

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for May 2022 (available from the Pearson website).

These notes are provided to enable Centre staff to re-create the data files for use in the International GCSE Examination in Information & Communication Technology (ICT) (4IT1).

NOTES:

- **The contents of this document or the data files must NOT be discussed with candidates before the end of the examination window.**
- If it is necessary to reconstruct files using these notes, a printout of the files produced **MUST** be included with the scripts for the examiner.
- Centres should check in the **OFFICE 2010**, **OFFICE 2003** and **NON-OFFICE** folders for file formats which are consistent with the Centre system.

LIST OF FILES:

A copy of each of the following data files must be stored in **each** candidate's secure examination user area before the examination:

IMAGES folder	Folder containing TEN JPG image files named Image 1, Image 2, Image 3, Image 4, Image 5, Image 6, Image 7, Image 8, Image 9, Image 10
PARTY INFORMATION	Database file
PARTY	Spreadsheet file
CONTACT	Database file
LETTER. TASK A1, WEB PAGES	Word processed file
LOGO SKETCH	PDF document

The following details are provided to recreate the database, spreadsheet, presentation and word-processed files if Microsoft Office 2003 or later products are not available for candidates.

The **IMAGES** folder will need to be copied along with the relevant **OFFICE** or **NON-OFFICE** folder.

If the files have to be recreated for software versions other than Microsoft Office 2003 or 2010 then the Centre must submit a printout of the data files used by the candidates.

DATABASE FILE:

Database filename:

PARTY INFORMATION

File formats available:

ACCDB, MDB and CSV files

Database tables:

CUSTOMER and PARTY

CUSTOMER table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
Customer ID	Short Text	Unique code for each customer	Field size 6 Set as primary key
Customer Name	Short Text		Field size 50
Email address	Short Text		Field size 100
Preferred Contact Method	Short Text	How the customer wishes to be contacted	Lookup list to include Mobile, Email

The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **CUSTOMER.CSV**

PARTY table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
Party ID	Short Text	Unique code for each party	Field size 10 Set as primary key
Customer ID	Short Text	Unique code for each customer	Field size 6
Party Date	Date/Time	Date of the party	
Party Type	Short Text	The type of party booked	Lookup list to include Birthday, Wedding, Religious Festival, Anniversary
Number Of Guests	Number	How many guests are attending the party	
Catering	Yes/No	If the customer wants the company to provide catering	
Entertainment	Yes/No	If the customer wants the company to provide entertainment	
Venue Decoration	Yes/No	If the customer wants the company to decorate the venue	
Deposit Paid	Currency	Amount the customer has paid as their deposit	

The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **PARTY.CSV**

The tables should not be linked as shown in this image:

CUSTOMER	PARTY
<div><div>Customer ID</div><div>Customer Name</div><div>Email address</div><div>Preferred Contact Method</div></div>	<div><div>Party ID</div><div>Customer ID</div><div>Party Date</div><div>Party Type</div><div>Number Of Guests</div><div>Catering</div><div>Entertainment</div><div>Venue Decoration</div><div>Deposit Paid</div></div>

DATABASE FILE (FOR USE IN A SEPARATE TASK):

Database filename: **CONTACT**
File formats available: ACCDB, MDB and CSV files
Database tables: ADDRESS

ADDRESS table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
TITLE	Short Text		Field size 5
FNAME	Short Text	First name	Field size 25
INITIAL	Short Text		Field size 1
LNAME	Short Text	Last name	Field size 25
ADDR1	Short Text	First line of the address	Field size 25
ADDR2	Short Text	Second line of the address	Field size 25
PCODE	Short Text	Post code	Field size 10
PARTYTYPE	Short Text	Type of party booked	Field size 20
PHONE	Short Text	Contact telephone number	Field size 15

The content of the table is stored in the **NON-OFFICE** folder, **DATABASE FILES** folder as a comma separated variable file called **CONTACT.CSV**

The tables should not be linked as shown in this image:

TITLE ▾	FNAM ▾	INITIAL ▾	LNAME ▾	ADDR1 ▾	ADDR2 ▾	PCODE ▾	PARTYTYPE ▾	PHONE ▾
Ms	Seren	S	Preety	14 Potters Lane	EASTWIND	EA2 5BB	Birthday	01203 295646
Mr	Norman	N	Traynor	1 Ludgate Hill	NORTHWIND	NO1 4AA	Wedding	01203 768353
Miss	Shay	S	Chan	26 Primrose Close	WESTWIND	WE3 6CC	Religious festival	01203 477746

SPREADSHEET FILES

Spreadsheet filename: **PARTY**
File formats available: XLSX, XLS and CSV files

The spreadsheet contains three worksheets named **COSTS**, **DETAILS** and **CHART**

COSTS worksheet

Worksheet format:

- Page set up:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - display row & column headings
 - **NO** gridlines must be displayed
- All rows set to 14.5 (29 pixels) high
- Column A set to 20 (227 pixels) wide
- Columns B, C, D, F and G set to 13 (151 pixels) wide
- Columns E and H set to 16 (183 pixels) wide
- Rows 1, 23, 25 and 27 set to bold
- Font: default font set to Calibri (any sans serif font) size 11
- All cells set to general format.

When opened by candidates the worksheet should look like this image:

	A	B	C	D	E	F	G	H	I
1	Customer ID	Type of party	Package	Cost per guest	Number of guests	Cost of party	New customer	Total with discount	
2	GRE112024	Birthday	Standard B		100		Yes		
3	SAN122023	Wedding	Premium W		50		No		
4	NUT032023	Birthday	Superior B		30		No		
5	MEE092024	Wedding	Premium W		250		Yes		
6	MAH122023	Religious Festi	Premium RF		100		No		
7	LAN012025	Anniversary	Standard A		40		Yes		
8	MAS082025	Birthday	Standard B		75		Yes		
9	WAP042023	Anniversary	Superior A		55		Yes		
10	MAR022023	Wedding	Superior W		20		Yes		
11	ROS052024	Wedding	Premium W		200		Yes		
12	THO032024	Birthday	Premium B		50		Yes		
13	ISA062024	Wedding	Standard W		100		No		
14	LEW112024	Wedding	Premium W		50		No		
15	BRI052024	Wedding	Superior W		25		Yes		
16	WHI092024	Anniversary	Premium A		10		No		
17	DAV122023	Religious Festi	Premium RF		150		No		
18	LYS012025	Children's	Superior C		25		Yes		
19	PIP082025	Children's	Standard C		30		Yes		
20	LUC042023	Religious Festi	Standard RF		25		Yes		
21	DAC022023	Wedding	Superior W		120		Yes		
22									
23	Total cost of all parties including all discounts								
24									
25	Number of Premium W packages								
26									
27	Highest number of guests								
28									

The contents of the worksheet are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **COSTS.CSV**

DETAILS worksheet

Worksheet format:

- Page setup:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - display row & column headings and gridlines
- All rows set to 14.5 (29 pixels) high
- Columns A and B set to 15 (172 pixels) wide
- Columns C, D and F set to 8 (95 pixels) wide
- Column E set to 30 (336 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- Row 2 set to bold
- Cell F4 set to %
- All other cells set to general format.

When opened by candidates the worksheet should look like this image:

	A	B	C	D	E	F
1						
2	Prices per guest	Price per guest				
3						
4	Standard A	10			New Customers receive a discount	10%
5	Standard B	25				
6	Standard C	10				
7	Standard RF	15				
8	Standard W	25				
9	Premium A	20				
10	Premium B	40				
11	Premium C	13				
12	Premium RF	20				
13	Premium W	40				
14	Superior A	25				
15	Superior B	50				
16	Superior C	16				
17	Superior RF	25				
18	Superior W	50				
19						

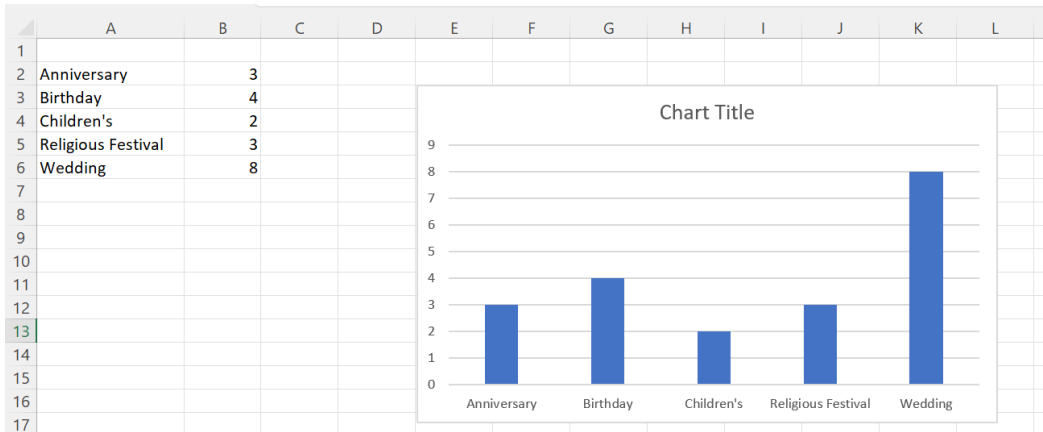
The contents of the worksheet are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **DETAILS.CSV**

CHART worksheet

Worksheet format:

- Page setup:
 - landscape orientation and fit to 1 page wide by 1 page tall
 - display row & column headings and gridlines
- All rows set to 14.5 (29 pixels) high
- Column A set to 16 (183 pixels) wide
- Column B set to 8 (95 pixels) wide
- Font: default font set to Calibri (any sans serif font) size 11
- All cells set to general format
- The chart is a column chart using the range A2:B6

When opened by candidates the worksheet should look like this image:



The contents of the worksheet are stored in the **NON-OFFICE** folder, **SPREADSHEET FILES** folder as a comma separated variable file called **CHART.CSV**

Word processed filename: **LETTER**
File formats available: DOCX, DOC and TXT files

Format of document margins: Top – 4 cm, Bottom – 2.27 cm, Left and Right – 2 cm

Header:

- Centred to the page
- All text Verdana
- The Perfect Party – font size 20, font colour dark blue
- Address – font size 9, font colour black

Dividing line between the header and main body of the letter – dark blue, whole width of the page.

Body of letter:

- Font – Arial (any sans serif font is acceptable) for all text
- Use of italics where shown

Dividing line between the main body of the letter and the footer – dark blue, whole width of the page.

Footer:

- Centred to the page
- All text Verdana, font size 9, font colour black

When opened by candidates the letter should look like this image:

The Perfect Party	
The Penthouse Cityscape PF&IPC	
<p>(TITLE) (LNAME) (ADDR1) (ADDR2) (PCODE)</p> <p>Dear (FNAME)</p> <p>Thank you for booking your (PARTYTYPE) party through The Perfect Party.</p> <p>If you book with us again, you will have:</p> <p>a 5% discount on catering a 10% discount on venue decoration</p> <p>Quote the Discount Code PF20RB when you make your next booking.</p> <p>Complimentary close</p> <p>Name of the sender Job role of the sender</p>	
Telephone: 87738 861888 Email: bryan@tpg.service	

Word processed filename: **TASK A1**
File formats available: DOCX, DOC and TXT files

Format of document margins: All margins 2.54 cm

Image: Logo for TASK A1 in NON OFFICE folder

TASK A1 – Open Sans, font size 12, font colour black, bold

When opened by candidates the document should look like this image:



Word processed filename: **WEB PAGES**
File formats available: DOCX, DOC and TXT files

Format of document margins: All margins 2.54 cm

- All text Arial
- Font size 13
- Font colour black

- Home Page and Birthday Page – bold

- Text ‘Information for the table’ italics

When opened by candidates the document should look like this image:

