Cambridge IGCSE

INFORMATION AND COMMUNICATION TECHNOLOGY **0417/02**

Paper 2 Document Production, Data Manipulation and Presentations   **For examination from 2016**

MARK SCHEME

Maximum Mark: 80

Specimen

From 2017 the mark scheme design/layout has improved.
The content and marks remain the same.

This document consists of **24** printed pages.

CAMBRIDGE
International Examinations

[Turn over

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.

House Style Specification Sheet	
Title	Font – sans-serif, 24 points, centre aligned
Subtitle	Font – sans-serif, 18 points, italic, underlined and right aligned
Subheading	Font – sans-serif, 12 points single line spacing with one clear line space after a subheading
Body text	Font – serif, 10 points, 1.5 line spacing and fully justified with one clear line space after each paragraph

## Task 1 – Evidence Document

This mark scheme includes the screenshots of the printed evidence that candidates should have included within their Evidence Document.

Task 2 – Document

You are going to edit a document about the development of a new port.

No.	Steps	Mark
1	**Using a suitable software package, load the file S16PORT.RTF Set the page size to A4 and set the page orientation to portrait.** – page size A4 and page orientation portrait (1 mark)	[1]
2	**Set all margins to 2 cm. Save the document in your work area. Use the format of your software package and give the document a new name.** – margins set to 2 cm and new name on document (1 mark)	[1]
3	**Enter in the header: your name and candidate number left aligned; your Centre number right aligned. Enter in the footer: the automated file name left aligned; today's date right aligned. Make sure that all the alignments match the page margins. Make sure that headers and footers are displayed on each page.** – header: name and candidate number left aligned; Centre number right aligned and displayed on each page (1 mark) – footer: file name left aligned; date right aligned – matching the page margins; and displayed on each page (1 mark)	[2]
4	**Create or edit the following paragraph styles to be applied to the text in the document. Refer to the *House Style Specification Sheet* for details of these styles: Title; Subtitle; Subheading; Body text. Show evidence of the details of your definition of the Body text paragraph style in your evidence document.** correct Body text style: – Body text style created (1 mark) – serif, 10 point, 1.5 line space, fully justified (1 mark) – 1 line space after (1 mark)	[3]

5	**Insert a blank line at the start of the document and enter the title <u>Dock facilities at Port Pepard</u>** – correct insertion of blank line and title (1 mark)	[1]
6	**Apply the Title style to this text.** – correct title style (1 mark)	[1]
7	**Below the title, add the subtitle <u>Report by:</u> and add your name.** – correct subtitle (1 mark)	[1]
8	**Apply the Subtitle style to this text.** – correct subtitle style (1 mark)	[1]
9	**After the subtitle, format the rest of the document as body text into two equally spaced columns, with a 1 cm gap.** – two equally spaced columns 1 cm gap (1 mark) – section break in correct place (1 mark)	[2]
10	**Apply the Body text style to the rest of the document.** – correct body style in rest of document (1 mark)	[1]
11	**In the left column, before the first paragraph of the document, enter the subheading: <u>A major regional port</u>** – correct subheading (1 mark)	[1]
12	**Identify all the subheadings in the document and apply the Subheading style to each one.** – correct subheading style to all subheadings (1 mark)	[1]
13	**Find the table in S16EXPORT.RTF and insert it at the end of the document.** – table inserted correctly (1 mark)	[1]
14	**Make sure the table fits within the column width. Apply the Body text style to the text in the table.** – table fits within column width and font matches body text style (1 mark)	[1]
15	**Merge the cells in the top row of the table across the five columns.** **Format only this row to be centre aligned and underlined.** – top row with merged cells across 5 columns (1 mark) – top row centre aligned and underlined (1 mark)	[2]
16	**Apply light grey (20–40%) shading to only the top two rows of the table.** – correct shading to top two rows only (1 mark)	[1]

17	Set all borders of the table to be visible when printed. – all table borders visible (1 mark)	[1]

18	**Import the image S16SHIP.JPG**
	Resize the image to a height of 3 cm and maintain the aspect ratio.
	Place this image:
	   o **on the first page**
	   o **below the subheading – *A major regional port***
	   o **aligned with the top of the first paragraph**
	   o **aligned to the left margin.**
	Make sure the text wraps round the image. It may look like this:
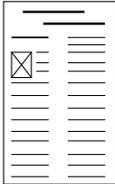	
	– image resized to 3 cm height and aspect ratio maintained (1 mark)
	– image correctly placed: on first page; below subheading 'A major regional port; aligned with top of first paragraph; aligned to left margin; and text wrapped round image (1 mark)
		[2]

19	**Use the information in the table that you placed in your document to produce a bar chart showing the actual export compared to planned export volumes. (You may need to take the data into another package to produce the chart.) Display the chart with vertical bars.** – correct chart with vertical bars (1 mark)	[1]

20	**Label the chart with:**
	   o **the title <u>Car export volumes</u>**
	   o **Category series labels displayed in full**
	   o **Axis titles as <u>Number of cars</u> and <u>Year</u>**
	
	– chart with correct title; series labels in full; and axis titles (1 mark)
		[1]

21	**Place the chart at the end of the document after the table. Resize the chart to fill the column width and keep the aspect ratio.** – chart placed and resized correctly within margins (1 mark)	[1]

22	**Spell-check and proofread the document.**
	Place page breaks, if necessary, to ensure that:
	   o **tables do not overlap two columns or pages**
	   o **there are no widows or orphans**
	   o **there are no blank pages.**
	
	– no overlap of columns/pages; no widows or orphans; no blank pages; no spelling errors (1 mark)
	– document complete (e.g. no missing or misplaced paragraphs) (1 mark)
		[2]

[Total: 29]

Task 3 – Database Report

You are now going to prepare a report for the company. <u>Make sure all currency values are in Euros to two decimal places.</u>

No.	Steps	Mark
23	**Using a suitable database package, import the file S16CARS.CSV** **Use the following field names and data types:** <table><tr><td>*VIN*</td><td>**Text**</td><td>this is the unique number for each car produced</td></tr><tr><td>Model</td><td>**Text**</td><td>this is the model of the car</td></tr><tr><td>Power</td><td>**Text**</td><td>this is the power source for the car, e.g. petrol or diesel</td></tr><tr><td>Engine_Size</td><td>**Text**</td><td>this is the cubic capacity of the engine where relevant</td></tr><tr><td>Cost_Price</td><td>**Currency**</td><td>to be displayed in the specified currency format</td></tr><tr><td>Colour</td><td>**Text**</td><td>this is the paint colour of the car</td></tr><tr><td>Distributor</td><td>**Text**</td><td>this is the company which imports and sells cars in that country</td></tr><tr><td>Dispatched</td><td>**Boolean/Logical**</td><td>**Display in the report as Yes/No only.** Records whether a car has been sent out from the port or not</td></tr></table> **Set the *VIN* field to be a key field.** − all fields and formats correct (1 mark) − currency format for cost price field is set to Euros and to 2 decimal places (1 mark) − dispatch field set as Yes/No (1 mark) − dispatch field displayed as Yes/No in the report (1 mark) − *VIN* set as key field (1 mark)	[5]
24	**Import the file S16DISTRIBUTORS.CSV as a new table in your database.** **Set the *Distributor_code* field as a key field. Take screenshot evidence showing the field names and data types used in the two tables. Insert these screenshots in your Evidence Document.** − correct file imported into database; *Distributor_code* set as key field (1 mark)	[1]
25	**Create a one-to-many relationship as a link between the *Distributor_code* field in the *Distributor* table and the *Distributor* field in the *Cars* table.** **Take screenshot evidence showing the relationship between the two tables. Insert a copy of this screenshot into your Evidence Document.** − one to many relationship between the *Distributor_code* field in the *Distributor* table and the *Distributor* field in the *Cars* table (1 mark)	[1]

26	Insert these three records into the S16Cars table:	
		[3]

VIN	Model	Power	Engine_Size	Cost_Price	Colour	Distributor	Dispatched
376C15423002	MicroZed	D	1200	11000	Blue	FMD SA	No
376C15423010	MicroSE	H	900	12000	Red	FMD SA	No
377C15423010	Micro	G	600	8500	Red	FMD SA	No

Check your data entry for errors. Save the data.

– 1 mark for each record inserted correctly.

27	**Produce a report which:**	

- o **contains a new field called Delivered_Price which is calculated at run-time. This field will calculate the *Cost_Price* of the car plus a standard delivery charge of 200 Euros**
- o **shows only the records where the *Country* is *France* and the cars have not been dispatched**
- o **shows only the fields *VIN*, *Model*, *Power*, *Engine_Size*, *Cost_Price*, *Colour*, *Port*, *Distributor* and *Delivered_Price* with their labels and data fully visible**
- o **fits on a single page wide**
- o **has a page orientation of landscape**
- o **sorts the data into ascending order of *VIN***
- o **calculates the total number of cars in this selection and places it at the bottom of the report**
- o **has a label to the left of this number <u>Total cars for France</u>**
- o **includes the heading <u>Dispatch manifest (port: Brest)</u> at the top of the page**
- o **has your name, Centre number and candidate number on the left in the footer.**
- • **Save and print your report.**

[11]

– new field called *Delivered_Price* calculated at run-time, calculating *Cost_Price* plus a standard delivery charge of 200 Euros (2 marks)
– shows only the records where the *Country* is *France* and the cars have not been dispatched (1 mark)
– shows only the fields *VIN, Model, Power, Engine_Size, Cost_Price, Colour, Port, Distributor* and *Delivered_Price* with labels in full (1 mark)
– fits on a single page wide (1 mark)
– has a page orientation of landscape (1 mark)
– sorts the data into ascending order of *VIN* (1 mark)
– calculates total number of cars in this selection and places it at the bottom of the report (1 mark)
– label to the left of this number: Total cars for France (1 mark)
– heading: Dispatch manifest (port: Brest) at the top of the page (1 mark)
– candidate name, Centre number and candidate number on left in footer (1 mark)

[Total: 21]

Task 4 – Database Labels

No.	Steps	Mark

28	**Produce labels from all the data which:**
	    o **are arranged in two columns**
	    o **only include cars which have not yet been dispatched**
	    o **include only the records where:**
	
	        VIN begins with 37
	        the _Country_ field is Spain and
	        the _Power_ field is E
	
	    o **show only the fields _VIN_, _Model_, _Port_ and _Distributor_ each on a separate line**
	    o **display the field name as well as the data**
	    o **in a larger font, at the top of each label, include the heading:**
	
	        Warning
	        Check charge voltage before delivery
	
	include your name, Centre number and candidate number at the bottom of each label.
	
	The page layout may look like this:
	
	Save and _print_ your labels.
	
	Labels are:
	– arranged in two columns (1 mark)
	– only include cars which have not yet been dispatched (1 mark)
	– include only the records where:
	
	VIN begins with 37 (1 mark)
	the _Country_ field is Spain (1 mark)
	the _Power_ field is E (1 mark)
	
	– fields _VIN_, _Model_, _Port_ and _Distributor_ each on separate line (1 mark)
	– display field name as well as the data (1 mark)
	– in larger font, at the top of each label, include the heading:
	
	Warning
	Check charge voltage before delivery (1 mark)
	
	– candidate name, Centre number and candidate number at the bottom of each label (1 mark)
		[9]

[Total: 9]

Task 5 – Mailmerge letter

No.	Steps	Mark

29	• **Prepare a mailmerge letter using the file S16MAIL.RTF as your master and the *S16Distributors.csv* file as the source data.**
	    o **You will need to insert relevant fields from your data source to replace text in the master document.**
	    o **You will need to replace date with a field to display today's date in the format dd/mm/yyyy.**
	    o **Add your name as the originator of the letter (Director).**
	    o **Include your Centre number and candidate number as the reference for the letter.**
	    o **Proofread and spell check the letter.**
	       Print your master document with the fields displayed.
	
	− correct fields inserted with correct spacing (refer to screenshot) (1 mark)
	− date field inserted in correct format (1 mark)
	− name as originator of letter (Director), Centre number and candidate number – correctly inserted (1 mark)
		[3]

30	**Add a minimum of three features to the mailmerge master document to suit a professional letter with reference to the *House Style Specification Sheet*.** − minimum of 3 features inserted as per *House Style Specification Sheet* (1 mark)	[1]
31	**Merge the letters to only the distributors in Spain and Germany and provide screenshot evidence of the selection method you used. *Print* the merged letters.** − letters merged for distributors in Spain and Germany (1 mark) − selection method correct and screenshot placed in Evidence Document (1 mark)	[2]

[Total: 6]

Task 6 – Presentation

You are going to create the start of a short presentation using appropriate styles.

No.	Steps	Mark
32	**Using the contents of the file P2PRES.RTF, create a new presentation. Make sure that there are only four slides, each containing a title and some text. The presentation must have a title slide.** – 4 slides imported with contents of P2PRES.RTF (1 mark) – blank slides removed (1 mark) – Slide 1 layout set as title and sub-title (1 mark)	[3]
33	**Each slide in the presentation must have: appropriate styles and layout; the three features you proposed for the mailmerge letter master document; your name, Centre number and candidate number clearly visible in a 16 point sans-serif font, left aligned in the bottom left corner; slide numbers in the bottom right corner; all master slide elements applied to all slides.** Each slide with: – candidate details (16 point sans serif font on the left at the bottom of the slide (1 mark) – slide numbers at the bottom on the right (1 mark) – features of the mailmerge master included on the master slide (1 mark) – consistent layout of contents of slides, e.g. title and bullet points and all master slide elements applied to all slides (1 mark)	[4]
34	**On slides 2 to 4, describe each feature you have chosen and explain why you chose this feature.** on the 3 slides: – 3 enhancement features described (see example screenshot evidence) (3 marks) – 3 reasons for use (see example screenshot evidence) (3 marks)	[6]
35	**On all slides, make sure that no objects overlap any of the other objects on the slide or any master slide items.** – no overlap of objects on all slides (1 mark)	[1]
36	**Save the presentation using a new filename. Print the slides with one slide on each page.** – 1 slide per page printout (1 mark)	[1]

[Total: 15]

Name and candidate number

Centre number

Dock facilities at Port Pepard

Report by: a name

Header
Candidate details   1 mark

A major regional port

...ntries, on 5 continents. With a ... stake, APM ... is the largest shareholder ... ...pard.

Title data entry, Title style applied   2 marks
Subtitle data entry, Subtitle style applied   2 marks

Northwest region of ... ...ntry has a long coa... ...f over two ... ...ilometres and ex... ...g ports in over forty loc... Many of thes... tr... ...al harbours are unsuited to s... ...ulk carriers of today. New sites ... ...en found ... ...ping several new moorings s... ...the ... port n... ...rn coast ... spe... ...cars...

...accepts vessels of up to 14 metres draft. There is an on-... ...rail facility with dedicated sidings to handle

Break placed correctly continuous same page   1 mark

offers extensive back-up infrastructure, including warehousing facilities, open stack yards, weighbridges and dedicated rail sidings.

Image found and placed correctly
with text wrap on   1 mark
Resized correctly
with aspect ratio maintained   1 mark

Excellent Connectivity

New subhead text entered OK   1 mark
Subheads identified + formatted
with subhead style   1 mark

been built to meet national and world deman... economical and environmentally friend... ... ... transport.

...y road and rail to the rest ...ected by the broad gauge ...rail network of the National Railways. Port Pepard has set up a joint venture with the National Railways – Pepard Rail Corporation Limited, making it possible to offer the most competitive rail freight and transit times in the we... ...oast. New links have also been developed with

Development

Port Pepard, a successful public – private enterprise, is emerging as an important gateway port on the south eastern coast for containers, bulk and liquid cargo. With less than ten hours steaming time from the region's largest city, Port Pepard provides excellent access to the main trade lines in the north western region. Its handling facilities are developed to manage the efficient transport of these new cars.

Two columns 1 cm gap   1 mark

...led to the new manufacturing plant.

Port Pepard has built an 11 kilometre long four-lane expressway connecting the port to the national highway. The Government has undertaken a project to update the national highway.

Port Pepard is operated...
terminal operators in ...
operations spread over...

Footer
File name left
Date right   1 mark

Port Pep... ...the most competitive rail freight rates co... ...d to other

Body text style applied   1 mark

gateway ports on the West Coast. Port Pepard is now connected to its hinterland by the broad gauge rail network of the National Railways and is now connected

Name and candidate number   Centre number

by rail to all the major Inland container depots in the North West. The broad gauge rail connectivity project has been undertaken by Pepard Rail Corporation Limited (PRCL) promoted by Pepard Port Limited and the Ministry of Railways. Port Pepard has an equity stake of 39% in PRCL. The Port can handle incoming and outgoing trains simultaneously and the current capacity of the rail link is 22 trains per day. At present, the port is handling on an average 2 trains per day.

Port Pepard is the first port in this country to receive double stacked container trains (March 2010), which have a capacity of carrying 180 cars as against 90 cars carried in a single stack train. At present, the double stack container trains run to the inland railhead.

Oceanographic Conditions

Port Pepard is protected by two islands, which act as a natural breakwater making the port safe in all weather conditions. The presence of these islands also leads to the tranquillity of the water in the harbour. It also ensures the wave height is less than half a metre most of the time. Port Pepard has now increased the draft to 14 metres from 12 metres. The water currents are between 2 to 3 knots during peak tidal conditions.

These favourable conditions at Port Pepard ensure easy and safe navigation of ships all year round. Thanks to the twin islands, Port Pepard can offer its services throughout the year, even during the monsoons, which provides an added advan...

Storage ...

One of th...
availability ...
several cus...
warehouse f...

> Page layout
> A4 Portrait   1 mark
> Margins all 2 cm
> (mark from screenshot in evidence document)   1 mark
> Spell check and proof read the document
> No widows / orphans   1 mark
> Document complete   1 mark

here to hold cars while awaiting shipping. Cars are brought in by rail and loaded into containers in a newly developed container storage facility. This was developed in preparation for the launch of the new Micro range of cars. It is believed that these will meet worldwide requirements for environmentally friendly, personal transport.

C...

T...
m...
ca...
e...
th...
targets ag...

> Table
> Found and placed   1 mark
> Cells merged   1 mark
> Format top row text only to centred and underlined   1 mark
> Shading applied   1 mark
> Style matches body text and table fits within column   1 mark
> All borders visible   1 mark

Cars exported through Port Pepard				
Year	2007	2008	2009	2010
Planned	43000	50000	50000	55500
Actual	45500	39,5000	45500	56000

Car export volumes

> Chart
> Vertical bar chart created correctly   1 mark
> Labelled correctly   1 mark
> Placed correctly within margins   1 mark

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Dispatch manifest (port: Brest)

New field name correct   1 mark
Calculated field   1 mark

VIN	Model	Power	Engine_Size	Cost_Price	Colour	Port	Distributor	Delivered_Price
365B15423017	MicroZed	D	1200	€11,000.00	Red	Brest	FMD SA	€11,200.00
365C15423016	MicroS	H	900	€12,000.00	Red	Brest	FMD SA	€12,200.00
365C15423020	Micr	D	1200	€11,000.00	Red	Brest	FMD SA	€11,200.00
366A1542300				€12,000.00	White	st	FMD SA	€12,200.00
366B15423013	MicroZed	D	1200	€11,000.00	White		FMD SA	€11,200.00
366B15423017	Micro	G	600	€8,500.00	Gold		FMD SA	€8,700.00
366C15423014	MicroSE	H	900	€12,000.				200.00
367A15423013	MicroZed	D	1200	€11,000.				200.00
367B15423005	Micro	G	600	€8,500.0	Red	Brest	FMD SA	700.00
367C15423005	MicroSE	H	900	€12,000.00	White	Brest	FMD SA	€12,200.00
371A15423015	MicroSE	H	900	€12,000.00	Green	Brest	FMD SA	€12,200.00
371A15423018	Micro	G	600	€8,500.00	White	Brest	FMD SA	€8,700.00
371A15423020	MicroZed	D	1200	€11,000.00	Green	Brest	FMD SA	€11,200.00
371B15423013	MicroB	G	500	€7,500.00	White	Brest	FMD SA	€7,700.00
371B15423014	MicroSE	H	900	€12,000.00	Silver	Brest	FMD SA	€12,200.00
371C15423008	MicroZed	D	1200	€11,000.00	Green	Brest	FMD SA	€11,200.00
371C15423011	MicroB	G	500	€7,500.00	Gold	Brest	FMD SA	€7,700.00
372A15423006	MicroEco	E	N/A	€13,000.00	Silver	Brest	FMD SA	€13,200.00
372A15423012	MicroEco	E	N/A	€13,000.00	White	Brest	FMD SA	€13,200.00
372A15423018	MicroEco	E	N/A	€13,000.00	Red	Brest	FMD SA	€13,200.00
372B15423001	MicroSE	H	900	€12,000.00	Silver	Brest	FMD SA	€12,200.00
372B15423014	MicroSE	H	900	€12,000.00	Gold	Brest	FMD SA	€12,200.00
372B15423016	MicroZed	D	1200	€11,000.00	Blue	Brest	FMD SA	€11,200.00

Title – correct   1 mark

Specified fields only   1 mark
All data and labels visible 1 mark
Page orientation is landscape 1 mark

14

**Printout 2
(2 of 2)**

13 January 2010

VIN	Model	Power	Engine_Size	Cost_Price	Colour	Port	Distributor	Delivered_Price
372B15423017	MicroEco	E	N/A	€13,000.00	Gold	Brest	FMD SA	€13,200.00
372C15423009	MicroSE	H	900	€12,000.00	Blue	Brest	FMD SA	€12,200.00
372C15423011	MicroZed	D	1200	€11,000.00	Gold	Brest	FMD SA	€11,200.00
372C15423016	MicroZed	D	1200	€11,000.00	Red	Brest	FMD SA	€11,200.00
373A15423006	MicroEco	E	N/A	€13,000.00	Silver	Brest	FMD SA	€13,200.00
373B15423017	MicroEco	E	N/A	€13,000.00	Green	Brest	FMD SA	€13,200.00
374A15423002	Micro	G	600	€8,500.00	Blue	Brest	FMD SA	€8,700.00
374A15423006	MicroZed	D	1200	€11,000.00	Blue	Brest	FMD SA	€11,200.00
374A15423014	MicroSE	H	900	€12,000.00	White	Brest	FMD SA	€12,200.00
374B15423006	Micro	G	600	€8,500.00	Green	Brest	FMD SA	€8,700.00
374B15423015	MicroSE	H	900	€12,000.00	Silver	Brest	FMD SA	€12,200.00
374C15423011	MicroEco	E	N/A	€13,000.00	Silver			€13,200.00
375A15423003	MicroZed	D	1200	€11,000.00	Gold			€11,200.00
375B15423003	Micro	G	600	€8,500.00	Red		FMD SA	€8,700.00
375B15423019	MicroZed	D	1200	€11,000.00			FMD SA	€11,200.00
375C15423009	MicroSE	H	900		White		FMD SA	€12,200.00
376B15423015	MicroB	G	500	€7,500.00	White	est	FMD SA	€7,700.00
376C15423002	MicroZed	D	1200	€11,000.00	Blue	Brest	FMD SA	€11,200.00
376C15423010	MicroSE	H	900	€12,000.00	Red	Brest	FMD SA	€12,200.00
377C15423010	Micro	G	600	€8,500.00	Red	Brest	FMD SA	€8,700.00

Count records — 1 mark
Label — 1 mark
Candidate details on left — 1 mark

Currency fields displayed as Euros with 2 decimal places — 1 mark

Name, cand no, Centre no

Total cars for France 43

Records sorted — 1 mark
3 records added — 3 marks

Page 2 of 2

08 September 2013

0417/02/SM/16

Warning
Check charge voltage before delivery
VIN: 371C15423016
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, cand no

Warning
Check charge voltage before delivery
VIN: 372A15423009
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, cand no

Warning
Check charge voltage before delivery
VIN: 372B15423009
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, cand no

Warning
Check charge voltage before delivery
VIN: 372C15423019
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, cand

Warning
Check charge voltage before delivery
VIN: 374A15423005
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, cand no

Warning
Check charge volt
VIN: 374A15423012
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, car

Record selection criteria
Dispatched = No   1 mark
VIN = begins with 37   1 mark
Country = Spain (Vigo)   1 mark
Power = E (MicroEco)   1 mark
(eight records)
Labels 2 side by side   1 mark

Warning
Check charge voltage before delivery
VIN: 376B15423016
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, cand

Warning
Check charge voltage before delivery
VIN: 377A154230
Model: MicroEco
Port: Vigo
Distributor: EMD SA
Name, centre no, cand n

Heading text correct each slide
Heading text larger   1 mark

Four specified fields each on a new line   1 mark
Field names included   1 mark
Candidate details on each slide   1 mark

Step 29: Mailmerge evidence – master document with fields

«First_Name» «Contact_Name»

«Address_1»

«City»

«Region»

03/02/2014

Dear «First_Name»

I am pleased to confirm that you have been selected as our main distributor for «Country».
Welcome! The manifest for your first order of cars is now ready. These cars are ready for export and
are being prepared for shipping to you. Please arrange for collection of these cars at port of entry
and for them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)

> Mailmerge master document
> Correct fields inserted with correct
> spacing   1 mark
> Date field inserted   1 mark
> Candidate details inserted   1 mark

Step 30: House style features added to mailmerge master document

Star Cars

«First_Name» «Contact_Name»

«Address_1»

«City»

«Region»

03/02/2014

Dear «First_Name»

I am pleased to confirm that you have been selected as our main distributor for «Country».
Welcome! The manifest for your first order of cars is now ready. These cars are ready for export and
are being prepared for shipping to you. Please arrange for collection of these cars at port of entry
and for them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)

> Mailmerge master with company house
> style features added   1 mark

Printout 5

Star Cars

Max Leutert

Kornmatt 2

Lindorf

Saxony

03/02/2014

Dear Max

I am pleased to confirm that you have been selected as our main distributor for Germany. Welcome!
The manifest for your first order of cars is now ready. These cars are ready for export and are being
prepared for shipping to you. Please arrange for collection of these cars at port of entry and for
them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)

Two correct merged letters – Germany
and Spain   1 mark

Star Cars

Pablo Casals

Plaza Mayor 6

Leon

Castilla y Leon

03/02/2014

Dear Pablo

I am pleased to confirm that you have been selected as our main distributor for Spain. Welcome!
The manifest for your first order of cars is now ready. These cars are ready for export and are being
prepared for shipping to you. Please arrange for collection of these cars at port of entry and for
them to be distributed to your showrooms.

Yours sincerely

Candidate Name (Director)

Reference: (9999 0099)

Star Cars

Developing a House style

Some suggested features the company might adopt

Candidate details

4 slides imported	1 mark
Blank slides removed	1 mark
Slide one as title and subtitle layout	1 mark
Features of mailmerge master included on master slide	1 mark
Own details 16 point sans-serif at bottom of slide on left	1 mark
Slide numbers bottom right	1 mark

Star Cars

Feature 1

- Describe the feature
  - I included the company name in a sans-serif font, 48 point size
- Why I chose this feature
  - This will give customers an easy way to identify the company on its documents and products

Candidate details   2

Consistent layout of content slides e.g. title and bullets and all master items on all slides	1 mark
No overlap of master items or contents of slides	1 mark

Star Cars

Feature 2

- Describe the feature
  - I suggest that a horizontal line in the company colour is inserted below the company name
- Why I chose this feature
  - This will make a clear separation of company house style details from the content of documents

> Slides printed one per sheet   1 mark

Candidate details   3

Star Cars

Feature 3

- Describe the feature
  - I have chosen an image to reflect the company name
- Why I chose this feature
  - This will help to immediately identify the company visually and give brand recognition
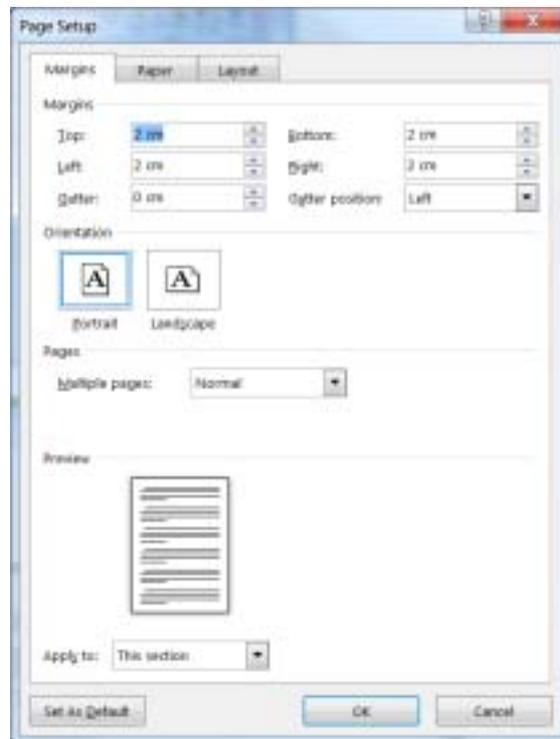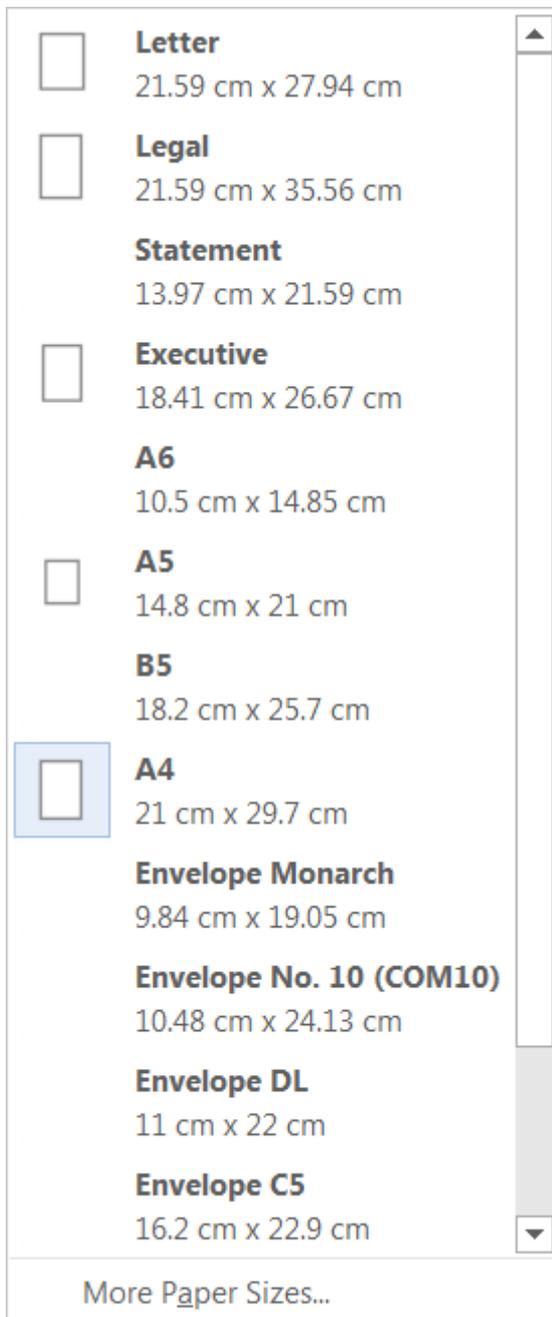
Candidate details

> Three enhancement features described and explained on three slides:
> Described (accept other relevant features)   3 marks
> Three reasons for use   3 marks

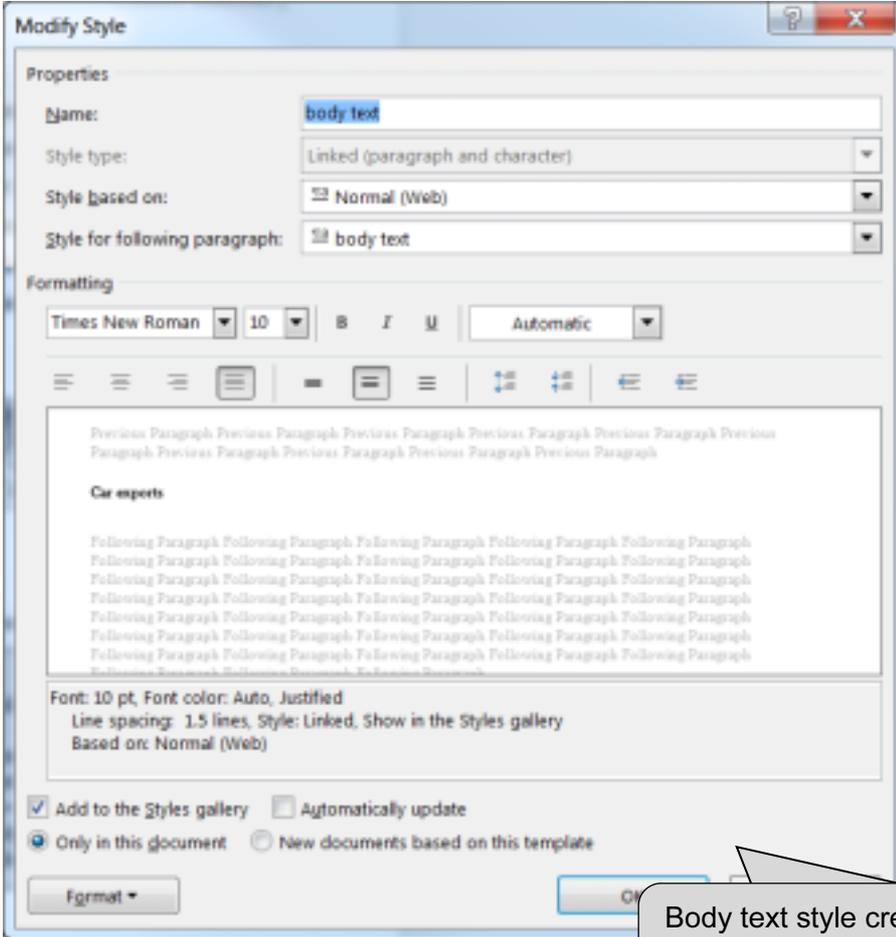Name and candidate number   Centre number

Step 2: Screenshot of page size and margin settings in candidate Evidence Document.

Letter
21.59 cm x 27.94 cm

Legal
21.59 cm x 35.56 cm

Statement
13.97 cm x 21.59 cm

Executive
18.41 cm x 26.67 cm

A6
10.5 cm x 14.85 cm

A5
14.8 cm x 21 cm

B5
18.2 cm x 25.7 cm

A4
21 cm x 29.7 cm

Envelope Monarch
9.84 cm x 19.05 cm

Envelope No. 10 (COM10)
10.48 cm x 24.13 cm

Envelope DL
11 cm x 22 cm

Envelope C5
16.2 cm x 22.9 cm

More Paper Sizes...

Check page setup and margin settings here.

Name and candidate number   Centre number

Step 4: Screenshot of Body text paragraph style definition

Body text style created   1 mark
Serif, 10 point, 1.5 line space, fully justified 1 mark
One line space after   1 mark
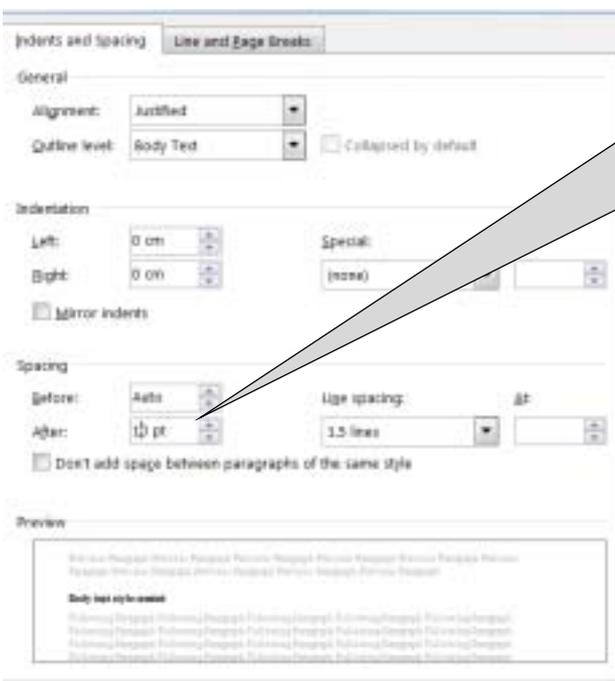
Name and candidate number   Centre number

Database field structure screenshots:

Step 24: Cars table

Database structure
All fields and formats OK   1 mark
Currency format for *Cost Price* field with Euro symbol
and 2 decimal places (check in report)   1 mark
Dispatched as Yes/No field   1 mark
Displayed as Yes/No in report   1 mark
VIN set as key field   1 mark

Step 24: Distributors table
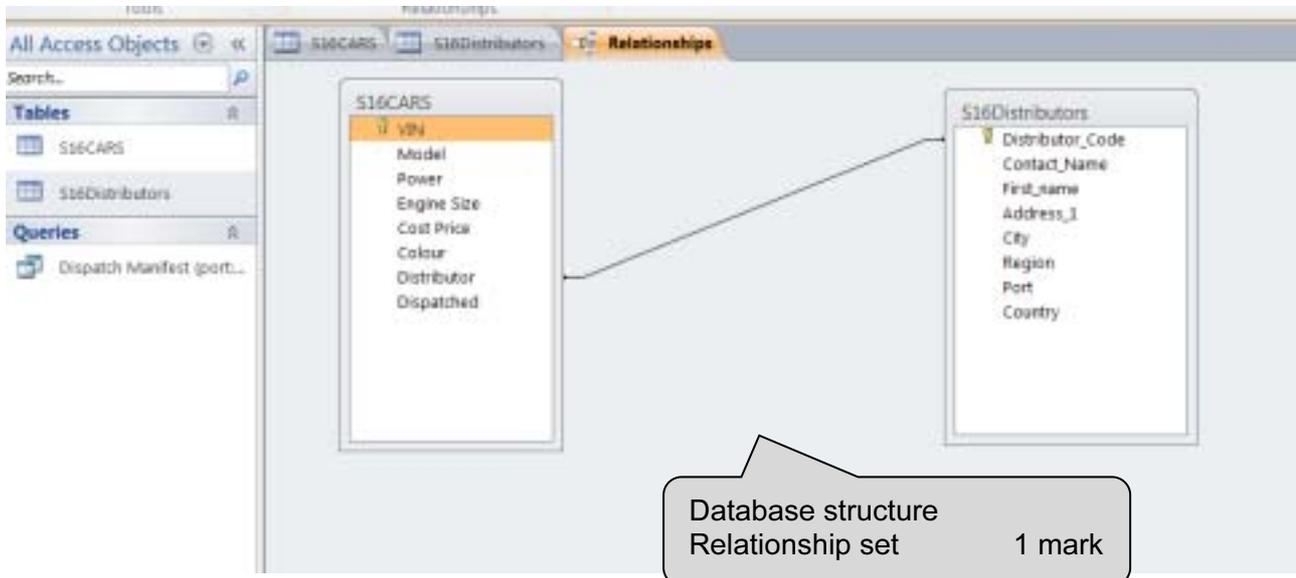

Database structure
Distributor_Code set as key field   1 mark

Name and candidate number   Centre number

Step 25: Relationships showing links between the two tables

© UCLES 2014   0417/02/SM/16   **[Turn over**

Name and candidate number   Centre number

Step 31: Evidence of selection of letters to merge.