Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY	**0417/02**
Paper 2 Document Production, Databases and Presentations	**For examination from 2023**
SPECIMEN PAPER	**2 hours 15 minutes**

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

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 70.
- The number of marks for each question or part question is shown in brackets [ ].

This document has **10** pages.

[Turn over

You have been supplied with the following source files:

SP02ABOUT.rtf
SP02BUILDERS.csv
SP02EVIDENCE.rtf
SP02SALES.csv
SP02SUPER.rtf
SP02YACHT.jpg
SP02YACHTS.csv

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 **SP02EVIDENCE.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 **SP02EVIDENCE** followed by your candidate number, for example, **SP02EVIDENCE9999**

You will need to place screenshots in this document 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 must be created and applied as instructed.

1   Using a suitable software package, open the file **SP02SUPER.rtf**

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

Save the document in your work area with the filename **BROKER**

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

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 Place in the footer of the file *BROKER*

- 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
- the footer is displayed on all pages.

[1]

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

House style specification							
	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
TY-Subhead	sans-serif	16	centre	all capitals, bold	single	0	9
TY-Table	serif	11	centre	italic	single	0	0

Take a screenshot to show that you have defined the settings for the *TY-Subhead* style.
Make sure there is evidence that you have based this on the default paragraph style.
Place this in your Evidence Document.

[3]

4 Display these custom style names as a list in the style manager/organiser.

Take screenshot evidence to show that you have created, named and saved these styles. Place this in your Evidence Document.

[1]

5 The style name *TY-Title* has already been created, stored and applied to the title text.

Modify the *TY-Title* style so only the following formatting is applied:

	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
TY-Title	sans-serif	32	centre	bold, underline	single	0	6

Place in your Evidence Document a screenshot of the style settings for the *TY-Title* style to show that you have changed these.

[2]

6 Below the title, add a subtitle:

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

7 The style name *TY-Subtitle* has already been created and stored.

 Apply this style to the text you entered in Step 6. [1]

8 Change the page layout so that the subheading *Global Analysis* and all following text is displayed in **two** equally spaced columns with **2** centimetre spacing between the columns. [2]

9 Identify the 5 subheadings in the document and apply the *TY-Subhead* style to each one. [1]

10 Locate the table in the document.

 Sort the data in the table into descending order of *Length in metres*. [1]

11 Insert a new row between *Germany* and *United Arab Emirates*.

 Enter the following data into this row:

	Length in metres	*Number of Yachts*
China	900	26

 [2]

12 Apply the *TY-Table* style to the table.

 Make sure that:

- no data is wrapped within the table
- all gridlines are displayed when printed
- all borders and data fit within the column width
- there is a 6 point space after the table.

 [2]

13 Format the first row of the table to be centre aligned over the three columns. [1]

14 Import the image **SP02YACHT.jpg** and place this below the subheading *CHARTERS*. [1]

15 Reflect the image so that the yacht points to the left. [1]

16 Format the image so that:

- it is re-sized to a width of **6** centimetres with the aspect ratio maintained
- it is aligned to the left column margin and the top of the paragraph starting *A Tawara Yacht charter …*
- the text wraps round the image.

[2]

17 Spell check and proofread the document.

Make sure that:

- the table is not split over two columns or pages
- there are no widows or orphans
- there are no blank pages
- styles are applied consistently
- spacing is consistent between all items.

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

Print the document.

[1]

[Total: 24]

Task 3 – Database

You are now going to prepare some reports. Make sure all currency values display a currency symbol and are set to 0 decimal places.

18 Using a suitable database package, import the file **SP02YACHTS.csv**

Use these field names and data types:

Field Name	Data Type	Display
Yacht_Name	Text	
Type	Text	
Yacht_ID	Text	
Length	Number	1 decimal place
Builder_ID	Text	
Price	Numeric/Currency	currency symbol and 0 decimal places
Build_Year	Number	
Sleeps	Number	
Crew	Number	

Set *Yacht_ID* as a primary key.

Save the data.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[4]

19 Examine the file **SP02BUILDERS.csv** and identify the most appropriate field to set as a primary key.

Import this file as a new table in your database.

Format all data types as text.

Set the identified field as the primary key.

Place in your Evidence Document a screenshot showing the field names, data types and the primary key used in the table.

[2]

20 Create a one-to-many relationship between the *Builder_ID* fields.

Place in your Evidence Document screenshot(s) showing the one-to-many relationship between the two tables.

[1]

21 Add the following as a new record in the yachts table:

Yacht_Name	**Antalex**
Type	**Motor**
Yacht_ID	**MO126**
Length	**26**
Builder_ID	**31SANIT**
Price	**795000**
Build_Year	**2011**
Sleeps	**6**
Crew	**3**

Check your data entry for errors. Save the data.

[2]

22 Using fields from both tables, produce a tabular report that:

- selects the records where:
  – *Build_Year* was **after 2010**
  – *Length* is **40 or less**
- contains a new field called **Total_Berths** which is calculated at run-time. This field will add the *Sleeps* field to the *Crew* field
- shows only the fields *Yacht_Name*, *Builder_Name*, *Type*, *Length*, *Price*, *Build_Year*, *Build_Country*, *Sleeps*, *Crew* and *Total_Berths* in this order with data and labels displayed in full. Do **not** group the data
- 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
- includes the heading **Yachts less than 15 years old** as a title displayed in a larger font size at the top of the page
- has your name, centre number and candidate number in the footer of the report so it displays on every page.

Save and print your report.

[9]

23 Using fields from both tables, produce a tabular report that:

- selects only those records where
  – *Country_Code* is **NZ** or **AU**
  – *Builder_Name* includes the text **Yacht**
- shows only the fields *Yacht_Name*, *Builder_Name*, *Type*, *Length*, *Price* and *Build_Country* in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Price*
- has a page orientation of portrait
- fits on a single page
- calculates the average *Length* in this selection and positions this number below the *Length* column
- displays this average length value to **1** decimal place
- includes the heading **Oceania Boat Builders** as a title displayed in a larger font size at the top of the page
- has your name, centre number and candidate number at the top or bottom of the report.

Save and print your report.

[9]

24 Export the report created at Step 23 in portable document format (pdf).

Save the exported file in your work area.

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]

[Total: 28]

Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

25 Create a presentation of 6 slides using the file **SP02ABOUT.rtf**

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

   [1]

26 Use a master slide to display only the following features:

   • automatic slide numbers on the top right
   • 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.

   [2]

27 Format slide 1 with a title slide layout with the title and subtitle text centred in the middle of the slide. [1]

28 On the slide with the title *Marketing* demote the 4 bulleted items after the text *dedicated marketing manager*: so they look like this:

   > • dedicated marketing manager:
   >   – *manages vessel's promotion on specialist websites*
   >   – *keeps all particulars up-to-date in real time*
   >   – *maintains social media interaction and messaging*
   >   – *monitors market trends and fluctuations*

   [3]

29 Use the data in the file **SP02SALES.csv** to create a vertical bar chart to compare the sales of yachts by size for only the year 2021. Display, with labels, the yacht lengths on the category axis and the number sold on the value axis. [2]

30 Label the chart as follows:

   chart title **Superyacht Sales 2021**
   value axis title **Number Sold**
   category axis title **Length (Metres)**

   [2]

31 Display only the values as data labels above each bar.

   Do **not** display a legend.

   [1]

32 Format the value axis scale to display:

        a minimum value of **0**
        a maximum value of **120**
        increments of **15**   [2]

33 Place the chart to the left of the bullets on the slide with the title *Sales*.

Make sure that:

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

           [1]

34 On the slide with the title *Our Services* format the text *yacht charters* so that when clicked it goes to the slide with the title *Sales*.

Take screenshot evidence to show that the text links to the correct slide. Place this in your Evidence Document.

           [2]

35 Save the presentation.

Print all the slides as handouts with 2 slides to the page, each slide filling half the page.

           [1]

           [Total: 18]

Task 5 – Printing the Evidence Document

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

Save your Evidence Document.

Print your Evidence Document.