



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Document Production, Data Manipulation and Presentations

May/June 2022

2 hours 30 minutes

You will need: Candidate source files (listed on page 2)

INSTRUCTIONS

- Carry out **all** instructions in each step.
- Enter your name, centre number and candidate number on every printout before it is sent to the printer.
- Printouts with handwritten candidate details will **not** be marked.
- At the end of the examination, put all your printouts into the Assessment Record Folder.
- If you have produced rough copies of printouts, put a cross through each one to indicate that it is not the copy to be marked.
- You must **not** have access to either the internet or any email system during this examination.

INFORMATION

- The total mark for this paper is 80.
- The number of marks for each question or part question is shown in brackets [].

This document has **16** pages. Any blank pages are indicated.



You have been supplied with the following source files:

J2221ADRIATIC.rtf
J2221BOAT.jpg
J2221BOOKINGS.csv
J2221CHARTER.rtf
J2221DETAILS.csv
J2221ENQUIRY.rtf
J2221EVIDENCE.rtf
J2221WEATHER.csv
J2221YACHTS.csv

Task 1 – Evidence Document

Open the file **J2221EVIDENCE.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **J2221EVIDENCE** followed by your candidate number, for example, J2221EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

Task 2 – Document

You are going to edit a document for Tawara Adriatic Charters. The company uses a corporate house style for all their documents. Paragraph styles must be created, modified and applied as instructed.

1 Open the file **J2221CHARTER.rtf**

The page setup is set to A4, portrait orientation with 2 centimetre margins. Do **not** make any changes to these settings.

Three paragraph styles have already been created. Do **not** make any changes to these unless instructed.

Save the document in your work area, in the format of the software you are using, with the file name **YCGUIDE**

Take a screenshot to show this file has been saved including evidence of the file type. Place this screenshot in your Evidence Document.

EVIDENCE 1

Screenshot evidence of the document saved in your work area.

[1]

- 2 Place the text **Tawara Adriatic Charters** centre aligned in the header.

Place in the footer:

- automated page numbers left aligned
- your name, centre number and candidate number right aligned.

Make sure that:

- the header is centre aligned between the page margins
- the footer is aligned with the page margins
- no other text or placeholders are included in the header or footer areas
- headers and footers are displayed on all pages.

[3]

- 3 Create the following paragraph style, basing it on the default paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
YC-title	sans-serif	34	right	bold, italic	single	0	9

Take screenshot evidence to show the settings for the *YC-title* paragraph style and place this in your Evidence Document.

EVIDENCE 2

Screenshot evidence showing the settings for the *YC-title* paragraph style.

[2]

- 4 Apply the *YC-title* paragraph style to the title text *Yacht Charter Guide* [1]

- 5 Select the subheading *Types of Charter* and the following text up to and including the paragraph ending *... are free if you eat with them.*

Change the page layout so that only this text is displayed in two columns of equal width with a 1 centimetre space between them.

[2]

- 6 Import the image **J2221BOAT.jpg** and place it in the paragraph beginning *An alternative to a bareboat ...*

Rotate the image 180 degrees.

Format the image so that:

- it is resized to a width of 4 centimetres with the aspect ratio maintained
- it is aligned to the right of the column and top of the paragraph starting *An alternative to a bareboat ...*
- the text wraps round the image.

[4]

- 7 Sort the list from

fuel for navigation ...

to

... water sports equipment.

into alphabetical order.

[1]

- 8 Apply bullets to all the list in step 7.

Make sure that:

- the bullets are aligned at the left margin
- the list is in single line spacing with no space before or after each line
- there is a 6 point space after the last item in the list.

[2]

- 9 The *YC-subhead* paragraph style has already been created and applied to the four subheadings.

Modify the *YC-subhead* paragraph style so only the following formatting is applied:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
<i>YC-subhead</i>	serif	16	centre	bold, italic	single	0	6

Take screenshot evidence to show your modified settings for the *YC-subhead* paragraph style and place this in your Evidence Document.

EVIDENCE 3

Screenshot evidence showing your modified settings for the *YC-subhead* paragraph style.

[2]

10 Locate the table in the document.

Apply the *YC-table* paragraph style to all the text in the table.

[1]

11 Format only the first two rows of the table so they look like this:

	<i>Boat Length</i>		
	<i>12m</i>	<i>15m</i>	<i>20m</i>

Format the table so that:

- 1 point black internal and external gridlines are displayed when printed
- all text on each row displays on one line
- the table borders and all data fit within the column width
- there is a 6 point space after the table.

[5]

12 Spell check and proofread the document.

Make sure that:

- the list and table are **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- paragraph styles have been applied as instructed with consistent spacing maintained between all items
- there is a 6 point space after the table and the list.

Save the document using the same file name and format used in step 1.

Print the document.

PRINTOUT 1

Make sure your **name**, **centre number** and **candidate number** are on your document.

[1]

[Total: 25]

Task 3 – Database

You are now going to prepare some reports. Dates are to be imported in the format of day month year (DMY). Make sure all currency values display the same currency symbol and are set to 0 decimal places.

13 Using a suitable database package, import the file **J2221BOOKINGS.csv**

Use these field names and data types:

Field name	Data type	Display
<i>Title</i>	Text	
<i>First_Name</i>	Text	
<i>Last_Name</i>	Text	
<i>Cust_ID</i>	Number	
<i>Street_Address</i>	Text	
<i>Area</i>	Text	
<i>Post_Code</i>	Text	
<i>Telephone</i>	Text	
<i>Depart_Date</i>	Date/Time	dd-MMM-yy e.g. 12-Aug-22
<i>Days</i>	Number	
<i>Yacht_ID</i>	Text	

Set *Cust_ID* as a primary key.

Save the data.

Import the file **J2221YACHTS.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Store	Display
<i>Yacht_Name</i>	Text		
<i>Yacht_Make</i>	Text		
<i>Yacht_Ref</i>	Text		
<i>Depart_Port</i>	Text		
<i>Depart_Country</i>	Text		
<i>Built</i>	Number		
<i>Length(m)</i>	Number	2 decimal places	2 decimal places
<i>Cabins</i>	Number		
<i>Toilets</i>	Number		
<i>Guests</i>	Number		
<i>Day_Rate</i>	Number/Currency	0 decimal places	currency symbol with 0 decimal places

Set the *Yacht_Ref* field as a primary key.

Take screenshot evidence of the table structures showing the primary keys, field names and data types. Place this in your Evidence Document.

EVIDENCE 4

Screenshot evidence of the table structures in your database.

[6]

- 14** Create a one-to-many relationship between *Yacht_Ref* in the yachts table and *Yacht_ID* in the bookings table.

Take screenshot evidence showing the fields and type of relationship. Place this in your Evidence Document.

EVIDENCE 5

Screenshot evidence of the fields and type of relationship.

[1]

15 Enter the following details as a new record in the bookings table:

<i>Title</i>	Mr
<i>First_Name</i>	Ewan
<i>Last_Name</i>	Brown
<i>Cust_ID</i>	2766
<i>Street_Address</i>	18 Fenwick Cottages
<i>Area</i>	Pershore
<i>Post_Code</i>	PE32 8XH
<i>Telephone</i>	077009004128
<i>Depart_Date</i>	15-Jun-22
<i>Days</i>	12
<i>Yacht_ID</i>	SY082

Check your data entry for errors.

Save the data.

[2]

16 Using fields from both tables produce a tabular report that:

- selects the records where:
 - *Yacht_Name* includes the text sea
 - *Days* is 10 or more
- contains a new field called **Charter_Cost** which is calculated at run-time. This field will calculate the value of the *Days* multiplied by the *Day_Rate*
- displays the *Charter_Cost* field as currency with 0 decimal places
- shows only the fields *Title*, *First_Name*, *Last_Name*, *Telephone*, *Depart_Date*, *Depart_Port*, *Yacht_Name*, *Length(m)*, *Days*, *Day_Rate* and *Charter_Cost* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Yacht_Name* and descending order of *Depart_Date*
- has a page orientation of landscape
- fits a single page wide and prints on two pages
- includes only the text **Sea Fleet Bookings** as a title displayed in a larger font size at the top of the page
- calculates the total number of bookings and places this at the end of the report, formatted as an integer
- has a label **Total bookings** to the left of this value
- displays only your name, centre number and candidate number in the footer so it appears in the same position on every page. Make sure no other data is displayed in the footer.

Save and print your report.

PRINTOUT 2

Make sure that you have entered your **name**, **centre number** and **candidate number** on your report.

Take screenshot evidence showing the database formula used to calculate the total number of bookings and place this in your Evidence Document.

EVIDENCE 6

Screenshot evidence of the database formula used.

[12]

17 Using fields from both tables produce labels which:

- select the records where:
 - *Days* is 28
 - *Depart_Country* does **not** include Croatia
- are sorted in ascending order of *Last_Name*

Using this selection produce labels which:

- are arranged in 2 columns and 4 rows with 8 labels to the page in portrait orientation, for example, each label size 99.0 mm wide × 67.7 mm high (9.90 cm × 6.77 cm)
- display the fields in the positions shown in the following sample label:

Yacht_Name
Title First_Name Last_Name
Post_Code
Depart_Port, Depart_Country
Depart_Date
Days

- have your name, centre number and candidate number on the left at the bottom of each label.

Modify the format of the *Yacht_Name* field so that it is centre aligned and displayed in a bold, larger font size.

Save and print your labels.

PRINTOUT 3

Make sure that you have entered your **name**, **centre number** and **candidate number** on your labels.

[8]

[Total: 29]

Task 4 – Mail Merge

You are required to carry out a mail merge using a customer enquiry form.

- 18 Create a mail merge document using the file **J2221ENQUIRY.rtf** as the master document and **J2221DETAILS.csv** as your data source file.

Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with merge field
<LAST>	Surname
<FIRST>	Forename
<TEL>	Telephone
<ENQ>	Enquiry_no
<TYP>	Type
<PORT>	Depart_port
<COUN>	Country
<GUES>	Guests
<CAB>	Cabins
<DEPART>	Depart_date
<DAYS>	Days_duration
<BUD>	Weekly_budget

Make sure the spacing, punctuation, alignment and enhancements in the original master document are maintained.

[4]

- 19 Replace the text *Candidate details here* with your name, centre number and candidate number.

Save and print your master document showing the merge field codes.

PRINTOUT 4

Make sure you have entered your **name**, **centre number** and **candidate number** on your master document showing the merge field codes.

[1]

- 20 Set an automated filter to select the records where cabins is 4 or 5

Take a screenshot to show the use of your automated selection method and place this in your Evidence Document.

EVIDENCE 7

Screenshot evidence of your automated selection method.

[2]

- 21 Merge and print the customer enquiry forms for the selected records only.

PRINTOUT 5

Make sure you have entered your **name**, **centre number** and **candidate number** on your forms.

[1]

Save and close the files.

[Total: 8]

Task 5 – Printing the Evidence Document

Save and print your Evidence Document.

PRINTOUT 6

Make sure that your **name**, **centre number** and **candidate number** appear on every page of your Evidence Document.

Task 6 – Presentation

You are going to create a short presentation. All slides must have a consistent layout and formatting.

- 22 Create a presentation of seven slides using the file **J2221ADRIATIC.rtf**

Unless otherwise instructed, the slides must display a title and a bulleted list.

[1]

- 23 Use a master slide to display the following features:

- automated slide numbers on the top left
- your name, centre number and candidate number.

Make sure that:

- master slide items appear in the same position on every slide
- no items overlap on any slide.

[1]

- 24 Format the first slide so that:

- a title slide layout is applied with no bullets
- the title and subtitle text are centred in the middle of the slide.

[1]

- 25 Delete the slide with the title *Sea Currents*

[1]

26 Use the data in the file **J2221WEATHER.csv** to create a vertical bar chart. This chart must compare only the *Air Temp °C High* and *Air Temp °C Low* values for only the months of *May, June, July, August* and *September*. Display, with labels, the months on the category axis. [2]

27 Label the chart as follows:

- chart title **Average Summer Temperatures**
- value axis title **°C**
- category axis title **Months**

[2]

28 Display the following:

- only the data values at the top of each bar
- a legend showing *Air Temp °C High* and *Air Temp °C Low*

[2]

29 Format the value axis scale to display:

- a minimum value of 0
- a maximum value of 32
- increments of 4

[2]

30 Place the chart to the left of the bullets on the slide with the title *Climate*

Make sure that:

- no words in the chart are split
- all data and labels are fully visible
- the chart and its content do **not** overlap any slide items.

Print only this slide as a full page slide in landscape orientation.

[2]

31 On the slide with the title *Wind and Tides* locate the two bullets describing the Bora and Sirocco winds. Format only these two bullet points to look like this:

- prevailing winds in the area are Bora and Sirocco
 - *Bora – strong northeast wind, brings cold, dry continental air, gusts up to 112 miles per hour*
 - *Sirocco – southeast wind, brings humid, warm air, often carrying Saharan sand causing rain dust*
- these winds often alternate in winter, with an interval of calm

[3]

32 Save the presentation.

Print the presentation as handouts with 2 slides to the page; each slide filling half the page.

PRINTOUT 7

Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 18]

BLANK PAGE

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May/June 2022

MARK SCHEME

Maximum Mark: 80

Published

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge International will not enter into discussions about these mark schemes.

Cambridge International is publishing the mark schemes for the May/June 2022 series for most Cambridge IGCSE, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.

This document consists of **17** printed pages.

Generic Marking Principles

These general marking principles must be applied by all examiners when marking candidate answers. They should be applied alongside the specific content of the mark scheme or generic level descriptors for a question. Each question paper and mark scheme will also comply with these marking principles.

GENERIC MARKING PRINCIPLE 1:

Marks must be awarded in line with:

- the specific content of the mark scheme or the generic level descriptors for the question
- the specific skills defined in the mark scheme or in the generic level descriptors for the question
- the standard of response required by a candidate as exemplified by the standardisation scripts.

GENERIC MARKING PRINCIPLE 2:

Marks awarded are always **whole marks** (not half marks, or other fractions).

GENERIC MARKING PRINCIPLE 3:

Marks must be awarded **positively**:

- marks are awarded for correct/valid answers, as defined in the mark scheme. However, credit is given for valid answers which go beyond the scope of the syllabus and mark scheme, referring to your Team Leader as appropriate
- marks are awarded when candidates clearly demonstrate what they know and can do
- marks are not deducted for errors
- marks are not deducted for omissions
- answers should only be judged on the quality of spelling, punctuation and grammar when these features are specifically assessed by the question as indicated by the mark scheme. The meaning, however, should be unambiguous.

GENERIC MARKING PRINCIPLE 4:

Rules must be applied consistently, e.g. in situations where candidates have not followed instructions or in the application of generic level descriptors.

GENERIC MARKING PRINCIPLE 5:

Marks should be awarded using the full range of marks defined in the mark scheme for the question (however; the use of the full mark range may be limited according to the quality of the candidate responses seen).

GENERIC MARKING PRINCIPLE 6:

Marks awarded are based solely on the requirements as defined in the mark scheme. Marks should not be awarded with grade thresholds or grade descriptors in mind.

Tawara Adriatic Charters

Yacht Charter Guide

Header

Text in header area, centred 1 mark
Header text **Tawara Adriatic Charters** 100% accurate 1 mark

...es the com... and amenities
...ting a differ... eation every
... seas and li... s make it
...one of the most popular destinations for yacht charter in the Mediterranean. The... countless
...islands, beautiful beaches and endless shorelines to explore. The crystal blue wa... for
...snorkelling, swimming and scuba diving. You can count on a holiday experience
...your expectations.

Types of Charter

YC-title style applied - matches style defined in EV2 1 mark
(sans-serif 34pt, right, bold, italic, single line space,
0pt before, 9pt after)

We offer three main types of yacht charter. Bareboat charter is a yacht rental without crew.

Insurance

Columns

Section break – applied to correct text 1 mark
2 columns, 1 cm column spacing 1 mark

...the an... ce... so... for...
certificate. Bareboat charters offer a truly unique and liberating holiday experience. You have the freedom to plan your own itinerary and explore at your own pace. The Adriatic area provides ideal sailing conditions for those crewing the boat themselves.

Subheads (4)

YC-subhead modified in EV3, correct formatting applied: Serif, 16pt, bold, italic, centre, 6pt after, 0pt before, single line spacing 1 mark

An alternative to a bareboat charter is a skippered charter. A professional skipper is hired who takes responsibility for the boat, navigation and passengers. We provide the best of both worlds as we can help crew the boat.



...experienced skipper will be there to assist and keep you safe. Bareboat is less expensive than a fully crewed charter. If you are looking for maximum comfort...

Image

Image inserted in correct paragraph 1 mark
Image rotated 180° 1 mark
Resized to 4 cm wide with aspect ratio maintained 1 mark
Aligned top of text and right margin with text wrapped 1 mark

These boats tend to be larger and more luxurious with additional equipment such as hot tubs, satellite TV and a range of water sport equipment. You decide on the itinerary with a chef to serve the best cuisine and a professional crew to take care of your safety and comfort.

...travel insurance from a reputable provider before you travel with us. This should cover all activities associated with sea travel including personal liability, cancellation and travel disruption, money and personal effects, and medical expenses. All European Union citizens should carry the European Health Insurance Card (EHIC). This makes it easier to access free or reduced cost, state provided medical treatment and medication costs in the European Economic Area.

...id on... ents... cted... charter... the... party... ty is limited to the value of the security deposit. At the end of your charter the deposit is refunded subject to there being no claims, damage to the boat or loss of equipment on board.

Costs

We want the cost of your charter holiday to be as transparent as possible. Every quote from us will list what is included, compulsory extras and optional add-ons. There are no hidden extras. Our yacht charter prices are quoted by...

Our flotilla charters offer the freedom of skippering your own vessel with the support of a flotilla crew. A group of yachts sail together accompanied by a lead yacht with a flotilla skipper and hostess. The itinerary is planned and morning departure times are set for the planned route and a professional crew. Flotilla charters give you the chance to enjoy...

Footer

Automated page number left aligned and name, centre number, candidate number right aligned 1 mark

Tawara Adriatic Charters

guests in your party. In addition to the cost of the yacht, flights and transfers, there are some extra costs which are not included in the base charter cost. These are payable locally and include:

- beach towels
- children’s life jackets
- entertainment systems
- food and drink
- fuel for navigation and generator
- local cruising tax
- mooring and harbour fees
- on-board Wi-Fi
- water sports equipment.

If you book a crewed charter with us an Advanced Provisioning Allowance is payable. This is paid at the time of booking and is normally set at 30% of the base charter fee. This allowance is used by the crew to provision the yacht and to cover all extra expenses associated with your charter. If the extra costs amount to less than the APA, then you will be reimbursed the balance at the end of your charter. If the APA does not cover the total extra costs, then the balance must be settled. Some guests choose to leave any APA left over as gratuity for the crew, if they have provided an excellent charter experience.

At the commencement of your charter the yacht is supplied with a complete set of basic supplies including food, water, bread and beverages. All extra supplies can be supplied at an additional cost. One bottle of wine is included in the charter price.

Mooring

Mooring in the home port on the first and last night of your charter is free of charge. There is ample free parking and the complex is staffed 24 hours a day. Away from the home port mooring fees are widespread and you will need to budget for these. Mooring in your home port is free of charge. The marinas are well-equipped with modern facilities. They are the most expensive option but do offer the best facilities in the form of security, water and electricity supplies, toilet and shower facilities, laundry services, shops and restaurants. Ports are cheaper but usually have limited facilities available. During the summer season demand for moorings often exceeds the available capacity so it is advisable to make an online berth reservation before arrival. The following table gives examples of the daily berthing costs for this summer:

	Boat Length		
	12m	15m	20m
<i>Branimir Marina</i>	€72	€130	€187
<i>Marina Naupotiri</i>	€85	€96	€159
<i>Marina Vitus</i>	€98	€110	€125
<i>Pavao Island Marina</i>	€74	€90	€115
<i>Port Djurak</i>	€90	€118	€157

List sorted into alphabetical order 1 mark
 Bullets applied to correct data 1 mark
 Aligned left margin, single line, 0pt space between, 6pt after last item 1 mark

Table
 Row 1, cols 2, 3 and 4 merged, text centred 1 mark
 Column 1, rows 1 and 2 merged 1 mark
 Grey shading applied to rows 1 and 2 only 1 mark
 YC-table style applied rows 2 to 7 1 mark
(TNR, 10pt, italic, left, single line, 0pt space before and after each row)
 Table structure maintained, complete, all borders and data fit within column width, data on one line 1 mark
 1pt solid gridlines printed, 6pt space after table 1 mark

Tawara Adriatic Charters is a highly professional yacht charter company with an unrivalled reputation for service and excellence. We have over 100 charter yachts and are constantly investing in our fleet. When you choose a Tawara Adriatic Charter you can be sure you are sailing in safety and comfort. Our highly skilled staff are dedicated to ensuring every client is well served. Welcome aboard, relax and let us find the perfect solution to guarantee you an unforgettable private yacht charter experience.

Presentation
 Document complete/paragraphs intact, portrait, consistent margins, pages and columns aligned at top, no widows/orphans, list and table not split, no blank pages, style formatting maintained space below columns <=6pt 1 mark

PUBLISHED**Sea Fleet Bookings****Title**

Correct 100% accurate

1 mark

Title	First_Name	Last_Name	Telephone	Depart_Date	Depart_Port	Yacht_Name	Length(m)	Days	Day_Rate	Charter_Cost
Mrs	Charlotte	Balint	077009001456	06-Sep-22	Pavao Island Marina	Chelsea Girl	11.97	14	£886	£12,404
Mr	Andras	Kovacs	077009001916	05-Aug-22	Pavao Island Marina					£12,404
Mr	Paul	Davies	077009002536	26-Jul-22	Pavao Island Marina					£8,860
Mr	Finley	Kosar	077009001111	12-Jun-22	Pavao Island Marina					£12,404
Miss	Cachelle	De Luca	077009002117	27-May-22	Pavao Island Marina					£14,176
Mr	Afreen	Akhtar	077009001816	17-May-22	Pavao Island Marina	Chelsea Girl	11.97	10	£886	£8,860
Mr	Ryan	Copeland	077009001959	07-May-22	Pavao Island Marina	Chelsea Girl	11.97	10	£886	£8,860
Mr	Dylan	Green	077009002832	17-Sep-22	Port Djurak	Della Odissea	14.40	14	£574	£8,036
Mr	Henrique	Madeiras	077009002634	30-Aug-22	Port Djurak	Della Odissea	14.40	10	£574	£5,740
Miss	Georgiana	Bibi	077009003125	24-Jul-22	Port Djurak	Della Odissea	14.40	12	£574	£6,888
Mr	Connor	Johnson	077009003241	06-Jul-22	Port Djurak	Della Odissea	14.40	10	£574	£5,740
Mr	Isaac	Ravenscroft	077009002682	21-Jun-22	Port Djurak	Della Odissea	14.40	15	£574	£8,610
Ms	Monika	Cermak	077009002838	03-Jun-22	Port Djurak	Della Odissea	14.40	10	£574	£5,740
Mr	Vincent	Williamson	077009004325	12-Sep-22	Marina Naupotiri	Maisea Anne	14.15	10	£659	£6,590
Mr	Marius	Baillie	077009003658	17-Aug-22	Marina Naupotiri	Maisea Anne	14.15	10	£659	£6,590
Mr	Jimmy	Rimmer	077009003389	26-Jul-22	Marina Naupotiri	Maisea Anne	14.15	14	£659	£9,226
Mr	Dexter	Williams	077009004767	14-Jul-22	Marina Naupotiri	Maisea Anne	14.15	12	£659	£7,908
Mrs	Rahma	Abdillahi	077009003441	30-Jun-22	Marina Naupotiri	Maisea Anne	14.15	14	£659	£9,226
Mr	Jack	Wheelwright	077009003723	12-Jun-22	Marina Naupotiri	Maisea Anne	14.15	10	£659	£6,590
Mr	Alexander	Henderson	077009003948	25-May-22	Marina Naupotiri	Maisea Anne	14.15	18	£659	£11,862
Mr	Gabriel	Brown	077009004877	10-Sep-22	Branimir Marina	Sea Biscuit	14.15	10	£626	£6,260

Calculated field

Heading 100% accurate

1 mark

Charter cost calculated

1 mark

Select records (41):*Yacht_Name* contains sea 1 mark*Days* is >=10 1 mark

Specified fields, correct order, headings match the data 1 mark

Landscape, single page wide, fits 2 pages, all base fields, no truncation 1 mark

Sort ascending on *Yacht_Name* then descending *Depart_Date* 1 mark

Name, centre number, candidate number

Name, centre number, candidate number

displays in page footer, on every page, no other data

1 mark

PUBLISHED

New record **Ewan Brown** entered once – 100% accurate 1 mark
 New record - does not replace record *Ramesh Singh* 1 mark

Depart_Date import DMY and format dd-MMM-yy 1 mark
Length(m) stored and presented as 2dp (not rounded) 1 mark
Charter_Cost and *Day_Rate* values same currency symbol, 0dp 1 mark

Title	First_N	Last_Na	Telephone	Depart_Date	Depart_Port	Yacht_Name	Length(m)	Days	Day_Rate	Charter_Cost
Mr	Aaron	Coleman	077009004893	21-Aug-22	Branimir Marina	Sea Biscuit	14.15	12	£626	£7,512
Ms	Anna	Fletcher	077009005488	27-Jul-22	Branimir Marina	Sea Biscuit	14.15	10	£626	£6,260
Mr	Ramesh	Singh	077009004878	05-Jul-22	Branimir Marina	Sea Biscuit	14.15	14	£626	£8,764
Mr	Ewan	Brown	077009004128	15-Jun-22	Branimir Marina	Sea Biscuit	14.15	12	£626	£7,512
Ms	Maya	Thompson	077009005869	15-May-22	Branimir Marina	Sea Biscuit	14.15	21	£626	£13,146
Mr	Jay	Cook	077009007899	19-Sep-22	Marina Naupotiri	Seabreeze	11.35	10	£370	£3,700
Mr	Charles	Holden	077009007579	24-Aug-22	Marina Naupotiri	Seabreeze	11.35	10	£370	£3,700
Ms	Zoe	Davidson	077009006183	10-Aug-22	Marina Naupotiri	Seabreeze	11.35	14	£370	£5,180
Mr	Ryan	Thornton	077009007869	31-Jul-22	Marina Naupotiri	Seabreeze	11.35	10	£370	£3,700
Mr	Adam	Clark	077009008223	19-Jul-22	Marina Naupotiri	Seabreeze	11.35	12	£370	£4,440
Mr	Patrick	Adams	077009007746	10-Jun-22	Marina Naupotiri	Seabreeze	11.35	21	£370	£7,770
Mr	Corey	Cooper	077009006452	23-May-22	Marina Naupotiri	Seabreeze	11.35	10	£370	£3,700
Ms	Jade	Tucker	077009007469	07-May-22	Marina Naupotiri	Seabreeze	11.35	16	£370	£5,920
Mr	Tarquin	Marchant	077009009354	24-Aug-22	Marina Naupotiri	Spirit of the Sea	14.15	10	£659	£6,590
Mrs	Fatima	Begum	077009008692	23-Jul-22	Marina Naupotiri	Spirit of the Sea	14.15	14	£659	£9,226
Mrs	Felicia	Meyer	077009009146	13-Jul-22	Marina Naupotiri	Spirit of the Sea	14.15	10	£659	£6,590
Mr	Faizan	Shazad	077009009447	29-Jun-22	Marina Naupotiri	Spirit of the Sea	14.15	14	£659	£9,226
Mr	Ivar	Koa	077009008668	07-Jun-22	Marina Naupotiri	Spirit of the Sea	14.15	21	£659	£13,839
Mr	Daniel	Dixon	077009008425	28-May-22	Marina Naupotiri	Spirit of the Sea	14.15	10	£659	£6,590
Mr	Bryson	Sutherland	077009008385	14-May-22	Marina Naupotiri	Spirit of the Sea	14.15	14	£659	£9,226

Total bookings 41

Count correct on data (41), in report footer at end of report, integer 1 mark
 Label **Total bookings** accurate, to left of value 1 mark

Name, centre number, candidate number

Label headings

Yacht_Name field correct position, centre aligned, bold,
larger font size on every label

1 mark

Dalmatian Princess

Mr Abraham Friedman
OX1 6LQ
Branimir Marina, Italy
27-Jun-22
28

Name, centre number, candidate number

Aqua Calma

Mr Luca Galambos
TD9 8SQ
Marina Naupotiri, Greece
09-Jun-22
28

Name, centre number, candidate number

Palmetto Blues

Mrs Sophie Gordon
SO32 3JT
Marina Naupotiri, Greece
14-May-22
28

Name, centre number, candidate number

Bello Vento

Mr Aidan Murphy
SP1 2LQ
Branimir Marina, Italy
18-May-22
28

Name, centre number, candidate number

Bella Donna

Mr Logan Richardson
AB41 5FB
Marina Naupotiri, Greece
04-Jun-22
28

Name, centre number, candidate number

Mystical Spirit

Mrs Lily Schofield
SY10 2NU
Marina Naupotiri, Greece
21-May-22
28

Name, centre number, candidate number

Select records (8):*Days* is 28

1 mark

Depart_Country does **not** include **Croatia**

1 mark

Freedom Hunter

Miss Rahmiya Shafiq
TW17 8DS
Marina Naupotiri, Gre
20-J
7

Serendipity

Mr Elias Sutherland
PA11 9SJ
Branimir Marina, Italy

8 fields left aligned, correct position:

1 mark

*Title First_Name Last_Name**Post_Code**Depart_Port Depart_Country**Depart_Date**Days*

Correct spacing and punctuation

1 mark

Sort ascending of *Last_Name*

1 mark

Name, centre number, candidate number bottom left of each label

1 mark

Portrait, 2 columns × 4 rows, 8 to page layout, no truncation

1 mark

Task 4 – Mail merge

Merge Fields inserted – Placeholders and <> replaced

Fields «Surname» | «Forename» | «Telephone» | «Enquiry_no» correct position 1 mark

Fields «Type» | «Depart_port» | «Country» | «Guests» correct position 1 mark

Fields «Cabins» | «Depart_date» | «Days_duration» | «Weekly_budget» correct position 1 mark

All fields correct spacing with £ symbol and punctuation retained 1 mark

Awara Adriatic Charters**Customer Enquiry**

CUSTOMER DETAILS			
Surname:	«Surname»	Forename:	«Forename»
Telephone:	«Telephone»		
Enquiry Number:	«Enquiry_no»		
CHARTER DETAILS			
Charter type:	«Type»		
Departure point:	«Depart_port», «Country»		
Number of people:	«Guests»	Cabins:	«Cabins»
Departure date:	«Depart_date»		
Duration (days):	«Days_duration»		
Budget (week):	£«Weekly_budget»		

Customers must be advised:

- a deposit of 20% of the total cost of the charter is payable when booking and must be enclosed with your booking form. The balance is due 8 weeks prior to departure. Bookings made within 8 weeks of the departure date must be paid in full at the time of booking
- mooring costs vary and are not included in the charter quote
- transfers from the airport to the boat can be arranged on request
- skippers of bareboat charters must hold appropriate qualifications. Evidence must be provided at the time of booking
- our yachts are fully insured for total loss and accidental damage
- personal details provided are treated in accordance with our privacy policy. We do not use personal information for marketing or sell to third party marketing companies.

Travel Advisor:	Name, centre number, candidate number	Date:	
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Candidate details here replaced with name, centre number,
candidate number, master document printed 1 mark

Result of merge – correct 3 forms printed –
Dinanath Chaudhary, Luca Gilbertson, Lawrence Pennington 1 mark

Tawara Adriatic Charters

Customer Enquiry

CUSTOMER DETAILS			
Surname:	Chaudhary	Forename:	Dinanath
Telephone:	077009001233		
Enquiry Number:	1026		
CHARTER DETAILS			
Charter type:	Bareboat		
Departure point:	Branimir Marina, Italy		
Number of people:	11	Cabins:	5
Departure date:	26/07/2022		
Duration (days):	17		
Budget (week):	£675		

Customers must be advised:

- a deposit of 20% of the total cost of the charter is payable when booking and must be enclosed with your booking form. The balance is due 8 weeks prior to departure. Bookings made within 8 weeks of the departure date must be paid in full at the time of booking
- mooring costs vary and are not included in the charter quote
- transfers from the airport to the boat can be arranged on request
- skippers of bareboat charters must hold appropriate qualifications. Evidence must be provided at the time of booking
- our yachts are fully insured for total loss and accidental damage
- personal details provided are treated in accordance with our privacy policy. We do not use personal information for marketing or sell to third party marketing companies.

Travel Advisor:	Name, centre number, candidate number	Date:	
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Tawara Adriatic Charters

Customer Enquiry

CUSTOMER DETAILS			
Surname:	Gilbertson	Forename:	Luca
Telephone:	077009001262		
Enquiry Number:	1555		
CHARTER DETAILS			
Charter type:	Crewed		
Departure point:	Branimir Marina, Italy		
Number of people:	8	Cabins:	4
Departure date:	23/06/2022		
Duration (days):	21		
Budget (week):	£825		

Customers must be advised:

- a deposit of 20% of the total cost of the charter is payable when booking and must be enclosed with your booking form. The balance is due 8 weeks prior to departure. Bookings made within 8 weeks of the departure date must be paid in full at the time of booking
- mooring costs vary and are not included in the charter quote
- transfers from the airport to the boat can be arranged on request
- skippers of bareboat charters must hold appropriate qualifications. Evidence must be provided at the time of booking
- our yachts are fully insured for total loss and accidental damage
- personal details provided are treated in accordance with our privacy policy. We do not use personal information for marketing or sell to third party marketing companies.

Travel Advisor:	Name, centre number, candidate number	Date:	
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Tawara Adriatic Charters

Customer Enquiry

CUSTOMER DETAILS			
Surname:	Pennington	Forename:	Lawrence
Telephone:	077009001314		
Enquiry Number:	1877		
CHARTER DETAILS			
Charter type:	Bareboat		
Departure point:	Marina Vitus, Croatia		
Number of people:	6	Cabins:	4
Departure date:	14/05/2022		
Duration (days):	18		
Budget (week):	£1000		

Customers must be advised:

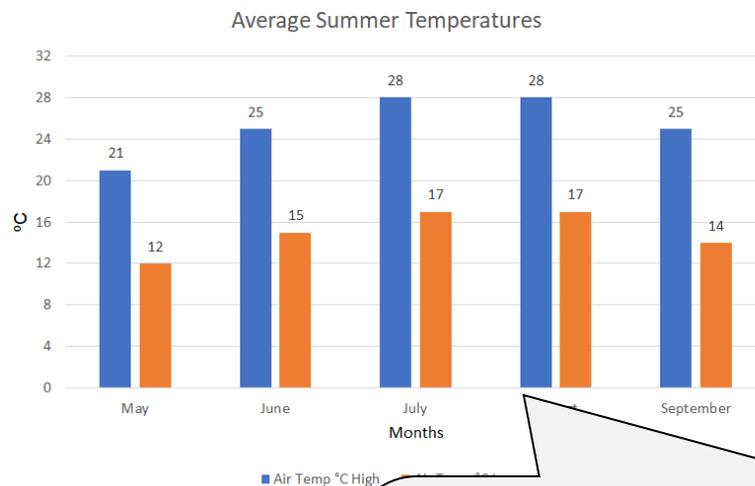
- a deposit of 20% of the total cost of the charter is payable when booking and must be enclosed with your booking form. The balance is due 8 weeks prior to departure. Bookings made within 8 weeks of the departure date must be paid in full at the time of booking
- mooring costs vary and are not included in the charter quote
- transfers from the airport to the boat can be arranged on request
- skippers of bareboat charters must hold appropriate qualifications. Evidence must be provided at the time of booking
- our yachts are fully insured for total loss and accidental damage
- personal details provided are treated in accordance with our privacy policy. We do not use personal information for marketing or sell to third party marketing companies.

Travel Advisor:	Name, centre number, candidate number	Date:	
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PUBLISHED**Task 5 – Presentation**

5

Climate



- features hot dry summers and mild, rainy winters
- temperatures in summer can reach 34°C to 38°C
- temperatures in winter drop to around 13°C
- winter winds are common

Vertical comparative bar chart created using correct data	1 mark
Month labels on category axis, values with numbers on value axis	1 mark
Chart title 100% accurate	1 mark
Axis labels 100% accurate - value axis title °C, category axis title Months	1 mark
Values only as data labels at the top of each bar	1 mark
Legend correct <i>Air Temp °C High</i> and <i>Air Temp °C Low</i>	1 mark
Value axis displays minimum 0, maximum 32	1 mark
Value axis increments set at 4	1 mark
Correct slide, left of bullets, chart data fully visible, no overlap/split words	1 mark
Only correct single full-page slide printed in landscape	1 mark

Presentation complete – slides imported, consistent title/bullet layout, no blank slides, no text changed 1 mark

Master slide – *name, centre number, candidate number* slide number top left 1 mark

Slide 1 changed to Title layout, title larger than subtitle, centred in middle of slide 1 mark

Slide *Sea Currents* deleted (slide 3 now *Location*) 1 mark

1

Tawara Adriatic Charters

Your Guide to the Adriatic

Name, centre number, candidate number

2

The Adriatic Region

- one of the most unspoilt locations in the world
- beautiful beaches and coastline
- more than 1,300 islands and islets
- crystal blue waters ideal for snorkelling, swimming and scuba diving
- warm temperatures and calm currents provide perfect seafaring conditions

Name, centre number, candidate number

1

23/09/2020

3

Location

- northernmost part of the Mediterranean Sea
- surrounded by the Apennine Mountains and Dinaric Alps
- bordered to the west by Italy and to the east by Slovenia, Bosnia and Herzegovina, Montenegro, Croatia and Albania

Name, centre number, candidate number

4

Adriatic Sea

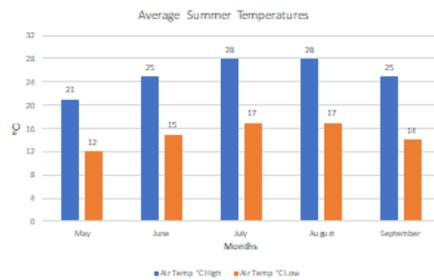
- separates Italy and the Balkan Peninsula
- total area of 53,500 square miles (width 120 miles, length 500 miles)
- average depth is 828 feet, the deepest spot is 4,045 feet
- surface temperature 27°C in summer, 10°C in winter
- many protected marine areas

Name, centre number, candidate number

2

28/04/2022

Climate



- features hot dry summers and mild, rainy winters
- temperatures in summer can reach 34°C to 38°C
- temperatures in winter drop to around 13°C
- winter winds are common

Name, centre number, candidate number

6

Wind and Tides

- tidal range is very small from 30 cm to 60 cm
- prevailing winds in the area are Bora and Sirocco
 - Bora – strong northeast wind, brings cold, dry continental air, gusts up to 112 miles per hour
 - Sirocco – southeast wind, brings humid, warm air, often carrying Saharan sand causing rain dust
- the winds often alternate in winter, with an interval of calm

Slide 6:

- | | |
|--|--------|
| Original correct 2 lines indented, bullets and text aligned consistently | 1 mark |
| Original bullets changed to dashes with spacing maintained | 1 mark |
| Original correct 2 lines text formatted as shown | 1 mark |
| All 6 slides printed with 2 slides to page | 1 mark |

3

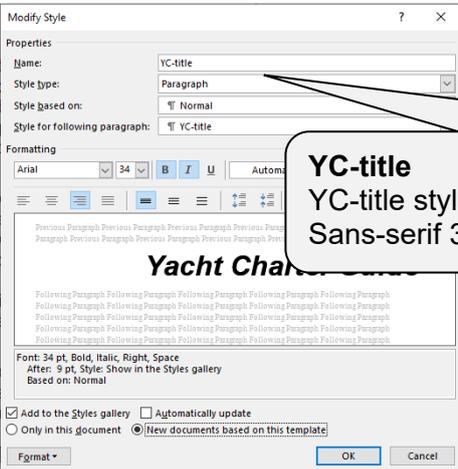
EVIDENCE DOCUMENT

Step 1 - EVIDENCE 1

File saved as YCGUIDE with evidence of correct file type 1 mark

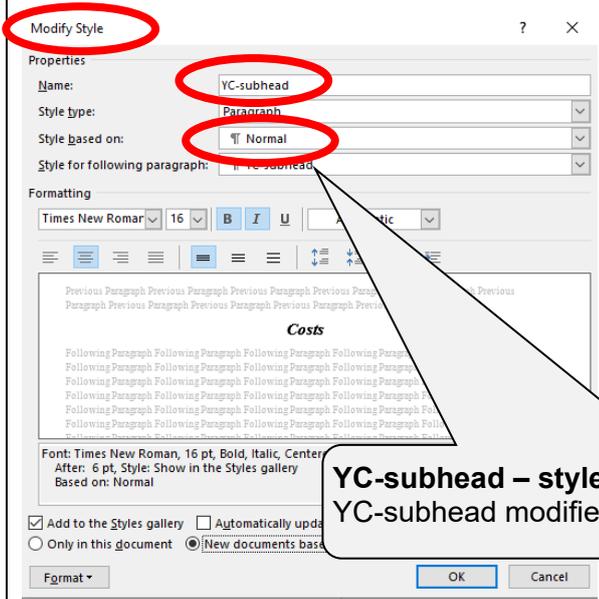


Step 3 – EVIDENCE 2



YC-title
YC-title style named correctly, based on Normal/Default 1 mark
Sans-serif 34pt, right, bold and italic, single line, 0pt before, 9pt after 1 mark

Step 9 – EVIDENCE 3



YC-subhead – style modified
YC-subhead modified, based on Normal/Default 1 mark

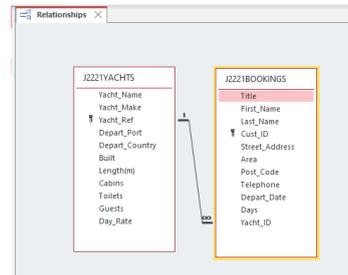
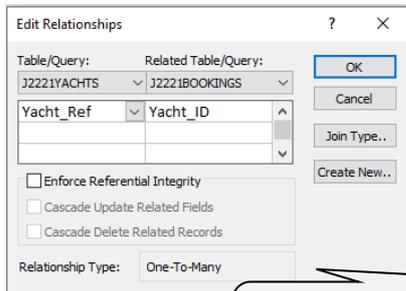
Step 13 - EVIDENCE 4

Field Name	Data Type
Title	Short Text
First_Name	Short Text
Last_Name	Short Text
Cust_ID	Number
Street_Address	Short Text
Area	Short Text
Post_Code	Short Text
Telephone	Long Text
Depart_Date	Date/Time
Days	Number
Yacht_ID	Short Text

Field Name	Data Type
Yacht_Name	Short Text
Yacht_Make	Short Text
Yacht_Ref	Short Text
Depart_Port	Short Text
Depart_Country	Short Text
Built	Number
Length(m)	Number
Cabins	Number
Toilets	Number
Guests	Number
Day_Rate	Currency

DB Structure
 J2221BOOKINGS - all field names and data types as given 1 mark
 J2221YACHTS - all field names and data types as given 1 mark
 Primary keys set (Cust_ID – Bookings, Yacht_Ref - Yachts) 1 mark

Step14 - EVIDENCE 5



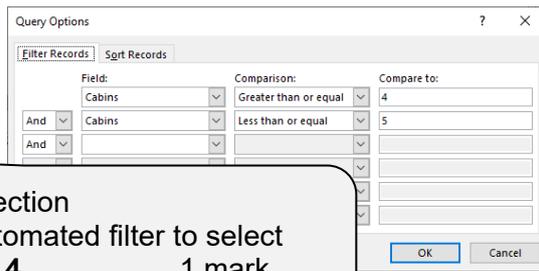
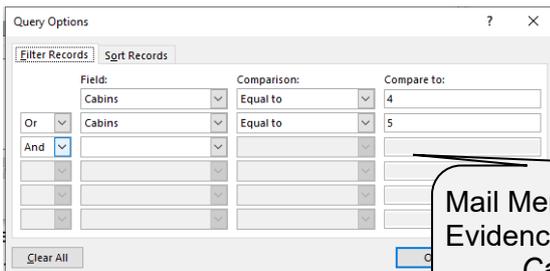
1-to-Many relationship between Yacht_Ref (Yachts) and Yacht_ID (Bookings) 1 mark

Step 16 - EVIDENCE 6

Total bookings	=Count(*)
-----------------------	------------------

Database formula to calculate number of bookings 1 mark

Step 20 - EVIDENCE 7



Mail Merge selection
 Evidence of automated filter to select Cabins is 4 1 mark
 OR 5 1 mark