

**Paper Reference 4IT1/02**

**Pearson Edexcel  
International GCSE**

**INFORMATION AND COMMUNICATION  
TECHNOLOGY (ICT)  
PAPER 2: PRACTICAL PAPER**

**TIME: 3 hours plus your additional time allowance.**

**YOU MUST HAVE:**

**Cover sheet and short treasury tag.**

**Data files: SKIING, FACT SHEET, HOLIDAY,  
WEBSITE and IMAGES folder**

**Q66498A**

## **YOU WILL BE GIVEN**

- **A separate Data Book.**

## **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 3 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 marks).**

## **ADVICE**

- **Read through the instructions on page 3.**
  - **Attempt ALL tasks.**
  - **Label your printouts clearly as instructed in each task.**
  - **Good luck with your examination.**
-

## 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.

The table below 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	HOLIDAY, WEBSITE, IMAGES folder
B	Spreadsheet, word processing	50	SKIING, FACT SHEET
Total marks		100	

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

## SCENARIO

Sam is the owner of THE SKI RUN (TSR).  
The company offers skiing holidays in Europe.  
These are the company's contact details.

Address:

The Terrace

Winterbourne

GR24 8GD

Telephone: 07700 900456

Website: [www.theskirun.net](http://www.theskirun.net)

Email: [sam@tsr.net](mailto:sam@tsr.net)

## HOUSE STYLE

The house style for company documents is:

- serif font for the company name
  - logo position: top right.
-

## SECTION A

### Task A1

Sam needs a logo to be used on some of the company's documents.

**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**

(continued on the next page)

## Task A1a

Create the logo.

The logo must be fit for purpose and:

- be a simple drawing that combines lines and shapes
- represent skiing
- include the company initials TSR.

(3 marks)

**SAVE the logo as TSR LOGO**

**INSERT a copy of the logo into the document**

**TASK A1**

**DO NOT PRINT at this stage.**

(continued on the next page)

## Task A1b

Sam wants to include the logo on an existing image.

He has an image saved as **MOUNTAIN SKIER** in the **IMAGES** folder.

Edit the image to:

- add the name of the company
- include the logo.

(2 marks)

**SAVE** the image as **MOUNTAIN SKIER2** in the **IMAGES** folder.

**INSERT** a copy of the image into the document  
**TASK A1**

**SAVE TASK A1**

**PRINT TASK A1** on **ONE** side of A4.

(Total for Task A1 = 5 marks)

---

## **Task A2**

**Sam has collected information about guests and their ski holiday accommodation.**

**Look at the tables for Task A2 in the separate Data Book.**

**He has saved the information in the database HOLIDAY. The database has three tables, Table 1, Table 2 and Table 3.**

**The HOTEL table includes information about the types of accommodation offered (Table 1).**

**The GUEST table includes information about guests who have booked holidays (Table 2).**

**The BOOKING table includes information about bookings (Table 3).**

**(continued on the next page)**



**Task A2. continued**

**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**

Sam wants to use a form to add extra hotels to the **HOTEL** table.

**OPEN** the **HOLIDAY** database.

**OPEN** the **HOTEL** table.

(continued on the next page)

## Task A2a

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

The form must:

- match the house style
- include the logo you created in **Task A1a**
- include a suitable title
- be customised so the width of the:
  - Hotel ID field is 2 cm
  - Hotel Name field is 6 cm

(5 marks)

**SAVE** the form as **HOTEL\_FORM**

**TAKE** a screenshot of your form in design view showing the changes in field widths.

**PASTE** the screenshot into document **TASK A2**

**RESAVE TASK A2**

**DO NOT PRINT** at this stage.

(continued on the next page)

Task A2b

Another hotel must be added to the list of hotels offered.

Use the **HOTEL\_FORM** you created in **Task A2a** to add these details to the **HOTEL** table:

FIELD NAME	
Hotel ID	H201
Hotel Name	Keltischer Berg
Resort	Innsbruck
Ski Pass	Yes
Price Range	Medium

(2 marks)

TAKE a screenshot of the completed form.

PASTE the screenshot into document **TASK A2**

RESAVE **TASK A2**

DO NOT PRINT at this stage.

(continued on the next page)

## Task A2c

Sam wants a list of hotels that:

- are in Obergurgl
- are booked for 14 nights
- include a ski pass.

Create a query on the **HOTEL** and **BOOKING** tables to produce the list.

(2 marks)

**SAVE** the query as **Obergurgl14Y**

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

**PASTE** a copy of the query design into document

**TASK A2**

**RESAVE TASK A2**

**DO NOT PRINT** at this stage.

(continued on the next page)

**Task A2c. continued**

**The list must:**

- **show only these fields in this order HOTEL ID, PRICE RANGE and HOTEL NAME**
- **be sorted in descending order of HOTEL ID**

**(3 marks)**

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

**TAKE a screenshot of the results.**

**PASTE a copy of the results into document**

**TASK A2**

**RESAVE TASK A2**

**DO NOT PRINT at this stage.**

**(continued on the next page)**

## Task A2d

**OPEN the GUEST table.**

**Sam wants a list of the guests who were born in 1990.**

**The list must:**

- **include the guests born in 1990**
- **show only these fields in this order EMAIL, FIRST NAME, DATE OF BIRTH**
- **be sorted into ascending order of DATE OF BIRTH**

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

**SAVE the query as 1990\_query**

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

**PASTE a copy of the query design into document  
TASK A2**

**RESAVE TASK A2**

**DO NOT PRINT at this stage.**

**(continued on the next page)**

**Turn over**

**Task A2d. continued**

**Sam wants to produce a database report based on the results from the 1990\_query**

**Create a database report to display the results.**

**The database report must:**

- **include the logo using the house style**
- **have a suitable title**
- **show only the required fields**
- **show the records sorted as required.**

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

**(6 marks)**

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

**SAVE the report as 1990\_report**

**PRINT 1990\_report**

**(continued on the next page)**

## Task A2e

Look at the image for **Task A2e** in the separate Data Book.

The image shows the relationship for the **HOLIDAY** database.

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

- (i) Identify the type of relationship that will be needed between the **HOTEL** table and the **BOOKING** table.  
(1 mark)
- (ii) Explain ONE reason why referential integrity should be enforced for relationships in a database.  
(2 marks)
- (iii) State the name of the table that would have its data entered last.  
(1 mark)

(continued on the next page)



**Task A2e. continued**

- (iv) Explain ONE reason why LIKE “\*HAUS\*”  
would be used in a database search.  
(2 marks)

**RESAVE TASK A2****PRINT TASK A2****(Total for Task A2 = 24 marks)**

---

## Task A3

**OPEN** a new word processing document.

**ENTER 'Task A3'**, your name, candidate number and centre number in the header.

**SAVE** the document as **TASK A3**

Sam wants you to create two web pages for the TSR website. Content for the web pages is stored in the file **WEBSITE**

He wants you to create these two linked pages:

- Home
- Ski Lessons

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

(continued on the next page)

## Task A3a

- (i) Look at the design for Task A3a (i) in the separate Data Book.

Create the home page based on the design shown.

Use these HTML elements:

- Company Name – <h1>
- Page Title – <h2> and underline <u>
- Introductory Text – paragraph <p>

Use the following colour scheme:

- background colour – Blue Gray (#98AFC7)
- text colour for Introductory Text  
– White (#FFFFFF)

Include TWO appropriate images from the **IMAGES** folder and position them as shown in the design.

ONE of the images must link to [www.theskirun.net](http://www.theskirun.net)

(continued on the next page)

**Task A3a. (i) continued**

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

**Include Sam's name and the email address  
(sam@tsr.net).**

**Make the email address an email link.  
(10 marks)**

**SAVE the home page as INDEX**

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

**PASTE your screenshot into document TASK A3**

**TAKE screenshots of the code to show:**

- **<h1>, <h2>, <p> and <u> HTML elements**
- **Blue Gray and White colours**
- **email and image links**
- **size of images.**

**PASTE your screenshots into document TASK A3**

**RESAVE TASK A3**

**DO NOT PRINT at this stage.**

**(continued on the next page)**

**Turn over**

**Task A3a. continued**

- (ii) Create the Ski Lessons page by resaving the home page as **SKI LESSONS**

Make the following changes to **SKI LESSONS**:

- page title – **SKI LESSONS**
- delete the introductory text
- create an HTML table:
  - include the information from the **WEBSITE** document
  - add a 1px border.

(4 marks)

- (iii) Create links between the two pages.

(1 mark)

(continued on the next page)

**Task A3a. continued**

**SAVE** the Ski Lessons page as **SKI LESSONS**

**RESAVE** the home page as **INDEX**

**TAKE** a screenshot of your Ski Lessons page in a web browser.

**PASTE** the screenshot in document **TASK A3**

**TAKE** screenshots of the code to show:

- **HTML table**
- **page links.**

**PASTE** the screenshots in document **TASK A3**

**RESAVE TASK A3**

**DO NOT PRINT** at this stage.

**(continued on the next page)**

## Task A3b

Sam wants you to make these changes to the HTML code for the home page:

- text colour for Introductory Text – Indigo (#4B0082)
- right align the contact details.

(2 marks)

### **RESAVE INDEX**

**TAKE** screenshots of the changes made to the HTML code. Do not screenshot all the code, just the code to show the changes.

**PASTE** the screenshots in document **TASK A3**

**RESAVE TASK A3**

**DO NOT PRINT** at this stage.

(continued on the next page)

## Task A3c

The code below was used in a previous website.

```
<img src=slalom.jpg alt="Image of skier">
```

Answer these questions in the document **TASK A3**

- (i) State ONE reason why the code will not display the image.  
(1 mark)
- (ii) Explain ONE reason why alt text has been used on the image.  
(2 marks)
- (iii) Give ONE advantage of using a template when setting up web pages.  
(1 mark)

**RESAVE TASK A3**

**PRINT TASK A3**

(Total for Task A3 = 21 marks)

---

**TOTAL FOR SECTION A = 50 MARKS**

---

Turn over



**SECTION B****Task B1**

**THE SKI RUN** offers holidays in Europe.

The spreadsheet **SKIING** contains information on ski equipment and ski slopes.

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

**OPEN** the spreadsheet **SKIING**

**OPEN** the worksheet **MEMBERS**

**ENTER** 'Task B1', your name, candidate number and centre number in the header.

(continued on the next page)

## Task B1a

- (i) Insert a new row at the top of the spreadsheet and enter the heading 'Ski Information 2021'  
(1 mark)
- (ii) Merge and centre cells **A1** to **E1**  
(1 mark)
- (iii) Set the formatting of the heading to:
  - font size – 24
  - font style – serif
  - font enhancement – bold.(1 mark)
- (iv) Insert in the header:
  - the text 'Completed:'
  - an automated date.(1 mark)
- (v) Insert a blank row between the heading and the first row of information.  
  
Format this row to be approximately half the height of the other rows.  
(1 mark)

(continued on the next page)

Turn over

## **Task B1b**

**Sam wants you to use spreadsheet tools to analyse the data for the information included.**

- (i) Use ONE spreadsheet function to:**
  - **display the cost of Equipment Hire**  
**(4 marks)**
- (ii) Use ONE spreadsheet function to:**
  - **display the cost of the Ski Pass that includes a 20% discount if the cost of the Equipment Hire is more than 300€**  
**(3 marks)**
- (iii) Enter a formula to calculate the:**
  - **total cost of the Equipment Hire and the Ski Pass**  
**(1 mark)**
- (iv) Replicate all functions and formula for all members.**  
**(1 mark)**
- (v) Use ONE spreadsheet function to:**
  - **display the total cost of Equipment Hire**  
**(1 mark)**

**(continued on the next page)**

**Turn over**

## Task B1c

Format the **MEMBERS** worksheet so that:

- currency values show the currency symbol (€)  
with no decimal places  
(1 mark)
- headings are wrapped to use the space efficiently  
(1 mark)
- all data is visible  
(1 mark)
- the row and column headings and the page header  
are displayed when printed.  
(1 mark)

(continued on the next page)

**Task B1c. continued**

**SAVE** the spreadsheet as **Task B1**

**PRINT** the **MEMBERS** 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 **TWO** sides of A4.

**PRINT** the **MEMBERS** worksheet in landscape showing the **FUNCTIONS** and **FORMULAE**.

(continued on the next page)

## Task B1d

**OPEN the worksheet DETAILS**

**ENTER 'Task B1', your name, candidate number and centre number in the header.**

- (i) Enter a formula to calculate:
  - the percentage length of each ski run type.  
(1 mark)
- (ii) Use ONE spreadsheet function to calculate:
  - the average length of all the ski runs.  
(1 mark)

**(continued on the next page)**

**Task B1d. continued**

**RESAVE** the spreadsheet as **Task B1**

**PRINT** the **DETAILS** 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 print on no more than **TWO** sides of A4.

**PRINT** the **DETAILS** worksheet in landscape showing the **FUNCTIONS** and **FORMULAE**.

**(Total for Task B1 = 21 marks)**

---

## Task B2

Sam wants to know the number of members who are at Level 3.

## Task B2

- (i) Filter the **MEMBERS** worksheet to show only the Level 3 members.  
(1 mark)
- (ii) Display only the data for the Member Name and Total Cost columns.  
(1 mark)

**SAVE** the spreadsheet as **Task B2**

**PRINT** the **MEMBERS** worksheet showing the **VALUES**.

(Total for Task B2 = 2 marks)

---



## 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

Sam wants you to create a chart to display the percentage of ski run lengths from the **DETAILS** worksheet.

The chart must include:

- a suitable title
- labels showing the % values
- appropriate series names.

(3 marks)

(continued on the next page)

**Task B3a. continued**

**SAVE** the spreadsheet as **CHART**

**COPY** the chart or **TAKE** a screenshot of the chart.

**PASTE** the chart into document **TASK B3**. Make sure that the chart is easy to read.

**DO NOT PRINT** at this stage.

**Task B3b**

Use the **MEMBERS** worksheet to display only the data for Member Name, Member Type and Ski Pass cost.  
(1 mark)

**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.

(continued on the next page)

## Task B3c

Answer these questions in document **TASK B3**

- (i) Look at the worksheet for **Task B3c (i)** in the separate Data Book.

Sam has this worksheet showing the star ratings of the hotels the members will be staying in.

The function **=COUNTIF(B3:B14,B7)** has been used in cell **B15**.

Describe how this function works with this data.  
(3 marks)

- (ii) Look at the image for **Task B3c (ii)** in the separate Data Book.

State the feature labelled **A**.  
(1 mark)

**SAVE TASK B3**

**PRINT TASK B3**

(Total for Task B3 = 8 marks)

---

## Task B4

**OPEN** a new word processing document.

**ENTER** '**Task B4a**', your name, candidate number and centre number in the header.

**SAVE** the document as **TASK B4a**

Sam wants you to create a fact sheet to show the prices of ski lessons.

Use the **FACT SHEET** document for this task.

(continued on the next page)

## Task B4a

Create the fact sheet.

The fact sheet must follow the design shown on the **FACT SHEET** document.

The fact sheet must fit on **ONE** side of A4 and include the:

- heading
- information
- table.

(13 marks)

**RESAVE TASK B4a**

**PRINT TASK B4a**

(continued on the next page)

## Task B4b

**OPEN** a new word processing document.

**ENTER** 'Task B4b', your name, candidate number and centre number in the header.

**SAVE** the document as **TASK B4b**

**Answer these questions on the document TASK B4b**

(i) **Explain ONE improvement you would make to the table.**

**(2 marks)**

(ii) **Explain ONE reason why 'Save As' is used, rather than 'Save', when saving a file.**

**(2 marks)**

(iii) **Spelling and grammar tools have been used to check some text.**

**Explain ONE reason why proofreading is still required.**

**(2 marks)**

**(continued on the next page)**

**Turn over**

**Task B4b. continued**

**RESAVE TASK B4b**

**PRINT TASK B4b**

**(Total for Task B4 = 19 marks)**

---

**TOTAL FOR SECTION B = 50 MARKS**

**TOTAL FOR PAPER = 100 MARKS**

**END OF PAPER**

---