GradeMax

CAMBRIDGE
International Education

Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/21**

Paper 2 Document Production, Databases and Presentations **February/March 2026**

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:

m2621age.csv
m2621consumed.csv
m2621evidence.rtf
m2621food.csv
m2621label.rtf
m2621logo.jpg
m2621members.csv
m2621present.rtf
m2621rhc.rtf

Task 1 – Evidence Document

Open the file **m2621evidence.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, modified and applied as instructed.

1 Using suitable software, open the file **m2621rhc.rtf**

The page setup is set to A4 with portrait orientation. Do **not** make any changes to these settings.

Two paragraph styles have already been created and applied. Do **not** make any changes to these unless instructed to do so.

Set the top and bottom margins to 2-centimetres and the left and right margins to 1.5-centimetres.

Place in your Evidence Document a screenshot to show the margin settings.

[1]

2 Save the document in your work area with the file name **ANALYSER**

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]

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3 Place left-aligned in the footer of the ANALYSER document the text:

Created by: followed by a space then your name, centre number and candidate number.

Make sure that:

- the footer details display on a single line
- the alignment matches the page margin
- no other text or placeholders are included in the footer area
- the footer is displayed on all pages.

[2]

4 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)
RH-Calc	sans-serif	14	centre	bold, italic	single	0	6

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

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

Place this in your Evidence Document.

[2]

5 Identify the six calculations in the document which contain the symbol =

Apply the *RH-Calc* paragraph style to each line containing the = symbol.

[2]

6 Format the paragraph starting *Trying to establish* … and ending … *in the right direction*. so that:

- it is displayed in two columns of equal width
- there is a 1.5-centimetre space between the columns
- the text is fully justified with italic enhancement.

[3]

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7 The *RH-Title* paragraph style has already been created and applied to the title.
Modify the *RH-Title* 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)
RH-Title	serif	22	centre	bold	single	0	12

Take screenshot evidence to show you have modified the *RH-Title* style and the settings applied.

Place this in your Evidence Document.

[1]

8 Apply square style bullets to the text from:

gender …
to
… *personal targets*.

Format the bulleted text so the bullets are indented 1-centimetre from the left margin.

[2]

9 Insert a new line at the top of the document above the title.

Import the logo **m2621logo.jpg** and place it on the new line.

Align the logo to the right margin with the aspect ratio and size maintained.

[2]

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10 You are going to produce a food label consisting of five identical shapes.

Open a new document and draw five rectangle shapes with rounded corners to create a food label.

Copy the information from the file **m2621label.rtf** into the shapes as shown.

Format the shapes so that:

- each shape is the same size
- there is equal space between each shape
- the text is bold, sans-serif with a 10-point font size
- the text is centre-aligned vertically and horizontally within the shape
- the text is displayed over four lines as shown
- the shapes are grouped as one item.

Your label must look like this:

Energy **910kJ** **217kcal** **11%**	**Fat** **14g** **MED** **20%**	**Saturates** **5.5g** **HIGH** **27%**	**Sugars** **0.7g** **LOW** **3%**	**Salt** **0.8g** **MED** **13%**

Insert this label after the paragraph ending … *given in different units, kcals (kilocalories), kJ (kilojoules).*

Select the label and take screenshot evidence to show the shapes have been grouped as one item. Place this in your Evidence Document.

[7]

11 Spell check and proofread the document.

Make sure that:

- the list 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 2.

Print the document.

[1]

[Total: 24]

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Task 3 – Database

You are now going to prepare a report. Dates are to be imported in the format of day month year (DMY). Make sure all required data is fully visible.

12 Using database software, import the file **m2621members.csv** as a new table. Do **not** import the *Add_1* and *Post_code* fields.

Use these field names and data types:

Field name	Data type	Store	Display
Title	Text		
First_name	Text		
Last_name	Text		
Member_ID	Text		
Gender	Text		
Date_joined	Date/Time		
Target	Number	Integer	Integer

Set the *Member_ID* as the primary key.

Save the data.

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

[3]

13 Import the file **m2621food.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
Item	Text		
Item_ID	Number	Integer	Integer
Calories	Number	Integer	Integer
Fat	Number	Decimal	1 decimal place
Protein	Number	Decimal	1 decimal place
Carbohydrate	Number	Decimal	

Set the *Item_ID* as the primary key.

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

[2]

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14 Import the file **m2621consumed.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
Mem_ID	Text		
Item_code	Number	Integer	Integer
Eat_date	Date/Time		dd-MMM-yyyy e.g.15-Jan-2026
Consumed_ID	Number	Integer	Integer

Set *Consumed_ID* as the primary key.

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

[2]

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

- the *Member_ID* in the members table and the *Mem_ID* in the consumed table
- the *Item_ID* in the food table and the *Item_code* in the consumed table.

Place in your Evidence Document screenshot(s) showing the one-to-many relationships between the three tables.

[1]

16 Using fields from all tables, produce a tabular report that:

- selects the records where:
  - *Member_ID* is **YA024**
  - *Calories* is **more than 200** or *Fat* is **20 or less**
- contains a new field called **KJoules** which is calculated at run-time. This field must display the calories multiplied by 4.184. Use *Calories* x 4.184. Format this field to display 0 decimal places
- shows only the fields *Eat_date, Item, Protein, Calories, Fat* and *KJoules* in this order with data and labels displayed in full. Do **not** group the data
- calculates the average protein of items and places this in the report footer, displayed to 2 decimal places
- shows the *Member_ID* without a label on the right in the report header
- sorts the data into ascending order of *Calories*
- has a page orientation of landscape and fits a single page wide
- includes only the text **Ruby Collier food orders** as a title at the top of the page
- has your name, centre number and candidate number on the report.

Place in your Evidence Document screenshots, with the formula and field names fully visible, showing:

- the database formula used to calculate the *KJoules*
- the database formula used to calculate the average protein
- the field name for member ID in the design of the report.

Save and print your report.

[12]

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17 Using fields from all tables, produce a tabular report that:

- selects only those records where:
  - *Item* includes the text **and**
  - *Gender* is **Female**
- shows only the fields *First_name, Last_name*, *Gender, Item_code*, and *Item* in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Last_name* and descending order of *First_name*
- has a page orientation of landscape
- fits on a single page wide
- includes the title **Female food preferences** displayed in a larger font size, at the top of the page
- 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.

[7]

[Total: 27]

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Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

18 Create a presentation of five slides using the file **m2621present.rtf**

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

[1]

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

- a black triangle **3**-centimetres high by **3**-centimetres wide positioned in the top left corner to look like this:



- automatic slide numbers on the top right
- your name, centre number and candidate number on the bottom left.

Make sure that:

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

[4]

20 Format the first slide so that:

- a title slide layout is applied with no bullets
- the title and subtitle text are centre-aligned.

[1]

21 On slide 3 with the title *Using Analyser* enter this text as the first bullet point:

Make sure Rexham Analyser is installed on the computer

Remove the bullet point from this text.

[2]

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22 On slide 3 select **only** the four bulleted items after the text *Open software*

Format them to look like this:

Make sure Rexham Analyser is installed on the computer
- Open software
  - Click on new entry
  - Enter date
  - Insert your member number
  - Select food eaten
- Repeat this for each item

[1]

23 Use the data in the file **m2621age.csv** to create a line chart to show the daily calorie needs for active males and active females for only the ages 20 to 70.

Display the age as labels on the category axis, the calories on the value axis and a legend showing Active males and Active females.

[3]

24 Label the chart with:

- the title **Typical calorie needs for active adults**
- a value axis title **Calories**
- a category axis title **Age**

[2]

25 Place the chart to the right of the bullets on the slide with the title *Suggested calories depend on:*

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]

26 On the slide with the title *Using your monthly report*, format the text *your trainer* so that when clicked it opens an email editor to send a message to **rexham@cambridge.org** with a subject line **Intake discussion**

Place in your Evidence Document a screenshot showing the linked text, email address and subject. Make sure all the text is fully visible.

[3]

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27 Save the presentation.

Print the full presentation in portrait orientation with 2 slides to the page, each filling half the page.

[1]

[Total: 19]

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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