



Cambridge International AS & A Level

INFORMATION TECHNOLOGY

9626/02

Paper 2 Practical

For examination from 2020

SPECIMEN PAPER

2 hours 30 minutes

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

INSTRUCTIONS

- Carry out every instruction in each task.
- Save your work using the file names given in the task as and when instructed.
- You must **not** have access to either the internet or any email system during this examination.
- You must save your work in the correct file format as stated in the tasks. If the work is saved in an incorrect file format, you will **not** receive marks for that task.

INFORMATION

- The total mark for this paper is 110.
- The number of marks for each question or part question is shown in brackets.

This document has **6** pages. Blank pages are indicated.



You have been supplied with the following files:

BrainCoralAndManta.jpg
Course.csv
Faculty.csv
HardCoral.mp4
Quals.csv
Soundtrack.mp3
TestTable.rtf
Tutor.csv

All files that you save should include your centre number and candidate number: e.g. Evidence_ZZ999_1234

You work for the University of Tawara. You 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 **Coral1_** followed by your centre number and candidate number: e.g. Coral1_ZZ999_1234 [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 in **mp3 format** as **Soundtrack2_** followed by your centre number and candidate number: e.g. Soundtrack2_ZZ999_1234 [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 **Coral2_** followed by your centre number and candidate number: e.g. Coral2_ZZ999_1234 [1]

11 **Evidence 4**

Export or convert your video into **mp4 format** with the filename **Coral3_** followed by your centre number and candidate number: e.g. Coral3_ZZ999_1234 [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 and enter 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 and candidate number: e.g. Tawara1_ZZ999_1234

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

Sort these data by:

- level in descending order, then
- faculty in ascending order.

[5]

Evidence 6

Save your spreadsheet as **Tawara2_**followed by your centre number and candidate number: e.g. Tawara2_ZZ999_1234

- 18 *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]

- 19 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 have been entered. [5]

Evidence 7

Save your spreadsheet as **Tutor2_**followed by your centre number and candidate number: e.g. Tutor2_ZZ999_1234

- 20 Create a report that shows the number of full time and part time courses available for each level of qualification. Do **not** display the details of each qualification. The report must contain gridlines and be set out like this:

Title including your candidate details			
Level	Full time	Part time	Total number of courses
Bachelor of Arts	99	99	999
Bachelor of Engineering	9		9
Bachelor of Law	9		9
Bachelor of Science	99		99
Master of Arts	99	9	99
Master of Chemistry	9		9
Master of Engineering	9		9
Master of Environmental Science	9	9	9
Master of Mathematics	9	9	9
Master of Pharmacy	9		9
Master of Science	99	9	99
Masters in Law	9		9
Grand Total	99	99	999

The figures shown in this diagram do **not** show the correct values.

[11]

Evidence 8

Save your spreadsheet as **Report1_** followed by your centre number and candidate number:
e.g. Report1_ZZ999_1234

- 21 Export your report as a new document in **pdf format**.

[1]

Evidence 9

Save your report in **pdf format** as **Report1_** followed by your centre number and candidate number: e.g. Report1_ZZ999_1234

- 22 Extract from these data only those levels of qualification that have part time courses. Use only these extracted levels to create an appropriate chart comparing the number of part time courses for each of these levels.

[4]

Evidence 10

Save your chart in your spreadsheet (Report 1) as **Chart1**

23 Open the document **TestTable.rtf**

Complete the test table for step 19.

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 11

Save your document as **Test1_**followed by your centre number and candidate number: e.g. Test1_ZZ999_1234

24 In cell J2 enter the date 1 April 2017. [1]

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

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

27 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]

28 Replicate the formulae entered in steps 25 to 27 for all tutors. [1]

29 Format the appropriate cells into currency. [2]

Evidence 12

Save your spreadsheet as **Tutor3_**followed by your centre number and candidate number: e.g. Tutor3_ZZ999_1234

Permission to reproduce items where third-party owned material protected by copyright is included has been sought and cleared where possible. Every reasonable effort has been made by the publisher (UCLES) to trace copyright holders, but if any items requiring clearance have unwittingly been included, the publisher will be pleased to make amends at the earliest possible opportunity.

Cambridge Assessment International Education is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of the University of Cambridge Local Examinations Syndicate (UCLES), which itself is a department of the University of Cambridge.