



**Cambridge Assessment International Education**  
Cambridge International General Certificate of Secondary Education

CANDIDATE  
NAME

CENTRE  
NUMBER

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CANDIDATE  
NUMBER

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/21**

Paper 2 Document Production, Data Manipulation and Presentations

**2 hours 30 minutes**

Additional Materials: Candidate Source Files.

**READ THESE INSTRUCTIONS FIRST**

This syllabus is regulated for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

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

## Task 2 – Document

You are going to edit a document and apply the paragraph styles as defined in the corporate house style. You may need to edit some of the styles used in the document to meet this requirement.

- 1 • Open the file **M219ARCHAEOLOGY.rtf** in a suitable word processing package.
- Save the document in your work area in the format of the software you are using with the file name **A190XINFO**

### 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 • Change the document settings to be A4 with landscape orientation. [1]

- 3 • Set all margins to **2** centimetres. [1]

- 4 • Place in the header of the document:
  - an automated date field to display today's date left aligned
  - your name, centre number and candidate number right aligned.
- Place in the footer:
  - automated page numbers left aligned
  - the file name with its full path right aligned.
- Make sure that:
  - all items align to the page margins
  - no other text or placeholders appear in the header and footer areas
  - headers and footers are displayed on all pages.

[4]

The house style specifications for paragraphs are:

House style specification							
Style name	Font style	Font Size (points)	Alignment	Enhancement	Line spacing	Space Before (points)	Space After (points)
<b>ARC-Title</b>	sans-serif	20	centre	all capitals	single	0	12
<b>ARC-Subtitle</b>	sans-serif	18	right	italic	single	0	12
<b>ARC-Subhead</b>	serif	16	centre	bold, underlined	single	0	12
<b>ARC-Body</b>	serif	14	justified	first line indent 1 cm from the left	double	0	0
<b>ARC-Table</b>	serif	14	left	none	single	0	0

*These styles have already been applied to the document.*

- 5 • Check that the styles applied to the document are correct as specified and match them to the house style specifications. Identify and correct only the settings of the styles that are incorrect.

**EVIDENCE 3**

Provide screenshot evidence of any settings for styles that you have corrected and place these in your Evidence Document.

[4]

- 6 • Change the page layout so that the subheading *Our new international course* and all the following text is displayed in **two** columns of equal width with a **1** centimetre space between them. [2]

- 7 • Import the image **M219FORUM.jpg**  
• Place this at the start of the paragraph below the subheading *Why Jerash?* [1]

- 8 • Remove the bottom third of the image. [1]

- 9 • Resize the image so that it is 6.5 centimetres wide with the aspect ratio maintained. [1]

- o
- o

### Task 3 – Spreadsheet

You are going to prepare a spreadsheet model for use by employees of Gloria's Glorious Gardens.

- 15 • Open these files in a spreadsheet package and examine their contents:
- o **Trees.csv**
  - o **Category.csv**
  - o **TreeCodes.csv**
- In the *Trees* spreadsheet place:
- o your name, centre number and candidate number on the right in the header
  - o an automated file name including the file path on the left in the footer.

[2]

- 16 • In the *Trees* spreadsheet, insert three new rows before row 1.
- Edit the file so that it looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<i><b>Gloria's Glorious Gardens</b></i>												
2	<b>Native British trees and shrubs</b>												
3													
4	<b>Common name</b>	<b>Latin name</b>	<b>Code</b>	<b>Category</b>	<b>Height (m)</b>	<b>Lcode</b>	<b>Tcode</b>	<b>Dcode</b>	<b>Likes</b>	<b>Tolerates</b>	<b>Dislikes</b>	<b>Evergreen</b>	<b>Notes</b>
5	Alder	Alnus glutinosa	LT		25		W					N	

- Save this as a spreadsheet with the file name **Trees\_** followed by your centre number and candidate number, for example, **Trees\_ZZ999\_9999**

[9]

- 17 • Take a screenshot showing only cells A1 to M5 of your spreadsheet, including the row and column headings. Make sure the contents of the cells are fully visible. [1]

**EVIDENCE 7**

Place this screenshot in your Evidence Document.

- 18 • Enter a function in cell D5 to look up the *Type* of tree or shrub from the source file *Category.csv*
- Do **not** edit this source file.
- [5]

The *Lcode*, *Tcode* and *Dcode* columns hold codes for whether a tree or shrub *Likes*, *Tolerates* or *Dislikes* certain environmental factors.

- 19 • Enter functions in cells I5, J5 and K5 to look up the *Environment factors* from the source file *TreeCodes.csv*
- Do **not** edit this source file.
  - Make sure that when these functions are used they do not display any error messages.
- [6]

- 20 • Replicate the functions entered in steps 18 and 19 so that the results are displayed for all trees. [1]

- 21 • Hide columns C, F, G and H [1]

- 22 • Save and print the spreadsheet showing the formulae. Make sure:
- only rows 1-29 are visible
  - it is in landscape orientation
  - row and column headings are displayed
  - the contents of all cells are fully visible.
- [1]

**PRINTOUT 1**

Make sure that you have entered your **name**, **centre number** and **candidate number** on your spreadsheet showing the formulae.

- 23 • Create a spreadsheet extract from the data to show trees or shrubs that are:
- a small tree, large shrub or medium shrub
  - evergreen
- The extract must display only the *Common name, Likes, Tolerates, Dislikes, Evergreen* and *Notes* columns for the selected data.
- Print the spreadsheet extract showing the values. Make sure the:
- printout fits on a single page
  - header, footer and contents of the specified cells are fully visible.

[4]

**PRINTOUT 2**

Make sure that you have entered your **name, centre number** and **candidate number** on your spreadsheet showing the extracted values.

- Save and print your Evidence Document.

**PRINTOUT 3**

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

[Total: 30]

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