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Cambridge Assessment International Education

Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Document Production, Databases and Presentations **February/March 2025**

2 hours 15 minutes

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 70.
- The number of marks for each question or part question is shown in brackets [ ].

This document has **12** pages. Any blank pages are indicated.

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[Turn over

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You have been supplied with the following source files:

m2521document.rtf
m2521evidence.rtf
m2521orders.csv
m2521presentation.rtf
m2521seeds.csv
m2521worldcrops.png
m2521worldyield.csv

Task 1 – Evidence Document

Open the file **m2521evidence.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 **EVIDENCE** followed by your candidate number, for example EVIDENCE9999

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

Task 2 – Document

You are going to edit a report for a seed retailer. They use a corporate house style for all their documents. Paragraph styles must be created, modified and applied as instructed.

1 Using suitable software, open the file **m2521document.rtf**

The page setup is set to A4, portrait orientation with two-centimetre margins. Do **not** make any changes to these.

Three paragraph styles have already been created, and two have been applied to the document. Do **not** make any changes to these unless instructed.

Save the document in your work area with the file name **CROPS**

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

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 footer of the *CROPS* document:

- your name, centre number and candidate number left-aligned
- automated page numbers right-aligned.

Make sure that:

- all the alignments match the page margins
- no other text is included in the footer area
- the footer is displayed on all pages.

[2]

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3 Create and store the following style, basing it on the default/normal paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
CR-Subhead	sans-serif	14	left	bold, italic	single	0	10

Take a screenshot to show that you have defined the settings for the *CR-Subhead* style.
Make sure there is evidence that you have based this style on the default/normal paragraph style.

Place this in your Evidence Document.

[2]

4 The style named *CR-Table* has already been created and applied to the table in the document. Modify the *CR-Table* 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)
CR-Table	serif	10	centre	italic	single	0	0

Take screenshot evidence to show you have modified the *CR-Table* style.

Place this in your Evidence Document.

[2]

5 Add the text **by** followed by a space and your name after the title *Global Crop Report* at the top of the document, for example Global Crop Report by A Candidate

[1]

6 The style *CR-Head* has already been created and stored.

Apply this style to the title *Global Crop Report* and the text you entered in step 5.

[1]

7 Apply a bulleted list to the text from:

fungi …

to

… the animals themselves

Format the bullets so that:

- the bullets are aligned to 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]

8 Identify the six subheadings in the document and apply the style *CR-Subhead* you created in step 3 to each of these. [1]

9 Select the subheading *Crop Diversity* and the following text up to and including the paragraph ending *… plants in our meals.*

Change the page layout so that only this text is displayed in two columns of equal width with a 2-centimetre space between the columns.

[2]

10 Locate the table in the document.

Insert a new row between the crop items *Wheat* and *Potatoes*

Enter the following details:

Cassava	**3%**

[1]

11 Apply a light-grey (20–40%) background fill to rows one and two.

Format the first row of the table so that it becomes a single cell.

Format the table so that:

- all text in each row displays on one line
- 1-point black internal and external gridlines are displayed when printed
- the table borders and all data fit within the column width
- there is a 6-point space after the table.

[5]

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12 Import the image **m2521worldcrops.png** and place it in the paragraph beginning *There are more than …*

Rotate the image 180° so the stalk is in the bottom left corner.

Format the image so that:

- it is resized to a width of 2 centimetres and a height of 2 centimetres
- it is aligned to the left column margin and the top of the paragraph starting *There are more than …*
- the text wraps round the image.

[4]

13 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over two columns or pages
- there are no widows or orphans
- there are no blank pages
- original styles are maintained
- all styles are applied consistently
- spacing is consistent between all items.

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

Print the document.

[1]

[Total: 26]

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[Turn over

Task 3 – Database

You are now going to prepare some reports.

Make sure that all currency values display the same currency symbol and are set to two decimal places. Make sure all required data is fully visible.

14 Examine the file **m2521seeds.csv** and identify the most appropriate field to set as a primary key.

Import this file as a new table into your database software.

Set the identified field as the primary key.

Use these field names and data types:

Field name	Data type	Store	Display
Type	Text		
Variety	Text		
Seed_ID	Text		
Price	Number/Currency	2 decimal places	Currency symbol with 2 decimal places
Packet_Contents	Number	Integer	Integer
Supplier	Text		
Stock_Level	Number	Integer	Integer
Expiry_Year	Number	Integer	Integer

Place in your Evidence Document a screenshot showing the field names and data types used in the table.

[3]

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15 Import the file **m2521orders.csv** as a new table in your database.

Set the *Reference* field as the primary key.

Use these field names and data types:

Field name	Data type	Store	Display
Date_Placed	Date	Date	dd-MMM-yy e.g. 12-Oct-24
Date_Completed	Date	Date	dd-MMM-yy e.g. 12-Oct-24
Issuer	Text		
Reference	Text		
Seed	Text		
Packets	Number	Integer	Integer
Paid	Boolean/Logical		Yes/No

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[3]

16 Create a one-to-many relationship between the *Seed_ID* field in the seeds table and the *Seed* field in the orders table.

Place in your Evidence Document a screenshot showing the one-to-many relationship between the tables.

[1]

17 In the orders table, locate the record with the *Reference* of **ON58262**

Amend the details as follows:

Packets	**4**
Paid	**No**

Check your data entry for errors. Save the data.

[1]

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18 Using fields from both tables, produce a tabular report that:

- selects the records where the *Type* includes the word **bean**
- shows only the fields *Type*, *Variety*, *Seed_ID*, *Date_Placed*, *Packets* and *Issuer* in this order. Do **not** group the data
- sorts the data into descending order of *Seed_ID* and then ascending order of *Date_Placed*
- has a page orientation of portrait
- fits on a single page
- includes only the text **Bean ordering** as a title at the top of the page
- calculates only the total number of packets ordered and places this below the *Packets* field at the end of the report
- has the label **Total packets** to the left of this value
- displays your name, centre number and candidate number on the report.

Save and print your report.

Place in your Evidence Document a screenshot showing the database formula used to calculate the total number of packets.

[8]

19 Using fields from both tables, produce a tabular report that:

- selects only those records where:
  - *Paid* is **No**
  - *Stock_Level* is more than zero
- shows only the fields *Date_Placed*, *Date_Completed*, *Seed*, *Price*, *Packets*, *Paid*, *Type*, *Stock_Level*, *Issuer* and *Supplier* in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Supplier*
- has a page orientation of landscape
- fits on a single page
- includes the title **Unpaid orders in stock** displayed in a larger font size, fully visible, at the top of the page
- has your name, centre number and candidate number in the header of the report.

Save and print your report.

[7]

[Total: 23]

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Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

20 Create a presentation of eight slides using the file **m2521presentation.rtf**

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

[1]

21 Place in the header automated slide numbers centre-aligned.
Include your name, centre number and candidate number on every slide.
Make sure that these items appear in the same position on every slide.

[1]

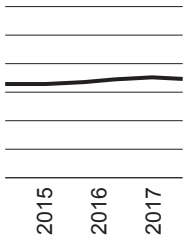
22 Change slide 1 to have a title slide layout with no bullets. Make sure that all text on this slide is centre-aligned. [1]

23 On slide 1, enter on a new line, below the subtitle *Major Crops Around The World*, the text **A presentation by** followed by your name. Format this new line in the same style as the subtitle.

[2]

24 Use the data in the file **m2521worldyield.csv** to create a line graph to display only the crop yields for rice, wheat and maize for the years 2011 to 2021. Format the chart so that:

- the crop names are displayed in a legend below the category axis
- the year labels are displayed vertically on the category axis like this:



[4]

25 Label the chart with:

- the title **World Crop Yields**
- the category axis title **Year**
- the value axis title **Tonnes per hectare**

[2]

26 Format the value axis scale to display:

- a minimum value of **3**
- a maximum value of **6**

[1]

27 Place the chart to the right of the bullets on the slide with the title *Adapting to Increasing Demand*

Make sure that:

- no words are split
- all data and labels are fully visible
- the chart and its contents do **not** overlap any slide items.

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

[2]

28 Insert a new slide as slide 2 with a title and bullet list layout. Enter this text:

Slide title: **The Challenge**

Three bullet points: **Increasing population**
Increasing need for food
Climate change is threatening crops

Format the title and bullets to have the same font style, size and formatting as the other slides in the presentation.

[4]

29 Add an action button below the bulleted text on the last slide so that when clicked it goes to the first slide in the presentation.

Take screenshot evidence to show that the action button links to the correct slide.
Place this in your Evidence Document.

[2]

30 Save the presentation.

Print all the slides as handouts with three slides to the page.

[1]

[Total: 21]

Task 5 – Printing the Evidence Document

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

Save your Evidence Document.

Print your Evidence Document.

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