



Candidate Name

Candidate Number

Centre Name

Centre Number


## Paper 2: Practical

## Sample Paper

**2 hour 15 minutes**

### INSTRUCTIONS:

- Follow each instruction in every step carefully.
- Enter your **name, centre number, and candidate number** on every printout before sending it to the printer.
- **Handwritten candidate details on printouts will not be marked.**
- At the end of the examination, **submit all printouts** in the **Assessment Record Folder**.
- If you create **rough copies of printouts**, cross them out to indicate they are not for marking.
- **You must not access the internet or any email system during the examination.**

### INFORMATION:

- This paper has a total of 70 marks.

**ADDITIONAL MATERIALS:** Candidates have been provided with the following Source files:

- *m2502climate.rtf*
- *m2502evidence.rtf*
- *m2502country\_codes.csv*
- *m2502organic.rtf*
- *m2502degrees.csv*
- *m2502students.csv*
- *m2502emissions.csv*

## Paper 2 – Practical Document Production, Databases, and Presentations

### Task 1 – Evidence Document

- ☑ 1. Open the file *m2502evidence.rtf*
  - ☑ 2. Ensure **your name, centre number, and candidate number** appear on every page of this document.
  - ☑ 3. Save the file in your work area as EVIDENCE, followed by your candidate number (e.g., EVIDENCE9999).
  - ☑ 4. Use this document to store **screenshots** as evidence throughout the examination.
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### Task 2 – Document Production

You will modify a document about **organic farming**. The company follows a **corporate house style**, and all paragraph styles must be created and applied as instructed.

- ☑ 5. Open the file *m2502organic.rtf* using appropriate software.
- ☑ 6. **Do not alter** the existing **A4 page size, landscape orientation, or 2 cm margins**.
- ☑ 7. Three paragraph styles have already been applied. **Do not modify them**.
- ☑ 8. Save the file as ORGANIC in the format compatible with your software.
- ☑ 9. Provide a **screenshot** showing the file has been saved, including evidence of the file format, and insert it into your **EVIDENCE** document. [1]
- ☑ 10. Remove any **page breaks** from the document. [1]
- ☑ 11. Add the following elements:
  - A **right-aligned header** with **automated page numbering**.
  - A **right-aligned footer** with the text:  
Guide produced by: [Your Name] [Centre Number] [Candidate Number]
  - Ensure:
    - Footer text is on **one line**.
    - Header and footer align with the **right margin**.
    - No additional text or placeholders are included.
    - Header and footer appear on **all pages**. [3]
- ☑ 12. Modify the **subheading** "What is Organic Farming?" and the paragraph following it so that this section is displayed in **two columns of equal width**, with **1.5 cm spacing** between columns. [2]

☑ **13.** Alphabetically **sort** the bulleted list from:

- "... mixed crops for pest control"
- to
- "... as compost and green manure." [1]

☑ **14.** Format this list to:

- Replace the **existing bullets** with **star-shaped bullets (★)**.
- Indent the bullets **2 cm from the left margin**. [2]

☑ **15.** Define and apply a new paragraph style:

Style name	Font style	Font size (points)	Alignment	Enhancement	Line spacing	Space before (points)	Space after (points)
OF-subhead	serif	22	centre	bold, italic	single	0	4

- Take a **screenshot** showing that the OF-subhead style has been defined correctly based on the **default paragraph style** and insert it into your **EVIDENCE** document. [2]

☑ **16.** Identify and apply the OF-subhead style to the **five subheadings** in the document. [1]

☑ **17.** Locate the table and:

- **Delete** the entire column labelled **2014**. [1]
- **Merge** the first row into **one cell**, centre-aligning the content across **four columns**. [1]
- **Adjust the table settings** so that:
  - The width is **10.5 cm**.
  - The table is **centred within the column width**.
  - All text appears **on a single line per row**. [3]

☑ **18.** Modify the paragraph beginning "**A physical barrier ...**" so that:

- The text is **indented by 1.5 cm** on both **left and right margins**.
- It has a **3 to 4-point external black border**.
- It has a **light grey background fill (15%–35%)**. [3]

☑ **19.** Perform a **spell-check and proofread** to ensure:

- The **list and table** do not split across columns or pages.
- There are **no widows, orphans, or blank pages**.
- The **original styles** are maintained.
- **Spacing is consistent** throughout.

☑ **20.** Save the file with the **same name and format**. Print the document. [1]

### **Task 3 – Database Management**

#### **Database Table Creation**

- ☑ **21.** Using database software, **import the file** *m2502students.csv* as a new table.
- Assign the following field names and data types:

<b>Field name</b>	<b>Data type</b>	<b>Store</b>	<b>Display</b>
<i>Course_code</i>	Text		
<i>Last_name</i>	Text		
<i>First_name</i>	Text		
<i>Gender</i>	Text		
<i>Nationality</i>	Text		
<i>DOB</i>	Date/Time		dd-MMM-yy e.g. 12-Aug-24
<i>Roll_no</i>	Text		
<i>Telephone</i>	Text		
<i>Age_Oct24</i>	Number	Integer	Integer
<i>Email</i>	Text		

- ☑ **22.** Set Roll\_no as the **primary key** and save the table.
- ☑ **23.** Take a **screenshot** showing the **field names, data types, and primary key**, and insert it into your **EVIDENCE** document. [6]
- ☑ **24.** Import m2502degrees.csv as a **new table** in the database.
- ☑ **25.** Set Subject\_code as the **primary key** and save the table.
- ☑ **26.** Take a **screenshot** showing the **field names, data types, and primary key**, and insert it into your **EVIDENCE** document. [6]

#### **Database Relationships**

- ☑ **27.** Establish a **one-to-many relationship** between the Subject\_code field in the **degrees table** and the Course\_code field in the **students table**.
- ☑ **28.** Take a **screenshot** of the relationship diagram and insert it into your **EVIDENCE** document. [1]

### Database Query and Report Creation

- ☑ **29.** Generate a **tabular report** that:
- **Filters records** to display only students who:
    - Are studying a subject that **contains the word "organic"**.
    - Are **aged 25 or older (Age\_Oct24 ≥ 25)**.
  - **Displays only these fields** (in this order):
    - First\_name, Last\_name, DOB, Telephone, Age\_Oct24, Duration, Degree\_code, Subject, Work\_exp.
  - **Sorts records** in:
    - **Descending order** by Degree\_code.
    - **Ascending order** by Age\_Oct24.
  - **Formats the report** as follows:
    - Page orientation set to **landscape**.
    - Data fits within a **single page width** but may extend to two pages.
    - Includes a **title: "Mature Students Studying Organic Farming"**, displayed in a **larger font**, fully visible, and centred at the **top of the page**.
    - Uses a **calculated control** to determine and display the **age of the oldest student** (Max(Age\_Oct24)).
    - Includes a **label: "Age of oldest student"**, fully visible to the **left** of the calculated value.
    - Includes **your name, centre number, and candidate number** in the **footer**, appearing on **all pages**.
- ☑ **30.** Save and print the **report**. [12]
- ☑ **31.** Take a **screenshot** of the formula used to calculate the **age of the oldest student** and insert it into your **EVIDENCE** document. **Ensure the formula is fully visible.**

### Database Form Creation

- ☑ **32.** Create a **columnar data entry form** for the students table that:
- Displays **one record at a time**.
  - Includes only the following fields (in this order):
    - Roll\_no, First\_name, Last\_name, Gender, DOB, Telephone, Email.
- ☑ **33.** Save the form.
- ☑ **34.** Take a **screenshot** of the form with a **record displayed**, and insert it into your **EVIDENCE** document. [2]

### Dropdown Menu for Data Entry

- ☑ **35.** Import the file n2402country\_codes.csv as a **new table** and set ISO\_code as the **primary key**.
- ☑ **36.** Modify the **form created in Step 32** to include a **drop-down menu** for Country\_code (Nationality field).
- The drop-down menu must:
    - Retrieve data from the **ISO\_code field** in the **country codes table**.
    - Appear **between the DOB and Telephone fields**.
    - Display values in **ascending alphabetical order**.
    - Contain only **unique** values.
    - Restrict data entry to **only** the ISO codes listed.
    - Store the selected value in the **Nationality field** of the **students table**.
  - Label this field "**Country Code**".
- ☑ **37.** Take screenshots showing:
- The **drop-down menu list**.
  - The **drop-down menu label**, fully visible.
  - The **data entry controls**, ensuring only unique values appear.
  - The **data validation settings**, restricting entry to listed options.
  - The **form control settings**, ensuring selected options save correctly in the **Nationality field**.
- ☑ **38.** Insert these screenshots into your **EVIDENCE** document. [7]

### Adding a New Record

- ☑ **39.** Using the **form edited in Step 36**, add the following student record:

<i>Roll_no</i>	<b>TU0009</b>
<i>First_name</i>	<b>Carlos</b>
<i>Last_name</i>	<b>Diaz</b>
<i>Gender</i>	<b>Male</b>
<i>DOB</i>	<b>16-Feb-00</b>
<i>Country code</i>	<b>ESP</b>
<i>Telephone</i>	<b>07700900828</b>
<i>Email</i>	<b>carlos_diaz@tawara.ac</b>

- ☑ **40.** Verify the data entry for accuracy and save the record. **[2]**
  - ☑ **41.** Take a **screenshot** of the form with the **new record displayed** and insert it into your **EVIDENCE** document.
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## Task 4 – Presentation

### Creating a Presentation

- ☑ **42.** Create a **presentation with eight slides** using content from *n2402climate.rtf*
  - **Unless otherwise instructed**, all slides must contain a **title** and a **bulleted list**. **[1]**
- ☑ **43.** Modify the **header and footer**:
  - **Header:** Automated slide numbers, **right-aligned**.
  - **Footer:** Your **name**, **centre number**, and **candidate number**.
  - Ensure:
    - The **header and footer** appear in the **same position** on all slides.
    - No items **overlap** on any slide. **[1]**

### Editing Slide Content

- ☑ **44.** On the **Consequences of Global Warming** slide:
  - Format the **five bullet points** following **"...weather events including:"** to appear as follows:

#### Consequences of Global Warming

- Average temperatures predicted to rise by **1.5°C by 2050**.
  - Global sea levels will rise as glaciers **retreat and ice sheets melt**.
  - More land will be at risk of **coastal flooding**.
    - **Torrential rains**
    - **Floods**
    - **Heatwaves**
    - **Droughts**
    - **Storms [3]**
- ☑ **45.** Delete the slides titled **"Organic Farming Practices"** and **"Carbon Sinks"**. **[1]**

### Chart Creation

- ☑ **46.** Using data from n2402emissions.csv, create a **pie chart** to show emissions for each economic sector in **2020**. [1]
- ☑ **47.** Label the chart as "**Global Emissions by Economic Sector**". [1]
- ☑ **48.** Format the chart:
  - **Display only** the economic sector names and percentages as **labels**.
  - **Position labels outside** each chart sector.
  - **Remove the legend**. [2]
- ☑ **49.** Highlight "**Agriculture, Forestry and Other Land Use**" by **pulling it out** from the rest of the pie chart. [1]
- ☑ **50.** Position the **chart to the left** of the bulleted list on the slide titled "**Industry Sources**".
  - Ensure all text and labels are **fully visible**.
  - Avoid **overlapping** with other elements. [1]

### Adding Interactive Elements

- ☑ **51.** On the **Consequences of Global Warming** slide:
    - Insert a **sun shape** to the **right** of the bulleted list.
    - Set the **size to 4 cm x 4 cm**.
    - Configure the **sun shape** as a **hyperlink** to the "**Greenhouse Gas Emissions**" slide.
    - Take a **screenshot** showing the **hyperlink setup** and insert it into your **EVIDENCE** document. [5]
  - ☑ **52.** Save and print the **presentation as handouts** (portrait, **two slides per page**). [1]
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### Task 5 – Printing the Evidence Document

- ☑ **53.** Ensure **your name, centre number, and candidate number** appear on every page of the **EVIDENCE** document.
- ☑ **54.** Save and print the **EVIDENCE** document.



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