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0417/02

October/November 2019

2 hours 30 minutes

Additional Materials: Candidate Source Files.

READ THESE INSTRUCTIONS FIRST

Do **not** use the internet or email.

If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

The number of marks is given in brackets [] at the end of each question or part question.

Write today's date in the box below.

This syllabus is regulated for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of **11** printed pages and **1** blank page.

Task 1 – Evidence Document

- Open the file **N219EVIDENCE.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 **N219EVIDENCE** followed by your candidate number, for example: N219EVIDENCE9999

You will need to place screenshots and answers to questions in this Evidence Document.

Task 2 – Document

You are going to edit a report for Tawara Digital Books. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

- 1 • Open the file **N219READING.rtf**
 - The page setup is set to A4, portrait orientation with 2 centimetre margins. Do **not** make any changes to these settings.
 - Save the document in your work area, in the format of the software you are using, with the file name **EBOOKS**

EVIDENCE 1

Place in your Evidence Document a screenshot to show this file has been saved.
Make sure there is evidence of the file type.

[1]

- 2 • Place in the header:
 - automated page numbers left aligned
 - automated date field to display today's date, right aligned.
 - Place your name, centre number and candidate number right aligned in the footer.
 - Make sure that:
 - all the alignments match the page margins
 - no other text or placeholders are included in the header and footer areas
 - headers and footers are displayed on all pages.

[2]

- 3 • Create and store the following styles, basing each on the default paragraph style:

House style specifications							
Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
DB-Subtitle	sans-serif	16	right	italic	single	0	0
DB-Subhead	serif	14	centre	bold, all capitals	single	0	6
DB-Body	sans-serif	10	justified	none	single	0	6
DB-Table	serif	11	left	italic	single	0	0

EVIDENCE 2

Take a screenshot to show that the style settings have been defined for the *DB-Subhead* style. Make sure there is evidence that this is based on the default paragraph style. Place this in your Evidence Document.

[3]

- 4 • The style name *DB-Title* has already been created, stored and applied to the title text.
- Modify the *DB-Title* style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
<i>DB-Title</i>	sans-serif	32	centre	bold, underline	single	0	6

EVIDENCE 3

Take a screenshot of the style settings for the *DB-Title* style to show that these have been changed. Place this in your Evidence Document.

[2]

- 5 • Display these custom style names as a list in the style manager/organiser. Provide screenshot evidence of this list.

EVIDENCE 4

Place this screenshot in your Evidence Document.

[1]

- 6 • Below the title add the subtitle:
Report by: and add your name [1]
- 7 • Apply the *DB-Subtitle* style to this text. [1]
- 8 • Apply the *DB-Body* style to the rest of the document. [1]
- 9 • Change the page layout so that the subheading *History of Digital Books* and all following text is displayed in **two** columns of equal width with a **1** centimetre space between the columns. [2]
- 10 • Apply square shaped bullets to the list from:
 dedicated e-readers such as...
 to
 ... including the Notepad
- Make sure that:
 - the bullets are indented **1** centimetre from the left margin
 - the list is in single line spacing with no space before or after each line
 - there is a 6 point space after the last item in the list.
- [2]
- 11 • Identify the 7 subheadings in the document and apply the *DB-Subhead* style to each one. [1]
- 12 • Open the file **N219EREADER.csv** and insert the contents as a table after the text
 ... devices over the years: [1]
- 13 • Delete the entire row and contents for *Maxi Reader* [1]
- 14 • Sort the data in the table into ascending order of *Year*. [1]
- 15 • Insert a new row in the correct position according to the sort order.
• Enter the following details:
- | | | |
|-----------------------|-----------------------|-------------|
| Tawara Phablet | Digital Tawara | 2007 |
|-----------------------|-----------------------|-------------|
- [2]
- 16 • Apply the *DB-Table* style to the table.
• Make sure that:
 - no text is wrapped within the table
 - all internal and external gridlines are displayed when printed
 - the borders and all data fit within the column width
 - there is a 6 point space after the table.
- [2]

- 17 • Format the first row of the table to be:
- bold and centre aligned over the three columns
 - shaded with a light grey background (20–40%).

[2]

- 18 • Import the image **N219IMAGE.jpg** and place this below the subheading *The Future*

[1]

- 19 • Reflect the image so the e-reader is on the right. It must look like this:



[1]

- 20 • Format the image so that:
- it is re-sized to a width of **3** centimetres with the aspect ratio maintained
 - it is aligned to the left margin of the second column and the top of the paragraph starting *Many consumers have embraced...*
 - the text wraps round the image.

[2]

- 21 • Spell check and proofread the document.
- Make sure that:
 - lists and tables are not split over columns or pages
 - there are no widows or orphans
 - there are no blank pages
 - the house style specification has been followed and the correct styles applied as instructed
 - spacing is consistent between all items.
 - Save the document using the same file name and format used in Step 1.
 - Print the document.

PRINTOUT 1

Make sure your **name**, **centre number** and **candidate number** are on your report

[1]

- 22 • Many book stores sell books online through the internet.
- Discuss the advantages and disadvantages to customers of buying books through internet shopping.

EVIDENCE 5

Type your answer into your Evidence Document using no more than 100 words.

[4]

[Total: 35]

Task 3 – Database

You are now going to prepare some reports. Make sure all currency values display the same currency symbol and are set to 2 decimal places.

- 23 • Using a suitable database package, import the file **N219BOOKS.csv**
- Use these field names and data types:

Field Name	Data Type	Format
Author	Text	
Title	Text	
Book_Ref	Text	
Publisher	Text	
Format_Code	Text	
Release_Year	Number	Integer
Price	Number/Currency	
No_Items	Number	Integer
Pages	Number	Integer
Available	Boolean/Logical	To display as Yes/No

- Set *Book_Ref* field as a primary key.
- Save the data.

EVIDENCE 6

Place in your Evidence Document screenshot evidence showing the field names and data types used in the table.

[2]

- 24 • Import the file **N219FORMAT.csv** as a new table in your database.
- Set *Type_Code* field as a primary key.
 - Create a one-to-many relationship between *Format_Code* in the books table and the *Type_Code* in the format table.

EVIDENCE 7

Place in your Evidence Document screenshot evidence showing the relationship between the two tables.

[1]

- 25 • Add the following as a new record in the books table:

<i>Author</i>	Anne Rice
<i>Title</i>	Wolf Gift
<i>Book_Ref</i>	B0501
<i>Publisher</i>	Quiver
<i>Format_Code</i>	BP02
<i>Release_Year</i>	2015
<i>Price</i>	8.49
<i>No_Items</i>	1
<i>Pages</i>	416
<i>Available</i>	Yes

[1]

- 26 • Using fields from the books table, produce a tabular report that:
- selects the records where:
 - *Release_Year* is **2014** or **2015**
 - *Price* is **5.00 or more**
 - *Available* is **Yes**
 - shows only the fields *Title*, *Author*, *Price*, *Release_Year* and *Available* in this order with data and labels displayed in full. Do **not** group the data
 - sorts the data into descending order of *Price*
 - has a page orientation of portrait
 - fits on a single page
 - includes only the text **Book Releases 2014/2015** as a title displayed in a larger font size at the top of the page
 - calculates the average *Price* and positions this under the *Price* column
 - displays this average price value to 2 decimal places with the same currency symbol as the *Price* field
 - has a label **Average book price** to the left of this value
 - does **not** display a page number when printed
 - has your name, centre number and candidate number at the bottom of the report.
 - Save and print your report.

PRINTOUT 2

Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

EVIDENCE 8

Place in your Evidence Document a screenshot showing the database formula used to calculate the average price.

[10]

- 27 • Using fields from both tables produce a tabular report that:
- selects the records where:
 - *Publisher* includes the word **Digital**
 - *Release_Year* is later than **2011**
 - contains a new field called **Book_Tax** which is calculated at run-time and displayed with the same currency formatting as the *Price* field. This field will calculate the *Price* plus 10% of the price
 - shows only the fields *Book_Ref*, *Publisher*, *Title*, *Author*, *Book_Type*, *Release_Year*, *Price* and *Book_Tax* in this order with data and labels displayed in full. Do **not** group the data
 - sorts the data into ascending order of *Book_Type* and then descending order of *Release_Year*
 - has a page orientation of landscape
 - fits on a single page wide
 - includes only the text **Digital Publishing** as a title displayed in a larger font size at the top of the page
 - has your name, centre number and candidate number in the footer of the report so it displays on every page.
 - Save and print your report.

PRINTOUT 3

Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

[10]

- 28 • Answer the following questions and record your answers in your Evidence Document:
- (a) Describe the difference between hardware and software. [2]
 - (b) Give one example of hardware. [1]
 - (c) Give one example of software. [1]

EVIDENCE 9

Type your answers into your Evidence Document using no more than 50 words

[Total: 28]

Task 4 – Mail merge

You are required to carry out a mail merge.

- 29 • Create a mail merge letter using the file **N219CLUB.rtf** as the master document and **N219MEMBERS.csv** as your data source file.
- Replace <Date> with a field to display today's date in the format dd-MMM-yy

EVIDENCE 10

Take screenshot evidence of the date field code showing the format used. Place this screenshot in your Evidence Document.

[1]

- 30 • Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with field
<GRP>	Group
<MTH>	Month
<BK>	Book
<AUT>	Author
<DY>	Day
<DT>	Date
<TM>	Time
<VEN>	Venue
<NTS>	Notes

- Make sure the spacing, punctuation and alignment in the original master document are maintained.

[3]

- 31 • Replace the text *Candidate Name* with your name.
- Include your centre number and candidate number in the footer of the document.
 - Save and print the master document with the merge fields displayed.

PRINTOUT 4

Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[1]

- 32 • Set an automated filter to select the books chosen for the month of **December**

EVIDENCE 11

Place in your Evidence Document screenshot evidence to show the use of an automated selection method.

[1]

- 33 • Merge and print the letters for *December* only.
- Save and close the files.

PRINTOUT 5

Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your letters.

[1]

[Total: 7]

Task 5 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides should be formatted to display a title and bulleted list.

- 34 • Create a presentation of 6 slides using the file **N219PRES.rtf** [1]

- 35 • Format slide 1 so that:
- a title slide layout is applied
 - the title and subtitle are centred in the middle of the slide
 - your name appears after the text *Produced by*:
- [1]

- 36 • Use a master slide to display the following features on all slides:
- your name, centre number and candidate number
 - automatic slide numbers.
- [1]

- 37 • Use the data in the file **N219SALES.csv** to create a vertical bar chart to compare only the physical and digital book sales for all years. [1]

- 38 • Label the chart with the following:
- title **UK BOOK SALES**
 - value axis title **£M**
- [1]

- 39 • Display the values as data labels on each bar.
- Display a legend.

[1]

- 40 • Format the value axis scale to display:
- a minimum value of **0**
 - a maximum value of **3600**
 - increments of **600**

[2]

- 41 • Place the chart to the left of the bullets on the slide with the title *Comparison of Physical and Digital Sales*

[1]

- 42 • Save the presentation.
- Print the presentation as a handout with 6 slides to the page.
- Print only the slide with the title *Comparison of Physical and Digital Sales* as a full page slide in landscape orientation.

PRINTOUT 6

Print these slides. Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 10]

Task 6 – Printing the Evidence Document

- 43 • Print your Evidence Document.

PRINTOUT 7

Make sure that you have entered your **name**, **centre number** and **candidate number** on your Evidence Document.

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