



0417/22

May/June 2025

2 hours 15 minutes

You will need: Candidate source files (listed on page 2)

0422295533

- 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.

- 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.

2

You have been supplied with the following source files:

j2522age.csv
j2522evidence.rtf
j2522group.csv
j2522history.jpg
j2522info.rtf
j2522marathon.rtf
j2522runners.csv

Task 1 – Evidence Document

Open the file **j2522evidence.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 document about marathons. The company uses a corporate house style for all its documents. Paragraph styles must be modified and applied as instructed.

- 1 Using a suitable software package, open the file **j2522marathon.rtf**

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

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

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

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 header of the *Marathon* document your name, centre number and candidate number right aligned.

Place in the footer automated page numbers right aligned.

Make sure that:

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

[2]

3

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

[1]

4

Apply the *TM-title* style to the title text entered in Step 3.

[1]

5

The style named *TM-body* has already been created, stored and applied to the text.
Modify the *TM-body* 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)
<i>TM-body</i>	sans-serif	11	justified	None	1.5	0	0

Take screenshot evidence to show you have modified the *TM-body* style and the settings applied. Place this in your Evidence Document.

[2]

6

Locate the table in the document.

Delete the entire column and contents with the heading *Rating*

[1]

7

Format the left column of the table so that it looks like the left column of this table:

Age Graded	Percentage	Level
	Above 100%	New record performance
	100%	World record class
	Above 90%	World class
	Above 80%	National class
	Above 70%	Regional class
	Above 60%	Local class

[4]

8

Format the left column to have a width of 1.5 centimetres.

Take screenshot evidence to show the column width set at 1.5 centimetres. Place this in your Evidence Document.

[1]

4

- 9 Select the subheading *History* and the following text up to and including the paragraph ending ... *their best performance*.

Change the page layout so that only this text is displayed in two columns of equal width with a 1-centimetre space between the columns.

[2]

- 10 Import the image **j2522history.jpg** and place it in the paragraph beginning *Legend has it that ...*

Reflect the image so that the man faces the left.

[2]

- 11 Format the image so that:

- it is resized to a width of 3 centimetres with the aspect ratio maintained
- it is aligned to the right-column guide and the top of the paragraph starting *Legend has it that ...*
- the text wraps around the image.

[2]

- 12 Apply the *TM-table* style to only columns 2 and 3 of the table.

Make sure that:

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

[3]

- 13 Spell check and proofread the document.

Make sure that:

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

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

Print the document.

[2]

[Total: 24]

5

Task 3 – Database

You are now going to prepare some reports. Make sure all required data is fully visible.

- 14** Use database software to import the file **j2522runners.csv** as a new table.

Use these field names and data types:

Field name	Data type	Store	Display
<i>First_name</i>	Text		
<i>Last_name</i>	Text		
<i>Race_no</i>	Number	Integer	Integer
<i>Category</i>	Text		
<i>YOB</i>	Number	Integer	Integer
<i>Age</i>	Number	Integer	Integer
<i>Pace_KM</i>	Number	Decimal	
<i>Speed_KM/h</i>	Number	Decimal	2 decimal places
<i>Category_rank</i>	Number	Integer	Integer
<i>Gender_rank</i>	Number	Integer	Integer
<i>Event_rank</i>	Number	Integer	Integer

Set *Race_no* as the primary key.

Save the data.

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

[3]

- 15** Import the file **j2522group.csv** as a new table in your database. Set all the data types to text.

Set *Cat_code* as the primary key.

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

[1]

- 16** Create a one-to-many relationship between *Cat_code* in the group table and *Category* in the runners' table.

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

[1]

17 Add the following as a new record in the runners' table:

<i>First_name</i>	Nina
<i>Last_name</i>	Harris
<i>Race_no</i>	2512
<i>Category</i>	FSN30
<i>YOB</i>	2000
<i>Age</i>	25
<i>Pace_KM</i>	0.002961065
<i>Speed_KM/h</i>	14.07
<i>Category_rank</i>	2
<i>Gender_rank</i>	9
<i>Event_rank</i>	41

[2]

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

- selects the records where:
 - *Category* starts with **F**
 - *Category_rank* is **1** or **2**
- shows only the fields *Category*, *Race_no*, *Last_name*, *First_name*, *Level* and *Category_rank* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Category_rank* and descending order of *Level*
- has a page orientation of portrait
- fits a single page wide
- includes only the title **Best Female Runners** at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

[6]

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

- selects the records where:
 - *Level* is **Novice**
 - *Event_rank* is **100 or less**
- contains a new field called **Race_time** which is calculated at run-time. This field will calculate the *Pace_KM* multiplied by 42.195
- displays the *Race_time* field as time with the format hh:mm:ss
- shows only the fields *First_name*, *Last_name*, *Age*, *Level*, *Class*, *Race_time*, *Speed_KM/h* and *Event_rank* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Age*
- has a page orientation of landscape
- fits a single page wide and prints on two pages only
- includes only the title **Top 100 Novice Runners** displayed in a larger font size
- calculates the top *Speed_KM/h* and places this at the end of the report
- has the label **Fastest speed** to the left of this value
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Place in your Evidence Document a screenshot showing the database formula used to calculate the top speed.

Save and print your report.

[13]

[Total: 26]

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 8 slides using the file **j2522info.rtf**

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

[1]

21 Place in the right of the slide header your name, centre number and candidate number.

Place in the footer automated slide numbers centre aligned.

Make sure that:

- the header and footer appear in the same position on every slide
- no items overlap on any slide.

[2]

22 Delete the slides with the titles *Tawara Running Events* and *Prizes*

[1]

- 23** Use the data in the file **j2522age.csv** to create a line chart to compare the total participation for men and women within each age group.

Display with labels:

- the age groups on the category axis
- the percentages on the value axis.

[2]

- 24** Display a legend with the labels **Male** for *Men total* and **Female** for *Women total* [1]

- 25** Label the chart with the title **Gender distribution by age group** [1]

- 26** Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **0.42**
- increments of **0.07**

[2]

- 27** Place the chart to the left of the bullets on the slide with the title *Marathon Participation*

Make sure that:

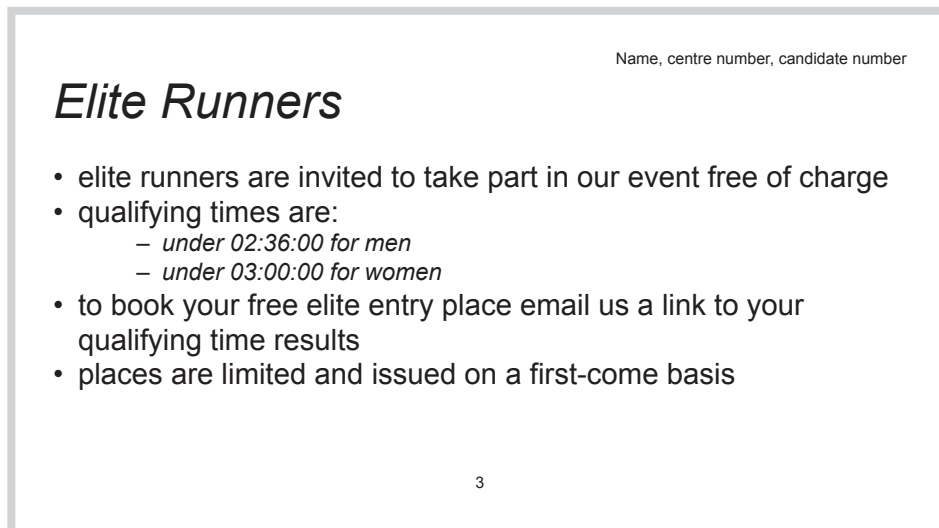
- no words are split
- all data and labels are fully visible
- the chart and its contents do **not** overlap any slide items.

[1]

28 On the slide with the title *Elite Runners* locate the two bullets describing the qualifying times for men and women. Format only these two bullet points so:

- the bullet points are indented to 2.5 centimetres
- the bullet style is displayed as a dash (–)
- the font size is smaller than the other bulleted text
- the text is displayed in italics.

The slide should look like this:



[4]

29 On the slide with the title *Elite Runners* format the text *email us* so that when clicked it opens an email editor ready to send a message to **TM@cambridge.org** with a subject line **Elite Runner Entry**

Place in your Evidence Document a screenshot showing the linked text, email address and subject.

[3]

30 Save the presentation.

Print slides 2, 3, 4 and 5 only as handouts in portrait orientation with two slides to the page, each filling half the page.

Print only the slide with the title *Marathon Participation* as a full-page slide in landscape orientation.

[2]

[Total: 20]

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.

10

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