



INFORMATION TECHNOLOGY

9626/02

Paper 2 Practical

For Examination from 2017

SPECIMEN PAPER

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each task.

Save your work using the file name given in the task as and when instructed.

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

Any businesses described in this paper are entirely fictitious.

This document consists of **5** printed pages and **1** blank page.

You work for the University of Tawara and are going to prepare a short video to show to marine biology students studying course Unit 14C. The original clip was filmed in Addu Atoll in the Maldives.

- 1 Open and examine the file **HardCoral.mp4** and set the image ratio to 4:3. Remove the soundtrack from the clip. Remove the start of the clip so that only 9 seconds remain. [3]

- 2 Create a title with the image **BrainCoralAndManta.jpg** in the background and display it for 7 seconds. Place this title at the start of your video.

Place the title text **Hard Coral 3** in the top right of the screen using an appropriate style. Select and add an effect to place this title in the video. [6]

- 3 Create a caption with the image **BrainCoralAndManta.jpg** as the background and display it for 7 seconds. Place this after the title and before the 9 seconds of video.

Place 2 lines of the caption text identifying the University and the course details centre aligned at the top of the frame. Select a different effect for the caption. [7]

- 4 Take a snapshot of the final frame from the video and use this to create a background image for a final 7-second credits page.

Add appropriate credits to the video. [7]

5 Evidence 1

Export your video in wmv format with the filename **Coral_1_** followed by your Centre number_candidate number

[2]

- 6 Open and examine the file **Soundtrack.mp3** in appropriate editing software. Remove the end of the clip so that only 30 seconds remain. [2]

- 7 Edit this file so that it has an appropriate fade in and fade out. [4]

8 Evidence 2

Save this audio clip as **Soundtrack2.mp3**

[1]

- 9 Add this soundtrack to your video so that they start and finish at the same time. [1]

10 Evidence 3

Export your video in wmv format with the filename **Coral_2_** followed by your Centre number_candidate number

[1]

11 Evidence 4

Export or convert your video into mp4 format with the filename **Coral_3_** followed by your Centre number_candidate number

[2]

In your work for the University of Tawara you are going to use a spreadsheet to analyse data about students and tutors.

Different faculties within the University use different platforms, some use MACs and some use PCs, and those faculties using PCs use different vendors' software packages.

The University of Tawara logo includes an italic red sans-serif font on a pale blue background. It also uses these styles for all of its products.

Currency values in Tawara are in \$ with 2 decimal places.

12 Using suitable spreadsheet software, open and examine the data in the files:

COURSE.CSV
FACULTY.CSV
QUALS.CSV
TUTOR.CSV

In the most appropriate file, create a header containing the text **Available Courses – last edited by:** followed by your name, Centre number and candidate number. [2]

13 Insert a formula in cell D2 which uses the most appropriate file to look up the name of the Faculty. [6]

14 Insert a formula in cell F2 which uses the most appropriate file to look up the full name of the qualification. [7]

15 Replicate the formulae placed in steps 13 and 14 for all courses. [1]

16 Apply the University's house style to row 1. [3]

Evidence 5

Save your spreadsheet as **Tawara1_** followed by your Centre number_candidate number

The data manager would prefer another solution to that shown in steps 13 and 14. The new solution is to use a single data file.

17 Create a word processed document for the data manager, of no more than 400 words, to:

- (a) explain how the new solution would work [2]
- (b) compare and contrast the new solution to your solution in steps 13 and 14 [3]
- (c) evaluate a suggestion that named ranges could be used within these formulae. [5]

Evidence 6

Save your word processed document as **Evidence1_** followed by your Centre number_candidate number

18 Select only the courses where the code contains the letter E and the number 2.

Sort this data by:

- level in descending order, then
- faculty in ascending order. [5]

Evidence 7

Save your spreadsheet as **Tawara2_** followed by your Centre number_candidate number

19 *The University calculates tutors' pensions using the date that they started their employment. Use dd/mm/yy format.*

Using suitable spreadsheet software, load the file **TUTOR.CSV**

Place the text **Tawara University list of course tutors** in cell A1.

Merge cells A1 to M1 into a single cell. Centre align the contents of this cell. Apply appropriate formatting to this cell. [3]

20 You will place the date that will be used to calculate the pension in cell J2.

Restrict the data entry for this cell to ensure that only dates between (and including) 2010 and 2040 can be entered. Inform the user if incorrect data has been entered. [5]

Evidence 8

Save your spreadsheet as **Tutor2_** followed by your Centre number_candidate number

21 Open the document **TESTTABLE.RTF**

Complete the test table for step 20.

If the actual outcome of the test is an error message, take a screenshot of the message for the user and place that in the correct cell of the table. [10]

Evidence 9

Save your document as **Test1_** followed by your Centre number_candidate number

22 In cell J2 enter the date of the 1st April 2017. [1]

23 In cell K5 use a function to display the date held in cells H5 to J5. [4]

24 In cell L5 enter a formula to calculate the number of days that this tutor has been employed by the University. [3]

25 In cell M5 enter a formula to calculate the number of years, rounded to 2 decimal places, that this tutor has been employed by the University. [5]

26 Replicate the formulae entered in steps 23 to 25 for all tutors. [1]

27 Format the appropriate cells into currency. [2]

Evidence 10

Save your spreadsheet as **Tutor3_** followed by your Centre number_candidate number

28 **Evidence 11**

Export your spreadsheet as a csv file

[1]

29 Create a word processed document of no more than 200 words.

In this document compare and contrast the suitability of the files saved and exported in Evidence 10 and Evidence 11. [5]

Evidence 12

Save your word processed document as **Explain_** followed by your Centre number_candidate number

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