

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Document Production, Data Manipulation and Presentations

October/November 2017

2 hours 30 minutes

Additional Materials: Candidate Source Files are required.

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.

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

This document consists of **12** printed pages.

You work for Tawara Cruises and are going to carry out some clerical tasks.

Task 1 – Evidence Document 1

- Open the file **N17EVIDENCE.RTF**
- Make sure your name, Centre number and candidate number will appear on every page of your Evidence Document.
- Save this as a word processed document in your work area with the filename **N17EVIDENCE** followed by your candidate number, for example, **N17EVIDENCE9999**

You will need your Evidence Document during the examination to enter answers to questions and to place your screenshots in when required.

Task 2 – Document

You are going to edit a newsletter for Tawara Cruises. 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 **N17TCNEWS.RTF**
Do not change the paper size, orientation or margin settings.
- Save the document in your work area with the file name **CRUISENEWS**
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 • Place in the header of the file **CRUISENEWS** the automated file name with path, right aligned.
- Place in the footer:
 - 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 or placeholders are included in the header and footer area
 - headers and footers are displayed on all pages.

[2]

- 3 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
TC-title	serif	36	centre	bold	single	0	12
TC-subtitle	serif	18	right	italic	single	0	0
TC-subhead	serif	20	left	italic, underlined	single	0	6
TC-body	sans-serif	10	justified	none	single	0	12
TC-table	sans-serif	10	left	none	single	0	0

EVIDENCE 2

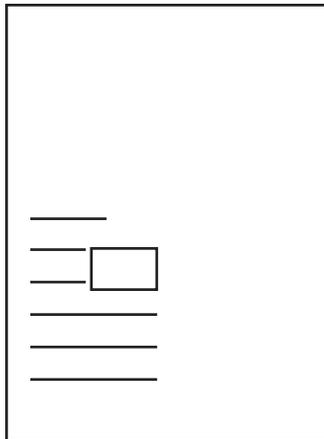
Place in your Evidence Document screenshot(s) to show all the settings for the TC-subhead style only.

[3]

- 4 • Apply the *TC-title* style to the title *Tawara Cruise News* at the start of the document. [1]
- 5 • Below the title, add the subtitle
Produced by: and add your name. [1]
- 6 • Apply the *TC-subtitle* style to this text. [1]
- 7 • Apply the *TC-body* style to the rest of the document. [1]
- 8 • Change the page layout so that the subheading *Winter Holidays* and all following text are displayed in two columns of equal width with a 1 centimetre space between them. [2]
- 9 • Identify the 8 subheadings in the document and apply the *TC-subhead* style to each one. [1]
- 10 • Open the file **N17ITINERARY.CSV** and insert the contents as a table within the column width after the text ... *islands of the Eastern Caribbean:* [1]
- 11 • Sort the data in the table into ascending order of day. [1]
- 12 • Apply the *TC-table* style to the table.
• Make sure that:
 - no text is wrapped within the table
 - all internal and external gridlines are displayed when printed
 - there is a 12 point space after the table.

[2]

- 13 • Insert a new row as the first row of the table and enter the title:
Eastern Caribbean Itinerary [2]
- 14 • Format the first row of the table to be: [2]
- bold and italic
 - centre aligned over the four columns
 - shaded with a light grey background (20–40%).
- 15 • Import the image **N17TURTLE.JPG** and place this below the subheading *Shore Excursions* [1]
- 16 • Crop the image to remove only the dolphins from the top. [1]
- 17 • Resize the image so that: [2]
- it is **3.5** centimetres wide
 - the image is not distorted.
 - Align the image to the:
 - top of the paragraph starting *This tropical paradise ...*
 - right of the column.
 - Make sure the text wraps around the image and the image fits within the column.
 - It may look like this:



- 18 • Indent the paragraph starting *Keep an eye out ...* by **1** centimetre from both the left and right hand margins. [1]
- Save the document with the same file name and format used in Step 1. [1]

[Total: 26]

Task 3 – Database

A trainee is developing a database for Tawara Cruises. You are going to create some reports for Tawara Cruises to test this database. Make sure all currency values display a currency sign of your choice and are to two decimal places.

- 19 • Examine the data in the files **N17CRUISES.CSV** and **N17LINERS.CSV**
- Using a suitable database package, import the file **N17CRUISES.CSV**
Do **not** create a primary key.
 - Use these field names and data types:

Field Name	Data Type	Display
<i>Liner_Code</i>	Text	
<i>Vessel_Name</i>	Text	
<i>Sail_Date</i>	Date	dd-mmm-yy
<i>Embark</i>	Text	
<i>Destination</i>	Text	
<i>Duration</i>	Numeric/integer	
<i>Daily_Cost</i>	Numeric/currency	Currency to two decimal places
<i>Vessel_Capacity</i>	Numeric/integer	
<i>Adult_Only</i>	Boolean/Logical	Yes/No

- Save the data.

EVIDENCE 3

Take screenshot evidence showing the field names and data types used in the table. Insert this screenshot into your Evidence Document.

[2]

- 20 • Import the file **N17LINERS.CSV** as a new table in your database.
- Set the *Liner_Code* field as the primary key field.
 - Create a relationship between the *Liner_Code* field in the cruises table and the *Liner_Code* field in the liners table.

EVIDENCE 4

Take screenshot evidence showing the *Liner_Code* field set as the primary key field. Insert this screenshot into your Evidence Document.

EVIDENCE 5

Take screenshot evidence showing the relationship between the tables. Insert this screenshot into your Evidence Document.

[2]

- 21 • Create a data entry form which will:
- include all fields from the cruises table
 - allow the user to select the *Liner_Code* data from a drop down list.

EVIDENCE 6

Insert into your Evidence Document screenshot(s) to show the drop down list displaying some of the liner codes.

[2]

- 22 • Use the form created in Step 21 to add the following record:

<i>Liner_Code</i>	<i>Vessel_Name</i>	<i>Sail_Date</i>	<i>Embark</i>	<i>Destination</i>	<i>Duration</i>	<i>Daily_Cost</i>	<i>Vessel_Capacity</i>	<i>Adult_Only</i>
CL03	Carnival Glory	18-Dec-17	Miami	Eastern Caribbean	10	105.75	2974	No

- Check your data entry for errors. Save the data.

EVIDENCE 7

Place into your Evidence Document screenshot(s) showing this data in your form.

[2]

- 23 • Using fields from both tables, produce a report that:
- contains a new field called **Total_Cost** which is calculated at run-time and displayed as currency. This field will calculate the total cruise cost by multiplying the *Duration* by the *Daily_Cost*
 - selects only those records where the
 - *Destination* is in the **Caribbean**
 - *Duration* is **8 or more**
 - *Adults_Only* is **No**
 - shows only the fields *Sail_Date*, *Vessel_Name*, *Embark*, *Destination*, *Cruise_Line*, *Duration*, *Daily_Cost*, and *Total_Cost* in this order with data and labels displayed in full
 - sorts the *Duration* into ascending order then ascending order of *Sail_Date*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes the heading **Caribbean Festive Voyages** at the top of the page
 - calculates the average *Duration* and displays this as an integer below the *Duration* column
 - has a label to the left of this number **Average nights**
 - has your name, Centre number and candidate number at the bottom of the report.
- Save and print your report.

PRINTOUT 1

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

EVIDENCE 8

Place in your Evidence Document screenshot(s) showing the formula used to calculate the average duration.

[13]

- 24 • Using fields from the cruises table produce an extract from the data which:
- selects only those cruises:
 - which have a destination of **Trans-Panama Canal**
 - with a *Sail_Date* on or after **10/12/2017** and on or before **24/12/2017**
 - shows only the fields *Vessel_Name*, *Duration* and *Sail_Date* in this order
 - sorts the *Sail_Date* in descending order.

EVIDENCE 9

Place in your Evidence Document screenshot(s) showing the criteria used to select the required records.

- Save this data in a format which can be imported into the document that you saved in Step 18. You will need this extract in Task 4. [4]

25 This relational database uses data stored in two tables.

- Describe in your own words two advantages of using relational tables rather than a flat file database.

EVIDENCE 10

Type your answers in your Evidence Document using no more than 50 words.

[2]

26 Tawara Cruises would like to use social networking to promote their business.

- Describe in your own words how they can use social networking as a means of communication.

EVIDENCE 11

Type your answers in your Evidence Document using no more than 50 words.

[2]

[Total: 29]

Task 4 – Document 2

- 27 • Import the extract you saved in Step 24 into your document as a table after the paragraph which ends ... *Details are as follows:*
- Make sure that:
 - the table fits within the column width
 - the extract does not contain a title
 - all required fields and their labels are fully visible
 - no text is wrapped within the extract
 - the *TC-table* style is applied to the extract
 - there is a 12 point space after the table. [2]

- 28 • Spell check and proofread the document.
- Make sure that:
 - 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.
 - Save the document using the same file name and format used in Step 18.
 - Print the document.

PRINTOUT 2

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

[1]

- 29 • Tawara Cruises now want to distribute the newsletter and plan to send a printed copy of this by post. Evaluate in your own words this method of distributing the information.

EVIDENCE 12

Type your evaluation in your Evidence Document using no more than 100 words.

[4]

[Total: 7]

Task 5 – Mail merge

You are required to carry out a mail merge to produce booking confirmation letters.

- 30 • Use the file **N17TCCONFIRM.RTF** as the master document for the mail merge and the file **N17TCBOOKINGS.CSV** as the data source file.
- In the master document:
 - replace *<Date>* with a field to display today's date
 - insert relevant merge fields from the data source file to replace the text in chevrons i.e. *<field>*. You should replace 15 fields in the document
 - replace the text *Candidate Name* with your name
 - include your *Name*, *Centre number* and *candidate number* in the footer of the document.
 - Spell check and proofread the document.
 - Save the master document.
 - Display the field codes.

EVIDENCE 13

Place in your Evidence Document a screenshot showing the code for the format of the date field.

PRINTOUT 3

Print your master document with the merge fields displayed. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your document.

[5]

- 31 • Merge the letters selecting only those people who have chosen a **Caribbean** cruise for a duration of **more than 7** days.

EVIDENCE 14

Place in your Evidence Document screenshot(s) showing your selection method.

[2]

- 32 • Print only the merged letters for the selected people.

PRINTOUT 4

Print the result of the merge. Make sure that you have entered your **name**, **Centre number** and **candidate number** on your letters.

- Save and close the documents.

[1]

[Total: 8]

Task 6 – Presentation

You are required to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides should display a title and bulleted list.

- 33** • Create a presentation of 6 slides using the file **N17GROWTH.RTF** [1]
- 34** • Create a master slide to display the following features on all slides:
- the company logo **N17LOGO.JPG** positioned in the top right corner, appropriately sized with aspect ratio maintained
 - a **3 to 4** point wide horizontal line across the full width of the slide and below the logo, about 3 centimetres from the top
 - the text **Tawara Cruises** in a black, italic, **48** point font, above the line, aligned to the top left of the slide. Make sure the text does not wrap
 - your name, Centre number and candidate number in the bottom right corner
 - automatic slide numbers in the bottom left corner.
- Apply all master slide elements to all slides.
 - Make sure no master slide elements, text or chart overlap each other on any slide. [3]
- 35** • Create a pie chart using the data in the file **N17PASSNO.CSV**
The chart should show the number of passengers by region for **2019** only. [1]
- 36** • Label the chart with the title
2019 Passengers By Region [1]
- 37** • Display a legend
- Display on each sector only the percentage values. [1]
- 38** • Place the chart to the left of the bullet points on the slide with the title:
Worldwide Cruise Passengers [1]
- 39** • Set the slide show so it loops continuously on-screen.

EVIDENCE 15

Place in your Evidence Document screenshot(s) showing your method.

[1]

- 40 • Save the presentation.
- Print the presentation as handouts with 6 slides to the page.

PRINTOUT 5

Print these handouts. Make sure your **name**, **Centre number** and **candidate number** are on all slides.

- Print only the slide with the title *Worldwide Cruise Passengers*. Make sure that this slide fills the full page.

PRINTOUT 6

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

[1]

[Total: 10]

Task 7 – Printing the Evidence Document

- 41 • You now need to print your Evidence Document

PRINTOUT 7

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

- Save and close your Evidence Document.

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