



Cambridge IGCSE™

INFORMATION AND COMMUNICATION TECHNOLOGY

0417/02

Paper 2 Document Production, Databases and Presentations

October/November 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 [].

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

You have been supplied with the following source files:

n2502age_group.csv
 n2502club.csv
 n2502event.rtf
 n2502evidence.rtf
 n2502guide.rtf
 n2502race.csv
 n2502ratios.csv
 n2502track.jpg

Task 1 – Evidence Document

Open the file **n2502evidence.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. The company uses a corporate house style for all their documents. Paragraph styles must be created and applied as instructed.

- 1 Using a suitable software package open the file **n2502event.rtf**

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

Three paragraph styles have already been created. Do **not** make any changes to these.

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

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 *TM_Festival* document automated page numbers right-aligned.

Place in the footer your name, centre number and candidate number 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 Sort the list from

accurate chip timing ...

to

... special commemorative medal.

into alphabetical order.

[1]

4 Apply a bulleted list to the text from

accurate chip timing ...

to

... special commemorative medal.

Format the bullets so that:

- the bullets are indented 1.5 centimetres from the left margin
- the list is in single line spacing with no space before or after each line.

[3]

5 Select the subheading *Race Entry* and the following text up to and including the paragraph ending *... be polite to them.*

Change the page layout so that only this text is displayed in two columns of equal width with a 1.5-centimetre space between the columns.

[2]

6 Create and store the following style, basing it on the default/normal paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
TMF-subhead	serif	16	centre	bold, all capitals	single	0	6

Take a screenshot to show that you have defined the settings for the *TMF-subhead* style.

Make sure there is evidence that you have based this on the default/normal paragraph style.

Place this in your Evidence Document.

[2]

7 Identify the five subheadings in the document and apply the *TMF-subhead* style to each one. [1]

8 Locate the table in the document.

Delete the entire row and contents with the category *Elite runners*

[1]

- 9 Format the last row of the table to have a height of 1.5 centimetres.

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

[1]

- 10 Format the last row of the table so that:

- it becomes a single cell across the three columns
- the contents of the cell are vertically and horizontally centred
- it has a light grey (20–30%) background fill.

[3]

- 11 Format the table so that:

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

[2]

- 12 Import the image **n2502track.jpg** and place it in the paragraph starting with

The race starts...

Rotate the image 180 degrees.

[2]

- 13 Crop the image to remove the blue sky above the clouds. The clouds must still be fully visible.

Format the cropped image so that:

- it is resized to a width of 3.5 centimetres with no distortion
- it is aligned to the right of the column and top of the paragraph starting

The race starts ...

- the text wraps around the image.

[3]

- 14 Spell check and proofread the document.

Make sure that:

- the list and table are **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.

[1]

[Total: 25]

Task 3 – Database

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

- 15** Use database software to import the file **n2502race.csv** as a new table.

Use these field names and data types:

Field name	Data type	Store	Display
<i>Club_no</i>	Text		
<i>Age_cat</i>	Text		
<i>First_name</i>	Text		
<i>Last_name</i>	Text		
<i>Entry_no</i>	Number	Integer	Integer
<i>YOB</i>	Number	Integer	Integer
<i>Age</i>	Number	Integer	Integer
<i>Record_time</i>	Date/Time		hh:mm:ss
<i>Race_time</i>	Date/Time		hh:mm:ss
<i>Pace_KM/h</i>	Number	Decimal	
<i>Gender_result</i>	Number	Integer	Integer
<i>Race_result</i>	Number	Integer	Integer

Set *Entry_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.

[2]

- 16** Change the data type of the *Pace_KM/h* field to display as time with the format hh:mm:ss [1]

- 17** Import the file **n2502club.csv** as a new table in your database. Set all the data types to text.

Set *Club_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]

- 18** Import the file **n2502age_group.csv** as a new table in your database. Set all the data types to text.

Set *Group_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]

19 Create one-to-many relationships as links between:

- the *Club_code* field in the club table and the *Club_no* field in the race table
- the *Group_code* field in the age group table and the *Age_cat* field in the race table.

Place in your Evidence Document screenshots showing the one-to-many relationships between the three tables.

[1]

20 In the race table, use an automated search function to locate the record with the *Entry_no* of **1498**

Place in your Evidence Document a screenshot showing the automated search function you used to locate the record.

Amend the details as follows:

<i>Age_cat</i>	FSE39
<i>YOB</i>	1992
<i>Age</i>	33
<i>Gender_result</i>	137

Check your data entry for errors. Save the data.

[2]

21 Using fields from the race and club tables produce a tabular report that:

- selects the records where:
 - *Area* includes the text **Scot**
 - *Age* is **30 or less**
- shows only the fields *Last_name*, *First_name*, *Age*, *Pace_KM/h*, *Club_name* and *Area* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into ascending order of *Area* and descending order of *Age*
- has a page orientation of portrait
- fits a single page
- includes only the text **Young Scottish Finishers** as a title at the top of the page
- has your name, centre number and candidate number on the report.

Save and print your report.

[7]

22 Using fields from all three tables produce a tabular report that:

- selects the records where:
 - *Age_cat* is **FSE29** or **FSE39**
 - *Club_name* does **not** include **Independent**
- contains a new field called **Age_graded** which is calculated at run-time. This field will calculate the *Record_time* divided by the *Race_time*
- displays the *Age_graded* field as a percentage to one decimal place
- shows only the fields *First_name*, *Last_name*, *Age_cat*, *YOB*, *Age*, *Club_name*, *Race_time*, *Age_graded* and *Gender_result* in this order, with data and labels displayed in full. Do **not** group the data
- sorts the data into descending order of *Gender_result*
- has a page orientation of landscape
- fits a single page wide
- includes only the title **Senior Female Club Competitors** displayed in a larger font size
- has your name, centre number and candidate number in the footer of the report so it appears in the same position on every page.

Save and print your report.

[11]

[Total: 26]

Task 4 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting.

23 Create a presentation of seven slides using the file **n2502guide.rtf**

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

[1]

24 Use a master slide to display only the following features:

- your name, centre number and candidate number in the top left corner
- 3 to 4-point wide lines, about two centimetres from the top and right edge of the slide, as shown in the diagram
- automated slide numbers in the top right, positioned in the box created by the lines.

Your master slide should look like this:

Name, centre number, candidate number	#

Make sure that:

- master items appear in the same position on every slide
- no items overlap on any slide.

[4]

25 Hide the slide with the title *Good sources of carbohydrates*

Place in your Evidence Document a screenshot showing the slide has been hidden.

[1]

26 Use the data in the file **n2502ratios.csv** to create a pie chart that displays the relative amount of macronutrients needed only for endurance training.

[1]

27 Label the chart with the title **Macronutrient ratio for endurance training**

[1]

28 Format the chart to display only the macronutrient names and percentages as sector labels.

Position all sector labels outside each chart sector.

Do **not** display a legend.

[2]

- 29 Enhance the category with the largest percentage by pulling only this sector away from the other categories. [1]

- 30 Place the chart to the left of the bullets on the slide with the title *Optimise your diet*

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.

[2]

- 31 Add the following text as presenter/speaker notes to the slide with the title *Optimise your diet*

Endurance runners need significantly more carbohydrates than an average diet

Print only this slide as presenter/speaker notes in portrait orientation.

[2]

- 32 On the slide with the title *Optimise your diet* format the text *critical fuel source* so that when clicked it links to the slide with the title *Good sources of carbohydrates*

Place in your Evidence Document a screenshot showing the text linked to the correct slide.

[2]

- 33 Save the presentation.

Control the printing so the hidden slide does not print. Print slides 1, 2, 3, 4, 5 and 7 only as handouts in portrait orientation with 2 slides to the page, each filling half the page. [2]

[Total: 19]

Task 5 – Printing the Evidence Document

- 34 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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