**UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS**
International General Certificate of Secondary Education

| CANDIDATE NAME | |
|---|---|

| CENTRE NUMBER | | | | | | CANDIDATE NUMBER | | | | |
|---|---|---|---|---|---|---|---|---|---|---|

**INFORMATION AND COMMUNICATION TECHNOLOGY**          **0417/02**

Paper 2  Practical Test                                                **October/November 2010**

**2 hours 30 minutes**

Additional Materials:          Candidate Source Files

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**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.

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

UNIVERSITY *of* CAMBRIDGE
International Examinations

**[Turn over**

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

&#10003;

**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. ☐

✓

**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:
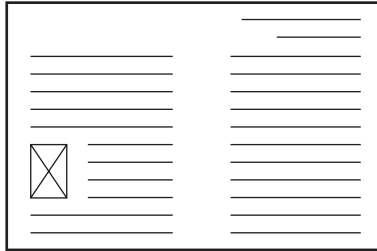
**34** Save the document.

*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:

| Make | Model | Size | Price | Skill level | Wind condition | Use | Number | Stock item |
|---|---|---|---|---|---|---|---|---|
| **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
  - o shows this total value at the bottom of the *Order* column
  - o formats this total value to currency with no decimal places
  - o 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
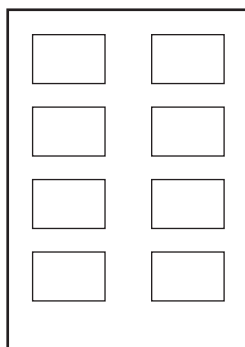


**41** Save and print these labels.

☐

**42** Produce an extract from all the data which:

☐

- selects only
  - o small kites of less than size 3
  - o 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

☐

**BLANK PAGE**