FAISAL CHUGHTAI
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UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

CANDIDATE NAME

CENTRE NUMBER | | | | | |

CANDIDATE NUMBER | | | | |

7173082561

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Practical Test **October/November 2011**

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 **8** printed pages.

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

✓

1 Open the file **NX1EVIDENCE.RTF** ☐

Make sure that your name, Centre number and candidate number will appear on every page of this document.

Save this evidence document in your work area as **NX1EVIDENCE** followed by your candidate number. For example: NX1EVIDENCE9999

You will need this file later.

2 Add Mr Rashid Paul, the Export Manager, to your email contacts / address book. ☐

His contact details are:

Title: **Export Manager**

Address: **Rashid@cie.org.uk**

Show evidence of this in your evidence document. (This may be a screenshot.)

You will send a message to this address later.

You are now going to edit a document about the development of a new port.

3 Using a suitable software package, load the file **NX1PORT02.RTF** ☐

4 Set the page size to A4. ☐

5 Set the page orientation to portrait. ☐

6 Set all margins to 1 centimetre. ☐

7 Save the document, with a new name, in your work area. ☐

8 Place in the header: ☐

- your name left aligned
- your candidate number centre aligned
- your Centre number right aligned

Place in the footer:

- today's date left aligned
- the automated file name right aligned

Make sure that all the alignments match the page margins.

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

9 Insert a blank line at the start of the document and enter the title **Developments at Port Pepard** ☐

10 Make the title right aligned. ☐

11 Set the font size of the title to **36** point. ☐

12 Below the title, add a subtitle: ☐

Report by: and add your name.

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		✓
13	Set the title and subtitle to a serif font.	☐
14	Set the font size of the subtitle to **18** point.	☐
15	Make only the subtitle italic and underlined.	☐
16	Make the subtitle right aligned.	☐
17	After the subtitle format the rest of the document as body text into two equally spaced columns, with a **2** centimetre gap.	☐
18	Set all the body text to a sans-serif font.	☐
19	Set all the body text to **single** line spacing.	☐
20	Set the alignment of all the body text to be fully justified.	☐
21	Set the font size of all the body text to **12** point.	☐
22	Make sure there is a blank line after each paragraph of the body text and that this line spacing is consistent.	☐
23	In the left column, before the first paragraph of the document, enter the subheading: **An important regional port**	☐
24	Identify the subheadings in the document and make them all italic, sans-serif and 14 point. Make sure there is one line space below each subheading.	☐
25	Find the table in **NX1EXPORT02.RTF** and insert it at the end of the document.	☐
26	Make sure the table fits within the column width. The font should match the body text of the document.	☐
27	Merge the cells in the top row of the table across the five columns. Format only this row to be centre aligned and underlined.	☐
28	Set all borders of the table to be visible when printed.	☐
29	Set only the outside border of the table to be a thick (3 point) line.	☐

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✓

30 Find an image of a harbour, port or boat. ☐

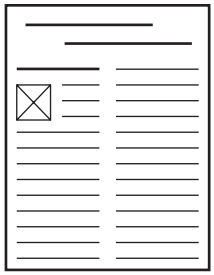
Re-size the image to a height of **3 cm** and maintain the aspect ratio.

Place this image:

- on the first page
- below the subheading *An important regional port*
- aligned with the top of the first paragraph
- aligned to the left margin

Make sure the text wraps round the image.

It may look like this:



31 Spell-check and proof-read the document. ☐

Place page breaks, if necessary, to ensure that:

- tables do not overlap two columns or pages
- there are no widows
- there are no orphans
- there are no blank pages.

32 Save the document. ☐

Print the document.

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You are now going to create a short presentation about the port.

✓

33 The master slide must have: ☐

- A plain white background
- the image **NX1PORT02.JPG** placed in the top left corner. The height of the image should be 4 cm and the aspect ratio should be maintained
- your Centre number, candidate number and name in a 12 point black serif font in the bottom right corner
- automatic slide numbers in the bottom centre of the slide
- a horizontal line, 3 points wide, across the slide below the image
- the text **Port Pepard Docks** in a black 48 point serif font above the line and aligned to the right.

No master slide elements, text or images should overlap each other on any slides.

Apply all master slide elements to all slides.

34 Import the file **NX1PRES02.RTF** placing the text as slides in your presentation software. ☐

Remove any blank slides.

(This should provide five slides, each containing a title and some bullet points.)

35 Insert a new slide before slide 1. Use a layout with a title and subtitle for the new slide. ☐

36 Enter the text **New dock for car exports** as the title for the slide. ☐

Enter the text **Review of car movements** as a subtitle for the slide.

37 Move slide 5 so that it now becomes slide 3. ☐

38 Create a vertical bar chart using the table in **NX1EXPORT02.RTF** to compare the planned exports to the actual exports. ☐

(You may need to take the data into another package.)

39 Label the chart with ☐

- the title **Car export volumes**
- category axis labels displayed in full
- axis titles as **Number of cars** and **Year**

40 Place the chart on the last slide to the left of the bullet points. ☐

41 Save the presentation. ☐

Print all the slides with six slides to the page.

42 Print only the last slide full size on a single page. ☐

You are now going to prepare some reports for the company.

✓

43 Using a suitable database package, import the file **NX1CARS02.CSV** ☐

Use the following field names and data types:

VIN	**Text**	***this is the unique number for each car produced***
Model	**Text**	***this is the model of the car***
Power	**Text**	***this is the power source for the car, eg petrol or diesel***
Engine Size	**Text**	***this is the cubic capacity of the engine where relevant***
Cost Price	**Currency**	***this is in Euros and two decimal places***
Colour	**Text**	***this is the paint colour of the car***
Port	**Text**	***this is the port to which the car will be exported***
Country	**Text**	***this is the country in which that port is located***
Distributor	**Text**	***this is the company who import and sell cars in that country***
Dispatched	**Boolean/Logical**	***records whether a car has been sent out from the port or not***

44 Save a screen shot showing the field names and data types used. Insert a copy of this screen shot into the evidence document. ☐

45 Insert the following three records: ☐

VIN	*Model*	*Power*	*Engine Size*	*Cost Price*	*Colour*	*Port*	*Country*	*Distributor*	*Dispatched*
376C15423002	MicroZed	D	1200	11000	Blue	Hamburg	Germany	BMD AG	No
376C15423010	MicroSE	H	900	12000	Red	Hamburg	Germany	BMD AG	No
377C15423010	Micro	G	600	8500	Red	Hamburg	Germany	BMD AG	No

Check your data entry for errors. ☐

46 Save the data. ☐

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✓

47 Produce a report which: ☐

- contains a new field called **Delivered Price** which is calculated at run-time. This field will calculate the *Cost Price* of the car plus a delivery charge of 300 Euros
- has the *Delivered Price* field in Euros with 2 decimal places
- shows only the records where the *Country* is *Germany* and the cars have not been dispatched
- shows only the fields *VIN, Model, Power, Engine Size, Cost Price, Colour, Port, Distributor* and *Delivered Price* with their labels in full
- fits on a single page wide
- has a page orientation of landscape
- sorts the data into ascending order of *VIN*
- calculates the total number of cars in this selection and places it at the bottom of the report
- has a label to the left of this number **Total cars for Germany**
- includes the heading **Dispatch manifest (port: Hamburg)** at the top of the page
- has your name, Centre number and candidate number on the left in the footer.

48 Save and print this report. ☐

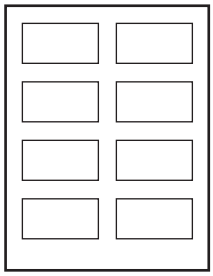
49 Produce labels from all the data which: ☐

- are arranged in two columns
- show only the records where *VIN* begins with **37**, the *Country* field is **Spain** and the *Power* field is **E**
- show only the fields *VIN, Model, Port* and *Distributor* each on a separate line
- display the field name as well as the data
- include the heading

  Attention!
  Check charge voltage before delivery

  in a larger font 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:



50 Save and print these labels. ☐

✓

51 Prepare an email message: ☐

- to be sent to design.h@cie.org.uk
- copied to the Export Manager (from your address book)
- with the subject line **Port facilities report**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text: **You will find the draft report attached.**

52 Attach to your email the document which you saved at step 32. ☐

53 Take a screenshot of this email, showing clearly that the attachment is present and place it in the evidence document. ☐

Send the email.

54 Save and print the evidence document. ☐

Write today's date in the box below.

Date

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