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

CORE MODULE
5181/A

Core Module: Practical Assessment

2006

No Additional Materials are required
2 hours and 15 minutes
plus 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 **printed** on **each page** 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.

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

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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 **FCA6LET.TXT**	☐	**3.1.1**
7	Replace: *<Date>* with today's date	☐	**3.2.1**

               <Company name> with **AB Alitmas**

               <Address> with   **Jonavos g. 37**

                                  Kaunas

                                  Lietuva

                                  LT – 4397

               <Name> with your name

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

She will telephone within the next five working days.

9	Move the paragraph that starts: *Kanako Misawa, our specialist designer…* so that it becomes the last paragraph.	☐	**4.2.1**
10	Make the body of the letter left aligned.	☐	**5.1.1**
11	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.

12	Save with a new filename and print the letter.	☐	**11.1.1**
13	Make the body of the letter fully justified.	☐	**5.1.1**
14	Select the whole document and change it to a **14** point serif font (e.g. Times New Roman).	☐	**5.3.1**
15	Make the words	☐	**5.1.1**

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centre aligned.

16	Make the words	☐	**5.3.1** **5.3.2**

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

17	Make the words	☐	**5.2.1**

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underlined.

18	Make sure that the text is single line spaced.	☐	**5.4.1**
19	Proof-read and correct the letter.	☐	**6.2.1**
20	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 design costs.

✓

21   Using a suitable software package, load the file **FCA6CAT.CSV**   ☐   **7.1.1**

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

Code	Product	Size	Specification	Price
HD-1	Brochure	A4 Tri-fold	Three colour	**65**
HD-2	Flyer	A4	Full colour	**59**
HD-3	Flyer	A5	Single colour	**32**
HD-4	Brochure	A4 Tri-fold	Two colour	**61**
HD-5	Brochure	A4 Bi-fold	Full colour	**62**
HD-6	Flyer	A4 Tri-fold	Black	**48**
HD-7	Flyer	A4 Tri-fold	Two colour	**61**
HD-8	Flyer	A5	Full colour	**40**
HD-9	Flyer	A4	Two colour	**55**
HD-10	Flyer	A4 Bi-fold	Full colour	**62**
HD-11	Flyer	A5	Three colour	**37**
HD-12	Brochure	A5	Black	**28**
HD-13	Brochure	A4 Bi-fold	Single colour	**58**
HD-14	Flyer	A4 Bi-fold	Two colour	**58**
HD-15	Brochure	A4 Tri-fold	Black	**48**
HD-16	Flyer	A4 Bi-fold	Black	**45**

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

Code	Product	Size	Specification	Price	Reduced
HD-17	**Leaflet**	**A5 Bi-fold**	**Black**	**31**	**85**
HD-18	**Leaflet**	**A5 Bi-fold**	**Single colour**	**35**	**88**

24   In the *Percent* column: ☐   **8.1.1**

        a)   enter a formula which calculates the *Percent* (*Reduced ÷ 100*).

        b)   make sure that this *Percent* is calculated for each item.

        In the *Cost* column:

        c)   enter a formula which calculates the Cost (*Price* x *Percent*).

        d)   make sure that this *Cost* is calculated for each item.

✓

25	Change the width of all columns so that the contents of all cells are visible.	☐	**10.2.1**
26	Format all cells in the *Price* and *Cost* columns to currency in US$ with 2 decimal places. Format all cells in the *Percent* column to percentage with 0 decimal places.	☐	**10.3.1**
27	Change the alignment of the *Product* column so that all cells are centre aligned.	☐	**10.1.1**
28	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**
29	Print another copy of the file to show all the formulae used. Make sure that	☐	**11.1.2** **10.4.1**

- the contents of all cells are visible and that your name is printed

- row and column headings are visible

- your name is printed.

30	Revert to data view. Select only the items where *Size = A4 Tri-fold* and show all details of these items.	☐	**9.2.1**
31	Sort this data in ascending order of *Product* (with *Brochure* at the top).	☐	**9.1.1**
32	Print a copy of this selected data. Make sure that the contents of all cells are visible and that your name is printed.	☐	**11.1.2**
33	From all the data, select only the items with a *Cost* of less than *$27* and show all the details of these items.	☐	**9.2.1**
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**