



Cambridge IGCSE™ (9–1)

INFORMATION AND COMMUNICATION TECHNOLOGY

0983/02

Paper 2 Document Production, Data Manipulation and Presentations

October/November 2021

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 **12** pages.



You have been supplied with the following source files:

N2102CHAMPS.rtf
N2102COMPS.csv
N2102EVIDENCE.rtf
N2102LETTER.rtf
N2102RECRUITS.csv
N2102RESULTS.csv
N2102STARTS.csv
N2102TRAINEE.csv
N2102TRANSFER.jpg
N2102VETNEWS.rtf

Task 1 – Evidence Document

Open the file **N2102EVIDENCE.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 **N2102EVIDENCE** followed by your candidate number, for example, N2102EVIDENCE9999

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

Task 2 – Document

You are going to edit a newsletter. A corporate house style must be used. Three paragraph styles have already been created. An additional paragraph style must be created and applied to the document as instructed.

1 Open the file **N2102VETNEWS.rtf**

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

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

EVIDENCE 1

Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

2 Place in the header automated page numbers centre aligned.

Place in the footer the text **Edited by:** followed by a space and your name, centre number and candidate number right aligned.

Make sure that:

- all alignments match 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 and store the following 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)
<i>VE-subhead</i>	sans-serif	14	centre	bold, italic	single	0	6

EVIDENCE 2

Place in your Evidence Document a screenshot to show that these settings have been defined for the *VE-subhead* style. Make sure this style is based on the default paragraph style.

[3]

- 4 The style name *VE-body* has already been created, stored and applied to the body text in the document.

Modify the *VE-body* 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>VE-body</i>	serif	11	justified	none	1.5	0	6

[1]

- 5 At the start of the document, above the subtitle *Quarterly Newsletter*, enter the title:

Vocational Education and Training

[1]

- 6 The style name *VE-title* has already been created and stored.

Modify the *VE-title* 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>VE-title</i>	sans-serif	22	centre	bold, italic	single	0	0

EVIDENCE 3

Place in your Evidence Document a screenshot of these settings for the *VE-title* style.

[1]

- 7 Apply the amended *VE-title* style to the text entered at step 5. [1]

- 8 Select the subheading *Apprenticeship Update* and the following text up to and including the paragraph ending ... *can benefit business*.

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]

- 9 Apply dash style bullets (-) to the text from

Construction and Building ...

to

... Transportation and Logistics

Make sure that:

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

[3]

- 10 Identify the 4 subheadings in the document and apply the *VE-subhead* style to each one. [1]

- 11 Using the data in the file **N2102STARTS.csv** create a pie chart to compare each level for the year 2019/2020 only. [1]

12 Format the chart to display:

- the title: **Apprenticeship Starts 2019/2020**
- for each sector, only the level and percentage sector labels.

Do **not** display a legend.

Make sure the sector labels are displayed in full with no overlap.

[3]

13 Insert the chart after the paragraph ending ... *outnumbered those at intermediate level*.

Make sure that the chart and all data fits within the column width.

[1]

14 Import the image **N2102TRANSFER.jpg** and place it in the paragraph beginning *The vocational skills ...*

Rotate the image 180 degrees.

Format the image so that:

- it is resized to a width of **3** centimetres with aspect ratio maintained
- the text wraps around the image
- it is aligned to the left of the column and to the top of the paragraph starting *The vocational skills ...*

[4]

15 Format only the paragraph that starts *The 46th WorldSkills Competition ...* so that:

- the text is indented by 1 centimetre from both the left and right hand margins
- it displays an external 3 to 4 point black border
- it has a light grey (10–25%) background fill.

[3]

16 Spell check and proofread the document.

Make sure that:

- the list, chart and paragraph with the outside border are not split over columns or pages
- there are no widows or orphans
- there are no blank pages
- styles are applied consistently
- spacing is consistent between all items.

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 newsletter.

[1]

[Total: 30]

Task 3 – Database

You are now going to prepare some reports based on assessment results. Dates are to be imported in the format of day month year.

- 17 Using a suitable database package, import the file **N2102TRAINEE.csv**

Use these field names and data types:

Field name	Data type	Format
<i>Family_Name</i>	Text	
<i>First_Name</i>	Text	
<i>Trainee_No</i>	Text	
<i>Birth_Date</i>	Date/Time	DMY
<i>Gender</i>	Text	
<i>Trainee_Job</i>	Text	
<i>Training_Provider</i>	Text	

Set the *Trainee_No* field as a primary key.

Save the data.

EVIDENCE 4

Place in your Evidence Document a screenshot showing the primary key, field names and data types used in the table.

Import the file **N2102RESULTS.csv** as a new table in your database.

Use these field names and data types:

Field name	Data type	Format
<i>Test_Date</i>	Date/Time	DMY to display as dd-MMM-yy e.g. 12-May-21
<i>Test_Day</i>	Text	
<i>Start_Time</i>	Date/Time	to display as hh:mm
<i>Subject</i>	Text	
<i>Test_Version</i>	Number	
<i>Student_ID</i>	Text	
<i>Duration</i>	Date/Time	to display as hh:mm
<i>Mark_Achieved</i>	Number	
<i>Total_Marks</i>	Number	
<i>Pass_Mark</i>	Number	
<i>Test_Type</i>	Text	
<i>Result</i>	Text	

Do **not** set a primary key.

Save the data.

EVIDENCE 5

Place in your Evidence Document a screenshot showing the field names and data types used in the table.

[5]

- 18** Create a one-to-many relationship between *Trainee_No* in the trainee table and *Student_ID* in the results table.

EVIDENCE 6

Place in your Evidence Document screenshot(s) showing the type of relationship between the two tables.

[1]

19 Enter the following details as a new record in the trainee table:

<i>Family_Name</i>	Schneider
<i>First_Name</i>	Lina
<i>Trainee_No</i>	CA0096
<i>Birth_Date</i>	19/08/2003
<i>Gender</i>	Female
<i>Trainee_Job</i>	Software Developer
<i>Training_Provider</i>	Tawara Digital Academy

Check your data entry for errors.

Save the data.

[2]

20 Using fields from the trainee table **only**, produce a tabular report that:

- selects the records where:
 - *Training_Provider* includes the text **digital**
 - *Birth_Date* is in **2003**
- shows only the following fields:
First_Name, Family_Name, Birth_Date, Trainee_Job and *Training_Provider*
in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Training_Provider*
- has a page orientation of portrait
- fits on a single page
- includes only the text **Digital Work Programmes** as a title displayed in a larger font size, fully visible, at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

PRINTOUT 2

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

[7]

21 Using fields from both tables, produce a tabular report that:

- contains a new field called **%_Mark** which is calculated at run-time. This field will calculate the *Mark_Achieved* divided by *Total_Marks* and be displayed as a percentage with 0 decimal places.
- selects the records where:
 - *Test_Day* is **Saturday** or **Sunday**
 - *Mark_Achieved* is **25 or more**
- shows only the following fields:
First_Name, Family_Name, Subject, Test_Date, Test_Day, Start_Time, Mark_Achieved, %_Mark and *Result*
in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Test_Day* and descending order of *Subject*
- has a page orientation of landscape
- fits on a single page wide
- includes only the text **Weekend Testing** as a title displayed in a larger font size, fully visible at the top of the page
- calculates the number of tests and displays this as an integer below the *Subject* column at the end of the report
- has a label **Total tests completed** 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 3

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

EVIDENCE 7

Place in your Evidence Document a screenshot showing the database formula used to calculate the number of tests.

[15]

[Total: 30]

Task 4 – Mail Merge

You are required to carry out a mail merge.

- 22 Create a mail merge document using the file **N2102LETTER.rtf** as the master document and **N2102RECRUITS.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
<TTL>	Title
<FN>	First_Name
<LN>	Last_Name
<A1>	Add_1
<A2>	Add_2
<A3>	Add_3
<PC>	Post_Code
<JB>	Job
<DEPT>	Department
<MANG>	Line_Manager
<START>	Start_Date
<SAL>	Salary

Make sure the spacing, punctuation and alignment in the original master document are maintained. [4]

- 23 Replace the text *Candidate Name* with your name.

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

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.

[1]

- 24 Set an automated filter to select recruits where the *Salary* is **18000 or more**

EVIDENCE 8

Place in your Evidence Document a screenshot to show the use of an automated selection method.

[1]

25 Merge and print the letters for the selected recruits only.

Save and close the files.

PRINTOUT 5

Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your letters.

[1]

[Total: 7]

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. Unless otherwise instructed, slides must be formatted to display a title and bulleted list.

26 Create a presentation of 6 slides using the file **N2102CHAMPS.rtf**

Place in the header your name, centre number and candidate number.

Make sure that the header appears in the same position on every slide.

[1]

27 Change the layout of the slide with the title *International Skills Competitions* to a title and table.

Create a table that contains **4** columns and **7** rows.

Copy the data from the file **N2102COMPS.csv** and place this in the table.

[2]

28 Format the table so that:

- a plain table style is applied
- no text is wrapped within the table
- the table fits on the slide with all data fully visible
- all internal and external gridlines are displayed when printed.

[1]

29 Insert a new row as the first row of the table.

Merge cells in the first row and enter the text **EuroSkills** and **WorldSkills** so rows 1 and 2 look like this:

EuroSkills		WorldSkills	
Year	Location	Year	Location

[3]

30 Format the table so that:

- all rows are 1.5 centimetres high
- text in all rows is centre aligned vertically and horizontally.

[3]

31 Add the following text as presenter/speaker notes for the slide with the title *International Skills Competitions*

Biennial events held alternate years

Print only this slide as presenter/speaker notes.

PRINTOUT 7

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

[2]

32 Save the presentation.

Print all slides in the presentation as a handout using a layout of 6 slides to the page.

PRINTOUT 8

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

[1]

[Total: 13]

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