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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**5924/2**

Paper 2 [Practical Test]

**Specimen 2025-2026**

**2 hours 30 Minutes**

Additional material

Candidates Source files

**Total: 80 Marks**

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**INSTRUCTIONS TO CANDIDATES**

**Carry out all instructions in each step.**

Place every screenshot as evidence in the file **S2024EVIDENCE.RTF**

Enter your name, Centre number and candidate number on **EVERY** printout before it is sent to the printer.

Printouts with hand written candidate details will not be marked.

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

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This document consists of **5** printed pages and **3** blank pages.

**TASK 1 – Spreadsheet**

All the information about the school's music club members is stored in a spreadsheet.

Open the **22\_t1Learners** spreadsheet and work in the **1Member** worksheet.

1. Merge and centre the contents of cells A1:K1. [1]
2. Insert a function in cell G2 that will always display the current date. [1]
3. Insert a function in cell B3 to determine the number of members listed. [2]
4. The surnames should appear in capital letters. Use a function in cell A5 to display the surname in cell B5 in capital letters. [2]
5. Change the format of ALL the data in column G to appear as dates in the format 1998-03-26. [1]
6. The telephone numbers in column I do not include the area code.  
Use a function/formula to add the area code '011' to the beginning of the number and display it in cell H5.  
EXAMPLE: The telephone number 3672211 will appear as 0113672211. [3]
7. The club needs to send an e-mail to every person who does NOT have a cellphone number (column J).  
Insert a function in cell K5 to determine if an e-mail must be sent to the person or not. If an e-mail must be sent, 'Yes' must be displayed, otherwise 'No' must be displayed.  
Copy this function to cells K6:K25 [5]
8. Hide column C and D [1]
9. Format the spreadsheet to the following:
  - Displaying your formulas used throughout the spreadsheet
  - Display row and column headings
  - Orientation should be landscape
  - Display your name, centre number and candidate number on the footer
  - Formulas are fully visible in a single page wide [4]
10. Print and close the **22\_t1Learners** spreadsheet.

**Task Total :20**

**TASK 2 -DATABASE**

A database of different types of music was created.

11. Open the **22t2\_music** database.

12. Create a form called form5\_2, based on the Learners table, as follows:

- Display ALL the fields on the form.
- Format the Surname field's data to display in a red background colour.
- Add a combo box control to the Details section of the form, as follows:
  - It must allow the user to find and display a record based on the value selected in the combo box.
  - The values that can be chosen from are stored in the Gender field.
  - Add a label with the text 'Select your Gender' near the combo box.
- Take a screenshot of the form in design view and place it in your evidence document. Make sure the properties of the "Select your Gender" field appears.
- Save and close the form5\_2 form. [7]

13. Create a query called qry5\_3, based on the Music table as follows:

- Display only the Title, Artist, Year and Genre fields.
- Display only songs in the 'DANCE' genre released in 1996.
- Sort the records in descending order according to the Title field.
- Take a screenshot of the design view of your query and place it in your evidence document.
- Save and close the qry5\_3 query. [4]

14. Open the qry5\_4 query and do the following:

- Add the Cost field and format it to currency.
- Create a new calculated field called Inc to calculate double the cost at run-time.
- Take a screenshot of the design view of your query and place it in your evidence document. Make sure the Cost field properties are displayed.
- Save and close the qry5\_4 query. [5]

15. Edit qry5\_5 query so that it displays the total cost for each of the three genres of music (Dance, Pop and Rock).

Take a screenshot of the design view of your query and place it in your evidence document.

Save and close the qry5\_5 query. [3]

16. Open the qry5\_6 query.

- Change the query to display all the records with an address that has a street number of 13 and the word 'Crescent' in their address, for example 13 Parkridge Crescent.
- Take a screenshot of the design view of your query and place it in your evidence document.
- Save and close the qry5\_6 query.

[3]

17. Create a report called rpt5\_7, based on the Music table as follows:

- Display the Artist, Title, Year, Cost and Genre fields.
- Group the data in the report according to the Year field.
- Sort the data in ascending order of the Artist field.
- Change the report heading to your name and candidate number.
- Insert a function with a suitable label to determine the total value of the music items per year.
- Insert a function to determine the value of the most expensive item in the report.
- Print and close the rpt5\_7 report.

[9]

18. Save and close the **22t2\_music** database

**Task Total Marks: 31**

### TASK 3 – Document Production

A document was set up to give background information on the impact of music on people.

19. Open the **22t3\_effect** document
20. In the header, insert your name and surname, Centre number and candidate number. [1]
21. In the footer, insert automated file name with the path left aligned, automated page number right aligned. [3]
22. Edit the first page by inserting **22t3\_Music** picture found in the examination folder in the top right-hand corner of the first page. [3]
23. Insert a text box in the bottom left-hand corner of the first page and add the text 'Elvis High School' in the text box. Change the width of the border to 6pt. [3]
24. Create a new style called 'Music', as follows:
  - Format the font size to 48 pt and Centre the text.
  - Apply the style to the text box
  - Take a screenshot of the style and place it in your evidence document [3]
25. Insert any page border on the first page only. [2]
26. Insert the text 'First Draft' as a watermark. [2]
27. Remove the comment found at the top of the second page. [1]
28. On the heading 'The Effect Music Has On Me', apply:
  - an orange gradient text fill effect to
  - Double underline and right align the heading. [4]
29. Apply a dropped cap effect to the first letter of the word 'Music' in the first paragraph, so that it appears over TWO lines and 2 cm away from the text. [3]
30. Correct the line spacing of the second paragraph so that it is the same as the other paragraphs in the document. [1]
31. Locate the text 'Rap and Rock' in the third paragraph. Insert an endnote to these words, as follows:
  - The endnote must use the Roman number format 'I' (in capital letters).
  - Insert the text 'Adapted from an article by S Mariam' as the endnote text. [3]
32. Make sure that your name and surname, candidate number and centre number appear on all the pages and then print the document.

**Total Task Marks: 29**





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