



MINISTRY OF EDUCATION, SINGAPORE  
in collaboration with  
CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION  
General Certificate of Education Normal (Technical) Level

## COMPUTER APPLICATIONS

**7018/02**

Paper 2

**For examination from 2022**

SPECIMEN PAPER

**1 hour 30 minutes**

Additional Materials:

- Electronic version of SP1.jpg file
- Electronic version of SP2.jpg file
- Electronic version of SP3.jpg file
- Electronic version of SP4.jpg file
- Electronic version of SPWARN.png file
- Electronic version of TWG.mp4 file
- Electronic version of TWGNEWS.docx file
- Electronic version of TWGPRES.docx file
- Electronic version of TWGWINNER.xls file

### READ THESE INSTRUCTIONS FIRST

Answer **all** questions.

Save your work using the file name given in the question as and when necessary.

The number of marks is given in brackets [ ] at the end of each question or part question.

This document consists of 7 printed pages and 1 blank page.



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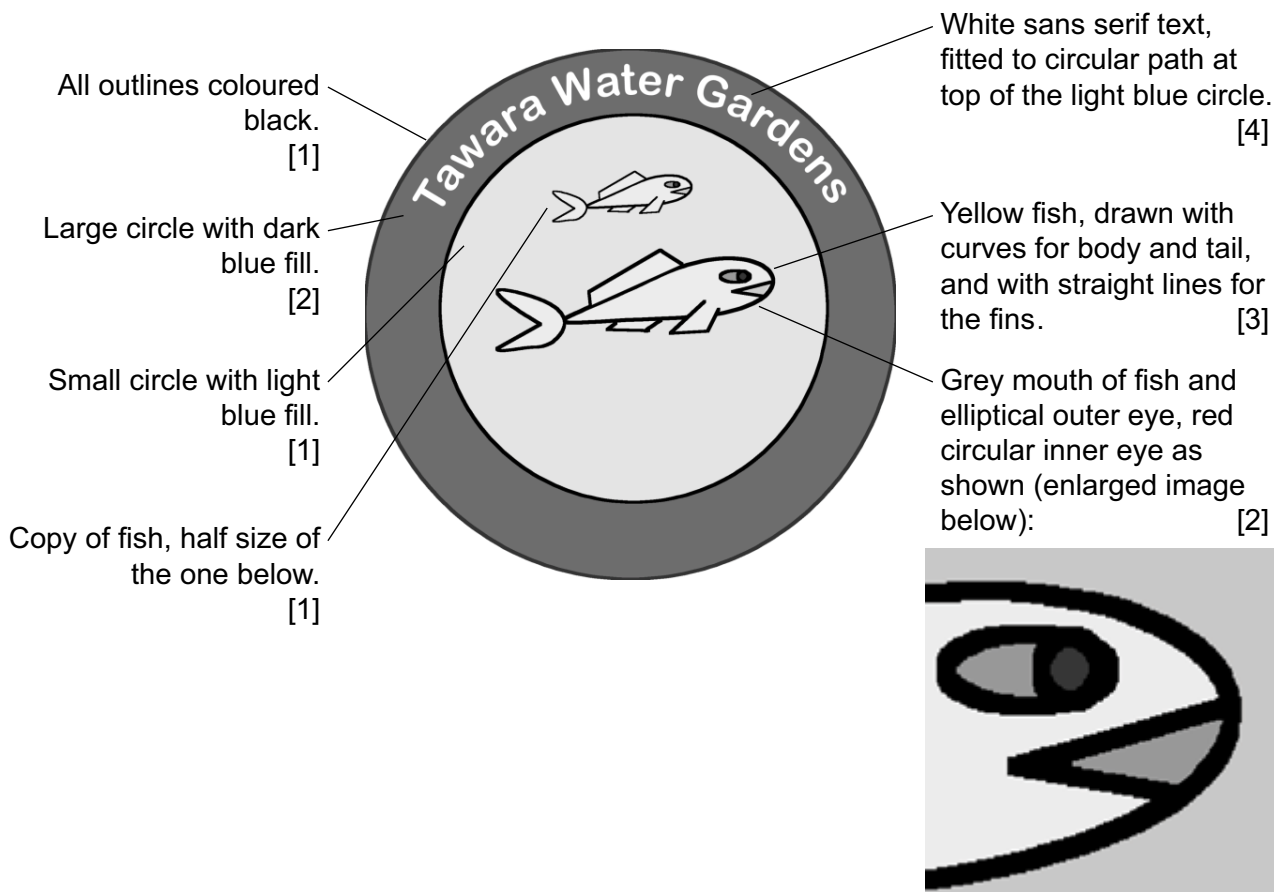
**Scenario:**

A company called 'Tawara Water Gardens' requires you to prepare an image, a newsletter and a slide presentation. You need to complete three tasks:

- For Task 1, you will create a company logo (saved in 2 stages) to use in the newsletter. You will also use your company logo to create a warning sign for customers.
- For Task 2, you will create a newsletter. The file **TWGNEWS** contains the text for this newsletter.
- For Task 3, you will create seven slides for the presentation. The text for the slides is provided in the file **TWGPRES**. The slides will link to the newsletter.

**Task 1 Media Elements [21 marks]****Create the logo:**

- 1 Use computer software to draw this logo:



- 2 Check that the objects are drawn proportionally to one another. [1]
- 3 Order the objects as shown. [1]

- 4 Export the logo as a **raster** graphic in **png** format as:  
**SPLOGO\_<Your Name>\_<Centre Number>\_<Index Number>** [1]
- 5 Add to your logo, the file **SPWARN**, as a new object. [1]
- 6 Set only the object added in step 5 to have 50% transparency. [1]
- 7 Resize and place this object so that the image appears like this: [1]

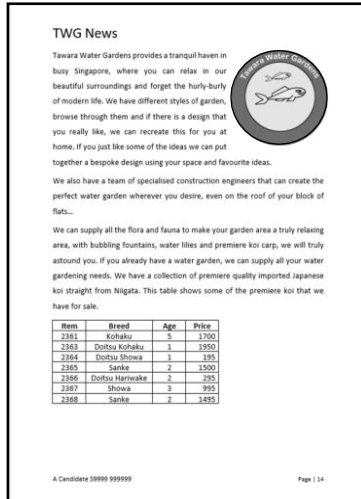


- 8 Export the new image as a **raster** graphic in **png** format as:  
**SPWARNING\_<Your Name>\_<Centre Number>\_<Index Number>** [1]

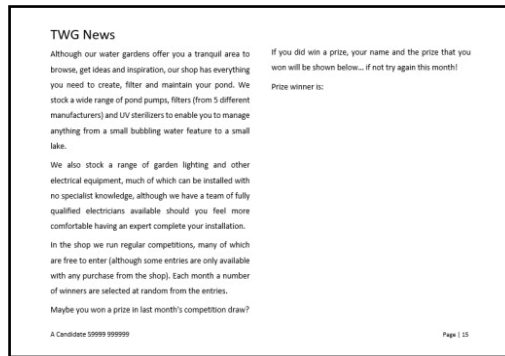
## Task 2 Document Processing [28 marks]

### Create the newsletter:

- 9 Use computer software to edit the file **TWGNEWS**. The finished document should have two pages as shown below.



Page 1



Page 2

- 10 Save your document as: **SPNEWS\_<Your Name>\_<Centre Number>\_<Index Number>** [1]

### Page Layout and Contents:

- 11 Set the page size to A4. [1]
- 12 Insert an appropriate break after the table and format the document so that the orientation of page 1 is portrait and page 2 is landscape. [2]
- 13 Place the text **TWG News** in a 24 point sans-serif font on the left in the header. [3]
- 14 Insert automatic page numbers, on the right, in the footer of the document. Start the page numbering at page 14. [2]
- 15 Place your name, centre number and index number on the left in the footer. [1]
- 16 Format all text (except the table) with 1.5 line spacing. [1]
- 17 Set the spacing to 6 points before and 6 points after each paragraph. [1]
- 18 Format the table with single line spacing with no spacing before or after. Adjust the column widths so that all data in the table cells are displayed on a single line. [2]

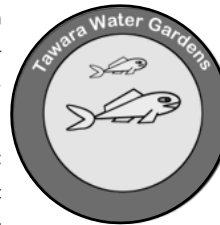
- 19 Format the body text (except the table) to be fully justified. [1]
- 20 Format only the second page as 2 columns. [2]
- 21 Insert a new row 4 into the table, between items 2364 and 2366. Place this data into this new row.

2365	Sanke	Marushin	2	1500
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- [2]
- 22 Delete the **Source** column from the table. [1]
- 23 Insert the image **SPLOGO** into the top right of the first paragraph on the first page, so that the text wraps around it like this:

### TWG News

Tawara Water Gardens provides a tranquil haven in busy Singapore, where you can relax in our beautiful surroundings and forget the hurly-burly of modern life. We have different styles of garden, browse through them and if there is a design that you really like, we can recreate this for you at home. If you just like some of the ideas we can put together a bespoke design using your space and favourite ideas.



We also have a team of specialised construction engineers that can create the

- 24 Save your work.

### Mail Merge:

- 25 Make your document into a merge document with the file **TWGWINNER** as source data. [1]
- 26 Insert these merge fields at the end of the document:

«Forename» «Surname» «Prize»

- [2]
- 27 Save your document as: **SPMERGE\_<Your Name>\_<Centre Number>\_<Index Number>**
- 28 Merge to a new document for customers where the Prize is **Voucher**. [3]
- 29 Save your merged document as: **SP\_<Your Name>\_<Centre Number>\_<Index Number>**

**Task 3 Interactive Multimedia Communication [21 marks]**

**Create the slide presentation:**

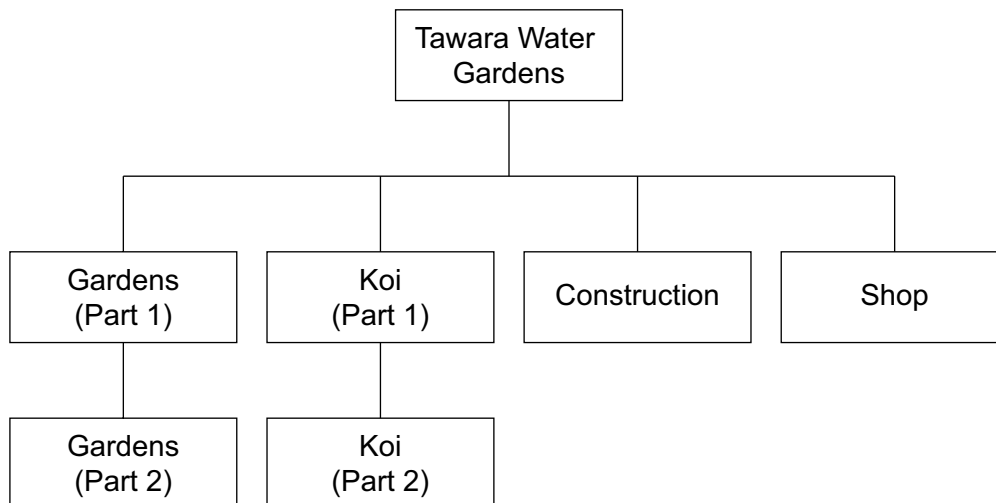
**30** Use the text from **TWGPRES** to create seven slides.

[1]

All media files to be used have been provided for you.

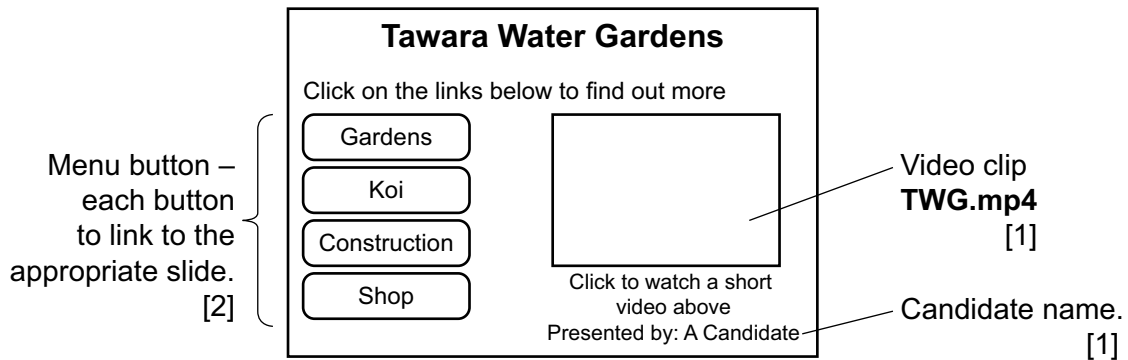
Save your presentation as: **SPPRES**\_<Your Name>\_<Centre Number>\_<Index Number>

Link your slides like this:

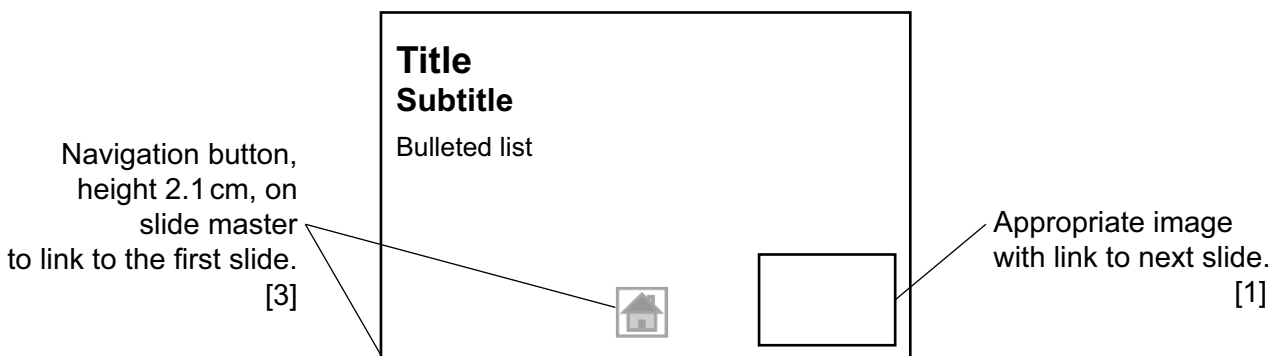


31 Create the presentation using this storyboard:

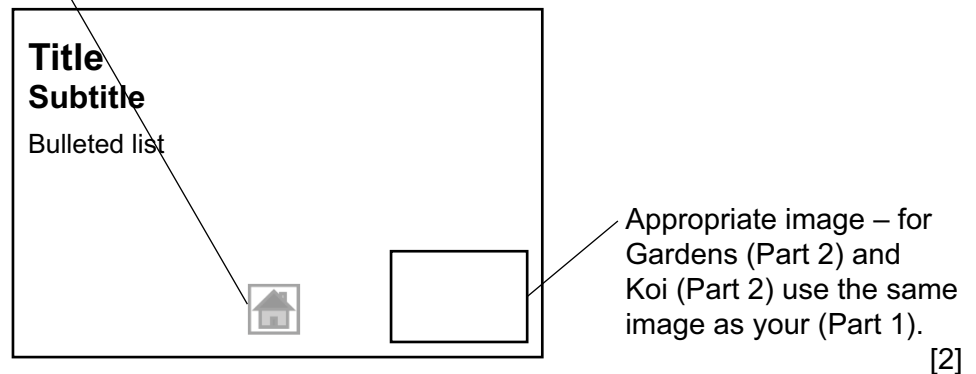
**Slide: Tawara Water Gardens**



**Slide: Gardens (Part 1) and Koi (Part 1)**



**Other slides:**



Ensure the following in your slides:

- Bulleted lists are used in the slides stated in the storyboard. [1]
- The title and subtitle on each slide are inserted and placed correctly. [3]
- The body text is inserted correctly. [1]

32 On the slide Shop, for the text 'Visit our website', create a link to: <https://www.tawarawatergardens.com> [2]

33 Ensure that all slides are easy to read and all objects can be seen clearly. [3]

34 Save your work.

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