

# **IGCSE ICT 2016**

## **Practice Questions**

## Art and Imaging (AG)

1. Open the image skydiving.jpg
2. Resize the image to 900px in width and 525px in height
3. Crop the area to the left of the skydiver
4. Remove the dark spots in the image
5. Add the text "LIFE" in a thicker font in white
6. Place it in the right top corner of the image
7. Add the following text in separate lines below the text "LIFE"
  - a. is either
  - b. ADVENTURE
  - c. or nothing.
8. Enhance the text to standout in the background
9. Add a thin black border around the image
10. Export the image as AG
11. Open a word document and add the following to the footer of the document replacing with your own details where necessary

**Task AG | Candidate No. | Candidate Name | 97724: Gateway (Kandy) International School**

12. Type the question number followed by a brief text, **Task AG: Edited image** in the top
13. Import the image into the word document and below the image, identify another improvement that can be done.

# Spreadsheets (SS)

1. Open the spreadsheet **wedding.xlsx**

The file contains the names of the people invited, who invited them (i.e., bride or groom), whether they have responded that they are coming or not (Y or N), and how many people are coming (broken down by adults and children). As the wedding coordinator, you must provide the bride and groom with a number as to how many people are coming.

2. In **invoice** worksheet, calculate the number of **Adults and Kids**
3. In **invoice** then calculate the Total persons invited by Bride and Groom per each guest by checking whether it is **"Bride" or "Groom"**. (**Adults + Kids**). Fill these values into the correct table in **invoice**.
4. In H1 of **invoice**, calculate the total number of guests attending the wedding
5. Calculate the total cost of the reception based on the following in the worksheet **"invoice"**
  - a. **17.50** pounds for an adult
  - b. Child cost is **67%** of the adult price
  - c. Add **8.5%** service charge to the total
  - d. Find the **Grand Total**
  - e. Display the worksheet in formula view
  - f. Print preview **only A and B** columns and copy a screen print to word
  - g. Screen print columns **F-I in formula view**
6. In the worksheet **"analysis"** display one column chart showing the breakdown of **percentages** of Adults and Kids in the reception. (Use the table **"Percentage of Adults and Kids"**)
7. In the same worksheet display another column chart showing then number of guests who will be attending by who invited them
8. Add **chart titles, axis titles, data labels** appropriately
9. In **invoice**, use conditional formatting to change the color of the Grand Total to red if the **Grand Total** exceeds **1500 pounds**
10. **Sort the table** in ascending **order of Guests** with in **ascending order** of relations.
11. **Filter** out the Guests whose names end with **"on"** – Copy the results to word

12. **Filter** out the Guests who are invited by Groom and attend with more than 3 persons together. – copy the results to word
13. Add another column named **“Booked?”** If the RSVP is Y display **“Booked”**, otherwise leave the cell blank.
14. Create a Memo to the Bride and Groom as the Wedding Coordinator including the all the information from the results and analysis including the total number of Guests, their individual costs, total costs, and insert the two charts.

## Databases (DB)

1. Open the **PMMM.accdb** database file (Edexcel 2014)
2. Explain why MOBNO is stored as text in the contact table
3. Convert the title in the contact table to a combo box (Drop down). Paste a screenshot showing the creation of the drop down.
4. Below the screen shot, state two advantages of using a combo box instead of a textbox
5. Identify another fields which can be converted into a combo box
6. Validate the title field to accept only the values **“Mr”, “Ms” and “Dr”**.
7. Add a suitable validation text. Take a screen shot and display the validation rule and text in a screen shot
8. What is the purpose of dividing the address into ADDR1, ADDR2, and POSTC?
9. Run a query search to find out all **“Dirtbuster”** bikes. Display only the relevant fields.
10. Find all the bikes purchased before the year 2013.
11. Find all **“Mountain Chaser”** bikes purchased in the month of May in 2014
12. Find records where the bike names start with **“S”**
13. Find the bikes of wheel size either 27 or 28 and cost of more than 400
14. Link the tables using the relationships enforcing the referential integrity
15. Create a report displaying the records **grouped** according to the **bicycle type**. Display **Bicycle Type, Bicycle Name, Rental Charge and Cost in this order**
16. Generate a report on the results of the query in question 13

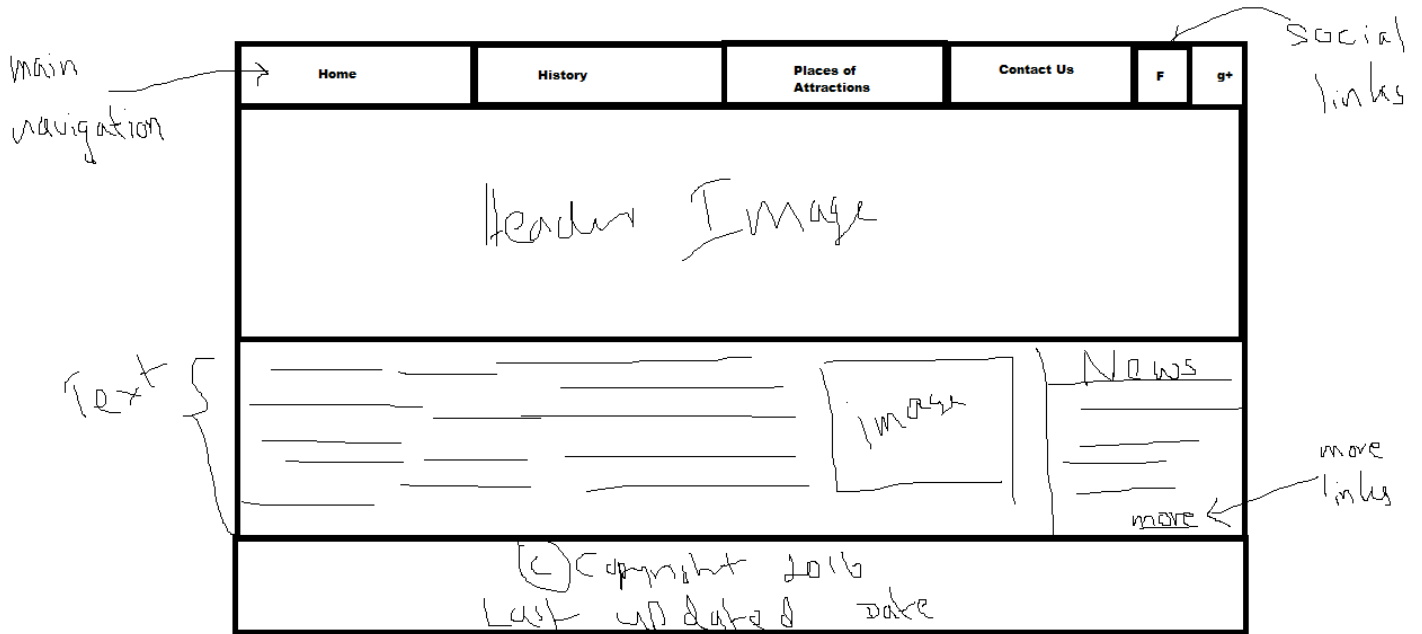
17. Create a data entry form on the contact table and add all the user friendly features such as buttons, drop down on gender, suitable title, easy to understand field names etc. Display the format of the **Mob Number** in the label of the **MOBNO** field.
18. What are the advantages of using a data entry form
19. Display in the screenshot of the design of the combo box

## Presentation (PS)

1. Create a presentation to attract tourists to visit the hill capital Kandy. Include the following in the slide show. (use information and photos from internet)
2. Total of 4 slides including the title slide
3. In the master view use an appropriate colour scheme, text and text color.
4. Add slide numbers, date. Add copyright information to the center footer of the slide
5. Suitable title and a sub title in the title slide
6. 2<sup>nd</sup> slide - Describes the History of Kandy briefly
7. 3<sup>rd</sup> Slide - Describes 4 Places of attractions in Kandy briefly with links to more information
8. 4<sup>th</sup> Slide – Places to inquire and their contact details. Eg: Tourist Board
9. Add suitable photos to each slide with a main photo to the title slide
10. Setup the slide show to display at a kiosk
11. Create action buttons to go to other slides from the title slide and an action button to go to the title slide
12. Add suitable custom animation to text and images on the slide – take a screenshot of the custom animation pane
13. In the last slide add a button with a hyperlink to one of the web resources about Kandy
14. Add your details to the notes and handout view of the slide and check the print view in two slides per page

# Web Authoring (WA)

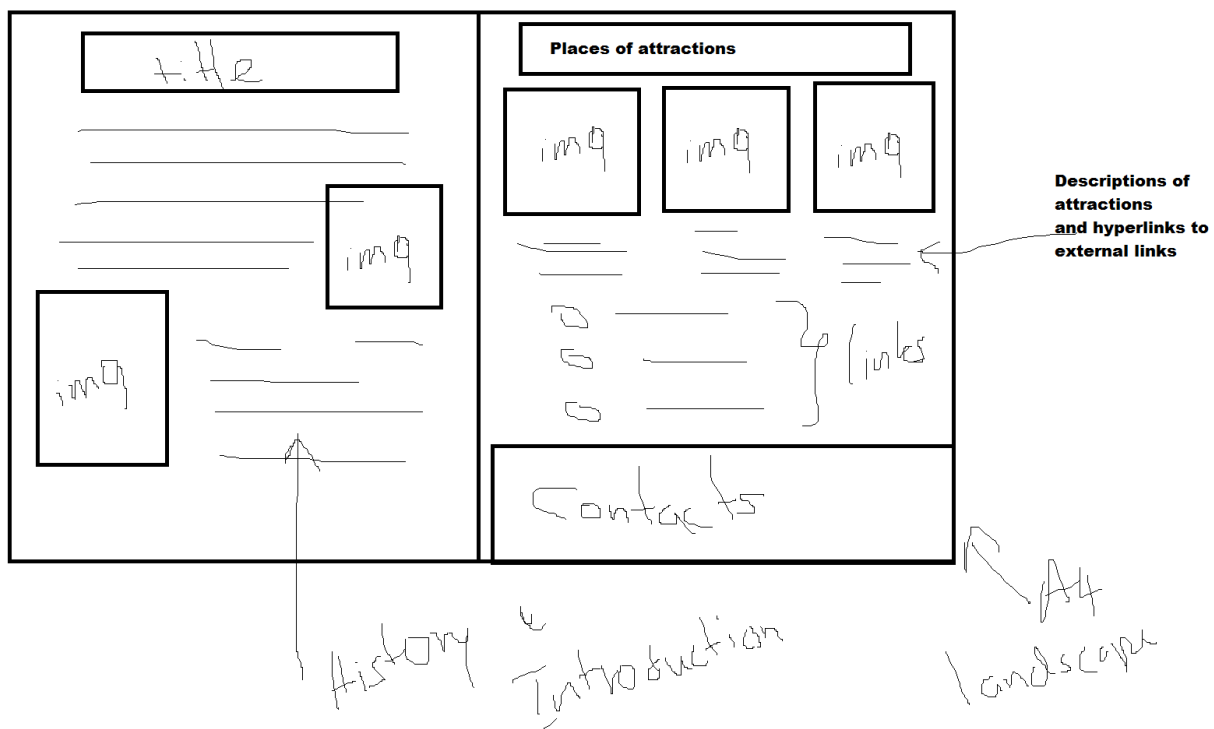
1. Create the home page of a website that promotes Kandy as a tourist attraction
2. Use the following layout



3. Export as html and open in web browser. Display the HTML coding that inserts the image into the web page in a screenshot

# DTP/WP

1. Design a two folded brochure to be given to the tourists who visit places of attractions in Kandy
2. Follow the layout below – Use landscape orientation and two halves of the A4 paper



## Mail Merge

1. Open **stock control.xlsx** - this sheet has black and red shoe items. Some items are running out of stock and are needed to be reordered. Reorder quantity is the amount needed to fill the maximum stock which is calculated for you. Reorder quantity 0 means they are not needed to be reordered.

2. Create a template for a request order with the following

**Current date**

**The title : Request Order**

a sentence: **Please send the following item according to the details**

include the merge fields: **Stock code, Size, and the required stock**

Use the following layout:

5/18/2016

### REQUEST ORDER

Please send the following item according to the details.

Stock Code : <<stock code>>  
Size : <<size>>  
Required Stock : <<Required Stock>>

Thank you,

Yours faithfully,

.....

David Perera

3. Mail merge using the **stock control.xlsx** and produce individual letters for the items needed to be reordered.
4. Print preview merge fields and another with one of the merged letters

### Note:

These questions may appear more standard than past paper questions. Give a try and send me any issues you have to [umara25@gmail.com](mailto:umara25@gmail.com) or call on 0716236812.

Since document is not proofread, appreciate if you can point out any errors.