Cambridge IGCSE

CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Document Production, Data Manipulation and Presentations **October/November 2018**

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.
You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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.

CAMBRIDGE International Examinations

[Turn over

You work for a company called Tawara Heritage Mining. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **N218EVIDENCE.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 **N218EVIDENCE** followed by your candidate number, for example, **N218EVIDENCE9999**

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit an information sheet for Tawara Heritage Mining. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

1 • Using a suitable software package, open the file **N218HISTORY.rtf**

- The page setup is set to A4, landscape orientation with margins of **2** centimetres.
  Do **not** make any changes to these settings.

- Save the document in your work area with the file name **MINING**

  Make sure it is saved in the format of the software you are using.

> **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.

[1]

2 • Remove any pre-set page breaks in the document. [1]

3 • Place your name, Centre number and candidate number right aligned in the header.

- Place in the footer:
  - automated page numbers left aligned
  - the automated file name and path right aligned.

- Make sure that:
  - all the alignments match the page margins
  - no other text or placeholders are included in the header and footer areas
  - headers and footers are displayed on all pages. [2]

4 • Create and store the following styles, basing each on the default paragraph style:

House Style Specifications							
Style Name	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
THM-Title	serif	36	right	bold	single	0	0
THM-Subtitle	serif	18	left	underline	single	0	0
THM-Subhead	sans-serif	16	centre	underline, italic	single	0	6
THM-Body	serif	11	justified	none	single	0	12
THM-Table	serif	11	centre	none	single	0	0

> **EVIDENCE 2**
> Take a screenshot to show that the style settings have been defined for the *THM-Subhead* paragraph style. Place this in your Evidence Document.

[3]

5 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence that these styles have been created, named and saved.

> **EVIDENCE 3**
> Take screenshot(s) to show the style names have been created and saved. Place this in your Evidence Document.

[1]

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

History of Tawara Mining

• Apply the *THM-Title* style to this text. [2]

7 • Enter your name immediately after the subtitle *Report produced by:*

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

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

9 • Change the page layout so that the subheading *Tawara Mining* and all following text is displayed in two equally spaced columns with **2** centimetre spacing between the columns.

[2]

10 • Format the country items from

        Russia – iron …

        to

        … China – gold, iron, bauxite, copper

    to be a bulleted list with square bullets. [1]

11 • Format this list so the bullets are indented **1.5** centimetres from the left margin with no space after each line. [1]

12 • Identify the **7** subheadings in the document and apply the *THM-Subhead* style to each one. [1]

13 • Open the file **N218PRICELIST.csv** and insert the contents as a table after the text *… Current metal prices are as follows:* [1]

14 • Delete the column with the heading *Year 2000 price per kg* [1]

15 • Insert a new row at the end of the table.
   • Enter the following text in the new row:

Metal name	*Price/kg*	*Price/tonne*	*Price low*	*Price high*
Nickel	**11.27**	**10794.13**	**8.05**	**11.48**

[1]

16 • Sort the data into ascending alphabetical order of metal name. [1]

17 • Format the first row of the table so it:
   ◦ is centre aligned over the five columns
   ◦ has a white, **14** point, sans-serif font
   ◦ is bold and italic
   ◦ has a black background. [3]

18 • Make sure that:
   ◦ the table fits within the column width
   ◦ the *THM-Table* style is applied to rows 2 to 8
   ◦ the text in each cell does not wrap
   ◦ all borders and gridlines are displayed when printed. [2]

19 • Import the image **N218LOGO.png** and place this below the subheading *Tawara Mining* [1]

20 • Format the image so that:

    ○ it is re-sized to a width of **3.5** centimetres with the aspect ratio maintained

    ○ it is aligned to the left margin and the top of the paragraph starting *The first part of…*

    ○ the text wraps round the image.

It may look like this:
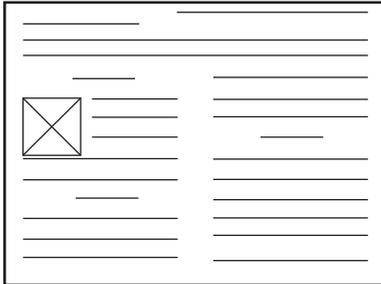
[2]

21 • Spell check and proofread the document.

    • Make sure that:

        ○ tables and lists 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 as used in Step 1.

    • Print the document.

> **PRINTOUT 1**
> Make sure your **name, Centre number** and **candidate number** are on your report.

[1]

[Total: 30]

Task 3 – Database

You are now going to prepare some reports using related tables in a database. Make sure all currency values display the same currency symbol of your choice and are set to 0 decimal places. Dates are to be displayed in the format dd-MMM-yy.

22 • Import the file **N218CUSTOMERS**.csv into a suitable database package.

• Use these field names and data types:

Field Name	Data Type	Format
Title	Text	
First_Name	Text	
Cust_No	Text	
Last_Name	Text	
Add1	Text	
Town	Text	
Postcode	Text	
Pay_Type	Text	
Memb_Date	Date	dd-MMM-yy e.g. 19-Jun-07
Memb_Type	Text	

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

• Save the data.

> **EVIDENCE 4**
> Take screenshot evidence showing the field names and data types used in the table.
> Place this screenshot into your Evidence Document.

[1]

23 • Import the file **N218ORDERS.csv** as a new table in your database.

• Make sure the *Order_Value* is formatted as currency.

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

• Create a one-to-many relationship between *Cust_No* in the customers table and the *Cust_ID* field in the orders table.

> **EVIDENCE 5**
> Place in your Evidence Document screenshot(s) showing the type of relationship between the two tables.

[1]

24 • Create a columnar data entry form which will include all the fields from the orders table. The field headings must be aligned to the left and positioned under each other.

• Make sure all the fields and data are fully visible and the layout is consistent.

• Enter an appropriate title at the top of the form. [2]

25 • Use the form created in Step 24 to enter the following details as a new order:

Cust_ID	**THM0044**
Order_ID	**T201**
Order_Year	**2017**
Tin	**4**
Copper	**2**
Zinc	**1**
Lead	**0**
Order_Value	**160**

• Check your data entry for errors.

• Make sure all data is fully visible.

• Save the data.

> **EVIDENCE 6**
> Place in your Evidence Document a screenshot showing this data in your form.

[2]

26 *Tax of 20% is to be added to each order value.*

- Using fields from both tables produce a report which:
  - contains a new field called **Gross_Value** which is calculated at run time and displayed as currency. This field will calculate the *Order_Value* plus *20%* of the *Order_Value*
  - shows only the records where:
    - *Order_Year* is **2017**
    - *Pay_Type* contains **Card**
    - *Order_Value* is **90 or more**
  - shows only the fields *Cust_No*, *Title*, *First_Name*, *Last_Name*, *Order_ID*, *Order_Value*, *Gross_Value* and *Pay_Type* in this order with data and labels displayed in full. Do **not** group the data
  - sorts the data into descending order of *Pay_Type* and then ascending order of *Order_Value*
  - has a page orientation of landscape
  - fits on a single page wide
  - includes the heading **Card payments in 2017** at the top of the page
  - calculates the average *Order_Value* and places this number below the *Order_Value* column
  - displays the average value as currency
  - has a label **Average order value** to the left of this value
  - has your name, Centre number and candidate number on every page 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 7**
> Place in your Evidence Document a screenshot showing the formula used to calculate the average order value.

[12]

27
- Export the report created in Step 26 as a text file for use in another application.
- Save the exported file in your work area.

> **EVIDENCE 8**
> 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.

[1]

28 • Using fields from both tables you are going to produce some address labels which:

    ○ contain only those records where:

        – the membership type is **Adult** or **Family**

        – the membership date is before **2015**

        – **3 or more** tin ingots have been ordered.

    ○ are sorted into 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, for example, each label size 67.7 mm high × 99.0 mm wide (6.77 cm × 9.90 cm)

    ○ display the fields in the positions shown in the following sample label:

> Title   First_Name   Last_Name
> Add1
> Town   Postcode
> Memb_Date
> Tin

    ○ include a centre aligned heading, in a larger font size and bold, at the top of each label:

    VIP Invitation!

    ○ have your name, Centre number and candidate number at the bottom of each label.

• Save and print your labels.

> **PRINTOUT 3**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on each label.

[7]

29 Answer the following questions in your own words and record your answers in your Evidence Document:

(a) The *Customers* table contains a primary key. Explain why the *Last_Name* field would not be appropriate as a primary key. [1]

When adding data to a field in the Customers table, it would be easier for a user to select data from a list.

(b) Identify another advantage of selecting data from a list. [1]

(c) Identify **two** fields that would be most suitable for setting up as a list selection. [2]

> **EVIDENCE 9**
> Type your answers in your own words into your Evidence Document.

[Total: 30]

Task 4 – Mail merge letter

You are required to carry out a mail merge to send invitation letters for the Tawara Mining open day.

30 • Create a mail merge letter using the file **N218INVITE.rft** as the master document and **N218DATA.csv** as the data source.

• In the master letter replace the <Date> field with a field to display today's date in the format dd-MMM-yy

> **EVIDENCE 10**
> Take screenshot evidence showing the date field code. Place this screenshot into your Evidence Document.

[1]

31 • In the master letter, maintain the existing spacing and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source:

Data to replace	Replace with field
<TITLE>	Title
<FIRST>	First_Name
<LAST>	Last_Name
<ADD1>	Add1
<ADD2>	Town
<ADD3>	County
<POST>	Postcode
<STAT>	Status
<BON>	Bonus
<REW>	Reward

[2]

32 • Replace the text *Candidate Name* with your name.

• Include your name, Centre number and candidate number in the header of the document.

• Save the master letter. [1]

33 • Reflect the image so the ingot image looks like this:

• Save and print the master letter with the merge fields displayed.

> **PRINTOUT 4**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your master letter.

[1]

34 • Set an automated filter to select only those members with a status of **Elite**

> **EVIDENCE 11**
> Place in your Evidence Document a screenshot to show the automated filter.

[1]

35 • Merge and print the letters for the selected members only.

• Save and close the files.

> **PRINTOUT 5**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your letters.

[1]

[Total: 7]

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 display a title and bulleted list.

36 • Create a presentation of 5 slides using the file **N218WORLDMINES.rtf** [1]

37 • Display the following features on all slides:

○ the company logo **N218LOGO.png** positioned in the top right corner, appropriately sized with aspect ratio maintained

○ your name, Centre number and candidate number in the bottom left corner

○ automatic slide numbers in the top left corner. [2]

38 • Using the data in the file **N218TOPTEN.csv** create a pie chart to compare the 2016 production values for only the top 5 tin mining countries. [1]

39 • Format the chart to display:

○ the title **Top 5 Tin Mining Countries**

○ for each sector, the country name and production value only.

Do **not** display a legend. [2]

40 • Extract the sector for the largest producing country by pulling it away from the other countries. [1]

41 • Place the chart to the left of the bullet points on the slide with the title *Tin Mining*

• Make sure that all data is displayed in full and no items overlap. [1]

42 • Save the presentation.

• Print the presentation as a handout with 6 slides to the page.

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

[1]

• Print only the slide with the title *Tin Mining*. Make sure that this slide fills the full page.

> **PRINTOUT 7**
> Print this slide. Make sure your **name**, **Centre number** and **candidate number** are on this slide.

[Total: 9]

43 *Tawara are currently backing up their data onto a tape drive system. They are considering backing up onto the cloud.*

• Evaluate in your own words the use of the cloud to backup data compared to their tape drive system.

• Recommend the most appropriate back up storage for Tawara Heritage Mining to use.

> **EVIDENCE 12**
> Type your evaluation and recommendation in your own words into your Evidence Document using no more than 100 words.

[4]

[Total: 4]

Task 6 – Printing the Evidence Document

44 • Save and print your Evidence Document.

> **PRINTOUT 8**
> Make sure that you have entered your **name**, **Centre number** and **candidate number** on your Evidence Document.