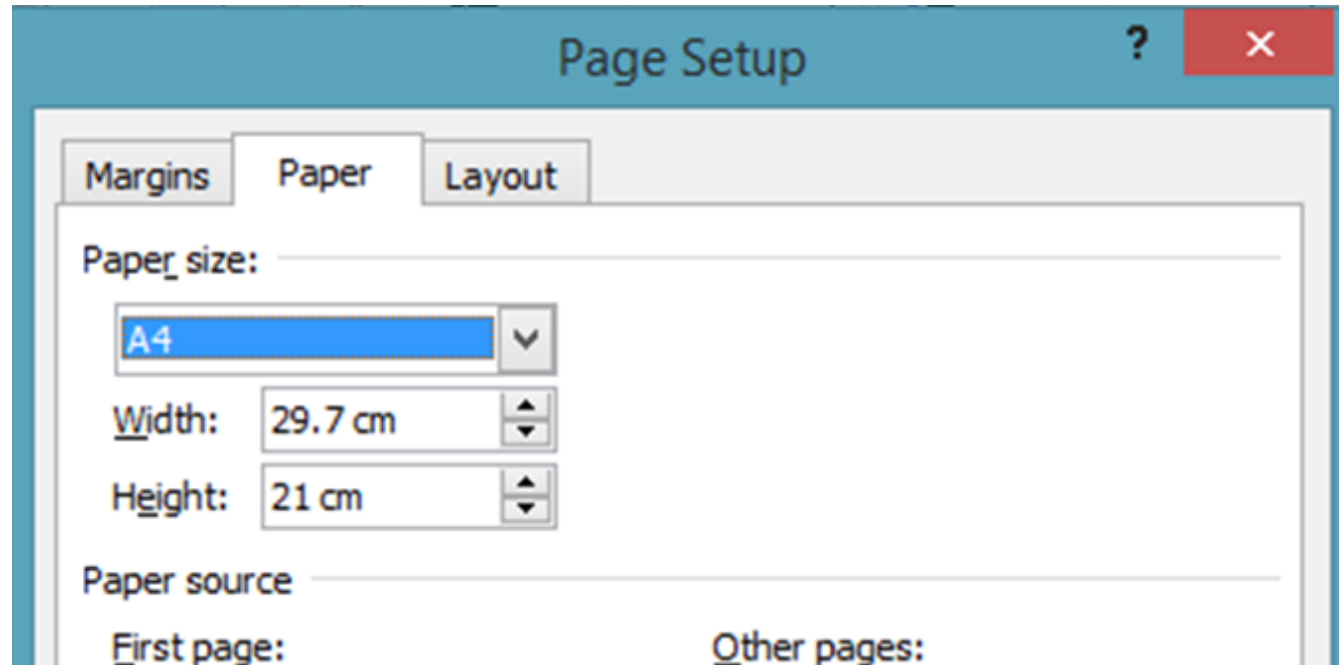
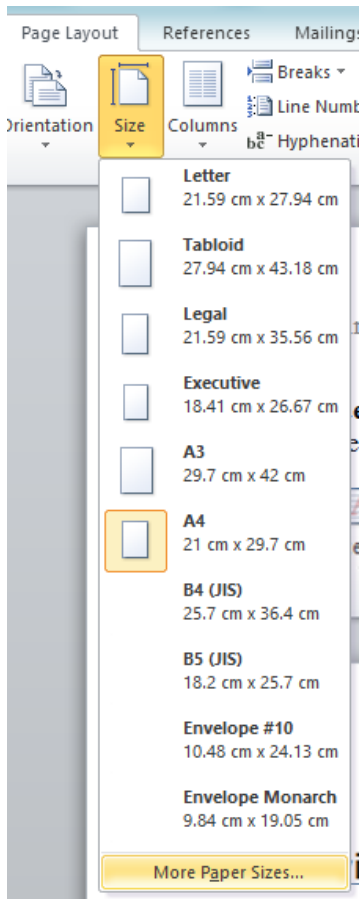
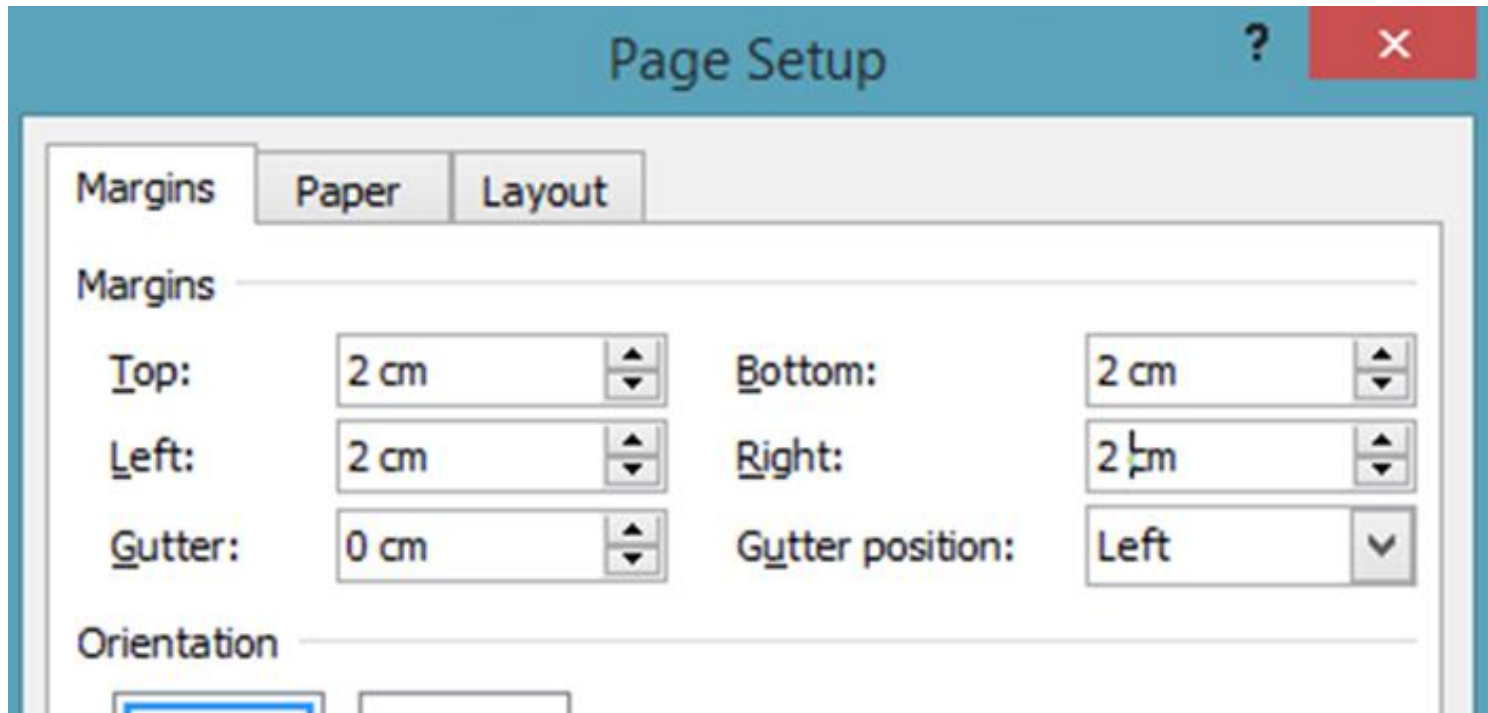


### Screenshot evidence of page size



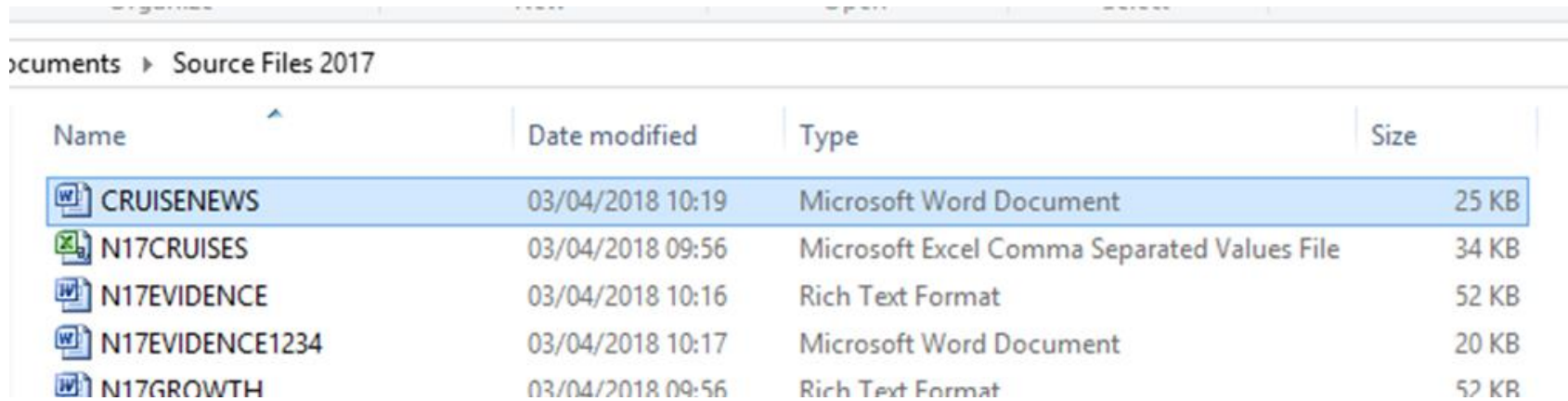
### Screenshot evidence of margin settings








# ICT IGCSE Practical – Revision Presentation

## Paper 2: Evidence Document

Place screenshot evidence of the file saved in your user area. Make sure there is evidence of the file type.



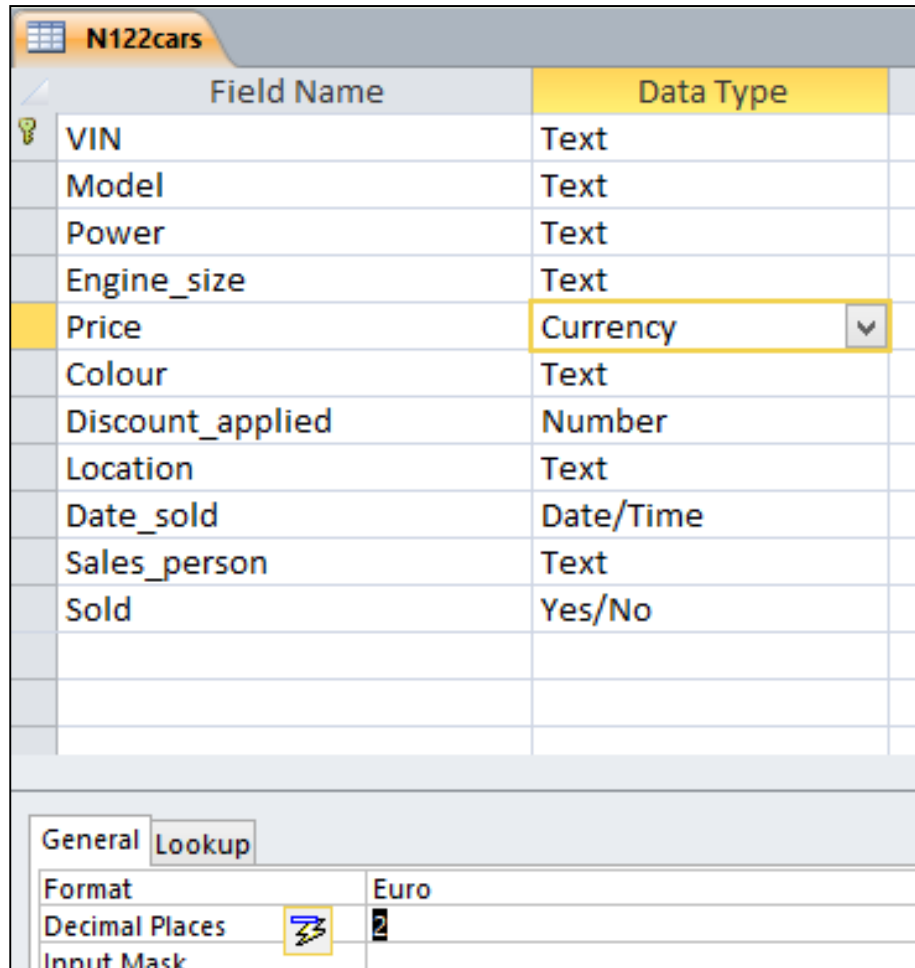
Name	Date modified	Type	Size
 CRUISENEWS	03/04/2018 10:19	Microsoft Word Document	25 KB
 N17CRUISES	03/04/2018 09:56	Microsoft Excel Comma Separated Values File	34 KB
 N17EVIDENCE	03/04/2018 10:16	Rich Text Format	52 KB
 N17EVIDENCE1234	03/04/2018 10:17	Microsoft Word Document	20 KB
 N17GROWTH	03/04/2018 09:56	Rich Text Format	52 KB



# ICT IGCSE Practical – Revision Presentation

## Paper 2: Evidence Document

Database field structure screenshots here:



Field Name	Data Type
VIN	Text
Model	Text
Power	Text
Engine_size	Text
Price	Currency
Colour	Text
Discount_applied	Number
Location	Text
Date_sold	Date/Time
Sales_person	Text
Sold	Yes/No

General Lookup

Format	Euro
Decimal Places	2
Input Mask	

General Lookup

Format	Euro
Decimal Places	2
Input Mask	

General Lookup

Format	Yes/No
--------	--------

General Lookup

Display Control	Text Box
	Check Box
	Text Box
	Combo Box

**Screenshot here showing data entry limited**

### Lookup Wizard

What label would you like for your lookup field?

Pay\_Method

Do you want to limit entries to the choices?

Limit To List

Fees\_Due

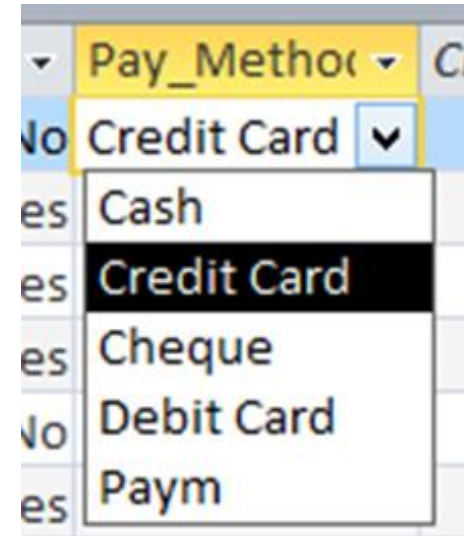
Yes/No

Pay\_Method

Text

General Lookup

Display Control	Combo Box
Row Source Type	Value List
Row Source	"Cash";"Credit Card";"Cheque";"Debit Card";"Paym"
Bound Column	1
Column Count	1
Column Heads	No
Column Widths	2.54cm
List Rows	16
List Width	2.54cm
Limit To List	Yes
Allow Multiple Values	No



Screenshot of database form with new record details in it

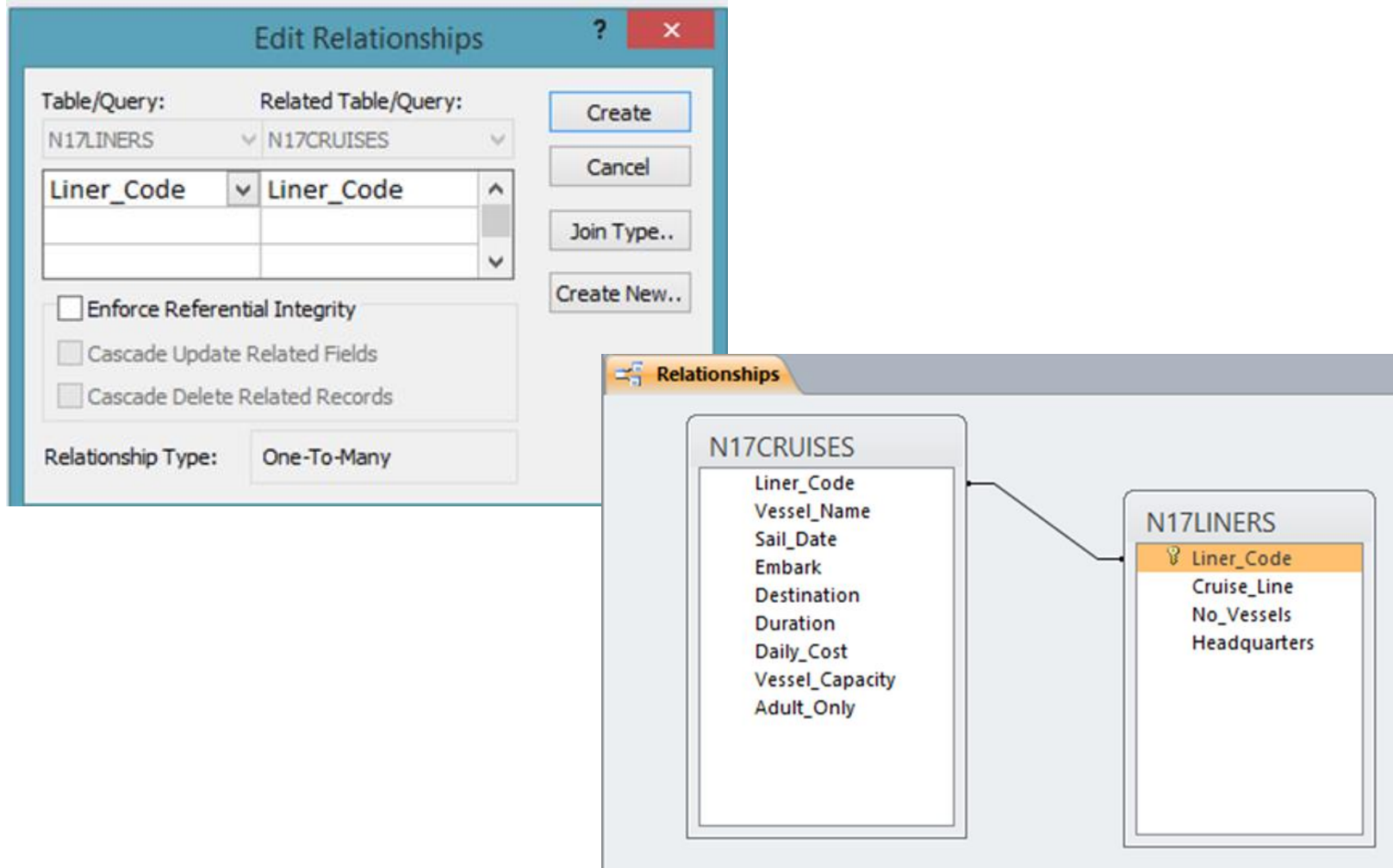
The screenshot shows a web-based data entry form titled "EMPLOYEES Data Entry Form". The form contains the following fields and values:

Field Name	Value
Employee_ID	AHM0221
Family_Name	KAPOOR
First_Name	SHASHI
Job_Description	STRUCTURAL ENGINEER
Salary	£4,416,280
Office_ID	AHM
Contractor	No

Navigation and action buttons are located on the right side of the form:

- Home button (house icon)
- Previous record button (left arrow)
- Next record button (right arrow)
- Home button (house icon)
- Add Record button
- Delete Record button
- Close Form button

### Relationship between the two tables screenshot





# ICT IGCSE Practical – Revision Presentation

## Paper 2: Evidence Document

### Selection criteria screenshot

Field:	[Activity]	[Course_Code]	[Course_Cost]	Location	Rating
Table:	J216ADSPORTS	J216ADSPORTS	J216ADSPORTS	J216ADSPORTS	J216ADSPORTS
Sort:			Descending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:	Like "**ski*" Or Like "**snow**"			"france"	5
or:					

Field:	Last_Name	Fees_Due	Date_Joined	Memb_Type	Annual_Fee	Late_Payment: [Annual_Fee]*1.05	Type
Table:	N216MEMBERS	N216MEMBERS	N216MEMBERS	N216RATES	N216RATES		N216MEMBERS
Sort:							
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:		Yes	>=#01/01/2015#				Not 'TE'
or:							

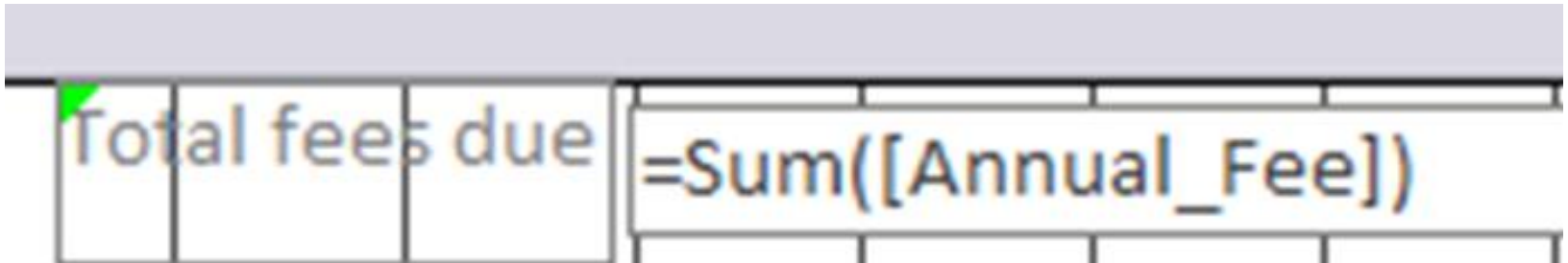
Fees_Due	Date_Joined
N216MEMBERS	N216MEMBERS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	>=#01/01/2015#

Type
N216MEMBERS
<input type="checkbox"/>
Not 'TE'

# ICT IGCSE Practical – Revision Presentation

## Paper 2: Evidence Document

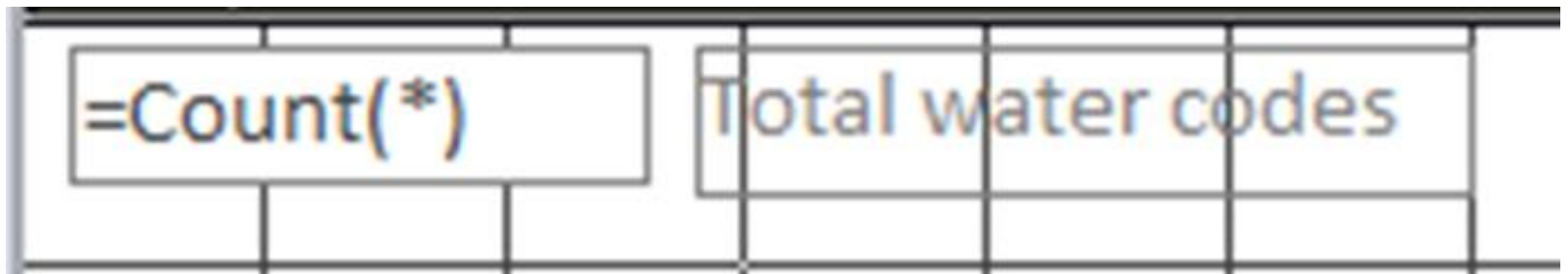
Calculated control formula for total value of overdue fees



A screenshot of an Excel spreadsheet. The cell contains the text "Total fees due" followed by a formula bar containing the formula `=Sum([Annual_Fee])`. A green triangle is visible in the top-left corner of the cell.

Total fees due	=Sum([Annual_Fee])
----------------	--------------------

Calculated control formula screenshot here



A screenshot of an Excel spreadsheet. The cell contains the formula `=Count(*)` followed by the text "Total water codes".

=Count(*)	Total water codes
-----------	-------------------

# ICT IGCSE Practical – Revision Presentation

## Paper 2: Evidence Document

### Date field screenshot

```
{ DATE \@ "dd/MM/yyyy" }
```

```
{ DATE \@ "dd MMMM yyyy" }
```

### Mail merge selection method screenshot here

	Field:	Comparison:	Compare to:
	Cruise_Type	Equal to	Caribbean
And	Duration	Greater than	7
And			

### To Show Fields Codes

**File >> Options**

**Advanced**

**>> Show Document Content**

**>> Show field codes**

General

Display

Proofing

Save

Language

Ease of Access

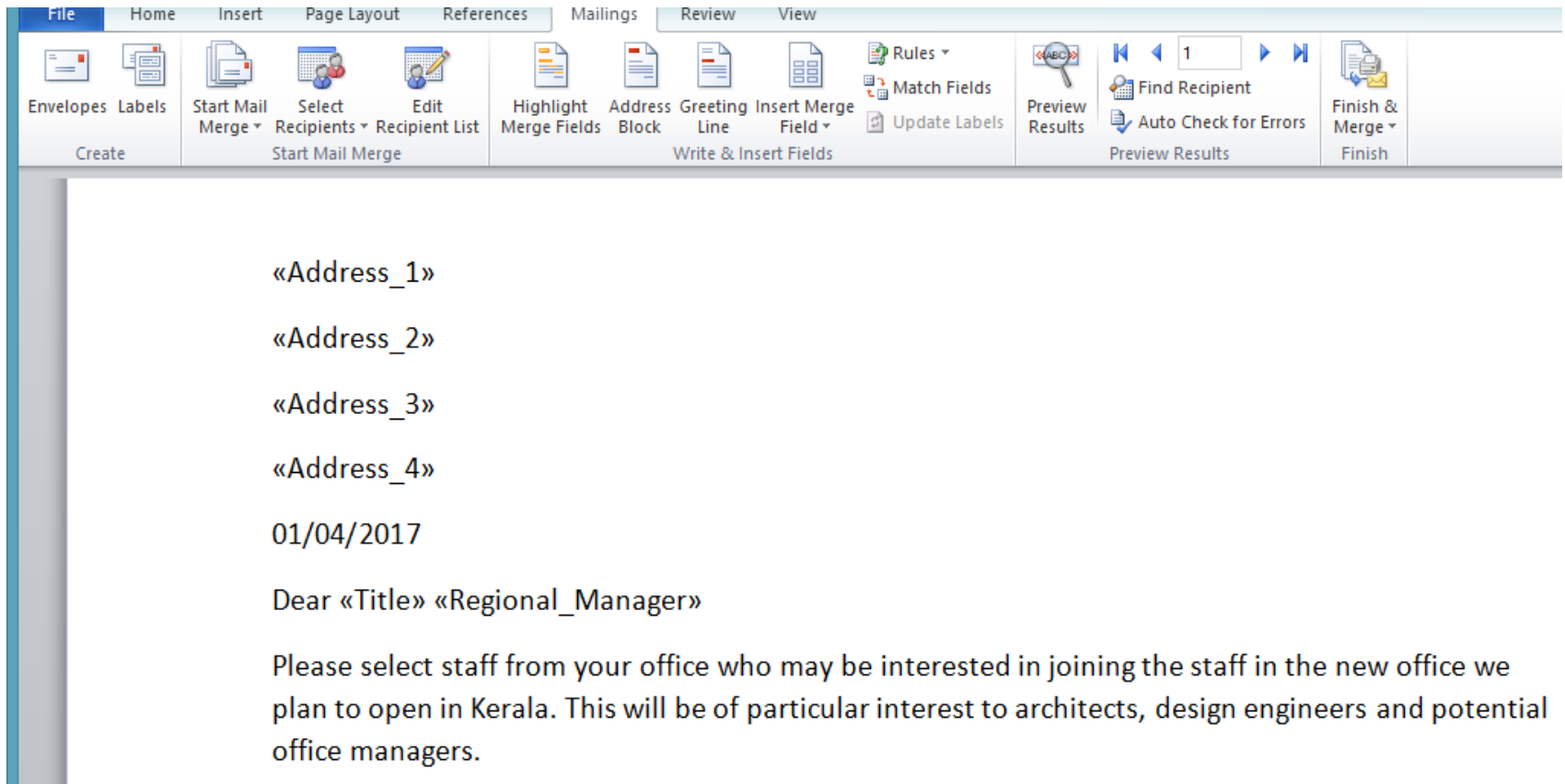
**Advanced**

Customize Ribbon

**Show document content**

- Show background colors and images in Print Layout view
- Show text wrapped within the document window
- Show picture placeholders ⓘ
- Show drawings and text boxes on screen
- Show bookmarks
- Show text boundaries
- Show crop marks
- Show field codes instead of their values

### Evidence of merged fields



The screenshot shows the Microsoft Word interface with the Mailings ribbon selected. The ribbon includes the following groups and options:

- Create:** Envelopes, Labels
- Start Mail Merge:** Start Mail Merge, Select Recipients, Edit Recipient List
- Write & Insert Fields:** Highlight Merge Fields, Address Block, Greeting Line, Insert Merge Field
- Update Labels:** Rules, Match Fields, Update Labels
- Preview Results:** Preview Results, Find Recipient, Auto Check for Errors
- Finish:** Finish & Merge

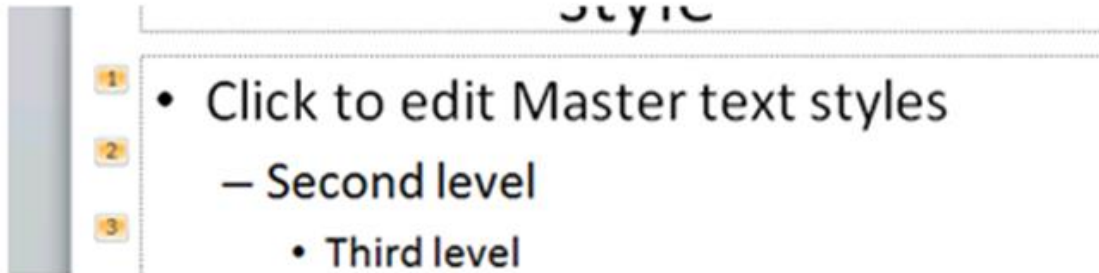
The document content shows the following text:

«Address\_1»  
«Address\_2»  
«Address\_3»  
«Address\_4»  
01/04/2017  
Dear «Title» «Regional\_Manager»  
Please select staff from your office who may be interested in joining the staff in the new office we plan to open in Kerala. This will be of particular interest to architects, design engineers and potential office managers.

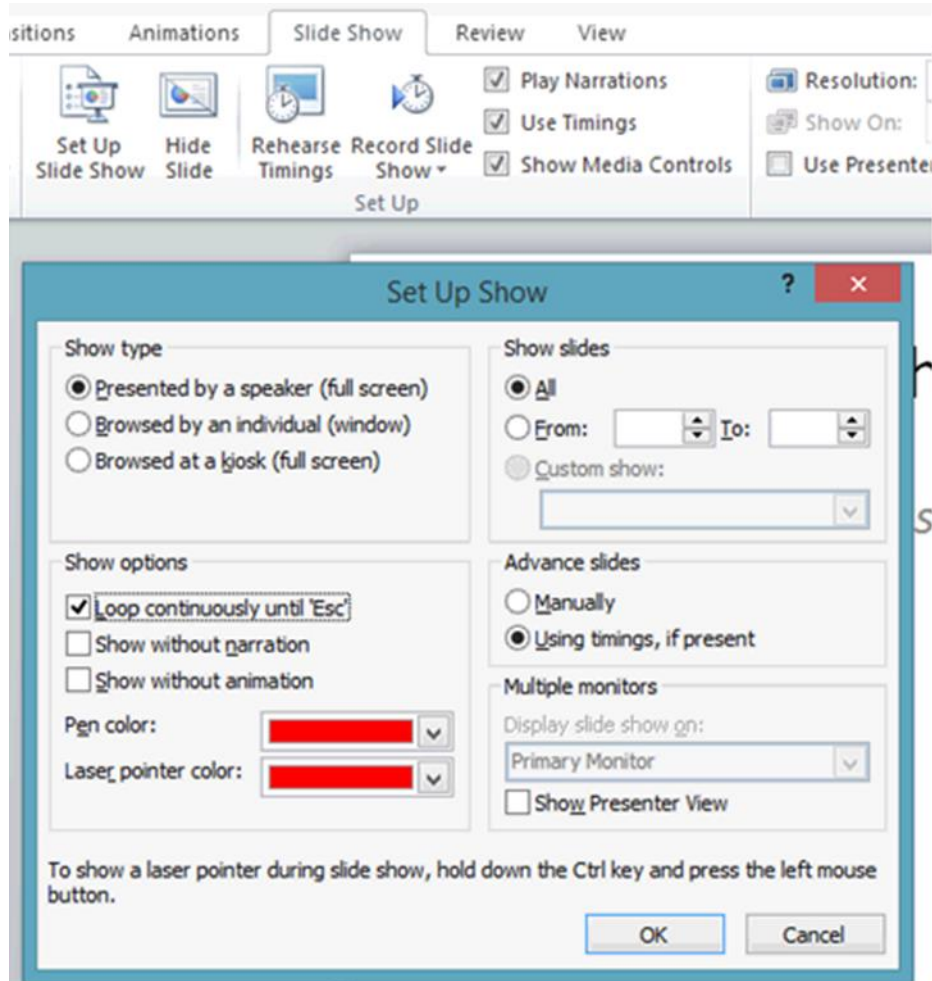
# ICT IGCSE Practical – Revision Presentation

## Paper 2: Evidence Document

### Bullet animation screenshot



### On-screen looped selection screenshot

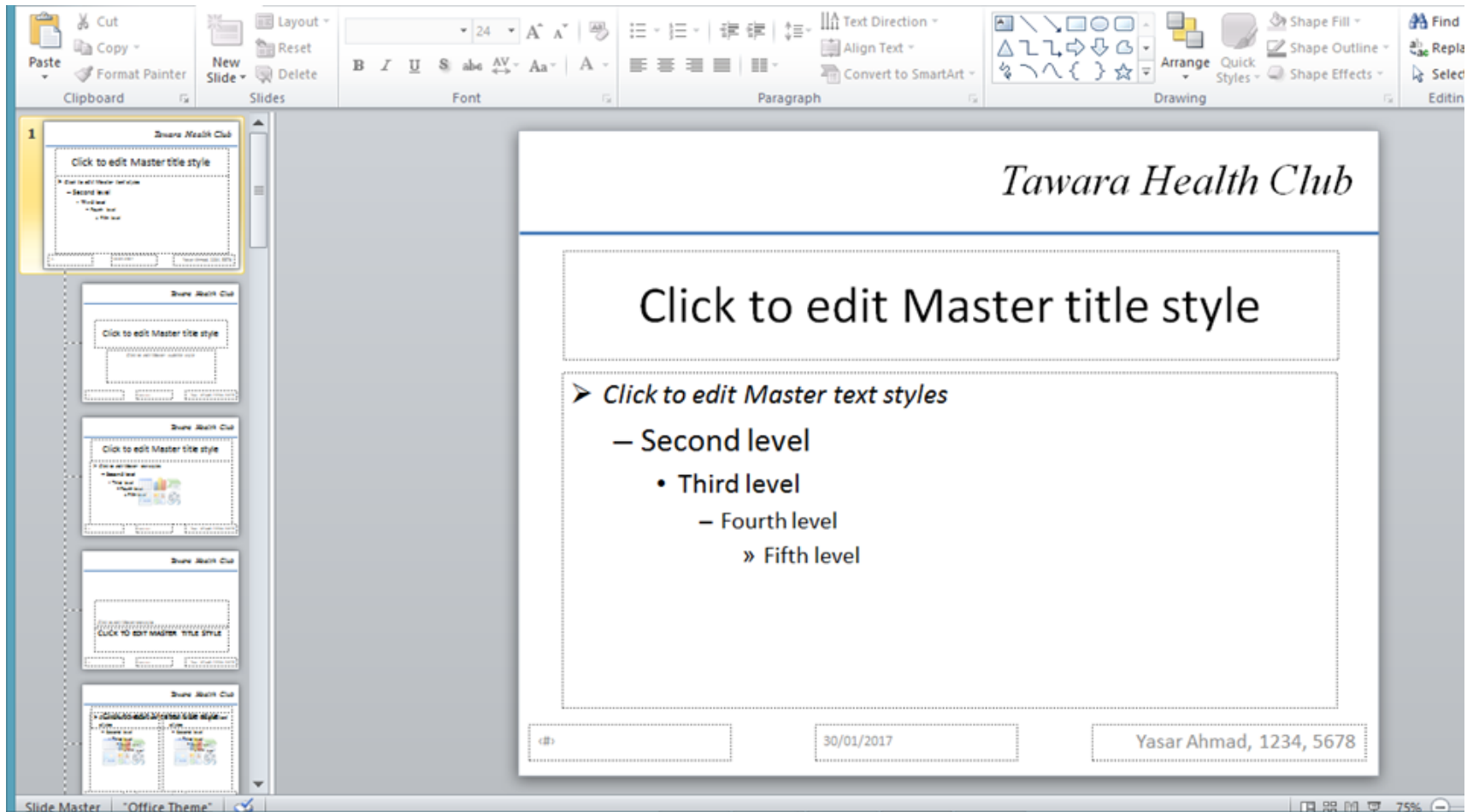


# ICT IGCSE Practical – Revision Presentation

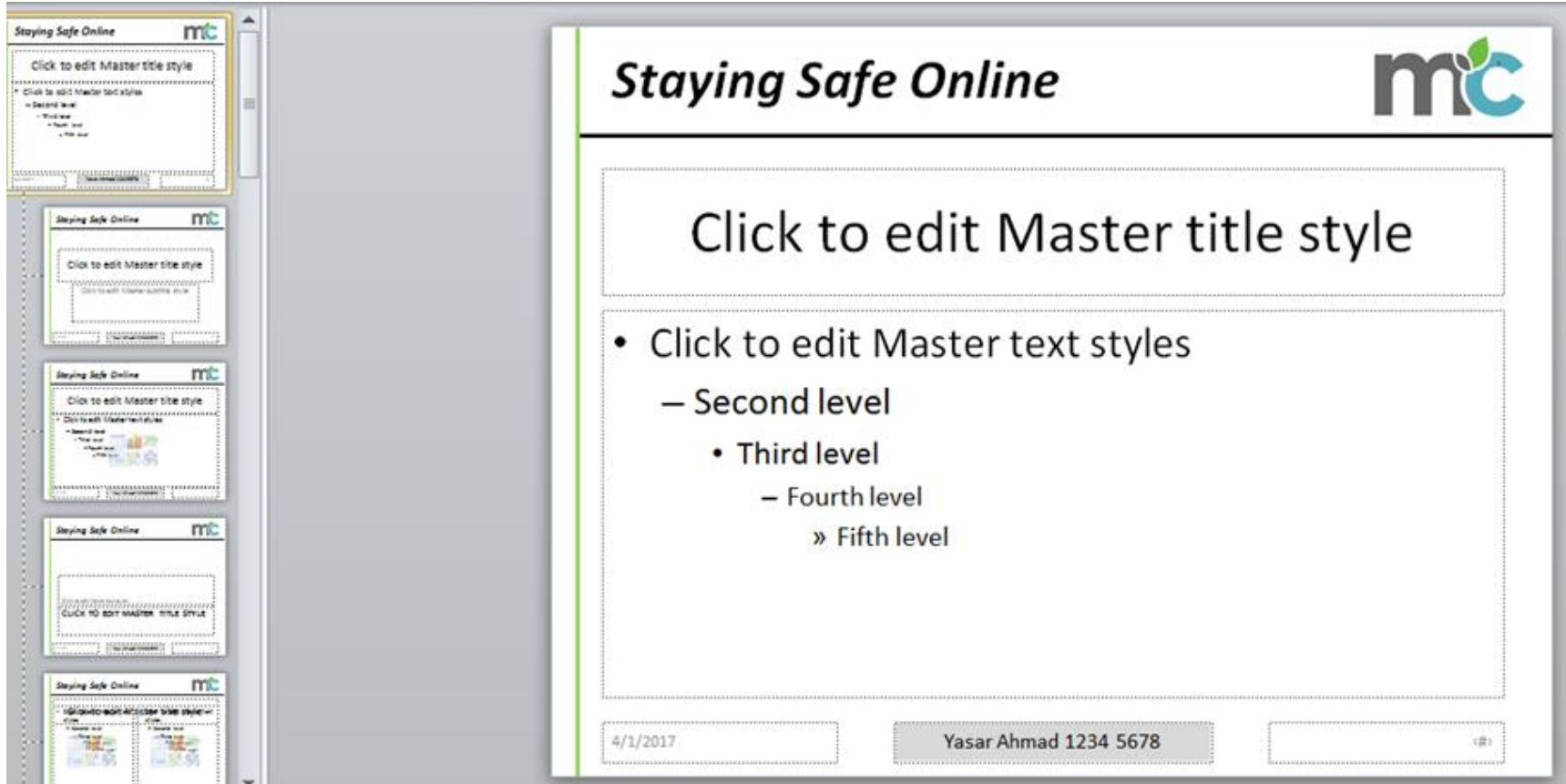
## Paper 2: Evidence Document

### Master slide layout screenshot

Paper 2



**Screenshot(s) and description of any presentation features that are not visible on Printout 5.**





### **Step 30 - EVIDENCE 12 – Evaluation of checklist suitability with suggested improvements and reasons:**

The checklist requires a spell check to meet professional standards. The text styles should also be in a consistent font and style. Headings can be emphasised so that they stand out.

### **Evidence 8**

Letter can be reused with different recipients. Individual contact and name details do not need to be typed in. Some users may find it difficult to set up the mail merge. In conclusion Mail merge is a quicker method of sending one letter to many contacts.

### **Step 23 – EVIDENCE 8 – Evaluate the design of your data entry form:**

Drop down list used to reduce data entry errors  
Suitable field lengths for this data  
Navigation aids to look through records  
Appropriate fields lengths for data entry  
Appropriate font styles and colours.

### **Step 36 – EVIDENCE 14 – Evaluate the presentation:**

Appropriate slide layout including a logo on each slide. Styles and formatting are also consistent on each slide.

### **Step 28 – EVIDENCE 8 – Evaluate the design of your data entry form**

Good use of navigation button to move between records. The layout and formatting is consistent. Also the field lengths are suitable lengths to enter the appropriate data.

### **Step 15 – EVIDENCE 5 – Evaluation of graph or chart choice and comparison to at least one other chart type**

Comparative bar chart is the most suitable choice of graph as it is able to compare 3 sets of data. Visually it is easy to compare the differences of the data compared to a Pie Chart. Pie Chart will not be able to compare the data and will only show the percentage.