



# Cambridge IGCSE™

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## INFORMATION AND COMMUNICATION TECHNOLOGY

0417/22

Paper 2 Document Production, Databases and Presentations

May/June 2025

2 hours 15 minutes

You will need: Candidate source files (listed on page 2)

### INSTRUCTIONS

- Carry out **all** instructions in each step.
- Enter your name, centre number and candidate number on every printout before it is sent to the printer.
- Printouts with handwritten candidate details will **not** be marked.
- At the end of the examination, put all your printouts into the Assessment Record Folder.
- If you have produced rough copies of printouts, put a cross through each one to indicate that it is **not** the copy to be marked.
- You must **not** have access to either the internet or any email system during this examination.

### INFORMATION

- The total mark for this paper is 70.
- The number of marks for each question or part question is shown in brackets [ ].

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This document has **12** pages. Any blank pages are indicated.

You have been supplied with the following source files:

j2522age.csv  
 j2522evidence.rtf  
 j2522group.csv  
 j2522history.jpg  
 j2522info.rtf  
 j2522marathon.rtf  
 j2522runners.csv

### Task 1 – Evidence Document

Open the file **j2522evidence.rtf**

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **EVIDENCE** followed by your candidate number, for example, EVIDENCE9999

You will need your Evidence Document during the examination to place screenshots when required.

### Task 2 – Document

*You are going to edit a document about marathons. The company uses a corporate house style for all its documents. Paragraph styles must be modified and applied as instructed.*

- 1 Using a suitable software package, open the file **j2522marathon.rtf**

The page setup is set to A4, portrait orientation with 2-centimetre margins. Do **not** make any changes to these settings.

Four paragraph styles have already been created. Do **not** make any changes to these unless instructed.

Save the document in your work area with the file name **Marathon**

Make sure it is saved in the format of the software you are using.

Place in your Evidence Document a screenshot to show this file has been saved. Make sure there is evidence of the file type.

[1]

- 2 Place in the header of the *Marathon* document your name, centre number and candidate number right aligned.

Place in the footer automated page numbers right aligned.

Make sure that:

- all the alignments match the page margins
- no other text or placeholders are included in the header or footer areas
- the headers and footers are displayed on all pages.

[2]

- 3 At the start of the document on a new line, enter the title:  
**Marathon Information**

[1]

- 4 Apply the *TM-title* style to the title text entered in Step 3.

[1]

- 5 The style named *TM-body* has already been created, stored and applied to the text.

Modify the *TM-body* style so only the following formatting is applied:

| Style name     | Font style | Font size (points) | Alignment | Enhancement | Line spacing | Space before (points) | Space after (points) |
|----------------|------------|--------------------|-----------|-------------|--------------|-----------------------|----------------------|
| <i>TM-body</i> | sans-serif | 11                 | justified | None        | 1.5          | 0                     | 0                    |

Take screenshot evidence to show you have modified the *TM-body* style and the settings applied. Place this in your Evidence Document.

[2]

- 6 Locate the table in the document.

Delete the entire column and contents with the heading *Rating*

[1]

- 7 Format the left column of the table so that it looks like the left column of this table:

|            |            |                        |
|------------|------------|------------------------|
| Age Graded | Percentage | Level                  |
|            | Above 100% | New record performance |
|            | 100%       | World record class     |
|            | Above 90%  | World class            |
|            | Above 80%  | National class         |
|            | Above 70%  | Regional class         |
|            | Above 60%  | Local class            |

[4]

- 8 Format the left column to have a width of 1.5 centimetres.

Take screenshot evidence to show the column width set at 1.5 centimetres. Place this in your Evidence Document.

[1]

- 9 Select the subheading *History* and the following text up to and including the paragraph ending ... *their best performance*.

Change the page layout so that only this text is displayed in two columns of equal width with a 1-centimetre space between the columns.

[2]

- 10 Import the image **j2522history.jpg** and place it in the paragraph beginning *Legend has it that ...*

Reflect the image so that the man faces the left.

[2]

- 11 Format the image so that:

- it is resized to a width of 3 centimetres with the aspect ratio maintained
- it is aligned to the right-column guide and the top of the paragraph starting *Legend has it that ...*
- the text wraps around the image.

[2]

- 12 Apply the *TM-table* style to only columns 2 and 3 of the table.

Make sure that:

- all the text of each row displays on one line
- 1-point black internal and external gridlines are displayed when printed
- the table borders and all the data fit within the column width
- there is a 6-point space after the table.

[3]

- 13 Spell check and proofread the document.

Make sure that:

- the table is **not** split over columns or pages
- there are no widows or orphans
- there are no blank pages
- the original styles are maintained
- spacing is consistent between all items.

Save the document using the same file name and format used in Step 1.

Print the document.

[2]

[Total: 24]

### Task 3 – Database

You are now going to prepare some reports. Make sure all required data is fully visible.

- 14** Use database software to import the file **j2522runners.csv** as a new table.

Use these field names and data types:

| Field name           | Data type | Store   | Display          |
|----------------------|-----------|---------|------------------|
| <i>First_name</i>    | Text      |         |                  |
| <i>Last_name</i>     | Text      |         |                  |
| <i>Race_no</i>       | Number    | Integer | Integer          |
| <i>Category</i>      | Text      |         |                  |
| <i>YOB</i>           | Number    | Integer | Integer          |
| <i>Age</i>           | Number    | Integer | Integer          |
| <i>Pace_KM</i>       | Number    | Decimal |                  |
| <i>Speed_KM/h</i>    | Number    | Decimal | 2 decimal places |
| <i>Category_rank</i> | Number    | Integer | Integer          |
| <i>Gender_rank</i>   | Number    | Integer | Integer          |
| <i>Event_rank</i>    | Number    | Integer | Integer          |

Set *Race\_no* as the primary key.

Save the data.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[3]

- 15** Import the file **j2522group.csv** as a new table in your database. Set all the data types to text.

Set *Cat\_code* as the primary key.

Place in your Evidence Document a screenshot showing the field names, data types and primary key used in the table.

[1]

- 16** Create a one-to-many relationship between *Cat\_code* in the group table and *Category* in the runners' table.

Place in your Evidence Document a screenshot showing the one-to-many relationship between the tables.

[1]

17 Add the following as a new record in the runners' table:

|                      |                    |
|----------------------|--------------------|
| <i>First_name</i>    | <b>Nina</b>        |
| <i>Last_name</i>     | <b>Harris</b>      |
| <i>Race_no</i>       | <b>2512</b>        |
| <i>Category</i>      | <b>FSN30</b>       |
| <i>YOB</i>           | <b>2000</b>        |
| <i>Age</i>           | <b>25</b>          |
| <i>Pace_KM</i>       | <b>0.002961065</b> |
| <i>Speed_KM/h</i>    | <b>14.07</b>       |
| <i>Category_rank</i> | <b>2</b>           |
| <i>Gender_rank</i>   | <b>9</b>           |
| <i>Event_rank</i>    | <b>41</b>          |

[2]

18 Using fields from both tables, produce a tabular report that:

- selects the records where:
  - *Category* starts with **F**
  - *Category\_rank* is **1** or **2**
- shows only the fields *Category*, *Race\_no*, *Last\_name*, *First\_name*, *Level* and *Category\_rank* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Category\_rank* and descending order of *Level*
- has a page orientation of portrait
- fits a single page wide
- includes only the title **Best Female Runners** at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

[6]

**19** Using fields from both tables, produce a tabular report that:

- selects the records where:
  - *Level* is **Novice**
  - *Event\_rank* is **100 or less**
- contains a new field called **Race\_time** which is calculated at run-time. This field will calculate the *Pace\_KM* multiplied by 42.195
- displays the *Race\_time* field as time with the format hh:mm:ss
- shows only the fields *First\_name*, *Last\_name*, *Age*, *Level*, *Class*, *Race\_time*, *Speed\_KM/h* and *Event\_rank* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Age*
- has a page orientation of landscape
- fits a single page wide and prints on two pages only
- includes only the title **Top 100 Novice Runners** displayed in a larger font size
- calculates the top *Speed\_KM/h* and places this at the end of the report
- has the label **Fastest speed** to the left of this value
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Place in your Evidence Document a screenshot showing the database formula used to calculate the top speed.

Save and print your report.

[13]

[Total: 26]

#### Task 4 – Presentation

*You are going to create a short presentation.*

*All slides must have a consistent layout and formatting.*

**20** Create a presentation of 8 slides using the file **j2522info.rtf**

Unless otherwise instructed, the slides must display a title and a bulleted list.

[1]

**21** Place in the right of the slide header your name, centre number and candidate number.

Place in the footer automated slide numbers centre aligned.

Make sure that:

- the header and footer appear in the same position on every slide
- no items overlap on any slide.

[2]

**22** Delete the slides with the titles *Tawara Running Events* and *Prizes*

[1]

- 23** Use the data in the file **j2522age.csv** to create a line chart to compare the total participation for men and women within each age group.

Display with labels:

- the age groups on the category axis
- the percentages on the value axis.

[2]

- 24** Display a legend with the labels **Male** for *Men total* and **Female** for *Women total* [1]

- 25** Label the chart with the title **Gender distribution by age group** [1]

- 26** Format the value axis scale to display:

- a minimum value of **0**
- a maximum value of **0.42**
- increments of **0.07**

[2]

- 27** Place the chart to the left of the bullets on the slide with the title *Marathon Participation*

Make sure that:

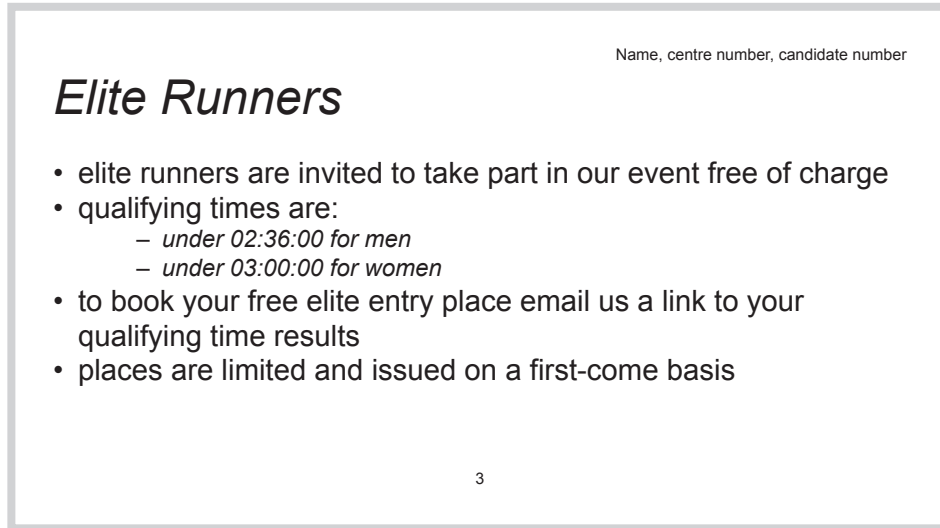
- no words are split
- all data and labels are fully visible
- the chart and its contents do **not** overlap any slide items.

[1]

28 On the slide with the title *Elite Runners* locate the two bullets describing the qualifying times for men and women. Format only these two bullet points so:

- the bullet points are indented to 2.5 centimetres
- the bullet style is displayed as a dash (–)
- the font size is smaller than the other bulleted text
- the text is displayed in italics.

The slide should look like this:



[4]

29 On the slide with the title *Elite Runners* format the text *email us* so that when clicked it opens an email editor ready to send a message to **TM@cambridge.org** with a subject line **Elite Runner Entry**

Place in your Evidence Document a screenshot showing the linked text, email address and subject.

[3]

30 Save the presentation.

Print slides 2, 3, 4 and 5 only as handouts in portrait orientation with two slides to the page, each filling half the page.

Print only the slide with the title *Marathon Participation* as a full-page slide in landscape orientation.

[2]

[Total: 20]

### Task 5 – Printing the Evidence Document

Make sure that your name, centre number and candidate number appear on every page of your Evidence Document.

Save your Evidence Document.

Print your Evidence Document.





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