

Cambridge International Examinations

Cambridge International General Certificate of Secondary Education

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This syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of 11 printed pages and 1 blank page.



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You work for Tawara University which is relocating to a new site. You are going to perform some tasks for this organisation.

Task 1 - Evidence Document

- Open the file 1803EVIDENCE.rtf
- Make sure that your name, Centre number and candidate number will appear on every page of your Evidence Document by placing these details in the header of the document.
- Save your Evidence Document in your work area as EVIDENCE followed by your candidate number, for example, EVIDENCE9999

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

Task 2 - Document

You are going to edit an information brief about the development of the new university buildings project.

- Using a suitable software package, load the file 1803NEWS.rtf
 - Set the page size to A4.
 - Set the page orientation to portrait.

[1]

Set all margins to 2 centimetres.

EVIDENCE 1

Place screenshot evidence of page size, orientation and margin settings in your Evidence Document.

[1]

Save the document in your work area with a new file name.

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

EVIDENCE 2

Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

- Place in the header:
 - your name, Centre number and candidate number left aligned
 - automated page numbers right aligned.
 - Place in the footer the automated file name with the file path, right aligned.

Make sure that:

- no other text or placeholders are included in the header and footer areas
- all the alignments match the page margins
- headers and footers are displayed on all pages.

[2]

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

House Style Specification Sheet							
	Font style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TU-Title	sans-serif	rif 36 centre underline		single	0	0	
TU-Subtitle	sans-serif	18	18 right italic		single	0	0
TU-Subheading	serif	14	left	left bold		0	14
TU-Body	serif	12	justified none left square bullet		single	0	12
TU-Bullet	serif	12			single	0	0
TU-Table	TU-Table serif 12 left none			single	0	0	

EVIDENCE 3

Place in your Evidence Document screenshot(s) to show that the style settings have been defined for the *TU-Body* paragraph style only.

[2]

• 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 4

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

[1]

7 • Insert a blank line at the start of the document and enter the title:

New Campus News

Apply the TU-Title style to this text.

[2]

8 • Below the title, add the subtitle:

Produced by: and add your name

• Apply the *TU-Subtitle* style to this text.

[2]

9 • Insert a blank line before the text *We are now beginning* ... and enter the subheading:

Good News! [1]

• Change the page layout so that the subheading *Good News!* and all following text is displayed in **two** equally spaced columns with **2** centimetre spacing between them.

• Apply the *TU-Body* style to this text.

[2]

11	•	Identify the 5 subheadings in the document and apply the TU-Subheading style to each one) .
			1]

- 12 Import the image 1803BUILDING.jpg
 - Place this image:
 - on the first page
 - o in the paragraph which starts *The new development is ...*
 - o aligned with the top of the paragraph
 - aligned to the left margin.
 - Resize the image to fill half the column space and maintain the aspect ratio.
 - Make sure the text wraps round the image.
 - It may look like this:



[4]

• Insert a new paragraph after the text ... adhere to a safe internet usage agreement and enter the text:

The rules of the safe internet usage are:

[1]

- Under this text, on separate lines, in your own words, enter four rules for using the internet safely. [4]
- Apply the *TU-Bullet* style to these four rules.

[1]

- Import the table **1803HOD.rtf** and place it at the end of the document after the text: *The heads of department who are:*
 - Format the table so that:
 - the *TU-Table* style is applied
 - it fits within the column width
 - no text is split when wrapped within a cell
 - only the first two columns in the first row are merged
 - the text Name is centred in the merged cells
 - text in all rows is centre aligned vertically
 - all borders or gridlines are visible when printed.

[5]

- Spell check and proofread the document.
 - Make sure that:
 - o lists and tables 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.

[1]

- Save the document using the same file name and format used in Step 3.
- Print the document.

PRINTOUT 1

Make sure that your **name**, **Centre number** and **candidate number** appear on your document.

[Total: 32]

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 and are set to two decimal places.

18 • Import the file **1803STAFF.csv** using a suitable database package.

Use these field names and data types:

Field Name	Data Type	Description
Staff_ID	Text	This is a unique identification for each employee
Family_Name	Text	
First_Name	Text	
Job_Role_Code	Text	
Department_Code	Text	
Years_Service	Numeric	
Telephone	Text	

•	Set the	Staff	ID field	as a	primary	/ ke\	,

[3]

- Import the file **1803JOBS.csv** as a new table with all fields set as appropriate data types into your database.
 - Set the Job_Code field as a primary key.

[2]

- Import the file **1803DEPARTMENTS.csv** as a new table with all fields set as appropriate data types into your database.
 - Set the *Dept_Code* field as a primary key.

[2]

EVIDENCE 5

Place in your Evidence Document screenshots showing the field names and data types used in the three tables.

- Create one-to-many relationships as links between the:
 - Job_Code field in the jobs table and the Job_Role_Code field in the staff table
 - Dept_Code field in the departments table and the Department_Code field in the staff table.

EVIDENCE 6

Place in your Evidence Document screenshot(s) showing the relationships between the three tables.

[2]

22 • Create a data entry form using all the fields in the staff table.

[1]

23 • Add the following record to the staff table using your form:

Staff_ID	Family_Name	First_Name	Job_Role_ Code	Department_ Code	Years_ Service	Telephone	
TU221	Kapoor	Shashi	PG	СН	1	5618	

Check your data entry for errors.

EVIDENCE 7

Place in your Evidence Document a screenshot showing this data in your form.

[1]

A pay increase is made for each year of service. You will calculate the current salary of each member of staff based on their years of service.

- Using fields from all tables produce a report which:
 - o contains a new field called **Current_Salary**. It is the *Base_Pay* for their job plus an increase of 400.00 for each year of service
 - displays the contents of this field as currency
 - shows only the records where the Faculty is Engineering but excludes staff with a Job_ Description of Post graduate research
 - shows only the fields Staff_ID, First_Name, Family_Name, Job_Description, Department, Faculty, Base_Pay, Years_Service and Current_Salary in this order. Make sure all labels and data are fully visible
 - sorts the data into ascending order of years of service
 - has a page orientation of landscape and fits on a single page wide
 - calculates the average years of service for this Faculty and places it at the bottom of the report below the Years_Service column, formatted as an integer
 - has a label Average time with the faculty to the left of this number
 - includes the heading Tawara University Faculty of Engineering at the top of the page
 - has your name, Centre number and candidate number on each 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.

[11]

You are going to prepare a departmental telephone directory.

- **25** Produce a new report from all the data which:
 - includes a new field calculated at run-time with the title External_Phone
 - displays the full external telephone number of the member of staff by prefixing the internal four digit telephone number with +77536, for example, if the internal telephone number was 9999, this number should display as +775369999
 - only includes staff who work in the biology or chemistry departments
 - shows only the fields First_Name, Family_Name, Job_Description, Department, Telephone and External_Phone in this order
 - is sorted by *Department* in ascending order, then by *Family_Name* in ascending order and by *First_Name* in ascending order
 - is displayed on a single page in portrait orientation with all data fully visible
 - o includes the title:

Departmental telephone directory

- o includes your name, Centre number and candidate number on the report.
- Save and print this report.

PRINTOUT 3

Make sure that you have your **name**, **Centre number** and **candidate number** on the report.

[8]

[Total: 30]

Task 4 - Mail merge

A memo will be sent to the new post graduate researchers.

- Create a mail merge memo using **1803MEMO.rtf** as the master document and **1803MAILMERGE.csv** as the data source.
 - In the master document:
 - o replace < Your personal details > with your name, Centre number and candidate number
 - replace <Today's Date> with a field to display today's date in the format dd MMMM yyyy
 - maintain the existing spacing and punctuation, and replace the chevrons and text with the appropriate merge fields from the data source.
 - Proofread and spell check the memo.

EVIDENCE 8

Display the merge field codes and date field code, then take screenshot evidence. Place the screenshot(s) into your Evidence Document.

[4]

- 27 Memos are required for only those where year of service is one.
 - Merge and print the letters to these members of staff only.

PRINTOUT 4

Make sure that your **name**, **Centre number** and **candidate number** are displayed on your merged letters.

[1]

EVIDENCE 9

Provide screenshot evidence of your data source and selection of recipients for the memo. Place this screenshot evidence into your Evidence Document.

[1]

- 28 Mail merge can also be used for generating personalised letters.
 - Discuss the advantages and disadvantages of using mail merge to generate personalised letters to offer university places to 6,000 students.

EVIDENCE 10

Type your answer in your own words into your Evidence Document using no more than 100 words.

[4]

[Total: 10]

Task 5 - Presentation

You are going to create a short presentation about new building developments at Tawara University.

The presentation should be based on a master slide that you will design. You must make sure that:

- there is consistent layout for the slides
- the first slide is a title slide
- o no objects overlap.
- 29 Create a presentation of 5 slides using the file 1803PRESENTATION.rtf
 - Format slide 1 so that:
 - o a title slide layout is applied
 - the title and subtitle are placed in the centre of the slide
 - o your name appears after the text *Presentation by*:

[2]

- **30** Use a single master slide to display at least four of the following features on all slides:
 - These may include text, lines, logo, image(s), slide numbers, colours or a template, and may have animations or transitions.
 - Your name, Centre number and candidate number must also be on the same master slide.

[2]

- On the slide *The Building Programme*, create a table with 5 rows and 5 columns.
 - Place the contents of the file 1803TABLE.rtf into this table.

[2]

- **32** Insert a new row at the top of the table.
 - Merge the cells in this row and enter the title:

Planned Development Phases

Save the presentation.

[1]

- **33** Print all the slides as handouts with a layout of **2** slides to the page.
 - Make sure that the text on the slides is easy to read.

PRINTOUT 5

Make sure that you have entered your **name**, **Centre number** and **candidate number** on all slides.

[1]

[Total: 8]

EVIDENCE 11 – Optional

You may add screenshot(s) and descriptions into your Evidence Document of any features that you used that are not shown on your Printout 5.

Task 6 - Printing the Evidence Document

• Save and print your Evidence Document.

PRINTOUT 6

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

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