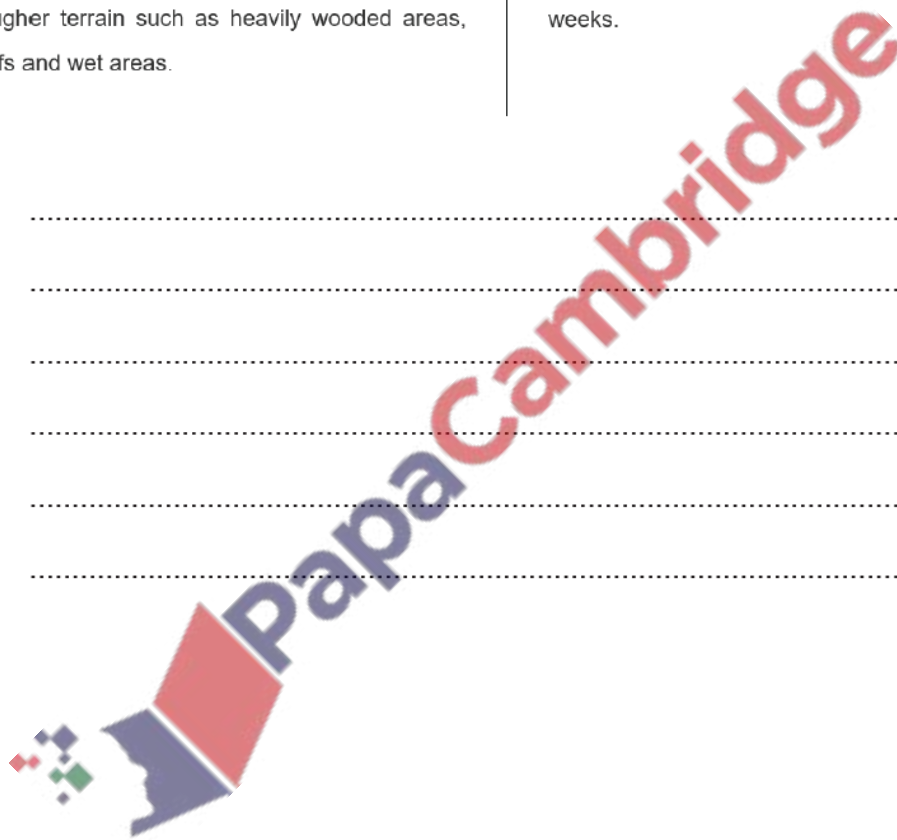
..... [1]

- (b) The director will include images and information about the wallabies in the document. Each page will be set out in 2 columns with a line between them.
- (i) Describe the steps taken to create the columns. Assume the software has been loaded and the text has been entered.

### The Habitat

The natural habitat of the wallabies<sup>1</sup> of New Guinea varies by species. The **forest wallaby** inhabits wooded and brush areas, whereas the **rock wallaby** inhabits the mountain areas. The **swamp wallaby** lives in the wetlands and swamps. Wallabies feel safer by inhabiting the rougher terrain such as heavily wooded areas, cliffs and wet areas.

Some types of rock wallaby live in the southern desert on almost vertical rock walls whilst others live in a more versatile habitat. To keep their young safe in these inhospitable areas the baby wallabies which are small, weak and vulnerable live in their mother's pouch for at least eight weeks.



[3]

(ii) Describe the steps taken to add the image as shown.

## The Habitat



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whereas the **rock wallaby** inhabits the mountain areas. The **swamp wallaby** lives in the wetlands and swamps. Wallabies feel safer by inhabiting the rougher terrain such as heavily wooded areas, cliffs and wet areas.

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PapaCambridge

[4]

(c) As the document is being written for the zoo it needs to conform to the corporate house style.

Explain what is meant by corporate house style.

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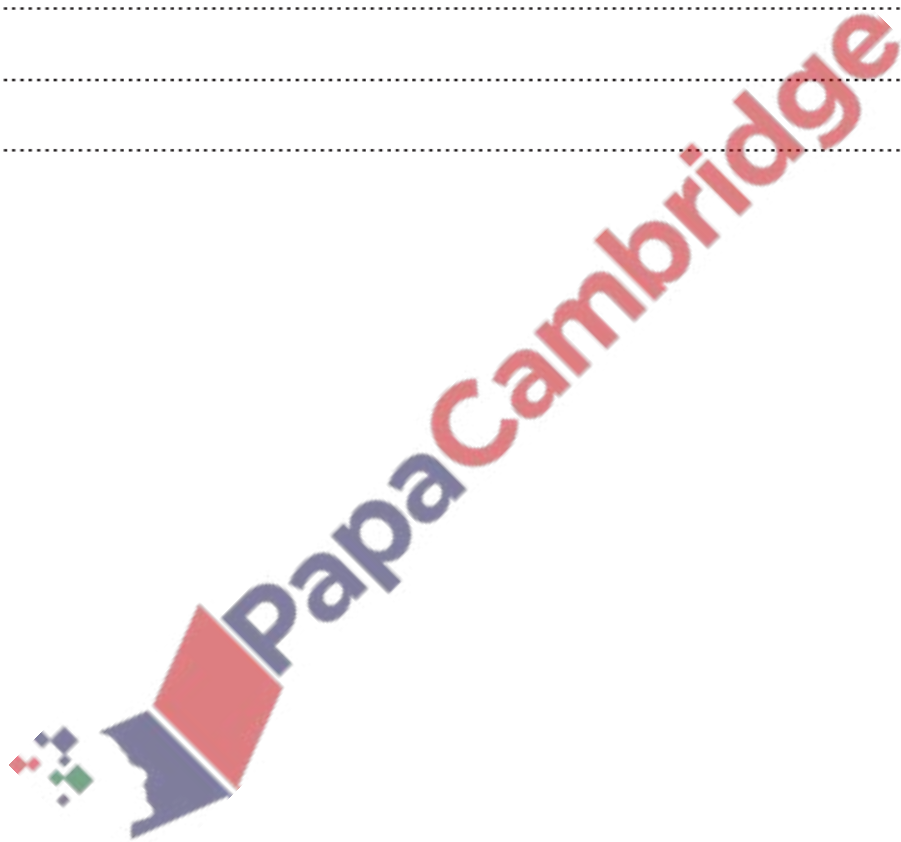
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[4]



7. **Nov/2020/Paper\_12/No.7d**

The owner of a soccer club has employed a systems analyst to create a new computerised system to store details of club members.

The systems analyst starts by researching the existing system. One way he could do this is to interview members of the soccer club.

(a) Discuss the benefits and drawbacks of individually interviewing the members.

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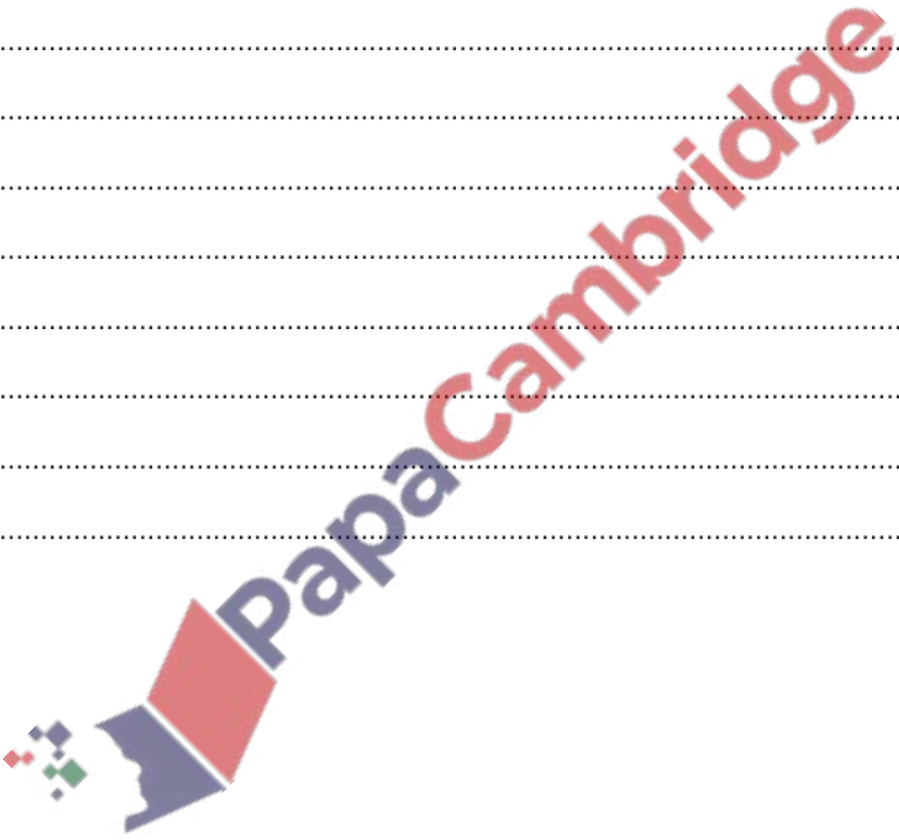
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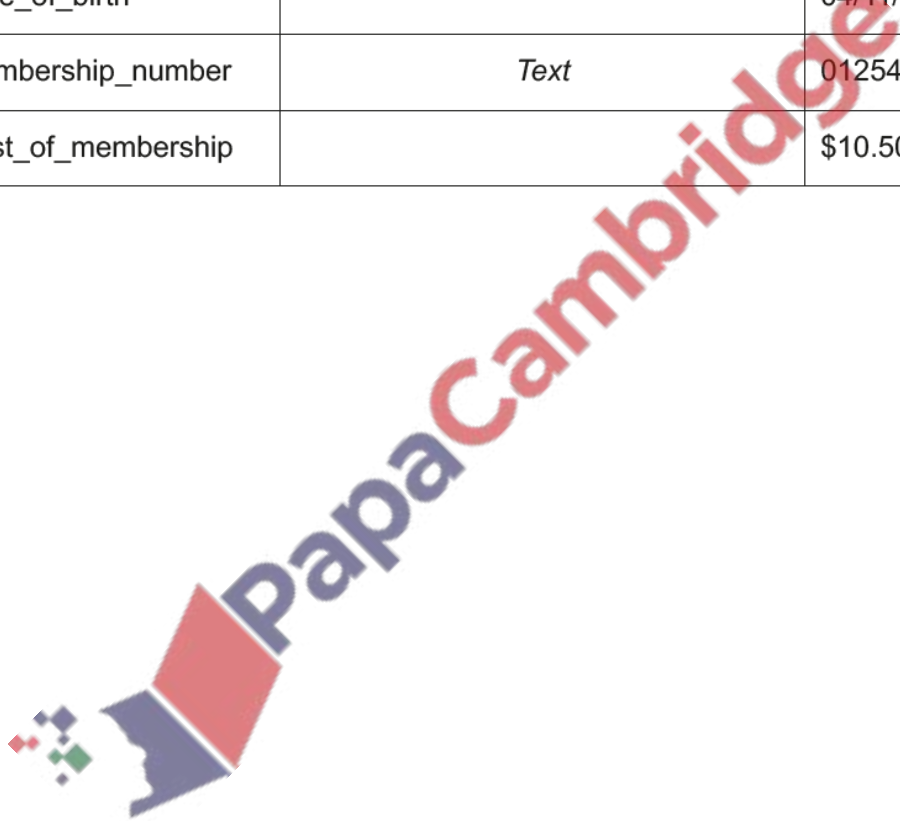
- (b) When the systems analyst created the new system, he had to choose data types for each field.

Write down the most appropriate data type for each field. The answers in the table must be different in each case. The data type for one field has already been identified; this data type must not be used for the other fields.

For any numeric field specify the type of number.

Field name	Data type	Example data
Year_joined		2019
Gender		F
Date_of_birth		04/11/2000
Membership_number	<i>Text</i>	01254
Cost_of_membership		\$10.50

[4]



(c) The systems analyst has set the data type for the Membership\_number field as text.

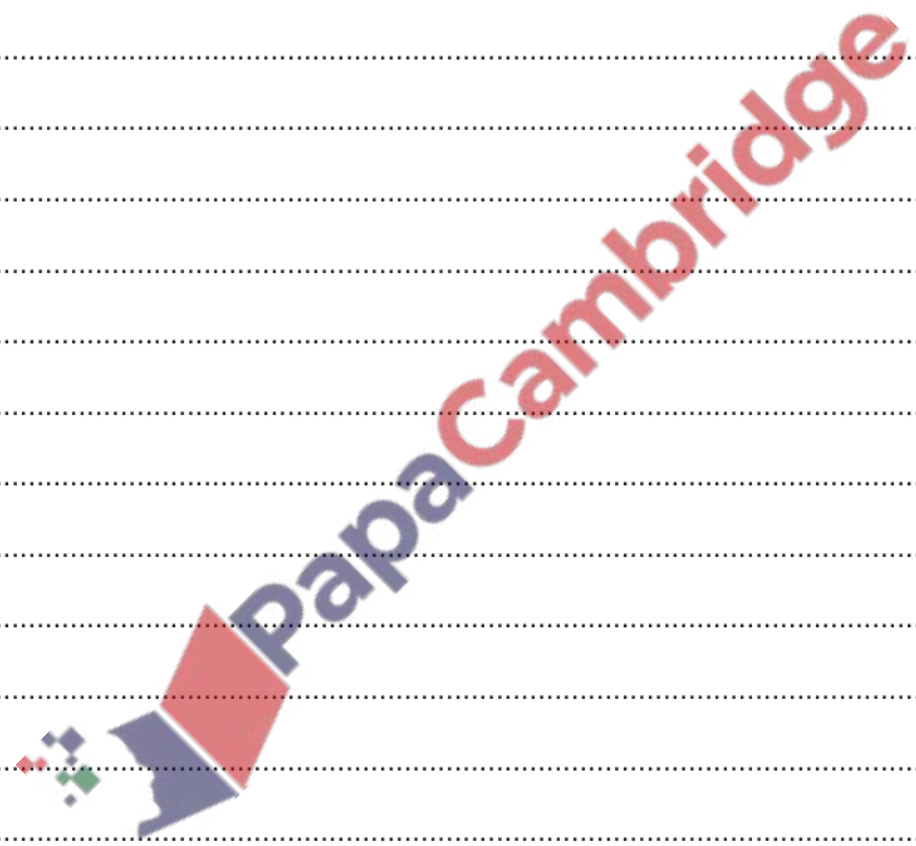
Explain why this field has been set for a text data type rather than a numeric data type.

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(d) The owner of the soccer club is planning to create membership cards for all its members using mail merge. The membership card will include personal data from the new system.

Describe the steps required to perform the mail merge.

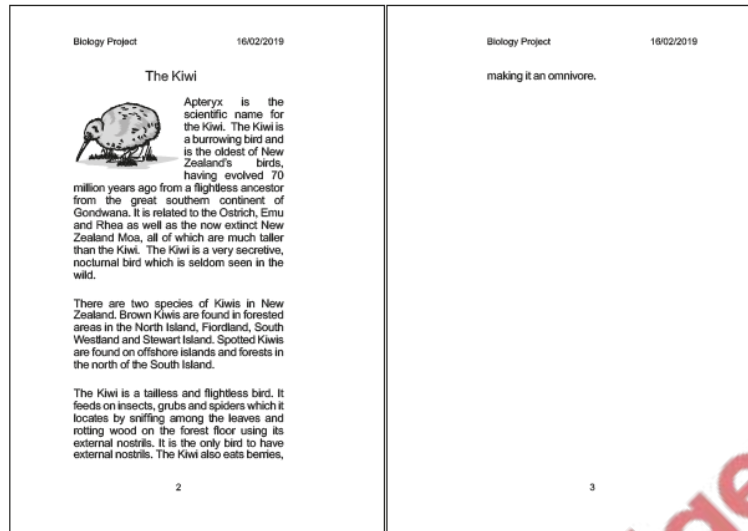
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8. Nov/2020/Paper\_13/No.3

A student has produced a document for her biology project. Part of the project is shown. Answer the questions relating to the document.



- (a) Give the name of the extra margin between the two pages of the document.  
..... [1]
- (b) Give the name of the space above the document, containing 'Biology Project' and the date.  
..... [1]
- (c) Name the term given to the single line of text that has overflowed on to the next page.  
..... [1]
- (d) Name the type of alignment used for the body text.  
..... [1]
- (e) The student has placed an image in the document.  
Name the type of formatting used to allow the text to flow around the image.  
..... [1]

9. Mar/2020/Paper\_12/No.9

Documents use headers, footers and margins.

The statements refer to a **header**, a **footer** or a **margin**. Tick (✓) the most appropriate term for each statement.

	header (✓)	footer (✓)	margin (✓)
Text entered that can appear at the top of each page automatically			
An area between the main content of a page and the edge of the page			
An additional space between facing pages			
Text entered that can appear at the bottom of each page automatically			

[4]

10. June/2020/Paper\_13/No.4

Mason is the head of a year group at a school. Every term he needs to send to parents a report on their child's progress. This will include a written report and the percentage attendance over the term.

Each term he loads the comments from his tutors into the word processing software. He then adds the attendance data from the database. The report is then printed and sent to parents.

He has decided that in future he will use mail merge to print the reports.

(a) Give **four** advantages of using mail merge instead of typing the reports.

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[4]

- (b) As it is entered, the data on the database is checked using validation routines. The percentage attendance field uses a range check.

Describe, using the percentage attendance field, the steps that need to be taken to create this validation routine.

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[4]

- (c) Before the database can be implemented the validation routines need to be tested.

Describe, using the percentage attendance field, how the validation routine will be tested by Mason.

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[4]

