

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT A2002**

FOUNDATION LEVEL **5181/A**
CORE MODULE

TIME 2¼ hours

INSTRUCTIONS TO CANDIDATES

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 check list will help you to track your progress through the assignment.

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.



You work for an international company called *Hothouse Design* which has a partnership with a company called *Software Amerique*. You are going to carry out a range of administrative activities using ICT.

TASK A - COMMUNICATION

- | | | | |
|---|---|-------------------------------------|----------------------------------|
| 1 | Read the message in your mailbox and follow the instructions. | <input checked="" type="checkbox"/> | 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 . | <input type="checkbox"/> | 1.2.1 |
| 3 | Add your name and today's date to the end of the message. | <input type="checkbox"/> | |
| 4 | Print a copy of this e-mail. | <input type="checkbox"/> | 11.1.1 |
| 5 | Send the message. | <input type="checkbox"/> | 1.2.1 |

You are now going to edit a memo.

TASK B – DOCUMENT PRODUCTION

- | | | | |
|---|---|-------------------------------|----------------|
| 1 | Using a suitable software package, load the file SOFTAM.TXT | ✓
<input type="checkbox"/> | 3.1.1 |
| 2 | Insert your name on the line which starts <i>From:</i> and today's date on the line which starts <i>Date:</i> | <input type="checkbox"/> | 3.2.1 |
| 3 | Insert the following text as a new sentence, at the end of the third paragraph: | <input type="checkbox"/> | 3.2.1 |
| Naturally HTML and Javascript applets are used to design web pages, where visual enhancement is often created using flash animation. | | | |
| 4 | Delete the following text from the second sentence of the second paragraph:

<i>have their head office in Venezuela, and</i> | <input type="checkbox"/> | 4.1.1 |
| 5 | Move the first paragraph to the end of the memo, so that it becomes the third paragraph. | <input type="checkbox"/> | 4.2.1 |
| 6 | Spell-check, proof-read and correct the memo.

Ensure that all spacing is consistent throughout the document. | <input type="checkbox"/> | 6.1.1
6.2.1 |
| 7 | Save with a new filename and print the memo. | <input type="checkbox"/> | 11.1.1 |
| 8 | Make the body of the letter fully justified and centre the title:

Software Amerique | <input type="checkbox"/> | 5.1.1 |
| 9 | Make italic the block of 4 lines containing:

<i>From:</i>
<i>To: Web Design Team</i>
<i>Cc: Sales Manager</i>
<i>Date:</i>

as well as the text which you entered in steps 2 and 3. | <input type="checkbox"/> | 5.2.1 |
| Underline the word: <i>Memo</i>
Make bold the name: <i>Hothouse Design</i> | | | |
| 10 | Change the title <i>Software Amerique</i> to a 24 point sans-serif font. | <input type="checkbox"/> | 5.3.1 |
| 11 | Make sure that there are exactly 2 (10 point) blank lines after the title <i>Software Amerique</i> and between each paragraph. | <input type="checkbox"/> | 5.3.2
5.4.1 |
| 12 | Proof-read and correct the memo. | <input type="checkbox"/> | 6.2.1 |
| 13 | Save with a new filename and print the memo. | <input type="checkbox"/> | 11.1.1 |

You are going to manipulate and extract some data about ICT courses.

TASK C – DATA MANIPULATION

- 1 Using a suitable software package, load the file **COURSES.CSV** 7.1.1
- 2 The cost per day (*Cost/Day*) of each course is missing; enter the missing data. 7.3.1

Course	Level	Tutor	Days	Cost/Day
Javascript	Beginner	Fernandez	4	60
HTML	Standard	Greening	2	90
HTML	Beginner	Cortez	1	55
Javascript	Beginner	Fernandez	4	60
Javascript	Advanced	Cortez	6	75
HTML	Advanced	Lim	4	90
HTML	Beginner	Lim	1	50
HTML	Standard	Cortez	3	75
HTML	Standard	Cortez	3	75
Javascript	Standard	Cortez	5	80
HTML	Beginner	Lim	1	50
Javascript	Standard	Fernandez	5	75
HTML	Beginner	Greening	1	53
HTML	Standard	Greening	3	70
HTML	Advanced	Cortez	4	98
HTML	Standard	Lim	2	90

- 3 Add the following courses to your data: 7.2.1

Course	Level	Tutor	Days	Cost/Day	Total	Discount %
Javascript	Beginner	Lim	5	55		15
HTML	Standard	Greening	2	90		15
HTML	Beginner	Cortez	2	50		0
Javascript	Beginner	Cortez	4	60		10

- 4 In the *Total* column: 8.1.1
- a) Enter a formula which calculates the total cost of a course (*Days x Cost/Day*).
- b) Make sure that this total is calculated for each course.

In the *Discount Amount* column:

- c) Enter a formula which calculates the discount amount
(*Discount % x Total*).
- d) Make sure that this discount is calculated for each course.

In the *Discount Price* column:

- e) Enter a formula which calculates the discount price
(*Total – Discount Amount*).
- f) Make sure that this discount is calculated for each course.

- | | | | |
|-----------|---|--------------------------|--------------------------------|
| | | ✓ | |
| 5 | Change the width of all columns so that no data is hidden. | <input type="checkbox"/> | 10.2.1 |
| 6 | Save this file with a new name and print a copy of all the data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |
| 7 | Print another copy of the file to show all the formulae used. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2
10.4.1 |
| 8 | Change the alignment of the <i>Discount %</i> column so that all cells are centre aligned. Change the alignment of the <i>Tutor</i> column so that all cells are right aligned. | <input type="checkbox"/> | 10.1.1 |
| 9 | Format all cells in the <i>Cost/Day</i> , <i>Total</i> , <i>Discount Amount</i> and <i>Discount Price</i> columns to currency in US\$ and to 2 decimal places. | <input type="checkbox"/> | 10.3.1 |
| 10 | Sort the data in order of <i>Course</i> in ascending order (with <i>HTML</i> at the top). | <input type="checkbox"/> | 9.1.1 |
| 11 | Save this data with a new filename. Print a copy of all the data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |
| 12 | Select only the courses suitable for a <i>Beginner</i> and show all the details. | <input type="checkbox"/> | 9.2.1 |
| 13 | Print a copy of the selected data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |
| 14 | Make sure that all the data can be seen in the list and then select only the courses with <i>Cortez</i> as the <i>Tutor</i> and show all the details. | <input type="checkbox"/> | 9.2.1 |
| 15 | Print a copy of the selected data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT B2002**

**FOUNDATION LEVEL
CORE MODULE**

5181/B

TIME 2¼ hours

INSTRUCTIONS TO CANDIDATES

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 check list will help you to track your progress through the assignment.

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
Local Examinations Syndicate

This question paper consists of 5 printed pages.

You are working for an international company called *Hothouse Design* which has arranged a sales team conference. You are going to carry out a range of administrative activities using ICT to support your manager in organising this event.

TASK A - COMMUNICATION

- | | | | |
|---|--|-------------------------------------|----------------------------------|
| 1 | Read the message in your mailbox and follow the instructions. | <input checked="" type="checkbox"/> | 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 set ICTCOREX and which contains the text I have finished the first task. | <input type="checkbox"/> | 1.2.1 |
| 3 | Add your name and today's date to the end of the message. | <input type="checkbox"/> | |
| 4 | Print a copy of this e-mail. | <input type="checkbox"/> | 11.1.1 |
| 5 | Send the message. | <input type="checkbox"/> | 1.2.1 |

You are now going to edit a letter.

TASK B – DOCUMENT PRODUCTION

- | | | | |
|----|--|-------------------------------|----------------|
| 1 | Using a suitable software package, load the file CONFLET.TXT | ✓
<input type="checkbox"/> | 3.1.1 |
| 2 | Insert your name in place of the words <i>Your Name</i> at the end of the letter and today's date on the line which starts <i>Date</i> : | <input type="checkbox"/> | 3.2.1 |
| 3 | Insert the following text before the first sentence of the letter:

I am so pleased that you have accepted the invitation and that you will be able to attend the Spring 2002 Sales Conference. | <input type="checkbox"/> | 3.2.1 |
| 4 | Delete the following text from the second sentence of the first paragraph:
<i>Our Spring Sales Conference</i>
and replace these words with the word This | <input type="checkbox"/> | 4.1.1 |
| 5 | Move the sentence
<i>I look forward to meeting you there.</i>
from its position in the last paragraph to become a new paragraph at the end of the letter. | <input type="checkbox"/> | 4.2.1 |
| 6 | Spell-check, proof-read and correct the letter.
Ensure that all spacing is consistent throughout the document. | <input type="checkbox"/> | 6.1.1
6.2.1 |
| 7 | Save with a new filename and print the letter. | <input type="checkbox"/> | 11.1.1 |
| 8 | Make the body of the letter fully justified and centre the two lines:

<i>Hothouse Design</i>

and

<i>Spring Sales Conference</i> | <input type="checkbox"/> | 5.1.1 |
| 9 | Make the words <i>Spring Sales Conference</i> italic, 16 point size and underlined. | <input type="checkbox"/> | 5.2.1 |
| 10 | Change the title <i>Hothouse Design</i> to a 20 point sans-serif font and make it bold. | <input type="checkbox"/> | 5.3.1
5.3.2 |
| 11 | Make sure that there is a blank line after the titles <i>Hothouse Design</i> and <i>Spring Sales Conference</i> | <input type="checkbox"/> | 5.4.1 |
| 12 | Proof-read and correct the letter. | <input type="checkbox"/> | 6.2.1 |
| 13 | Save with a new filename and print the letter. | <input type="checkbox"/> | 11.1.1 |

You are going to manipulate some data about travel and accommodation costs for a conference and extract some information.

TASK C DATA MANIPULATION

- 1 Using a suitable software package, load the file **CONF COST.CSV** 7.1.1
- 2 These new delegates need to be added to the expenses sheet: 7.2.1
- | <i>Delegate</i> | <i>Diet</i> | <i>Room</i> | <i>Days</i> | <i>Travel</i> |
|-----------------|-------------|-------------|-------------|---------------|
| Dalziel | N | E | 6 | 2900 |
| Ali | H | D | 5 | 2050 |
| Kapoor | V | S | 5 | 1995 |
- 3 Enter the room price for each delegate by referring to the room rates at the bottom of the sheet. (The first letter of the room category is the code for the room type booked by each delegate). 7.3.1
- 4 In the *Accommodation* column: 8.1.1
- a) Enter a formula which calculates the cost of the room for the first *Delegate* multiplied by the number of *Days* the delegate is staying.
- b) Make sure that this cost is calculated for each delegate.
- In the *Meals* column:
- c) Enter a formula which calculates the cost of meals. Use the *Meal Rate* at the bottom of the sheet multiplied by the number of *Days* the delegate is staying.
- d) Make sure that this cost is calculated for each delegate.
- In the *Total* column:
- e) Enter a formula which calculates the total expenses (accommodation, meals and travel) for the first delegate.
- f) Make sure that the *Total expenses* are calculated for each delegate.
- 5 Change the width of all columns so that no data is hidden. 10.2.1
- 6 Save this file with a new name and print a copy of all the data. Make sure that your name and today's date are printed. 11.1.2
- 7 Print another copy of the file to show all the formulae used. Make sure that your name and today's date are printed. 10.4.1

- | | | | |
|-----------|--|-------------------------------|---------------|
| 8 | Make sure that data in the columns <i>Room</i> , <i>Price</i> , <i>Days</i> , <i>Accommodation</i> , <i>Meals</i> , <i>Travel</i> and <i>Total</i> is right aligned and that these column headings are also right aligned. | ✓
<input type="checkbox"/> | 10.1.1 |
| 9 | Format all numeric data in the cells in these columns (except the column for <i>Days</i> which should remain in integer format) to currency US\$ and to 2 decimal places. | <input type="checkbox"/> | 10.3.1 |
| 10 | Sort the data in order of <i>Delegate</i> in ascending order (from A to Z). | <input type="checkbox"/> | 9.1.1 |
| 11 | Save this data with a new filename. Print a copy of all the data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |
| 12 | Select only the delegates who request a vegetarian <i>Diet (V)</i> and show all the details. | <input type="checkbox"/> | 9.2.1 |
| 13 | Print a copy of the selected data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |
| 14 | Select all delegates whose <i>Total</i> costs were over 2500.00 and show all their details. | <input type="checkbox"/> | 9.2.1 |
| 15 | Print a copy of the selected data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT C2002**

**FOUNDATION LEVEL
CORE MODULE**

5181/C

TIME 2¼ hours

INSTRUCTIONS TO CANDIDATES

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 check list will help you to track your progress through the assignment.

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



UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

This question paper consists of 5 printed pages.

You are working for an international company called *Hothouse Design* on a contract for a client called *International Coffee and Tea Traders*. You are going to carry out a range of administrative activities using ICT.

TASK A - COMMUNICATION

- | | | | |
|---|--|-------------------------------------|----------------------------------|
| 1 | Read the message in your mailbox and follow the instructions. | <input checked="" type="checkbox"/> | 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 contains the text I have finished the first task. | <input type="checkbox"/> | 1.2.1 |
| 3 | Add your name and today's date to the end of the message. | <input type="checkbox"/> | |
| 4 | Print a copy of this e-mail. | <input type="checkbox"/> | 11.1.1 |
| 5 | Send the e-mail message. | <input type="checkbox"/> | 1.2.1 |

You are now going to edit a letter.

TASK B – DOCUMENT PRODUCTION

- | | | | |
|----|---|--------------------------|----------------|
| | | ✓ | |
| 1 | Using a suitable software package, load the file CUSTREP.TXT | <input type="checkbox"/> | 3.1.1 |
| 2 | Insert your name in the space after <i>Yours sincerely</i> at the end of the letter and today's date on the line which starts <i>Date</i> : | <input type="checkbox"/> | 3.2.1 |
| 3 | Insert the following text after the second sentence of the last paragraph. This ends ... <i>letter, or by fax</i> . | <input type="checkbox"/> | 3.2.1 |
| | You can also contact us or place an order via our website. Contact us at sales@icct.co.uk for order enquiries. | | |
| 4 | Delete the first sentence from the letter. | <input type="checkbox"/> | 4.1.1 |
| 5 | Move the sentence
<i>If you cannot visit the shop, we can arrange for your order to be delivered to you at home.</i>
from its position at the start of the last paragraph to become a new paragraph at the end of the letter. | <input type="checkbox"/> | 4.2.1 |
| 6 | Spell-check, proof-read and correct the letter.
Ensure that all spacing is consistent throughout the document. | <input type="checkbox"/> | 6.1.1
6.2.1 |
| 7 | Save with a new filename and print the letter. | <input type="checkbox"/> | 11.1.1 |
| 8 | Centre the two lines at the top of the letter:

<i>International Coffee and Tea Traders
Steep Hill Lincoln LN1 1KJ United Kingdom</i> | <input type="checkbox"/> | 5.1.1 |
| 9 | Make the words <i>International Coffee and Tea Trader</i> 20 point and bold. | <input type="checkbox"/> | 5.2.1 |
| 10 | Change the words <i>Steep Hill Lincoln LN1 1KJ United Kingdom</i> to a 16 point sans-serif font and make it underlined. | <input type="checkbox"/> | 5.3.1
5.3.2 |
| 11 | Make the body of the letter fully justified.
Set the body of the letter in double line spacing. | <input type="checkbox"/> | 5.1.1
5.4.1 |
| 12 | Proof-read and correct the letter. | <input type="checkbox"/> | 6.2.1 |
| 13 | Save with a new filename and print the letter. | <input type="checkbox"/> | 11.1.1 |

You are going to manipulate some data and extract some information from a price list for products sold by the International Coffee and Tea Traders company.

TASK C – DATA MANIPULATION

- 1 Using a suitable software package, load the file **COFFEE.CSV** 7.1.1 ✓
- 2 Add these new blends to the coffee price list: 7.2.1

Blend	Price	Discount	Multibuy	Order	Value
Old Brown Java	14			9	
Pico Duarte	11.5			4	
Pure Mocha	10.5			14	
Santos and Java	13.5			13	
Sumatra Lingtong	12.25			20	

7.3.1

- 3 Enter your name to the right of the phrase *Sales person* and today's date to the right of the word *Date*. 7.2.1

- 4 In the *Discount* column: 8.1.1

a) Enter a formula which calculates a discount of ten percent for the first coffee blend. This can be calculated with the formula ($Price \times 90/100$).

b) Make sure that this discounted price is calculated for each product.

In the *Multibuy* column:

c) Enter a formula in the *Multibuy* column which calculates the price of a pack of six ($Discount \text{ price} \times 6$).

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

In the *Value* column:

e) Enter a formula which calculates the value of each order ($Multibuy \text{ price} \times Order$).

f) Make sure that the order *Value* is calculated for each product.

g) Enter a formula at the bottom of the *Value* column to calculate the *Total value* of all the orders.

- 5 Change the width of all columns so that no data is hidden. 10.2.1

- 6 Save this file with a new name and print a copy of all the data. Make sure that your name and today's date are printed. 11.1.2

- 7 Print another copy of the file to show all the formulae used. Make sure that your name and today's date are printed. 10.4.1

- | | | | |
|-----------|--|-------------------------------|---------------|
| 8 | Make sure that all columns containing numeric data (<i>Price, Discount, Multibuy, Order</i> and <i>Value</i>) are right aligned and ensure that the headings for these columns are also right aligned. | ✓
<input type="checkbox"/> | 10.1.1 |
| 9 | Format all cells in these columns (except the column for <i>Order</i> which should remain in integer format) to currency £ Sterling and to 2 decimal places. | <input type="checkbox"/> | 10.3.1 |
| 10 | Sort the data in order of <i>Value</i> in descending order (highest value first). | <input type="checkbox"/> | 9.1.1 |
| 11 | Save this data with a new filename. Print a copy of all the data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |
| 12 | Select all <i>Orders</i> with a number <i>greater than 10</i> and show all the details. | <input type="checkbox"/> | 9.2.1 |
| 13 | Print a copy of the selected data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |
| 14 | From the original list, select all products whose order <i>Value</i> was <i>more than 1000.00</i> . Sort these in ascending (A-Z) order of <i>Blend</i> and print all their details. | <input type="checkbox"/> | 9.2.1 |
| 15 | Print a copy of the selected data. Make sure that your name and today's date are printed. | <input type="checkbox"/> | 11.1.2 |