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Cambridge Assessment International Education

Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Document Production, Data Manipulation and Presentations **October/November 2022**

2 hours 30 minutes

9064632947

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 80.
- The number of marks for each question or part question is shown in brackets [ ].

This document has **16** pages. Any blank pages are indicated.

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[Turn over

You have been supplied with the following source files:

N2202CLASS.csv
N2202EVIDENCE.rtf
N2202FLAG.png
N2202INFRINGE.csv
N2202NRI_FORM.rtf
N2202OUTCOMES.csv
N2202REGATTA.rtf
N2202RESULTS.rtf
N2202SKIPPERS.csv

Task 1 – Evidence Document

Open the file **N2202EVIDENCE.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **N2202EVIDENCE** followed by your candidate number, for example, N2202EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

Task 2 – Document

You are going to edit a document for Tawara Sailing Club. The company uses a corporate house style for all its documents. Paragraph styles must be created, modified and applied as instructed.

1 Open the file **N2202REGATTA.rtf**

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

Three paragraph styles have already been created. Do **not** make any changes to these unless instructed.

Save the document in your work area, in the format of the software you are using, with the file name **SAILING**

Take a screenshot to show this file has been saved including evidence of the file type. Place this screenshot in your Evidence Document.

EVIDENCE 1
Screenshot evidence of the document saved in your work area.

[1]

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2 Place right aligned in the header:

- the text **Sailing Instructions**
- on a new line: your name, centre number and candidate number.

Place in the footer automated page numbers centre aligned.

Make sure that:

- the header is right aligned to the page margin
- the footer is centre aligned between the page margins
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[2]

3 Create the following paragraph style, basing it on the default paragraph style.

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TSR-subhead	serif	18	centre	italic, underline	single	0	4

Take screenshot evidence to show the settings for the *TSR-subhead* paragraph style and place this in your Evidence Document.

EVIDENCE 2
Screenshot evidence showing the settings for the *TSR-subhead* paragraph style.

[2]

4 At the start of the document enter, on a new line, the title:

Tawara Sailing Regatta

Apply the *TSR-title* paragraph style to this text.

Modify the *TSR-title* paragraph style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TSR-title	serif	30	centre	bold, italic	single	0	0

Take screenshot evidence to show your modified settings for the *TSR-title* paragraph style and place this in your Evidence Document.

EVIDENCE 3
Screenshot evidence showing your modified settings for the *TSR-title* paragraph style.

[3]

5 Select the subheading *Schedule* and the following text up to and including the paragraph ending *… protest committee are final*.

Change the page layout so that only this text is displayed in two columns of equal width with a 1.5 centimetre space between them.

[2]

6 Apply bullets to the text from

overall team with …

to

… in 2003 or later).

Make sure that:

- the bullets are indented 1 centimetre from the left margin
- the list is in single line spacing with no space before or after each line
- there is a 6 point space after the last item in the list.

[3]

7 Identify the six subheadings in the document and apply the *TSR-subhead* paragraph style to each one. [1]

8 Import the image **N2202FLAG.png** and place it in the paragraph beginning *At the start of each race …*

Reflect (flip) the image so the flag is on the right.

Format the image so that:

- it is resized to a width of 2.5 centimetres with the aspect ratio maintained
- it is aligned to the right of the column and top of the paragraph starting *At the start of each race …*
- the text wraps around the image.

[4]

9 Locate the table in the document.

Format the table so that it looks like this:

Racing Schedule			
	4 August	09:00	Registration and boat inspection
		14:00	Practice races, warning signal
		17:00	Opening ceremony
		19:30	Skippers' briefing
	5 August	10:00	Race 1
	6 August	10:00	Race 2
	7 August	10:00	Race 3
	8 August	11:00	Race 4

Make sure that:

- text displays on one line in columns 2, 3 and 4
- table borders and all data fit within the column width
- 1 point black internal and external gridlines are displayed when printed
- the *TSR-table* paragraph style applied to columns 2, 3 and 4 has **not** been changed
- there is a 6 point space after the table.

[8]

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10 Spell check and proofread the document.

Make sure that:

- the table and list are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- paragraph styles have been applied as instructed with consistent spacing maintained between all items
- there is a 6 point space after the table and the list.

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

Print the document.

PRINTOUT 1
Make sure that you have entered your **name**, **centre number** and **candidate number** on your document.

[2]

[Total: 28]

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Task 3 – Database

You are now going to prepare some reports.

11 Using a suitable database package, import the file **N2202SKIPPERS.csv**

Use these field names and data types:

Field name	Data type	Store	Display
Skipper_Name	Text		
YOB	Number		
Yacht_Name	Text		
Make	Text		
Class	Text		
Sail_No	Text		
Nationality	Text		
Skip_Gender	Text		
Handicap	Number	4 decimal places	4 decimal places
Group	Text		
Race_1	Number		
Race_2	Number		
Race_3	Number		
Race_4	Number		
Points	Number		

Set *Sail_No* as a primary key.

Save the data.

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Import the file **N2202CLASS.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
Yacht_Class	Text		
Crew_Gender	Text		
Age_Group	Text		
Class_Code	Text		
Keel	Text		
Hull_Type	Text		
Crew	Number		
Hull(m)	Number	2 decimal places	2 decimal places
Beam(m)	Number	2 decimal places	2 decimal places
Sail_Area(m2)	Number	2 decimal places	2 decimal places

Set *Class_Code* as a primary key.

Take screenshot evidence of the table structures showing the primary keys, field names and data types. Place this in your Evidence Document.

EVIDENCE 4
Screenshot evidence of the table structures in your database.

[5]

12 Create a one-to-many relationship between *Class_Code* in the class table and *Class* in the skippers table.

Take screenshot evidence showing the fields and type of relationship. Place this in your Evidence Document.

EVIDENCE 5
Screenshot evidence of the fields and type of relationship.

[1]

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13 Enter the following details as a new record in the skippers table.

Skipper_Name	**Wang Chen**
YOB	**1950**
Yacht_Name	**Sunrays**
Make	**Sevier Luna**
Class	**PL003**
Sail_No	**CHN2644**
Nationality	**CHN**
Skip_Gender	**Female**
Handicap	**0.9800**
Group	**Blue**
Race_1	**3**
Race_2	**12**
Race_3	**13**
Race_4	**4**
Points	**32**

Check your data entry for errors.

Save the data.

[2]

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14 Using fields from both tables produce a tabular report that:

- selects the records where:
  - *Hull_Type* is Multihull
  - *Skip_Gender* is Female
  - *Points* is 30 or less
- shows only the fields *Skipper_Name*, *Nationality*, *Yacht_Class*, *Hull_Type*, *Sail_Area(m2)*, *Hull(m)*, *Beam(m)* and *Points* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Yacht_Class* and descending order of *Points*
- has a page orientation of portrait
- fits on a single page with no page number displayed
- includes only the text **Top Female Multihull Results** as a title displayed in a larger font size at the top of the page
- calculates the lowest *Points* value and places this below the *Points* column at the end of the report
- has a label **Lowest points score** to the left of this value
- has your name, centre number and candidate number on 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.

Take screenshot evidence showing the database formula used to calculate the lowest points value. Place this in your Evidence Document.

EVIDENCE 6
Screenshot evidence of the database formula used.

[11]

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15 Using fields from both tables produce a tabular report that:

- selects only the records where:
  - *Yacht_Name* contains the text sun
  - *Group* is Blue or Red
- contains a new field called **New_Points** which is calculated at run-time to multiply *Points* by *Handicap*. Format this field to display as an integer
- shows only the fields *Skipper_Name*, *YOB*, *Sail_No*, *Yacht_Name*, *Make*, *Yacht_Class*, *Group*, *Handicap*, *Points* and *New_Points* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Yacht_Name*
- has a page orientation of landscape
- fits a single page wide and prints on two pages only
- includes only the text **Morning Race Results** as a title displayed in a larger font size at the top of the page
- displays only your name, centre number and candidate number in the footer so it appears in the same position on every page.

Save and print your report.

PRINTOUT 3

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

[10]

[Total: 29]

Task 4 – Mail merge

You are required to carry out a mail merge to complete a penalty notice.

16 Create a mail merge document using the file **N2202NRI_FORM.rtf** as the master document and **N2202INFRINGE.csv** as your data source file.

Replace the text and chevrons in the master document with the merge fields from the data source file, as follows:

Text and chevrons to replace	Replace with merge field
<YNAME>	Yacht_Name
<SAIL>	Sail_Number
<YCLASS>	Yacht_Class
<SKIPNAME>	Skipper_Name
<NAT>	Nationality
<RACE_NO>	Race_Number
<RULE>	Rule_Ref
<INFRINGE>	Infringement
<PENALTY_NO>	Penalty_Number
<ACT>	Action

Make sure the spacing, punctuation, alignment and enhancements in the original master document are maintained.

[4]

17 Replace *<DATE>* with a field to display today's date in the format dddd, dd MMMM yyyy

Take screenshot evidence to show the date field code format and place this in your Evidence Document.

EVIDENCE 7
Screenshot evidence of the date field format.

[1]

18 Replace the text *Candidate details here* with your name, centre number and candidate number.

Save and print your master document showing the merge field codes.

PRINTOUT 4
Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[1]

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19 Set an automated filter to select the records where nationality is USA or CAN

Take a screenshot to show the use of your automated selection method. Place this in your Evidence Document.

EVIDENCE 8
Screenshot evidence of your automated selection method.

[2]

20 Merge and print the penalty notices for the selected nationalities only.

Save and close the files.

PRINTOUT 5
Make sure you have entered your **name**, **centre number** and **candidate number** on your penalty notices.

[1]

[Total: 9]

Task 5 – 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.

Task 6 is on page 14.

Task 6 – Presentation

You are going to create a short presentation. All slides must have a consistent layout and formatting.

21 Create a presentation of six slides using the file **N2202RESULTS.rtf**

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

[1]

22 Use a master slide to display only:

- a thick black 3 to 4 point wide horizontal line across the width of the slide, about 3 centimetres from the top
- the text **2021 Event Statistics** on one line, in a large, black font, aligned to the top right. This text must be above the 3 to 4 point line
- automated slide numbers on the top left
- 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.

[3]

23 Use the data in the file **N2202OUTCOMES.csv** to create a vertical bar chart for only the top 6 ranked countries. This chart must display:

- the names of the countries on the category axis
- the values for the *Avg_Competitor_Points* only.

[1]

24 Label the chart as follows:

- chart title **Top Six Countries in 2021**
- value axis title **Average Points**
- category axis title **Country**

[2]

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25 Display only the data values at the top of each bar. [1]

26 Format the value axis scale to display:

- a minimum value of 0
- a maximum value of 32
- increments of 4

[2]

27 Place the chart to the left of the bullets on the slide with the title *Event Entries*

Make sure that:

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

Print only this slide as a full page slide in landscape orientation.

PRINTOUT 7
Make sure your **name**, **centre number** and **candidate number** are on this slide.

[2]

28 Format the bullets on slides 3, 4, 5 and 6 to display as a numbered list starting from 1 on each slide in ascending order as 1, 2, 3, 4, 5 and 6. [1]

29 Save the presentation.

Print the presentation as a handout with 6 slides to the page.

PRINTOUT 8
Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 14]

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