



You work for a company called Tawara Adventures. You are going to perform some clerical tasks for this company.

### Task 1 – Evidence Document

- Open the file **J216EVIDENCE.RTF**
- Make sure that your name, Centre number and candidate number will appear on every page of this document.
- Save this Evidence Document in your work area as **J216EVIDENCE** followed by your candidate number. For example, J216EVIDENCE9999

You will need this Evidence Document to store screenshots of the evidence you are instructed to produce.

### Task 2 – Document

*You are going to edit a newsletter for Tawara Adventures. 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 News-body text style applied unless otherwise instructed.*

- 1 • Using a suitable software package, open the file **J216NEWSDRAFT.RTF**

Set the:

- page size to A4
- orientation to portrait
- top and bottom margins to **2.5** 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 **NEWSLETTER**. 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 this file has been saved. Make sure there is evidence of the file type.

[1]

- 3 • Place in the header:
- your name, Centre number and candidate number left aligned
  - automated page numbers right aligned.
- Place in the footer the automated file name and path centre 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) |
| <b>News-title</b>          | sans-serif | 26                 | centre    | bold             | single       | 0                     | 0                    |
| <b>News-subtitle</b>       | sans-serif | 16                 | right     | italic           | single       | 0                     | 0                    |
| <b>News-subheading</b>     | sans-serif | 16                 | centre    | bold, underlined | single       | 0                     | 12                   |
| <b>News-body</b>           | serif      | 12                 | justified | none             | single       | 0                     | 12                   |
| <b>News-table</b>          | serif      | 12                 | left      | none             | single       | 0                     | 0                    |

#### EVIDENCE 4

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

[3]

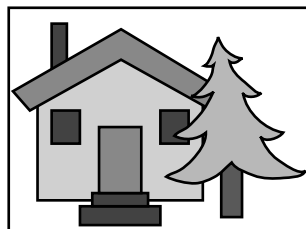
- 5 • At the start of the document enter the title  
**Tawara Adventures Newsletter** [1]
- 6 • Apply the *News-title* style to this text. [1]
- 7 • Below the title, add the subtitle  
**First draft by:** and add your name. [1]
- 8 • Apply the *News-subtitle* style to this text. [1]
- 9 • Apply the *News-body* style to the rest of the document. [1]

- 10 • Change the page layout so that all the text after the first paragraph is in two columns of equal width with **1.5** centimetre spacing between them. [2]
- 11 • Identify the 7 subheadings in the document and apply the *News-subheading* style to each one. [1]
- 12 • Open the file **J216NEWSSPORTS.CSV** and insert the contents as a table within the column width after the text *...activities to our centres:* [1]
- 13 • Delete the third column with the heading *Rating* from the table. [1]
- 14 • Make sure that:
- the *News-table* style is applied to columns 2 and 3
  - text in columns 2 and 3 displays on one line
  - all borders and gridlines are displayed when printed. [1]
- 15 • Format the table so that the left column looks like this:

|                   |  |  |
|-------------------|--|--|
| NEW<br>ACTIVITIES |  |  |
|                   |  |  |
|                   |  |  |
|                   |  |  |
|                   |  |  |
|                   |  |  |
|                   |  |  |

[4]

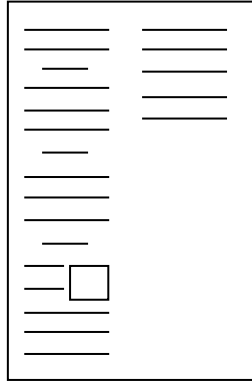
- 16 • Import the image **J216CABIN.JPG** and place this below the subheading *ACCOMMODATION* [1]
- 17 • Reflect the image so the tree is on the right, like this:



[1]

- 18 • Resize the image so that:
- it is 4 centimetres wide
  - the aspect ratio is maintained.
- Align the image to the:
- top of the paragraph starting *Self-catering accommodation...*
  - right margin within the column.
- Make sure the text wraps round the image.

It may look like this:



[2]

- 19 • Change the list from:
- Free Wi-Fi...*
- to
- ...Climbing wall*
- to a bulleted list with square bullets.
- Make sure that:
    - the bullets are positioned 2.5 centimetres from the left margin
    - the list is in single line spacing with no space before or after.
  - Save the document.

[2]

[Total: 29]

### Task 3 – Database

You are now going to prepare some reports for the company. Make sure all currency values display the € sign and are to two decimal places.

- 20 • Using a suitable database package, import the file **J216ADSPORTS.CSV**
- Use these field names and data types:

|                    |                        |                      |
|--------------------|------------------------|----------------------|
| <i>Course_Code</i> | <b>Text</b>            |                      |
| <i>Activity</i>    | <b>Text</b>            |                      |
| <i>Type</i>        | <b>Text</b>            |                      |
| <i>Rating</i>      | <b>Number</b>          | Integer              |
| <i>Location</i>    | <b>Text</b>            |                      |
| <i>Residential</i> | <b>Boolean/Logical</b> | To display as Yes/No |
| <i>Course_Cost</i> | <b>Number</b>          | Numeric/Currency     |
| <i>Duration</i>    | <b>Number</b>          | Integer              |

- Set the *Course\_Code* field as a Primary key.
- Save the data.

#### EVIDENCE 5

Take screenshot evidence showing the field names and data types used in the table. Place this screenshot into your Evidence Document.

[4]

- 21 • Create a data entry form which will:
- include all fields from the *Adsports* table
  - use a drop down menu in the *Location* field to accept only:

Cornwall

Ireland

Scotland

Wales

France

? Access Help ?  
c/o Helen & Sera

? Open Office Help ?

#### EVIDENCE 6

Place into your Evidence Document screenshot(s) to show the drop down menu and how you have limited data entry to these five values only.

[3]

- 22 • Add the following record to the *Adsports* table using your form:

| <i>Course_</i><br><i>Code</i> | <i>Activity</i> | <i>Type</i>  | <i>Rating</i> | <i>Location</i> | <i>Residential</i> | <i>Course_</i><br><i>Cost</i> | <i>Duration</i> |
|-------------------------------|-----------------|--------------|---------------|-----------------|--------------------|-------------------------------|-----------------|
| <b>CO029</b>                  | <b>Zap Cat</b>  | <b>Water</b> | <b>4</b>      | <b>Cornwall</b> | <b>Yes</b>         | <b>471</b>                    | <b>6</b>        |

- Check your data entry for errors. Save the data.

**EVIDENCE 7**

Place in your Evidence Document screenshot(s) showing this data in your form.

[2]

- 23 • Evaluate the design of your data entry form.

**EVIDENCE 8**

Type the evaluation of your data entry form into your Evidence Document using no more than 50 words.

[2]

- 24 • Import the file **J216RATINGS.CSV** as a new table in your database.
- Set the *Activity\_Rating* field as a Primary key.
  - Create a one-to-many relationship as a link between the *Rating* field in the *J216ADSPORTS* table and the *Activity\_Rating* field in the *J216RATINGS* table.

**EVIDENCE 9**

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

[1]

- 25 • Using fields from both the *J216ADSPORTS* and the *J216RATINGS* tables, produce a report which:
- contains a new field called **Daily\_Cost** which is calculated at run-time and displayed as currency. This field will calculate the *Course\_Cost* divided by *Duration*
  - shows only the records where the *Type* is **Water**, *Residential* is **Yes**, *Duration* is **12 days or less** and excludes those activities located in **Scotland**
  - shows only the fields *Course\_Code*, *Location*, *Activity*, *Level*, *Duration*, *Residential* and *Daily\_Cost* in this order with data and labels displayed in full
  - sorts the data into ascending order of *Activity* within ascending order of *Location*
  - has a page orientation of landscape
  - fits on a single page wide
  - calculates the total number of *Course\_Codes* in this selection and positions this number under the *Course\_Code* column
  - has the label **Total water codes** to the right of this number
  - includes the report title **Residential Water Activities** at the top of the page
  - has your name, Centre number and candidate number at the bottom of the report.
- Save and print your report.

**PRINTOUT 1**

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

**EVIDENCE 10**

Place in your Evidence Document screenshot(s) showing the formula used to calculate the total number of activities.

[12]

- 26 • Produce an extract from all the data which:
- selects only those activities:
    - which include **Ski** or **Snow**
    - located in **France**
    - where the *Rating* is **5**
  - shows only the fields *Activity*, *Course\_Code*, *Course\_Cost* in this order
  - sorts the *Course\_Cost* in descending order.

**EVIDENCE 11**

Place in your Evidence Document screenshot(s) showing the criteria used to select the required records.

- Save this data so that it can be imported into the document that you saved in Step 19. [4]

[Total: 28]



### Task 4 – Document 2

- 27 • Import this data into your document as a table after the paragraph which ends *activities to choose from...*
- Make sure that:
    - the table fits within the column width
    - all required fields and their labels are fully visible
    - data is displayed on one line except the field headings which can wrap
    - the *News-table* style is applied to the extract.
- [1]
- 28 • 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 2

Make sure that you have placed your **name**, **Centre number** and **candidate number** on your document.

[1]

[Total: 2]

### Task 5 – Mail merge Letter

*Tawara Adventures are recruiting staff for their new activity centre in France. You are required to carry out a mail merge to invite successful applicants for interview.*

- 29 • Use the file **J216INTERVIEW.RTF** as the master letter for the mail merge and the file **J216APPLICANTS.CSV** as the data source file.
- In the master letter:
    - replace <Date> with a field to display today's date in the format DD MMMM YYYY
    - insert relevant merge fields from the data source file to replace the text in chevrons i.e. <field>
    - replace the text *Candidate Name* with your name
    - include your Centre number and candidate number in the footer of the document.
  - Spell check and proofread the letter.
  - Save the master letter.
  - Display the field codes.

#### EVIDENCE 12

Place in your Evidence Document screenshot(s) showing evidence of the format for the date field.

- Print your master letter with the merge fields displayed.

#### PRINTOUT 3

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

[8]

- 30 • Merge the letters selecting only those applicants who have applied for the job of Ski Instructor.

#### EVIDENCE 13

Place in your Evidence Document screenshot(s) showing your selection method.

[1]

- 31 • Print only the merged letters for the selected applicants.
- Save and close the documents.

#### PRINTOUT 4

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

[1]

[Total: 10]

### Task 6 – Presentation

*You are required to create a short presentation on the subject of spam delivered by email. This presentation will be used by Tawara Adventures in face-to-face staff training.*

- 32 • Import the file **J216SPAM.RTF** placing the text as 5 slides in your presentation software. [1]
- 33 • The presentation should be based on a master slide that you will design. Your slides must have a consistent layout and formatting, with the following features included on all slides:
- *company logo which is stored as **J216LOGO.JPG***
  - *your name, Centre number and candidate number*
  - *automatic slide numbering*
- [3]

34 Slide 4 with the title *How to recognise spam mail* is incomplete.

- Identify two ways of recognising spam sent by email and enter your answers as separate bullets on slide 4. [2]

35 Slide 5 with the title *Methods to help prevent spam* is incomplete.

- Identify two methods to help protect yourself from spam sent by email and enter your answers as separate bullets on slide 5. [2]

36 • Evaluate the features of your presentation that meet the needs of your audience.

#### EVIDENCE 14

Type the evaluation of your presentation into your Evidence Document using no more than 50 words.

[2]

- 37 • Spell check and proofread the presentation.
- Save the presentation.
  - Print the presentation with 2 slides to the page.

#### PRINTOUT 5

Ensure your **name**, **Centre number** and **candidate number** are on all slides.

[1]

[Total: 11]

### Task 7 – Printing the Evidence Document

You now need to print your Evidence Document.

- Print your Evidence Document.

**PRINTOUT 6**

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

- Save and close your Evidence Document.

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