CORE MODULE   **5181/A**

Core Module: Practical Assessment   **2007**

2 hours 15 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 asked to produce, before it is sent to the printer.
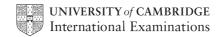
Carry out **every** instruction in each task.

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 (✓) when you have completed the task; this checklist will help you track your progress through the assessment.

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

At the end of the assignment put **all** your printouts into the assessment records folder.

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

UNIVERSITY *of* CAMBRIDGE
International Examinations

[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@cie.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**

               5181/A ICT (Core) 2007

TASK B – DOCUMENT PRODUCTION

You are now going to edit a letter.

✓

6	Using a suitable software package, load the file **FCA7LET.TXT**				☐	**3.1.1**

7 Replace: *<Date>*   with   today's date   ☐   **3.2.1**

                     <Person>   with   **Tomas Knousnoutdinof**

                     <Address> with   **Botel Vlatava**

                                           Praha 5 – Zizkov, 140 02

                                           Na Dvoreke louce

                                           Czech Republic

                     <Name>   with   your name

8 Delete the following text from the last paragraph: ☐   **4.1.1**

       after you have viewed the catalogue, then

9 Move the paragraph that starts: *I have also enclosed some sample*   ☐   **4.2.1**
       prices… 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 serif font (e.g.   ☐   **5.3.1**
       Times New Roman).

12 Make sure that the body of the letter is 1.5 line spaced.   ☐   **5.4.1**

13 Spell-check and proof-read the letter and make any necessary   ☐   **6.1.1**
       corrections.   **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 **12** point sans-serif font   ☐   **5.3.1**
       (e.g. Arial).

17 Select the whole document and change it to single line spacing.   ☐   **5.4.1**

18 Make the words   ☐   **5.1.1**

       Promotional materials for you

       centre aligned.

19 Make the words   ☐   **5.3.1**
                                                                         5.3.2

       Promotional materials for you

       a **20** point sans-serif font (e.g. Arial).

20 Make the words   ☐   **5.2.1**

       Promotional materials for you

       underlined and italic.

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 design costs. All prices are for 1000 items.

                          ✓

23   Using a suitable software package, load the file **FCA7BESP.CSV**   ☐   **7.1.1**

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

Code	Product	Size	Specification	Price
HD-8	Flyer	A5	Full colour	40
KY-4	Key ring	Medium	Silver	45
KY-5	Key ring	Medium	Gold	90
KY-6	Key ring	Medium	Black	35
KY-23	Key ring	Large	Gold	140
KY-24	Key ring	Large	Black	48
TT-2	Coaster	Standard	Two colour	58
TT-3	Coaster	Standard	Black	48
TT-1	Coaster	Standard	Full colour	72

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

Code	Product	Size	Specification	Price	Reduced
BC-1	Business Card	A8	Black	30	85
BC-3	Business Card	A8	Two colour	45	80

26   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.

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

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

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

28   Format all cells in the *Price* and *Cost* columns as currency in US$ with 2   ☐   **10.3.1**
decimal places.

        Format all cells in the *Percent* column as percentage with 0 decimal
places.

29   Change the width of all columns so that the contents of all cells are   ☐   **10.2.1**
visible and the data fits on a single page.

30   Change the width of the *Reduced* column so that the column is not   ☐   **10.2.1**
visible.

31   Change the alignment of the *Specification* column so that all cells are   ☐   **10.1.1**
centre aligned.

✓

32	Save this data with a new name and print a copy of all the data.	☐	**11.1.2**

33 Print another copy of the file to show all the formulae used. Make sure that

- the contents of all cells except the *Reduced* column are visible
- row and column headings are visible when printed.

☐ **11.1.2** **10.4.1** **10.5.1**

34 Change back to data view. Select only the items where *Specification* is *Black* and show all details (excluding *Reduced*) of these items.

☐ **9.2.1**

35 Sort this data in ascending order of *Product* (with *Business Card* at the top).

☐ **9.1.1**

36 Print a copy of this selected data. Make sure that the contents of all cells (excluding *Reduced*) are visible.

☐ **11.1.2**

37 From all the data, select only the items with a *Cost* of less than or equal to *$30* and show all the details of these items.

☐ **9.2.1**

38 Print a copy of the selected data. Make sure that the contents of all cells (excluding *Reduced*) are visible.

☐ **11.1.2**