



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.



Singapore Examinations and Assessment Board



Cambridge Assessment
International Education

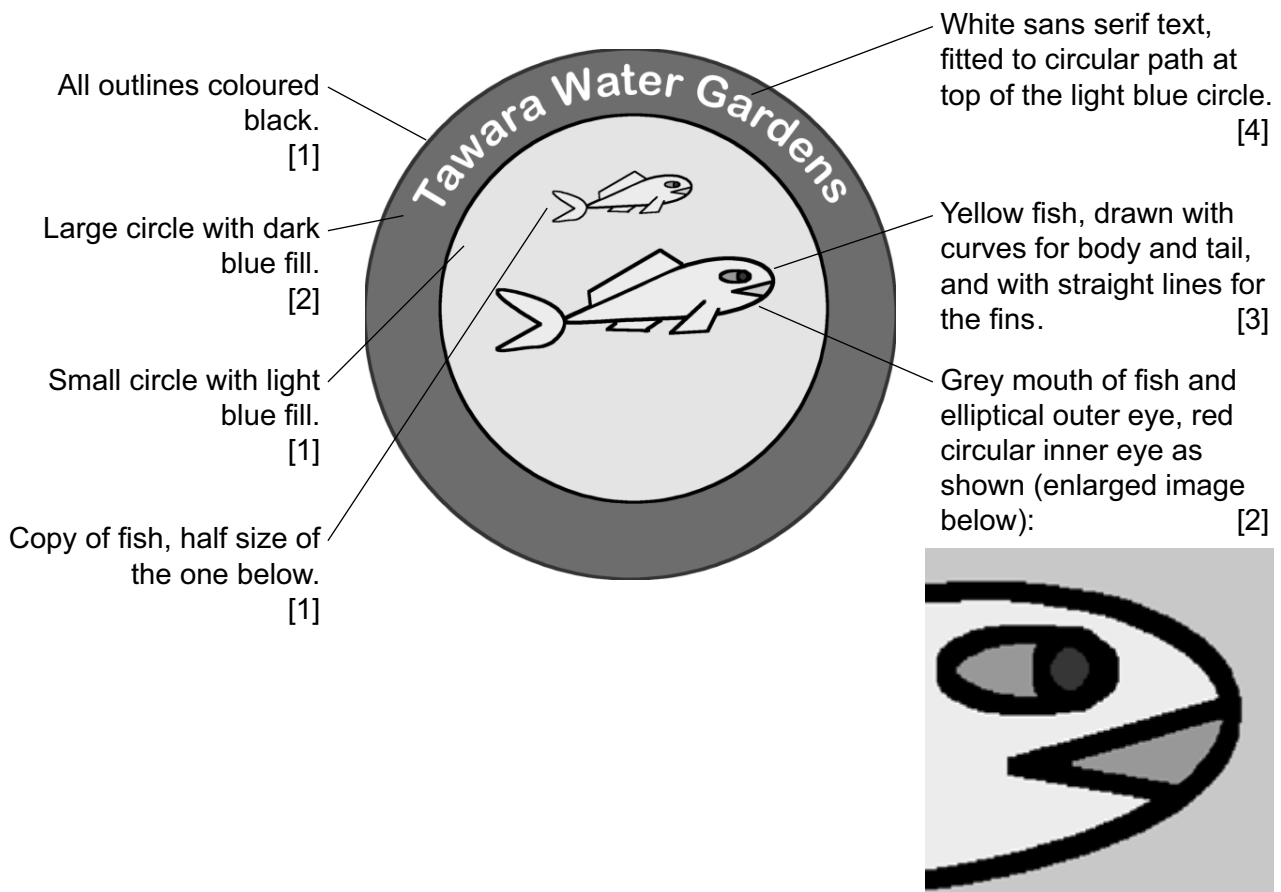
Scenario:

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]

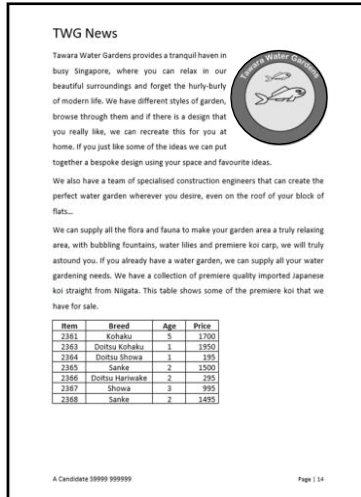


- 8 Export the new image as a **raster** graphic in **png** format as:
SPWARNING_<Your Name>_<Centre Number>_<Index Number> [1]

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]

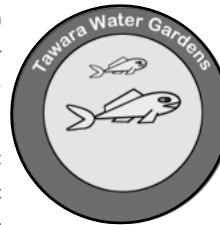
- 19 Format the body text (except the table) to be fully justified. [1]
- 20 Format only the second page as 2 columns. [2]
- 21 Insert a new row 4 into the table, between items 2364 and 2366. Place this data into this new row.

2365	Sanke	Marushin	2	1500
------	-------	----------	---	------

- [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:

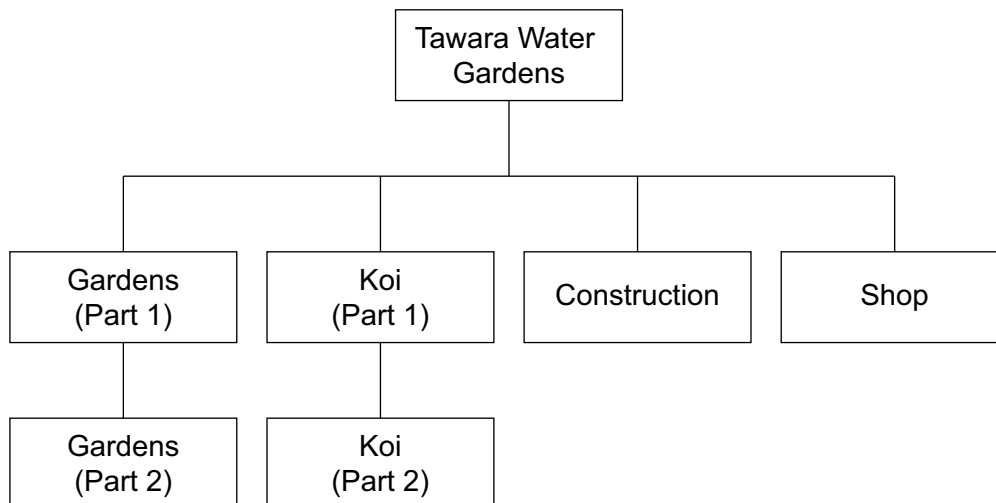
30 Use the text from **TWGPRES** to create seven slides.

[1]

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

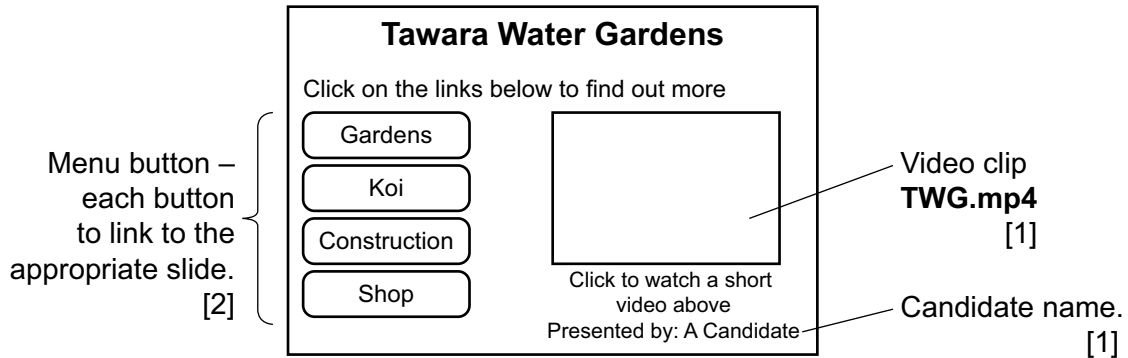
Save your presentation as: **SPPRES**_**<Your Name>**_**<Centre Number>**_**<Index Number>**

Link your slides like this:

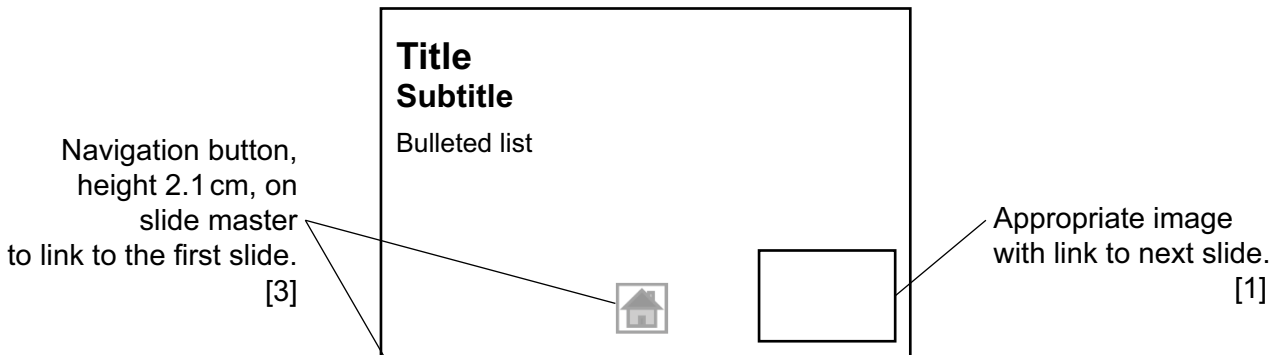


31 Create the presentation using this storyboard:

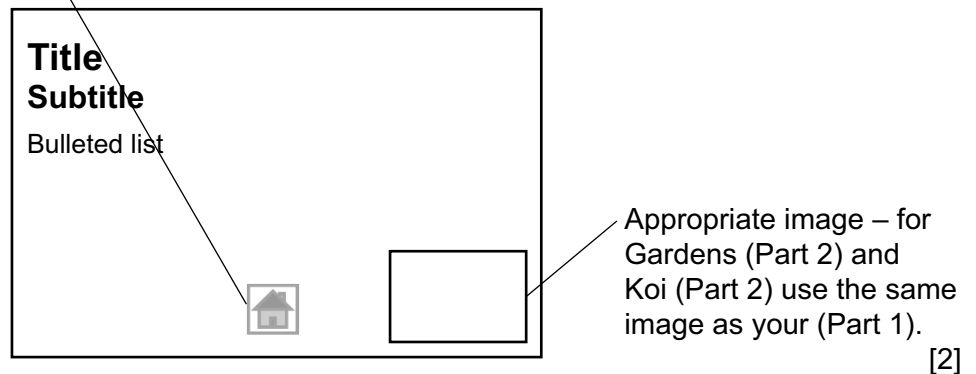
Slide: Tawara Water Gardens



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.

BLANK PAGE

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.