

**Paper reference 4IT1 / 02**  
**Pearson Edexcel**  
**International GCSE**

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

**PAPER 2: Practical Paper**

**20 – 24 May 2024**

**Time: 3 hours**

**V75739A**

**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 4.**
  - **Attempt ALL tasks.**
-

## 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	SOFTWARE	MARKS	DATA FILES NEEDED
<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.**

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**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)**

<b>SAVE the logo as LOGO</b>
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**(continued on the next page)**

**Turn over**

## 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)**

**Turn over**

## 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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**Turn over**



## **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)**

**Turn over**

## 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**

**(continued on the next page)**

**Turn over**

## Task A2a continued

- align the fields so there is a 1 cm gap between the field names and the field content.

(6 marks)

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

**TAKE** screenshots 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 screenshots into document  
**EVIDENCE**

**RESAVE EVIDENCE**

(continued on the next page)

**Turn over**

## 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)

**Turn over**

## 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 CLIENT_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)**

**(continued on the next page)**



## Task A2d continued

**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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**Turn over**

## **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.**

**(continued on the next page)**

## **Task A3 continued**

**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.**

**(continued on the next page)**

## **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.**

**(continued on the next page)**

## **Task A3 continued**

**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)**

## 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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**Turn over**

## **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)**

**(continued on the next page)**

**Task B1b continued**

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

**(continued on the next page)**

## **Task B1b continued**

**(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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**Turn over**

## 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**

**SAVE the spreadsheet as FILTER**

**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)**

**RESAVE FILTER**

**(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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**Turn over**



## Task B4

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

**OPEN the document  
INFORMATION SHEET**

**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)**

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

**Turn over**

**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)**

**Turn over**

## 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**

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**END OF TASK**

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**Turn over**