Pearson Edexcel International GCSE

6 – 10 May 2019

Time: 3 hours | Paper Reference **4IT1/02**

Information and Communication Technology
Paper 2: Practical Exam

You must have:
Data files: COURSES, HOLIDAYS, PRESENTATION, WEBPAGE and IMAGES folder

Instructions

- Complete your candidate details on the cover sheet provided.
- At the end of the examination, use a treasury tag to attach your printouts to page 2 of the cover sheet.

Information

- There are **two** sections in this paper, with a total of **100** marks.
- The marks for each part of a task are shown in brackets: e.g. (2).

Advice

- Read through the instructions on page 2.
- Attempt **ALL** tasks.
- Label your printouts clearly as instructed in each task.

Turn over ▶

P 6 0 1 9 3 A

Pearson

Instructions to candidates

This paper consists of two sections. Each section contains several tasks.

Work through the tasks in order.

You **MUST** enter the task number, your name, candidate number and centre number on each document **BEFORE PRINTING**.

You **MUST** submit your work in task order.

This table shows the major software used, the marks available and the data files needed for each section.

	Section	Marks	Data files needed
A	Graphics, database, web authoring	50	HOLIDAYS, WEBPAGE, IMAGES folder
B	Spreadsheet, presentation	50	COURSES, PRESENTATION, IMAGES folder
Total marks		**100**	

For each activity, you may also need to use other software.

Scenario

Simon is the owner of *Celtic Springs Scuba (CS Scuba).* The company teaches diving and offers diving trips around the world.

These are the company's contact details.

Address:
Celtic Springs
Pembroke
Wales
United Kingdom
PD45 7SC

Telephone: 01632 444675

Website: www.csscuba.net

Email: simon@csscuba.net

House style

The house style for *Celtic Springs Scuba (CS Scuba)* company documents is:
*   all headings are bold and italic
*   logo in the top left-hand corner.

SECTION A

Task A1

Simon needs a logo that will be used on some of the company's documents. He has an image he wants as part of the logo but it needs editing.

> **OPEN** a new word processing document.
>
> **ENTER** 'Task A1', your name, candidate number and centre number in the header.
>
> **SAVE** the document as **TASK A1**

Task A1a

Create the logo.

The logo must be fit for purpose and include:

• the scuba diver image from the **IMAGES** folder. The image should be edited to remove the background
• the company name or CS Scuba

(2)

> **SAVE** the logo as **CSScuba LOGO**
>
> **INSERT** a copy of the logo into the document **TASK A1**
>
> **DO NOT PRINT** at this stage.

Task A1b

Answer this question on the document **TASK A1**

Explain **one** drawback of using a bitmap image for a logo.

(2)

> **SAVE TASK A1**
>
> **PRINT TASK A1** on **one** side of A4.

(Total for Task A1 = 4 marks)

Task A2

Simon has collected information about the holidays and the clients who are booked to go on them.

He has saved the information in the database **HOLIDAYS**

The **DESTINATIONS** table includes information about the holidays on offer.

The **CLIENTS** table includes information about the clients.

> **OPEN** the **HOLIDAYS** database.
>
> **OPEN** the **DESTINATIONS** table.

The structure of the **DESTINATIONS** table is:

Field name	Data type	Description/Example
Holiday ID	Text	A code to identify the holiday booked
Country	Text	e.g. Australia
Region	Text	e.g. Great Barrier Reef
Dive boat company	Text	Name of the dive boat company
Number of days	Number	The length of the holiday
Liveaboard or day boat	Text/Lookup	Living on the boat for the duration of the holiday or staying in a hotel and using the boat for day trips

> **OPEN** a new word processing document.
>
> **SET** the orientation to landscape.
>
> **ENTER** 'Task A2', your name, candidate number and centre number in the header.
>
> **SAVE** the document as **TASK A2**

Simon wants to use a form to add more holidays to the **DESTINATIONS** table.

Task A2a

Create a form for the **DESTINATIONS** table.

The form must:
• match the house style
• include a suitable title
• be customised so that all fields have:
    • font size – 14
    • alignment – centre.

(3)

> **SAVE** the form as **DESTINATIONS_FORM**

Task A2b

Celtic Springs Scuba (CS Scuba) has organised a new holiday.

Use the **DESTINATIONS_FORM** you created in **Task A2a** to add these details to the **DESTINATIONS** table.

Holiday ID	SA1
Country	South Africa
Region	Mabibi
Dive boat company	Explorer
Number of days	7
Liveaboard or day boat	Liveaboard

(2)

TAKE a screenshot of the completed form.

PASTE the screenshot into document **TASK A2**

RESAVE TASK A2

DO NOT PRINT at this stage.

Task A2c

Sort the **DESTINATIONS** table by **COUNTRY** into alphabetical order.

(1)

RESAVE the **DESTINATIONS** table.

TAKE a screenshot of the sorted table.

PASTE the screenshot into document **TASK A2**

Make sure that all the data is displayed on one side of A4 and is easy to read.

RESAVE TASK A2

DO NOT PRINT at this stage.

Task A2d

Simon wants a list of holidays that:

- are liveaboard
- are 7 days duration
- use Blue Water dive boats.

Create a query on the **DESTINATIONS** table to produce the list.

(2)

> **SAVE** the query as **Liveaboard**
>
> **TAKE** a screenshot of the query design.
>
> **PASTE** a copy of the query into document **TASK A2**
>
> **DO NOT PRINT** at this stage.

The list must:

- show only these fields in this order **Holiday ID, Region, Country**
- be sorted in descending order of **Holiday ID**

(3)

> **DISPLAY** the ordered and sorted results of the query.
>
> **TAKE** a screenshot of the results.
>
> **PASTE** a copy of the results of your query into document **TASK A2**
>
> **RESAVE TASK A2**
>
> **DO NOT PRINT** at this stage.

Task A2e

> **OPEN** the **CLIENTS** table.

The structure of the **CLIENTS** table is:

Field name	Data type
Client ID	Text
Holiday ID	Text
Client name	Text
Client date of birth	Date/time
Contact email	Text
Medical form	Yes/No

Simon wants a list of all clients who have not completed a medical form and who are travelling to either Thailand or the Philippines.

The list must:

- show only these fields in this order **Client ID**, **Client email**, **Client name**
- be sorted into descending order of **Client ID**

Create a query on the **CLIENTS** table to find the information.

> **SAVE** the query as **Medical_form_query**

Simon wants to produce a database report based on the results from **Medical_form_query**

Create a database report to display the results.

The database report must match the house style and:

- have a suitable title
- include a suitable image
- show only the required fields
- show the records sorted as required.

Enter your name, your candidate number and centre number in the page footer.

(8)

> Make sure that all the data is displayed on one side of A4 and is easy to read.
>
> **SAVE** the report as **Medicalform_report**
>
> **PRINT Medicalform_report**

Task A2f

Answer these questions in the document **TASK A2**

(i) State what is meant by the term 'primary key'.

(1)

(ii) State what is meant by the term 'foreign key'.

(1)

(iii) Identify the type of relationship between the **DESTINATIONS** table and the **CLIENTS** table.

(1)

(iv) Explain **one** advantage of using a relational database rather than a single table.

(2)

> **RESAVE TASK A2**
>
> **PRINT TASK A2**

(Total for Task A2 = 24 marks)

Task A3

> **OPEN** a new word processing document.
>
> **ENTER** your name, candidate number and centre number in the header.
>
> **SAVE** the document as **TASK A3**

Simon wants you to create two pages for his website. Content for the website is stored in **WEBPAGE**
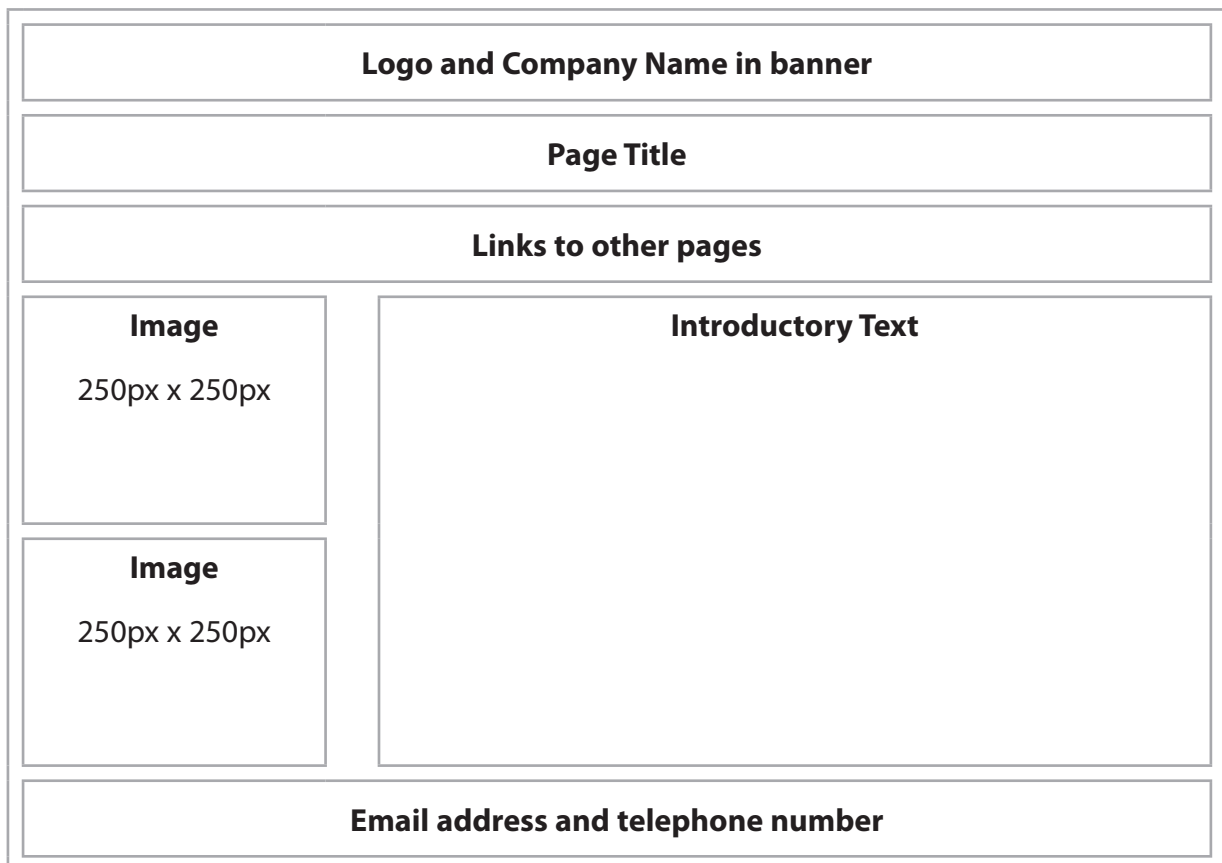
He wants you to create two linked pages:
* home
* courses.

Both web pages **MUST** be saved as .html

Task A3a

(i) Create the home page based on this design.

Logo and Company Name in banner
Page Title
Links to other pages

Image 250px x 250px	Introductory Text
Image 250px x 250px	
Email address and telephone number	

Use the following colour scheme:
- background colour – Dark Sea Green (#8FBC8F)
- text colour for Introductory Text – Midnight Blue (#191970)

Use these HTML elements:
- Company Name – <h1>
- Page Title – size 18, bold <em>, italics <i>
- Introductory Text – paragraph <p>

Include **two** appropriate images from the **IMAGES** folder and position them as shown in the design. One of the images must link to www.csscuba.net

Include appropriate content from the **WEBPAGE** document.

Include the email address and telephone number for *Celtic Springs Scuba (CS Scuba)*. The contact details are in the scenario. Make the email address an email link.

(13)

SAVE the home page as **INDEX**

TAKE a screenshot of your home page in a web browser.

PASTE the screenshot in document **TASK A3**

RESAVE TASK A3

DO NOT PRINT at this stage.

(ii) Make a copy of the home page file and rename it as **COURSES**

Open the **COURSES** file to make these changes:

- page title – Courses
- include a table using information from **WEBPAGE**

(4)

(iii) Create links between the two pages.

(1)

SAVE the Courses page as **COURSES**

RESAVE the home page as **INDEX**

TAKE a screenshot of your Courses page in a web browser.

PASTE the screenshot in document **TASK A3**

DISPLAY the HTML code for the home page.

COPY AND PASTE the HTML code in document **TASK A3**

RESAVE TASK A3

PRINT TASK A3

Task A3b

> **OPEN** a new word processing document.
>
> **ENTER** your name, candidate number and centre number in the header.
>
> **SAVE** the document as **TASK A3b**

Simon wants you to make these changes to the HTML code for the home page:
- text colour for Introductory Text – black (#000000)
- page title – underline <u>

(2)

> **RESAVE INDEX**
>
> **DISPLAY** the HTML code for the home page.
>
> **COPY AND PASTE** the HTML code in document **TASK A3b**
>
> **HIGHLIGHT** the code to show where the changes were made.
>
> **RESAVE TASK A3b**
>
> **DO NOT PRINT** at this stage.

Task A3c

Answer this question in the document **TASK A3b**

State and justify **one** improvement you would make to your website.

(2)

> **RESAVE TASK A3b**
>
> **PRINT TASK A3b**

(Total for Task A3 = 22 marks)

TOTAL FOR SECTION A = 50 MARKS

SECTION B

Task B1

Celtic Springs Scuba (CS Scuba) teaches diving courses.

The spreadsheet **COURSES** contains information about the courses offered.

It has two worksheets called **COSTS** and **DETAILS**. Some of the functions require you to use both worksheets.

> **OPEN** the spreadsheet **COURSES**
>
> **OPEN** the worksheet **COSTS**
>
> **ENTER** 'Task B1', your name, candidate number and centre number in the header.

Task B1a

(i)   Enter an automatic time in the footer and centre it.

(1)

(ii) Merge and centre cells A1 to K1.

(1)

(iii) Insert a dotted lined border around the merged cells.

(1)

(iv) Set the formatting of the heading to:
  •   font size – 22
  •   font colour – white
  •   cell shading – black.

(1)

Task B1b

Simon wants you to use spreadsheet tools to analyse the data for the Open Water course.

(i) Use spreadsheet functions to:
  • display the cost and discount for the Open Water course
  • display the number of courses with a cost reference of C

(5)

(ii) Enter formulae to calculate the:

  • cost of the Open Water course with a discount

(1)

  • Open Water venue fee

(1)

  • tank fee

(1)

  • total cost.

(1)

(iii) Replicate all functions and formulae for all courses.

(1)

(iv) Use a function in the Notes column to display 'Free kit bag' if the total cost of a course is more than £400. Cells must be blank if a course does not cost more than £400

(2)

(v) Use functions to display these in an appropriate location:
  • the highest number of dives
  • the lowest number of dives.

(2)

Task B1c

Format the **COSTS** worksheet so that:

• currency values show the currency symbol (£) with two decimal places

(1)

• headings are wrapped to use the space efficiently

(1)

• all data is visible

(1)

• the gridlines and page footer are displayed when printed.

(1)

> **SAVE** the spreadsheet as **TASK B1**
>
> **PRINT** the **COSTS** worksheet in landscape showing the VALUES on **one** side of A4.
>
> **DISPLAY** formulae view and ensure all FUNCTIONS and FORMULAE are displayed without truncation and will print on no more than **three** sides of A4.
>
> **PRINT** the **COSTS** worksheet in landscape showing the FUNCTIONS and FORMULAE.

(Total for Task B1 = 22 marks)

Task B2

Simon needs to know how many kit bags to order.

Filter the **COSTS** worksheet to show the courses where free kit bags are offered.

(1)

> **SAVE** the spreadsheet as **TASK B2**
>
> **PRINT** the **COSTS** worksheet showing the VALUES.

(Total for Task B2 = 1 mark)

Task B3

> **OPEN** a new word processing document.
>
> **ENTER** 'Task B3', your name, candidate number and centre number in the header.
>
> **SAVE** the document as **TASK B3**

Task B3a

Simon wants you to create a chart to display the discount offered for each cost reference.

Use the **DETAILS** worksheet to create a suitable chart.

The chart must:

- be fit for purpose
- have a suitable title and values.

(3)

> **SAVE** the spreadsheet as **CHART**
>
> **PASTE** the chart into the **TASK B3** document. Make sure that the chart is easy to read.
>
> **DO NOT PRINT** at this stage.

Task B3b

Use the **COSTS** worksheet to display only the data for Course title, Total cost and Notes.

(1)

> **SAVE** the spreadsheet as **TASK B3b**
>
> **TAKE** a screenshot of the spreadsheet including column letters.
>
> **PASTE** the screenshot into document **TASK B3**
>
> **DO NOT PRINT** at this stage.

Task B3c

Answer these questions on the document **TASK B3**

In the **DETAILS** worksheet, cells A2:C7 are a named range, 'Courses'.

(i)   Explain **one** advantage of using named ranges in a spreadsheet.

(2)

(ii) Explain **one** advantage of using lookup tables in a spreadsheet.

(2)

> **SAVE TASK B3**
>
> **PRINT TASK B3**

(Total for Task B3 = 8 marks)

Task B4

Simon wants you to create a presentation for new divers.

The presentation must include **four** slides.

All slides must:

- match the house style
- use a light green background
- include a title
- use text selected from the file **PRESENTATION**
- use appropriate images from the **IMAGES** folder
- be fit for purpose.

The first slide must also include:

- a 30-second timed and automatic transition to the second slide.

The second slide must include:

- the staff roles and names from the file **PRESENTATION**
- a consistent animation effect applied only to staff names.

Task B4a

Create the presentation.

(10)

Task B4b

Print a '**handouts**' copy of the presentation that shows all four slides on **one** A4 sheet.

(1)

Task B4c

Simon wants you to add hyperlinks and action buttons to the presentation.

(i)   Insert a hyperlink on the final slide to the spreadsheet **TASK B1**

(3)

(ii) Insert an action button on the final slide that includes a hyperlink to Slide 1.

(2)

Answer these questions on the document **TASK B4**

(iii) Explain **one** benefit to Simon of using a master slide for his presentation.

(2)

(iv) State **one** reason why it is important to change the default filenames when saving files.

(1)

(Total for Task B4 = 19 marks)

TOTAL FOR SECTION B = 50 MARKS
TOTAL FOR PAPER = 100 MARKS

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BLANK PAGE

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