

Pearson Edexcel International GCSE

Information and Communication Technology

Paper 2: Practical Paper

16–20 May 2016

Time: 3 hours

Paper Reference

4IT0/02

You must have:

Short treasury tag, cover sheet, data files: COTTAGE, DRAFT, RENTALS, PETERS, THR2000, SCOTLAND, IMAGES folder

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 any one activity. A suggested time is given at the start of 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)	14	IMAGES folder
2 Using Database Software (DB)	26	THR2000
3 Using Presentation Software (PS)	17	COTTAGE, SCOTLAND, IMAGES folder
4 Using Spreadsheet Software (SS)	28	RENTALS
5 Using DTP/Word Processing Software (WP)	15	COTTAGE, DRAFT, PETERS
Total Marks	100	

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

Scenario

Terrier Holiday Rentals is owned by Martin Crimkist.

The company rents out cottages in Scotland.

These are the contact details for the company.

Address:

Martin Crimkist
Terrier Holiday Rentals
142–144 Highlands Road
Prestburn
Angus
AN28 5PR

Telephone:

01632 960444

Website:

www.thr2000.co.uk

Email:

enquiries@thr2000.co.uk

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

Martin has created a logo for the company.

He has saved the logo as **TERRIER**.

Task AG1

Open a new document using word processing software.

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

SAVE the document as **TASK AG1**.

(a) (i) Insert the graphic **TERRIER** into the document **TASK AG1**.

(1)

(ii) Martin is not happy with the design of the logo.

In document **TASK AG1**, identify **two** aspects of the design that should be improved.

(2)

RESAVE TASK AG1.

DO NOT PRINT at this stage.

Open a suitable graphics package.

(b) Create a new logo for the company.

It must be fit for purpose and include:

- **one** suitable image from the **IMAGES** folder
- the words 'Terrier Holiday Rentals'.

(4)

SAVE the logo as **THR**.

Paste a copy of **THR** into **TASK AG1**.

RESAVE TASK AG1.

DO NOT PRINT at this stage.

(c) In document **TASK AG1**, explain why your logo design is an improvement on **TERRIER**.

(2)

RESAVE TASK AG1.

PRINT TASK AG1 on **one** side of A4.

(Total for Task AG1 = 9 marks)

Task AG2

Open a new document using word processing software.

Enter **Task AG2**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK AG2**.

Martin wants to use the image **HOUSE** in a presentation.

Open the image **HOUSE** in a suitable graphics package.

(a) The image must remain rectangular.

Crop the image to remove:

- the house and telephone pole on the left of the gateway
- the gravel pathway below the yellow rectangle
- the tree on the right of the house
- as much of the sky as possible without cropping the mountain peak.

(3)

(b) Add the text 'THR for terrific holidays' to the yellow rectangle.

(2)

SAVE the image as **HOLIDAY**.

Paste a copy of **HOLIDAY** into **TASK AG2**.

RESAVE TASK AG2.

PRINT TASK AG2 on **one** side of A4.

(Total for Task AG2 = 5 marks)

TOTAL FOR ACTIVITY 1 = 14 MARKS

Activity 2 – Using Database Software (DB)

Martin has created a database to store rental details for the company.

Customer details are stored in the **CONTACT** table.

Task DB1

Open the **THR2000** database.

Open the **CONTACT** table.

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

Field Name	Data Type	Description
CONTACTID	Text	Unique code for each customer
TITLE	Text	Customer title (Mr or Ms or Dr)
FIRSTNAME	Text	Customer first name
LASTNAME	Text	Customer last name
STREET	Text	Customer street address
TOWN	Text	Customer town address
POSTCODE	Text	Customer postcode
MOBNO	Text	Customer mobile phone number
GENDER	Text	M for male, F for female
BIRTHDATE	Date/Time	Customer date of birth (short date format)

Open a new document using word processing software.

Set the orientation to landscape.

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

SAVE the word processed document as **TASK DB1**.

(a) Martin wants to add a new customer to the **CONTACT** table.

Add these details to the **CONTACT** table.

Contact ID	JSA32
Title	Mr
First name	James
Last name	Sandalwood
Street	13 Staine Street
Town	Clarkmunnock
Postcode	AF4 9CN
Mobile phone number	07700 900123
Gender	Male
Date of birth	11 March 1987

(2)

(b) Sort the **CONTACT** table in ascending order of **LASTNAME**.

(2)

SAVE the **CONTACT** table.

Copy and paste the sorted **CONTACT** table into **TASK DB1**.

Make sure all the data is displayed on **one** side of A4 and is easy to read.

RESAVE TASK DB1.

PRINT TASK DB1.

(Total for Task DB1 = 4 marks)

Task DB2

Open a new document using word processing software.

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

SAVE the word processed document as **TASK DB2**.

(a) Martin wants a list of customers who were born before 1 May 1951.

He wants all fields displayed.

Create a query/search on the **CONTACT** table to find this information.

SAVE the query/search as **DB2a**.

Display the results of the query/search.

(2)

Copy and paste the results of your search into **TASK DB2**.

RESAVE TASK DB2.

DO NOT PRINT at this stage.

Open the **COTTAGE** table.

(b) Martin wants a list of cottages with 4 bedrooms **and** a star rating greater than 3.

The list should show only the fields **COTTAGENAME**, **SLEEPS**, **STARRATING** and **DAILYRATE** in this order.

Create a query/search on the **COTTAGE** table to produce this list.

SAVE the query/search as **DB2b**.

Display the results of the query/search.

(5)

Copy and paste the results of your query/search into **TASK DB2**.

Make sure that all results from this task are easy to read.

RESAVE TASK DB2.

PRINT TASK DB2.

(Total for Task DB2 = 7 marks)

Task DB3

Open a new document using word processing software.

Enter **Task DB3**, your name, candidate number and centre number in the footer of the document.

SAVE the word processed document as **TASK DB3**.

The database has three linked tables.

The **CONTACT** table is linked to the **RENTAL** table.

The **COTTAGE** table is linked to the **RENTAL** table.

(a) Display the relationships between the tables.

Make sure all the field names are displayed.

Take a screen shot of the relationships.

Paste the screen shot into **TASK DB3**.

RESAVE TASK DB3.

DO NOT PRINT at this stage.

(i) In document **TASK DB3**, identify the primary key in **one** of the relationships. (1)

(ii) In document **TASK DB3**, explain why a one-to-many relationship is used between the **COTTAGE** and **RENTAL** tables. (2)

RESAVE TASK DB3.

DO NOT PRINT at this stage.

(b) Martin wants a list of customers who have rented cottages with a **RENTALDATE** in July 2016.

The list should:

- show only the fields **COTTAGENAME**, **RENTALDATE**, **LASTNAME**, **FIRSTNAME**, **MOBNO**, **RENTALPERIOD** and **DAILYRATE**
- be sorted in ascending order of **RENTALDATE** within ascending order of **COTTAGENAME**.

Create a query/search to find this information from the linked tables.

SAVE the query/search as **DB3b**.

Display the query/search in **design** view.

Make sure that all the required information is readable.

Take a screen shot of the design view.

(6)

Paste the screen shot into **TASK DB3**.

RESAVE TASK DB3.

PRINT TASK DB3.

(Total for Task DB3 = 9 marks)

Task DB4

Martin wants a database report using the results of the query/search carried out in **part (b)** of **Task DB3**.

Create the database report.

The database report must:

- have a suitable title
- show only the fields **COTTAGENAME, RENTALDATE, LASTNAME, MOBNO** and **DAILYRATE** in this order.

Make sure that:

- the column headings are easy to understand
- the database report fits onto **one** side of A4, landscape
- the database report is fit for purpose.

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

SAVE the database report as **TASK DB4**.

PRINT the database report.

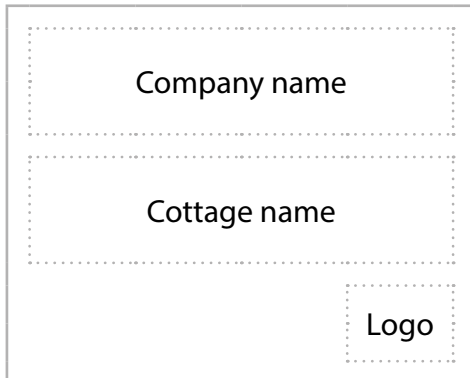
(Total for Task DB4 = 6 marks)

TOTAL FOR ACTIVITY 2 = 26 MARKS

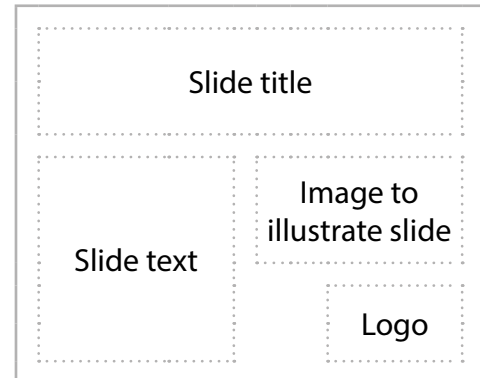
Activity 3 – Using Presentation Software (PS)

Martin wants a presentation about Cairn Cottage that will be displayed on a touch screen. The presentation will tell customers about the cottage and places they might like to visit. These are his designs for the slides.

Title slide (slide 1)



All other slides



These files are available:

- **SCOTLAND**, which has information about places to visit
- **COTTAGE**, which has text for the welcome slide, information about the cottage and company contact details
- **IMAGES** folder.

Task PS1

(a) (i) The presentation for Cairn Cottage must include:

- the title slide
- slide 2 – welcoming customers to the cottage
- slide 3 – informing customers about the cottage
- slide 4 – giving details of a place to visit in Scotland
- slide 5 – giving details of a second place to visit in Scotland
- slide 6 – giving details about how to contact the company.

Create the presentation using:

- the layout shown in Martin's designs
- selected information from the files **COTTAGE** and **SCOTLAND**
- the logo you created in **part (b)** of **Task AG1**
- the image **HOLIDAY** you saved in **Task AG2**
- suitable images from the **IMAGES** folder.

(10)

Enter your name, candidate number and centre

SAVE the presentation as **TASK PS1**.

(ii) Print a '**handouts**' copy of the presentation with **two** slides on each A4 sheet.

(1)

(b) Evaluate your use of a formatting feature in your presentation.

Open a new document using word processing software.

Enter **Task PS1b**, your name, candidate number and centre number in the footer of the document.

SAVE the word processed document as **TASK PS1b**.

Take a screen shot of one of your slides.

Paste the screen shot of the slide into **TASK PS1b**.

In document **TASK PS1b**, identify **one** formatting feature you have used.

Explain how you used this feature to make the slide fit for purpose.

(2)

RESAVE TASK PS1b.

PRINT TASK PS1b on **one** side of A4.

(c) Martin wants to add hyperlinks to the title slide so that customers can select the slide they wish to look at.

Open a new document using word processing software.

Enter **Task PS1c**, your name, candidate number and centre number in the footer of the document.

SAVE the word processed document as **TASK PS1c**.

(i) Create hyperlinks on the title slide to the other slides.

SAVE your amended presentation as **CAIRN**.

Display the title slide with the hyperlinks visible.

Take a screen shot of the title slide.

(2)

Paste the screen shot of the title slide into **TASK PS1c**.

RESAVE TASK PS1c.

DO NOT PRINT at this stage.

(ii) Display the completed dialog box you used to set up one of the hyperlinks. Take a screen shot of the dialog box.

(2)

Paste the screen shot of the dialog box into **TASK PS1c**.

RESAVE TASK PS1c.

PRINT TASK PS1c on **one** side of A4.

(Total for Task PS1 = 17 marks)

TOTAL FOR ACTIVITY 3 = 17 MARKS

Activity 4 – Using Spreadsheet Software (SS)

Martin uses the **RENTALS** spreadsheet to store data about the cottages and to calculate income.

It contains two worksheets: **DETAILS** and **2015**.

Task SS1

Open the **RENTALS** spreadsheet.

Open the **DETAILS** worksheet.

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

(a) Martin has bought a new cottage.

The details are:

Cottage Name: Wheaten

Bedrooms: 3

Star Rating: 4

Daily Rate: £95

Add this information to the **DETAILS** worksheet.

(2)

(b) Sort the data in ascending order of **Cottage** within descending order of **Bedrooms**.

(3)

(c) Format the **DETAILS** worksheet so that:

(i) currency values show the currency symbol with no decimal places

(1)

(ii) it is well presented and all data is visible.

(2)

SAVE the spreadsheet as **TASK SS1**.

PRINT the **DETAILS** worksheet on **one** side of A4 showing the **data**.

(Total for Task SS1 = 8 marks)

Task SS2

Martin wants a chart to show the daily rate for cottages that have fewer than three bedrooms.

Create the chart.

It must:

- have a suitable title and axis labels
- be fit for purpose
- be saved on a separate worksheet.

Enter **Task SS2**, your name, candidate number and centre number in the footer of the chart.

SAVE the spreadsheet as **TASK SS2**.

PRINT the chart to fill **one** side of A4.

(Total for Task SS2 = 5 marks)

Task SS3

Martin has stored the details of rentals for 2015.

Open the **2015** worksheet.

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

(a) Enter formulae to calculate:

(i) the **Income** from each cottage (3)

(ii) the **Total Income** (in cell **D32**). (2)

SAVE the spreadsheet as **TASK SS3**.

DO NOT PRINT at this stage.

(b) The number of days that each cottage was available for rental **in 2015 are entered in cell D3.**

Martin wants to know the percentage of the days available that were used for each cottage.

Enter formulae to calculate the **Percentage Used** for each cottage.

(3)

PRINT the 2015 worksheet on **one** side of A4 showing the **formulae**.

Make sure that row and column headings are shown.

Make sure that columns **D** and **E** are wide enough to show the complete formulae.

Reduce the width of other columns, if necessary, to ensure that all formulae can be read.

(Total for Task SS3 = 8 marks)

Task SS4

Martin is concerned that the **Percentage Used** for some cottages is too low.

Martin thinks that if the **Percentage Used** is less than 40%, reducing the daily rate by £2 will increase the number of days rented by 5.

Enter formulae for each cottage to calculate:

- (a) the **Revised Daily Rate** (2)
- (b) the **Revised Days Rented** (2)
- (c) the **Revised Income** (2)
- (d) the **Total Revised Income** (in cell H32). (1)

SAVE the spreadsheet as **TASK SS4**.

PRINT the **2015** worksheet on **one** side of A4 showing the **formulae**.

Make sure the row and column headings are shown.

Make sure the columns **F**, **G** and **H** are wide enough to show the complete formulae.

Reduce the width of other columns, if necessary, to ensure that all formulae can be read.

(Total for Task SS4 = 7 marks)

TOTAL FOR ACTIVITY 4 = 28 MARKS

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

Task WP1

(a) Martin wants a new letterhead for the company.

Open a new document using word processing software.

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

SAVE the document as **TASK WP1a**.

Create a letterhead for *Terrier Holiday Rentals* using:

- the company contact details from the file **COTTAGE**
- the logo you created in **part (b)** of **Task AG1**.

(4)

RESAVE TASK WP1a.

DO NOT PRINT at this stage.

(b) Mr Peters, a customer, has requested a list of the cottages he has rented in 2016.

Martin has saved the text of a letter to Mr Peters as **DRAFT**.

Using **TASK WP1a**, complete the letter to Mr Peters by:

- inserting the text from the file **DRAFT**
- inserting selected information from the file **PETERS** in appropriate locations
- adding any other features found in standard business letters.

(7)

SAVE the document as **TASK WP1b**.

PRINT TASK WP1b on **one** side of A4.

(c) Explain the purpose of conventions used in standard business letters.

Open a new document using word processing software.

Enter **Task WP1c**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK WP1c**.

In document **TASK WP1c**, give **two** conventions used in standard business letters.

Explain the purpose of each convention.

(4)

RESAVE TASK WP1c.

PRINT TASK WP1c on **one** side of A4.

(Total for Task WP1 = 15 marks)

TOTAL FOR ACTIVITY 5 = 15 MARKS

TOTAL FOR PAPER = 100 MARKS