



CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Practical Test

May/June 2014

2 hours 30 minutes

Additional Materials: Candidate Source Files

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.

This document consists of **8** printed pages.

You work for an agency producing fishing data for the United Kingdom. You are going to perform some tasks for this agency.

1 Open the file **J224EVIDENCE.RTF**



Make sure that your name, Centre number and candidate number will appear on every page of this document.

Save this evidence document in your work area as **J224EVIDENCE** followed by your candidate number. For example: J224EVIDENCE9999

You will need this file later.

You are now going to edit a report about the UK fishing industry.

2 Using a suitable software package, load the file **J224FISHERIES.RTF**

3 Set the:

- page size to A4
- orientation to landscape.

Place screen shot evidence of the A4 page setting in your evidence document.

4 Set the:

- top margin to **2** centimetres and the bottom margin to **1.5** centimetres
- left and right margins to **2** centimetres.

Place screen shot evidence of this in your evidence document.

5 Save the document with a new name in your work area. Make sure it is saved in the format of the software you are using.

6 Place in the header:

- the automated file name and file path left aligned
- your Centre number and candidate number right aligned.

Place in the footer:

- today's date left aligned
- your name right aligned.

Make sure that all the alignments match the page margins.

Make sure that headers and footers are displayed on all pages.


7 At the start of the document enter the title **UK FISHING INDUSTRY 2011**

8 Make the title:

- centre aligned
- font size **28** point
- underlined.

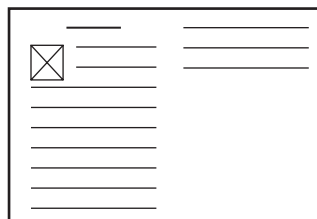
9 Below the title, add a subtitle:

Draft report by: and add your name.

- ✓
- 10 Make the subtitle:
- right aligned
 - font size **14** point
 - italic (no other emphasis).
- 11 Set the title and subtitle to the same sans-serif font.
- 12 After the subtitle format the rest of the document as body text into two equally spaced columns, with **2** centimetre spacing between the columns.
- 13 Format the title and subtitle to be surrounded by an outside border of approximately **3** to **4** point.
- Apply light grey shading (10 – 25%) to the background.
- It should look like this:
- 
- 14 Set all of the body text to:
- be fully justified
 - font size **12** point
 - a serif font
 - **single** line spacing.
- 15 Identify the **8** subheadings in the document and make them all:
- centre aligned
 - bold
 - underlined
 - a sans-serif font
 - font size **14** point.
- 16 Make sure there is a single **12** point line space after each paragraph of the body text and after each subheading.
- 17 Change the numbered list from:
- England...*
- to
- ...Islands (Guernsey, Jersey and the Isle of Man)*
- to square shaped bullets.
- 18 Format the list so the bullets are positioned **2.5** cm from the left margin.
- 19 Open the file **J224EUFLEET.CSV** and insert the contents as a table on the first page after the paragraph that ends *...provides more detail:*
- 20 Delete the row from the table containing the following data:
- | | | | |
|---------|----|--------|--------|
| Belgium | 86 | 15,326 | 49,135 |
|---------|----|--------|--------|

- 21 Format the text in the table as body text.
- 22 Format the top row of the table to be:
- bold and underlined
 - centre aligned over the four columns.
- 23 Format the second row of the table so that:
- it is bold
 - it is centre aligned
 - the headings are wrapped within each cell with no split words.
- 24 Format rows 3 to 12 so that:
- the data for each row is displayed on one line
 - the numbers are right aligned.
- 25 Make sure the table:
- fits within the column
 - has a single (12 point) line space above and below
 - displays all gridlines when printed.
- 26 Import the image **J224FISH.JPG** and place this below the subheading *LANDINGS* on the last page.
- 27 Flip the image so the head faces to the right.
- 28 Format the image so that:
- it is re-sized to a width of 5 centimetres
 - the aspect ratio is maintained
 - it is aligned to the left margin and the top of the paragraph starting *The value of fish ...*
 - the text wraps round the image.

It may look like this:



- 29 Replace all instances of the word *amount* with the word **share** where it occurs.
- 30 Spell-check and proof-read the document.
- Make sure that:
- tables do not overlap two columns or pages
 - bulleted lists are not split over two columns or pages
 - there are no widows or orphans
 - there are no blank pages.
- Make sure all formatting is consistent throughout your document.

- 31 Save the document.
Print the document.



You are now going to prepare some reports. Make sure all currency values display the £ sign and are to two decimal places.

- 32 Using a suitable database package, import the file **J224REGISTER.CSV**
The *Tonnage* field is not required.
- 33 Use the following field names and data types:



NAME	DATA TYPE	FORMAT
<i>Vessel_Name</i>	Text	
<i>Port_ID</i>	Text	
<i>Admin_Port</i>	Text	
<i>Home_Port</i>	Text	
<i>Length</i>	Number	1 decimal place
<i>Hull</i>	Text	
<i>Build_Country</i>	Text	
<i>Shellfish</i>	Boolean/Logical	Yes/No
<i>Scallop</i>	Boolean/Logical	Yes/No

- 34 Place a screen shot showing the field names and data types used into your evidence document.
- 35 Insert the following three records:



<i>Vessel_Name</i>	<i>Port_ID</i>	<i>Admin_Port</i>	<i>Home_Port</i>	<i>Length</i>	<i>Hull</i>	<i>Build_Country</i>	<i>Shellfish</i>	<i>Scallop</i>
THREE WISHES	PW7	POOLE	SWANAGE	11.1	WOOD	GBR	Yes	No
CLAIRE LOUISE	SE150	PLYMOUTH	SALCOMBE	11.9	WOOD	GBR	Yes	No
TINA	SD47	NORTH SHIELDS	SEAHAM	11.3	WOOD	DNK	Yes	No

- 36 Check your data entry for errors.
- 37 Save the data.
- 38 The record for the vessel named *TENACITY* contains an error. Find this record and change the *Home_Port* from *LOOE* to **CONWY**
- 39 Produce a report from all the data which:
- contains a new field called **Fees_Due** which is calculated at run-time. Annual harbour fees are charged at 38.80 per metre. This field will calculate the *Length* multiplied by 38.80
 - has the *Fees_Due* field displayed as currency
 - shows only the records where the *Length* is **11 metres or more** and **less than 12 metres**, the *Hull* is **WOOD**, *Shellfish* is **Yes** and *Scallop* is **No**
 - shows only the fields *Admin_Port*, *Home_Port*, *Port_ID*, *Vessel_Name*, *Length*, *Hull*, *Shellfish* and *Fees_Due* in this order with data and labels displayed in full
 - sorts the data into ascending order of *Length*
 - fits on a single page wide
 - has a page orientation of landscape
 - includes the heading **Harbour fees due** at the top of the report
 - has your name, Centre number and candidate number on the right at the top of every page.
- 40 Save and print this report.
- 41 Produce a report from all the data which:
- shows only the records where the *Port_ID* starts with the letters **BM** and the *ADMIN_PORT* is not **BRIXHAM**
 - shows only the fields *Port_ID*, *Admin_Port*, *Home_Port*, *Vessel_Name*, and *Length* in this order with data and labels displayed in full
 - sorts the data into ascending order of *Admin_Port* and then descending order of *Length*
 - fits on a single page wide
 - has a page orientation of portrait
 - calculates the average *Length*, positioned below the *Length* column and formatted to 1 decimal place with a label **Average length** to the left of this
 - includes the heading **Vessels matching criteria** at the top of the page
 - has your name, Centre number and candidate number at the bottom of the report.
- 42 Save and print this report.

✓

You are now going to create a short presentation.

- 43 Import the file **J224LANDINGS.RTF** placing the text as slides in your presentation software.

(This should provide 5 slides)

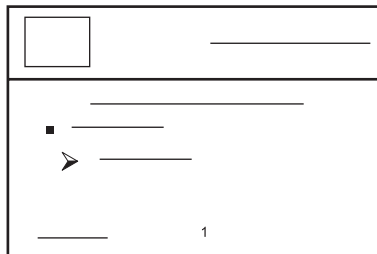
- 44 The master slide must have:

- a plain white background
- a black **3** point wide horizontal line, across the width of the slide, about **3** cm from the top
- the text **FISH LANDINGS** in a black **48** point serif font above the line, aligned to the top right of the slide. Make sure the text does not wrap
- a picture of a boat from clipart placed in the top left corner above the line. Resize the image so it fits the space without touching or overlapping the line. Make sure the aspect ratio is maintained
- your Centre number, candidate number and name in a **10** point black serif font in the bottom left corner
- automatic slide numbers in the bottom centre
- 1st level bullets formatted in a **28** point font, with square shaped bullet style eg ■
- 2nd level bullets formatted in a **20** point font, italic, with arrow shaped bullet style eg ➤

No master slide elements, text or images should overlap each other on any slides.

Apply all master slide elements to all slides.

Your master slide may look like this:



- 45 Insert a new slide before slide 1. Use a layout with a title and subtitle for the new slide.

- 46 Enter the text **UK Fishing Fleet** as the title.

Enter the text **Summary of species landed** as a subtitle.

- 47 On the first slide insert a star shape in the bottom right corner. Enter the text **2011** in the centre of the star.

- 48 Create a vertical bar chart using the data in the file **J224TYPE.CSV**

This chart should compare the quantity and value of each type of fish landed.

- 49 Label the chart with

- the title **Fish Landed**
- category series labels displayed in full
- axis titles as **Fish Type** and **Number**

- ✓
- 50 Place the chart to the left of the bullet points on the slide with the title *Landings by UK Vessels*:
- 51 Save the presentation.
 Print the presentation as handouts with three slides to the page.
 Print the slide with the title *Landings by UK Vessels* as a full slide.
- 52 In your email programme create a folder named **Fishing**
 Place screen shot evidence of this folder in your evidence document.
- 53 Add the following contact details to your email contacts/address book:
 FULL NAME EMAIL ADDRESS
Yassin Sayed **y.sayed@cie.org.uk**
 Place screen shot evidence to show that this contact has been saved.
- 54 Prepare an email message:
 • to be sent to **design.h@cie.org.uk**
 • with a carbon copy to *Yassin Sayed* (from your contacts/address book)
 • with the subject **Fishing Report**
 The body text of the message should include:
 • your name
 • your Centre number
 • your candidate number
 • the text: **Please review the attached report I have edited.**
- 55 Attach to your email only the document which you saved at step 31.
- 56 Take a screen shot of this email, showing clearly that the attachment is present, and place it in your evidence document.
 Send the email.
- 57 Save and print the evidence document.

Write today's date in the box below.

Date

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