



INFORMATION AND COMMUNICATION TECHNOLOGY

0417/21

Paper 2 Practical Test A

March 2017

MARK SCHEME

Maximum Mark: 80

Published

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the March 2017 series for most Cambridge IGCSE[®], Cambridge International A and AS Level components and some Cambridge O Level components.

You will do some work for The Wood Store, a company that makes wooden furniture. You are going to perform some tasks for this company.

Task 1 – Evidence Document

This mark scheme includes the screenshots of the printed evidence that candidates should have included and screen shots from the Evidence Document.

Task 2 – Preparing a Presentation

| No | Steps | Mark |
|----|---|-----------------|
| 1 | Create a presentation of 3 slides using the contents of the file M2017FORM.RTF | 5 |
| 2 | <p>Create a master slide with:</p> <ul style="list-style-type: none"> • your name, Centre number and candidate number displayed in the top left corner • the text The Wood Store to appear in large letters e.g. 36 point, right aligned with no text wrapped at the top of the master slide • a 3 to 4 point wide horizontal line across the full width of the slide, below the title, about 2 centimetres from the top • slide numbers in the centre at the bottom of the slides. <p>Apply all master slide elements to all slides.</p> <ul style="list-style-type: none"> – name, Centre number and candidate number displayed in the top left corner (1 mark) – the text The Wood Store to appear in large letters e.g. 36 point – right aligned at the top of the master slide with no text wrap (1 mark) – a thick, horizontal line across the slide below the title (1 mark) – slide numbers in the centre at the bottom of the slides. (1 mark) | |
| 3 | <p>Make the first slide a title slide with the layout of title and subtitle centre aligned on the slide.</p> <ul style="list-style-type: none"> – title slide, centre aligned (1 mark) | |
| 4 | Save this presentation to use later. | |
| | | Total: 5 |

Task 3 – Document

You are going to edit a newsletter about The Wood Store company's projects.

| No | Steps | Mark |
|----|---|------|
| 5 | <p>Using a suitable software package, load the file M2017WOODSTORE.RTF Set the page size to A4. Set the page orientation to portrait. Set the top margin to 3.5 centimetres and all other margins to 2 centimetres. EVIDENCE 1 Place in your Evidence Document screenshot(s) to show page size, orientation and margin settings.</p> <ul style="list-style-type: none"> – page size is set to A4 in portrait orientation (1 mark) – top margin is set to 3.5 cms and all other margins to 2 cms. (1 mark) | 2 |
| 6 | <p>Save the newsletter with a new file name. Make sure it is saved in the format of the software you are using. EVIDENCE 2 Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.</p> <ul style="list-style-type: none"> – file is saved with new name in format of document editing software (1 mark) | 1 |
| 7 | <p>Place in the header of your newsletter:</p> <ul style="list-style-type: none"> • your name, Centre number and candidate number left aligned • the image M2017IMAGE.JPG on the right • resize this image to be 3 centimetres high and maintain the aspect ratio. <p>Place in the footer the automated file name with file path. Align this to the right. Make sure that all header and footer items:</p> <ul style="list-style-type: none"> • align to the page margins • are displayed on each page. <ul style="list-style-type: none"> – header personal details left aligned, image placed to right and resized to 3 cm high, not distorted (1 mark) – footer has filename with file path right aligned (1 mark) | 2 |

| No | Steps | Mark | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|--|---------------------------------|-----------|--------------|--------------|-----------------------|----------------------|--|--|--|------------|--------------------|-----------|-------------|--------------|-----------------------|----------------------|----------|------------|----|-------|------|--------|---|---|-------------|------------|----|--------|------------|--------|---|---|---------------|-------|----|------|--------------|--------|---|----|---------|-------|----|-----------|------|--------|---|----|----------|-------|----|------|------|--------|---|---|---|
| 8 | <p>Create the following paragraph styles.</p> <table border="1" data-bbox="209 282 1259 719"> <thead> <tr> <th colspan="8">House Style Specification Sheet</th> </tr> <tr> <th></th> <th>Font Style</th> <th>Font Size (points)</th> <th>Alignment</th> <th>Enhancement</th> <th>Line spacing</th> <th>Space Before (points)</th> <th>Space After (points)</th> </tr> </thead> <tbody> <tr> <td>WS-Title</td> <td>sans-serif</td> <td>36</td> <td>right</td> <td>none</td> <td>single</td> <td>0</td> <td>0</td> </tr> <tr> <td>WS-Subtitle</td> <td>sans-serif</td> <td>18</td> <td>centre</td> <td>underlined</td> <td>single</td> <td>0</td> <td>0</td> </tr> <tr> <td>WS-Subheading</td> <td>serif</td> <td>16</td> <td>left</td> <td>bold, italic</td> <td>single</td> <td>0</td> <td>12</td> </tr> <tr> <td>WS-Body</td> <td>serif</td> <td>12</td> <td>justified</td> <td>none</td> <td>single</td> <td>0</td> <td>12</td> </tr> <tr> <td>WS-Table</td> <td>serif</td> <td>12</td> <td>left</td> <td>none</td> <td>single</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>EVIDENCE 3 Place in your Evidence Document screenshot(s) to show all the settings for the WS-Body style only.</p> <ul style="list-style-type: none"> – body text style created with 12 point serif font (1 mark) – fully justified and single line spacing (1 mark) – 12 point line space after (1 mark) | House Style Specification Sheet | | | | | | | | | Font Style | Font Size (points) | Alignment | Enhancement | Line spacing | Space Before (points) | Space After (points) | WS-Title | sans-serif | 36 | right | none | single | 0 | 0 | WS-Subtitle | sans-serif | 18 | centre | underlined | single | 0 | 0 | WS-Subheading | serif | 16 | left | bold, italic | single | 0 | 12 | WS-Body | serif | 12 | justified | none | single | 0 | 12 | WS-Table | serif | 12 | left | none | single | 0 | 0 | 3 |
| House Style Specification Sheet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Font Style | Font Size (points) | Alignment | Enhancement | Line spacing | Space Before (points) | Space After (points) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WS-Title | sans-serif | 36 | right | none | single | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WS-Subtitle | sans-serif | 18 | centre | underlined | single | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WS-Subheading | serif | 16 | left | bold, italic | single | 0 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WS-Body | serif | 12 | justified | none | single | 0 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| WS-Table | serif | 12 | left | none | single | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | <p>Enter the title The Wood Store at the start of the document.</p> <ul style="list-style-type: none"> – title inserted 100% correct data entry (1 mark) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>Apply the WS-Title style to this title.</p> <ul style="list-style-type: none"> – WS-Title style applied (1 mark) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | <p>Below the title, add the subtitle: Report by: and add your name.</p> <ul style="list-style-type: none"> – subtitle inserted 100% correct data entry (1 mark) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | <p>Apply the WS-Subtitle style to this subtitle.</p> <ul style="list-style-type: none"> – WS-Subtitle style correctly defined (1 mark) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | <p>After the subtitle text, format the rest of the document into two columns of equal width with a 1 centimetre space between them.</p> <ul style="list-style-type: none"> – section break inserted, 2 columns with 1 cm gap (1 mark) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | <p>Apply the WS-Body style to this text.</p> <ul style="list-style-type: none"> – WS-Body style applied to all relevant text (1 mark) | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | <p>Identify all 9 subheadings in the document and apply the WS-Subheading style to each one.</p> <ul style="list-style-type: none"> – WS-Subhead style correctly applied to all (9) instances (1 mark) – ...WS-Subhead style correctly defined (1 mark) | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| No | Steps | Mark |
|------------------|--|------|
| 16 | <p>Place the contents of the file M2017EXHIBITIONS.RTF as a table.</p> <ul style="list-style-type: none"> • immediately after the paragraph which ends: <i>...some currently planned exhibitions:</i> • apply the <i>WS-Table</i> style to the text in the table • merge the cells in the first row • make the first row text only centred and bold • make sure that words are not split where text is wrapped • make sure that all borders and gridlines are displayed when printed. <ul style="list-style-type: none"> – table is complete and placed in correct position, no words split where text wrapped (1 mark) – the <i>WS-Table</i> text style is applied to the text (1 mark) – columns in first row are merged (1 mark) – first row text only is bold and centred (1 mark) – gridlines and borders set to appear when printed (1 mark) | 5 |
| 17 | <p>Format The Wood Store Catalogue table so that it matches the formatting of the Exhibitions table.</p> <ul style="list-style-type: none"> – table is formatted to match Exhibitions table (1 mark): <p>the <i>WS-Table</i> text style is applied to the text with no words split on text wrapped columns in first row are merged first row text only is bold and centred grid lines and borders set to appear when printed</p> | 1 |
| 18 | <p>Spell check and proofread the document. Make sure that:</p> <ul style="list-style-type: none"> • spacing is consistent • all items placed on the page are within the page margins • the document and paragraphs are complete • there are no split tables, widows or orphans • there are no blank pages. <ul style="list-style-type: none"> – spacing is consistent, with all items placed within margins and document and paragraphs are complete with no blank pages (1 mark) – no widows, orphans or split tables (1 mark) | 2 |
| 19 | <p>Save and print your document. PRINTOUT 1 Make sure that your name, Centre number and candidate number appear on your document.</p> | |
| Total: 24 | | |

Task 4 – Database

You are now going to prepare some reports for the company. Measurements are in metres and volume in cubic metres. Prices are per cubic metre. Make sure all currency values are displayed with 2 decimal places.

| No | Steps | Mark | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---|--|-----------|----------------------------|----------|------|--|---------|------|---------------------------------------|-----------|---------|--|-------|---------|--|--------|---------|--|--------|------|--|-------|-----------------|-------------------------------|------|-----------------|-------------------------------|-------|------------------|-------------------------|---|
| 20 | <p>Using a suitable database package, import the file M2017BOARDS.CSV Use these field names and data types:</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Data Type</th> <th>Description /Specification</th> </tr> </thead> <tbody> <tr> <td>Board_ID</td> <td>Text</td> <td>This is a unique identification for each board</td> </tr> <tr> <td>Tree_ID</td> <td>Text</td> <td>This code identifies the type of tree</td> </tr> <tr> <td>Thickness</td> <td>Numeric</td> <td></td> </tr> <tr> <td>Width</td> <td>Numeric</td> <td></td> </tr> <tr> <td>Length</td> <td>Numeric</td> <td></td> </tr> <tr> <td>Drying</td> <td>Text</td> <td></td> </tr> <tr> <td>Ready</td> <td>Boolean/Logical</td> <td>Display as Yes/No or checkbox</td> </tr> <tr> <td>Sold</td> <td>Boolean/Logical</td> <td>Display as Yes/No or checkbox</td> </tr> <tr> <td>Price</td> <td>Numeric/Currency</td> <td>Currency of your choice</td> </tr> </tbody> </table> <p>Set the <i>Board_ID</i> field as the primary key.</p> <ul style="list-style-type: none"> – Board_ID field is set as unique / primary (key) field (1 mark) – <i>Width</i>, <i>thickness</i> and <i>Length</i> are set as numeric (1 mark) – <i>Ready</i> and <i>Sold</i> are set as Boolean/logical and displays yes/no or checkbox on one report <i>Price</i> is numeric / currency and displays with a currency symbol in report 1. (1 mark) | Field Name | Data Type | Description /Specification | Board_ID | Text | This is a unique identification for each board | Tree_ID | Text | This code identifies the type of tree | Thickness | Numeric | | Width | Numeric | | Length | Numeric | | Drying | Text | | Ready | Boolean/Logical | Display as Yes/No or checkbox | Sold | Boolean/Logical | Display as Yes/No or checkbox | Price | Numeric/Currency | Currency of your choice | 3 |
| Field Name | Data Type | Description /Specification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Board_ID | Text | This is a unique identification for each board | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tree_ID | Text | This code identifies the type of tree | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thickness | Numeric | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Width | Numeric | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Length | Numeric | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Drying | Text | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ready | Boolean/Logical | Display as Yes/No or checkbox | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sold | Boolean/Logical | Display as Yes/No or checkbox | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Price | Numeric/Currency | Currency of your choice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | <p>Import the file M2017TREES.CSV into your database as a new table with appropriate data types. Set the <i>Tree_ID</i> field as the primary key.</p> <ul style="list-style-type: none"> – Tree_ID field is set as unique / primary (key) field (1 mark) – all field types appropriate to the data (1 mark) | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | <p>Examine the file M2017LOCATIONS.CSV and decide on appropriate data types for each field. Import the file M2017LOCATIONS.CSV into your database as a new table with appropriate data types. Set the <i>Location_Code</i> field as the primary key. EVIDENCE 4 Place in your Evidence document screenshot(s) showing the field names and data types used in each of the three tables.</p> <ul style="list-style-type: none"> – Location_Code field is set as unique / primary (key) field (1 mark) – Telephone field type is identified as text (1 mark) | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| No | Steps | Mark | | | | | | | | |
|----------------|---|----------------------|--------------------|----------------------|--------------------|-----|------------------|-----|------|---|
| 23 | <p>Create one-to-many relationships as links between the three tables. Use the <i>Tree_ID</i> field in the <i>Trees</i> table to link to the <i>Tree_ID</i> field in the <i>Boards</i> table, and the <i>Location_Code</i> field in the <i>Locations</i> table to link to the <i>Location_Code</i> field in the <i>Trees</i> table.</p> <p>EVIDENCE 5</p> <p>Place in your Evidence document screenshot(s) showing the relationships between the three tables.</p> <ul style="list-style-type: none"> – link <i>Tree_ID</i> in <i>Trees</i> table to <i>Tree_ID</i> in <i>Boards</i> table (1 mark) – link <i>Location_Code</i> in <i>Locations</i> table to <i>Location_Code</i> in <i>Trees</i> table (1 mark) – evidence of one to many relationship seen (1 mark) | 3 | | | | | | | | |
| 24 | <p>Create a data entry form to include all fields from the <i>Trees</i> table.</p> <ul style="list-style-type: none"> – a data entry form is created for <i>Trees</i> table, includes all fields from the table (1 mark) | 1 | | | | | | | | |
| 25 | <p>Add the following record to the table using your form:</p> <table border="1" data-bbox="209 853 1259 958"> <thead> <tr> <th><i>Tree_ID</i></th> <th><i>Tree_Type</i></th> <th><i>Location_Code</i></th> <th><i>Year_Milled</i></th> </tr> </thead> <tbody> <tr> <td>CL1</td> <td>Cedar of Lebanon</td> <td>SOL</td> <td>2014</td> </tr> </tbody> </table> <p>Check your data entry for errors.</p> <p>EVIDENCE 6</p> <p>Place into your Evidence Document screenshot(s) showing this data in your form.</p> <ul style="list-style-type: none"> – specified new record is entered on the form (1 mark) | <i>Tree_ID</i> | <i>Tree_Type</i> | <i>Location_Code</i> | <i>Year_Milled</i> | CL1 | Cedar of Lebanon | SOL | 2014 | 1 |
| <i>Tree_ID</i> | <i>Tree_Type</i> | <i>Location_Code</i> | <i>Year_Milled</i> | | | | | | | |
| CL1 | Cedar of Lebanon | SOL | 2014 | | | | | | | |
| 26 | <p>Identify three features that could be added to the form to make it easier to use. Enter your answers onto the slide with the title <i>Features of Form Design</i> in the presentation you created in Task 2.</p> <ul style="list-style-type: none"> – 3 features that could be added to the form to make it easier to use (max 3 marks) up to 3 marks for relevant points: good, easy to use forms: navigation buttons drop down menus radio buttons checkboxes self-explanatory field name user notes/help legible styles and sizes appropriate field spacing | 3 | | | | | | | | |

| No | Steps | Mark |
|----|---|------|
| 27 | <p>Make three appropriate improvements to the design of your form. EVIDENCE 7 Place into your Evidence Document screenshot(s) showing your improved form.</p> <ul style="list-style-type: none"> – sample screenshot of form improved in some way, three improvement features seen (1 mark) <p>three improvement features seen on redesigned form, e.g. may include: data box sizes adjusted to suit data explanatory notes for the user drop down menu selections radio buttons check boxes navigation buttons replacement of field names with helpful text related to the field contents</p> | 1 |
| 28 | <p>Evaluate the improvements you have made. Place your evaluation on the slide with the title <i>Evaluation of my form</i> created in Task 2.</p> <ul style="list-style-type: none"> – evaluation of improved form with 3 improvements with reasons up to 3 marks for relevant points (max 3 marks) <p>based on an improved form as seen in Evidence 7 and identify the features which have made the form easier for the user with reasons why they make it easier to use.</p> | 3 |
| 29 | <p>Save the presentation with the slides you have created. Print the presentation with 2 slides to a page. PRINTOUT 2 Make sure that you have entered your name, Centre number and candidate number on your presentation slides.</p> <ul style="list-style-type: none"> – Presentation slides are printed 2 slides to the page (1 mark) | 1 |

| No | Steps | Mark |
|----|---|------|
| 30 | <p>In your database, produce a report that:</p> <ul style="list-style-type: none"> • shows the fields, when the tree was milled, the name of the location, <i>Board_ID</i>, the type of tree, the <i>Thickness</i>, <i>Width</i>, <i>Length</i>, <i>Ready</i>, <i>Sold</i> and <i>Price</i>. In this order • contains a new field calculated at run-time called Volume. This is calculated using <i>Thickness</i> multiplied by <i>Width</i> multiplied by <i>Length</i>. The contents of this field must be displayed to 3 decimal places • shows only the records where <i>Ready</i> is No and <i>Sold</i> is Yes • has all data and labels fully visible • has a page orientation of landscape • fits on a single page wide • sorts the data into <i>Year_milled</i>, then <i>Location</i> and then <i>Board_ID</i>, all three fields in ascending order • calculates the total value of the selected boards by multiplying the <i>Price</i> field by the <i>Volume</i> • displays this value below the <i>Price</i> column • displays this value as currency, the same currency as your <i>Price</i> field • has a label to the left of this number: Value of this stock • includes the report title: Sold timber in store at the top of the report • has your name, Centre number and candidate number set to appear on each page of the report. <p>Save and print your report. PRINTOUT 3 Make sure that you have entered your name, Centre number and candidate number on your report.</p> <ul style="list-style-type: none"> – report displays only specified fields (1 mark) – in specified order (1 mark) – displays data and labels in full (1 mark) – page orientation is landscape and fits to one page wide (1 mark) – report has the title Sold timber in store (1 mark) – new field called Volume (1 mark) – Volume field calculates <i>thickness</i> times <i>width</i> times <i>length</i> (1 mark) – displays Volume to 3 decimal places (1 mark) – records are sorted in ascending order of <i>Year_milled</i>, then <i>Location</i>, then <i>Board_ID</i> (1 mark) – candidate details set to appear on each page of the report (1 mark) – selects <i>Ready</i> is No and <i>Sold</i> is Yes (1 mark) – value of stock is calculated (1 mark) – formatted to currency to match format of <i>Price</i> (1 mark) – text to left Value of this stock (1 mark) | 14 |

| No | Steps | Mark |
|----|---|------------------|
| 31 | <p>Produce a report from all the data that:</p> <ul style="list-style-type: none"> • shows the <i>Board_ID</i>, <i>Tree type</i>, <i>Thickness</i>, <i>Ready</i> and <i>Sold</i> fields only • displays these fields only with data shown in full in portrait orientation and fitted to one page • only includes boards <ul style="list-style-type: none"> – where tree type includes the text <i>Plane</i> or <i>Beech</i> – which are at least 0.05 m thick – which are ready now – which are not yet sold • are sorted in ascending order of tree type • counts the number of boards available and places this value at the bottom of the report • includes the report title: Plane and Beech boards available <p>EVIDENCE 8 Place in your Evidence Document a screenshot showing how you calculated the number of boards available. Save and print your report.</p> <p>PRINTOUT 4 Make sure that you have your name, Centre number and candidate number on the report.</p> <ul style="list-style-type: none"> – report has the title Plane and Beech boards available (1 mark) – displays specified fields only, all data in full on one page portrait (1 mark) – includes wildcard searches <i>Plane</i> and <i>Beech</i> (1 mark) – Thickness is ≥ 0.05 (1 mark) – sorted tree type ascending (1 mark) – evidence of count formula (any field) – Evidence 8 (1 mark) | 6 |
| | | Total: 40 |

Task 5 – Mail merge

A letter will be sent to customers whose finished products are ready.

| No | Steps | Mark |
|----|---|------|
| 32 | <p>Prepare a mail merge letter using the file M2017MAIL.RTF as your master letter and the M2017ORDERS.CSV file as the source data.</p> | 9 |
| 33 | <p>In the master letter:</p> <ul style="list-style-type: none"> • 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 text in chevrons i.e. <field > • add your name, Centre number and candidate number as the originator of the letter. <p>Spell check and proofread the letter. Save the master letter. Display the field codes. EVIDENCE 9 Place in your Evidence Document screenshot(s) showing the code for the format of the date field. PRINTOUT 5 Print your master letter with the merge fields displayed.</p> <ul style="list-style-type: none"> – today's date, formatted to dd.mmmm.yyyy (Correct date for examination 15 February 2017) (1 mark) – fields for Title, First_name and Surname all on one line with spaces (1 mark) – Address Town and Post_Code all on new lines (1 mark) – Dear First_Name with space (1 mark) – Description field with spaces (1 mark) – Product_Code with spaces (1 mark) – two spelling errors corrected (ready and collection) (1 mark) – candidate details in correct place (1 mark) – date field code for formatting – Evidence 9 (1 mark) | |
| 34 | <p>Merge and print only the letters for customers whose products are ready but not yet delivered. PRINTOUT 6 Make sure that you have entered your name, Centre number and candidate number on your merged letters.</p> <ul style="list-style-type: none"> – correct selection for letters (3 meet criteria) (1 mark) – letters are merged and printed (1 mark) | 2 |
| | Total: 11 | |

Name, Centre number and candidate number



Header Personal details left aligned

Image placed to right and resized to 3 cm high, not distorted

1 mark

Title inserted 100% correct data entry 1 mark
WS-Title style applied 1 mark

The Wood Store

Report by: candidate name

The beginning

During the winter of 2006 a storm passed through Nottinghamshire. Many trees were blown over by the winds that

Section break inserted
2 columns with 1 cm gap 1 mark

meanwhile, a friendship was developing between the owners of a woodland in Sherwood Forest and a Cabinet Maker living nearby. The woodland owner had surveyed his

evening routine. The decision to form a business cooperation that would involve the trees being turned into furniture and other beautiful objects instead of being chopped up for firewood.

Sustainability & Environmental Impact

One thing that was important for everyone involved was that the woodland environment should not be compromised by the use of heavy machinery to get the fallen trees out. After all, it is an ancient woodland, dating back 1000 years and although the trees that are not that old, the potential for archaeology below the ground has yet to be fully explored. The owner did not want to risk disturbing or compacting the ground underfoot.

A solution was found

Equipment exists that allows trees to be cut into planks in situ using just a chainsaw mounted on a jig. The beauty of this system is that every part of the equipment is portable, so it can be carried to the most inaccessible parts of the woodland without disturbing or destroying the surrounding flora or fauna.

The first tree

Subtitle inserted 100% correct data entry 1 mark
WS-Subtitle style correctly defined 1 mark

that in May 2006 the first tree – an Oak – was cut. The wood was air-dried (as opposed to being commercially kiln dried which is a much faster process, but one which requires considerable power consumption).

from this and other trees was to be air-dried (as opposed to being commercially kiln dried which is a much faster process, but one which requires considerable power consumption). Oak requires 1 year for every 25mm so a 50mm board will take 3 years to dry out to the point where it can be placed into a kiln for the final drying process. By the time the first Oak boards were ready to go into a kiln, the Cabinet Maker had built a Solar Kiln to take them, thus extending the ‘sustainability’ theme a step further. Furniture made from this tree was exhibited in the company’s first exhibition in 2010.

Expansion – a chance encounter

The business stayed quite local for a number of years until the Cabinet Maker, now also known as Tree Milling Services, was contacted in 2012.

A Copper Beech tree had blown over in their garden, blocking a path. Searching the internet for a solution that would not simply result in a pile of firewood from this much-loved tree, the Bursar contacted the Cabinet Maker to ask if he would mill it. They couldn’t afford to pay for the service, but would he take the timber as payment.

This caused the Cabinet Maker some considerable dilemma; Notting Hill is about 200km from Nottingham. It was going to cost

Footer has filename with file path right aligned 1 mark

Name, Centre number and candidate number



investment for a small business, and a huge leap of faith! To date, most of that money is still tied up in the Copper Beech, but the timber has been relocated to the Cabinet Maker's wood store and is, finally, beginning to pay for itself.

Patience rewarded

In the meantime, four London Plane trees, planted in the 1850s when the Carmelite Monastery was built, were going to have to be taken down. Their roots were affecting the foundations of the buildings. Again, the trees were offered to the Cabinet Maker, and again he had to consider the short-term investment against the long-term profit. This is an on-going project as the biggest section – some 1250mm diameter and 2400mm long – is still waiting to be milled. The good news is that a considerable amount of the London Plane that's already milled and been air drying for a couple of years has been sold and will soon be used in the restoration of a Georgian farm house in Lincolnshire. The investment is starting to pay dividends.

Completing the process

Timber from other trees is also ready to be converted; some of the Yew, for example the Atlas Blue, as well as some of the Oak. These are trees that the client has paid to have milled with a view to having one or more pieces of furniture made from 'their' tree. But before that can happen, the Cabinet Maker will need to sit down with the clients to discuss and agree the designs.

It is always challenging for the Cabinet Maker when a client thinks they know best and insists on a design that either does not maximise the artistic potential of the wood or indeed of the Cabinet Maker's artistic capability. He much prefers to make to his own designs. This gives him the freedom to choose the best way to show off the grain or any unusual

characteristics of the wood that result in a unique piece of functional art. Only in this way can the sum of all his knowledge and skills be brought together with his passion for his art.

The Wood Store Products

Although we recognise that people prefer to see the furniture for themselves, it is possible to buy from the website. Shipping can be arranged. Please use the enquiry form on the website if you would like to purchase a piece, stating destination, to enable us to provide a delivered price. Below is a catalogue of available pieces:

| The Wood Store Catalogue | | |
|---------------------------------|----------------|----------|
| Description | Wood | Price |
| Box Settle | Oak | £3588.00 |
| Upholstered Settle | Sweet Chestnut | £2956.00 |
| Child's Settle | Yew | £585.00 |
| Pedestal Table | Yew | £1053.00 |
| Coffee Table | Oak | £2956.00 |
| Octagonal Coffee Table | Oak | £2964.00 |
| Book Case | Sweet Chestnut | £1068.00 |
| Coffer | Sweet Chestnut | £2800.00 |

Table is formatted to match Exhibitions table 1 mark

The WS-Table text style is applied to the text with no words split on text wrapped
Columns in first row are merged
First row text only is bold and centred
Grid lines and borders set to appear when printed

Name, Centre number and candidate number

***Where to see made items***

Pieces from the Cabinet Maker's collection can be seen at exhibitions. Here is a list of some currently planned exhibitions:

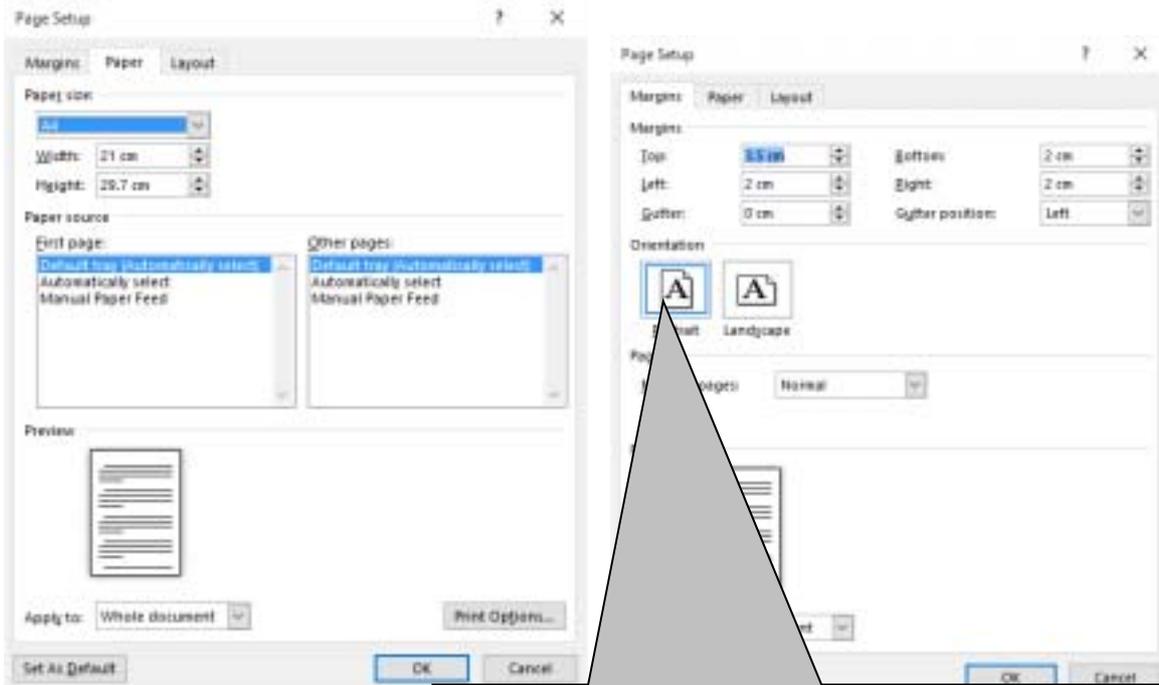
| Exhibitions | | | |
|-----------------------------|------|---------------------------|---------------------------|
| Location | Year | Start date | End date |
| Southwell Minster | 2017 | 3 rd July | 29 th July |
| Rufford Gallery | 2017 | 29 th March | 8 th May |
| Canons Ashby House | 2017 | 23 rd July | 31 st August |
| Rufford Gallery | 2018 | 3 rd April | 7 th May |
| Hardwick Park Centre | 2017 | 4 th April | 13 th April |
| Floralands | 2017 | 14 th November | 24 th December |
| Southwell Minster | 2017 | 5 th April | 30 th April |
| Patchings Art Festival | 2017 | 6 th June | 9 th June |
| Whisby Natural World Centre | 2017 | 6 th June | 13 th July |

Table is complete and placed in correct position
 no words split where text wrapped 1 mark
 The WS-Table text style is applied to the text 1 mark
 Columns in first row are merged 1 mark
 First row text only is bold and centred 1 mark
 Gridlines and borders set to appear when printed 1 mark

Spacing is consistent, with all items placed within margins and document and paragraphs are complete with no blank pages 1 mark
 No widows, orphans or split tables 1 mark

Evidence 1

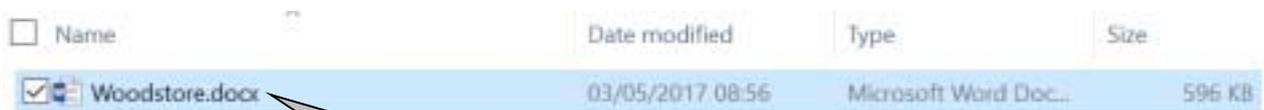
Screenshot evidence of page size and margin settings



Page size is set to A4 in portrait orientation 1 mark
 Top margin is set to **3.5 cms** and all other margins to **2 cms**. 1 mark

Evidence 2

Place screenshot evidence of the file saved in your user area in your Evidence Document

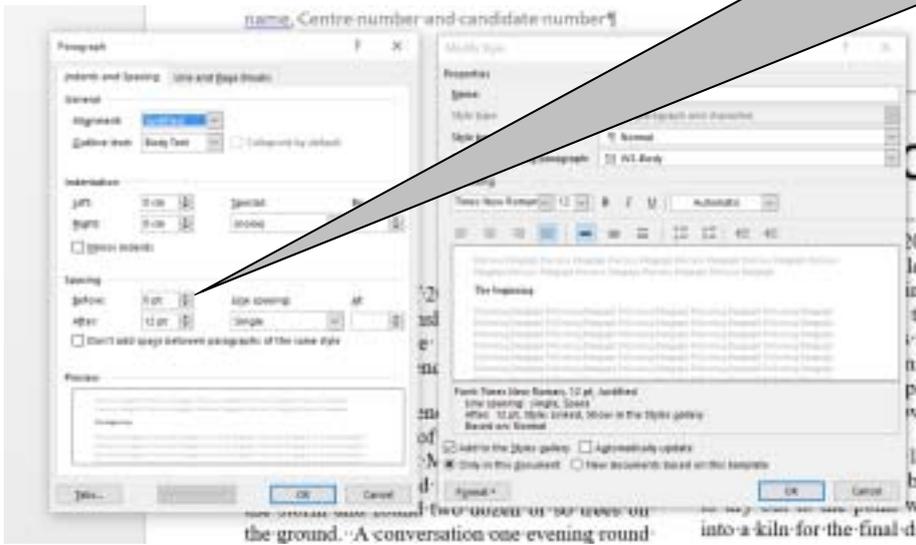


File is saved with new name in format of document editing software 1 mark

Evidence 3

Screenshot of body text style definition

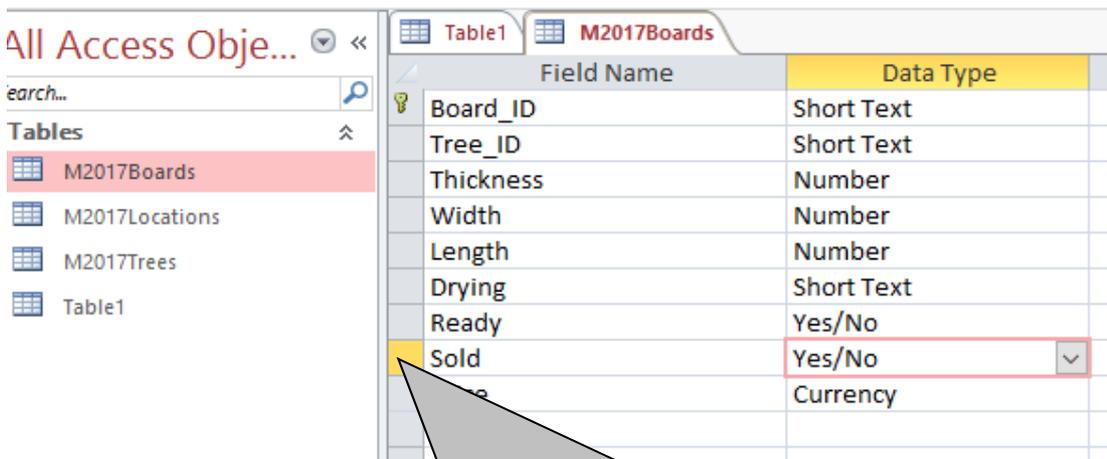
Body text style created with 12 point serif font 1 mark
 Fully justified and single line spacing 1 mark
 12 point line space after 1 mark



Evidence 4

Database field structure screenshots here:

Structure of the three tables



Board_ID field is set as unique / primary (key) field 1 mark
 Width, thickness and Length are set as numeric 1 mark
 Ready and Sold are set as Boolean/logical and displays yes/no or checkbox on one report Price is numeric / currency and displays with a currency symbol in report 1. 1 mark

| Field Name | Data Type |
|---------------|------------|
| Tree_ID | Short Text |
| Tree_Type | Short Text |
| Location_Code | Short Text |
| Year_Milled | Number |

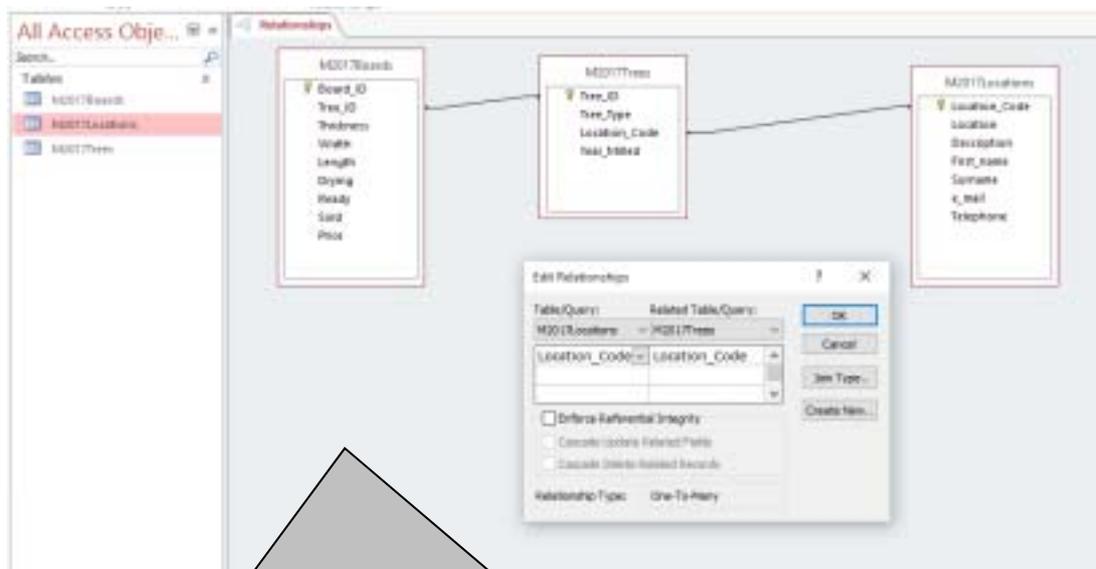
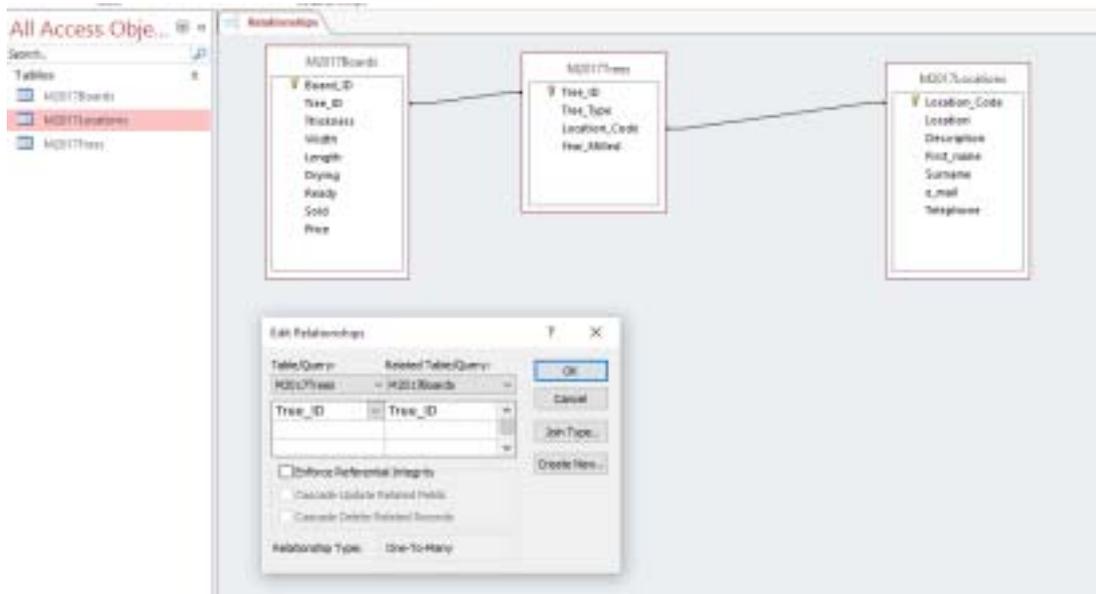
Tree_ID field is set as unique / primary (key) field 1 mark
 All field types appropriate to the data 1 mark

| Field Name | Data Type |
|---------------|------------|
| Location_Code | Short Text |
| Location | Short Text |
| Description | Short Text |
| First_name | Short Text |
| Surname | Short Text |
| e_mail | Short Text |
| Telephone | Short Text |

Location_Code field is set as unique / primary (key) field 1 mark
 Telephone field type is identified as text 1 mark

Evidence 5

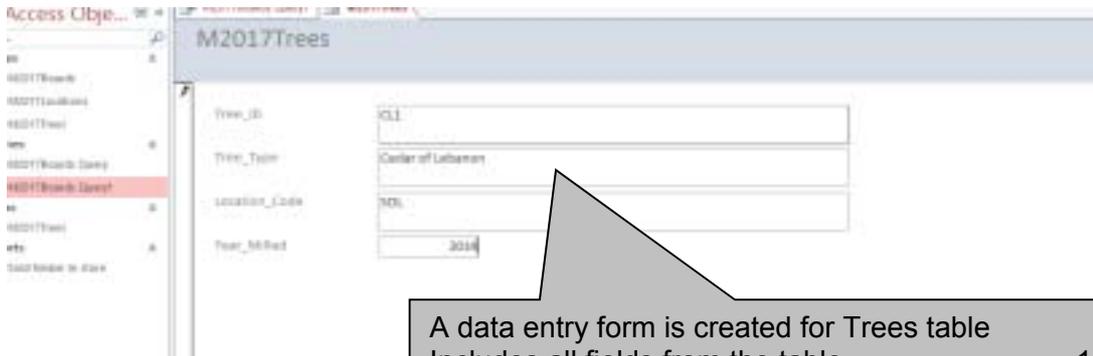
Relationships showing links between the three tables



| | |
|---|--------|
| Link Tree_ID in Trees table to Tree_ID in Boards table | 1 mark |
| Link Location_Code in Locations table to Location_Code in Trees table | 1 mark |
| Evidence of one to many relationship seen | 1 mark |

Evidence 6

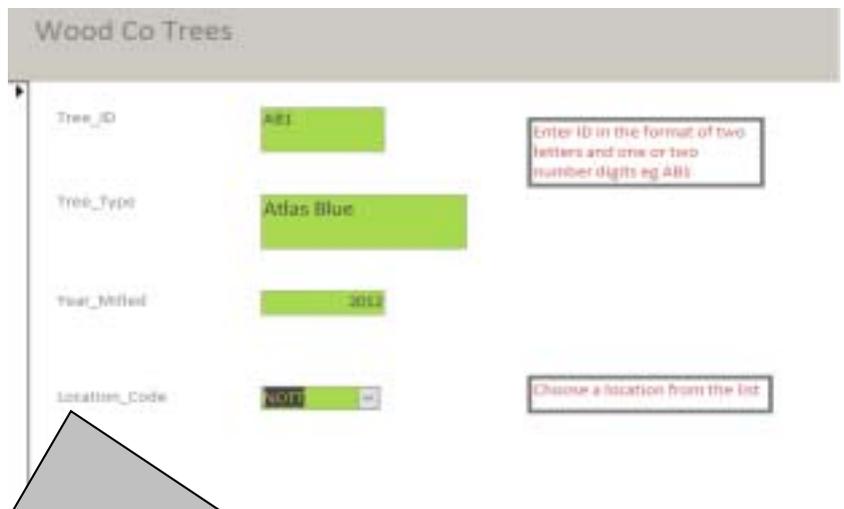
Screenshot of database form with new record details in it.



A data entry form is created for Trees table
 Includes all fields from the table 1 mark
 Specified new record is entered on the form 1 mark

Evidence 7

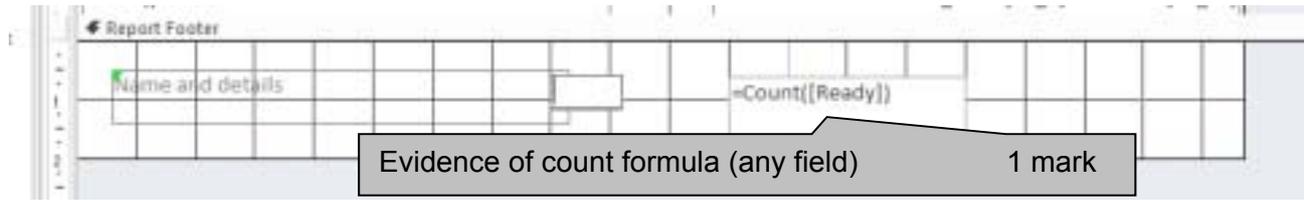
Three improvement features seen on redesigned form
 Eg may include:
 Data box sizes adjusted to suit data
 Explanatory notes for the user
 Drop down menu selections
 Radio buttons
 Check boxes
 Navigation buttons
 Replacement of field names with helpful text related to the field contents



Sample screenshot of form improved in some way
 Three improvement features seen 1 mark

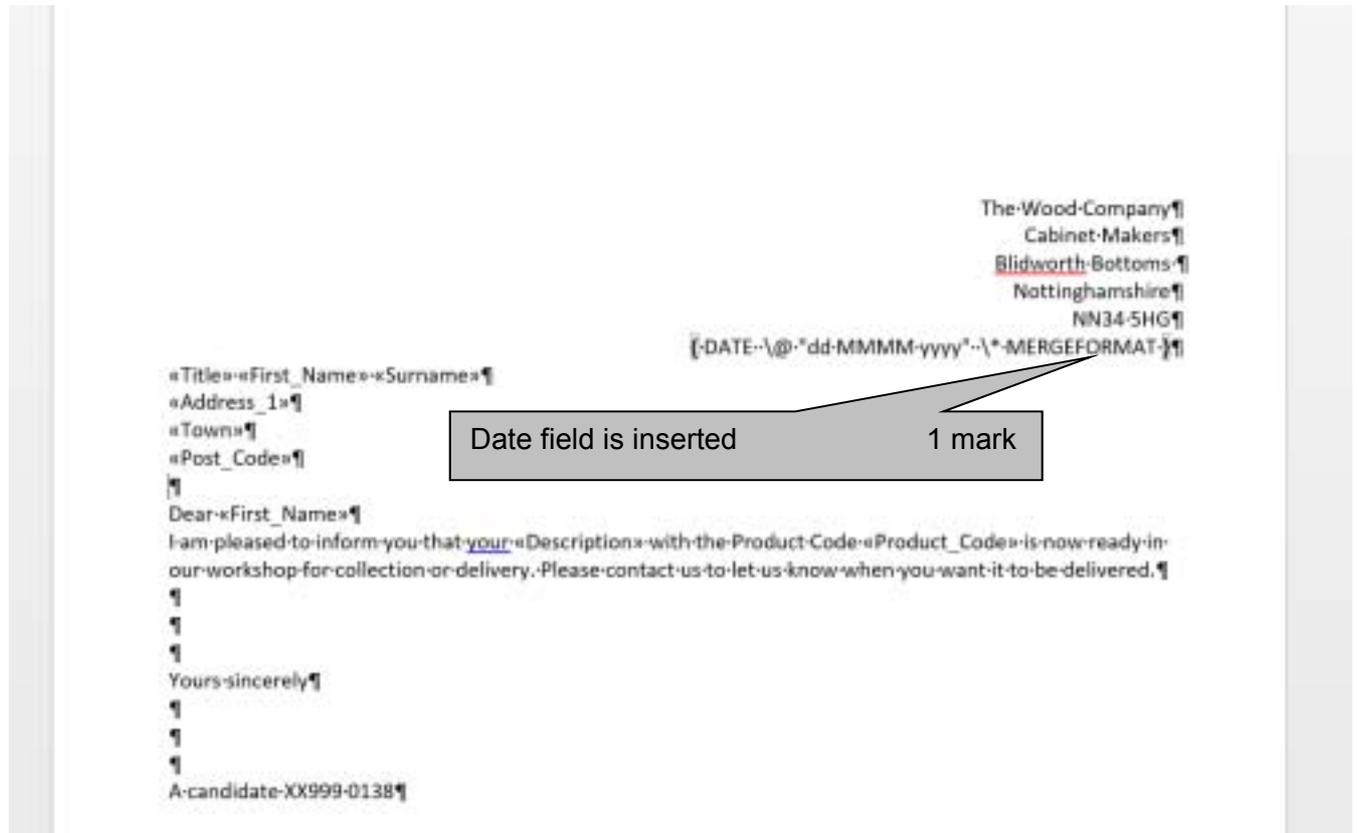
Evidence 8

Screenshot showing the calculated field formula.



Evidence 9

Screenshot showing field codes and the date field.



Sold timber in store

| Year_Milled | Location | Board_ID | Tree_Type | Thickness | Width | Length | Ready | Sold | Price | Volume |
|-------------|----------------------------------|----------|-----------------|-----------|-------|--------|-------|------|-----------|--------|
| 2012 | Alfreton | B165 | Oak | 0.06 | 0.53 | 2.4 | No | Yes | £978.00 | 0.076 |
| 2012 | Alfreton | B166 | Oak | 0.06 | 0.53 | 2.4 | No | Yes | £978.00 | 0.076 |
| 2012 | Alfreton | B167 | Oak | 0.075 | 0.495 | 2.4 | No | Yes | £978.00 | 0.089 |
| 2012 | Alfreton | B168 | Oak | 0.075 | 0.495 | 2.4 | No | Yes | £978.00 | 0.089 |
| 2012 | Kings Wood | B169 | Sweet Chestnut | 0.05 | 0.398 | 2.4 | No | Yes | £1,589.00 | 0.048 |
| 2013 | Carmelite Monastery Notting Hill | B95 | London Plane QS | 0.056 | 0.25 | 1.8 | No | Yes | £1,978.00 | 0.025 |
| 2013 | Epperstone | B767 | Cherry | 0.05 | 0.325 | 5.1 | No | Yes | £978.00 | 0.083 |
| 2013 | Epperstone | B768 | Cherry | 0.05 | 0.325 | 5.1 | No | Yes | £978.00 | 0.088 |
| 2013 | Epperstone | B769 | Cherry | 0.05 | 0.325 | 5.1 | No | Yes | £978.00 | 0.089 |
| 2013 | Epperstone | B770 | Cherry | 0.05 | 0.325 | 5.1 | No | Yes | £978.00 | 0.094 |
| 2013 | Epperstone | B771 | Cherry | 0.05 | 0.325 | 5.1 | No | Yes | £978.00 | 0.099 |
| 2013 | Epperstone | B772 | Cherry | 0.05 | 0.325 | 5.1 | No | Yes | £978.00 | 0.101 |
| 2013 | Epperstone | B773 | Cherry | 0.075 | 0.325 | 2.4 | No | Yes | £978.00 | 0.054 |
| 2013 | Epperstone | B774 | Cherry | 0.075 | 0.315 | 2.4 | No | Yes | £978.00 | 0.057 |
| 2013 | Epperstone | B775 | Cherry | 0.075 | 0.325 | 2.4 | No | Yes | £978.00 | 0.059 |
| 2013 | Epperstone | B776 | Cherry | 0.075 | 0.325 | 2.4 | No | Yes | £978.00 | 0.059 |
| 2013 | Epperstone | B777 | Cherry | 0.075 | 0.325 | 2.4 | No | Yes | £978.00 | 0.057 |
| 2013 | Epperstone | B778 | Cherry | 0.075 | 0.325 | 2.4 | No | Yes | £978.00 | 0.054 |
| 2013 | Morton Pasture Farm | B42 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B43 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B44 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B45 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B46 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B47 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B48 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B49 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B50 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B51 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B52 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B53 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B54 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |

Report displays these fields in this order
 Displays data and labels in full
 Page orientation is landscape and fits to one page wide
 Report has the title **Sold timber in store**

New field called **Volume**
 Volume field calculates *thickness times width times length*
 Displays Volume to 3 decimal places

Records are sorted in ascending order of Year_milled, then Location, then Board_ID

Candidate details set to appear on each page of the report

Name, Centre number, candidate number

| Year_Milled | Location | Board_ID | Tree_Type | Thickness | Width | Length | Ready | Sold | Price | Volume |
|---------------------------------------|----------------------|----------|---------------------|-----------|-------|--------|-------|------|-----------|--------|
| 2013 | Morton Pasture Farm | B55 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B56 | Beech | 0.038 | 0.56 | 2.7 | No | Yes | £978.00 | 0.057 |
| 2013 | Morton Pasture Farm | B57 | Beech | 0.05 | 0.515 | 2.7 | No | Yes | £978.00 | 0.070 |
| 2013 | Morton Pasture Farm | B58 | Beech | 0.05 | 0.515 | 2.7 | No | Yes | £978.00 | 0.070 |
| 2013 | Morton Pasture Farm | B59 | Beech | 0.05 | 0.515 | 2.7 | No | Yes | £978.00 | 0.070 |
| 2013 | Morton Pasture Farm | B60 | Beech | 0.05 | 0.515 | 2.7 | No | Yes | £978.00 | 0.070 |
| 2014 | Haywood Oaks Farm | B61 | Elm | 0.031 | 0.365 | 1.8 | No | Yes | £1,589.00 | 0.020 |
| 2014 | Haywood Oaks Farm | B62 | Elm | 0.031 | 0.365 | 1.8 | No | Yes | £1,589.00 | 0.020 |
| 2014 | Haywood Oaks Farm | B63 | Elm | 0.031 | 0.385 | 2.1 | No | Yes | £1,589.00 | 0.025 |
| 2014 | Haywood Oaks Farm | B64 | Elm | 0.031 | 0.385 | 2.1 | No | Yes | £1,589.00 | 0.025 |
| 2014 | Haywood Oaks Farm | B65 | Elm | 0.031 | 0.405 | 3.6 | No | Yes | £1,589.00 | 0.045 |
| 2014 | Haywood Oaks Farm | B66 | Elm | 0.031 | 0.405 | 3.6 | No | Yes | £1,589.00 | 0.045 |
| 2014 | Haywood Oaks Farm | B67 | Elm | 0.031 | 0.425 | 3.6 | No | Yes | £1,589.00 | 0.047 |
| 2014 | Haywood Oaks Farm | B68 | Elm | 0.038 | 0.425 | 3.6 | No | Yes | £1,589.00 | 0.058 |
| 2014 | Haywood Oaks Farm | B69 | Elm | 0.038 | 0.445 | 3.6 | No | Yes | £1,589.00 | 0.061 |
| 2015 | Edingley | B19 | Ash White | 0.038 | 0.525 | 2.4 | No | Yes | £1,236.00 | 0.046 |
| 2015 | Edingley | B20 | Ash White | 0.038 | 0.525 | 2.4 | No | Yes | £1,236.00 | 0.047 |
| 2015 | Edingley | B21 | Ash White | 0.038 | 0.525 | 2.4 | No | Yes | £1,236.00 | 0.047 |
| 2015 | Edingley | B22 | Ash White | 0.038 | 0.525 | 2.4 | No | Yes | £1,236.00 | 0.048 |
| 2015 | Edingley | B23 | Ash White | 0.038 | 0.525 | 2.4 | No | Yes | £1,236.00 | 0.048 |
| 2015 | Hampton Court Palace | B537 | Walnut | 0.065 | 0.495 | 3.3 | No | Yes | £2,472.00 | 0.106 |
| Name, Centre number, candidate number | | | Value of this stock | £3,542.99 | | | | | | |

Selects *Ready* is No and *Sold* is Yes 1 mark

Value of stock is calculated 1 mark
 Formatted to currency to match format of Price 1 mark
 Text to left **Value of this stock** 1 mark

Plane and Beech boards available

| Tree_Type | Board_ID | Thickness | Ready | Sold |
|-----------------|----------|-----------|-------|------|
| Beech Copper | B706 | 0.05 | Yes | No |
| Beech Copper | B713 | 0.062 | Yes | No |
| Beech Copper | B703 | 0.05 | Yes | No |
| Beech Copper | B705 | 0.05 | Yes | No |
| Beech Copper | B707 | 0.05 | Yes | No |
| Beech Copper | B708 | 0.05 | Yes | No |
| Beech Copper | B709 | 0.057 | Yes | No |
| Beech Copper | B710 | 0.057 | Yes | No |
| Beech Copper | B711 | 0.057 | Yes | No |
| Beech Copper | B712 | 0.062 | Yes | No |
| Beech Copper | B704 | 0.05 | Yes | No |
| London Plane TT | B148 | 0.065 | Yes | No |
| London Plane TT | B150 | 0.075 | Yes | No |
| London Plane TT | B139 | 0.065 | Yes | No |
| London Plane TT | B140 | 0.065 | Yes | No |
| London Plane TT | B141 | 0.065 | Yes | No |
| London Plane TT | B149 | 0.075 | Yes | No |
| London Plane TT | B142 | 0.065 | Yes | No |
| London Plane TT | B143 | 0.065 | Yes | No |
| London Plane TT | B144 | 0.065 | Yes | No |
| London Plane TT | B145 | 0.065 | Yes | No |
| London Plane TT | B138 | 0.065 | Yes | No |
| London Plane TT | B147 | 0.065 | Yes | No |
| London Plane TT | B146 | 0.065 | Yes | No |

Name and details 24

| | |
|---|--------|
| Report has the title Plane and Beech boards available | 1 mark |
| Displays specified fields only, all data in full on one page portrait | 1 mark |
| Includes wildcard searches Plane and Beech | 1 mark |
| Thickness is ≥ 0.05 | 1 mark |
| Sorted tree type ascending | 1 mark |
| Counts number of Boards in stock (24) check in Evidence document | |

The Wood Company
Cabinet Makers
Blidworth|Bottoms
Nottinghamshire
NN34 5HG

16 February 2016

«Title» «First_Name» «Surname»
«Address_1»
«Town»
«Post_Code»

Dear «First_Name»

I am pleased to inform you that your «Description» with the Product Code «Product_Code» is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

| | |
|--|--------|
| Fields for Title, First_name and Surname all on one line with spaces | 1 mark |
| Address Town and Post_Code all on new lines | 1 mark |
| Dear First_Name with space | 1 mark |
| Description field with spaces | 1 mark |
| Product_Code with spaces | 1 mark |
| Two spelling errors corrected (ready and collection) | 1 mark |
| Candidate details in correct place | 1 mark |

The Wood Company
Cabinet Makers
Blidworth Bottoms
Nottinghamshire
NN34 5HG

15 February 2017

Mr Jake Abbott
39 Vicar Lane
Edingley
NN15 6QL

Today's date, formatted to dd.mmmm.yyyy 1 mark
(Correct date for examination should be 15 February 2017)

Dear Jake

I am pleased to inform you that your Large Chair with the Product Code 1001 is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

Correct selection for letters (3 meet criteria) 1 mark
Letters are merged and printed 1 mark

The Wood Company
Cabinet Makers
Blidworth Bottoms
Nottinghamshire
NN34 5HG

15 February 2017

Mr Morgan John
43 East Street
Epperstone
NN1 1MV

Dear Morgan

I am pleased to inform you that your Stair Treads with the Product Code 1004 is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

The Wood Company
Cabinet Makers
Blidworth Bottoms
Nottinghamshire
NN34 5HG

15 February 2017

Ms Isabelle McLean
22 Whatlington Road
Halam
DE15 4YA

Dear Isabelle

I am pleased to inform you that your Oak Table with the Product Code 1006 is now ready in our workshop for collection or delivery. Please contact us to let us know when you want it to be delivered.

Yours sincerely

A candidate XX999 0138

Master slide created with:
 name, Centre number and candidate number displayed in the top left corner 1 mark
 The text **The Wood Store** to appear in large letters e.g. 36 point
 right aligned at the top of the master slide with no text wrap 1 mark
 a thick, horizontal line across the slide below the title 1 mark
 slide numbers in the centre at the bottom of the slides. 1 mark

Name, Centre number, candidate number

The Wood Store

Designing a data input form

1

Title slide, centre aligned 1 mark

Name, Centre number, candidate number

The Wood Store

Features of Form Design

- *Add more slides if you wish*
- *Feature 1*
- *Feature 2*
- *Feature 3*

Good, easy to use forms:
 Navigation buttons
 Drop down menus
 Radio buttons
 Checkboxes
 Self-explanatory field name
 User notes/help
 Legible styles and sizes
 Appropriate field spacing

2

3 features that could be added to the form to make it easier to use max 3 marks
 Up to 3 marks for relevant points

Name, Centre number, candidate number

The Wood Store

Evaluation of my form

- *Continue evaluation on new slides if you wish*
- *Improvement 1*
- *Improvement 2*
- *Improvement 3*

Should be based on an improved form as seen in evidence 7 and identify the features which have made the form easier for the user with reasons why they make it easier to use.

Evaluation of improved form with 3 improvements with reasons
Up to 3 marks for relevant points max 3 marks

Presentation slides are printed 2 slides to the page (1 mark)