Cambridge
IGCSE

CANDIDATE
NAME

CENTRE
NUMBER

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NUMBER

INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/22**

Paper 2   Document Production, Data Manipulation and Presentations   **May/June 2016**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Write your name, Centre number and candidate number in the spaces at the top of this page.
Write in dark blue or black pen.
Do not use staples, paper clips, glue or correction fluid.
DO **NOT** WRITE IN ANY BARCODES.

Carry out **all** instructions in each step. You can track your progress through the examination by crossing out each question number.
Enter your **name**, **Centre number** and **candidate number** on every printout before it is sent to the printer.
Printouts with handwritten candidate details on will **not** be marked.
At the end of the examination, put this **Question Paper** and **all your printouts** into the Assessment Record Folder.
If you have produced rough copies of printouts, put a neat cross through each one to indicate that it is **not** the copy to be marked.

The number of marks is given in brackets [ ] at the end of each question or part question.

Write today's date in the box below.

This document consists of **12** printed pages.

CAMBRIDGE
International Examinations

[Turn over

Task 2 – Document

You are going to edit a report for Tawara Yacht Brokers. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed. All imported data should have the TYB-Body text style applied unless otherwise instructed.

1 • Using a suitable software package, open the file **J226SUPER.RTF**
   • Set the:
      ○ page size to A4
      ○ orientation to landscape
      ○ top and bottom margins to **1.5** centimetres
      ○ left and right margins to **2** centimetres.

   [2]

2 • Save the document in your work area with the file name **BROKER**. Make sure it is saved in the format of the software you are using.

   [1]

3 • Place in the header:
  ○ the automated file name and path right aligned.

  • Place in the footer:
  ○ automated page numbers left aligned
  ○ your name, Centre number and candidate number right aligned.

  • Make sure that:
  ○ all the alignments match the page margins
  ○ no other text is included in the header and footer area
  ○ headers and footers are displayed on all pages. [2]

4 • Create the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
TYB-Title	sans-serif	36	right	bold, italic	single	0	0
TYB-Subtitle	sans-serif	18	left	underline	single	0	0
TYB-Subheading	sans-serif	16	centre	all capitals, bold	single	0	12
TYB-Body	serif	12	justified	none	single	0	12
TYB-Table	serif	12	left	none	single	0	0

[3]

5 • At the start of the document enter the title:
  Tawara Yacht Brokers [1]

6 • Apply the *TYB-Title* style to this text. [1]

7 • Below the title, add a subtitle:
  Draft report by: and add your name. [1]

8 • Apply the *TYB-Subtitle* style to this text. [1]

9 • Apply the *TYB-Body* text style to the rest of the document. [1]

10 • Change the page layout so that all the text after the first paragraph is displayed in two columns of equal width with a **2** centimetre space between them. [2]

11 • Identify the 6 subheadings in the document and apply the *TYB-Subheading* style to each one. [1]

12 • Using the data in the table **J226SALES.CSV** create an appropriate chart to compare the sales of yachts for the years **2015**, **2014** and **2013**. [1]

13 • Label the chart with the title **Comparison of Superyacht Sales**

• Include appropriate labels and a legend. [1]

14 • Insert the chart on page 1 after the paragraph ending *…over the past three years.*

• Make sure that:

  ○ the chart fits within the column width

  ○ all data labels are displayed in full. [1]

15 • Explain why you have chosen this type of graph or chart. Compare it with at least one other chart type.

> **EVIDENCE 5**
> Type the evaluation of your graph or chart into your Evidence Document using no more than 50 words.

[2]

16 • Open the file **J226ORDERS.CSV** and insert the contents as a table within the column width after the text *…yachts on their order books:* [1]

17 • Insert a new row at the end of the table.

• Enter the following order into this row:

	Length in metres	*Number of Yachts*
China	**900**	**26**

[1]

18 • Sort the data in the table so that the *Length in metres* column is displayed in descending order. [1]

19 • Format the first row of the table to be:

- bold and italic
- centre aligned over the three columns
- shaded with a light grey background (20–40%). [2]

20 • Make sure that:

- the *TYB-Table* style is applied to rows 2 to 12
- text in each cell does not wrap
- all gridlines are displayed when printed. [1]

21 • Import the image **J226YACHT.JPG** and place this below the subheading *CHARTERS*. [1]

22 • Reflect the image so the yacht points to the left. [1]

23 • Resize the image so that:

- it is 6 centimetres wide
- the aspect ratio is maintained.

• Align the image to the:

- top of the paragraph starting *A Tawara Yacht charter…*
- left margin within the column.

• Make sure the text wraps round the image.

It may look like this:
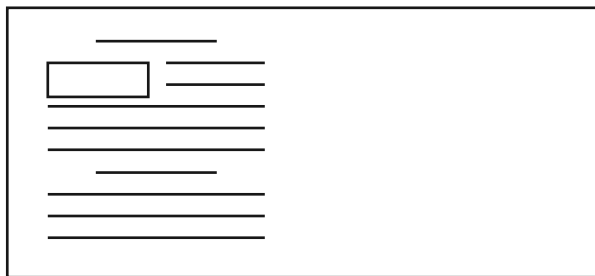
[2]

24 Spell check and proofread the document.

- Make sure that:

  - tables and charts are not split over two columns or pages

  - there are no widows or orphans

  - there are no blank pages

  - the house style specification has been followed and the correct styles applied as instructed

  - spacing between all items is consistent.

- Save the document using the same file name and format used in Step 2.

- Print the document.

[1]

[Total: 32]