

INFORMATION AND COMMUNICATIONS TECHNOLOGY PRACTICAL ASSESSMENT A2002

FOUNDATION LEVEL CORE MODULE

5181/A

TIME $2\frac{1}{4}$ hours

INSTRUCTIONS TO CANDIDATES

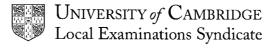
Make sure that your name, centre number and candidate number are shown on each printout that you are asked to produce.

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 (\checkmark) 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.



This question paper consists of 5 printed pages.

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.	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 .	1.2.1
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

Page 2 of 5 [Turn Over]

You are now going to edit a memo.

TASK B – DOCUMENT PRODUCTION

		✓	
1	Using a suitable software package, load the file SOFTAM.TXT		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> :		3.2.1
3	Insert the following text as a new sentence, at the end of the third paragraph:		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:		4.1.1
	have their head office in Venezuela, and		
5	Move the first paragraph to the end of the memo, so that it becomes the third paragraph.		4.2.1
6	Spell-check, proof-read and correct the memo.		6.1.1
	Ensure that all spacing is consistent throughout the document.		6.2.1
7	Save with a new filename and print the memo.		11.1.1
8	Make the body of the letter fully justified and centre the title:		5.1.1
	Software Amerique		
9	Make italic the block of 4 lines containing:		5.2.1
	From: To: Web Design Team Cc: Sales Manager Date: as well as the text which you entered in steps 2 and 3.		
	Underline the word: Memo		
	Make bold the name: Hothouse Design		
10	Change the title Software Amerique to a 24 point sans-serif font.		5.3.1
11	Make sure that there are exactly 2 (10 point) blank lines after the title Software Amerique and between each paragraph.		5.3.2 5.4.1
12	Proof-read and correct the memo.		6.2.1
13	Save with a new filename and print the memo.		11.1.1

Page 3 of 5 [Turn Over]

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 (<i>Cost/Day</i>) 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 <i>Total</i> column:]	8.1	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.

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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.

		\checkmark	
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.		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.		10.1.1
9	Format all cells in the Cost/Day, Total, Discount Amount and Discount Price columns to currency in US\$ and to 2 decimal places.		10.3.1
10	Sort the data in order of <i>Course</i> in ascending order (with <i>HTML</i> at the top).		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.		11.1.2
12	Select only the courses suitable for a Beginner and show all the details.		9.2.1
13	Print a copy of the selected data. Make sure that your name and today's date are printed.		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.		9.2.1
15	Print a copy of the selected data. Make sure that your name and today's date are printed.		11.1.2



INFORMATION AND COMMUNICATIONS TECHNOLOGY PRACTICAL ASSESSMENT B2002

FOUNDATION LEVEL CORE MODULE

5181/B

TIME $2\frac{1}{4}$ hours

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INSTRUCTIONS TO CANDIDATES

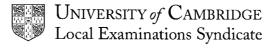
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Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

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



This 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.		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.		1.2.1
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

Page 2 of 5 [Turn Over]

You are now going to edit a letter.

TASK B – DOCUMENT PRODUCTION

		✓	
1	Using a suitable software package, load the file CONFLET.TXT		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>		3.2.1
3	Insert the following text before the first sentence of the letter:		3.2.1
	I am so pleased that you have accepted the invitation and that you will be able to attend the Spring 2002 Sales Conference.		
4	Delete the following text from the second sentence of the first paragraph:		4.1.1
	Our Spring Sales Conference		
	and replace these words with the word This		
5	Move the sentence		4.2.1
	I look forward to meeting you there.		
	from its position in the last paragraph to become a new paragraph at the end of the letter.		
6	Spell-check, proof-read and correct the letter.		6.1.1
	Ensure that all spacing is consistent throughout the document.		6.2.1
7	Save with a new filename and print the letter.		11.1.1
8	Make the body of the letter fully justified and centre the two lines:		5.1.1
	Hothouse Design		
	and		
	Spring Sales Conference		
9	Make the words Spring Sales Conference italic, 16 point size and underlined.		5.2.1
10	Change the title <i>Hothouse Design</i> to a 20 point sans-serif font and make it bold.		5.3.1
11	Make sure that there is a blank line after the titles Hothouse Design and Spring Sales Conference		5.3.2 5.4.1
12	Proof-read and correct the letter.		6.2.1
13	Save with a new filename and print the letter.		11.1.1

Page 3 of 5 [Turn Over]

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

TASK C DATA MANIPULATION

		76 1 1	6		CI CONECC	T 001/	✓	7.4.4			
1	_		•	•	e file CONFCOS			7.1.1			
2		These new delegates need to be added to the expenses sheet:						7.2.1			
	Deleg			Days	Travel						
	Dalzie		E	6	2900						
	Ali	Н	D	5	2050						
	Kapo	or V	S	5	1995						
3	the bo	ottom of the	e sheet. (The		eferring to the r ne room catego).			7.3.1			
4	In the	Accommo	dation colum	nn:				8.1.1			
	a)	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)	b) Make sure that this cost is calculated for each delegate.									
	In the	In the Meals column:									
	c)	Rate at t		the sheet mul	e cost of meals. tiplied by the nu						
	d)	Make su									
	In the	In the <i>Total</i> column:									
	e)				e total expense for the first dele						
	f)	Make su delegate		otal expenses	are calculated f	or each					
5	Chan	ge the wid	th of all colur	nns so that no	data is hidden.			10.2.1			
6				ne and print a c ay's date are p	copy of all the d	ata. Make		11.1.2			
7		another co our name	. Make sure		10.4.1						

Page 4 of 5 [Turn Over]

8	Make sure that data in the columns <i>Room, Price, Days, Accommodation, Meals, Travel</i> and <i>Total</i> is right aligned and that these column headings are also right aligned.	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.	10.3.1
10	Sort the data in order of <i>Delegate</i> in ascending order (from A to Z).	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.	11.1.2
12	Select only the delegates who request a vegetarian $Diet$ (\mathbf{V}) and show all the details.	9.2.1
13	Print a copy of the selected data. Make sure that your name and today's date are printed.	11.1.2
14	Select all delegates whose <i>Total</i> costs were over 2500.00 and show all their details.	9.2.1
15	Print a copy of the selected data. Make sure that your name and today's date are printed.	11.1.2



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FOUNDATION LEVEL CORE MODULE

5181/C

TIME 2½ hours

INSTRUCTIONS TO CANDIDATES

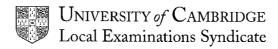
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This question paper consists of 5 printed pages.

© UCLES 2002 [Turn Over]

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

		\checkmark	
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 and contains the text I have finished the first task .		1.2.1
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 e-mail message.		1.2.1

Page 2 of 5 [Turn Over]

You are now going to edit a letter.

TASK B – DOCUMENT PRODUCTION

		\checkmark	
1	Using a suitable software package, load the file CUSTREP.TXT		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>		3.2.1
3	Insert the following text after the second sentence of the last paragraph. This endsletter, or by fax.		3.2.1
	You can also contact us or place an order via our website. Contact us at sales@ictt.co.uk for order enquiries.		
4	Delete the first sentence from the letter.		4.1.1
5	Move the sentence		4.2.1
	If you cannot visit the shop, we can arrange for your order to be delivered to you at home.		
	from its position at the start of the last paragraph to become a new paragraph at the end of the letter.		
6	Spell-check, proof-read and correct the letter.		6.1.1
	Ensure that all spacing is consistent throughout the document.		6.2.1
7	Save with a new filename and print the letter.		11.1.1
8	Centre the two lines at the top of the letter:		5.1.1
	International Coffee and Tea Traders Steep Hill Lincoln LN1 1KJ United Kingdom		
9	Make the words International Coffee and Tea Trader 20 point and bold.		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.		5.3.1
11	Make the body of the letter fully justified.		5.3.2 5.1.1
	Set the body of the letter in double line spacing.		5.4.1
12	Proof-read and correct the letter.		6.2.1
13	Save with a new filename and print the letter.		11.1.1

Page 3 of 5 [Turn Over]

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

Ble	end	Price	Discount	Multibuy	Order	Value	7	
	d Brown Java	14			9		1	
Pic	o Duarte	11.5			4		1	
Pu	re Mocha	10.5			14			
Sa	ntos and Java	13.5			13			
Su	matra Lingtong	12.25			20		_	
In the	e right of the wo e <i>Discount</i> colu Enter a form	mn:	calculates	a discount	of ten n	ercent fo	or the	
a)	Enter a form first coffee b 90/100).							
b)	Make sure to product.	hat this dis	counted p	rice is calc	ulated fo	r each		
In the	<i>Multibuy</i> colu	mn:						
c)	Enter a form of a pack of		•		h calcul	ates the	price	
d)	Make sure t	hat this co	st is calcul	ated for ea	ch produ	ıct.		
In the	<i>Value</i> column	:						
e)	Enter a form (<i>Multibuy</i> pr			the value o	of each o	order		
f)	Make sure that the order Value is calculated for each product.							
g)	Enter a form Total value			the <i>Value</i> c	olumn to	o calcula	te the	
Chan	ge the width o	f all columi	ns so that	no data is l	nidden.			
	this file with a		•		ıll the da	ita. Mak	e	
Print	another copy o		show all te are prir		e used.	Make sı	ure	

Page 4 of 5 [Turn Over]

		✓	
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.		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.		10.3.1
10	Sort the data in order of Value in descending order (highest value first).		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.		11.1.2
12	Select all Orders with a number greater than 10 and show all the details.		9.2.1
13	Print a copy of the selected data. Make sure that your name and today's date are printed.		11.1.2
14	From the original list, select all products whose order <i>Value</i> was <i>more than</i> 1000.00. Sort these in ascending (A-Z) order of <i>Blend</i> and print all their details.		9.2.1
15	Print a copy of the selected data. Make sure that your name and today's date are printed.		11.1.2