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CAMBRIDGE
International Education

Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/22**

Paper 2 Document Production, Databases and Presentations **May/June 2026**

2 hours 15 minutes

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

8386998092

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:

j2622breakers.rtf
j2622categories.csv
j2622enginebay.jpg
j2622evidence.rtf
j2622newsite.rtf
j2622parts.csv
j2622recyclinggrowth.csv
j2622suppliers.csv

Task 1 – Evidence Document

Open the file **j2622evidence.rtf**

Make sure that your name, centre number and candidate number 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 for Tawara Garages Ltd. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

1 Using suitable software, open the file **j2622newsite.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.

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

Make sure that 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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2 Place in the TAWARAGARAGES document:

- a centre-aligned header on a single line, with the text:

  Document Author: followed by a space then your name, centre number and candidate number

- on a separate line in the header enter an automated file name. Do **not** include a path
- a centre-aligned footer displaying automated page numbers.

Make sure that:

- no other text or placeholders are included in the header or footer areas
- the header and footer are displayed on all pages.

Display the document field codes.

Take a screenshot to show the code for the automated file name field. Place this in your Evidence Document.

Turn off the display of the document field codes.

[4]

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)
AB-Title	serif	36	right	bold, italic	single	0	6

Take a screenshot to show that you have defined the settings for the *AB-Title* 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 Apply the *AB-Title* style to the title text *Launch of Tawara Garages Centralised Site* [1]

5 Replace the word *started* with the word **begun** wherever it occurs in the document. [1]

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6 Select the subheading *Tawara New Location* and the following text up to and including the paragraph ending … *parts which fail.*

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

[2]

7 Apply bullets to the text from:

vehicle interior…

to

…washer fluid replacement.

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.

[3]

8 Import the image **j2622enginebay.jpg** and place it in the paragraph beginning *The new site will …*

Crop the image so the red border and everything outside the red border is removed, making sure that all of the image inside the border remains.

Format the image so that:

- it is resized to a width of 5 centimetres with the aspect ratio maintained
- it is aligned to the right column margin and the top of the paragraph *The new site will…*
- the text wraps around the image.

[4]

9 Locate the table in the document.

Delete the entire column and contents with the heading *Mileage Interval*

[1]

10 Locate the symbol and text **monthly* in the table and format it to be superscript. [1]

11 Format the table so that:

- all the text in each row displays on one line
- 1-point internal black borders and 2- to 3-point external black borders are displayed
- the text in column 1, row 1 and column 2, row 2 is aligned to the bottom of the cell
- table borders and all data fit within the column width
- there is a 7-point space after the table.

[4]

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12 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
- 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 a report and some labels. Dates must be imported in the format day month year (DMY). All currency values must display the same currency symbol. Make sure all required data is fully visible.

13 Using database software, import the file **j2622parts.csv** as a new table.

Use these field names and data types:

Field name	Data type	Store	Display
Date_added	Date/Time		dd-MMM-yyyy
Part_number	Text		
Part_name	Text		
Part_category	Text		
Supplier_code	Text		
Colour	Text		
Weight	Number	Decimal	1 decimal place
Available_year	Number	Integer	
Cost	Number/Currency	Decimal	Currency symbol with 1 decimal place

Set *Part_number* as the primary key.

Save the data.

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

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Import the file **j2622suppliers.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
Supplier_name	Text		
Supplier_code	Text		
Area	Text		
First_name	Text		
Last_name	Text		
Street_address	Text		
Post_code	Text		
Contact_number	Text		
Payment_terms	Number	Integer	Integer

Set *Supplier_code* as the primary key.

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

Import the file ***j2622categories.csv*** as a new table in your database. Set all the data types to text.

Set *Category_code* as the primary key.

Save the data.

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

[7]

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

- the *Supplier_code* in the suppliers table and the *Supplier_code* in the parts table
- the *Category_code* in the categories table and the *Part_category* in the parts table.

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

[1]

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15 Add the following as a new record in the parts table:

Date_added	**09-Jan-2000**
Part_number	**AA119**
Part_name	**Sun visor**
Part_category	**INT**
Supplier_code	**RD8_96**
Colour	**Red**
Weight	**2.0**
Available_year	**2030**
Cost	**19.2**

Check your data entry for errors. Save the data.

[2]

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

- selects the records where:
  - *Part_category* is **INT** or **EXT** or **DL**
  - the *Available_year* is **2027 or later**
- contains a new field called **Overdue_cost** which is calculated at run-time. This field must display the cost price increased by 5%
  Use *Overdue_cost* = *Cost* × 1.05
  format this field to display currency to 1 decimal place
- shows only the fields *Date_added, Category_name, Supplier_name, Colour, Part_name, Weight, Available_year, Cost, Overdue_cost* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Supplier_name* and descending order of *Category_name*
- has a page orientation of landscape and fits a single page wide
- includes only the text **Automotive Part Suppliers** as a title 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.

[10]

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17 Using fields from only the suppliers table, produce labels which:

- select only the records where:
  - *Supplier_name* does **not** include the text **Part** or **Motor**
  - *Payment_terms* is **30** days
- sorts the data into descending order of *Supplier_name*

Use this selection to produce labels which:

- are arranged in two columns and five rows with ten labels to the page, for example with a label size of 99.0 mm wide 57.0 mm high (9.90 cm × 5.7 cm)
- print in portrait orientation with a page size of A4 (21 cm wide by 29.7 cm high)
- display the data for each field left-aligned with a layout as shown in the following sample layout:

Supplier_name
First_name Last_name
Street_address
Area
Post_code
Supplier_code - Payment_terms

- have your name, centre number and candidate number on the left at the top of each label.

Modify the format of the label so that only the *Supplier_name* is displayed in a larger font size, centre-aligned and bold.

Make sure that data on every label is fully visible with no overlap of any field.

Save and print your labels.

[10]

[Total: 30]

Task 4 – Printing the Evidence Document

Make sure 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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Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

18 Create a presentation of six slides using the file **j2622breakers.rtf**

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

[1]

19 Place in the header automated slide numbers right-aligned.

Place in the footer your name, centre number and candidate number left-aligned.

Make sure that:

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

[2]

20 Move the slide with the title *Careers* so it becomes the last slide in the presentation. [1]

21 Use the data in the file **j2622recyclinggrowth.csv** to create a pie chart to show the recycling rates by country of *EV Cars* only. [1]

22 Label the chart with the title **EV Cars Recycled By Country** [1]

23 Format the chart to display only the countries and percentages as sector labels.

Position the sector labels outside each chart sector.

Do **not** display a legend.

[3]

24 Emphasise the country with the largest percentage by pulling only this sector away from the other sectors. [1]

25 Place the chart to the left of the bullets on the slide with the title *Vehicle Recycling*

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]

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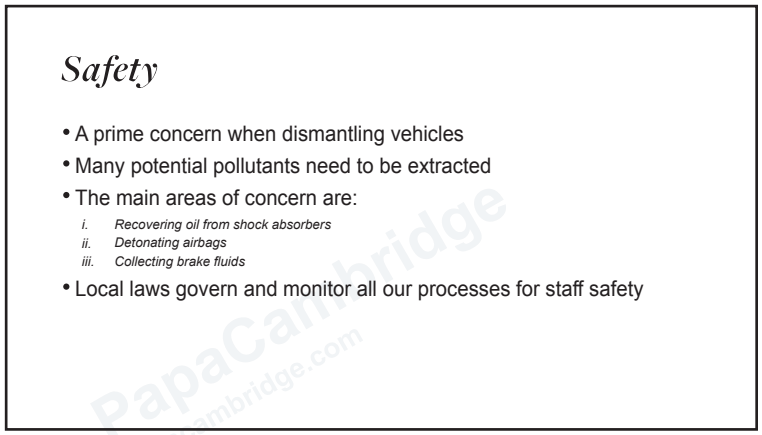
26 On the slide with the title *Safety*, locate the three bullets after the text *'… areas of concern are:'* Format only these three bullet points so:

- the bullet style displays as lower case roman numerals
- each roman numeral aligns with the main bullet text
- the font size is smaller than the other bulleted text
- the text is displayed in italics.

The slide should look like this:



[3]

27 Save the presentation.

Print the full presentation in portrait orientation with 2 slides to the page, each filling half the page. [1]

[Total: 15]

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