

# Pearson Edexcel International GCSE

**Monday 11– Friday 15 November 2024**

Time: 3 hours

Paper  
reference

**4IT1/02**

## **Information and Communication Technology (ICT) PAPER 2: Practical Paper**

### **You must have:**

Data files: EVIDENCE, LOGO SKETCH, STATIONERY, SALES, FLYER TEXT and  
IMAGES folder

### **Instructions**

- Answer **all** questions.
- You must not use the internet during the examination.
- Save your work into your examination folder.

### **Information**

- There are **two** sections in this paper, with a total of 100 marks.
- The marks for **each** task are shown in brackets  
– *use this as a guide as to how much time to spend on each task.*

### **Advice**

- Read through the instructions on page 2.
- Attempt **ALL** tasks.

Turn over ►

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### Instructions to candidates

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

Work through the tasks in order.

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

| Section     | Software                         | Marks      | Data files needed                                |
|-------------|----------------------------------|------------|--|
| A           | Graphics, database, presentation | 50         | EVIDENCE, LOGO SKETCH, STATIONERY, IMAGES folder |
| B           | Spreadsheet, word processing     | 50         | EVIDENCE, SALES, FLYER TEXT, IMAGES folder       |
| Total marks |                                  | <b>100</b> |  |

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



## Scenario

Leandro owns PaperBase, a stationery company based in the UK that sells stationery online.

These are the company's contact details.

Address:

Paper Lane  
Range Town  
RO9 0KK

Telephone: 07700 900077

Email: leandro@paperbase.service

Web: [www.paperbase.service](http://www.paperbase.service)

## SECTION A

### Task A1

Leandro wants you to create a logo using the sketch provided.

**OPEN** the document **LOGO SKETCH**

### Task A1a

Create the logo based on Leandro's sketch.

The logo must be fit for purpose and match the sketch to include:

- red outline
- blue text on the notepad
- notepad colours
- yellow fill for the background
- solid yellow fill under the company name.

(6)

**SAVE** the logo as **PB LOGO**

### Task A1b

Leandro wants to include the logo on an existing image that will be used as a background on some advertising material.

An image is saved as **STATIONERY** in the **IMAGES** folder.

**OPEN** the image **STATIONERY**

Edit the image to:

- add the name PaperBase on the orange pad at the top of the image. The name must be:
  - the width of the pad
  - clear to read
- include the logo in the bottom right corner of the image.

(2)

**SAVE** the image as **STATIONERY2**

**(Total for Task A1 = 8 marks)**

## Task A2

Leandro has collected information about stationery sales for the last month.

The information is saved in the database **STATIONERY**

The database has three tables.

The **PRODUCTS** table includes information about some of the stationery products for sale.

The **CUSTOMERS** table includes information about some of the customers who have purchased stationery in the last three months.

The **ORDERS** table includes information about the products and customers who have bought them.

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

| Field name   | Data type | Description/Example  |
|--------------|-----------|--|
| PRODUCT ID   | Text      | Code to identify the stationery product  |
| PRODUCT NAME | Text      | Name of the stationery product   |
| PRODUCT TYPE | Text      | Lookup list to identify the product type: Pen or pencil, Case, Writing Pads, Accessories |
| COST         | Currency  | Cost of the item in £  |

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

| Field name          | Data type | Description/Example                             |
|---------------------|-----------|---|
| CUSTOMER ID         | Text      | Code to identify the customer                   |
| CUSTOMER NAME       | Text      | Name of the customer                            |
| INITIAL             | Text      | Customer's first name initial                   |
| EMAIL ADDRESS       | Text      | Customer's email address                        |
| LOYALTY CLUB MEMBER | Yes/No    | If the customer is a member of the loyalty club |

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

| Field name  | Data type | Description/Example           |
|-------------|-----------|-------------------------------|
| ORDER ID    | Number    | Code to identify the order    |
| CUSTOMER ID | Text      | Code to identify the customer |
| PRODUCT ID  | Text      | Code to identify the products |

Leandro wants to use a form to add extra products to the **PRODUCTS** table.

**OPEN** the document **EVIDENCE**

**ENTER** your name, candidate number and centre number.

**OPEN** the **STATIONERY** database.

### Task A2a

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

The form must:

- include the logo you created in **Task A1a** in the right of the header
- include a title with a dark background and white text
- include a pale background to the form that is not white
- use a size 14 font for all field headings
- use a width of 2 cm for the **COST** value field
- include an option to save each record.

(6)

**SAVE** the form as **PRODUCTS FORM**

**TAKE** screenshots of your form in design view that shows you have:

- set the font to size 14 for the field headings
- set width of the **COST** value field to 2 cm

**PASTE** the screenshots into document **EVIDENCE**

**RESAVE EVIDENCE**

### Task A2b

Another product needs to be added to the database.

Use the **PRODUCTS FORM** you created in **Task A2a** to add a new product to the **PRODUCTS** table:

PRODUCT ID – WILDPOCASE

PRODUCT NAME – Wild Popout Case

PRODUCT TYPE – Case

COST – £18.00

(2)

**TAKE** a screenshot of the completed form.

**PASTE** the screenshot into document **EVIDENCE**

**RESAVE EVIDENCE**

**CLOSE** the form.

### Task A2c

Leandro wants to see the products that HETT1179 and LUND0377 purchased that cost more than £10

Create a query on the tables to find the information.

(2)

**SAVE** the query as **CUSTOMER QUERY**

**TAKE** a screenshot of the query design.

**PASTE** the screenshot into document **EVIDENCE**

**RESAVE EVIDENCE**

The list must:

- show only these fields in this order **CUSTOMER ID, COST** and **PRODUCT NAME**
- sort the results into ascending order of **COST**

(3)

**DISPLAY** the ordered and sorted results of the query.

**TAKE** a screenshot of the results.

**PASTE** the screenshot into document **EVIDENCE**

**RESAVE EVIDENCE**





### Task A2d

Leandro wants a list of customers who are members of the loyalty club.

The list must:

- show only these fields in this order **INITIAL, CUSTOMER NAME** and **EMAIL ADDRESS**
- be sorted into ascending order of **CUSTOMER NAME**

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

**SAVE** the query as **LOYALTY QUERY**

Leandro wants a database report based on the results from the **LOYALTY QUERY**

Create a database report to display the results.

The database report must:

- have a suitable title
- include the logo you created in **Task A1a** in the top right of the report header
- be formatted so the field headings are in a serif font
- show only the required fields in the correct order
- show the records sorted as required
- ensure there is no truncation for the field headings or the data
- ensure the date and page numbers are not included in the header or footer.

(8)

**SAVE** the report as **LOYALTY REPORT**

**TAKE** a screenshot of the report in design view showing you have removed the date and page number from the page footer.

**PASTE** the screenshot into document **EVIDENCE**

**TAKE** a screenshot of the report in print view.

**PASTE** the screenshot into document **EVIDENCE**

**RESAVE EVIDENCE**

### Task A2e

Answer these questions in the document **EVIDENCE**

- (i) The LOYALTY CLUB MEMBER is shown as Yes/No in the **CUSTOMERS** table.

State the data type used for this field.

(1)

- (ii) State the relationship between the three tables.

(1)

- (iii) State the name of the validation check that ensures that no record can be left blank.

(1)

- (iv) Explain **one** reason why Like “\*pad\*” could be used in a database search on the **STATIONERY** database.

(2)

**RESAVE EVIDENCE**

**(Total for Task A2 = 26 marks)**



### Task A3

Leandro wants you to create a two slide presentation for PaperBase to use in a pop up shop.

#### Task A3a

(i) Both slides must include:

- the **STATIONERY2** image set as the background with 70% transparency
- a footer:
  - the date in this format Monday, November 25 2024 – the date must automatically update
  - the email address leandro@paperbase.service
  - the date and email address formatted – font size 20

(5)

(ii) Create Slide 1 that includes:

- the title Welcome to PaperBase
  - horizontally and vertically centred in the title text box
- this text inserted to appear in the bottom left of the slide  
We offer a wide range of stationery such as:
  - cases
  - pens & pencils
  - writing pads
- bullets where shown on the stationery items listed
- the text box formatted to have a pale yellow background
- separate animations for each stationery product
- an action button to link to Slide 2

(7)

**SAVE PRESENTATION**

(iii) Create Slide 2 that includes:

- the title Ordering
  - centred on the page
- the text – Contact us by email to find out more
- an action button to link to Slide 1

(3)

**RESAVE PRESENTATION**

**Task A3b**

Answer this question in the document **EVIDENCE**

Give **one** reason for using a house style in a presentation.

(1)

**RESAVE EVIDENCE**

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**(Total for Task A3 = 16 marks)**

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**TOTAL FOR SECTION A = 50 MARKS**

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## SECTION B

### Task B1

The spreadsheet **SALES** contains information on stationery sold in September 2024.

It has two worksheets called **PRODUCTS** and **INFORMATION**. Some functions require you to use different worksheets.

**OPEN** the spreadsheet **SALES**

### Task B1a

Set the formatting of the heading row on the **PRODUCTS** worksheet to:

- row height – 60
- shading – light green
- font colour – dark green
- font style – serif
- font enhancement – bold
- text alignment – vertically and horizontally centred.

(4)

### Task B1b

Leandro wants you to use spreadsheet tools to analyse the data in the spreadsheet. A discount will be offered on each product.

- (i) Enter a formula to calculate the **TOTAL COST** for the Cars A4 Pad. (1)
- (ii) Use a spreadsheet function to calculate the **DISCOUNT** amount in £ for the Cars A4 Pad (5)
- (iii) Enter a formula to calculate the **COST WITH DISCOUNT** for the Cars A4 Pad (1)
- (iv) Replicate the calculations for all other stationery products. (1)
- (v) Use a function to display the **Highest item cost** (2)
- (vi) Use a function to calculate the **Total cost of all items sold with the discount included** (1)
- (vii) Use a function to display a message for any items with more than 9 sales in September. The message should remind the user to increase the price in November. If the message does not apply, the cell must be left blank. (3)
- (viii) Sort the data into ascending order of **TYPE** then in descending order of **NUMBER SOLD** (2)

### Task B1c

Format the **PRODUCTS** worksheet so that:

- currency values show the currency symbol (£) with two decimal places (1)
- gridlines are displayed when printed. (1)

**RESAVE SALES**

**(Total for Task B1 = 22 marks)**



## Task B2

Leandro wants you to create a column chart on the **INFORMATION** worksheet to show the number of items sold.

You must add:

- a suitable title
- appropriate x and y axis labels
- data labels to appear inside the column at the top
  - labels to appear as black text on a white background.

(4)

**RESAVE SALES**

(Total for Task B2 = 4 marks)

## Task B3

Answer these questions in the document **EVIDENCE**

- (i) State the purpose of the **PRODUCT** function when used in a spreadsheet. (1)
- (ii) State **one** reason why some spreadsheets use multiple worksheets. (1)
- (iii) The cell range A2 to C6 on the **INFORMATION** worksheet has been given a name. Explain **one** benefit of using a named range in a spreadsheet. (2)





**RESAVE EVIDENCE**

(Total for Task B3 = 4 marks)

## Task B4

Leandro wants you to create a flyer to advertise the pop up shop.

The flyer must follow this design.

| <p>Stationery Sets Image</p> <p>OPENING SOON</p>   | <p>LOGO</p>                  |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
|--|------------------------------|--|------|-------------|------------|--------|--------------|-------|---------------|--------|--------------|--------|--------------------|--|--|
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="display: flex; align-items: center;"></div><div style="font-size: 2em; font-weight: bold;">Welcome to PaperBase</div><div style="display: flex; align-items: center;"></div></div> |                              |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr style="background-color: #d3d3d3;"><th colspan="2">Stationery items coming soon</th></tr><tr><th>Item</th><th>Prices from</th></tr></thead><tbody><tr><td>2025 Diary</td><td>£10.00</td></tr><tr><td>Scented pens</td><td>£8.00</td></tr><tr><td>Fountain pens</td><td>£20.00</td></tr><tr><td>Wooden cases</td><td>£10.00</td></tr><tr><td colspan="2" style="text-align: center;">... and lots more!</td></tr></tbody></table>  | Stationery items coming soon |  | Item | Prices from | 2025 Diary | £10.00 | Scented pens | £8.00 | Fountain pens | £20.00 | Wooden cases | £10.00 | ... and lots more! |  | <div style="border: 1px solid black; height: 200px; width: 100%;"></div> |
| Stationery items coming soon   |                              |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| Item   | Prices from                  |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| 2025 Diary   | £10.00                       |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| Scented pens   | £8.00                        |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| Fountain pens  | £20.00                       |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| Wooden cases   | £10.00                       |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| ... and lots more!   |                              |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| <p>Stationery Supplies</p> <p>Image</p>  |                              |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |
| <p>School Stationery</p> <p>Image</p>  |                              |  |      |             |            |        |              |       |               |        |              |        |                    |  |  |



## Task B4a

Create the flyer following the given layout.

Additional information has been provided by Leandro for the design.

### Additional information for the design

#### Size and orientation

A5

Portrait

#### Stationery Sets image

Add the text OPENING SOON on the image.

#### Title section

Hexagon shapes must be filled with: pink, blue, yellow, green.

Title: Welcome to PaperBase

Title formatted to:

- size 24
- blue outline with no fill
- add a shadow.

#### Table

Row 1 – dark pink background with white bold text

#### Text box on the right

- Insert the text from the document **FLYER TEXT**
- Include bullets for the opening days and times.
- Format the text to be a dark blue colour
- Insert the image 'Discount Coupon' and add a 2pt blue border.

#### Alt text

Include appropriate alt text for the School Stationery image.

(15)

**SAVE** the document as **FLYER**

### Task B4b

Answer these questions in the document **EVIDENCE**

(i) Identify **one** weakness of the flyer and suggest **one** possible improvement. (2)

(ii) One reason to proofread your work is to ensure there are no spelling or grammar errors.

State **one other** reason why it is important to proofread your work. (1)

(iii) Explain **one** reason why the spell checker may identify PaperBase as a spelling error. (2)

**RESAVE EVIDENCE**

(Total for Task B4 = 20 marks)

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



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