UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in ICT
Foundation Level

CORE MODULE **5181/A**

Core Module: Practical Assessment

2005

No Additional Materials are required

**2 hours and 15 minutes
and 15 minutes reading time**

READ THESE INSTRUCTIONS FIRST

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

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

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

www.xtremepapers.net

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   ☐   **1.2.1**
      subject **ICTCOREX**

      The message should say **I have saved the files.**

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 **FCA5LET.TXT**		☐	3.1.1
7	Replace:		☐	3.2.1

    <Date>   with   today's date

    <Company Name>   with   **Aus-style Publications**

    <Address>   with   **195 Howard Road**
                                      Mount Eliza
                                        Melbourne
                                        Victoria 3765
                                        Australia

    <Name>   with   your name

8	Delete the following text from the third paragraph: *These are the figures that you requested.*		☐	4.1.1
9	Move the paragraph that starts: *We value your custom and are pleased that you selected…* so that it becomes the last paragraph.		☐	4.2.1
10	Make the body of the letter left aligned.		☐	5.1.1
11	Select the whole document and change it to a 10 point sans-serif font (e.g. Arial).		☐	5.3.1
12	Set the line spacing of all the text to 1.5		☐	5.4.1
13	Spell-check and proof-read the letter and make any necessary corrections. Make sure that all spacing between sentences and paragraphs is consistent throughout the document.		☐	6.1.1 6.2.1
14	Save with a new filename and print the letter.		☐	11.1.1
15	Make the body of the letter fully justified.		☐	5.1.1
16	Select the whole document and change it to a 12 point serif font (e.g. Times New Roman).		☐	5.3.1
17	Make the words *Demographic Study Brochure* centre aligned.		☐	5.1.1
18	Make the words *Demographic Study Brochure* a 24 point sans-serif font (e.g. Arial).		☐	5.3.1 5.3.2
19	Make the words *Demographic Study Brochure* italic.		☐	5.2.1
20	Set all the text to single line spacing.		☐	5.4.1
21	Proof-read the letter and make any necessary corrections.		☐	6.2.1
22	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 on population.

    ✓

23   Using a suitable software package, load the file **FCA5POP.CSV**   ☐ **7.1.1**

24   The data in the *Population* column needs to be added. Enter the following ☐ **7.3.1**
data:

Continent	Region	Population	Area	Density	Urban
Africa	Northern	188	3286031		0.45
Africa	Western	256	2370015		0.35
Africa	Eastern	263	2456184		0.2
Africa	Middle	104	2553151		0.33
Africa	Southern	50	1032730		0.5
America	North	323	7699508		0.79
America	Central	144	957452		0.68
Caribbean		38	90653		0.62
America	South	358	6898579		0.79
Oceania		32	3306741		0.69
Asia	East	1519	4546050		0.45
Europe	Northern	95	675794		0.83
Europe	Western	185	427702		0.78
Europe	Eastern	301	7264035		0.68
Europe	Southern	147	508337		0.7
Asia	Western	204	1823873		0.62

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

Continent	Region	Population	Area	Density	Urban
Asia	**South Central**	**1563**	**4157320**		**0.3**
Asia	**South East**	**544**	**1735448**		**0.37**

26   In the *Density* column: ☐ **8.1.1**

    a)   enter a formula which calculates the *Density* (*Population x*
        386103 */ Area*)

    b)   make sure that this *Density* is calculated for each region.

    At the bottom of the *Population* column:

    c)   enter a formula which adds up all values in the *Population*
        column.

✓

27	Change the width of all columns so that the contents of all cells are visible.	☐ **10.2.1**
28	Format all cells in the *Density* column to 0 decimal places.	☐ **10.3.1**
	Format all cells in the *Urban* column to percentage with 0 decimal places.	
29	Change the alignment of the *Continent* column so the contents of all cells are right aligned.	☐ **10.1.1**
30	Save this data with a new name and print a copy of all the data. Make sure that your name is printed.	☐ **11.1.2**
31	Print another copy of the file to show all the formulae used. Make sure that:	☐ **11.1.2** **10.4.1** **10.5.1**

- the contents of all cells are visible
- row and column headings are visible
- your name is printed

32	Revert to data view. Select only the items where *Continent = Asia* and show all details of these items.	☐ **9.2.1**
33	Sort this data in ascending order of *Density* (with *43* at the top).	☐ **9.1.1**
34	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**
35	From all the data, select only the items where the *Urban* **is less than 0.35** and show all the details of these items.	☐ **9.2.1**
36	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**

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in ICT
Foundation Level

CORE MODULE

5181/B

Core Module: Practical Assessment

2005

No Additional Materials are required

**2 hours and 15 minutes
and 15 minutes reading time**

READ THESE INSTRUCTIONS FIRST

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

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

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

www.xtremepapers.net

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**	☐	**1.2.1**
	The message should say **I have saved the files.**		
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 **FCB5LET.TXT**		☐	3.1.1
7	Replace:		☐	3.2.1

<Date>	with	today's date
<Company Name>	with	**Aus-style Publications**
<Address>	with	**247 Bridge Avenue**
		Endeowon Hills
		Brisbane
		Victoria 5269
		Australia
<Name>	with	your name

8 Delete the following text from the first paragraph: ☐   4.1.1

wide range of specialist

9 Move the paragraph that starts: *You are a valued customer and as a*   ☐   4.2.1
loyalty bonus we will offer… so that it becomes the last paragraph.

10 Make the body of the letter left aligned.   ☐   5.1.1

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

12 Set the line spacing of all the text to 1.5   ☐   5.4.1

13 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.

14 Save with a new filename and print the letter.   ☐   11.1.1

15 Make the body of the letter fully justified.   ☐   5.1.1

16 Select the whole document and change it to a 14 point serif font (e.g.   ☐   5.3.1
Times New Roman).

17 Make the words   ☐   5.1.1

Population Growth Brochure

centre aligned.

18 Make the words   ☐   5.3.1
                                                            5.3.2
Population Growth Brochure

an 18 point sans-serif font (e.g. Arial).

19 Make the words   ☐   5.2.1

Population Growth Brochure

bold and underlined.

20 Set all the text to single line spacing.   ☐   5.4.1

21 Proof-read the letter and make any necessary corrections.   ☐   6.2.1

22 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 on population.

✓

23   Using a suitable software package, load the file **FCB5POP.CSV**   ☐   **7.1.1**

24   The data in the *Population* column needs to be added. Enter the following data: ☐   **7.3.1**

Continent	Region	Population	Area	Density	Urban
Africa	Northern	**188**	3286031		0.45
Africa	Western	**256**	2370015		0.35
Africa	Eastern	**263**	2456184		0.2
Africa	Middle	**104**	2553151		0.33
Africa	Southern	**50**	1032730		0.5
Caribbean		**38**	90653		0.62
America	South	**358**	6898579		0.79
Asia	East	**1519**	4546050		0.45
Europe	Northern	**95**	675794		0.83
Europe	Western	**185**	427702		0.78
Europe	Eastern	**301**	7264035		0.68
Europe	Southern	**147**	508337		0.7
Asia	Western	**204**	1823873		0.62
Asia	South Central	**1563**	4157320		0.3
Asia	South East	**544**	1735448		0.37

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

Continent	Region	Population	Area	Density	Urban
America	**North**	**323**	**7699508**		**0.79**
America	**Central**	**144**	**957452**		**0.68**

26   In the *Density* column: ☐   **8.1.1**

    a)   enter a formula which calculates the *Density* (*Population x* **386103** / *Area*)

    b)   make sure that this *Density* is calculated for each region.

    At the bottom of the *Population* column:

    c)   enter a formula which adds up all values in the *Population* column.

		✓	

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

28 Format all cells in the *Density* column to 0 decimal places. ☐ **10.3.1**

Format all cells in the *Urban* column to percentage with 0 decimal places

29 Change the alignment of the *Continent* column so that the contents of all cells are centre aligned. ☐ **10.1.1**

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

31 Print another copy of the file to show all the formulae used. Make sure that: ☐ **11.1.2** **10.4.1** **10.5.1**

- the contents of all cells are visible
- row and column headings are visible
- your name is printed

32 Revert to data view. Select only the items where *Continent = America* and show all details of these items. ☐ **9.2.1**

33 Sort this data in ascending order of *Density* (with *16* at the top). ☐ **9.1.1**

34 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**

35 From all the data, select only the items where the *Urban* **is greater than 0.70** and show all the details of these items. ☐ **9.2.1**

36 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**

Every reasonable effort has been made to trace all copyright holders where the publishers (i.e. UCLES) are aware that third-party material has been reproduced. The publishers would be pleased to hear from anyone whose rights they have unwittingly infringed.

University of Cambridge International Examinations is part of the University of Cambridge Local Examinations Syndicate (UCLES), which is itself a department of the University of Cambridge.

© UCLES 2005

www.xtremepapers.net