Cambridge IGCSE

CANDIDATE NAME

CENTRE NUMBER

CANDIDATE NUMBER
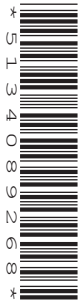
INFORMATION AND COMMUNICATION TECHNOLOGY 0417/21

Paper 2 Practical Test February/March 2015

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.

CAMBRIDGE
International Examinations

[Turn over

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

✓

1   Create an Evidence Document which must have your name, Centre number and candidate number in the header.

☐

2   Save this document with your Centre number and candidate number as the file name.

☐

3   You will save screenshot and other evidence in this file during the examination and will need to print this document before you finish the examination.

☐

You are now going to edit a document about tea production in India.

4   Using a suitable software package, load the file **M15TEXT.RTF**

☐

5   Save the document with a new file name in the format of your text editing software.

☐

6   Set the page size to A4 and the page orientation to landscape.

☐

7   Set all margins to **4** centimetres.

☐

8   Place in your Evidence Document screenshots to show how you set the:
   • page size
   • orientation
   • margins.

☐

9   Place in the header:
   • an automated file name (including the full path) left aligned
   • your candidate number and your Centre number right aligned.
   Place in the footer:
   • your name left aligned
   • today's date centre aligned
   • an automated page number 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.

☐

10   Format the entire document into two equally spaced columns, with a **1** centimetre gap between the columns.

☐

11   Set the text to:
   • a **12** point sans-serif font
   • be fully justified
   • **1.5** line spacing.

☐

12   Make sure there is a consistent single line space after each paragraph.

☐

13   Insert a page break before the text *International Teas* at the start of the document.

☐

14   Format **only** the first page of the document as a single column.

☐

✔

15 Make this first page a title page by adding the title **Tea Production in India**

16 Make the title:
- centre aligned
- font size **48** point
- underlined.

17 Below the title enter the subtitle:

Report by: followed by your name.

18 Set both the title and subtitle to a serif font.

19 Make the subtitle:
- italic
- right aligned
- font size **24** point.

20 Identify the 6 subheadings in the text and make these font size **14** point and bold.

21 Insert the contents of the file **M15TEXT2.RTF** into the document just after the paragraph that ends:*…almost bitter tea of the mountain communities of North India*.

22 Format the subheading and text you have just inserted to match the fonts of the subheadings and the body text.

23 Change the bulleted list to use square shaped bullets.

24 After the last subheading insert a table with three columns and four rows.

25 Enter the following data into the table:

Hothouse Design	Role	International Teas
Joginder	Document Production	Jagdesh
Jamal	Database Design	Sara
Indira	On-line Security	Suresh

26 The table should fit within the column width and the text in the table should match the font and size of the body text. Make sure there are no words split over two lines.

27 Format only the text in the top row of the table to be bold and centre aligned.

28 Shade only the top row of the table light grey (20% – 30%).

29 All gridlines of the table should be visible when printed. Make only the outside border of the table a thick line (3 to 4 points).

✓

30 Place the image **M15IMAGE.JPG** at the beginning of the sentence that starts:
Tea is consumed in both…
Align the image with the top of the paragraph and the left margin of the column. ☐

31 Re-size the image to fill about half the column width and maintain the aspect ratio. ☐

Make sure the text wraps around and below the image.

It may look like this:
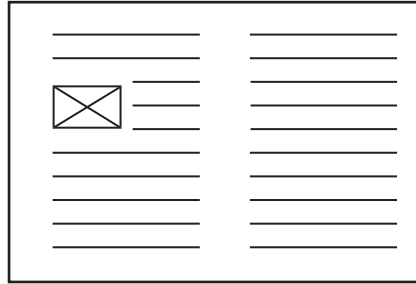
32 Save the document. You will need to print it later. ☐

You are going to prepare some reports for the company. <u>Make sure all currency values are in pounds sterling (£) to two decimal places.</u>

33 Create a database with the following field names and data types: ☐

Code	**Numeric/Integer** (this field contains unique data)
Country	**Text**
Product	**Text**
Stock	**Numeric/Integer**
Reorder	**Numeric/Integer**
Price	**Numeric/Currency**
Special	**Boolean/Logical** (to be displayed as Yes/No or a checkbox)
Notes	**Memo or Text**

Select an appropriate field and set it as the primary key.

Import the file **M15PRODS.CSV** to your database.

34 Take screenshot(s) showing the field names and data types used. Place a copy of this screenshot in your Evidence Document. ☐

35 Insert the following three records: ☐

Code	Country	Product	Stock	Reorder	Price	Special
352	**India**	**Happy Valley FTGFOP**	**49**	**50**	**3.20**	**No**
353	**China**	**Ring of Jade**	**25**	**50**	**22.22**	**No**
354	**India**	**Nahorabi SFTGFOP**	**35**	**50**	**8.00**	**No**

36 Check your data entry for errors. ☐

37 Save your database. ☐

✓

38 Produce a report which:

- contains a new field called **Cost** which is calculated at run-time. This field will calculate the *Price* multiplied by the *Reorder* quantity
- has the *Cost* field set as *Currency* with **2** decimal places
- shows only the records where the *Stock* is **50 or less** and the product is **not** a *Special* order
- shows only the fields, *Code, Country*, *Product, Stock, Reorder, Price, Special* and *Cost* in this order and with all data and labels displayed in full
- fits on a single landscape page
- sorts the data into ascending order of *Country*
- calculates the total cost of the order below the *Cost* column
- has the total cost formatted to currency with **2** decimal places
- has the label **Total cost of order** for the total
- includes the heading **Products to be reordered** at the top of the page
- has your name, Centre number and candidate number on the left below the report.

39 Save and print this report.

40 Produce labels from all the data which:

- have a page orientation of portrait
- fit two, side by side, on the page
- show only the records where the *Country* is **India**, *Special* is **Yes** and the *Notes* field is **not blank**
- show only the fields *Code, Product, Price* and *Notes* each on separate lines
- show appropriate text to identify the fields
- are sorted into ascending order of *Product*
- include the heading **Special Indian Teas** at the top of each label
- display your name, Centre number and candidate number on the left at the bottom of each label.

The page layout may look like this:

41 Save and print these labels.

✔

42 Produce a new report from all the data which:
- shows a summary of only the *Country*, *Product* and *Stock* fields
- performs a count of the number of *Products* for each *Country*
- calculates the sum of the number of items in *Stock* for each *Country*
- only displays countries with more than **2** products.

43 Save this data in a form which can be imported into a text document.

44 Import this data into your document as a table after the paragraph which ends:
…*we hold per country and the value of that stock:*

Make sure that only the required fields are displayed and that the data and labels are fully visible.

45 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 or orphans
- there are no blank pages.

46 Save the document

Print the document.

You are now going to prepare a presentation for the company.

47 Import the file **M15ITWEB.RTF** and place the text as slides in a new presentation in your presentation software.

The text within the file should appear on six new slides as headings and bulleted lists.

48 Place automatic slide numbers at the bottom of the master slide on the right.

Place your name, Centre number and candidate number in the centre at the bottom of the master slide.

49 Insert a new slide before slide one.

Select a layout for the slide that has a title with a subtitle below.

50 Enter the text **Developing a Website** as the title for this slide.

Enter **Report by** followed by your name as the subtitle for this slide.

51 On the last slide there are some errors in the two styles.

Identify any errors you can see and correct them.

52 Add the following presenter notes to the last slide:

We are suggesting some changes to styles for the web pages.

53 Apply the same transition between slides.

54 Set bullet points to appear one by one.

✔

55 Take screenshot evidence to show that transitions and bullet point animation have been set and place this in your Evidence Document. ☐

56 Print the presentation with six slides to a page. ☐

57 Print only the last slide, showing the presenter notes. ☐

58 Prepare an email message: ☐
- to be sent to **design.h@cie.org.uk**
- copied to **itc.info@cie.org.uk**
- with a blind copy to **itc.sales@cie.org.uk**
- with the subject line **ITC Report**

The body text of the message should include:
- your name
- your Centre number
- your candidate number
- the text: **Please find the report attached.**

59 Attach only the file which you saved at step 46 to your email. ☐

60 Take screenshot evidence of this email, showing clearly that the attachment is present. Place this in your Evidence Document. ☐

Send the email.

61 Save and print the Evidence Document. ☐

Write today's date in the box below.

Date

[ ]