



CORE MODULE

5191/A

Core Module: Practical Assessment

2007

2 hours and 45 minutes plus 15 minutes reading time

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Candidates are permitted **15 minutes** reading time before attempting the paper.

Make sure that your **Centre number, candidate number and name** are clearly visible on **each printout** that you are asked to produce, before it is sent to the printer.

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 assignment put **all** your printouts into the Assessment Record Folder.

This document consists of **7** printed pages.



You work for an international company called Hothouse Design. You are going to help plan an advertising campaign for a company selling diving holidays.

TASK A - COMMUNICATION

- | | | | |
|---|--|-------------------------------|---|
| 1 | Send a message to design.h@cie.org.uk which contains the subject line STANDARD2007A and the text Please send the instructions. | ✓
<input type="checkbox"/> | 1.2.1 |
| 2 | Read the reply to your message and follow the instructions. The URL which you will need is http://www.hothouse-design.co.uk | <input type="checkbox"/> | 1.1.1
1.4.1
2.1.1
2.2.1
2.3.1 |
| 3 | Prepare to send a message to design.h@cie.org.uk with the subject set to ICTCOREX and attach the file which you downloaded from the Hothouse website to your e-mail. | <input type="checkbox"/> | 1.2.1
1.3.1 |
| | The message should say Here is the requested file. | | |
| | Add your name to the end of the message. | | |
| 4 | Print a copy of this e-mail, showing clearly that the attachment is present. Then send the e-mail. | <input type="checkbox"/> | 11.1.1 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a document about the advertising campaign.

- | | | |
|----|--|---|
| | ✓ | |
| 5 | Using a suitable software package, load the file SCA7FAM.RTF | <input type="checkbox"/> 3.1.1 |
| 6 | Set the page size to A4. | <input type="checkbox"/> 4.1.1 |
| 7 | Set the page orientation to landscape. | <input type="checkbox"/> 4.1.2 |
| 8 | Set the top, bottom, left and right margins to 4 centimetres. | <input type="checkbox"/> 4.1.4 |
| 9 | Place your name left aligned in the header. Place your centre number and candidate number right aligned in the header. Place an automated page number, centre aligned in the footer. | <input type="checkbox"/> 4.1.3 |
| | Make sure that the header and footer are displayed on each page. | |
| 10 | Set the body text to 1.5 line spacing. | <input type="checkbox"/> 4.1.5 |
| 11 | Make the text left aligned. | <input type="checkbox"/> 4.1.6 |
| 12 | Set the font size to 10 point. | <input type="checkbox"/> 5.5.1 |
| 13 | Insert the heading Supa Scuba Family Holidays at the top of the document. | <input type="checkbox"/> 3.2.1 |
| 14 | Centre the heading and select a different font from the rest of the text. Change the size of the heading to 24 point and make it italic. | <input type="checkbox"/> 4.1.6
5.5.1 |
| 15 | Add bullet points to the list:
<i>Sharm El Sheikh</i>
<i>Redang</i>
<i>Scopello</i>
<i>Palau</i>
<i>Cayo Coco</i> | <input type="checkbox"/> 5.2.1 |
| 16 | Make sure that the bulleted list is indented by at least 4 centimetres. | <input type="checkbox"/> 5.1.1 |
| 17 | Insert a page break before the paragraph which starts: <i>We will need to investigate thoroughly each...</i> | <input type="checkbox"/> 5.4.1 |
| 18 | Spell-check and proof-read the document. | <input type="checkbox"/> |
| 19 | Save the document using a new filename and print a draft copy. | <input type="checkbox"/> 11.1.1 |

TASK C – DATA MANIPULATION

You are now going to manipulate and extract some data.

✓

- 20 Using a suitable database package, import the file **SCA7BOAT.CSV**

6.1.1
6.1.2
6.1.3

Assign the following data types to the fields.

<i>Name</i>	Text
<i>Location</i>	Text
<i>Length</i>	Numeric / Integer
<i>Tanks</i>	Numeric / Integer
<i>Diver</i>	Currency
<i>Non-Diver</i>	Currency
<i>Compressor</i>	Boolean / Logical
<i>Nitrox</i>	Boolean / Logical

Use the above field names. You may add another field as a primary key field if your software requires this.

- 21 Insert the data for the following three new records:

6.2.1

<i>Name</i>	<i>Location</i>	<i>Length</i>	<i>Tanks</i>	<i>Diver</i>	<i>Non-Diver</i>	<i>Compressor</i>	<i>Nitrox</i>
Shark Explorer	Palau	31	42	32	5	N	Y
Ray Dancer	Sharm El Sheikh	35	18	25	10	Y	N
Betsy	Sharm El Sheikh	32	25	32	16	Y	Y

Check your data entry for errors.

- 22 Save the data.

11.1.1

- 23 Produce a report which:

8.1.1
8.2.1
9.1.2
9.1.3

- shows all the boats where the *Length* is **greater than 30**
- shows all the fields and their labels in full
- sorts the data into descending alphabetical order of *Location* (with *Sharm El Sheikh* at the top)
- has a page orientation of landscape
- includes the heading **Largest dive boats** at the top of the page
- has your name on the right in the footer.

- 24 Save and print this report.

11.1.2

- 25 Produce a new report from all the data which: ✓ 7.1.1
8.1.1
8.2.1
9.1.1
9.1.2
9.1.3
- shows only the boats where the *Nitrox* is available and there is no *Compressor*
 - contains a new field called **Family** which is calculated at run-time. This field will calculate the cost of **2** divers and **2** non-divers
 - shows only the fields *Name*, *Location*, *Nitrox*, *Compressor* and *Family*
 - is sorted into ascending order of *Family* (with 52 at the top)
 - includes the heading **Nitrox and no compressor** at the top of the page
 - shows all selected data, labels and the heading in full
 - has your name on the left in the footer.
- 26 Save and print this report. 11.1.2
- 27 From all the data, select only the boats: 8.2.1
9.1.1
- where the *Location* is **Cayo Coco** and the *Length* is **greater than or equal to 16** metres
 - with only the fields *Name*, *Length*, *Tanks*, *Compressor* displayed.
- 28 Save this data in a format which can be imported into a text document. 11.1.3

TASK D – INTEGRATION

You are now going to make some changes to the document which you saved in Task B.

- 29 Open the document you saved in Task B. 3.1.1 ✓
- 30 Remove the page break inserted in step 17. 5.4.1
- 31 Set the page orientation to portrait. 4.1.2
- 32 Set the top, bottom, left and right margins to **2** centimetres. 4.1.4
- 33 Move the page numbering so that it is right aligned in the footer of each page. 4.1.3
Make sure the header and footer align with the body text.
- 34 Set the text to single line spacing. 4.1.5
- 35 Make all the text (except for the heading) fully justified. 4.1.6
- 36 Set the font size (except for the heading) to **12** point. 5.5.1
- 37 Create a table with 5 rows and 3 columns after the sentence that ends: *...and the timeline for completion of each task.* 3.2.1
5.3.1

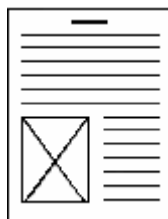
Enter the following data into this table:

Name	Area to research	Time
Akiko	Both hotels	3 days
Gunther	Costs from Supa Scuba	1 day
Li	North Cuban reef	6 days
Safraz	Blue Diving – dive centre	4 days

Make sure there are no blank lines above or below the table.

- 38 Import a graphic image showing diving or fish (from clip art, scanner, digital camera or elsewhere), and place this in the bottom left corner of page 1. 3.3.1
10.1.1
- 39 Change the image so that: 3.3.2
- it is resized to fill a quarter of the page
 - the text wraps to the right of the image
 - it is in line with the left margin
 - it is in line with the bottom of the body text

It should look like this:



- 40 You now need to import the data which you saved in step 28. Insert this data as a table after the paragraph which ends ...*and whether the boat carries its own compressor*. 10.1.2

Make sure there are no blank lines above or below the table.

- 41 Spell-check and proof-read the document. 5.4.1

Place page breaks, if necessary, to ensure that:

- tables do not overlap two pages
- bulleted lists do not overlap two pages
- there are no widows
- there are no orphans.

- 42 Save the document using a new filename and print a final copy. 11.1.1

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