INFORMATION AND COMMUNICATION TECHNOLOGY　　　**0417/02**

Paper 2　Practical Test　　　　　　　　　　　　　　　　　　**May/June 2009**

2 hours 30 minutes

Additional Materials:　　　Candidate Source Files

READ THESE INSTRUCTIONS FIRST

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

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.

Before each printout you should proof-read the document to make sure that you have followed all instructions carefully.

At the end of the test put **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.

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[Turn over

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 **Holidays 2009**

The body text of the message should include:

- your Centre number

- your name

- your candidate number

- the text: **Please send the instructions that I need.**

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. The URL which you will need is **http://www.hothouse-design.co.uk**

3   Take a screenshot to show you have searched for, found and are ready to save, the specified file.

4   Print this screenshot.

www.Students-Resource.com

You are now going to edit a document about the sales of holidays.

✓

5 Using a suitable software package, load the file **J9SALES.RTF** ☐

6 Set the page size to A4. ☐

7 Set the page orientation to landscape. ☐

8 Set all the margins to **2** centimetres. ☐

9 Format the entire document into **2** columns of equal width, with a **2** centimetre gap between the columns. ☐

10 Set all the text to a serif font. ☐

11 Set all the text to **1.5** line spacing. ☐

12 Make all the text left aligned. ☐

13 Set the font size for all the text to **11** point. ☐

14 Insert a page break before the first paragraph. ☐

15 Format ONLY the first page of the document into a single column. ☐

16 Make this first page a title page by adding the heading **Very Special Holidays 2009** in a sans-serif font. ☐

17 Centre align the heading. ☐

18 Set the font size of the heading to **36** point. ☐

19 Make only the words *Very Special* italic and underlined. ☐

20 Below the heading, add the subheading **Sales Report by** and add your name. ☐

21 Set the text used for the subheading to the same sans-serif font as the heading. ☐

22 Set the font size of the subheading to **18** point. ☐

23 Right align the subheading. ☐

24 Place your name left aligned, your Centre number centre aligned, and your candidate number right aligned in the header. ☐

Place an automated page number left aligned in the footer.

Make sure that headers and footers do **not** appear on page one, but **are** displayed on all other pages.

Make sure that all the alignments match the margin settings.

25 Move the third paragraph that starts: ☐

Our new offering is at the Paradise Retreat…

so that it becomes the second paragraph.

26 Change the numbered list: ☐

    1. Strand

    2. Oxford Street

    3. Regent Street

to a bulleted list.

   [Turn over

✓

27 Find the table which has the word *Code* in the top left cell.

Complete the table by adding the *Hotel* and *Location* details as shown below.

Make sure that the font matches the font specified for the body text of the document and that all of the table is visible with no text wrapping.

The table must fit within the column and must not change its position in the document.

Code	Location	Hotel
JGBEXL	**Jersey**	**Excelsior**
ALMGPL	**Almeria**	**Gran Lujo Playa**
GCAPRG	**Grand Cayman**	**Paradise Retreat**

28 Find the table which has the word *Staff* in the top left cell.

Copy the staff details (*Firstname, Familyname, Office* and *Startdate*) from the file **J9STAFF.CSV** and paste them into the table to the right of the staff codes.

29 Delete the first column from the table (containing staff codes).

Delete the row from the table containing *Lucille Mather*

30 Make sure that the text in the table is formatted to match the body text of the document.

31 Format the column headings to be italic, underlined and centred.

32 Format the background of the top row to be a light grey shade.

33 Format all borders in the table to appear when printed.

34 Make sure that all of the contents of the table are visible with no text wrap.

The table must fit within the column and must not change its position in the document.

35 Import a graphic image showing an island or a hotel (from clip art, scanner, digital camera or elsewhere), and place this immediately after the text:

…our next mystery destination in our new brochure:

36 Change the image so that:

- it is re-sized to fill the column width

- the aspect ratio is maintained

- the text wraps above and below the image.

It may look like this:
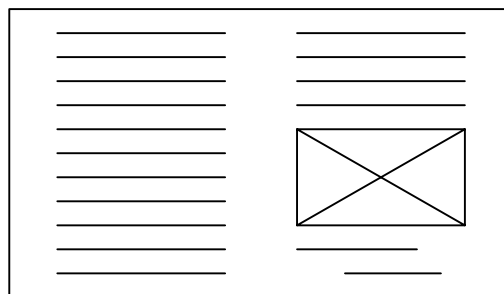
37 Save the document using a new filename.

38 Using a suitable database package, import the file **J9SALES.CSV** ✓ ☐

Assign the following data types to the fields:

Field name	Data type
Staff	**Text**
Date	**Date**
Booking	**Text**
Week	**Numeric / Integer**
Price	**Numeric / Currency / 2 decimal places**
Number	**Numeric / Integer**
Tour	**Boolean / Logical**

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

39 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. ☐

40 Insert the data for the following three records: ☐

Staff	Date	Booking	Week	Price	Number	Tour
JP	**29-Mar-2009**	**ALMGPL**	**37**	**£399.00**	**2**	**Yes**
FD	**29-Mar-2009**	**ALMGLP**	**37**	**£399.00**	**2**	**No**
JP	**31-Mar-2009**	**ALMGPL**	**37**	**£399.00**	**6**	**No**

Check your data entry for errors.

41 Save the data. ☐

42 Produce a report which: ☐

- has a page orientation of portrait

- fits on a single page wide

- contains a new field called **Income** which is calculated at run-time. This field will calculate *Price* multiplied by *Number*

- has the *Income* field formatted as currency with 2 decimal places

- shows only the records where the *Week* is **37**

- shows only the fields *Staff, Date, Booking, Price, Number* and *Income*

- shows this data and the field names in full

- sorts the data into ascending order of *Date* (with 01/01/2009 at the top)

- includes the heading **Week 37 Sales** at the top of the page

- calculates the total value of the *Income* field and displays this at the end of the report under the *Income* field values, formatted as currency with 2 decimal places

- has the label **Total Income** to the left of the total the value of the *Income* field

- has your name, candidate number and Centre number on the left at the foot of each page.

43 Save and print this report. ☐

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✓

44 Produce a report which: ☐

- has a page orientation of portrait

- fits on a single page

- shows only the records where the booking was for holidays in *Week* **35**, the booking *Date* was between **01/01/2009** and **31/01/2009** inclusive, and the *Tour* was **Yes**

- shows only the fields *Staff, Date, Booking* and *Number*

- shows this data and the field names in full

- sorts the data into ascending order of *Date* and then ascending order of *Staff*

- includes the heading **Mini tours booked** at the top of the page

- has your name, Centre number and candidate number on the right in the footer.

45 Save and print this report. ☐

46 Produce a new report which: ☐

- shows a summary of the week 37 sales only

- uses only the *Staff* and *Income* fields

- calculates the sum of the *Income* field for each member of *Staff*

- counts the number of holidays sold by each member of *Staff*

47 Export this data in a format which can be opened by your graph/charting package. ☐

Save this data in a format which can be imported into a text document.

48 Import this data into your document as a table immediately after the paragraph which ☐ ends:

The sales summary for week 37 is included here:

Make sure there is one blank line above and below the table.

49 You now need to open the data exported at Step 47 in an appropriate charting package. ☐

50 Create a pie chart showing the number (count) of holidays sold by each member of staff. ☐

51 Add a title to the chart **Holiday sales per employee** ☐

52 Label the segments with the *Staff* initials and the number of holidays sold. ☐

Pullout or highlight the segment representing the largest number of sales (*JP*).

Do not include a legend.

53 Save this chart in a format which can be imported into a text document. ☐

✓

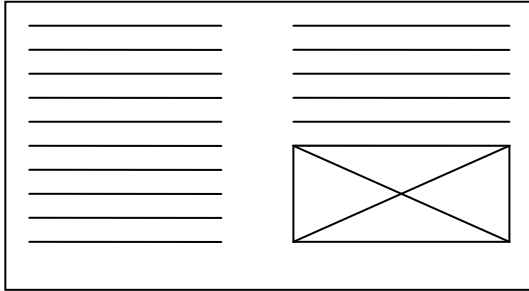**54** Import this chart into your document immediately after the sentence:

We would like to congratulate Joan Peters at the Strand office.

Make sure that all labels are fully visible.

Make sure there is one blank line above the chart.

Resize the chart so that it fits into a single column and maintain its aspect ratio. It may look like this:

(please note that the chart may not appear in the position shown in the diagram).

55 Spell-check and proof-read the document.

Place breaks, if necessary, to ensure that:

- tables do not overlap two columns
- tables are not split between two pages or columns
- the chart does not overlap two columns
- the list is not split between two pages or columns
- there are no widows
- there are no orphans
- there are no blank pages.

56 Save and print the document.

57 Prepare an e-mail message:

- to be sent to **design.h@cie.org.uk**
- copied to **VSHsales@cie.org.uk**
- with a blind carbon copy to **VSHCEO@cie.org.uk**
- with the subject line **Sales report**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text: **Here is the Sales report.**

58 Attach your document to this e-mail.

59 Print a copy of this e-mail, showing clearly that the attachment is present.

Send the e-mail.

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