

**Paper reference 4IT1/02**

**Pearson Edexcel  
International GCSE**

# **Information and Communication Technology (ICT)**

**PAPER 2: Practical Paper**

**20 – 24 May 2024**

**Time: 3 hours**

**Q75739A**

## **YOU MUST HAVE**

**Data files: EVIDENCE, CAR HIRE, PRESENTATION,  
HIRE COSTS, INFORMATION SHEET  
and IMAGES folder**

## **YOU WILL BE GIVEN**

**Data Book.**

## **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 3.**
  - **Attempt ALL tasks.**
-

## 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.**

<b>SECTION</b>	<b>SOFTWARE</b>	<b>MARKS</b>	<b>DATA FILES NEEDED</b>
<b>A</b>	<b>Graphics, database, presentation</b>	<b>50</b>	<b>EVIDENCE, CAR HIRE, PRESENTATION, IMAGES folder</b>
<b>B</b>	<b>Spreadsheet, word processing</b>	<b>50</b>	<b>EVIDENCE, HIRE COSTS, INFORMATION SHEET, IMAGES folder</b>
<b>Total marks</b>		<b>100</b>	

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

**Turn over**

## **SCENARIO**

**Maria owns HIRE IT. The company offers car hire in the UK.**

**These are the company's contact details.**

**Address:**

**Garage Drive**

**Car Town**

**C33 3AR**

**Telephone: 07700 901993**

**Email: maria@hireit.service**

**Website: www.hireit.service**

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## SECTION A

### Task A1

Maria needs a logo to be used on some of the company documents.

#### Task A1a

Create the logo.

The logo must be fit for purpose and:

- combine rectangle, circle and line shapes
- represent the theme of car hire
- include the company name HIRE IT in a bold, serif font.

(3 marks)

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

(continued on the next page)

## Task A1b

**Maria wants to include an image in a presentation.**

**She has an image saved as EDIT**

**Open the image and edit it to:**

- **set the dimensions to 450 pixels (width) × 300 pixels (height)**
- **remove the car from the road**
- **include the logo you created in Task A1a in a suitable position and make sure the company name is clearly visible.**

**(3 marks)**

<b>SAVE the image as EDIT1</b>
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**(continued on the next page)**

## Task A1c

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

**ENTER** your name, candidate number and centre number in the document.

Answer this question in the document **EVIDENCE**

**Task A1b** asked you to save the edited image as **EDIT1**

Explain **ONE** reason why the filename should be different from the original image filename.

(2 marks)

**RESAVE EVIDENCE**

(Total for Task A1 = 8 marks)

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## **Task A2**

**Maria has information about the cars available for hire.**

**She has saved the information in the database**

### **CAR HIRE**

**The database has three tables.**

**Look at the CARS table for Task A2 in the separate Data Book. The CARS table includes information about the cars available for hire.**

**Look at the CLIENTS table for Task A2 in the separate Data Book. The CLIENTS table includes information about the clients who have hired cars.**

**Look at the BOOKINGS table for Task A2 in the separate Data Book. The BOOKINGS table includes information about the cars and the clients who have hired the cars.**

**(continued on the next page)**



## Task A2 continued

Maria wants to use a form to add extra cars to the **CARS** table.

<b>OPEN the CAR HIRE database.</b>
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## Task A2a

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

The form must:

- include a form heading 'Cars available for hire'
- display the width of the field names and field content to 3 cm
- display the field names with:
  - dark green background
  - light green text
  - yellow 3 pt border
- align the fields so there is a 1 cm gap between the field names and the field content.

(6 marks)

(continued on the next page)

**Task A2a continued**

**SAVE** the form as **CARS\_FORM**

**TAKE** a screenshot of your form in design

view that show:

- the field name and field content widths are set to 3 cm
- a dark green background, light green text, yellow 3 pt border have been used
- the field names and field contents are aligned with a 1 cm gap between them.

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

**RESAVE EVIDENCE**

(continued on the next page)

Task A2b

A new car is available for hire.

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

FIELD NAME	
CAR ID	ST5
CAR TYPE	Standard
TRANSMISSION	Manual
FUEL TYPE	Petrol

(2 marks)

**RESAVE** the form.

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

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

**RESAVE EVIDENCE**

(continued on the next page)

## Task A2c

Maria wants a list of cars that:

- are Large SUVs
- have automatic transmission
- are electric.

Create a query on the **CARS** and **CLIENTS** tables to produce the list.

(2 marks)

**SAVE** the query as **LARGESUV\_QUERY**

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

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

**RESAVE EVIDENCE**

(continued on the next page)

## Task A2c continued

The list must:

- show only these fields in this order **CLIENT NAME, CLIENT ID, CAR ID, INSURANCE**
  - be sorted in descending order of **CLIENT NAME**
- (3 marks)

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

**TAKE** a screenshot of the results.

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

**RESAVE EVIDENCE**

(continued on the next page)

## Task A2d

**Maria wants some information on clients.**

**The list must:**

- **include clients who have taken out insurance and paid a deposit of more than £75.00**
- **show only these fields in this order DEPOSIT PAID, CLIENT ID and CLIENT NAME**

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

<b>SAVE the query as CLIENTS_QUERY</b>
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**(continued on the next page)**

## Task A2d continued

Maria wants a database report based on the results from the **CLIENT\_QUERY**

Create a database report to display the results.

The database report must:

- have a suitable title in a serif font size 24
- group results by **DEPOSIT PAID**
- show only the required fields
- not include an automated date and page numbers in the page footer
- include the text 'Insurance and deposit' in the page footer.

(8 marks)

**SAVE** the report as **CLIENT\_REPORT**

**TAKE** a screenshot of the report in print view. Make sure the complete report can be seen, including the page footer.

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

**RESAVE EVIDENCE**

(continued on the next page)

Turn over

## Task A2e

Answer these questions in the document **EVIDENCE**

- (i) Give ONE validation check that can be used in a database.  
(1 mark)
- (ii) Give ONE reason why sensible names should be used when saving a form, query and report.  
(1 mark)
- (iii) Explain ONE reason why Maria has used a relationship in the database.  
(2 marks)

<b>RESAVE EVIDENCE</b>
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(Total for Task A2 = 25 marks)

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## Task A3

Maria wants you to create a presentation to display in the car hire offices.

The presentation must include **three** slides.

Slides 1 and 2 must be fit for purpose and:

- use a light green background with dark green text
- include a suitable title
- include slide numbers in the header of each slide.

Slide 1 must also include:

- text from the file **PRESENTATION**
- the image **EDIT1**
- two appropriate images from the **IMAGES** folder
- borders and shadows on the images
- a footer that states Office Presentation
- a 3 second transition to slide 2.

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## **Task A3 continued**

**Slide 2 must also include:**

- text from the file **PRESENTATION** that includes the telephone number
- the telephone number emboldened
- animation on each bullet so they appear separately
- a 3 second transition to slide 3.

**Slide 3 must include:**

- a background image
- the company name clearly visible with a serif font, size 60
- a 3 second transition to slide 1.

**The slideshow must be set so that it loops continuously.**

## **Task A3a**

**Create the presentation.**

**(15 marks)**

<b>SAVE the presentation as OFFICE</b>
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**(continued on the next page)**

**Turn over**

## Task A3b

Answer these questions in the document **EVIDENCE**

- (i) Give ONE reason why the notes section could be used for slides.

(1 mark)

- (ii) Give ONE reason why master slides should be used when creating presentations.

(1 mark)

<b>RESAVE EVIDENCE</b>
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(Total for Task A3 = 17 marks)

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**TOTAL FOR SECTION A = 50 MARKS**

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## SECTION B

### Task B1

**HIRE IT** offers car hire in the UK.

The spreadsheet **HIRE COSTS** contains information on costs for cars hired for May 2024.

It has two worksheets called **COSTS** and **INFORMATION**.

Some functions require you to use more than one worksheet.

**OPEN** the spreadsheet **HIRE COSTS**  
**OPEN** the worksheet **COSTS**

(continued on the next page)

## Task B1a

- (i) Set the formatting of the heading row (row 1) to:
- cell shading – dark colour
  - font enhancement – white, bold
  - font size – 24
  - alignment – centred horizontally and vertically.
- (3 marks)
- (ii) Format the date to display as 01 May 2024.
- (1 mark)
- (iii) Include the text 'May 2024' in the header.
- (1 mark)

(continued on the next page)

## **Task B1b**

**Maria wants you to use spreadsheet tools to analyse the data in the spreadsheet.**

- (i) Use spreadsheet functions to display the**
  - COST PER DAY for CLIENT ID AB11**
  - INSURANCE COST for CLIENT ID AB11 – insurance cost is for the hire duration not per day****(5 marks)**
- (ii) Enter a formula to calculate the COST OF HIRE for CLIENT ID AB11**  
**(2 marks)**
- (iii) Use ONE spreadsheet function, in the TOTAL COST column, to display the final amount to pay if a discount is given for CLIENT ID AB11. Clients who have a total cost of more than £1500.00 receive a discount.**  
**(3 marks)**

**(continued on the next page)**

## **Task B1b continued**

**(iv) Replicate the functions and formulae for CLIENT AB11 for all other clients.**

**(1 mark)**

**(v) Enter a formula to calculate the TOTAL INCOME FOR MAY INCLUDING DISCOUNTS**

**(1 mark)**

**(vi) Use spreadsheet functions to display the:**

- NUMBER OF LARGE SUVS HIRED**

**(2 marks)**

- AVERAGE COST OF CAR PER DAY**

**(1 mark)**

**(continued on the next page)**

## Task B1c

Format the **COSTS** worksheet so that:

- currency values show the £ symbol with two decimal places  
(1 mark)
- text wrap is used for **NUMBER OF DAYS HIRE AND INSURANCE COST** to use the space efficiently  
(1 mark)
- borders are displayed on all cells  
(1 mark)
- all formulae are visible in formulae view.  
(1 mark)

<b>RESAVE HIRE COSTS</b>
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(Total for Task B1 = 24 marks)

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## Task B2a

Maria has created a chart to display the information about the cars on the **INFORMATION** worksheet.

She wants you to add:

- a suitable title
- suitable x and y axis labels.

(2 marks)

<b>RESAVE HIRE COSTS</b>
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(continued on the next page)

**Task B2b**

<b>SAVE the spreadsheet as FILTER</b>
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**Maria wants to see some information for the  
LARGE SUVs hired.**

- (i) Filter the COSTS worksheet to show the  
LARGE SUVs hired for 7 days.**

**(1 mark)**

- (ii) Display only the CLIENT ID and TOTAL COST**

**(1 mark)**

<b>RESAVE FILTER</b>
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**(Total for Task B2 = 4 marks)**

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## Task B3

Look at the **EVIDENCE** for Task B3 in the separate Data Book.

Answer these questions in the document **EVIDENCE**

- (i) Identify the spreadsheet feature labelled **A**  
(1 mark)
- (ii) Give **ONE** reason why multiple worksheets are used when creating a spreadsheet.  
(1 mark)
- (iii) Explain **ONE** reason why formula replication is used in a spreadsheet.  
(2 marks)

<b>RESAVE EVIDENCE</b>
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(Total for Task B3 = 4 marks)

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## Task B4

Maria has started an information sheet and wants you to edit it.

<b>OPEN the document INFORMATION SHEET</b>
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**PAGE FORMAT:**

**Pale green background**

**Double line border**

**TITLE – dark green serif font, bold, centred**

**BULLETS – change to a numbered list**

**TEXT WRAP – the current text wrap shows the text in front of the image, change this so the text is wrapped around the image**

**Paragraph with information on the 20% discount, display this in two columns**

**Add alt text ‘Car styles’ to the image shown to the left of the table**

**(continued on the next page)**

**Turn over**

## **Task B4 continued**

### **TABLE:**

**Merge and centre row 1**

**Insert the text 'July' in row 1**

**Insert a row between rows 3 and 4 and add the text for a Hybrid, Automatic, PREMIUM car**

**FOOTER – insert the text 'July Offers' and right align it**

**The information sheet must fit on one page**

## **Task B4a**

**Edit the information sheet.**

**(14 marks)**

<b>SAVE the document as INFORMATION SHEET2</b>
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**(continued on the next page)**

**Task B4b**

**SAVE** the document as **INFORMATION SHEET3**

Make one change to the layout or design of the information sheet to improve the document.

**RESAVE** the document as **INFORMATION SHEET3**

Answer this question in the document **EVIDENCE**  
Give **ONE** reason why your change has improved the document.

(1 mark)

**RESAVE EVIDENCE**

(continued on the next page)

## Task B4c

Answer these questions in the document **EVIDENCE**

- (i) Give ONE reason why text wrap is used when presenting text and images.

(1 mark)

- (ii) Explain ONE reason why information is added to a footer in a word processed document.

(2 marks)

<b>RESAVE EVIDENCE</b>
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(Total for Task B4 = 18 marks)

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**TOTAL FOR SECTION B = 50 MARKS**

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**TOTAL FOR PAPER = 100 MARKS**

**END OF TASK**

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