

Write your name here

Surname	Other names
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Edexcel
International GCSE

Centre Number

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Candidate Number

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Information and Communication Technology

Paper 2: Practical Paper

COVER SHEET

13 – 17 May 2013

Paper Reference
4IT0/02

You do not need any other materials.

Total Marks

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to page 2 of this cover sheet using a treasury tag.

P41338A

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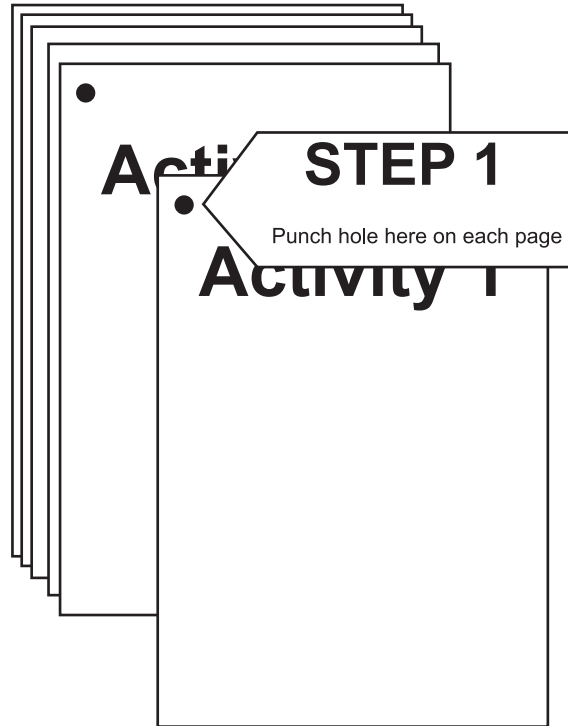
1/1/1/1/1



Turn over ►

PEARSON

Put 'treasury tag'
through this hole



STEP 2 Arrange your pages in this order, face up.

- Activity 1
- Activity 2
- Activity 3
- Activity 4
- Activity 5

STEP 3 Put a 'treasury tag' through all your pages

STEP 4 (last)



FOR EXAMINER'S USE ONLY

		AA	TL
AG1	a	1	
		2	
		3	
	b	1	
		2	
		3	
	4		
	5		
	6		
	9		

A1	9	
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		AA	TL
DB1	i	1	
		2	
ii	1		
	2		
	4		
a	1		
	2		
DB2	b	1	
		2	
	3		
	4		
	6		
DB3	a	1	
		2	
	3		
b	1		
	4		
DB4	a	1	
		2	
	3		
	4		
b	1		
	2		
	6		
DB5	1		
	2		
	3		
	4		
	4		

A2	24	
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		AA	TL
PS1	1		
	2		
	a i	1	
		2	
	a ii	1	
		2	
	a iii	1	
		2	
	a iv	1	
		2	
		3	
	a v	1	
		2	
	a vi	1	
		2	
		3	
	b i	1	
		2	
		3	
	b ii	1	
		2	
		3	
	b iii	1	
		2	
		3	
b iv	1		
	2		
c i	1		
	2		
c ii	1		
	25		

A3	25	
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		AA	TL
SS1	a	1	
		2	
		3	
		4	
		5	
		6	
b	1		
	2		
	3		
	9		
a i	1		
	2		
a ii	1		
	2		
a iii	1		
	2		
a iv	1		
	2		
b i	1		
	2		
b ii	1		
	2		
	3		
b iii	1		
	2		
b iv	1		
	12		
SS2	1		
	2		
	3		
	4		
	5		
	6		
	7		
SS3	1		
	2		
	3		
	4		
	5		
	6		
	7		

A4	28	
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		AA	TL
WP1	a i	1	
		2	
		3	
		4	
		5	
		6	
		7	
	a ii	1	
		2	
		3	
		4	
	b i	1	
		2	
	b ii	1	
14			

A5	14	
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Edexcel International GCSE

Information and Communication Technology

Paper 2: Practical Paper

13 – 17 May 2013

Time: 3 hours

Paper Reference

4IT0/02

You must have:

Short treasury tag, cover sheet, data files: CONTACT, LETTER, POSTER, SAFARI, SLIDETEXT, WHYLDE, WSP, IMAGES folder

Instructions

- Complete your candidate details on the cover sheet provided.
- At the end of the examination use a treasury tag to attach your printouts to page 2 of the cover sheet.

Information

- There are **five** activities in this examination paper totalling **100** marks.
- The marks for the parts of tasks are shown in round brackets: e.g. **(2)**.

Advice

- Read through the instructions on page 2.
- Attempt **ALL** activities.
- Take breaks away from the computer from time to time.
- Label your printouts clearly as instructed in each task.

Turn over ►

P41338A

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PEARSON

Instructions to Candidates

This paper consists of **five** activities.

Work through the activities and tasks in order.

Do not spend too much time on any one activity. A suggested time is given at the start of each activity.

For all tasks, you **MUST** enter the task number, your name, candidate number and centre number **BEFORE PRINTING**.

This table shows the marks and data files needed for each activity.

Activity	Marks	Data files needed
1 Using Art/Imaging and Graphics Software (AG)	9	IMAGES folder, POSTER
2 Using Database Software (DB)	24	SAFARI
3 Using Presentation Software (PS)	25	SLIDETEXT, IMAGES folder, WSP
4 Using Spreadsheet Software (SS)	28	WHYLDE
5 Using DTP/Word Processing Software (WP)	14	LETTER, CONTACT
Total Marks	100	

For all activities, you may also need to use word processing software.

Scenario

Whyldes Safari Park (WSP) is owned by Jonathan Whyldes.

There are five species of animals in the park. These are buffalo, elephant, leopard, lion and rhinoceros.

People make donations to sponsor the animals. Their money supports the running of the park.

The contact details for the park are:

Address:
Mr Jonathan Whyldes
Managing Director
Whyldes Safari Park
Whyldes Manor
Queensferry
SU3 8HY

Telephone: 01203 827262
Email: j.whyldes@whyldes.co.uk
Website: www.whyldes.co.uk

Activity 1 – Using Art/Imaging and Graphics Software (AG) (suggested time 15 minutes)**Task AG1**

Open a new document using word processing software.

Enter **Task AG1**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK AG1**.

(a) Jonathan would like a logo for Whylde Safari Park (WSP).

Open a suitable graphics package.

Create the logo.

The logo must be fit for purpose and include:

- the letters 'WSP'
- **one** suitable image from the **IMAGES folder**.

(3)

SAVE the logo as **WSPLOGO**.

Paste a copy of **WSPLOGO** into **TASK AG1**.

RESAVE TASK AG1.

DO NOT PRINT at this stage.

(b) Jonathan wants to use an image of an elephant to illustrate a slide presentation.

He has an image saved as **POSTER**.

Open the image **POSTER** in a suitable graphics package.

Edit the image by:

- cropping it to remove the logs on the right-hand side and at the bottom
- cropping it to remove the fence on the left-hand side
- altering it so that the two people are no longer visible
- adding the text 'WHYLDE SAFARI' on the grey boards behind the elephant.

(6)

SAVE the image as **ELEPHANT**.

Paste a copy of **ELEPHANT** into **TASK AG1**.

RESAVE TASK AG1.

PRINT TASK AG1 on **one** side of A4.

(Total for Task AG1 = 9 marks)

TOTAL FOR ACTIVITY 1 = 9 MARKS

Activity 2 – Using Database Software (DB) (suggested time 45 minutes)

Jonathan has created a database called **SAFARI** to store details of the animals and sponsors.

The database contains three tables: **ANIMAL**, **SPONSOR** and **DONATION**.

Task DB1

Open the **SAFARI** database.

Open the **SPONSOR** table.

Details of sponsors are stored in the **SPONSOR** table.

The structure of the **SPONSOR** table is:

Fieldname	Data type	Description
SPONSOR_REF	Auto number	
TITLE	Text	Title of sponsor - one of: Dr, Mr, Miss, Ms, Mrs
FNAME	Text	First name of sponsor
INITIAL	Text	Initial letter of first name of sponsor
LNAME	Text	Last name of sponsor
ADDR1	Text	First line of address of sponsor
ADDR2	Text	Second line of address of sponsor
PCODE	Text	Postcode of sponsor
PHONE	Text	Sponsor phone number
DOB	Date/Time	Date of birth of sponsor

Jonathan wants to add a new sponsor to the **SPONSOR** table.

- (i) Add these sponsor details to the database.

Mrs Jayne Smith, 3 High Street, Wyndymore, HH6 6HY, 01203 454647

She was born on 7 February 1979.

(2)

- (ii) Sort the **SPONSOR** table into ascending order of **DOB**.

(2)

SAVE the **SPONSOR** table.

Open a new document using word processing software.

Set the orientation to landscape.

Enter **Task DB1**, your name, candidate number and centre number in the footer of the document.

SAVE the word processed document as **TASK DB1**.

Copy and paste the sorted **SPONSOR** table into **TASK DB1**.

Make sure that all data is displayed on **one** side of A4 and is easy to read.

RESAVE TASK DB1.

PRINT TASK DB1.

(Total for Task DB1 = 4 marks)

Task DB2

Open a new document using word processing software.

Set the orientation to landscape.

Enter **Task DB2**, your name, candidate number and centre number in the footer of the document.

SAVE the word processed document as **TASK DB2**.

- (a) Jonathan wants a list of sponsors who are less than 16 years old on 1 July 2013 (ie born after 1 July 1997).

He wants all fields displayed.

Create a query/search on the **SPONSOR** table to find this information.

(2)

SAVE the query/search as **DB2a**.

Display the results of the query/search.

Copy and paste the results of your search into **TASK DB2**.

RESAVE TASK DB2.

DO NOT PRINT at this stage.

- (b) Jonathan wants a list of sponsors whose title is 'Mr' and who have a postcode beginning with 'HH4'.

The list should show **only** the fields: **TITLE, INITIAL, LNAME, ADDR1, ADDR2** and **PCODE**.

Create a query/search on the **SPONSOR** table to find this information.

(4)

SAVE the query/search as **DB2b**.

Display the results of the query/search.

Copy and paste the results of your search into **TASK DB2**.

Make sure that all results from this task are displayed on **one** side of A4 and are easy to read.

RESAVE TASK DB2.

PRINT TASK DB2.

(Total for Task DB2 = 6 marks)

Task DB3

Open a new document using word processing software.

Enter **Task DB3**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK DB3**.

The **DONATION** table needs to be linked to the **ANIMAL** and **SPONSOR** tables.

The **DONATION** table contains details of every donation made by sponsors.

Each sponsor can make more than one donation.

More than one donation can be made for each animal.

Create appropriate relationships between the tables.

(a) Display the relationships on the screen.

Make sure all fields are displayed.

Take a screen shot of the relationships.

(3)

Paste the screen shot into **TASK DB3**.

RESAVE TASK DB3.

DO NOT PRINT at this stage.

(b) Label the screen shot to identify the primary key in one of the relationships.

(1)

RESAVE TASK DB3.

PRINT TASK DB3 on **one** side of A4.

(Total for Task DB3 = 4 marks)

Task DB4

Open a new document using word processing software.

Enter **Task DB4**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK DB4**.

Jonathan wants a data entry form for the **DONATION** table.

The structure of the **DONATION** table is:

Fieldname	Data type	Description
DONATION_REF	Auto number	
ANIMAL_REF	Number	Code taken from ANIMAL table
SPONSOR_REF	Number	Code taken from SPONSOR table
AMOUNT	Currency	Amount donated by the sponsor
DATE	Date/Time	Date of the donation

(a) Create a data entry form for the **DONATION** table.

Make sure that the form simplifies data entry.

Take a screen shot of the form in data entry view.

(4)

Paste the screen shot into **TASK DB4**.

RESAVE TASK DB4.

DO NOT PRINT at this stage.

(b) Label the screen shot to identify **two** features on the form that make data entry easier.

(2)

RESAVE TASK DB4.

PRINT TASK DB4 on **one** side of A4.

(Total for Task DB4 = 6 marks)

Task DB5

Open a new document using word processing software.

Set the orientation to landscape.

Enter **Task DB5**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK DB5**.

Jonathan wants a list of sponsors who have donated **at least £20** to sponsor an animal. The list should:

- show only fields: **AMOUNT, DATE, NAME, ANIMAL, FNAME, LNAME** and **PHONE**
- be sorted in ascending order of **LNAME**.

Create a query/search to find this information from the linked tables.

SAVE the query as **DB5**.

Display the results of the query/search.

Copy and paste the results of your search into **TASK DB5**.

Make sure that all results from this task are displayed on **one** side of A4 and are easy to read.

RESAVE TASK DB5.

PRINT TASK DB5.

(Total for Task DB5 = 4 marks)

TOTAL FOR ACTIVITY 2 = 24 MARKS

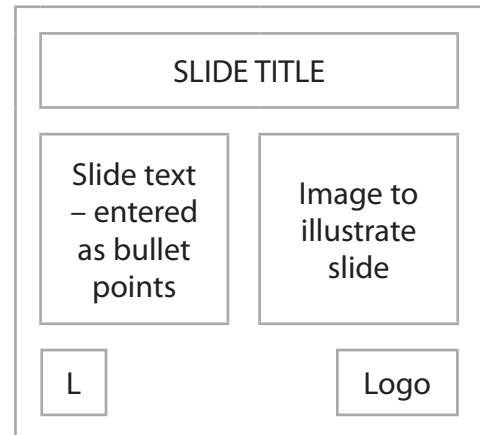
Activity 3 – Using Presentation Software (PS) (suggested time 45 minutes)

Jonathan wants a presentation to give visitors details about the animals in the safari park.

Here are his designs for the slides.

Title slide (slide 1)

On the title slide
L1, L2 and L3 are
hyperlinks to the
three other slides.
On the other slides
L is a hyperlink
back to the title slide

Other slides

Jonathan has started to produce the presentation (saved as **WSP**) using settings on a master slide.

He has entered the text on the title slide.

These files are available:

- information about the safari park in **SLIDETEXT**
- **IMAGES folder**.

Task PS1

Open the presentation **WSP**.

Open a new document using word processing software.

Enter **Task PS1a**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK PS1a**.

(a) Edit the master slide.

(i) Change:

- the background of the title area to a dark colour
- the text colour of the title to white.

(2)

(ii) Remove all levels after the second level from the text area.

(1)

(iii) Add the logo (**WSPLOGO**) you created in **Task AG1** to the bottom right-hand corner of the master slide.

(1)

(iv) Change the footer of the master slide by:

- entering the text 'Created by' followed by your name in the centre section
- adding the slide number to the left section
- setting the footer to display on all slides except the title slide.

(3)

(v) Change the default font for all the text on the slides to a sans serif font.

(1)

SAVE the presentation as **ACTIVITY 3**.

Display the master slide on your screen. Make sure the whole slide is visible.

Paste a screen shot of the master slide into **TASK PS1a**.

(vi) On the screen shot identify the changes you have made to the master slide.

(3)

RESAVE TASK PS1a.

PRINT TASK PS1a on one **side** of A4.

(b) Your task is to produce **three** more slides using information from the file **SLIDETEXT**, the **IMAGES folder** and the layout shown in Jonathan's design.

You need to select suitable text and images.

(i) Create slide 2 about the safari park's elephants.

Include the image **ELEPHANT** you saved in **Task AG1**.

(3)

(ii) Create slide 3 about **one** of the other animals at the safari park.

Make sure that the selected text is fit for purpose. You may need to edit it for use on the slide.

(3)

(iii) Create slide 4 to explain how to support the work of Whyld Safari Park.

Make sure that the selected text is fit for purpose. You may need to edit it for use on the slide.

(3)

Enter **Task PS1b**, your name, candidate number and centre number in the footer of the **HANDOUTS** view of the presentation.

RESAVE ACTIVITY 3.

(iv) **PRINT** a **handouts** copy of the presentation with two slides on each A4 sheet.

Make sure that the slides match the initial design.

(2)

Open a new document using word processing software.

Enter **Task PS1c**, your name, candidate number and centre number in the footer of the document.

SAVE the document as **TASK PS1c**.

(c) Jonathan's design shows hyperlinks between the slides.

Create the hyperlinks on the title slide as shown in the design.

(i) Display the title slide on the screen.

Paste a screen shot of the slide into **TASK PS1c**.

(2)

(ii) Display the completed dialog box you used to set up one of the hyperlinks.

Paste a screen shot of the dialog box into **TASK PS1c**.

(1)

RESAVE ACTIVITY 3.

RESAVE TASK PS1c.

PRINT TASK PS1c on **one** side of A4.

(Total for Task PS1 = 25 marks)

TOTAL FOR ACTIVITY 3 = 25 MARKS

Activity 4 – Using Spreadsheet Software (SS) (suggested time 45 minutes)**Task SS1**

Jonathan uses the **WHYLDE** spreadsheet to store data and calculate costs.

It contains two worksheets: **STAFF** and **STATISTICS**.

Open the **WHYLDE** spreadsheet.

Open the **STAFF** worksheet.

Enter **Task SS1**, your name, candidate number and centre number in the footer of the worksheet.

(a) The formatting of the **STAFF** worksheet needs to be improved.

Improve the **STAFF** worksheet by:

- merging cells A2 to J2 and centring the title in the merged cells
- making the column labels stand out
- using appropriate column widths and row heights
- using appropriate borders and/or shading to enhance the appearance of the worksheet
- formatting the data so that it is presented appropriately and consistently.

(6)

(b) Sort the data in the **STAFF** worksheet in ascending order of **Employee**, within ascending order of **Hourly Rate**.

(3)

SAVE the spreadsheet as **TASK SS1**.

PRINT the **STAFF** worksheet on **one** side of A4, showing the **data**.

(Total for Task SS1 = 9 marks)

Task SS2

(a) The **STAFF** worksheet will be used to calculate the amount of pay for each employee.

Pay is calculated by multiplying the **Hours** by the **Hourly Rate**.

(i) Enter a formula to calculate the **Pay** for the first employee.

(2)

(ii) Replicate the formula for the other employees.

(1)

(iii) Enter a formula in a suitable cell to calculate the total pay for all employees.

(2)

(iv) Add a label for this calculation in an appropriate cell.

(1)

Edit the footer to show that this is **Task SS2a**.

SAVE the spreadsheet as **TASK SS2**.

PRINT the **STAFF** worksheet on **one** side of A4, showing the **formulae**.

Make sure the row and column headings are shown.

Make sure the columns are wide enough to show the complete **formulae**.

Reduce the width of other columns, if necessary, to ensure that your formulae can be read.

(b) Each employee has a holiday allowance.

The holiday allowance is shown in **Days Holiday**.

The **Days Taken** column shows the number of days already taken.

(i) Enter a formula to calculate the number of **Days Left** for the first employee. (1)

(ii) Use an IF function to display a message in the **Comments** column for the first employee.

If the **Days Left** is less than zero, then the message should be 'Too many days'.

If not, the message should be 'OK'. (3)

(iii) Replicate both formulae for the other employees. (1)

Edit the footer to indicate that this is **Task SS2b**.

RESAVE the spreadsheet.

(iv) On **one** side of A4, print columns A, I and J **only**, showing the **formulae**.
Make sure the columns are wide enough to show the complete formulae. (1)

(Total for Task SS2 = 12 marks)

Task SS3

Open the **STATISTICS** worksheet.

The **STATISTICS** worksheet contains data about the animals.

Produce a scattergram to compare the **Height** and **Weight** of the animals.

Add a straight trend line.

The scattergram must:

- be fit for purpose
- have a suitable title and labels.

CREATE the chart as a separate worksheet.

Enter **Task SS3**, your name, candidate number and centre number in the footer of the chart.

SAVE the spreadsheet as **TASK SS3**.

PRINT the **chart** to fill **one** A4 sheet.

(Total for Task SS3 = 7 marks)

TOTAL FOR ACTIVITY 4 = 28 MARKS

Activity 5 – Using DTP/Word Processing Software (WP) (suggested time 25 minutes)

Jonathan wants to send a letter to sponsors who have donated at least £30.

He has prepared the content of the letter and saved it as **LETTER**.

He has saved a list of sponsors who will receive the letter in the **CONTACT** database.

Task WP1

Open the **LETTER** document.

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

SAVE the document as **TASK WP1a**.

(a) (i) The letter needs to be edited before it is merged with the database.

Edit the document by:

- inserting the logo (**WSPLOGO**) in the right-hand side of the header
- inserting today's date in a suitable location
- formatting the subject line appropriately so it stands out
- inserting the appropriate complimentary close
- inserting the name and role of the sender of the letter – making sure you leave enough space for a signature.

(7)

RESAVE TASK WP1a.

DO NOT PRINT at this stage.

(ii) The sponsors' details are stored in the **ADDRESS** table of the **CONTACT** database.

Add merge fields to the document that will replace the text in brackets with appropriate information from the database.

(4)

RESAVE TASK WP1a.

PRINT TASK WP1a on **one** side of A4, showing the **merge fields**.

Note:

You may be using software which does not allow you to show the merge fields in a printout of a standard letter.

If so, you should produce a screen shot of the letter showing the merge fields.

Ensure that the screen shot shows all of the information including the header and the footer.

Ensure that all of the information can be read.

(b) Jonathan wants to check and sign the letters before they are posted.

(i) Produce the merged letters using **TASK WP1a** and the **ADDRESS** table.

Do not make any other changes to the letters.

(2)

SAVE the merged letters as **TASK WP1b**.

(ii) **PRINT one** of the merged letters on **one** side of A4.

(1)

(Total for Task WP1 = 14 marks)

TOTAL FOR ACTIVITY 5 = 14 MARKS

TOTAL FOR PAPER = 100 MARKS