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Cambridge Assessment International Education

Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Document Production, Databases and Presentations **October/November 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

You have been supplied with the following source files:

n2502age_group.csv
n2502club.csv
n2502event.rtf
n2502evidence.rtf
n2502guide.rtf
n2502race.csv
n2502ratios.csv
n2502track.jpg

Task 1 – Evidence Document

Open the file **n2502evidence.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. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

1 Using a suitable software package open the file **n2502event.rtf**

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

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

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

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 *TM_Festival* document automated page numbers right-aligned.

Place in the footer 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 or footer areas
- the headers and footers are displayed on all pages.

[2]

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3 Sort the list from

accurate chip timing …

to

… *special commemorative medal*.

into alphabetical order.

[1]

4 Apply a bulleted list to the text from

accurate chip timing …

to

… *special commemorative medal*.

Format the bullets so that:

- the bullets are indented 1.5 centimetres from the left margin
- the list is in single line spacing with no space before or after each line.

[3]

5 Select the subheading *Race Entry* and the following text up to and including the paragraph ending … *be polite to them*.

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

[2]

6 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)
TMF-subhead	serif	16	centre	bold, all capitals	single	0	6

Take a screenshot to show that you have defined the settings for the *TMF-subhead* style.

Make sure there is evidence that you have based this on the default/normal paragraph style.

Place this in your Evidence Document.

[2]

7 Identify the five subheadings in the document and apply the *TMF-subhead* style to each one. [1]

8 Locate the table in the document.

Delete the entire row and contents with the category *Elite runners*

[1]

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9 Format the last row of the table to have a height of 1.5 centimetres.

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

[1]

10 Format the last row of the table so that:

- it becomes a single cell across the three columns
- the contents of the cell are vertically and horizontally centred
- it has a light grey (20–30%) background fill.

[3]

11 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
- the space after the table is maintained.

[2]

12 Import the image **n2502track.jpg** and place it in the paragraph starting with

The race starts…

Rotate the image 180 degrees.

[2]

13 Crop the image to remove the blue sky above the clouds. The clouds must still be fully visible.

Format the cropped image so that:

- it is resized to a width of 3.5 centimetres with no distortion
- it is aligned to the right of the column and top of the paragraph starting

  The race starts …

- the text wraps around the image.

[3]

14 Spell check and proofread the document.

Make sure that:

- the list and table are **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.

[1]

[Total: 25]

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Task 3 – Database

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

15 Use database software to import the file **n2502race.csv** as a new table.

Use these field names and data types:

Field name	Data type	Store	Display
Club_no	Text		
Age_cat	Text		
First_name	Text		
Last_name	Text		
Entry_no	Number	Integer	Integer
YOB	Number	Integer	Integer
Age	Number	Integer	Integer
Record_time	Date/Time		hh:mm:ss
Race_time	Date/Time		hh:mm:ss
Pace_KM/h	Number	Decimal	
Gender_result	Number	Integer	Integer
Race_result	Number	Integer	Integer

Set *Entry_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.

[2]

16 Change the data type of the *Pace_KM/h* field to display as time with the format hh:mm:ss [1]

17 Import the file **n2502club.csv** as a new table in your database. Set all the data types to text.

Set *Club_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]

18 Import the file **n2502age_group.csv** as a new table in your database. Set all the data types to text.

Set *Group_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]

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[Turn over

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19 Create one-to-many relationships as links between:

- the *Club_code* field in the club table and the *Club_no* field in the race table
- the *Group_code* field in the age group table and the *Age_cat* field in the race table.

Place in your Evidence Document screenshots showing the one-to-many relationships between the three tables.

[1]

20 In the race table, use an automated search function to locate the record with the *Entry_no* of **1498**

Place in your Evidence Document a screenshot showing the automated search function you used to locate the record.

Amend the details as follows:

Age_cat	**FSE39**
YOB	**1992**
Age	**33**
Gender_result	**137**

Check your data entry for errors. Save the data.

[2]

21 Using fields from the race and club tables produce a tabular report that:

- selects the records where:
  - *Area* includes the text **Scot**
  - *Age* is **30 or less**
- shows only the fields *Last_name*, *First_name*, *Age*, *Pace_KM/h*, *Club_name* and *Area* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Area* and descending order of *Age*
- has a page orientation of portrait
- fits a single page
- includes only the text **Young Scottish Finishers** as a title at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

[7]

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22 Using fields from all three tables produce a tabular report that:

- selects the records where:
  - *Age_cat* is **FSE29** or **FSE39**
  - *Club_name* does **not** include **Independent**
- contains a new field called **Age_graded** which is calculated at run-time. This field will calculate the *Record_time* divided by the *Race_time*
- displays the *Age_graded* field as a percentage to one decimal place
- shows only the fields *First_name*, *Last_name*, *Age_cat*, *YOB*, *Age*, *Club_name*, *Race_time*, *Age_graded* and *Gender_result* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Gender_result*
- has a page orientation of landscape
- fits a single page wide
- includes only the title **Senior Female Club Competitors** displayed in a larger font size
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Save and print your report.

[11]

[Total: 26]

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Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

23 Create a presentation of seven slides using the file **n2502guide.rtf**

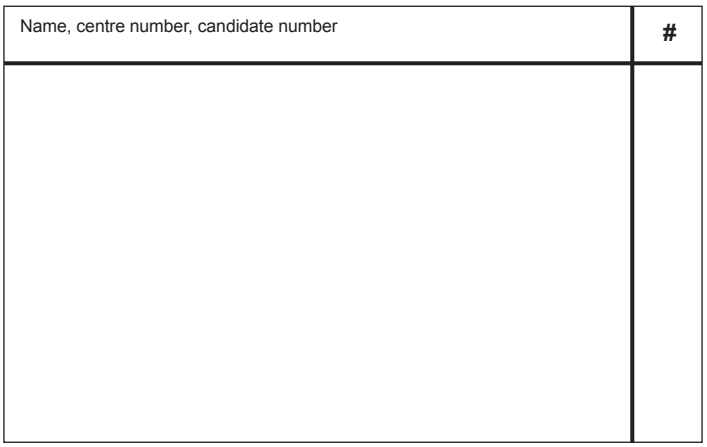
Unless otherwise instructed, the slides must display a title and a bulleted list.

[1]

24 Use a master slide to display only the following features:

- your name, centre number and candidate number in the top left corner
- 3 to 4-point wide lines, about two centimetres from the top and right edge of the slide, as shown in the diagram
- automated slide numbers in the top right, positioned in the box created by the lines.

Your master slide should look like this:



Make sure that:

- master items appear in the same position on every slide
- no items overlap on any slide.

[4]

25 Hide the slide with the title *Good sources of carbohydrates*

Place in your Evidence Document a screenshot showing the slide has been hidden.

[1]

26 Use the data in the file **n2502ratios.csv** to create a pie chart that displays the relative amount of macronutrients needed only for endurance training. [1]

27 Label the chart with the title **Macronutrient ratio for endurance training** [1]

28 Format the chart to display only the macronutrient names and percentages as sector labels.

Position all sector labels outside each chart sector.

Do **not** display a legend.

[2]

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29 Enhance the category with the largest percentage by pulling only this sector away from the other categories. [1]

30 Place the chart to the left of the bullets on the slide with the title *Optimise your diet*

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.

[2]

31 Add the following text as presenter/speaker notes to the slide with the title *Optimise your diet*

Endurance runners need significantly more carbohydrates than an average diet

Print only this slide as presenter/speaker notes in portrait orientation.

[2]

32 On the slide with the title *Optimise your diet* format the text *critical fuel source* so that when clicked it links to the slide with the title *Good sources of carbohydrates*

Place in your Evidence Document a screenshot showing the text linked to the correct slide.

[2]

33 Save the presentation.

Control the printing so the hidden slide does not print. Print slides 1, 2, 3, 4, 5 and 7 only as handouts in portrait orientation with 2 slides to the page, each filling half the page. [2]

[Total: 19]

Task 5 – Printing the Evidence Document

34 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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