Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY	**0417/02**
Paper 2 Document Production, Databases and Presentations	**October/November 2024**
	2 hours 15 minutes

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS

- Carry out **all** instructions in each step.
- Enter your name, centre number and candidate number on every printout before it is sent to the printer.
- Printouts with handwritten candidate details will **not** be marked.
- At the end of the examination, put all your printouts into the Assessment Record Folder.
- If you have produced rough copies of printouts, put a cross through each one to indicate that it is **not** the copy to be marked.
- You must **not** have access to either the internet or any email system during this examination.

INFORMATION

- The total mark for this paper is 70.
- The number of marks for each question or part question is shown in brackets [ ].

This document has **12** pages. Any blank pages are indicated.

You have been supplied with the following source files:

n2402climate.rtf
n2402country_codes.csv
n2402degrees.csv
n2402emissions.csv
n2402evidence.rtf
n2402organic.rtf
n2402students.csv

Task 1 – Evidence Document

Open the file **n2402evidence.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **EVIDENCE** followed by your candidate number, for example EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

Task 2 – Document

You are going to edit a document about Organic Farming. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

1   Using a suitable software package open the file **n2402organic.rtf**

   The page setup is set to A4, landscape orientation with two-centimetre margins. Do **not** make any changes to these settings.

   Three paragraph styles have already been created and applied to the text. Do **not** make any changes to these.

   Save the document in your work area with the file name **ORGANIC**

   Make sure it is saved in the format of the software you are using.

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

   [1]

2   Remove any page breaks from the *ORGANIC* document.   [1]

3 Place in this document:

- a right-aligned header with automated page numbers
- a right-aligned footer on a single line, with the text:
  Guide produced by: followed by a space then your name, centre number and candidate number.

Make sure that:

- all of the footer details are on a single line
- the header and footer are aligned to the right margin of the page
- no other text or placeholders are included in the header or footer areas
- the headers and footers are displayed on all pages.

[3]

4 Select the subheading *What is Organic Farming?* and the following text up to and including the paragraph ending … *to looking after the licence*.

Change the page layout so that only this text is displayed in two columns of equal width with a 1.5-centimetre space between the columns.

[2]

5 Sort the bulleted list from
… *mixed crops for pest control*
to
… *as compost and green manure*.
into alphabetical order.

[1]

6 Format this list so that:

- star-shaped bullets (★) replace the existing bullets
- the bullets are indented two centimetres from the left margin.

[2]

7 Create and store the following style, basing it on the default/normal paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
OF-subhead	serif	22	centre	bold, italic	single	0	4

Take a screenshot to show that you have defined the settings for the *OF-subhead* style.

Make sure there is evidence that you have based this on the default/normal paragraph style.

Place this in your Evidence Document.

[2]

8 Identify the five subheadings in the document and apply the *OF-subhead* style to each one. [1]

9 Locate the table in the document.

Delete the entire column and contents with the heading *2014*

[1]

10 Format the first row of the table so that it becomes a single cell with the contents centre-aligned over the four columns. [1]

11 Format the table so that:

- the table width is set to 10.5 centimetres
- the table is centred within the column width
- all text in each row displays on one line.

[3]

12 Format only the paragraph that starts *A physical barrier* … so that:

- the text is indented 1.5 centimetres from both the left and right margins
- it displays an external 3- to 4-point black border
- it has a light grey (15–35%) background fill.

[3]

13 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over two columns or pages
- there are no widows or orphans
- there are no blank pages
- the original styles are maintained
- spacing is consistent between all items.

Save the document using the same file name and format used in Step 1.

Print the document.

[1]

[Total: 22]

Task 3 – Database

Dates must be imported in the format day month year (DMY).

14 Using database software, import the file **n2402students.csv** as a new table.

Use these field names and data types:

Field name	Data type	Store	Display
Course_code	Text		
Last_name	Text		
First_name	Text		
Gender	Text		
Nationality	Text		
DOB	Date/Time		dd-MMM-yy *e.g. 12-Aug-24*
Roll_no	Text		
Telephone	Text		
Age_Oct24	Number	Integer	Integer
Email	Text		

Set *Roll_no* as a primary key.

Save the data.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

Import the file **n2402degrees.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
Faculty_code	Text		
Faculty	Text		
Degree_type	Text		
Level	Number	Integer	Integer
Degree_code	Text		
Subject_code	Text		
Subject	Text		
Duration	Number	Decimal	1 decimal place
Work_exp	Boolean/Logical		Yes/No

Set *Subject_code* as a primary key.

Save the data.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[6]

15 Create a one-to-many relationship between the *Subject_code* field in the degrees table and the *Course_code* in the students table.

Place in your Evidence Document a screenshot showing the one-to-many relationship between the tables.

[1]

16 Using fields from both tables produce a tabular report that:

- selects the records where:
  - *Subject* includes the text **organic**
  - *Age_Oct24* is **25 or more**
- shows only the fields *First_name*, *Last_name*, *DOB*, *Telephone*, *Age_Oct24*, *Duration*, *Degree_code*, *Subject* and *Work_exp* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Degree_code* and ascending order of *Age_Oct24*
- has a page orientation of landscape
- fits a single page width and prints on two pages only
- includes only the title **Mature Students Studying Organic Farming** displayed in a larger font size, fully visible and centred within the margins at the top of the page
- uses a calculated control to display at the end of the report only the age of the oldest student from the *Age_Oct24* field
- has the label **Age of oldest student** fully visible to the left of this value
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Save and print your report.

Place in your Evidence Document a screenshot showing the database formula used to display the age of the oldest student. Make sure this formula is fully visible.

[12]

You are now going to create a data entry form. The form will contain a field with a drop down menu for the user to select an option from the list. Data from the selected option will be stored in a field in the students table.

17 Create a columnar data entry form using selected fields from the students table that:

- includes only the fields *Roll_no*, *First_name*, *Last_name*, *Gender*, *DOB*, *Telephone* and *Email* in this order, with data and labels displayed in full
- displays one record at a time.

Save the form.

Place in your Evidence Document a screenshot showing your form with a record from the database displayed.

[2]

18 Import the file **n2402country_codes.csv** as a new table in your database. Set *ISO_code* as the primary key.

On the form created in Step 17, create a new control using a drop down menu which lists each *ISO_code* from the country codes table. Place this control between the *DOB* and *Telephone* fields.

Edit the drop down menu so that:

- the list displays in ascending alphabetical order
- the list displays unique values only
- data entry is limited to only the ISO codes listed
- the ISO code selected is stored in the *Nationality* field in the students table.

Label the new field **Country code**

Place in your Evidence Document screenshots showing:

- the drop down menu list
- the drop down menu label with the text fully visible
- data entry controls so that only unique values are listed
- data entry controls to limit data entry to the list options
- the controls applied to save the selected option in the *Nationality* field of the students table.

[7]

19 Use the form edited in Step 18 to add the following details:

Roll_no	**TU0009**
First_name	**Carlos**
Last_name	**Diaz**
Gender	**Male**
DOB	**16-Feb-00**
Country code	**ESP**
Telephone	**07700900828**
Email	**carlos_diaz@tawara.ac**

Check your data entry for errors. Save the data.

[2]

Place in your Evidence Document a screenshot of the form with the new record displayed in full.

[Total: 30]

Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

20 Create a presentation of eight slides using the file **n2402climate.rtf**

   Unless otherwise instructed, the slides must display a title and a bulleted list.

[1]

21 Place in the header automated slide numbers right-aligned.

   Place in the footer your name, centre number and candidate number.

   Make sure that:

   • the header and footer appear in the same position on every slide
   • no items overlap on any slide.

[1]

22 On the slide with the title *Consequences of global warming* select the five bulleted items after the text … *weather events including:* and format them to look like this:

> ## Consequences of global warming
>
> • increased frequency of extreme weather events including:
> – *torrential rains*
> – *floods*
> – *heatwaves*
> – *droughts*
> – *storms*
> • average temperatures predicted to rise by 1.5°C by 2050
> • global sea levels rise as glaciers retreat and ice sheets melt
> • more land at risk of coastal flooding

[3]

23 Delete the slides with the titles *Organic farming practices* and *Carbon sinks*   [1]

24 Use the data in the file **n2402emissions.csv** to create a pie chart to show the emissions for each economic sector for the year 2020 only.   [1]

25 Label the chart with the title **Global emissions by economic sector**   [1]

26 Format the chart to display only the economic sector names and percentages as chart sector labels.

   Position these labels outside each chart sector.

   Do **not** display a legend.

[2]

27 Enhance the chart display by pulling out only *Agriculture*, *Forestry* and *other Land Use* from the other chart sectors. [1]

28 Place the chart to the left of the bullets on the slide with the title *Industry sources*

Make sure that:

- no words on the chart are split
- all the data and labels are fully visible
- the chart and its contents do **not** overlap any slide items.

[1]

29 Place a sun shape on the slide with the title *Consequences of global warming*. Position this to the right of the five bulleted items. It should look like this:

Resize the sun shape so that it has a height and width of four centimetres.

Edit this shape so that when clicked the slide with the title *Greenhouse Gas Emissions* is displayed.

Place in your Evidence Document a screenshot showing the link from the shape to the correct slide.

[5]

30 Save the presentation.

Print the full presentation as handouts in portrait orientation with two slides to the page, each filling half the page. [1]

[Total: 18]

Task 5 – Printing the Evidence Document

Make sure that your name, centre number and candidate number appear on every page of your Evidence Document.

Save your Evidence Document.

Print your Evidence Document.

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