



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Practical Test

October/November 2010

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

At the end of the exam put this **Question Paper** and **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **7** printed pages and **1** blank page.



You work for a company called *Hothouse Design*. You are going to perform some clerical duties for this company.

- 1 Prepare an e-mail message to be sent to **design.h@cie.org.uk** which contains the subject line **November 2010 article**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text **Please send the draft materials I need to work on.**

Send this message.

You should receive the instructions that you need within an e-mail reply.

- 2 Read the reply to your message and follow the instructions.
- 3 Add to your e-mail address book a new contact with the name **Sports Manager XXXX**
Replace XXXX with your candidate number.
Use the e-mail address that you received in the e-mail reply.
- 4 Save and print the entry in your address book. (This may be a screenshot to show that you have added the contact to your address book.)

You are now going to edit a document about Power Kite Sports.

- 5 Using a suitable software package, load the file **N10EKS.RTF**
- 6 Set the page size to A4.
- 7 Set the page orientation to landscape.
- 8 Set the top, bottom, left and right margins to 4 centimetres.
- 9 Save the document with a new filename to your work area.
- 10 Set all the text to a serif font.
- 11 Set all the text to single line spacing.
- 12 Set the alignment of all the text to be fully justified.
- 13 Set the font size of all the text to **10** point.
- 14 Place in the header:
 - your candidate number and your Centre number left aligned
 - the automated file name and path right aligned

Place in the footer:

- an automated page number centre aligned
- today's date right aligned

Make sure that all the alignments match the page orientation and margins.

Make sure that headers and footers are displayed on each page.

- 15 Make sure there is a blank line 10 points high after each paragraph and that the line spacing is consistent.
- 16 Insert a blank line at the start of the document and enter the heading **EKS Club News**
- 17 Set the font size of the heading to **36** point.
- 18 Add the text **Report by:** and add your name. Place this as a subheading below the heading.
- 19 Set both the heading and subheading to a sans-serif font.
- 20 Make the subheading italic.
- 21 Set the font size of the subheading to **18** point.
- 22 Underline the heading.
- 23 Make both the heading and subheading right aligned.

- 24 After the subheading, format the rest of the document into two equally spaced columns with a 1 centimetre gap.
- 25 Delete the paragraph that begins: *The Power Kite School courses ... kite flying theory, teaching, practice and safety to be covered.*
- 26 Change the list of basic safety rules to be a numbered list. Make sure the numbered list does not have any blank line spaces between the items. It includes the text from:

Do not attempt to learn ...

to

Never over estimate your own ability.

- 27 Insert a table with five columns and five rows after the text *Here are some courses we have on offer:*
- 28 Enter the following data into the table:

Learn to use your kite safely				
Course	Level	Duration	Cost	Group
Power kite taster	Beginner	1 hour	15.00	Max 4
Basic driving techniques	Intermediate	1 day	75.00	Max 4
Advanced flying or driving skills	Advanced	3 hours	80.00	1 to 1

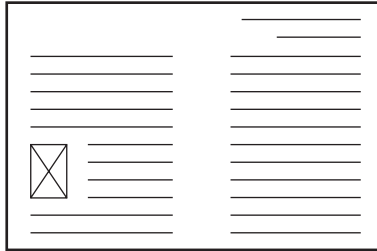
- 29 Make sure the table fits within the column, using text wrap where needed. Make sure text is aligned to the top of the cell if text is wrapped.
- 30 Format only the text in the top two rows of the table to be centred and underlined. Apply light grey shading (20 – 40%) to the top two rows of the table.
- 31 Merge the cells in the top row of the table so that the text is centred across the five columns.
- 32 Set all gridlines to be visible with lines 2 to 2.5 points wide.

- 33 Place the image **N10SURF.GIF** at the beginning of the paragraph that starts *Our Extreme Sports Centre gives you...*

Align the image with the top line of the paragraph and the left margin. Make sure the text wraps to the right and below the image.

Re-size the image to **3** centimetres high and maintain the aspect ratio.

It may look like this:



- 34 Save the document.

You are going to prepare some reports for the company

- 35 Using a suitable database package, import the file **N10EKS.CSV**

Assign the following data types to the fields.

Make	Text
Model	Text
Size	Numeric / 1 decimal place
Price	Currency / 2 decimal places
Skill level	Text
Wind condition	Text
Use	Text
Number	Numeric / Integer
Stock item	Boolean / Logical

Make sure that you use these field names. You may add another field as a primary key field if your software requires this.

Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, Centre number and candidate number are included on this printout.

- 36 Insert the following three records:

<i>Make</i>	<i>Model</i>	<i>Size</i>	<i>Price</i>	<i>Skill level</i>	<i>Wind condition</i>	<i>Use</i>	<i>Number</i>	<i>Stock item</i>
Airush	Vapour	16	999	Beginner	Low	Kite Surf	1	Yes
Best	Nemesis	12	979	Beginner	Medium	Kite Surf	1	Yes
Airush	Flow	5	699	Beginner	High	Kite Surf	1	Yes

Check your data entry for errors.

- 37 Save the data.

38 Produce a report which:

- contains a new field called **Order** which is calculated at run-time. This field will calculate the *Price* multiplied by 3
- has the *Order* field set as currency with 2 decimal places
- shows only the records where *Number* is less than 2 and *Stock item* is *Yes*
- shows all the fields and their labels in full
- fits on a single page wide
- has a page orientation of landscape
- sorts the data into ascending order of *Make* (with *Airush* at the top)
- calculates the total value of kites to be ordered and
 - shows this total value at the bottom of the *Order* column
 - formats this total value to currency with no decimal places
 - has the label **Total order value** for the total value
- includes the heading **Kites we need to restock** at the top of the page
- has your name, Centre number and candidate number on the left footer of each page.

39 Save and print this report.

40 Produce labels from all the data which:

- fit two side by side on the page
- show only the records where *Use* contains **Kite Surf**, the *Stock item* field is **Yes** and the *Skill level* is not **Beginner**
- show only the fields *Make*, *Model*, *Size*, *Price* and *Wind condition*, each on a separate line
- display the field name as well as the data
- are sorted into ascending order of *Size*
- include the heading **Special offer for kite surfers** at the top of each label
- have your name, Centre number and candidate number at the bottom of each label.

The page layout may look like this

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

41 Save and print these labels.

42 Produce an extract from all the data which:

- selects only
 - small kites of less than size 3
 - those suitable for beginners
- shows only the fields *Make*, *Model*, *Size* and *Price*
- sorts the kites into ascending order of price.

- 43 Save this data in a form which can be imported into the document that you saved in step 34.
- 44 Import this data into your document as a table after the paragraph which ends: *Here are some small kites suitable for a beginner, some of which will still be suitable as you progress to intermediate skills:*

Make sure that all required fields and their labels are fully visible and that there is one blank line above and below the table.

- 45 Search the website address specified in the body of the e-mail from step 2 for a file that contains information on **EKS adventure trips**. Save this file in your work area.
- 46 Insert this text, as a table, into your document after the line *Here are details of planned trips:*
- 47 Format the table to match that of the table you created in steps 27 to 32.
- 48 Spell-check and proof-read the document.

Place page breaks, if necessary, to ensure that:

- tables do not overlap two columns or pages
- bulleted lists do not overlap two columns or pages
- there are no widows
- there are no orphans

- 49 Save the document.
- Print the document.
- 50 Prepare an e-mail message:
- to be sent to **design.h@cie.org.uk**
 - copied to **events.eks@cie.org.uk**
 - with the subject line **Draft club news article**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text **Here is the draft news letter you asked me to prepare.**

- 51 Attach to your e-mail the document you saved in step 49.
- 52 Print a copy of this e-mail, showing clearly that the attachment is present.

Send the e-mail.

Write today's date in the box below.

Date

