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0417/22

May/June 2016

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

DO **NOT** WRITE IN ANY BARCODES.

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.

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

This document consists of **12** printed pages.

You work for a company called Tawara Yacht Brokers who buy and sell luxury boats. You are going to perform some clerical tasks for this company.

Task 1 – Evidence Document

- Open the file **J226EVIDENCE.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 **J226EVIDENCE** followed by your candidate number. For example, J226EVIDENCE9999

You will need this Evidence Document to store screenshots of the evidence you are instructed to produce.

Task 2 – Document

You are going to edit a report for Tawara Yacht Brokers. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed. All imported data should have the TYB-Body text style applied unless otherwise instructed.

- Using a suitable software package, open the file **J226SUPER.RTF**
 - Set the:
 - page size to A4
 - orientation to landscape
 - top and bottom margins to **1.5** centimetres
 - left and right margins to **2** centimetres.

EVIDENCE 1

Take screenshot(s) to show the page size. Place this in your Evidence Document.

EVIDENCE 2

Take screenshot(s) to show the margin settings. Place this in your Evidence Document.

[2]

- Save the document in your work area with the file name **BROKER**. Make sure it is saved in the format of the software you are using.

EVIDENCE 3

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

[1]

- 3 • Place in the header:
- the automated file name and path right aligned.
- Place in the footer:
- automated page numbers left aligned
 - your name, Centre number and candidate number right aligned.
- Make sure that:
- all the alignments match the page margins
 - no other text is included in the header and footer area
 - headers and footers are displayed on all pages.

[2]

- 4 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
TYB-Title	sans-serif	36	right	bold, italic	single	0	0
TYB-Subtitle	sans-serif	18	left	underline	single	0	0
TYB-Subheading	sans-serif	16	centre	all capitals, bold	single	0	12
TYB-Body	serif	12	justified	none	single	0	12
TYB-Table	serif	12	left	none	single	0	0

EVIDENCE 4

Place in your Evidence Document screenshot(s) to show all the settings for the TYB-Subheading style.

[3]

- 5 • At the start of the document enter the title:

Tawara Yacht Brokers

[1]

- 6 • Apply the *TYB-Title* style to this text.

[1]

- 7 • Below the title, add a subtitle:

Draft report by: and add your name.

[1]

- 8 • Apply the *TYB-Subtitle* style to this text.

[1]

- 9 • Apply the *TYB-Body* text style to the rest of the document. [1]
- 10 • Change the page layout so that all the text after the first paragraph is displayed in two columns of equal width with a 2 centimetre space between them. [2]
- 11 • Identify the 6 subheadings in the document and apply the *TYB-Subheading* style to each one. [1]
- 12 • Using the data in the table **J226SALES.CSV** create an appropriate chart to compare the sales of yachts for the years **2015**, **2014** and **2013**. [1]
- 13 • Label the chart with the title **Comparison of Superyacht Sales**
• Include appropriate labels and a legend. [1]
- 14 • Insert the chart on page 1 after the paragraph ending *...over the past three years*.
• Make sure that:
◦ the chart fits within the column width
◦ all data labels are displayed in full. [1]
- 15 • Explain why you have chosen this type of graph or chart. Compare it with at least one other chart type.

EVIDENCE 5

Type the evaluation of your graph or chart into your Evidence Document using no more than 50 words.

[2]

- 16 • Open the file **J226ORDERS.CSV** and insert the contents as a table within the column width after the text *...yachts on their order books*: [1]
- 17 • Insert a new row at the end of the table.
• Enter the following order into this row:

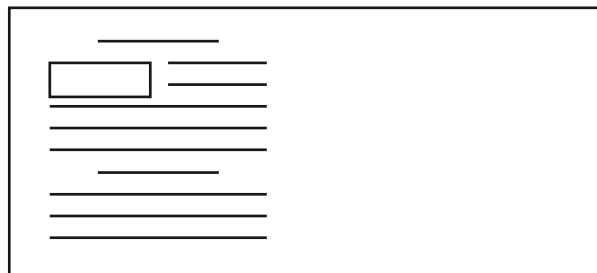
	<i>Length in metres</i>	<i>Number of Yachts</i>
China	900	26

[1]

- 18 • Sort the data in the table so that the *Length in metres* column is displayed in descending order. [1]

- 19 • Format the first row of the table to be:
- bold and italic
 - centre aligned over the three columns
 - shaded with a light grey background (20–40%). [2]
- 20 • Make sure that:
- the *TYB-Table* style is applied to rows 2 to 12
 - text in each cell does not wrap
 - all gridlines are displayed when printed. [1]
- 21 • Import the image **J226YACHT.JPG** and place this below the subheading *CHARTERS*. [1]
- 22 • Reflect the image so the yacht points to the left. [1]
- 23 • Resize the image so that:
- it is 6 centimetres wide
 - the aspect ratio is maintained.
 - Align the image to the:
 - top of the paragraph starting *A Tawara Yacht charter...*
 - left margin within the column.
 - Make sure the text wraps round the image.

It may look like this:



[2]

24 Spell check and proofread the document.

- Make sure that:
 - tables and charts are not split over two 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 2.
- Print the document.

PRINTOUT 1

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

[1]

[Total: 32]

Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the € sign and are to 0 decimal places.

- 25 • Using a suitable database package, import the file **J226YACHTS.CSV**
- Use these field names and data types:

<i>Yacht_ID</i>	Text	
<i>Yacht_Name</i>	Text	
<i>Type</i>	Text	
<i>Length</i>	Number	Format to 1 decimal place
<i>Builder_ID</i>	Text	
<i>Price</i>	Numeric/Currency	
<i>Build_Year</i>	Number	
<i>Sleeps</i>	Number	
<i>Crew</i>	Number	

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

EVIDENCE 6

Take screenshot evidence showing the field names and data types used in the table. Insert this screenshot into your Evidence Document.

[4]

- 26 • Create a data entry form to include all fields from the *Yachts* table.

[1]

- 27 • Use the form created in Step 26 to enter the following record:

<i>Yacht_ID</i>	MO126
<i>Yacht_Name</i>	Antalex
<i>Type</i>	Motor
<i>Length</i>	26
<i>Builder_ID</i>	155FAL
<i>Price</i>	795000
<i>Build_Year</i>	2011
<i>Sleeps</i>	6
<i>Crew</i>	3

- Check your data entry for errors. Save the data.

EVIDENCE 7

Take screenshot evidence showing the form completed with this new record. Place this screenshot into your Evidence Document.

[2]

- 28 • Evaluate the design of your data entry form.

EVIDENCE 8

Type the evaluation of your data entry form into your Evidence Document using no more than 50 words.

[2]

- 29 • Import the file **J226BUILDERS.CSV** as a new table in your database.
- Set the *Builder_ID* field as a primary key.
 - Create a one-to-many relationship as a link between the *Builder_ID* field in the *Builders* table and the *Builder_ID* field in the *Yachts* table.

EVIDENCE 9

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

[1]

- 30 • Using fields from both the *Yachts* and the *Builders* tables, produce a report which:
- contains a new field called **Total_Berths** which is calculated at run-time. This field will calculate the total number of berths by adding *Sleeps* plus *Crew*
 - shows only the records where *Build_Year* was after **2010** and *Length* is **40 or less**
 - shows only the fields *Yacht_Name*, *Builder_Name*, *Type*, *Length*, *Price*, *Build_Year*, *Build_Country* and *Total_Berths* in this order with data and labels displayed in full
 - sorts the data into ascending order of *Type* and then descending order of *Length*
 - has a page orientation of landscape
 - fits on a single page wide
 - calculates the average *Length* positioned below the *LENGTH* column and formatted to 1 decimal place
 - has the label **Average length** to the left of this number
 - includes the heading **Yachts less than 6 years old** at the top of the page
 - has your name, Centre number and candidate number at the top 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 10

Place in your Evidence Document screenshot(s) showing the formula used to calculate the average length.

[12]

- 31 • Using fields from both the *Yachts* and the *Builders* tables, produce a report which:
- selects only those records where the:
 - *Builder_Name* field contains **Yacht**
 - *Build_Country* is **New Zealand** or **Australia**
 - shows only the fields *Yacht_Name*, *Builder_Name*, *Type*, *Price*, *Build_Country* and *Services* in this order
 - sorts the *Price* in descending order
 - has a page orientation of portrait
 - fits on a single page
 - includes the heading **Oceania Yacht Builders** at the top of the report
 - has your name, Centre number and candidate number at the bottom of 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.

[6]

[Total: 28]

Task 4 – Mail merge Letter

You are required to carry out a mail merge to send letters to customers from the London office.

- 32 • Use the file **J226LETTER.RTF** as the master letter for the mail merge and the file **J226CLIENTS.CSV** as the data source file.
- In the master letter:
 - replace <Date> with a field to display today's date in the format DD MMMM YYYY
 - insert relevant merge fields from the data source file to replace the text in chevrons i.e. <field>
 - replace the text *Candidate Name* with your name
 - include your Centre number and candidate number in the footer of the document.
 - Proofread and spell check the letter.
 - Save the master letter
 - Display the field codes.

EVIDENCE 11

Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.

[6]

- 33 The letter is incomplete. You are required to enter some information regarding passwords.
- Give one example of a strong password.
 - Identify three features which make this a strong password.
 - Enter your answers in the spaces provided in the letter.
 - Print your master document with the merge fields displayed.

PRINTOUT 4

Make sure your **name**, **Centre number** and **candidate number** are on the document.

[4]

- 34 • Merge the letters selecting only those clients from the London office.

EVIDENCE 12

Place in your Evidence Document screenshot(s) showing your selection method.

[1]

- 35 • Print only the merged letters for the selected clients.

PRINTOUT 5

Make sure your **name**, **Centre number** and **candidate number** are on the letters.

- Save and close the documents.

[1]

[Total: 12]

Task 5 – Presentation

You are required to create a short promotional presentation.

- 36 • Import the file **J226PROMOTION.RTF** placing the text as 6 slides in your presentation software. [1]
- 37 • The presentation should be based on a master slide that you will design. Your slides must have a consistent layout and formatting, with the following features on all slides:
- the company logo which is saved as **J226LOGO.jpg**
 - your name, Centre number and candidate number
 - automatic slide numbers. [3]

- 38 • Set animation on the bullets so they appear one by one.

EVIDENCE 13

Place in your Evidence Document screenshot(s) showing the bullet animation.

[1]

- 39 • Set the slide show so it loops continuously on-screen.

EVIDENCE 14

Place in your Evidence Document screenshot(s) showing the on-screen looped selection.

[1]

- 40 • Spell check the presentation for errors.
- Save the presentation.
 - Print the presentation with 6 slides to the page.

PRINTOUT 6

Make sure your **name**, **Centre number** and **candidate number** are on all slides.

[2]

[Total: 8]

Task 6 – Printing the Evidence Document

You now need to print your Evidence Document.

- 41 • Print your Evidence Document.

PRINTOUT 7

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

- Save and close your Evidence Document.

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