CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Foundation Level

CORE MODULE

5181/A

Core Module: Practical Assessment

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

Make sure that your name, Centre number and candidate number are shown on each printout that you are asked to produce.

Carry out **every** instruction in each task.

Tasks are numbered on the left hand side of the page, so that you can see what to do, step by step. On the right hand side of the page for each task you will find a box which you can tick (✓) when you have completed the task; this checklist will help you to track your progress through the assessment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

At the end of the assessment put **all** your printouts into the Assessment Record Folder.

This document consists of **5** printed pages.

UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

[Turn over

TASK A - COMMUNICATION

You work for an international company called Hothouse Design. You are going to carry out a range of administrative activities using ICT.

✓

1	Read the message in your mailbox and follow the instructions.	☐	**1.1.1** **2.1.1** **2.2.1** **2.3.1**
2	Prepare a message to send to **design.h@ucles.org.uk** which has the subject **ICTCOREX** and which contains the text **I have finished the first task.**	☐	**1.2.1**
3	Add your name and today's date to the end of the message.	☐	
4	Print a copy of this e-mail.	☐	**11.1.1**
5	Send the message.	☐	**1.2.1**

TASK B – DOCUMENT PRODUCTION

You are now going to edit a letter.

		✓	
6	Using a suitable software package, load the file **HOTLET.TXT**	☐	**3.1.1**
7	Replace: *Date* with **today's date**	☐	**3.2.1**

                  Company name with **MMM Logistik**

                  Address with **47 Rue D'Entreprise**
                                    Marseilles
                                    France

                  Name with **your name**

8	Delete the following text from the end of the first paragraph:	☐	**4.1.1**
	This will drive your company into the 21st century.		
9	Move the third paragraph, so that it becomes the first paragraph.	☐	**4.2.1**
10	Spell-check and proof-read the letter and make any necessary corrections.	☐	**6.1.1** **6.2.1**
	Make sure that all spacing between sentences and paragraphs is consistent throughout the document.		
11	Save with a new filename and print the letter.	☐	**11.1.1**
12	Make the body of the letter fully justified and centre the line	☐	**5.1.1**
	Hothouse Design can help you!		
13	Select the whole document and change it to a 12 point serif font (e.g. Times New Roman).	☐	**5.3.1** **5.3.2**
	Change the words		
	Hothouse Design can help you!		
	to a 16 point sans-serif font (e.g. Arial).		
14	Make the words	☐	**5.2.1**
	Hothouse Design can help you!		
	bold and italic.		
15	Make sure that there are 2 blank lines before and after the words	☐	**5.4.1**
	Hothouse Design can help you!		
	Make sure that there is only one blank line between each paragraph.		
16	Proof-read and correct the letter.	☐	**6.2.1**
17	Save with a new filename and print the letter.	☐	**11.1.1**

                                                            [Turn over

TASK C – DATA MANIPULATION

You are going to manipulate and extract some data about the trade show.

18   Using a suitable software package, load the file **TRAD2003.CSV**   ✓ ☐   7.1.1

19   The number of *Visitors* to each stand is missing; enter the missing data.   ☐   7.3.1

Stand	Product	Brochure	Staff	Visitors
23a	Packaging	1.3	5	2341
36b	Multimedia	0.82	4	456
23c	Web Design	0.3	6	1256
36d	Multimedia	0.82	4	325
23b	Web Design	0.3	6	964
114a	OHP	0.57	2	352
115b	Web Design	0.3	3	31
114d	POS	0.99	4	52
36c	Illustration	1.2	2	317
36a	Multimedia	0.82	4	549
114c	Interiors	1.45	2	213
36e	Multimedia	0.82	4	460
47f	Illustration	1.2	2	333
47e	Design	1	7	342
115a	Web Design	0.3	3	74
114b	OHP	0.57	2	242

20   Add the following data: ☐   7.2.1

Stand	Product	Brochure	Staff	Visitors
221f	POS	0.99	3	55
221g	POS	0.99	2	90

21   In the *Average* column: ☐   8.1.1

 a)   Enter a formula which calculates the average number of visitors seen by each member of staff (*Visitors ÷ Staff*).

 b)   Make sure that this average is calculated for each stand.

   In the *Cost* column:

 c)   Enter a formula which calculates the total cost (*Brochure x Visitors*).

 d)   Make sure that this cost is calculated for each stand.

5

		✓	

22   Change the width of all columns so that the contents of all cells are visible.   ☐   **10.2.1**

23   Save this file with a new name and print a copy of all the data. Make sure that your name is printed.   ☐   **11.1.2**

24   Print another copy of the file to show all the formulae used. Make sure that the contents of all cells are visible and that your name is printed.   ☐   **11.1.2**

10.4.1

25   Change the alignment of the *Staff* column so that all cells are centre aligned. Change the alignment of the *Stand* column so that all cells are right aligned.   ☐   **10.1.1**

26   Format all cells in the *Brochure* and *Cost* columns to currency in US$ and to 2 decimal places.   ☐   **10.3.1**

27   Format all cells in the *Average* columns to Integer format (numeric with 0 decimal places).   ☐   **10.3.1**

28   Sort the data in order of *Product* in ascending order (with *Design* at the top).   ☐   **9.1.1**

29   Save this data with a new filename. Print a copy of all the data. Make sure that the contents of all cells are visible and that your name is printed.   ☐   **11.1.2**

30   Select only the stands where *Product = POS* and show all the details of these stands.   ☐   **9.2.1**

31   Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.   ☐   **11.1.2**

32   Select from all the data, only the stands with more than 1000 *Visitors* and show all the details of these stands.   ☐   **9.2.1**

33   Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.   ☐   **11.1.2**

CAMBRIDGE INTERNATIONAL EXAMINATIONS
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Foundation Level

CORE MODULE   **5181/B**

Core Module: Practical Assessment

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[Turn over

TASK A - COMMUNICATION

You work for an international company called Hothouse Design. You are going to carry out a range of administrative activities using ICT.

✓

1	Read the message in your mailbox and follow the instructions.	☐	**1.1.1** **2.1.1** **2.2.1** **2.3.1**
2	Prepare a message to send to **design.h@ucles.org.uk** which has the subject **ICTCOREX** and which contains the text **I have finished the first task.**	☐	**1.2.1**
3	Add your name and today's date to the end of the message.	☐	
4	Print a copy of this e-mail.	☐	**11.1.1**
5	Send the message.	☐	**1.2.1**

TASK B – DOCUMENT PRODUCTION

You are now going to edit a letter.

✓

6	Using a suitable software package, load the file **INTDES.TXT**	☐	**3.1.1**
7	Replace: *Date* with **today's date**	☐	**3.2.1**

                Company name with **Kermah Goaso**

                Address with **Asiedu Keteke We**
                                    P.O. Box 69
                                      Accra
                                      Ghana
                                      West Africa

                Name with **your name**

8	Delete the following text from the end of the third paragraph:	☐	**4.1.1**

However, if you decided that Hothouse cannot offer the design service you require, we would make no charge for the initial consultation.

9	Move the fourth paragraph, so that it becomes the first paragraph.	☐	**4.2.1**
10	Spell-check and proof-read the letter and make any necessary corrections.	☐	**6.1.1** **6.2.1**

Make sure that all spacing between sentences and paragraphs is consistent throughout the document.

11	Save with a new filename and print the letter.	☐	**11.1.1**
12	Make the body of the letter fully justified and centre the line	☐	**5.1.1**

Interiors to take your breath away!

13	Select the whole document and change it to a 12 point sans-serif font (e.g. Arial).	☐	**5.3.1** **5.3.2**

Change the words

Interiors to take your breath away!

to a 24 point serif font (e.g. Times New Roman).

14	Make the words	☐	**5.2.1**

Interiors to take your breath away!

bold and underlined.

15	Make sure that there are 2 blank lines before and after the words	☐	**5.4.1**

Interiors to take your breath away!

Make sure that there is only one blank line between each paragraph.

16	Proof-read and correct the letter.	☐	**6.2.1**
17	Save with a new filename and print the letter.	☐	**11.1.1**

TASK C – DATA MANIPULATION

You are going to manipulate and extract some data about some design contracts.

✓

18   Using a suitable software package, load the file **INTERIOR.CSV**   ☐   **7.1.1**

19   The daily *Rate* for each contract is missing; enter the missing data.   ☐   **7.3.1**

Customer	Product	Overhead	Rate	Days
O'Keefe	Consultation	200	160	5.5
O'Keefe	Design	450	200	4
O'Keefe	Construction	1200	120	6
O'Keefe	Lighting	550	155	4
O'Keefe	Fittings	100	2300	1
O'Keefe	Aesthetics	25	250	2
Khalifa	Consultation	200	160	3
Khalifa	Lighting	550	155	4
Tan	Consultation	200	170	2
Tan	Design	450	200	4
Tan	Aesthetics	25	600	2
Kuznetzov	Consultation	200	160	4
Kuznetzov	Design	450	220	2
Kuznetzov	Lighting	600	160	7
Kuznetzov	Fittings	75	1750	1
Kuznetzov	Aesthetics	25	400	1

20   Add the following data: ☐   **7.2.1**

Customer	Product	Overhead	Rate	Days
D'Cruz	Consultation	200	160	3
Hussein	Consultation	200	160	1

21   In the *Cost* column: ☐   **8.1.1**

a)   Enter a formula which calculates the cost for each contract
(*Rate x Days*).

b)   Make sure that this cost is calculated for each contract.

In the *Total* column:

c)   Enter a formula which calculates the total cost
(*Overhead + Cost*).

d)   Make sure that this total cost is calculated for each contract.

No.	Task	✓	Ref
22	Change the width of all columns so that the contents of all cells are visible.	☐	**10.2.1**
23	Save this file with a new name and print a copy of all the data. Make sure that your name is printed.	☐	**11.1.2**
24	Print another copy of the file to show all the formulae used. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2** **10.4.1**
25	Change the alignment of the *Customer* column so that all cells are right aligned. Change the alignment of row 1 so that all column headings are centre aligned.	☐	**10.1.1**
26	Format all cells in the *Overhead, Rate, Cost* and *Total* columns to currency in US$ and to 2 decimal places.	☐	**10.3.1**
27	Format all cells in the *Days* column to numeric with 1 decimal place.	☐	**10.3.1**
28	Sort the data in order of *Product* in ascending order (with *Aesthetics* at the top).	☐	**9.1.1**
29	Save this data with a new filename and print a copy of all the data. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2**
30	Select only the contracts where *Product = Design* and show all the details of these contracts.	☐	**9.2.1**
31	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2**
32	Select from all the data, only the contracts where the *Total* is more than $1900 and show all the details of these contracts.	☐	**9.2.1**
33	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2**

CAMBRIDGE INTERNATIONAL EXAMINATIONS
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Foundation Level

CORE MODULE   **5181/C**

Core Module: Practical Assessment

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[Turn over

TASK A - COMMUNICATION

You work for an international company called Hothouse Design. You are going to carry out a range of administrative activities using ICT.

<div style="text-align:right">✓</div>

1   Read the message in your mailbox and follow the instructions. ☐   **1.1.1**
2.1.1
2.2.1
2.3.1

2   Prepare a message to send to **design.h@ucles.org.uk** which has the ☐   **1.2.1**
subject **ICTCOREX** and which contains the text **I have finished the
first task.**

3   Add your name and today's date to the end of the message. ☐

4   Print a copy of this e-mail. ☐   **11.1.1**

5   Send the message. ☐   **1.2.1**

TASK B – DOCUMENT PRODUCTION

You are now going to edit a letter.

		✓	
6	Using a suitable software package, load the file **WEBSITE.TXT**	☐	**3.1.1**
7	Replace: *Date* with **today's date**	☐	**3.2.1**

                  Company name with **S. S. Apapa**

                  Address with **Bangose Road**
                                     P.O. Box 300
                                       Agege
                                       Lagos
                                       Nigeria

                  Name with **your name**

		✓	
8	Delete the following text from the end of the second paragraph:	☐	**4.1.1**

         Invest in the future with us at Hothouse Design.

		✓	
9	Move the fourth paragraph, so that it becomes the first paragraph.	☐	**4.2.1**
10	Spell-check and proof-read the letter and make any necessary corrections.	☐	**6.1.1** **6.2.1**

         Make sure that all spacing between sentences and paragraphs is consistent throughout the document.

		✓	
11	Save with a new filename and print the letter.	☐	**11.1.1**
12	Make the body of the letter fully justified and centre the line	☐	**5.1.1**

         Website Design to promote your business!

		✓	
13	Select the whole document and change it to a 10 point sans-serif font (e.g. Arial).	☐	**5.3.1** **5.3.2**

         Change the words

         Website Design to promote your business!

         to a 14 point serif font (e.g. Times New Roman).

		✓	
14	Make the words	☐	**5.2.1**

         Website Design to promote your business!

         bold, underlined and italic.

		✓	
15	Make sure that there are 3 blank lines before and after the words	☐	**5.4.1**

         Website Design to promote your business!

         Make sure that there is only one blank line between each paragraph.

		✓	
16	Proof-read and correct the letter.	☐	**6.2.1**
17	Save with a new filename and print the letter.	☐	**11.1.1**

TASK C – DATA MANIPULATION

You are going to manipulate and extract some data about some contracts.

✓

18   Using a suitable software package, load the file **WEBSITE.CSV**   ☐   7.1.1

19   The number of *Days* taken to complete each contract is missing; enter the missing data.   ☐   7.3.1

Customer	Language	Overhead	Rate	Days
Brown	C++	50	140	4
Brown	Flash Animation	35	99	1
Kandakuri	C++	50	140	6.75
Kandakuri	HTML	21	110	1
Kandakuri	Javascript	25	130	3
D'Silva	C++	50	140	5
D'Silva	HTML	21	110	2
D'Silva	Flash Animation	35	99	7
D'Silva	VB	30	95	3
D'Silva	Javascript	25	130	1
Salim	C++	50	140	2
Salim	HTML	21	110	4
Salim	C++	50	140	2
Salim	Flash Animation	35	99	3
Salim	VB	30	95	3
Salim	Javascript	25	130	2

20   Add the following data: ☐   7.2.1

Customer	Language	Overhead	Rate	Days
Kuroki	Flash Animation	35	99	2
Kuroki	Javascript	25	130	6

21   In the *Cost* column: ☐   8.1.1

    a)   Enter a formula which calculates the cost for each contract (*Rate x Days*).

    b)   Make sure that this cost is calculated for each contract.

    In the *Total* column:

    c)   Enter a formula which calculates the total cost (*Overhead + Cost* + **50**).

    d)   Make sure that this total cost is calculated for each contract.

✔

22	Change the width of all columns so that the contents of all cells are visible.	☐	**10.2.1**
23	Save this file with a new name and print a copy of all the data. Make sure that your name is printed.	☐	**11.1.2**
24	Print another copy of the file to show all the formulae used. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2** **10.4.1**
25	Change the alignment of the *Customer* column so that all cells are right aligned. Change the alignment of row 1 so that all column headings are centre aligned.	☐	**10.1.1**
26	Format all cells in the *Overhead, Rate, Cost* and *Total* columns to currency in US$ with 0 decimal places.	☐	**10.3.1**
27	Format all cells in the *Days* column to Integer format (numeric with 0 decimal places).	☐	**10.3.1**
28	Sort the data in order of *Language* in ascending order (with *C++* at the top).	☐	**9.1.1**
29	Save this data with a new filename and print a copy of all the data. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2**
30	Select only the contracts where *Language* = *Javascript* and show all the details of these contracts.	☐	**9.2.1**
31	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2**
32	Select from all the data, only the contracts where *Total* is less than $200 and show all the details of these contracts.	☐	**9.2.1**
33	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2**