



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2020

2 hours 30 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 80.
- The number of marks for each question or part question is shown in brackets [].

This document has **16** pages. Blank pages are indicated.

You have been supplied with the following source files:

J220BIKE.jpg
J220BIKEPACK.rtf
J220BOOK.rtf
J220CLUBS.csv
J220EVIDENCE.rtf
J220RAAM.rtf
J220RESULTS.csv
J220SPEED.csv
J220TOURS.csv

Task 1 – Evidence Document

Open the file **J220EVIDENCE.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 **J220EVIDENCE** followed by your candidate number, for example: J220EVIDENCE9999

You will need to place screenshots in this Evidence Document.

Task 2 – Document

You are going to edit a report. The company uses a corporate house style for all its documents. One paragraph style has been created and applied. Additional paragraph styles must be created and applied to the report as instructed.

1 Open the file **J220BIKEPACK.rtf**

The page setup is set to A4, landscape orientation with 2 centimetre margins. Do **not** make any changes to these settings.

Save the document in your work area, in the format of the software you are using, with the file name **BPGUIDE**

EVIDENCE 1

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 Remove any pre-set page breaks in the document.

[1]

3 Place in the footer:

- automated page numbers left aligned
- 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
- footers are displayed on all pages.

[1]

4 Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
BP-Subtitle	sans-serif	20	right	italic	single	0	0
BP-Subhead	serif	18	centre	bold, underline	single	0	9
BP-Body	sans-serif	11	justified with a first line indent of 1.5 cm	none	single	0	6
BP-Table	serif	10	centre	italic	single	0	0

EVIDENCE 2

Place in your Evidence Document a screenshot to show that the style settings have been defined for the *BP-Body* style. Make sure this style is based on the default paragraph style.

[3]

5 Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence of this list.

EVIDENCE 3

Place this screenshot in your Evidence Document.

[1]

- 6 The style name *BP-Title* has already been created, stored and applied to the title text. Modify the *BP-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)
<i>BP-Title</i>	serif	34	centre	bold, italic	single	0	0

EVIDENCE 4

Place in your Evidence Document a screenshot of these style settings for the *BP-Title* style.

[2]

- 7 Below the title add the subtitle:

Produced by: and add your name

Apply the *BP-Subtitle* style to this text.

[2]

- 8 Apply the *BP-Body* style to the rest of the document.

[1]

- 9 Apply tick-shaped bullets (✓) to the text from:

full course must be completed ...

to

... and observe local laws.

Make sure that:

- the bullets are indented **1.5** centimetres from the left margin with a hanging indent applied if text wraps to a second line
- the list is in single line spacing with no space between the lines
- there is a **6** point space after the last item in the list.

[3]

- 10 Identify the 5 subheadings in the document and apply the *BP-Subhead* style to each one.

[1]

- 11 Locate the table in the document.

Delete the entire column with the heading *Time Limit*

[1]

- 12 Change the page layout so that the subheading *Racing* and all following text is displayed in **two** columns of equal width with a **2** centimetre space between the columns.

[2]

13 Format the table so that:

- the border and all data fit within the column width
- the *BP-Table* style is applied to all data
- text in all rows is centre aligned vertically
- no words are split where text is wrapped within the table
- all internal and external gridlines are displayed when printed
- there is no cell shading
- there is a 6 point space after the table.

[3]

14 Sort the data in the table into descending order of *KM*.

[1]

15 Insert a new row as the first row of the table and enter the title:

Popular Distance Bikepacking Races

[2]

16 Format the first row of the table to be:

- bold
- centre aligned over the four columns.

[2]

17 Import the image **J220BIKE.jpg** and place it in the paragraph beginning *Conventional cycle touring ...*

Rotate the image 180 degrees.

Format the image so that:

- it is resized to a width of **4** centimetres with the aspect ratio maintained
- it is aligned to the right of the column and top of the paragraph starting *Conventional cycle touring ...*
- the text wraps round the image.

[4]

18 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
- spacing is consistent between all items.

Save the document using the same file name and format used in Step 1.

Print the document.

PRINTOUT 1

Make sure your **name**, **centre number** and **candidate number** are on your report.

[1]

[Total: 32]

Task 3 – Database

You are now going to prepare some reports. Dates are to be imported in the format of day month year.

19 Using a suitable database package, import the file **J220RESULTS.csv**

Use these field names and data types:

Field name	Data type	Format
<i>Racer_ID</i>	Text	
<i>Last_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Club_Code</i>	Text	
<i>Birth_Date</i>	Date/Time	
<i>Age_Jan</i>	Number	Integer
<i>Avg_MPH</i>	Number	Store and display to 2 decimal places
<i>Event_Rank</i>	Number	Integer
<i>Points</i>	Number	Integer
<i>Racing_No</i>	Number	Integer
<i>Penalty</i>	Boolean/Logical	To display as Yes/No
<i>Category</i>	Text	
<i>Year_Band</i>	Text	
<i>Ability</i>	Text	
<i>Gender</i>	Text	

Set *Racer_ID* as a primary key.

Save the data.

EVIDENCE 5

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

[2]

20 Import the file **J220CLUBS.csv** as a new table in your database.

Set *Club_ID* as a primary key.

Create a one-to-many relationship between *Club_ID* in the clubs table and *Club_Code* in the results table.

EVIDENCE 6

Place in your Evidence Document screenshot(s) showing the type of relationship between the two tables.

[1]

21 Enter the following details as a new record in the results table:

<i>Racer_ID</i>	XC0235
<i>Last_Name</i>	Olsen
<i>First_Name</i>	Janet
<i>Club_Code</i>	MTBC10
<i>Birth_Date</i>	12/02/1991
<i>Age_Jan</i>	28
<i>Avg_MPH</i>	13.67
<i>Event_Rank</i>	6
<i>Points</i>	105
<i>Racing_No</i>	1550
<i>Penalty</i>	Yes
<i>Category</i>	Senior
<i>Year_Band</i>	19 to 29
<i>Ability</i>	Expert
<i>Gender</i>	Female

Check your data entry for errors.

Save the data.

[2]

22 Using fields from both tables produce a tabular report that:

- selects the records where:
 - *Event_Rank* is **5 or less**
 - *Ability* does **not** include **Novice**
- shows only the fields:
First_Name, Last_Name, Club_Name, Category, Gender and *Event_Rank*
in this order, with data and labels displayed in full. Do **not** group the data.
- sorts the data into descending order of *Category* and ascending order of *Event_Rank*
- has a page orientation of portrait
- fits on a single page wide
- includes only the text **Results By Category** as a title displayed in a larger font size, fully visible, at the top of the page
- calculates the number of racers and places this under the *Gender* column, formatted as an integer
- has a label **Number of racers** to the left of this value
- has only your name, centre number and candidate number in the footer of the report so it appears on every page.

Save and print your report.

PRINTOUT 2

Make sure that you have entered your **name, centre number** and **candidate number** on your report.

EVIDENCE 7

Place in your Evidence Document a screenshot of the formula used in the database to calculate the number of racers.

[11]

23 Using fields from both tables, produce a tabular report that:

- selects the records where:
 - *Location* includes the text **East**
 - *Category* is **Senior**
 - *Penalty* is **Yes**
- contains a new field called **Revised_MPH** which is calculated at run-time, using the data from the *Avg_MPH* field and reducing this by **5%**. Format this field to display 2 decimal places
- shows only the following 9 fields:

First_Name, Last_Name, Club_Name, Location, Category, Event_Rank, Penalty, Avg_MPH and *Revised_MPH*

in this order with data and labels displayed in full. Do **not** group the data.
- sorts the data into descending order of *Avg_MPH*
- has a page orientation of landscape
- fits on a single page
- includes only the text **Speed Penalties Applied** as a title at the top of the page, formatted so that it displays:
 - in a black, **30** point, serif font style
 - with all letters fully visible
- has your name, centre number and candidate number on the report.

Save and print your report.

PRINTOUT 3

Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

Export this report to your work area:

- in rich text format (rtf)
- with the file name **SPA**

EVIDENCE 8

Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[11]

[Total: 27]

Task 4 – Mail merge

You are required to carry out a mail merge.

- 24 Create a mail merge letter using the file **J220BOOK.rtf** as the master document and **J220TOURS.csv** as your data source file.

Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with merge field
<TTL>	Title
<LAST>	Last_Name
<ADD1>	Street
<ADD2>	Town
<POST>	Postcode
<HOLIDAY>	Tour_Name
<LOCATION>	Region
<LENGTH>	Distance
<SIZE>	People
<LEAVE>	Departure
<DURATION>	Duration
<COST>	Price_PP

Make sure the spacing, punctuation and alignment in the original master document are maintained. [3]

- 25 Replace the text *Candidate Name* with your name.

Enter your name, centre number and candidate number in the header of the document.

Save and print your master document.

PRINTOUT 4

Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[1]

- 26 Set an automated filter to select people who are booking for a *Duration* of **4 or less**

EVIDENCE 9

Place in your Evidence Document a screenshot to show the use of an automated selection method.

[1]

- 27 Merge and print the letters for the selected people only.
Save and close the files.

PRINTOUT 5

Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your letters.

[1]

[Total: 6]

Task 5 – Printing the Evidence Document

- 28 Save and print your Evidence Document.

PRINTOUT 6

Make sure that your **name**, **centre number** and **candidate number** appear on every page of your Evidence Document.

Task 6 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must be formatted to display a title and bulleted list.

- 29 Create a presentation of 6 slides using the file **J220RAAM.rtf**
On slide 1 enter your name after the text *Presented by*:

[1]

- 30 Format the first slide so that:

- a title slide layout is applied with no bullets
- the title and subtitle text are centred in the middle of the slide.

[1]

- 31 Use a master slide to display only the following features:

- your name, centre number and candidate number
- automated slide numbers on the bottom left.

Make sure that:

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

[2]

- 32 Move the slide with the title *Background* so that it becomes slide 2.

[1]

33 Use the data in the file **J220SPEED.csv** to create a line chart to compare the records for each year for **Solo Female** and **Solo Male** racers only. Include the years as category axis labels. [1]

34 Label the chart with the title:

Solo Average Speed Records

[1]

35 Format the value axis to display:

- the label **Miles Per Hour**
- a minimum value of **6**
- a maximum value of **22**
- increments of **4**

[3]

36 Format the chart to display:

- only the data values as labels displayed to 2 decimal places above each data point
- a legend to display Solo Female and Solo Male

[3]

37 Place the chart to the left of the bullets on the slide with the title *Completion Records*

Make sure that all data is fully visible with no overlap.

[1]

38 Save the presentation.

Print the presentation as handouts with **2** slides to the page, each filling half the page.

PRINTOUT 7

Print this handout. Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 15]

BLANK PAGE

Permission to reproduce items where third-party owned material protected by copyright is included has been sought and cleared where possible. Every reasonable effort has been made by the publisher (UCLES) to trace copyright holders, but if any items requiring clearance have unwittingly been included, the publisher will be pleased to make amends at the earliest possible opportunity.

To avoid the issue of disclosure of answer-related information to candidates, all copyright acknowledgements are reproduced online in the Cambridge Assessment International Education Copyright Acknowledgements Booklet. This is produced for each series of examinations and is freely available to download at www.cambridgeinternational.org after the live examination series.

Cambridge Assessment International Education is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES), which itself is a department of the University of Cambridge.