CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER

INFORMATION AND COMMUNICATION TECHNOLOGY

Paper 2 Practical Test

Additional Materials: Candidate Source Files

0417/21

May/June 2014

2 hours 30 minutes

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 **8** printed pages.

[Turn over

You work for an activity company called Tawara Adventure Centres. You are going to perform some tasks for this company.

✓

1   Open the file **J14EVIDENCE.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 **J14EVIDENCE** followed by your candidate number. For example: J14EVIDENCE9999

You will need this file later.

You are now going to edit an information sheet about Tawara Adventure Centres.

2   Using a suitable software package, load the file **J14FLYER.RTF**

3   Set the:
   - page size to A4
   - orientation to portrait.

Place screen shot evidence of the A4 page size setting in your evidence document.

4   Set the:
   - top and bottom margins to **2.5** centimetres
   - left and right margins to **2** centimetres.

Place screen shot evidence of this in your evidence document.

5   Save the document with a new name in your work area. Make sure it is saved in the format of the software you are using.

6   Place in the header:
   - your name left aligned
   - today's date right aligned.

Place in the footer:
   - the automated file name and path left aligned
   - your Centre number and candidate number right aligned.

Make sure that all the alignments match the page margins.

Make sure that the headers and footers are displayed on all pages.

7   At the start of the document enter the title **Tawara Adventure Centres**

8   Make the title:
   - centre aligned
   - font size **30** point
   - italic.

9   Below the title, add a subtitle:

Produced by: and add your name.

✓

10 Make the subtitle:

- left aligned

- font size **18** point

- bold and underlined.

11 Set the title and subtitle to a serif font.

12 Format the text from the subheading *ACTIVITIES* so that this subheading and all following text is displayed in two equally spaced columns with **1** centimetre spacing between the columns.

13 Set all of the body text to:

- be fully justified

- font size **11** point

- a sans-serif font

- **single** line spacing.

14 Identify the **8** subheadings in the document and make them all:

- centre aligned

- bold

- underlined

- a serif font

- font size **14** point.

15 Make sure there is a single **11** point line space after each paragraph of the body text and after each subheading.

16 Open the file **J14COURSE.CSV** and insert the contents as a table on the first page after …*These include:*

17 Delete the third column with the heading *LEVEL* from the table.

18 Format the text in the table as body text.

19 Adjust the column widths so all the data displays on one line.

20 Format the top row of the table to be:

- bold and underlined

- centre aligned over the three columns.

21 Make sure the table:

- fits within the column

- has a single (**11** point) line space above and below

- displays gridlines when printed.

22 Import the image **J14SKI.JPG** and place this below the subheading *ACTIVITIES* on the first page.
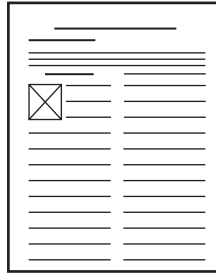
✓

23 Crop the image to remove the fish on the left hand side. ☐

24 Format the image so that it is: ☐

- re-sized to a height of **5** centimetres
- aligned to the left margin
- aligned with the top of the paragraph starting *We offer an unrivalled…*

Make sure the text wraps round the image and the aspect ratio is maintained.

It may look like this:

25 Apply bullets to the list of centres from: ☐

Bristol…

to

…Wales

26 Format the list so the bullets are positioned **2** cm from the left margin of the column. ☐

27 Format the last paragraph of the document to display: ☐

- an outside **3** to **4** point border
- light grey shading (10 – 25%)
- **1.5** line spacing.

28 Replace the word *external* with the word **outdoor** wherever it occurs. ☐

29 Save the document. ☐

You are now going to prepare some reports for the company. <u>Make sure all currency values are in Euros to two decimal places.</u>

✓

30 Using a suitable database package, import the file **J14ACTIVITIES.CSV**

Use the following field names and data types:

NAME	DATA TYPE	FORMAT
Course_Code	**Text**	
Activity	**Text**	
Type	**Text**	
Level	**Text**	
Location	**Text**	
Residential	**Boolean/Logical**	Yes/No
Daily_Cost	**Number**	Numeric/Currency
Duration	**Number**	Integer
Insurance	**Number**	Numeric/Currency

31 Place a screen shot showing the field names and data types used into your evidence document.

32 Insert the following three records:

Course_Code	Activity	Type	Level	Location	Residential	Daily_Cost	Duration	Insurance
JR019	**Rib Trip**	**Water**	**Extreme**	**Jersey**	**Yes**	**52**	**7**	**20**
CR009	**Kite Surfing**	**Water**	**Extreme**	**Cornwall**	**Yes**	**92**	**6**	**15**
BR017	**Stunt Flying**	**Air**	**Extreme**	**Bristol**	**Yes**	**77.5**	**4**	**20**

33 Check your data entry for errors.

34 Save the data.

35 The centre located in Leeds has closed. Find any activities located in Leeds and delete them from the database.

✓

36 Produce a report from all the data which:

- contains a new field called **Course_Cost** which is calculated at run-time. This field will calculate the *Daily_Cost* multiplied by *Duration* plus the *Insurance*
- has the *Course_Cost* field displayed as currency
- shows only the records where the *Level* is **Extreme**, *Residential* is **Yes**, *Duration* is **10** days or less and excludes those activities located in **Ireland**
- shows only the fields *Course_Code, Activity, Type, Location, Level, Daily_Cost, Duration* and *Course_Cost* in this order with all data and labels displayed in full
- sorts the data into ascending order of *Location* and then into descending order of *Daily_Cost*
- fits on a single page wide
- has a page orientation of landscape
- calculates the average *Daily_Cost*, positioned below the *Daily_Cost* column and formatted as currency
- has a label to the left of this number **Average cost per day**
- includes the heading **Extreme Outdoor Activities** at the top of the page
- has your name, Centre number and candidate number on the right at the top of the report.

37 Save and print this report.

38 Produce an extract from all the data which:

- selects only those activities
  - containing Snow or Ice
  - located in Scotland
  - where the *Type* is Thrill
- shows only the fields *Course_Code*, *Level* and *Activity* in this order
- sorts the *Activity* in ascending alphabetical order.

39 Save this data in a form which can be imported into the document that you saved in step 29.

40 Import this data into your document as a table after the paragraph which ends: *…even the most demanding thrill seeker.*

Make sure that all required fields and their labels are fully visible and that there is a single (**11** point) line space above and below the extract.

41 Spell-check and proof-read the document.

Make sure that:

- tables do not overlap two columns or pages
- paragraphs with borders are not split over two columns or pages
- bulleted lists are not split over two columns or pages
- there are no widows or orphans
- there are no blank pages.

Make sure all formatting is consistent throughout your document.

42 Save and print the document.

You are now going to create a short presentation.

✓

43 Import the file **J14PRES.RTF** placing the text as slides in your presentation software. ☐

(This should provide 7 slides)

44 The master slide must have: ☐

- a plain white background

- the image **LOGO.JPG** placed in the bottom right corner. The height of the image should be **2.5** cm and the aspect ratio should be maintained

- your Centre number, candidate number and name in a **10** point black serif font in the top right corner

- automatic slide numbers in the bottom left corner

- the text **Tawara Adventure Centres** in a black **48** point serif font in the top left of the slide. Make sure the text does not wrap

- a horizontal black line, **3** points wide, across the slide below the text *Tawara Adventure Centres*

No master slide elements, text or images should overlap on any slides.

Apply all master slide elements to all slides.

45 Change the layout of slide 1 to a Title Slide layout so it contains a title and subtitle centre aligned on the slide. ☐

46 Delete the slide with the title *Residential courses include*: ☐

47 On the slide with the title *Most popular activities* insert a table with 2 columns and 3 rows ☐ and enter the following information:

Quad Biking	Kayaking
Snowboarding	Zorbing
Climbing Wall	4x4 Driving

Format the table so:

- there is no cell shading

- the font size is **24** point

- gridlines are displayed.

48 On the slide with the title *Centre locations:* insert a call out box to the right of the bullets. Enter the text **Snow sports available from December to March** in the call out box. ☐

49 Create a vertical bar chart using the table in **J14CATEGORIES.CSV** to show the number of each type of sporting activity available. ☐

50 Label the chart with ☐

- the title **Number of Activities**

- category series labels displayed in full

- axis titles as **Category** and **Total**

Do not display a legend.

✓

51 Place the chart to the right of the bullet points on the slide with the title *Range of activities:* ☐

52 Save the presentation. ☐

Print the presentation with six slides to the page.

Print the slide with the title *Range of activities* as a full slide.

53 In your email program create a folder in your inbox named **Tawara AC** ☐

Place screen shot evidence of this folder in your evidence document.

54 Add the following contact details to your email contacts/address book: ☐

FULL NAME	EMAIL ADDRESS
Nasser Salam	**n.salam@cie.org.uk**

Place in your evidence document screen shot evidence to show that this contact has been saved.

55 Prepare an email message: ☐

- to be sent to *Nasser Salam* (from your contacts/address book)
- with a blind copy to **design.h@cie.org.uk**
- with the subject line **Information Sheet**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text: **The final version is attached for your approval.**

56 Attach to your email only the document which you saved at step 42. ☐

57 Take a screen shot of this email, showing clearly that the attachment is present, and place it in your evidence document. ☐

Send the email.

58 Save and print the evidence document. ☐

Write today's date in the box below.

Date

☐