

Edexcel IGCSE

**Information and
Communication Technology
Paper 2: Practical Paper**

Sample Assessment Material
Time: 3 hours

Paper Reference
4IT0/02

You must have:

Short treasury tag, Cover Sheet, Data files: DELIVERY, DRAFTLETTER, GRAPHICS, LOGO, NEWS, PRESENT, SALES, SLIDETEXT, WEEKLY SALES

Instructions

- Complete your candidate details on the cover sheet provided.
- At the end of the examination use a treasury tag to attach your printouts to Page 2 of the cover sheet.

Information

- There are **five** activities in this examination paper totalling **100** marks.
- The marks for the parts of tasks are shown in round brackets: e.g. **(2)**.

Advice

- Read through the instructions on Page 2.
- Attempt **ALL** activities.
- Take breaks away from the computer from time to time.
- Label your printouts clearly as instructed in each task.

Turn over ►

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Instructions to Candidates

This paper consists of **five** activities.

Work through the activities and tasks in order.

Do not spend too much time on each activity.

For all tasks, you **MUST** enter the task number, your name, candidate number and centre number **BEFORE PRINTING**.

This table shows the marks and data files needed for each activity:

Activity	Marks	Data files needed
1. Using Art/Imaging and Graphics Software (AG)	12	LOGO, NEWS
2. Using Database Software (DB)	26	DELIVERY
3. Using Presentation Software (PS)	22	PRESENT, SLIDETEXT, GRAPHICS
4. Using Spreadsheet Software (SS)	24	SALES, WEEKLY SALES
5. Using DTP/Word Processing Software (DTP/WP)	16	DRAFTLETTER, DELIVERY
Total Marks	100	

For all activities, you may also need to use word processing software.

Scenario

Fiona and Jonathan Peterson have recently taken over the management of a local newspaper shop from Fiona's parents, Anne and Peter Wakefield.

The shop was called Petan News. Fiona and Jonathan have decided to change the name of the shop to Fiojons.

As well as newspapers, the shop sells a range of the latest CDs and DVDs, magazines, drinks, sweets, stationery and some grocery items.

Fiona and Jonathan have started to create documents and files for their business and need your help to complete them.

Activity 1 – Using Art/Imaging and Graphics Software (AG)

Task AG1

Open a new A4 document using word processing software.

Enter **Task AG1** and your name, candidate number and centre number in the footer of the document

SAVE the document as **Task AG1**.

Open a suitable Art/Graphics software package.

Open the graphic file **LOGO**. This shows the current logo used by the shop.

(a) Fiona wants some changes made to the logo design.

(i) Crop the image so that the green area is removed. (2)

(ii) Change the text on the logo by replacing the letters **A** and **P** in the image of the newspaper to the letters **F** and **J**. (2)

(iii) Change the colour of the background of the logo from **brown** to **pale blue**. (1)

(iv) Replace the text **Petan News** with the text **Fiojons**.

You should:

- use a sans serif font (eg Arial) in dark blue
- replace the yellow background with the same pale blue colour used for the rest of the background of the logo. (3)

(v) Draw a thin black border around the logo. (1)

SAVE the graphic as **NEW LOGO**

DO NOT PRINT at this stage.

(b) Import your graphic **NEW LOGO** into the document **Task AG1**. It should occupy the full width of the page, between margins. (1)

(c) The image of the newspaper on the logo is not very good. Explain why the image which is saved as **NEWS.JPG** would **NOT** be a suitable alternative. (2)

RESAVE the document as **TASK AG1**.

PRINT a copy of **TASK AG1**.

(Total for Task AG1 = 12 marks)

TOTAL FOR ACTIVITY 1 = 12 MARKS

Activity 2 – Using Database Software (DB)

Fiona and Jonathan have created a database (**DELIVERY**) to store customer details for the newspaper deliveries.

Task DB1

Open the **DELIVERY** database.

The structure of the **CUSTOMER** table is:

Fieldname	Field Type	Description
CustID	Text	Unique code for each customer, contains two letters and three digits
Title	Text	Customer title (Mr for Male, Ms for Female)
FName	Text	Customer first name
LName	Text	Customer last name
Street	Text	Customer street address
Town	Text	Customer town address
PCode	Text	Customer postcode
NewsID	Text	Code for newspaper to be delivered (linked to NEWSPAPER table)
Registration	Date/Time	Date customer registered with shop (date format: short date, DD/MM/YYYY)

(a) A new customer needs to be added to the database. Her details are:

Customer ID	WF077
Name	Althea Robertson
Address	1 Mount View Sandal WF7 9XA
Newspaper	Mail
Date	7 May 2009

(i) Enter this data into the **CUSTOMER** table. (You will need to look up the **NewsID** in the **NEWSPAPER** table of the database.)

(2)

(ii) Sort the table into ascending order of **LName**.

(2)

Open a new A4 document using word processing software.

Enter **Task DB1** and your name, candidate number and centre number in the footer of the document

Save the word processed document as **Task DB1**.

(iii) Set the orientation of **Task DB1** to landscape.

Copy and paste the **CUSTOMER** table data into **Task DB1**.

Make sure that all the data is displayed on one sheet of A4.

(2)

RESAVE the word processed document as **Task DB1**.

PRINT Task DB1.

(Total for Task DB1 = 6 marks)

Task DB2

Open a new A4 document using word processing software.

Enter **Task DB2** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **Task DB2**.

(a) Fiona and Jonathan want a list of customers who live in Crofton.

Create a query/search to find this information from the **CUSTOMER** table.

Display all fields.

(2)

Paste a copy of the results of your search into the document **Task DB2**.

RESAVE the document **Task DB2**.

DO NOT PRINT at this stage.

(b) Fiona and Jonathan want a list of customers who registered with the shop on or before 1 January 2003. The list should:

- show only the fields **Title, FName, LName, Street, Town, PCode** and **Registration**
- be in ascending order of **Registration**.

(i) Design a query/search to produce this list from the **CUSTOMER** table.

(4)

(ii) Display your query/search in **DESIGN** view.

Make sure that the display shows all the required information including the search criteria and the sorting.

Take a screen shot of the **DESIGN** view and paste it into document **Task DB2**.

(2)

RESAVE the document **Task DB2**.

PRINT Task DB2 on one A4 sheet.

(Total for Task DB2 = 8 marks)

Task DB3

Open a new A4 document using word processing software.

SAVE the document as **Task DB3**.

In the **DELIVERY** database the **CUSTOMER** and **NEWSPAPER** tables are linked.

Fiona and Jonathan want a list of customers who live in Horbury and receive either the "Informer" or the "Daily Eye" newspaper.

Create a query/search to find this information from the two tables. Display all fields.

Copy and paste the results of your query/search into **Task DB3**.

RESAVE the document as **Task DB3**.

PRINT Task DB3.

(Total for Task DB3 = 5 marks)

Task DB4

Fiona and Jonathan want a database report based on the results of the query/search carried out in Task DB3.

Create a database report to display the results of the query.

You should:

- sort the results in ascending order of **LName** within ascending order of **Newspaper**
- show only the fields **Newspaper**, **FName**, **LName** and **PCode** in this order
- add a suitable title for the report
- customise the column headings to make them easier to understand.

Enter **Task DB4** and your name, candidate number and centre number in the footer of the document.

SAVE the report as **Task DB4**.

PRINT the report **Task DB4** on one A4 sheet.

(Total for Task DB4 = 7 marks)

TOTAL FOR ACTIVITY 2 = 26 MARKS

Activity 3 – Using Presentation Software (PS)

Fiona needs people to deliver newspapers to local houses. She wants to advertise using a slide presentation. Fiona has produced the first slide and saved it with the filename **PRESENT**.

Your task is to create further slides for the presentation.

Task PS1

Open the slide presentation called **PRESENT**.

Enter **Task PS1** and your name, candidate number and centre number in the footer of the **NOTES/HANDOUTS** view of the presentation.

SAVE the presentation as **Task PS1**.

Open a new A4 document using word processing software.

Enter **Task PS1a** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **Task PS1a**.

- (a) Use the **MASTER SLIDE** to make changes to the settings for the slides.
- (i) Change the colour combinations used to make the slides easier to read. (1)
 - (ii) Replace the logo with the **NEW LOGO** image you created in **Task AG1**. (1)
 - (iii) Take a screen shot of the master slide. Paste it into the word processed document **Task PS1a**. Use a text box to label the colours you have used and explain how the combination makes the slides easier to read. (2)

RESAVE Task PS1a.

PRINT Task PS1a.

- (b) Fiona has saved the text for slides two and three in the word processed file **SLIDETEXT**.
- (i) Create slides two and three using the text from the file **SLIDETEXT**. (2)
 - (ii) Add a fourth slide which advertises some items on sale in the shop. (2)

(c) Add a suitable image from the document **GRAPHICS** to each slide. (2)

(d) Make sure that the slides are consistent in their style and layout.

Print a **HANDOUTS** copy of the presentation with two slides on each A4 sheet. (2)

RESAVE the presentation as **Task PS1**.

(Total for Task PS 1 = 12 marks)

Task PS2

Open a new A4 document using word processing software.

Enter **Task PS2** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **Task PS2**.

The slide presentation will run continuously, without user interaction, on a screen in the shop.

(a) Change your presentation so that it will operate without user interaction. Take screen shot(s) of **SLIDE 2** of your presentation to illustrate how you have changed your presentation. (2)

Paste the screen shot(s) into **Task PS2**.

RESAVE Task PS2.

DO NOT PRINT at this stage.

(b) Add text boxes to the word processed document **Task PS2** to:

(i) label the screen shot(s) to identify the features you have used to enable the presentation to work without user interaction (2)

(ii) explain how the feature you have identified in (b) (i) will enable the presentation to work without user interaction. (2)

RESAVE Task PS2.

DO NOT PRINT at this stage.

Fiona wants the presentation to attract 14 to 18 year olds.

(c) Change **SLIDE THREE** to make it more appealing to this age group. Take a screen shot of slide three and paste it into Task PS2.

Use text boxes in the word processed document **Task PS2** to:

(i) label your screen shot to identify the changes you have made (2)

(ii) explain why you think the changes you have made make it more appealing to this age group. (2)

SAVE the presentation as **Task PS1 version 2**.

RESAVE the word processed document as **Task PS2**.

PRINT Task PS2.

(Total for Task PS2 = 10 marks)

TOTAL FOR ACTIVITY 3 = 22 MARKS

Activity 4 – Using Spreadsheet Software (SS)

Jonathan wants to record the daily sales of each newspaper. He has started a spreadsheet which he has saved as **SALES**.

Task SS1

Open the spreadsheet **SALES**.

Enter **Task SS1** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **Task SS1**.

(a) Jonathan wants to improve the layout of the spreadsheet.

(i) Merge cells **A1** to **I1**. Enter the title **Fiojons Sales** in the merged cells and format the title to bold, size 20. (2)

(ii) Format the column titles in **ROW 3** and make them bold and centred. (1)

(iii) Format the cells **C4** to **H15** so that their contents will be centred. (1)

(iv) Format the spreadsheet to include:

- appropriate borders and shading
- appropriate column widths and row heights so that all the data is visible

(2)

(b) Jonathan has not yet entered the prices of the newspapers into the spreadsheet.

(i) Enter the prices in **COLUMN B** using the information from the table (£0.01 = 1p).

Daily Eye	17 p	Post	22 p	Tribune	21 p
Reporter	23 p	Daily Nation	29 p	Clarion	25 p
Independent	£1.20	Eastern Times	£1.00	Star	19 p
Mail	£0.33	Times	£0.99	Informer	£0.39

(2)

(ii) Format the **PRICE** column to currency. Ensure the prices are displayed with the £ symbol and 2 decimal places. (1)

(1)

RESAVE document **Task SS1**.

PRINT Task SS1 on one sheet of A4 showing the **DATA** view.

Make the page landscape.

Make sure that all the data is visible.

Do not show the gridlines.

Do not show the row and column headers.

(Total for Task SS1 = 9 marks)

Task SS2

Change **Task SS1** to **Task SS2** in the footer of your spreadsheet.

SAVE the spreadsheet as **Task SS2**.

Jonathan wants to use the spreadsheet for calculations.

(i) Enter a formula in cell **H4** to calculate the total sales of the "Post" during the week. (2)

INCOME is **SALES** x **PRICE**.

(ii) Enter a formula in cell **I4** to calculate the income for the "Post" newspaper. (1)

(iii) Replicate the formulae in cells **H4** and **I4** for the other newspapers. (1)

(iv) In suitable cells:

- enter a formula to calculate the total income for the week
- enter a suitable label for the total in an appropriate cell. (2)

(v) Jonathan wants to know the average sales figures for each day.

In appropriate cells:

- enter a formula using a function to calculate the average sales on Monday
- copy this formula across for the other days of the week. (2)

(vi) Sort the table in alphabetical order of newspaper. (1)

RESAVE document **Task SS2**.

PRINT a copy of the spreadsheet on one sheet of A4 showing the **FORMULA** view.

Make the page landscape.

Make sure the columns are wide enough to display the data and complete formulae.

Show the gridlines.

Show the row and column headers.

(Total for Task SS2 = 9 marks)

Open a new A4 document using word processing software.

Enter **Task SS3** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **Task SS3**.

Open the **WEEKLY SALES** spreadsheet.

Task SS3

Jonathan has recorded the income from some of the items in the shop over a four week period. He has entered the data into a spreadsheet called **WEEKLY SALES**.

Jonathan would like to present some of the information as a graph. He wants to pin the graph to a notice board in the shop.

Create a graph which compares the sales figures for each item for Week 1 and Week 4.

Do not include the totals.

Enter a suitable title and axis labels.

Copy the graph into **Task SS3**. Remember it is to be displayed on a notice board.

RESAVE document **Task SS3**.

PRINT a copy of **Task SS3**.

(Total for Task SS3 = 6 marks)

TOTAL FOR ACTIVITY 4 = 24 MARKS

Activity 5 – Using DTP/Word Processing Software (DTP/WP)

Fiona wants to write to customers who have been receiving newspaper deliveries for more than five years.

Your task is to create a mail merge letter. Details of the customers are stored in the **LETTER** table of the **DELIVERY** database.

Task WP1

Open the file **DRAFTLETTER**.

Enter **Task WP1** and your name, candidate number and centre number in the footer of the document.

SAVE the document as **Task WP1**.

(a) Make these changes to the letter.

- (i) Replace the logo in the letter with the logo you produced in Activity 1. (1)
- (ii) Insert today's date in a suitable location. (2)
- (iii) Insert the appropriate complimentary close and name of sender. (2)
- (iv) Centre and embolden the subject line of the letter. (2)
- (v) Fully justify the content of the letter. (1)

RESAVE document **Task WP1**.

(b) Use suitable **MERGE FIELDS** from the **LETTER** table of the database to:

- (i) enter the recipient's address in a suitable location (2)
- (ii) replace the text <<enter title and last name>> (1)
- (iii) replace the text <<enter registration date>>. (1)

RESAVE document **Task WP1**.

(c) Make sure the content, layout, consistency and style are fit for purpose.

Remember that the document is a business letter.

Make sure it fits on one A4 sheet.

(1)

RESAVE document **Task WP1**.

PRINT a copy of **Task WP1**. Make sure it displays the **MERGE FIELDS** used.

Note: You may be using mail merge software that does not allow you to show the merge fields in a printout of the standard letter. If so, you should produce a screen shot of your complete letter showing the merge fields.

(Total for Task WP1 = 13 marks)

Task WP2

Change **Task WP1** to **Task WP2** in the footer of the document.

SAVE the document as **Task WP2**.

Use mail merge software to merge the standard letter, **Task WP2** with the **LETTER** table.

SAVE the merged letters as **Task WP2**.

PRINT one of the letters.

(Total for Task WP2 = 3 marks)

TOTAL FOR ACTIVITY 5 = 16 MARKS
TOTAL FOR PAPER = 100 MARKS

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