CANDIDATE NAME

CENTRE NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY	**0417/02**
Paper 2 Practical Test	**October/November 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 **7** printed pages and **1** blank page.

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

✓

Create a document called **EVIDENCE**

You will use this document to save evidence and will print it at the end of the examination. Make sure that your name, Centre number and candidate number will appear on every page of this document.

1   Add to your e-mail address book these contacts:

Name	Job title	Email address
Jay Joslin	**Editor**	**J.Joslin@cie.org.uk**
Anh Nguyen	**Writer**	**A.Nguyen@cie.org.uk**
Jaspal Singh	**Consultant**	**J.Singh@cie.org.uk**

Place screenshot evidence of only these contacts in your evidence document.

2   Create an email group named **Hardware team**

Add the three contacts entered in step 1 to this group. Save the group.

Place screenshot evidence of the group and the three contacts in your evidence document.

You are now going to edit a document about choosing hardware for a computer.

✓

3   Using a suitable software package, load the file **N14MICE.RTF** ☐

4   Set the: ☐
   • page size to A4
   • orientation to landscape.

   Place screenshot evidence of this in your evidence document.

5   Set the: ☐
   • top and bottom margins to **2** centimetres
   • left and right margins to **1.5** centimetres.

   Place screenshot evidence of this in your evidence document.

6   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.

7   Set all the text to: ☐
   • a **12** point serif font
   • **1.5** line spacing
   • be fully justified.

8   Make sure there is a single **12** point line space after each paragraph. ☐

9   Place in the header: ☐
   • your candidate name, candidate number and your Centre number.
   Place in the footer:
   • today's date left aligned
   • the automated file name and file path right aligned.
   Make sure that all the alignments match the page margins.
   Make sure that headers and footers are displayed on all pages.

10 Insert a blank line at the start of the document and enter the title ☐
   Input devices for a gaming computer

11 Make the title centre aligned with a **36** point italic sans-serif font. ☐

12 Add a subtitle below the title: ☐
   Mice for gamers by: and add your name.

13 Set the subtitle to be: ☐
   • an **18** point sans-serif font
   • underlined
   • not italic
   • right aligned.

14 On the same page after the subtitle, format the rest of the document into three ☐
   equally spaced columns, with a **1** centimetre gap between the columns.

✓

15 Delete the paragraph that starts: *The thing with the mechanical mouse was that there were wear and tear issues…*
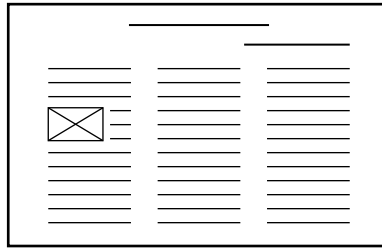
☐

16 Find an appropriate image of a mouse and place it in the left column of the first page at the start of the second paragraph.

Align it with the top line of the text and the left margin.

☐

17 Re-size the image to fill about half the column and maintain the aspect ratio.

Make sure the text wraps round and below the image.

It should look like this:

☐

18 Apply a single bullet to each paragraph of the text from:

Mechanical mouse: Houses a hard rubber ball …

to

Cordless 3-D mouse: This kind of mouse …

☐

19 Format the end of the document so that only the table fills the page width. This table will compare the three types of mouse. The headings are in the table.

☐

20 Copy from the file **N14RECOMMEND.RTF** appropriate text and place this into the table at the end of your document.

☐

21 Make sure the text in the table matches the body text, keeping the bullets.

☐

22 Make the text in the first column of the table *(Make, Model, Features)* bold.

☐

23 Shade the top two rows of the table only with a light grey background.

☐

24 Set the outside border only to a width of about **3** points.

Ensure that all grid lines are visible when printed.

☐

25 Spell-check and proof-read the document. Correct any spelling errors.

Place breaks, if necessary, to ensure that:

- there are no widows or orphans
- there are no split tables
- there are no blank pages
- it has consistent line and paragraph spacing.

☐

26 Save the document.

Print the document.

☐

✓

27 Using a suitable database package, import the file **N14INPUT.CSV**

The *Min_Stock* field is not required.

Make sure currency is in Euros with two decimal places.

Assign the following field names and data types.

Make	**Text**
Model	**Text**
Features	**Text**
Connection	**Text**
Buttons	**Numeric**
Programmable	**Boolean / Logical**
Gaming	**Boolean / Logical**
Cost_Price	**Currency**
Stock	**Numeric**
Reorder	**Numeric**
Notes	**Text / Memo**

You may add another field as a primary key field if your software requires this.

28 Place screenshot evidence of the field names and data types used in your evidence document.

29 Insert the following two records:

Make	Model	Features	Connection	Buttons	Programmable	Gaming	Cost_Price	Stock	Reorder	Notes
Cyborg	**R.A.T. 9**		**Wired**	**2**	**No**	**Yes**	**62.35**	**9**	**5**	
Eclipse	**Touch mouse**		**Wired**		**No**	**No**	**33.99**	**4**	**5**	

30 Check your data entry for errors.

Save the data.

✓

The company needs to reorder input devices that are getting low on stock.
Items are reordered when below a minimum stock level and the Reorder quantity
is used to place the order.

31 Produce a report which:

- contains a new field called **Item_Value** which is calculated at run-time. This field will calculate the *Cost_Price* multiplied by the *Reorder* field

- has the *Item_Value* field set as currency

- shows only the records where the number of items in stock (*Stock*) is less than **10**

- shows all specified fields and their labels in full (Do **not** display the Notes field)

- fits on a single page wide

- has a page orientation of landscape

- sorts the data into ascending order of *Make*

- calculates the value of the whole order and

    – shows this value at the bottom of the *Item_Value* column

    – formats this value as currency

    – has the label **Value of order** to the left of this value

- includes the title **Order for new mice** at the top of the page

- has your name, Centre number and candidate number on the left at the bottom of the report.

32 Place screenshot evidence of how you made an automatic calculation of the value of the order in the report you created in step 31 in your evidence document.

33 Save and print this report.

You need to make labels for some mice selected from all the data and provide notes about their features.

34 Produce a report which:

- contains a new field called **Retail_Price** which is calculated at runtime. This field will calculate the *Cost_Price* plus 20%

- shows only *wireless* or *dual* connected *Gaming* mice

- is sorted into descending order of *Retail_Price*

- is in label format with 2 labels side by side and 8 labels to the page

- fits on one page wide in portrait layout

- includes the title **Mice for Gamers** at the top of each label

- shows only the fields *Make, Model, Connection, Retail_Price,* and *Notes*

- shows suitable text to identify the fields

- has an increased font size for the title *Mice for Gamers*

- has your name, Centre number and candidate number at the bottom of each label.

35 Save and print this report.

You are now going to work on a presentation.

✓

36 Create a new presentation using the file **N14PRES.RTF**. This should contain five slides with bullet points. ☐

37 Delete any blank slides. ☐

38 On the master slide place: ☐

- two thick vertical lines towards the right hand side

- your name, Centre number and candidate number at the bottom on the left

- the slide number at the bottom right.

Make sure that no items on any slide overlap each other.

39 Change the layout of slide one to title and subtitle. ☐

Add the text: **Presentation by:** and your name as the subtitle.

40 Set the same transition between the slides. ☐

41 Set the bullets on all slides to appear one by one. ☐

42 Place screenshot evidence of the transitions and the animations in your evidence document. ☐

43 Print all slides as audience notes, with **6** slides per page. ☐

44 Prepare an email message: ☐

- to be sent to **design.h@cie.org.uk**

- with a carbon copy to the **Hardware team**

- with the subject **Draft article**

The body text of the message should include:

- your name

- your Centre number

- your candidate number

- the text: **The document for your editorial comments is attached**.

45 Attach to your email the document which you last saved at step 26. ☐

46 Place screenshot evidence of this email, showing the attachment is present in your evidence document. ☐

Send the email.

47 Save and print the evidence document. ☐

Write today's date in the box below.

Date

☐

8

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