

# INTERNATIONAL GCSE

## INFORMATION AND COMMUNICATION TECHNOLOGY (4IT0)

### NOTES FOR CENTRES – 2014

These notes are to be read in conjunction with the relevant sections of the Instructions for the Conduct of Examination (ICE) for June 2014 (available from the Edexcel 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) (4IT0).

The contents of this document or the data files must **NOT** be discussed with candidates prior to, or during, the examination window (12 May 2014 to 16 May 2014).

**IMPORTANT NOTE:** 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.

**Please also note:** Centres should check in **OFFICE 2003**, **OFFICE 2007** and the **NON-OFFICE** folders for file formats which are consistent with the Centre system.

The following data files must be stored in **each** candidate's secure user area:

IMAGES folder	Folder containing <b>NINE</b> JPG image files named Image 01, Image 02, Image 03, Image 04, Image 05, Image 06, Image 07, LOGO, SILVERSPRITE
CYCLES	Spreadsheet file
CYCLETOUR	Presentation file
INFORMATION	Word processed file
JUNE	Word processed file
PMMM	Database file
TOUR	Word processed file

The following details are provided to recreate the database, spreadsheet and word processed files if Microsoft products are not available for candidates.

The IMAGES folder will need to be copied from the OFFICE 2007 folder if other versions are used.

## DATABASE FILE

Database filename: PMMM  
Formats available: ACCDB, MDB and TEXT files  
Database Tables: BICYCLE, CONTACT, RENTAL

### BICYCLE table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
ID	Autonumber		Long Integer – set as Primary Key
BICYCLENAME	Text	Name of bicycle	Field size 255
BICYCLETYP	Text	Category of bike	Field size 255
WHEELSIZE	Number	Diameter of wheel in inches	Long integer
PURCHASEDATE	Date/Time	Date when bicycle was purchased	Short Date (DD/MM/YYYY)
COST	Currency	Initial purchase price of bicycle	2 decimal places
RENTALCHARGE	Currency	Cost of daily hire	2 decimal places

### CONTACT table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
ID	Text	Unique code for each contact	Field size 4 – set as Primary Key
TITLE	Text	Contact title Mr or Ms or Dr	Field size 2
FIRSTN	Text	First name of contact	Field size 15
LASTN	Text	Last name of contact	Field size 15
ADDR1	Text	First line of address of contact	Field size 30
ADDR2	Text	Second line of address of contact	Field size 30
POSTC	Text	Postcode of address of contact	Field size 11
MOBNO	Text	Mobile phone number of contact	Field size 15
GENDER	Text	M for male, F for female	Field size 1

### RENTAL table structure:

FIELD NAME	DATA TYPE	DESCRIPTION	COMMENTS
RENTAL_ID	Autonumber	Unique identifier for each rental	Long integer – set as Primary Key
RENTAL_DATE	Date/Time	Date of Rental	Short Date (DD/MM/YYYY)
CONTACT_ID	Text	Link to Contact table	Field size 4
BICYCLE_ID	Number	Link to Bicycle table	Long Integer

The content of the tables is stored in the Non-Office folder as text files called BICYCLE.TXT, CONTACT.TXT and RENTAL.TXT

## PRESENTATION FILE

Presentation filename: CYCLETOUR  
Formats available: PPTX, PPT and ODP files

When complete the title slide should look like this image:



The text colour is dark blue  
The placeholder for the title is mid-blue  
The title text is dark blue, Brush Script, size 44  
The sub-heading text is dark blue, Brush Script, size 32  
The company name is dark blue, Brush Script, size 18

The master slide has the following settings:

Font: Brush Script (any script font is acceptable), dark blue text  
Font sizes: Title size 44, Bulleted text at sizes 32, 28, 24, 20 & 20  
Bullets: Five levels shown on master slide – any bullet style and indentation is acceptable  
Placeholders: for date (left) footer (centre) and slide number (right)  
Background colour: light blue

The master slide should look like this image.



An open document format file is present in the Non-Office folder.

## SPREADSHEET FILE

Spreadsheet filename: CYCLES  
Formats available: XLSX, XLS and CSV files

The spreadsheet contains two worksheets named INCOME and GROUP

### INCOME

Worksheet format:

Page setup: The sheet is set to print landscape and fit to 1 page wide by 1 page tall and display row and column headings and gridlines

All rows set to 16 (21 pixels) high

Column A is set to 16.00 (117 pixels) wide

Column B is set to 13.00 (96 pixels) wide

All other columns set to 8.00 (61 pixels) wide

Font: default font set to Arial size 10

Cells A1:H1 merged and centred

Cells C3:F3 merged and centred

Cells A1:H1, C3:F3, A4:F4 and A12 set to Bold

Cells B5:B10 are formatted to display the currency symbol (£) and 2 decimal places

Cells B4:F10 are formatted to display content centred in the cell

Cells C3:F3 and A4:F10 have a thin black border on all sides of every cell

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

	A	B	C	D	E	F	G	H	I	
1	Income from bicycle rentals in April									
2										
3	Number of Rentals									
4	Bicycle Type	Rental Charge	Week 1	Week 2	Week 3	Week 4				
5	Mountain Chaser	£11.00	39	40	52	49				
6	Dirtbuster	£8.00	33	46	36	59				
7	Family Tandem	£15.00	42	30	53	41				
8	Speedster	£16.00	40	59	45	54				
9	Stardriver	£17.00	43	50	60	32				
10	Two Wheel Angel	£8.00	42	51	39	36				
11										
12	Total Income									
13										

The contents of the sheet are stored in the INCOME.CSV file.

### GROUP

Worksheet format:

Page setup: The sheet is set to print landscape and fit to 1 page high by 1 page wide  
Row and column headings and gridlines are set to display on printout

All rows set to 12.75 (17 pixels) high

All columns set to 16.00 (117 pixels) wide

The default font is Arial size 10

Cell F27 is set to Percentage (%) format with 0 decimal places

All other cells are set to General format

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

	A	B	C	D	E	F	G
1	PMMM Cycles Ltd						
2	13 Mansion Street, Cixtren						
3	Yorkshire						
4	BF5 1PL						
5							
6	INVOICE						
7							
8	Group Details						
9	Organiser:						
10	Group Name:						
11	Address:						
12							
13							
14							
15							
16	Bicycle Type	Rental Charge	Number Required	Cost			
17	Dirtbuster	8	0				
18	Family Tandem	15	0				
19	Mountain Chaser	11	0				
20	Speedster	16	0				
21	Stardriver	17	0				
22	Two Wheel Angel	8	0				
23			Total Cost				
24			Discount				
25			Invoice Total				
26							
27					Discount	12%	
28							
29							

The contents of the sheet are stored in the GROUP.CSV file.

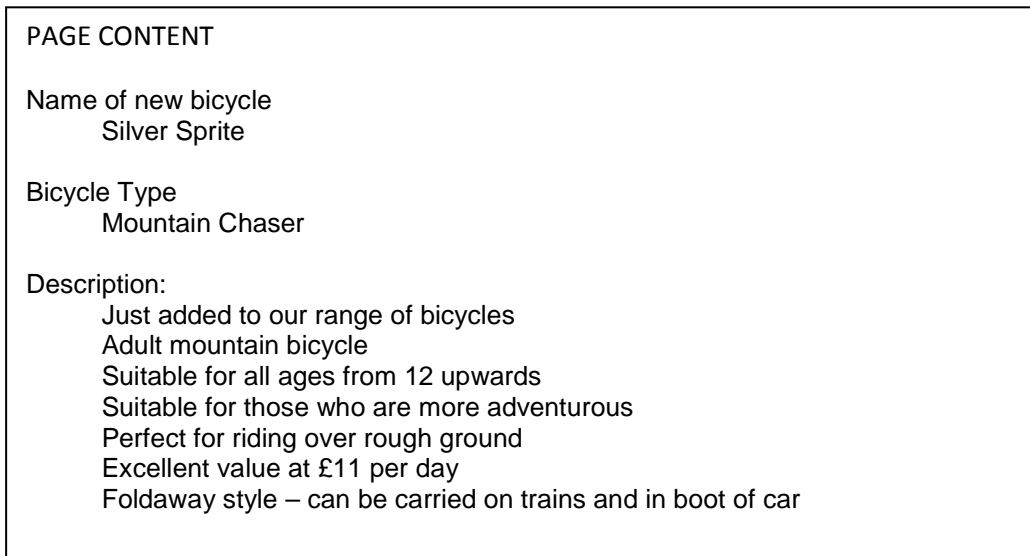
## WORD PROCESSING FILES

Word processed filename: INFORMATION  
Formats available: DOCX, DOC, RTF and TXT files

Format of document  
Margins: All 2cm

Font: Arial size 10, regular  
Text aligned left  
Single line spaced  
Indents set at 1cm from left margin

When opened by the candidate, the document should look like this image:



Word processed filename: JUNE  
Formats available: DOCX, DOC, RTF and TXT files

Format of document  
Margins: All 2cm  
Font: Arial size 10, regular  
Text aligned left  
Single line spaced

When opened by the candidate, the document should look like this image (line breaks may appear at different points in the text):

JUNE

Title: Report for the June Management Board Meeting

Paragraph 1: Rental Income

I have analysed the number of rentals during April. The graph shows that we are renting out at least 30 bicycles of each type each week. Our best performing bicycle type is the Speedster which had nearly 200 rentals during the month. The bicycle type with the worst performance was the Family Tandem. This could be due to the age of some of our bicycles in this range.

Paragraph 2: New bicycle

I have added a new bicycle to our range since our last meeting. I have managed to obtain a Mountain Chaser which I have called Silver Sprite. I have added a page to our website which gives details of the bicycle. Here is a copy of the page I produced.

Paragraph 3: Replacing older bicycles

I have previously mentioned my concern about the age of some of our bicycles, especially in the Family Tandem range. You will see from this extract of our database a list of bicycles in this range which were bought before the beginning of 2013. I think that we need to consider replacing these since they are becoming less profitable for the company.

Paragraph 4: Bicycle tour of Yorkshire

I have started to organise a bicycle tour of Yorkshire. I have obtained favourable rates for meals and accommodation and have managed to keep the costs down so that the charge to customers will be £300. This will still make a small profit for the company. I have been asked by Crixtren Cyclers to go to speak with them about the tour. Here is a copy of one of the slides I will be using in the talk. The slide gives details of the route we will take from Crixtren to Whitby.

Word processed filename: TOUR  
Formats available: DOCX, DOC, RTF and TXT files

Format of document  
Margins: All 2cm

Font: Arial size 10, regular  
Text aligned left  
Single line spaced  
Indents set at 1cm from left margin

When opened by the candidate, the document should look like this image (line breaks may appear at different points in the text):

## TOUR

2:

### Tour Route

Starting in Crixtren, we will ride to Leeds on the first day. From Leeds we will go to Harrogate, a lovely spa town with lots of local visitor attractions. We will then ride to York with its famous cathedral church, York Minster. From York, we will go to Malton, a market town famous for its hat shops. After Malton we will visit Scarborough, a well-known seaside resort. Our last stop is at the town of Whitby with its abbey which was the inspiration for the story of Dracula. We will return to Crixtren by minibus.

3:

### Tour Requirements

To take part in the tour you need to be at least 16 years old. You will also need to be reasonably fit and healthy since we will be cycling approximately 40 kilometres each day. Much of the route is level but there are some steep climbs particularly near the end of the tour. You will need to use a safety helmet and a high visibility jacket. You should also make sure that you wear suitable clothing because the weather can be quite changeable. You will need to carry your spare clothing and toiletries in a back pack while you cycle.

4:

### To find out more

The cost of the tour is £300 and includes accommodation and meals and transport back to Crixtren. There is a limit of 16 places. These are selling out fast so if you are interested you need to move quickly to take advantage of this opportunity. To find out more phone Philip on 01632 960123 or email [philip@pmmmcycles.com](mailto:philip@pmmmcycles.com)