



Cambridge IGCSE™ (9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY

0983/02

Paper 2 Document Production, Data Manipulation and Presentations

For examination from 2020

SPECIMEN PAPER

2 hours 30 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 on 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 80.
- The number of marks for each question or part question is shown in brackets.

This document has **12** pages. Blank pages are indicated.



Candidate source files:

SP2APPRENT.csv
SP2BENEFIT.csv
SP2CANDIDATES.csv
SP2DRAFT.rtf
SP2DURATION.csv
SP2EMPLOY.png
SP2EVAL.rtf
SP2EVIDENCE.rtf
SP2INTERVIEW.rtf
SP2LOGO.jpg
SP2TRAINER.csv

Task 1 – Evidence Document

- Open the file **SP2EVIDENCE.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 **SP2EVIDENCE** followed by your candidate number. For example, SP2EVIDENCE9999

You will need to place screenshots in this document of the evidence you are instructed to produce.

Task 2 – Document

You are going to edit a report. 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 **SP2DRAFT.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 filename **EMPGUIDE**

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
- your name, centre number and candidate number right aligned.

Place in the footer the automated file name and path right aligned.

Make sure that:

- all the alignments match the page margins
- no other text is 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 specification							
	Font Style	Font Size (points)	Horizontal Alignment	Enhancement	Line Spacing	Space Before (points)	Space After (points)
SP-Main	sans-serif	36	centre	bold, italic	single	0	0
SP-Subhead	serif	14	centre	underline, all capitals	single	0	6
SP-Content	sans-serif	11	justified	none	single	0	6
SP-Table	serif	12	centre	italic	single	0	0

EVIDENCE 2

Take a screenshot to show that the style settings have been defined for the *SP-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 *SP-Subtitle* has already been created, stored and applied to the text *Produced by*:

Enter your name after the text *Produced by*:

Modify the *SP-Subtitle* style so only the following formatting is applied:

Style Name	Font Style	Font Size (points)	Horizontal Alignment	Enhancement	Line Spacing	Space Before (points)	Space After (points)
<i>SP-Subtitle</i>	serif	30	right	italic	single	0	0

EVIDENCE 3

Take a screenshot of the style settings for *SP-Subtitle* 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. [1]

EVIDENCE 4

Place this screenshot in your Evidence Document.

- 6 At the start of the document enter the title [1]

Apprenticeship Guide For Employers

- 7 Apply the *SP-Main* style to this text. [1]

- 8 Apply the *SP-Content* text style to the rest of the document from the first paragraph starting *Apprenticeships are seen ...* to the end of the document ... *benefits for employers.* [1]

- 9 Identify the 7 subheadings in the document and apply the *SP-Subhead* style to each one. [1]

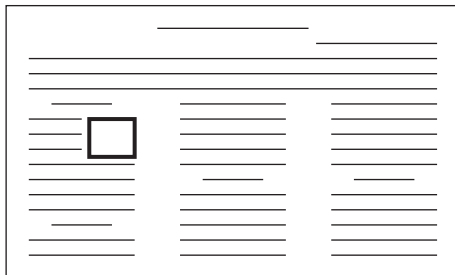
- 10 Change the page layout so that the subheading *Employer Responsibilities* and all following text is displayed in **three** columns of equal width with a **1** centimetre space between the columns. [2]

- 11 Import the image **SP2EMPLOY.png** and place this below the subheading *Employer Responsibilities*

Format the image so that:

- it is aligned to the right margin and the top of the paragraph starting *Apprentices are hired ...*
- the text wraps round the image
- the aspect ratio is maintained.

It should look like this:



[2]

- 12 Reflect the image horizontally so the man is on the right. It should look like this:



[1]

- 13 Apply star shaped bullets to the list of items from:

length of employment ...
to
... are working towards.

Make sure that:

- the bullets are indented 1 centimetre from the left margin
- a hanging indent is applied to the bullets
- 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]

- 14 Import the file **SP2BENEFIT.csv** and insert the contents as a table after the text
... the main benefits listed:

[1]

- 15 Sort the data in the table into descending order of percentages.

[1]

- 16 Insert a new row in the correct position according to the sort order.

Enter the following details:

Improved staff morale	73%
------------------------------	------------

[2]

- 17 Apply the *SP-Table* style to the table.

Make sure that:

- the table and all data fit within the column width
- no words are split if the text wraps within a cell
- text in all rows is centre aligned vertically
- all internal and external gridlines are displayed when printed
- there is a 6 point space after the table.

[3]

- 18 Format the first row of the table to be:

- displayed in bold and italic
- centre aligned over the two columns
- shaded with a light grey background (20–40%).

[2]

- 19 Spell check and proofread the document.

Make sure that:

- 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 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 that you have entered your name, centre number and candidate number on your document.

[1]

[Total: 30]

Task 3 – Database

You are now going to prepare some reports using related tables in a database. Make sure all currency values display the same currency symbol and are set to 2 decimal places.

- 20 Using a suitable database package, import the file **SP2APPRENT.csv**
Use these field names and data types:

Field Name	Date Type	Format
Level	Number	
Vacancy_Title	Text	
Vacancy_Ref	Text	
Closing_Date	Date	To display as dd-MMM-yy (e.g. 04-Dec-20)
Duration	Number	
Prob_Wage	Numeric/Currency	To display a currency symbol and set to 2 decimal places.
Town	Text	
Employer_Name	Text	
Technical_Area	Text	
Trainer_Code	Text	
Day_Release	Boolean/Logical	To display as Yes/No

Set the *Vacancy_Ref* as a primary key.

Save the data.

EVIDENCE 5

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

[4]

- 21 Import the file **SP2TRAINER.csv** as a new table in your database. Set appropriate data types for the data in each field.

Set *Trainer_Ref* 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.

[1]

- 22 Create a one-to-many relationship between the *Trainer_Ref* field in the trainer table and *Trainer_Code* in the apprentice table.

EVIDENCE 7

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

[1]

- 23 Create a columnar data entry form using all the fields from the *SP2APPRENT* table. Format the form so that the:
- field headings are consistently aligned to the left in columnar format
 - data entry boxes are appropriately sized for the type of data
 - *Day_Release* field uses radio buttons to select the options **Yes** or **No**. These values are to be stored as **-1** for Yes and **0** for No in the *Day_Release* field.

Make sure the form displays a single record only, all the fields and data are fully visible and the layout is consistent with even spacing between the fields.

EVIDENCE 8

Place in your Evidence Document screenshot(s) showing the radio buttons have been set and the values stored in the *Day_Release* field.

[3]

- 24 Use the form created in Step 23 to enter the following data as a new record:

Level	4
Vacancy_Title	Software Tester
Vacancy_Ref	DIGL4051
Closing_Date	30-Apr-21
Duration	16
Prob_Wage	135.65
Town	Basildon
Employer_Name	Tawara Digimedia Ltd
Technical_Area	Digital
Trainer_Code	LP04BO1
Day_Release	Yes

Check your data entry for errors.

Make sure all data is fully visible.

Save the data.

EVIDENCE 9

Place in your Evidence Document a screenshot showing this data in your form.

[2]

25 Produce a report which:

- contains a new field called **Employ_Wage** which is calculated at run-time and displayed as currency. This field will calculate the *Prob_Wage* plus 12% of the *Prob_Wage*
- shows only the records where:
 - *Town* is **Basildon** or **Braintree**
 - *Duration* is **less than 18**
 - *Day_Release* is **Yes**
- shows only the fields *Vacancy_Title*, *Level*, *Day_Release*, *Duration*, *Closing_Date*, *Prob_Wage*, *Town*, *Employer_Name* and *Employ_Wage* in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Town* and then descending order of *Duration*
- has a page orientation of landscape
- fits on a single page wide
- includes the heading **East Essex Vacancies** formatted so that it displays in a larger font size at the top of the page
- calculates the average *Duration* and places this at the end of the report below the *Duration* column
- displays the average duration as an integer
- has a label **Average duration** to the left of this value
- has your name, centre number and candidate number in the same position on every page of the report.

Save and print your report.

PRINTOUT 2

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

[12]

26 Using fields from both tables, produce a report which:

- selects only those records where
 - *Level* is **3 or more**
 - *Vacancy_Title* includes the text **care**
- shows only the fields *Vacancy_Ref*, *Level*, *Vacancy_Title*, *Duration* and *Training_Provider* in this order with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Level*
- has a page orientation of portrait and fits on a single page
- includes the heading **Higher Level Care Jobs** formatted so that it displays in a larger font size 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 centre number, candidate number and name on your report.

[6]

27 Export the report created at Step 26 in pdf file 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: 30]

Task 4 – Mail Merge Letter

You are required to carry out a mail merge to send out interview invitations.

- 28 Create a mail merge letter using the file **SP2INTERVIEW.rtf** as the master document and **SP2CANDIDATES.csv** as your data source file.

In the master document replace <DATE> with a field to display today's date in the format dd MMMM yyyy

EVIDENCE 11

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

[1]

- 29 In the master document, maintain the existing spacing, formatting and punctuation, and replace the chevrons and text each time they appear with the following merge fields from the data source file:

Data to replace:	Replace with field:
<TLE>	Title
<LNAME>	Last_Name
<LVL>	Level
<JOB>	Position
<TME>	Time
<APPT>	Interview_Day
<LEN>	Length
<CPERSON>	Contact_Person
<PAY>	Wage
<PROB>	Probation
<ORG>	Trainer
<DUR>	Duration
<STDATE>	Start
<ENDATE>	End

[4]

- 30 Replace the text *Candidate Name* with your name.

Include your name, centre number and candidate number in the footer of the document.

Save and print the master document.

PRINTOUT 4

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

[1]

31 Set an automated filter to select the records where:

- *Technical_Area* is **Digital**
- *Level* is **3 or more**.

EVIDENCE 12

Place in your Evidence Document a screenshot to show your selection method. Place this screenshot in your Evidence Document.

[1]

32 Merge and print the letters for the selected applicants only.

Save and close the files.

PRINTOUT 5

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

[1]

[Total: 8]

Task 5 – Presentation

You are going to create a short presentation.

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

33 Create a presentation of 6 slides using the file **SP2EVAL.rtf**

Format slide 1 so that:

- a title slide layout is applied
- the title and subtitle are centred on the slide
- your name appears after the text *Summary of key findings by:*

[2]

34 Use a master slide to display the following features only which must appear consistently on all slides:

- the company logo which is saved as **SP2LOGO.jpg**
- your name, centre number and candidate number
- automatic slide numbers in the top right corner.

Make sure no other features are displayed.

[2]

35 Using the data in the table **SP2DURATION.csv** create a vertical bar chart to show the duration of apprenticeships in 2017 by subject area.

[1]

36 Label the chart with the title

Average Apprenticeship Duration

[1]

37 Label the chart with the following:

- value axis title **Duration (Months)**
- category axis title **Subject Area**

[1]

- 38 Format the value axis scale to display
- a minimum value of **0**
 - a maximum value of **28**
 - increments of **4**.
- [2]
- 39 Display the values as data labels on each bar.
- Do **not** display a legend.
- [1]
- 40 Place the chart to the left of the bullet points on the slide with the title *Average duration by subject area*
- Make sure that all data labels are displayed in full.
- [1]
- 41 Save the presentation.
- Print the presentation with 6 slides to the page.

PRINTOUT 6

Make sure that your name, centre number and candidate number are visible on all the slides.

Print only the slide with the title *Average duration by subject area* as a single slide, in landscape orientation which fills the page.

PRINTOUT 7

Make sure that your name, centre number and candidate number are visible on the slide.

[1]

[Total: 12]

Task 6 – Printing the Evidence Document

You now need to print your Evidence Document.

- 42 Print your Evidence Document.

PRINTOUT 8

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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