

Paper reference 4IT1/02
Pearson Edexcel
International GCSE

**INFORMATION AND COMMUNICATION
TECHNOLOGY (ICT)**

PAPER 2: PRACTICAL PAPER

Time: 3 hours

Y71376RA

YOU MUST HAVE

**Data files: TASK A1, LOGO SKETCH,
PARTY INFORMATION, WEB PAGES,
IMAGES folder, PARTY, CONTACT and
LETTER**

YOU WILL BE GIVEN

A separate Data Book.

You do not need any other materials.

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 part of a task are shown in brackets e.g. (2 marks).**

ADVICE

- **Read through the instructions on page 4.**
 - **Attempt ALL tasks.**
-

INSTRUCTIONS TO CANDIDATES is on the next page

INSTRUCTIONS TO CANDIDATES

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

Work through the tasks in 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	TASK A1, LOGO SKETCH, PARTY INFORMATION, WEB PAGES, IMAGES folder
B	Spreadsheet, word processing	50	PARTY, LETTER, CONTACT
Total marks		100	

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

SCENARIO

Brogan Saravanan is the manager of THE PERFECT PARTY. The company offers party planning services.

These are the company's contact details.

Address:

The Penthouse

Cityscape

PP6 1PC

Telephone: 07700 901988

Email: brogan@tpp.service

SECTION A is on the next page

Turn over

SECTION A

Task A1

Brogan has created a logo for her company. She has inserted her logo in document **TASK A1**

OPEN the document **TASK A1**

ENTER 'Task A1', your name, candidate number and centre number in the header.

RESAVE the document as **TASK A1**

(continued on the next page)

Task A1a

Brogan is not happy with her logo.

Identify two weaknesses of her logo.

Add these to document TASK A1

(2 marks)

RESAVE TASK A1

(continued on the next page)

Task A1b

Brogan needs a new logo. She wants you to create a logo using a sketch she has provided.

OPEN the document LOGO SKETCH

Create the logo based on Brogan's sketch.

The logo must be fit for purpose and:

- **match the sketch**
- **use different colours for each balloon**
- **include a shadow on each balloon**
- **incorporate the company name**

THE PERFECT PARTY using an appropriate font, colour, size and position.

(6 marks)

SAVE the image as LOGO

(continued on the next page)

Turn over

Task A1c

Answer this question on the document
TASK A1

Give **TWO** features of bitmap images.
(2 marks)

RESAVE TASK A1

SAVE TASK A1 as a PDF

(Total for Task A1 = 10 marks)

Task A2

Brogan has collected information about the parties booked with the company.

She has saved the information in the database **PARTY INFORMATION.**

The database has two tables.

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

The PARTY table includes information about the parties offered.

The CUSTOMER table has been created but no data has been stored.

(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**

Brogan wants to use a form to add extra parties to the **PARTY** table.

OPEN the **PARTY INFORMATION** database.

OPEN the **PARTY** table.

(continued on the next page)

Task A2a

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

The form must:

- include a serif font for the:
 - title
 - field headings
- be customised so that field headings have a 2pt border
- include an automated date and time
- include an option to save each record.
(4 marks)

(continued on the next page)

Task A2a continued

SAVE the form as PARTY_FORM

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

- **set a 2pt border for all field headings**
- **included an automated date and time.**

PASTE the screenshots into document TASK A2

RESAVE TASK A2

(continued on the next page)

Task A2b

Brogan wants a list of parties that:

- are booked for 2024
- have more than 50 guests
- have paid a deposit.

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

(2 marks)

SAVE the query as **2024_QUERY**

TAKE a screenshot of the query design.

PASTE the screenshot into document
TASK A2

RESAVE TASK A2

(continued on the next page)

Task A2b continued

The list must:

- show only these fields in this order
**PARTY TYPE, PARTY DATE,
CUSTOMER ID and NUMBER OF
GUESTS**
- be sorted in order of the highest
NUMBER OF GUESTS to the lowest.
(3 marks)

DISPLAY the ordered and sorted results
of the query.

TAKE a screenshot of the results.

PASTE the screenshot into document
TASK A2

RESAVE TASK A2

(continued on the next page)

Turn over

Task A2c

Brogan wants a list of customers that have booked certain services.

The list must:

- **include the customers who have booked CATERING and VENUE DECORATION**
- **show only these fields in this order CUSTOMER ID, PARTY TYPE and PARTY DATE**
- **be sorted into ascending order of PARTY DATE**

Create a query on the PARTY table to find the information.

(continued on the next page)

Task A2c continued

SAVE the query as **SERVICES_QUERY**

TAKE a screenshot of the query design.

PASTE the screenshot into document

TASK A2

RESAVE TASK A2

Brogan wants to produce a database report based on the results from the SERVICES_QUERY

Create a database report to display the results.

(continued on the next page)

Task A2c continued

The database report must:

- **have a suitable title using a serif font**
- **include the logo you created in Task A1b in the top left of the report**
- **show only the required fields**
- **show the records sorted as required**
- **include the company name (THE PERFECT PARTY) in the header.**

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

(8 marks)

TAKE a screenshot of the report.

PASTE the screenshot into document

TASK A2

RESAVE TASK A2

(continued on the next page)

Turn over

Task A2d

Brogan wants to add an additional field to the **CUSTOMER** table to include the Customer Contact Number.

Field name	Data type	Field size
Customer ID	Text	6
Customer Name	Text	50
Customer Contact Number		
Email address	Text	100
Preferred Contact Method	Lookup list: Mobile Email Set as 'limit to list'	

(continued on the next page)

Task A2d continued

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

- (i) Give the most appropriate data type Brogan should use for the Customer Contact Number field.
(1 mark)**
- (ii) Give the most appropriate field size Brogan should use for the Customer Contact Number field.
(1 mark)**
- (iii) Identify which field would be used as a foreign key in the PARTY table.
(1 mark)**

RESAVE TASK A2

(continued on the next page)

Turn over

Task A2d continued

- (iv) Add a record, to the **CUSTOMER** table, that stores these customer details:

Customer ID	SA1203
Customer Name	Samuels
Email address	samuels@fortran.online
Preferred Contact Method	Email

(2 marks)

(continued on the next page)

Task A2d continued

RESAVE the CUSTOMER table.

TAKE a screenshot of the CUSTOMER table in datasheet view showing the new record.

**PASTE the screenshot into document
TASK A2**

RESAVE TASK A2

(continued on the next page)

Task A2e

Answer these questions in the document
TASK A2

- (i) The **PARTY** table includes the Date field.

State **ONE** appropriate validation check that could be used on the Date field.

(1 mark)

- (ii) The **CUSTOMER** table includes the Preferred Contact Method field.

Explain **ONE** reason why the field uses 'limit to list' on the lookup list.

(2 marks)

(continued on the next page)

Turn over

Task A2e continued

RESAVE TASK A2

SAVE TASK A2 as a PDF

(Total for Task A2 = 25 marks)

Task A3

CREATE a folder TASK A3

Brogan wants you to create two web pages for THE PERFECT PARTY's new website. Content for the web pages is stored in the file WEB PAGES

She wants you to create these two linked pages:

- **Home**
- **Birthday**

Both web pages MUST be saved as .html

(continued on the next page)

Task A3a

(i) Create a template for the web pages. The template **MUST include:**

- **the logo you created in Task A1b**
 - **the text, 'IT'S PARTY TIME' in a sans serif font and uppercase**
 - **a navigation bar with HTML links to each of the pages**
 - **a page title set as <h1>**
 - **this colour scheme:**
 - **background colour #FAEBD7**
 - **text colour #B676B1**
- (6 marks)**

(continued on the next page)

Task A3a continued

(ii) Create the Home page using the template. The Home page **MUST** include:

- the text from the **WEB PAGE** document
 - an HTML table that:
 - includes the table information from the **WEB PAGE** document
 - is customised so that row 1:
 - is merged across all columns
 - has a dark background and white text
 - is centre aligned.
- (5 marks)

(continued on the next page)

Task A3a continued

SAVE the Home page as INDEX in your TASK A3 folder

(iii) Create the Birthday page using the template. The Birthday page MUST include:

- the text from the **WEB PAGE** document
 - **TWO** appropriate images set to 450 × 300 pixels
 - a footer with:
 - the background set to a different colour
 - an email link to **brogan@tpp.service**
- (4 marks)**

(continued on the next page)

Task A3a continued

**SAVE the Birthday page as BIRTHDAY
in your TASK A3 folder**

(Total for Task A3 = 15 marks)

TOTAL FOR SECTION A = 50 MARKS

SECTION B is on the next page

Turn over

SECTION B**Task B1**

The Perfect Party offers party planning. The spreadsheet PARTY contains information on parties.

It has three worksheets called COSTS, DETAILS and CHART. Some functions require you to use different worksheets.

OPEN the spreadsheet PARTY

OPEN the worksheet COSTS

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

(continued on the net page)

Turn over

Task B1a

- (i) Insert a new row at the top of the spreadsheet and enter the heading 'Income from Party Costs' in cell B1
(1 mark)**
- (ii) Merge and centre cells B1 to H1
(1 mark)**
- (iii) Use a spreadsheet function to insert an automated date and time in cell A1
(1 mark)**

(continued on the next page)

Task B1a continued

(iv) Set the formatting of the heading row to:

- **shading – dark**
- **font colour – white**
- **font enhancement – bold and underline**
- **row height – 28**
- **text alignment – vertically centred.**

(4 marks)

(continued on the next page)

Task B1b

Brogan wants you to use spreadsheet tools to analyse the data in the spreadsheet.

New customers are given a discount on their party booking.

- (i) Use ONE spreadsheet function to display the COST PER GUEST for CUSTOMER ID GRE112024.
(4 marks)**

(continued on the next page)

Task B1b continued

(ii) Enter a formula to calculate the:

- **COST OF PARTY for
CUSTOMER ID GRE112024
(1 mark)**
- **TOTAL WITH DISCOUNT for
CUSTOMER ID GRE112024
(with new customer discount
included).
(3 marks)**

**(iii) Replicate the calculations for
all customers.
(1 mark)**

**(iv) Use ONE spreadsheet function
to calculate the TOTAL COST
OF ALL PARTIES INCLUDING
ALL DISCOUNTS.
(1 mark)**

(continued on the next page)

Turn over

Task B1b continued

(v) Use spreadsheet functions to display the:

- **NUMBER OF PREMIUM
W PACKAGES**

(2 marks)

- **HIGHEST NUMBER OF
GUESTS.**

(1 mark)

**(vi) Sort the data into descending
order of TOTAL WITH DISCOUNT.**

(1 mark)

(continued on the next page)

Task B1c

Format the **COSTS** worksheet so that:

- currency values show the currency symbol (£) with two decimal places
(1 mark)
- cell H2 (Heading – TOTAL WITH DISCOUNT) uses text wrap to use the space efficiently
(1 mark)
- gridlines are displayed when the spreadsheet is printed
(1 mark)
- all data is visible.
(1 mark)

SAVE the spreadsheet as TASK B1
--

(Total for Task B1 = 25 marks)

Task B2

Brogan has created a chart showing the number of different types of party booked.

She wants you to add:

- a suitable title
 - labels for the x and y axes.
- (2 marks)

RESAVE the spreadsheet as TASK B1
--

(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**

**Answer these questions in document
TASK B3**

- (i) Explain ONE reason why absolute referencing is used in a spreadsheet.**
(2 marks)
- (ii) State the purpose of the length (LEN) function in a spreadsheet.**
(1 mark)

(continued on the next page)

Turn over

Task B3 continued

- (iii) Explain ONE reason why an automated date and time field is used in a spreadsheet.
(2 marks)

RESAVE TASK B3

SAVE TASK B3 as a PDF

(Total for Task B3 = 5 marks)

Task B4

OPEN the database file CONTACT

OPEN the database table ADDRESS

OPEN the word processed file LETTER

ENTER 'Task B4a', your name, candidate number and centre number in the footer of the file LETTER

Brogan wants to send a letter to some customers who have booked a party. She has written the letter and saved it as LETTER

Brogan has saved a list of three customers who will be sent the letter in the ADDRESS table in the CONTACT database.

(continued on the next page)

Turn over

Task B4a

- (i) The letter needs to be edited before it is merged with the database.

Edit the letter:

- insert the logo you created in Task A1b on the right–hand side of the header
 - insert today's date in a suitable location
 - insert a subject in a suitable location
 - add bullets to the relevant discount information
 - insert the appropriate complimentary close
 - insert the name and job role of the sender of the letter.
- (7 marks)**

(continued on the next page)

Turn over

Task B4a continued

- (ii) The clients' details are stored in the **ADDRESS** table in the **CONTACT** database.

Add the correct merge fields to the document to replace the text in brackets.

(3 marks)

RESAVE the file **LETTER** showing the merge fields.

SAVE the **LETTER** as a PDF

(continued on the next page)

Task B4a continued

- (iii) Brogan wants to check and sign the letters before they are posted. Merge the data to produce the letters. Ensure the letters are fit for purpose.
(3 marks)

SAVE the document as MERGE

SAVE MERGE as a PDF

(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 of the new word processing document.

SAVE the new word processing document as **TASK B4b**

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

- (i) **Explain ONE advantage of using mail merge to produce the letters for Brogan's customers.
(2 marks)**

(continued on the next page)

Task B4b continued

- (ii) State ONE software facility that can be used to ensure accuracy when reviewing a document.
(1 mark)**

- (iii) Describe the difference between data and information.
(2 marks)**

RESAVE TASK B4b

SAVE TASK B4b as a PDF

(Total for Task B4 = 18 marks)

TOTAL FOR SECTION B = 50 MARKS

TOTAL FOR PAPER = 100 MARKS

END OF PAPER
