

CANDIDATE
NAME

CENTRE
NUMBER

--	--	--	--	--

CANDIDATE
NUMBER

--	--	--	--



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Document Production, Data Manipulation and Presentations

October/November 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.

The syllabus is approved 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 an induction document for new staff at Tawara Health Club. The company uses a corporate house style for all their documents. Paragraph styles should be created and applied as instructed.

- 1
 - Using a suitable software package, open the file **N216BRIEFING.RTF**
 - Set the:
 - page size to A4
 - orientation to portrait
 - top and bottom margins to **2** centimetres
 - left and right margins to **1.5** centimetres.

EVIDENCE 1

Take screenshot(s) to show the page size. Place this in your Evidence Document.

EVIDENCE 2

Take screenshot(s) to show the margin settings. Place this in your Evidence Document.

[2]

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

EVIDENCE 3

Place in your Evidence Document a screenshot to show that this file has been saved.

Make sure there is evidence of the file type.

[1]

- 3 • Create and store the following paragraph styles:

House style specifications							
	Font Style	Font Size (points)	Alignment	Enhancement	Line Spacing	Space before (points)	Space after (points)
THC-Header_footer	serif	10	as in step 4	italic	single	0	0
THC-Title	sans-serif	32	left	bold	single	0	0
THC-Subtitle	sans-serif	16	right	italic	single	0	0
THC-Subheading	sans-serif	14	centre	underlined	single	0	12
THC-Body	serif	11	justified	none	single	0	12
THC-Table	serif	11	left	none	single	0	0

EVIDENCE 4

Place in your Evidence Document screenshot(s) to show all the settings for the THC-Subheading style.

[3]

- 4 • Place in the header:
- the text **Tawara Health Club** left aligned
 - automated page numbers right aligned.
- Place in the footer:
- your Centre number and candidate number left aligned
 - the automated file name only (no path) right aligned.
- Apply the *THC-Header_footer* style to the header and footer text.
- 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.
- [3]
- 5 • At the start of the document enter the title:
- New Staff Induction** [1]
- 6 • Apply the *THC-Title* style to this text. [1]

- 7 • Below the title, add a subtitle:
Report prepared by: and add your name. [1]
- 8 • Apply the *THC-Subtitle* style to this text. [1]
- 9 • Apply the *THC-Body* style to the rest of the document. [1]
- 10 • Display all the text after the second paragraph which ends ... *complete with your line manager*.
in two columns of equal width with a 1 centimetre space between them. [2]
- 11 • Identify the 9 subheadings in the document and apply the *THC-Subheading* style to each one. [1]
- 12 • Open the file **N216CONTACTS.CSV** and insert the contents as a table within the column width after the text ... *which you may find useful:* [1]
- 13 • Delete the row containing the data for *Andy Clarke* [1]
- 14 • Format the first row of the table to be: [2]
- bold and underlined
 - centre aligned over the three columns
 - shaded with a light grey background (20–40%).
- 15 • Make sure that: [1]
- the *THC-Table* style is applied to rows 2 to 8 of the table
 - numbers are right aligned
 - text in each cell does not wrap
 - only an outside border is displayed when printed.
- 16 The section with the heading *Anti-virus Policy* is incomplete. You are required to enter some information about the prevention of viruses. [3]
- Identify three methods of preventing viruses and enter your answers after the text ... *methods of preventing viruses, three of which are:*

- 17 • Change the list from:
Child Protection...
to
... Confidentiality
to a numbered list. [1]
- 18 • Format this list so the numbers are aligned at the left margin with no space after each line. [1]
- 19 • Spell check and proofread the document.
- Make sure that:
 - tables and lists 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.

PRINTOUT 1

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

[2]

[Total: 29]