



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
 International General Certificate of Secondary Education

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Practical Test

October/November 2010

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

At the end of the exam put this **Question Paper** and **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **7** printed pages and **1** blank page.



You work for a company called Hothouse Design. You are going to perform some clerical tasks for this company.

- 1 Prepare an e-mail message to be sent to **design.h@cie.org.uk** which contains the subject line **November 2010 article** ☒

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text **Please send the draft materials I need to work on.**

Send this message.

You should receive the instructions that you need within an e-mail reply.

- 2 Read the reply to your message and follow the instructions. ☐
- 3 Add to your e-mail address book a new contact with the name **Sports Manager XXXX** ☐
 Replace XXXX with your candidate number.
 Use the e-mail address that you received in the e-mail reply.
- 4 Save and print the entry in your address book. (This may be a screenshot to show that you have added the contact to your address book.) ☐

You are now going to edit a document about Power Kite Sports.

- 5 Using a suitable software package, load the file **N10EKS.RTF**
- 6 Set the page size to A4.
- 7 Set the page orientation to landscape.
- 8 Set the top, bottom, left and right margins to 4 centimetres.
- 9 Save the document with a new filename to your work area.
- 10 Set all the text to a serif font.
- 11 Set all the text to single line spacing.
- 12 Set the alignment of all the text to be fully justified.
- 13 Set the font size of all the text to **10** point.
- 14 Place in the header:

- your candidate number and your Centre number left aligned
- the automated file name and path right aligned

Place in the footer:

- an automated page number centre aligned
- today's date right aligned

Make sure that all the alignments match the page orientation and margins.

Make sure that headers and footers are displayed on each page.

- 15 Make sure there is a blank line 10 points high after each paragraph and that the line spacing is consistent.
- 16 Insert a blank line at the start of the document and enter the heading **EKS Club News**
- 17 Set the font size of the heading to **36** point.
- 18 Add the text **Report by:** and add your name. Place this as a subheading below the heading.
- 19 Set both the heading and subheading to a sans-serif font.
- 20 Make the subheading italic.
- 21 Set the font size of the subheading to **18** point.
- 22 Underline the heading.
- 23 Make both the heading and subheading right aligned.

✓

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24 After the subheading, format the rest of the document into two equally spaced columns, with a 1 centimetre gap. ☐

25 Delete the paragraph that begins: *The Power Kite School courses ... kite flying theory, teaching, practice and safety to be covered.* ☐

26 Change the list of basic safety rules to be a numbered list. Make sure the numbered list does not have any blank line spaces between the items. It includes the text from: ☐

Do not attempt to learn ...

to

Never over estimate your own ability.

27 Insert a table with five columns and five rows after the text *Here are some courses we have on offer:* ☐

28 Enter the following data into the table: ☐

Learn to use your kite safely				
Course	Level	Duration	Cost	Group
Power kite taster	Beginner	1 hour	15.00	Max 4
Basic driving techniques	Intermediate	1 day	75.00	Max 4
Advanced flying or driving skills	Advanced	3 hours	80.00	1 to 1

29 Make sure the table fits within the column, using text wrap where needed. Make sure text is aligned to the top of the cell if text is wrapped. ☐

30 Format only the text in the top two rows of the table to be centred and underlined. Apply light grey shading (20 – 40%) to the top two rows of the table. ☐

31 Merge the cells in the top row of the table so that the text is centred across the five columns. ☐

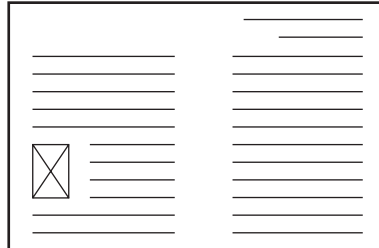
32 Set all gridlines to be visible with lines 2 to 2.5 points wide. ☐

- 33 Place the image **N10SURF.GIF** at the beginning of the paragraph that starts *Our Extreme Sports Centre gives you...* ☐

Align the image with the top line of the paragraph and the left margin. Make sure the text wraps to the right and below the image.

Re-size the image to **3** centimetres high and maintain the aspect ratio.

It may look like this:



- 34 Save the document. ☐

You are going to prepare some reports for the company

- 35 Using a suitable database package, import the file **N10EKS.CSV** ☐

Assign the following data types to the fields.

Make	Text
Model	Text
Size	Numeric / 1 decimal place
Price	Currency / 2 decimal places
Skill level	Text
Wind condition	Text
Use	Text
Number	Numeric / Integer
Stock item	Boolean / Logical

Make sure that you use these field names. You may add another field as a primary key field if your software requires this.

Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, Centre number and candidate number are included on this printout. ☐

- 36 Insert the following three records: ☐

<i>Make</i>	<i>Model</i>	<i>Size</i>	<i>Price</i>	<i>Skill level</i>	<i>Wind condition</i>	<i>Use</i>	<i>Number</i>	<i>Stock item</i>
Airush	Vapour	16	999	Beginner	Low	Kite Surf	1	Yes
Best	Nemesis	12	979	Beginner	Medium	Kite Surf	1	Yes
Airush	Flow	5	699	Beginner	High	Kite Surf	1	Yes

Check your data entry for errors.

- 37 Save the data. ☐



38 Produce a report which:

- contains a new field called **Order** which is calculated at run-time. This field will calculate the *Price* multiplied by 3
- has the *Order* field set as currency with 2 decimal places
- shows only the records where *Number* is less than 2 and *Stock item* is *Yes*
- shows all the fields and their labels in full
- fits on a single page wide
- has a page orientation of landscape
- sorts the data into ascending order of *Make* (with *Airush* at the top)
- calculates the total value of kites to be ordered and
 - shows this total value at the bottom of the *Order* column
 - formats this total value to currency with no decimal places
 - has the label **Total order value** for the total value
- includes the heading **Kites we need to restock** at the top of the page
- has your name, Centre number and candidate number on the left footer of each page.



39 Save and print this report.



40 Produce labels from all the data which:

- fit two side by side on the page
- show only the records where *Use* contains **Kite Surf**, the *Stock item* field is **Yes** and the *Skill level* is not **Beginner**
- show only the fields *Make*, *Model*, *Size*, *Price* and *Wind condition*, each on a separate line
- display the field name as well as the data
- are sorted into ascending order of *Size*
- include the heading **Special offer for kite surfers** at the top of each label
- have your name, Centre number and candidate number at the bottom of each label.

The page layout may look like this

41 Save and print these labels.



42 Produce an extract from all the data which:



- selects only
 - small kites of less than size 3
 - those suitable for beginners
- shows only the fields *Make*, *Model*, *Size* and *Price*
- sorts the kites into ascending order of price.

- ✓
- 43 Save this data in a form which can be imported into the document that you saved in step 34. ☐
- 44 Import this data into your document as a table after the paragraph which ends: *Here are some small kites suitable for a beginner, some of which will still be suitable as you progress to intermediate skills:* ☐
- Make sure that all required fields and their labels are fully visible and that there is one blank line above and below the table.
- 45 Search the website address specified in the body of the e-mail from step 2 for a file that contains information on **EKS adventure trips**. Save this file in your work area. ☐
- 46 Insert this text, as a table, into your document after the line *Here are details of planned trips:* ☐
- 47 Format the table to match that of the table you created in steps 27 to 32. ☐
- 48 Spell-check and proof-read the document. ☐
- Place page breaks, if necessary, to ensure that:
- tables do not overlap two columns or pages
 - bulleted lists do not overlap two columns or pages
 - there are no widows
 - there are no orphans
- 49 Save the document. ☐
- Print the document.
- 50 Prepare an e-mail message: ☐
- to be sent to **design.h@cie.org.uk**
 - copied to **events.eks@cie.org.uk**
 - with the subject line **Draft club news article**
- The body text of the message should include:
- your name
 - your Centre number
 - your candidate number
 - the text **Here is the draft news letter you asked me to prepare.**
- 51 Attach to your e-mail the document you saved in step 49. ☐
- 52 Print a copy of this e-mail, showing clearly that the attachment is present. ☐
- Send the e-mail.

Write today's date in the box below.

Date

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