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0417/22

May/June 2019

2 hours 30 minutes

Additional Materials: Candidate Source Files.

8342449400*

You must **not** have access to either the internet or any email system during this examination.

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.

Any businesses described in this paper are entirely fictitious.

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 **12** printed pages.

Task 1 – Evidence Document

- Open the file **J229EVIDENCE.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 **J229EVIDENCE** followed by your candidate number. For example: J229EVIDENCE9999

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 Cruises. The company uses a corporate house style for all their documents. Paragraph styles must be created, edited and applied to the report as instructed.

- 1 • Open the file **J229CRUISES.rtf**
 - The page setup is set to A4, landscape 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 **TCREPORT**

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
 - a right aligned automated date field to display today's date in the format dd-MMM-yy
- Place in the footer your name, centre number and candidate number, centre aligned.
- 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.

EVIDENCE 2

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

[3]

- 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)
TC-subtitle	sans-serif	18	right	underline	single	0	0
TC-subhead	sans-serif	16	centre	bold, italic	single	0	6
TC-body	serif	10	justified	none	single	0	6
TC-table	serif	11	centre	italic	single	0	0

EVIDENCE 3

Take a screenshot to show that the style settings have been defined for *TC-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 *TC-title* has already been created, stored and applied to the title text.
 • Modify the *TC-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>TC-title</i>	sans-serif	32	centre	bold, italic	single	0	0

EVIDENCE 4

Take a screenshot of the style settings for *TC-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 5

Place this screenshot in your Evidence Document.

[1]

- 6 • Below the title add the subtitle:
Produced by: and add your name. [1]
- 7 • Apply the *TC-subtitle* style to this text. [1]
- 8 • Apply the *TC-body* style to the rest of the document. [1]
- 9 • Change the page layout so that the subheading *Overview* and all following text is displayed in **three** columns of equal width with a **1** centimetre space between the columns. [2]
- 10 • Apply bullets to the list of items from:
 Shore excursions...
 to
 ... *Specialty restaurants*
- Make sure that:
 - the bullets are aligned at 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 *TC-subhead* style to each one. [1]
- 12 • Using the data in the file **J229STATS.csv** create a vertical bar chart to show the number of cruise passengers for the years 2014 to 2018 only. [1]
- 13 • Label the chart with the following:
 - title **Annual Growth**
 - value axis title **Passengers**
- [1]
- 14 • Display the values as data labels on top of each bar.
• Do **not** display a legend. [1]
- 15 • Format the value axis scale to display:
 - a minimum value of **5000**
 - a maximum value of **13000**
 - increments of **2000**
- [2]

- 16 • Insert the chart after the paragraph ending ...*over the past five years*:
- Make sure that:
 - the chart and all data fits within the column width
 - all data labels are displayed in full.
- [1]
- 17 • Import the image **J229SHIP.png** and place this below the subheading *Our Fleet*
- [1]
- 18 • Format the image so that:
- it is re-sized to a width of **2.5** centimetres with the aspect ratio maintained
 - it is aligned to the left margin and the top of the paragraph starting *We currently operate...*
 - the text wraps round the image.
- Save the document with the same file name and format used in Step 1.
 - Make sure that today's date and **not** the date field code displays in the header.
 - Print the document.

PRINTOUT 1

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

[2]

- 19 • Tawara Cruises is planning to publish the annual report data on its company wiki. Evaluate the suitability of a wiki to share this type of data.

EVIDENCE 6

Type your evaluation and recommendations, with reasons, into your Evidence Document using no more than 100 words.

[3]

[Total: 30]

Task 3 – Database

You are now going to prepare some reports.

- 20 • Using a suitable database package, import the file **J229CRUISES.csv**
- Use these field names and data types:

Field Name	Data Type	Format
Ship_Ref	Text	
Sail_Date	Date/Time	dd-MMM-yy eg 26-Jan-19
Cruise_Ref	Text	
Departure_Port	Text	
Destination	Text	
Duration	Number	Integer
Passengers	Number	Integer
Board	Text	
Theme	Text	

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

EVIDENCE 7

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

[3]

- 21 • Import the file **J229SHIPS.csv** as a new table in your database.
- Set the *Ship_Code* field as a primary key.
 - Create a one-to-many relationship between *Ship_Code* in the ships table and the *Ship_Ref* field in the cruises table.

EVIDENCE 8

Place in your Evidence Document screenshot(s) showing the relationship between the two tables.

[1]

- 22 • Add the following as a new record in the cruises table:

<i>Ship_Ref</i>	SE06
<i>Sail_Date</i>	19-May-18
<i>Cruise_Ref</i>	SE042SE
<i>Departure_Port</i>	Seattle
<i>Destination</i>	Alaska
<i>Duration</i>	21
<i>Passengers</i>	2100
<i>Board</i>	Full
<i>Theme</i>	None

[1]

- 23 • Using fields from the cruises table, produce a tabular report that:
- selects only the records where:
 - *Theme* is **Art** or **Music**
 - *Departure_Port* is **Miami**
 - shows only the fields *Departure_Port*, *Destination*, *Sail_Date*, *Theme*, *Duration* and *Passengers* in this order with data and labels displayed in full. Do **not** group the data
 - sorts the data into ascending order of *Sail_Date*
 - has a page orientation of portrait
 - fits on a single page wide
 - includes only the text **Miami Cruises** as a title displayed in a larger font size at the top of the page
 - calculates the total number of passengers in this selection and positions this number under the *Passengers* column at the end of the report
 - has a label **Total passengers** to the left of this value
 - has your name, centre number and candidate number in the header so it displays on every page.
 - Save and print your report.

PRINTOUT 2

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

EVIDENCE 9

Place in your Evidence Document a screenshot showing the database formula used to calculate the number of passengers.

[11]

- 24 • Using fields from both tables produce a tabular report that:
- selects the records where:
 - *Ship_Name* includes the text **sea** *sea - ending
 - *Duration* is **14 or more** sea* - beginning
 - *Board* is **Full** *sea*
 - contains a new field called **Passenger_Nights** which is calculated at run-time. This field will multiply the *Duration* field by the *Passengers* field
 - shows only the fields *Sail_Date*, *Cruise_Ref*, *Ship_Name*, *Departure_Port*, *Destination*, *Duration*, *Passengers*, *Board* and *Passenger_Nights* in this order with data and labels displayed in full. Do **not** group the data
 - sorts the data into ascending order of *Destination* then descending order of *Duration*
 - has a page orientation of landscape
 - fits on a single page
 - includes only the text **Extended Cruise Sailings** as a title displayed in a larger font at the top of the page
 - has your name, centre number and candidate number on the report.
- Save and print your report.

PRINTOUT 3

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

[9]

- 25 • Using fields from both tables produce an extract which:
- selects only the records where:
 - *Theme* is **Taster**
 - *Duration* is **less than 4**
 - Shows only the fields *Cruise_Ref*, *Ship_Name* and *Duration* in this order with data and labels displayed in full.
- Save the extract.

[3]

- 26 • Export the extract created in Step 25 in rich text format.
- Save the exported file in your work area.

EVIDENCE 10

Place in your Evidence Document a screenshot to show the exported file saved in your work area. Make sure there is evidence of the file type.

[1]

[Total: 29]

Task 4 – Document 2

- 27** • Import the extract you saved in Step 26 into your document as a table after the paragraph which ends *...cruises operating last year were:*
- Make sure that:
 - the table fits within the column width
 - the extract does **not** contain a title
 - all required fields and their labels are fully visible
 - no text is wrapped within the extract
 - the *TC-table* style is applied to the extract
 - there is a 6 point space after the table.

[3]

- 28** • Spell check and proofread the document.
- Make sure that:
 - tables, charts and lists 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 between all items is consistent.
 - Save the document using the same file name and format used in Step 18.
 - Make sure that today's date and **not** the date field code displays in the header.
 - Print the document.

PRINTOUT 4

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

[1]

- 29** • Answer the following questions and record your answers in your Evidence Document:

- (a) Explain why styles are used. [1]
- (b) State the purpose of spell check software and identify **two** limitations of its use. [3]

EVIDENCE 11

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

[Total: 8]

Task 5 – Mail merge

You are required to carry out a mail merge.

- 30 • Create a mail merge letter using the file **J229LETTER.rtf** as the master document and **J229GUESTS.csv** as your data source file.
- 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 merge field
<TLE>	Title
<FIRST>	First_name
<FAMILY>	Family_name
<ADD1>	Road
<ADD2>	Area
<ADD3>	County
<POST>	Postcode
<CODE>	Memb_code
<LENGTH>	Duration
<THE>	Theme
<MTH>	Month
<DISC>	Discount

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

[3]

- 31 • Replace the text *Candidate Name* with your name.
- Include your name, centre number and candidate number in the footer of the document.
 - Print the master document.

PRINTOUT 5

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

[1]

- 32 • Set an automated filter to select members where:
- *Theme* is **Taster**

EVIDENCE 12

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

[2]

- 33 • Merge and print the letters for the selected members only.
- Save and close the files.

PRINTOUT 6

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 6 – Printing the Evidence Document

- 34 • Print your Evidence Document.

PRINTOUT 7

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

Task 7 – 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.

- 35 • Create a presentation of 5 slides using the file **J229SWOT.rtf**
- On slide 1 enter your name after the text *Presented by*:
- [1]

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

- 37 • Format the first slide so that:
- a title slide layout is applied
 - the title and subtitle text are centred in the middle of the slide.
- [1]

- 38 • Add the following text as presenter/speaker notes for the slide with the title *Threats*:
- Can negatively affect perceptions of cruising.**
- Print only this slide as presenter/speaker notes.

PRINTOUT 8

Make sure your **name, centre number** and **candidate number** are on this slide.

[2]

- 39 • Save the presentation.
- Print the presentation as a handout using a layout of 6 slides to the page.

PRINTOUT 9

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

[1]

[Total: 6]

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