

INTERNATIONAL GCSE – Issue 2

INFORMATION AND COMMUNICATION TECHNOLOGY (4IT0)

NOTES FOR CENTRES – 2013

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for Summer 2013 (available from the Edexcel website).

These notes are provided to enable Centre staff to re-create the data files for use in the International GCSE Examination in Information & Communication Technology (ICT) (4IT0).

The contents of this document or the data files must **NOT** be discussed with candidates prior to, or during, the examination window (13 May 2013 to 17 May 2013).

IMPORTANT NOTE: If it is necessary to reconstruct files using these notes, a printout of the files produced **MUST** be included with the scripts for the examiner.

Please also note: Centres should check in **OFFICE 2003**, **OFFICE 2010** and the **NON-OFFICE** folders for file formats which are consistent with the Centre system.

Centres using OFFICE 2007 should use the OFFICE 2010 folder.

The following data files must be stored in **each** candidate's secure user area:

IMAGES folder	Folder containing JPG image files named BUFFALO, <u>ELEPHANT2</u> , GIRAFFE, JONATHAN, LEOPARD, LION, LION2 and RHINO.
CONTACT	Database file
LETTER	Word processed file
POSTER	A JPG image file
SAFARI	Database file
SLIDETEXT	Word processed file
WHYLDE	Spreadsheet file
WSP	Presentation file

The IMAGES folder within the NON-OFFICE folder contains the correctly named ELEPHANT2 file.

The following details are provided to recreate the database, spreadsheet and word processed files if Microsoft products are not available for candidates.

DATABASE FILES

Database filename: CONTACT

Formats available: ACCDB, MDB and TEXT files

Database Table: ADDRESS

Table Structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
TITLE	Text	-	Field size 5
FNAME	Text	-	Field size 25
INITIAL	Text	-	Field size 1
LNAME	Text	-	Field size 25
ADDR1	Text	-	Field size 25
ADDR2	Text	-	Field size 25
PCODE	Text	-	Field size 10
ANIMALNAME	Text	-	Field size 20
PHONE	Text	-	Field size 15
DONATION	Currency	-	Currency format – 0 decimal places
ANIMAL	Text	-	Field size 50
DOB	Date/Time	-	Short date format (dd/mm/yyyy)

The content of the table is stored in the Non Office folder as a text file called ADDRESS.TXT.

The content of the table is shown below.

ADDRESS											
TITLE	FNAME	INITIAL	LNAME	ADDR1	ADDR2	PCODE	ANIMALNAME	PHONE	DONATION	ANIMAL	DOB
Miss	Alison	A	Black	2 Faith Drive	SOUTH LEAY	SU14AA	BAABA	01203 768353	£28.00	ELEPHANT	30/04/1993
Mrs	Beryl	B	Brown	4 Hope Lane	SOUTH LEAY	SU25BB	CARLY	01203 295646	£42.00	BUFFALO	21/07/1979
Mr	Charles	C	White	6 Love Street	SOUTH LEAY	SU36CC	CLAM	01203 477746	£35.00	RHINOCEROS	12/03/1981

Database filename:SAFARI

Formats available: ACCDB, MDB and TEXT files

Database Tables: ANIMAL, DONATION, SPONSOR

Table structure:

ANIMAL:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
ANIMAL_REF	Autonumber	Unique ID for animal	Long integer
NAME	Text	Name of animal being sponsored	Field size 15
ANIMAL	Text	One of Buffalo, Elephant, Leopard, Lion or Rhinoceros	Field size 50
SPECIES	Text	Latin name of animal	Field size 50
ORIGIN	Text	Country of origin of animal	Field size 50
DOB	Date/Time	Date of birth of animal	Short date format (dd/mm/yyyy)

DONATION:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
DONATION_REF	Autonumber		Long Integer
ANIMAL_REF	Number	Code taken from ANIMAL table	Long Integer
SPONSOR_REF	Number	Code taken from SPONSOR table	Long integer
AMOUNT	Currency	Amount donated by the sponsor	Currency format, 0 decimal places
DATE	Date/Time	Date of the donation	Short date format (dd/mm/yyyy)

SPONSOR:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
SPONSOR_REF	Autonumber		
TITLE	Text	Title of sponsor – one of Dr, Mr, Miss, Ms, Mrs	Field size 5
FNAME	Text	First name of sponsor	Field size 25
INITIAL	Text	Initial letter of first name of sponsor	Field size 1
LNAME	Text	Last name of sponsor	Field size 25
ADDR1	Text	First line of address of	Field size 50

		sponsor	
ADDR2	Text	Second line of address of sponsor	Field size 50
PCODE	Text	Postcode of sponsor	Field size 50
PHONE	Text	Sponsor phone number	Field size 12
DOB	Date/Time	Date of birth of sponsor	Short date format (dd/mm/yyyy)

The content of the tables are stored in the Non Office folder as text files called ANIMAL.TXT, DONATION.TXT and SPONSOR.TXT

The content of the tables is shown in these tables.

ANIMAL					
ANIMAL_REF	NAME	ANIMAL	SPECIES	ORIGIN	DOB
1	FARLO	BUFFALO	Syncerus caffer	KENYA	26/05/2010
2	BUFFY	BUFFALO	Syncerus caffer	SOUTH AFRICA	01/01/2011
3	ROCKY	RHINOCEROS	Diceros bicornis	ZIMBABWE	26/05/2010
4	ZAKUMI	LEOPARD	Panthera pardus	SOUTH AFRICA	03/09/2007
5	MIKEY	RHINOCEROS	Diceros bicornis	TANZANIA	25/09/2008
6	DICEY	RHINOCEROS	Diceros bicornis	CONGO	15/03/2008
7	LENNY	LEOPARD	Panthera pardus	KENYA	18/02/2011
8	NOSEY	RHINOCEROS	Diceros bicornis	BOTSWANA	01/03/2011
9	BARNEY	BUFFALO	Syncerus caffer	KENYA	11/03/2011
10	FREDDY	BUFFALO	Syncerus caffer	KENYA	15/03/2007
11	RAJAH	LION	Panthera leo	BOTSWANA	09/04/2008
12	SNORKLE	ELEPHANT	Loxodonta africana	CONGO	17/02/2011
13	CLAM	RHINOCEROS	Diceros bicornis	SOUTH AFRICA	09/04/2008
14	MERINGO	RHINOCEROS	Diceros bicornis	SOUTH AFRICA	21/03/2011
15	ELEANOR	ELEPHANT	Loxodonta africana	BOTSWANA	23/03/2007
16	LEO	LION	Panthera leo	KENYA	17/01/2012
17	LULU	RHINOCEROS	Diceros bicornis	KENYA	12/04/2011
18	CARLY	BUFFALO	Syncerus caffer	KENYA	26/05/2010
19	JASMINE	LION	Panthera leo	SOUTH AFRICA	31/12/2010
20	KING	RHINOCEROS	Diceros	BOTSWANA	24/11/2009

			bicornis		
21	SCAR	LION	Panthera leo	TANZANIA	21/11/2008
22	PRINCE	LION	Panthera leo	CONGO	03/10/2008
23	BAABA	ELEPHANT	Loxodonta africana	ZIMBABWE	01/11/2006
24	ELLA	ELEPHANT	Loxodonta africana	CONGO	26/05/2010
25	LUMPY	ELEPHANT	Loxodonta africana	TANZANIA	01/01/2011
26	SANTON	ELEPHANT	Loxodonta africana	NAMIBIA	26/05/2010
27	VERA	ELEPHANT	Loxodonta africana	NAMIBIA	03/09/2007
28	TWOEY	BUFFALO	Syncerus caffer	SOUTH AFRICA	25/09/2008
29	MAMMO	RHINOCEROS	Diceros bicornis	TANZANIA	15/03/2008
30	TUSKY	ELEPHANT	Loxodonta africana	BOTSWANA	17/08/2007

DONATION				
DONATION_REF	ANIMAL_REF	SPONSOR_REF	AMOUNT	DATE
1	2	13	£16.00	09/01/2013
2	13	19	£20.00	28/02/2013
3	28	3	£16.00	16/04/2013
4	25	6	£12.00	27/01/2013
5	18	16	£7.00	06/06/2013
6	3	12	£7.00	18/02/2013
7	22	20	£24.00	13/06/2013
8	5	5	£14.00	28/05/2013
9	17	17	£3.00	30/04/2013
10	24	11	£11.00	25/05/2013
11	18	8	£16.00	15/05/2013
12	24	15	£23.00	10/03/2013
13	17	9	£22.00	25/02/2013
14	24	17	£8.00	03/02/2013
15	15	18	£7.00	17/04/2013
16	22	14	£5.00	23/01/2013
17	17	10	£18.00	09/02/2013
18	22	7	£17.00	04/05/2013
19	16	4	£14.00	18/03/2013
20	7	17	£6.00	30/05/2013
21	26	12	£10.00	11/02/2013
22	27	2	£19.00	05/02/2013

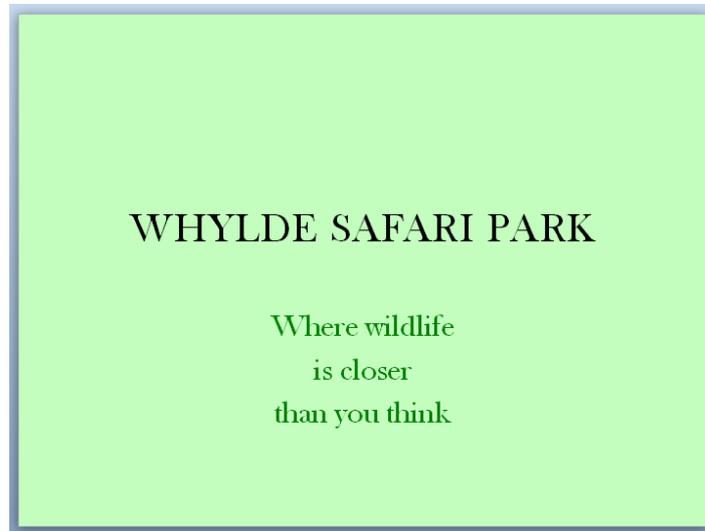
SPONSOR									
SPONSOR_REF	TITLE	FNAME	INITIAL	LNAME	ADDR1	ADDR2	PCODE	PHONE	DOB
1	Mr	Brian	B	Greenwood	10 Great Street	HUPHLEY	HH41NY	01783 205358	29/08/1998
2	Mr	Frank	F	Millward	8 Johnson Street	SOUTHLEY	SU41FF	01201 521034	01/07/1997
3	Ms	Ruth	R	Hillhouse	10 John Street	HUPHLEY	HH44JJ	01783 477064	02/07/1982
4	Miss	Susan	S	Halidon	8 North Road	SOUTHLEY	SU58YY	01201 646092	06/02/1995
5	Ms	Hannah	H	Bough	33 High Street	SOUTHLEY	SU41TT	01201 418252	29/01/1994
6	Dr	Christopher	C	Davidson	9 Victoria Drive	ASBRATAM	AS26FH	01203 378138	23/01/1978
7	Miss	Beryl	B	Clarkson	67 Wakefield Road	HUPHLEY	HH57YF	01783 443523	20/11/2002
8	Mrs	Sharon	S	Nuthatch	9 Windhill Grove	WYNDYMORE	HH69YD	01203 644693	07/08/1984
9	Mr	James	J	Brierson	345 Victoria Way	HUPHLEY	HH57DG	01783 122277	13/09/2001
10	Mr	Jonathan	J	Walker	110 George Street	WYNDYMORE	HH68TS	01203 596937	22/03/1979
11	Mr	Iain	I	Winsome	11 Doncaster Road	SOUTHLEY	SU84FG	01201 529006	17/04/1979
12	Miss	Monica	M	Snape	78 Eccles Hill	HUPHLEY	HH57YS	01783 662870	19/10/2002
13	Miss	Jennifer	J	Chesney	11 Dray Road	SOUTHLEY	SU55HG	01201 899155	13/12/1993
14	Mr	Ivan	I	Mulholland	29 Woodhead Road	HUPHLEY	HH46LK	01783 412176	25/09/1992
15	Mrs	Patricia	P	Candlestick	56 John Drive	WYNDYMORE	HH74TS	01203 298753	26/10/1992
16	Miss	Davina	D	Nelson	56 Fair Street	SOUTHLEY	SU61TS	01201 737693	30/06/1997
17	Mr	Mustapha	M	Laverne	5 Chapel Lane	HUPHLEY	HH47YS	01783 200945	14/12/2003
18	Miss	Helen	H	McCartle	78 Hopeshaw Lane	ASBRATAM	AS28SH	01203 768660	30/11/1992
19	Mr	Adam	A	Muller	3 Pontefract Road	SOUTHLEY	SU46SF	01201 654609	07/06/1982
20	Mr	Paul	P	Andrews	78 Victoria Street	SOUTHLEY	SU67US	01201 692124	01/05/1980

PRESENTATION FILE

Presentation filename WSP

Formats available: PPTX, PPT and ODP (Open Office format) files

When complete the title slide should look like this image.



The title colour is black

The subtitle colour is dark green.

The master slide has the following settings

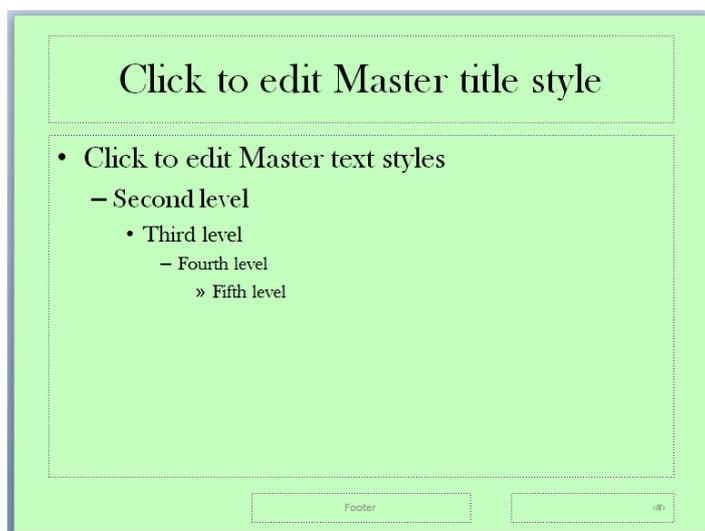
Font: Baskerville Old Face (any serif font is acceptable)

Bullets: five levels shown on master slide

Placeholders: for footer (centre) and slide number (right)

Background colour: light green.

The master slide should look like this image.



An open document format file is present in the Non Office folder.

SPREADSHEET FILE

Spreadsheet filename: WHYLDE

Formats available: XLSX, XLS and CSV files

Worksheets: STAFF and STATISTICS

STAFF worksheet format:

Page setup: The sheet is set to print landscape and fit to 1 page wide by 1 page tall and display row and column headings and gridlines.

All rows set to 12.75 (17 pixels) high

All columns set to 8.43 (64 pixels) wide

Font: default font set to Arial size 10

Row 2 set to Arial size 16 and bold

When opened by candidates the worksheet should look like this diagram.

	A	B	C	D	E	F	G	H	I	J	K
1											
2	WHYLDE STAFF PAY										
3											
4	ID	Employee	Start	Hours	Hourly Rat	Days Holic	Days Take	Pay	Days Left	Comment	
5	1	Tina	#####	26	9.5	29	30				
6	2	Wangari	#####	28	£12.25	31	23				
7	3	Janet	21.3.01	15	7.45	25	22				
8	4	Christophe	#####	35	12.25	31	24				
9	5	Yobachi	#####	29	9.5	29	19				
10	6	Maria	#####	21	8.5	27	25				
11	7	Muhamma	16/10/01	35	15.65	33	29				
12	8	Beryl	#####	23	7.45	25	26				
13	9	Terence	#####	33	9.5	29	24				
14	10	Chris	#####	20	£8.50	27	29				
15	11	Shaun	24/6/12	24	7.45	25	14				
16	12	Carole	#####	18	8.5	27	18				
17	13	Gajanavir	25/10/10	26	8.5	27	27				
18	14	Trevor	#####	35	£7.45	25	26				
19	15	Yohance	#####	35	8.5	27	28				
20	16	Padmaloch	13.4.12	29	7.45	25	24				
21	17	Barbara	#####	30	7.45	25	12				
22											
23											
24											

The contents of the sheet are stored in the STAFF.CSV file. Note that Row 1 is blank and is not saved in the file.

STATISTICS worksheet format

Page setup: The sheet is set to print portrait at 100% and not display row and column headings or gridlines.

All rows set to 12.75 (17 pixels) high

All columns set to 11.00 (82 pixels) wide

The default font is Arial size 10

Row 1 has been emboldened and cells A1:F1 have a pale yellow background.

Cells A1:F31 have a thin solid black border.

Column C has been centre aligned.

Cells F2:F31 have been formatted to show date in the format dd mmm yyyy (e.g. 08 Feb 2011)

Other cells have the default General format

When opened by candidates the worksheet should look like this diagram.

	A	B	C	D	E	F	
1	Name	Animal	Gender	Weight (kg)	Height (m)	DOB	
2	Barney	Buffalo	M	815	1.65	11 Mar 2011	
3	Buffy	Buffalo	F	553	1.02	01 Jan 2011	
4	Carly	Buffalo	F	717	1.34	26 May 2010	
5	Farlo	Buffalo	F	618	1.25	26 May 2010	
6	Freddy	Buffalo	M	753	1.6	15 Mar 2007	
7	Twoey	Buffalo	F	577	1.06	25 Sep 2008	
8	Baaba	Elephant	M	5070	3.42	01 Nov 2006	
9	Eleanor	Elephant	F	2389	2.28	23 Mar 2007	
10	Ella	Elephant	F	2394	2.26	26 May 2010	
11	Lumpy	Elephant	F	2907	2.47	01 Jan 2011	
12	Santon	Elephant	M	5331	3.63	26 May 2010	
13	Snorkle	Elephant	F	2916	2.5	17 Feb 2011	
14	Tusky	Elephant	M	4781	3.82	17 Aug 2007	
15	Vera	Elephant	F	2398	2.53	03 Sep 2007	
16	Lenny	Leopard	M	48	0.58	18 Feb 2011	
17	Zakumi	Leopard	F	59	0.42	03 Sep 2007	
18	Jasmine	Lion	F	131	1.17	31 Dec 2010	
19	Leo	Lion	M	210	1.16	17 Jan 2012	
20	Prince	Lion	M	214	1.15	03 Oct 2008	
21	Rajah	Lion	M	195	1.08	09 Apr 2008	
22	Scar	Lion	F	161	0.96	21 Nov 2008	
23	Clam	Rhinoceros	M	1385	1.76	09 Apr 2008	
24	Dacey	Rhinoceros	M	1131	1.68	15 Mar 2008	
25	King	Rhinoceros	M	1232	1.66	24 Nov 2009	
26	Lulu	Rhinoceros	F	1179	1.63	12 Apr 2011	
27	Mammo	Rhinoceros	F	869	1.52	15 Mar 2008	
28	Meringo	Rhinoceros	M	1370	1.73	21 Mar 2011	
29	Mikey	Rhinoceros	F	1240	1.66	25 Sep 2008	
30	Nosey	Rhinoceros	M	1274	1.73	01 Mar 2011	
31	Rocky	Rhinoceros	M	1575	1.8	26 May 2010	

WORD PROCESSING FILES

Word processed filename: LETTER

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Page size: A4

Orientation: Portrait

Margins: Top 4cm, Right 2cm, left 2cm, bottom 2.75cm

Header section:

Text box: 2.2cm high by 7.5cm wide; No border and no fill. Top left corner of text box located at 7cm from left edge of page and 1cm from top edge of page

Content of text box: Font Verdana, colour dark blue. Text centred in box

Line 1: Whylde Safari Park – font size 20

Line 2: Whylde Manor – font size 8

Line 3: QUEENSFERRY – font size 8

Line 4: SU3 8HY – font size 8

Horizontal line: thick dark blue across whole page; approximately 3.0 cm from top of page.

Footer section:

Horizontal line: thick dark blue across whole page; approximately 2.5cm from bottom edge of page

Text box: 1.3cm high by 7.5cm wide; no border; no fill; top left corner of text box located approximately 7cm from left edge of page and 2cm from bottom edge of page

Content of text box: Font Arial size 8 bold, colour dark blue; text is left aligned in box; TAB set at 2cm (left aligned)

Line 1: Phone: 01203 827262

Line 2: Email: j.whylde@whylde.co.uk

Line 3: Website: www.whylde.co.uk

Body of letter:

Font: Arial size 11, regular

Text alignment: left

Line spacing: single line

Text in brackets on lines 1, 3 and 8 is red, italics

Content of letter:

(insert the sponsor's name and address here)

Dear *(insert the sponsor's name here)*

LIFE MEMBERSHIP FOR SPECIAL SPONSORS

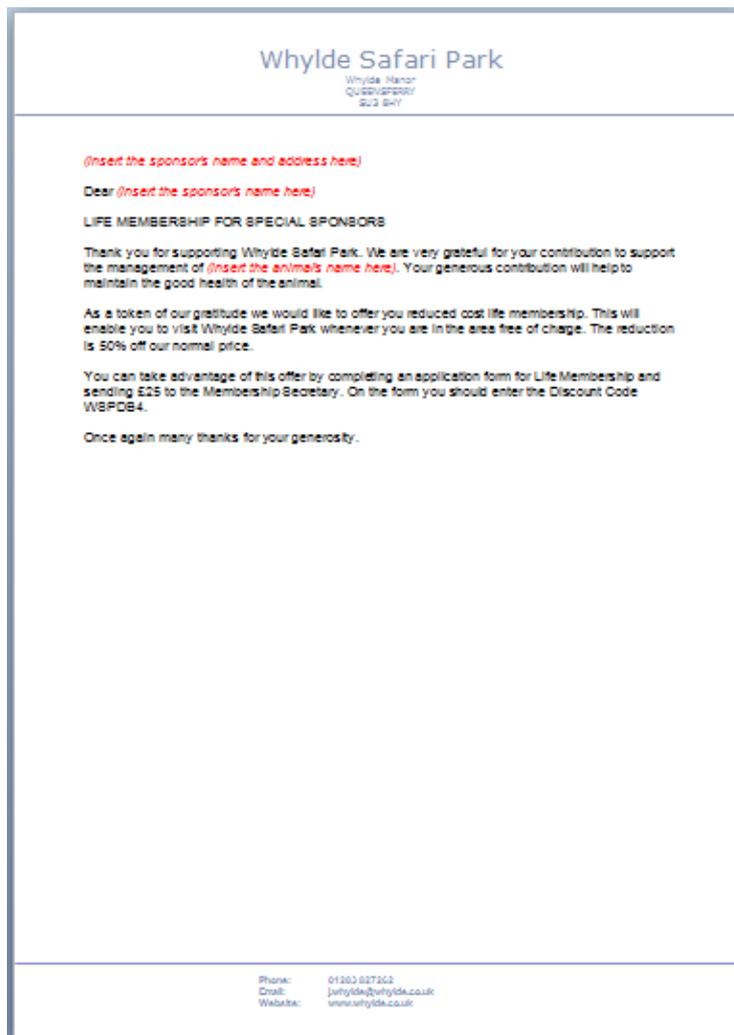
Thank you for supporting Whyldes Safari Park. We are very grateful for your contribution to support the management of *(insert the animal's name here)*. Your generous contribution will help to maintain the good health of the animal.

As a token of our gratitude we would like to offer you reduced cost life membership. This will enable you to visit Whyldes Safari Park whenever you are in the area free of charge. The reduction is 50% off our normal price.

You can take advantage of this offer by completing an application form for Life Membership and sending £25 to the Membership Secretary. On the form you should enter the Discount Code WSPDB4.

Once again many thanks for your generosity.

When opened by the candidate, the document should look like this image.



Word processed filename: SLIDETEXT

Formats available: DOCX, DOC, RTF and TXT files

Format of document

Size: A4

Orientation: Portrait

Margins: All 2cm

Font: Arial size 10, regular

All text left aligned

Content of SLIDETEXT:

SLIDETEXT

Buffalo

There are 6 buffalo at Whyldes Safari Park

Barney is the youngest buffalo in the park at 2 years old.

At 1.65 m Barney is also the largest of the buffalo in the safari park

The heaviest of the buffalo in the safari park is Barney at 815 kg

Elephant

There are 8 elephants at Whyldes Safari Park

The youngest elephant is Snorkle

The largest elephant is Tusky at 3.82 m

The heaviest elephant is Santon at 5331 kg

Leopard

There are two leopards in the Safari Park

The heavier leopard in the Safari Park is Zakumi

The younger and larger of the leopards in the Safari Park is Lenny at 0.58 m

Lion

There are 5 lions at Whyldes Safari Park

The youngest lion in the safari park is Leo who is almost 18 months old

The largest of the lions in the safari park is Jasmine at 1.17 m

The heaviest lion in the safari park is Prince at 214 kg

Rhinoceros

There are 9 rhinoceros in the safari park

The youngest rhinoceros in the safari park is Lulu

The largest rhinoceros in the safari park is Rocky at 1.8 m

The heaviest rhinoceros at Whyldes Safari Park is also Rocky at 1575 kg

How you can help

Fill in a Sponsorship Form. This will ask you to donate to the upkeep of one of the animals. Those who make a contribution of over £25 will be offered reduced cost of Life Membership of the Whyldes Safari Park. You can also buy the goods that are on sale in the Gift Shop. This helps us because all the profits from sales are used to support the work at the park. You can leave completed forms and your donation at the checkout in the Gift Shop or you can post the form and donation to Jonathan Whyldes at the address given on the bottom of the form.

When opened by the candidate, the document should look like this image.

