

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Standard Level

CORE MODULE

5191/A

Core Module: Practical Assessment

2003

2 hours 45 minutes

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

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

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



TASK A – COMMUNICATION

You work for an international company called *Hothouse Design* which has a contract with an organisation called *Rootrainer Trees*. This company exports young trees to help environmental projects around the world.

- | | | | |
|---|---|-------------------------------|---|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2003A and the text Please send the instructions | ✓
<input type="checkbox"/> | 1.2.1 |
| 2 | Read the reply to your message and follow the instructions. The URL which you will need is http://www.hothouse-design.co.uk | <input type="checkbox"/> | 1.1.1
1.4.1
2.1.1
2.2.1
2.3.1 |
| 3 | Prepare to send a message to design.h@ucles.org.uk with the subject set to ICTCOREX and attach the file which you downloaded from the Hothouse website to your e-mail. Add your name to the end of the message. | <input type="checkbox"/> | 1.2.1
1.3.1 |
| 4 | Print a copy of this e-mail, showing clearly that the attachment is present. Then send the e-mail. | <input type="checkbox"/> | 11.1.1 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a document about *Rootrainer Trees*.

- | | | | |
|----|--|-------------------------------------|----------------|
| 5 | Using a suitable software package, load the file TREE2003.TXT | <input checked="" type="checkbox"/> | 3.1.1
1.4.1 |
| 6 | Set the page size to A4. | <input type="checkbox"/> | 4.1.1 |
| 7 | Set the page orientation to landscape. | <input type="checkbox"/> | 4.1.2 |
| 8 | At the top of each page put your name on the left and today's date on the right. Put page numbering at the bottom left-hand side of each page. | <input type="checkbox"/> | 4.1.3 |
| 9 | Set the top, bottom, left and right margins to 4 centimetres. | <input type="checkbox"/> | 4.1.4 |
| 10 | Set the text to single line spacing. | <input type="checkbox"/> | 4.1.5 |
| 11 | Make the text fully justified. | <input type="checkbox"/> | 4.1.6 |
| 12 | Set the text size to 14 point. | <input type="checkbox"/> | 5.5.1 |
| 13 | Insert the heading Rootrainer Trees – Growth in 2003 at the top of the document. | <input type="checkbox"/> | 3.2.1 |
| 14 | Centre the heading and select a different font from the rest of the text. Change the size of the heading to 18 point and make it underlined. | <input type="checkbox"/> | 4.1.6
5.5.1 |
| 15 | Add bullet points to the list:
<i>bonsai trees</i>
<i>landscaping</i>
<i>koi carp</i> | <input type="checkbox"/> | 5.2.1 |
| 16 | Make sure that the bulleted list is indented by at least 3 centimetres. | <input type="checkbox"/> | 5.1.1 |
| 17 | Insert a page break before the paragraph which starts <i>During the past twelve months some restructuring ...</i> | <input type="checkbox"/> | 5.4.1 |
| 18 | Spell-check and proof-read the document. | <input type="checkbox"/> | |
| 19 | Save the document using a new filename and print a draft copy. | <input type="checkbox"/> | 11.1.1 |

TASK C – DATA MANIPULATION

You are now going to manipulate and extract some data.

- 20 Using a suitable database package, import the file **TREES.CSV** 6.1.1
- 21 Insert the data for the following three records: 6.2.1

Species	MaxSize	Ground	PH	Size	Cost
Broom	1	L	Acid	1	1.33
Elder	1	LH	Alkaline	1	1.25
Elder	1	LH	Alkaline	2	1.75

Check your data entry for errors.

- 22 Save the data. 11.1.1
- 23 Produce a report which:
- shows only the trees where the *PH* is **alkaline** 8.2.1
 - shows all the fields
 - sorts the data into descending alphabetical order of *Species* (with *Yew* at the top) 8.1.1
 - has a page orientation of portrait 9.1.3
 - includes the heading **Alkaline soil** at the top of the page 9.1.2
 - has your name on the right in the footer. 9.1.3
- 24 Save and print this report. 11.1.2
- 25 Produce a new report from all the data which:
- shows only the trees where the *Ground* is **WLH** or **L** 8.2.1
 - shows only the fields *Species*, *Ground*, *Cost* 9.1.1
 - is sorted into ascending order of *Ground* (with *L* at the top) 8.1.1
 - has the average cost calculated at the bottom of the *Cost* column 7.1.1
 - includes the heading **L or WLH** at the top of the page 9.1.2
 - has your name on the left in the footer. 9.1.3
- 26 Save and print this report. 11.1.2
- 27 Select from all the data all the trees:
- where *PH* is **Acid** 8.2.1
 - with a *Size* of **1** or **2** 8.2.1
 - showing only the fields *Species*, *MaxSize*, *PH*, *Size* 9.1.1
- 28 Save this data in a form which can be imported into a text document. 11.1.3

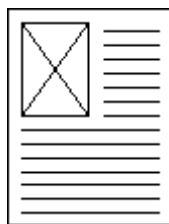
TASK D – INTEGRATION

You are now going to make some changes to the document which you saved in Task B.

- ✓
- 29 Open the document you saved in Task B. 10.1.1
- 30 Remove the page break inserted in Task B stage 17. 5.4.1
- 31 Set the page orientation to portrait. 4.1.2
- 32 Move the page numbering to the bottom right-hand side of each page. 4.1.3
- 33 Set the top, bottom, left and right margins to 2 centimetres. 4.1.4
- 34 Set the text to 1.5 line spacing. 4.1.5
- 35 Make all the text (except for the heading) left aligned. 4.1.6
- 36 Set the text size (except for the heading) to 11 point. 5.5.1
- 37 Create this table after the sentence *Here is a summary of the site allocations:* 5.3.1
3.2.1

Site	Current size	Planned size
England	3200	3200
America	8000	8500
Thailand	750	2000
South Africa	500	500

- 38 Import a graphic image of a tree (from clip art, scanner, digital camera or elsewhere), and place this in the top left corner of page 2. 10.1.1
- 39 Change the image so that: 3.3.2
- it is re-sized to fill a quarter of the page
 - the text wraps around the image
- It should look like this:



- 40 You now need to import the data which you saved at the end of Task C. Insert this data as a table after the paragraph which ends *This is an example of some acid loving small trees and shrubs:* 10.1.1
- Make sure there is one blank line above and below the table.
- 41 Place a page break, if necessary, to ensure there are no widows, orphans, tables or bulleted lists which overlap two pages. 5.4.1
- 42 Spell-check and proof-read the document.
- 43 Save the document using a new filename and print a final copy. 11.1.1

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TASK A – COMMUNICATION

You work for an international company called *Hothouse Design* which has a contract with an organisation called *Ogawa Bonsai*.

- | | | |
|----------|---|---|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2003B and the text Please send the instructions | <input checked="" type="checkbox"/> 1.2.1 |
| 2 | Read the reply to your message and follow the instructions. The URL which you will need is http://www.hothouse-design.co.uk | <input type="checkbox"/> 1.1.1
1.4.1
2.1.1
2.2.1
2.3.1 |
| 3 | Prepare to send a message to design.h@ucles.org.uk with the subject set to ICTCOREX and attach the file which you downloaded from the Hothouse website to your e-mail. Add your name to the end of the message. | <input type="checkbox"/> 1.2.1
1.3.1 |
| 4 | Print a copy of this e-mail, showing clearly that the attachment is present. Then send the e-mail. | <input type="checkbox"/> 11.1.1 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a document about *Ogawa Bonsai*, a subsidiary of *Rootrainer Trees*.

- | | | |
|----|---|---|
| 5 | Using a suitable software package, load the file OGAWA.TXT | <input checked="" type="checkbox"/> 3.1.1
<input type="checkbox"/> 1.4.1 |
| 6 | Set the page size to A4. | <input type="checkbox"/> 4.1.1 |
| 7 | Set the page orientation to landscape. | <input type="checkbox"/> 4.1.2 |
| 8 | At the top of each page put your name on the left and today's date on the right. Put page numbering in the centre at the bottom of each page. | <input type="checkbox"/> 4.1.3 |
| 9 | Set the top, bottom, left and right margins to 3.5 centimetres. | <input type="checkbox"/> 4.1.4 |
| 10 | Set the text to double line spacing. | <input type="checkbox"/> 4.1.5 |
| 11 | Make the text left aligned. | <input type="checkbox"/> 4.1.6 |
| 12 | Set the text size to 10 point. | <input type="checkbox"/> 5.5.1 |
| 13 | Insert the heading Ogawa Bonsai at the top of the document. | <input type="checkbox"/> 3.2.1 |
| 14 | Centre the heading and select a different font from the rest of the text. Change the size of the heading to 16 point and make it bold and italic. | <input type="checkbox"/> 4.1.6
<input type="checkbox"/> 5.5.1 |
| 15 | Add bullet points to the list:
<i>propagation techniques</i>
<i>root pruning</i>
<i>wiring</i>
<i>bonsai seasons</i> | <input type="checkbox"/> 5.2.1 |
| 16 | Make sure that the bulleted list is indented by at least 2 centimetres. | <input type="checkbox"/> 5.1.1 |
| 17 | Insert a page break before the paragraph which starts <i>There would be a need for several of Takeo's multilingual Japanese ...</i> | <input type="checkbox"/> 5.4.1 |
| 18 | Spell-check and proof-read the document. | <input type="checkbox"/> |
| 19 | Save the document using a new filename and print a draft copy. | <input type="checkbox"/> 11.1.1 |

TASK C – DATA MANIPULATION

You are now going to manipulate and extract some data.

- 20 Using a suitable database package, import the file **OGAWA.CSV** 6.1.1
- 21 Insert the data for the following three records: 6.2.1

Species	Variety	Europe	America	Years
Acer	Palmatum Ukon	82	46	10
Betula	Pendulata	26	30	6
Betula	Nana	38	41	9

Check your data entry for errors.

- 22 Save the data. 11.1.1
- 23 Produce a report which:
- shows only the trees where the *Species* is **Acer OR Betula** 8.2.1
 - shows all the fields
 - sorts the data into descending order of *Years* (with 25 at the top) 8.1.1
 - has a page orientation of portrait 9.1.3
 - includes the heading **Acer or Betula** at the top of the page 9.1.2
 - has your name on the right in the footer. 9.1.3
- 24 Save and print this report. 11.1.2
- 25 Produce a new report from all the data which:
- shows only the trees where the *Species* is **Pinus** 8.2.1
 - shows only the fields *Species, Variety, America* 9.1.1
 - is sorted into ascending order of *Variety* (with *Parviflora* at the top) 8.1.1
 - has the average value of *America* at the bottom of the *America* column 7.1.1
 - includes the heading **Pinus in America** at the top of the page 9.1.2
 - has your name on the left in the footer. 9.1.3
- 26 Save and print this report. 11.1.2
- 27 Select from all the data all the trees:
- where *Europe* is greater than **65** 8.2.1
 - with *Years* less than **10** 8.2.1
 - showing only the fields *Species, Variety, Europe, Years* 9.1.1
- 28 Save this data in a form which can be imported into a text document. 11.1.3

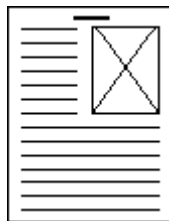
TASK D – INTEGRATION

You are now going to make some changes to the document which you saved in Task B.

- ✓
- 29 Open the document you saved in Task B. 10.1.1
- 30 Remove the page break inserted in Task B stage 17. 5.4.1
- 31 Set the page orientation to portrait. 4.1.2
- 32 Move the page numbering to the bottom left-hand side of each page. 4.1.3
- 33 Set the top, bottom, left and right margins to 2 centimetres. 4.1.4
- 34 Set the text to single line spacing. 4.1.5
- 35 Make all the text (except for the heading) fully justified. 4.1.6
- 36 Set the text size (except for the heading) to 12 point. 5.5.1
- 37 Create this table after the sentence *The summary of this research is:* 5.3.1
3.2.1

Species	Deciduous	Coniferous	Market
Larix	Yes		Europe
Acer	Yes		Europe
Ulmus	Yes		Both
Picea		Yes	America
Pinus		Yes	America
Juniperus		Yes	America

- 38 Import a graphic image of a tree (from clip art, scanner, digital camera or elsewhere), and place this in the top right corner of page 1. 10.1.1
- 39 Change the image so that: 3.3.2
- it is re-sized to fill a quarter of the page
 - the text wraps around the image
- It should look like this:



- 40 You now need to import the data which you saved at the end of Task C. Insert this data as a table after the paragraph which ends *The most popular trees from the European market research are:* 10.1.1
- Make sure there is one blank line above and below the table.
- 41 Place a page break, if necessary, to ensure there are no widows, orphans, tables or bulleted lists which overlap two pages. 5.4.1
- 42 Spell-check and proof-read the document.

43 Save the document using a new filename and print a final copy.

11.1.1

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You work for an international company called *Hothouse Design* which has a contract with an organisation called *Rootrainer Trees*.

- | | | | |
|---|---|-------------------------------|---|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2003C and the text Please send the instructions | ✓
<input type="checkbox"/> | 1.2.1 |
| 2 | Read the reply to your message and follow the instructions. The URL which you will need is http://www.hothouse-design.co.uk | <input type="checkbox"/> | 1.1.1
1.4.1
2.1.1
2.2.1
2.3.1 |
| 3 | Prepare to send a message to design.h@ucles.org.uk with the subject set to ICTCOREX and attach the file which you downloaded from the Hothouse website to your e-mail. Add your name to the end of the message. | <input type="checkbox"/> | 1.2.1
1.3.1 |
| 4 | Print a copy of this e-mail, showing clearly that the attachment is present. Then send the e-mail. | <input type="checkbox"/> | 11.1.1 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a document about *Rootrainer Trees* and one of its subsidiaries, *Kuroki Koi*.

- | | | | |
|----|---|-------------------------------|----------------|
| 5 | Using a suitable software package, load the file KUROKI.TXT | ✓
<input type="checkbox"/> | 3.1.1
1.4.1 |
| 6 | Set the page size to A4. | <input type="checkbox"/> | 4.1.1 |
| 7 | Set the page orientation to landscape. | <input type="checkbox"/> | 4.1.2 |
| 8 | At the top of each page put your name on the left and today's date on the right. Put page numbering at the bottom left-hand side of each page. | <input type="checkbox"/> | 4.1.3 |
| 9 | Set the top, bottom, left and right margins to 3.5 centimetres. | <input type="checkbox"/> | 4.1.4 |
| 10 | Set the text to 1.5 line spacing. | <input type="checkbox"/> | 4.1.5 |
| 11 | Make the text left aligned. | <input type="checkbox"/> | 4.1.6 |
| 12 | Set the text size to 10 point. | <input type="checkbox"/> | 5.5.1 |
| 13 | Insert the heading Kuroki Koi at the top of the document. | <input type="checkbox"/> | 3.2.1 |
| 14 | Centre the heading and select a different font from the rest of the text. Change the size of the heading to 14 point and make it bold and underlined. | <input type="checkbox"/> | 4.1.6
5.5.1 |
| 15 | Add bullet points to the list:
<i>London</i>
<i>Paris</i>
<i>Milan</i>
<i>Washington</i>
<i>Seattle</i> | <input type="checkbox"/> | 5.2.1 |
| 16 | Make sure that the bulleted list is indented by at least 4 centimetres. | <input type="checkbox"/> | 5.1.1 |
| 17 | Insert a page break before the paragraph which starts <i>Another possible development of this idea would be to introduce specialist koi ...</i> | <input type="checkbox"/> | 5.4.1 |
| 18 | Spell-check and proof-read the document. | <input type="checkbox"/> | |
| 19 | Save the document using a new filename and print a draft copy. | <input type="checkbox"/> | 11.1.1 |

TASK C – DATA MANIPULATION

You are now going to manipulate and extract some data.

- 20 Using a suitable database package, import the file **KUROKI.CSV** 6.1.1
- 21 Insert the data for the following three records: 6.2.1

Species	Main	Other	Metallic	Rating
Benigoi	Red	None	N	45
Benigoi	Red	None	Y	55
Benigoi	Orange	None	N	56

Check your data entry for errors.

- 22 Save the data. 11.1.1
- 23 Produce a report which:
- shows only the fish where *Species* is **Benigoi** 8.2.1
 - shows all the fields
 - has a page orientation of portrait 9.1.3
 - includes the heading **Benigoi Koi** at the top of the page 9.1.2
 - has your name on the right in the footer. 9.1.3
- 24 Save and print this report. 11.1.2
- 25 Produce a new report from all the data which:
- shows only the fish where the *Main* colour is **Yellow** or the *Other* colour is **Yellow** 8.2.1
 - shows only the fields *Species*, *Main*, *Other*, *Rating* 9.1.1
 - is sorted into ascending order of *Species* (with *Ki Bekko* at the top) 8.1.1
 - has the average *Rating* calculated at the bottom of the *Rating* column 7.1.1
 - includes the heading **Koi with Yellow** at the top of the page 9.1.2
 - has your name on the left in the footer. 9.1.3
- 26 Save and print this report. 11.1.2
- 27 Select from all the data all the fish:
- where *Rating* is greater than or equal to **60** 8.2.1
 - sorted into descending order of *Rating* (with **92** at the top) 8.1.1
 - showing only the fields *Species*, *Rating* 9.1.1
- 28 Save this data in a form which can be imported into a text document. 11.1.3

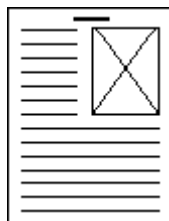
TASK D – INTEGRATION

You are now going to make some changes to the document which you saved in Task B.

- 29 Open the document you saved in Task B. 10.1.1 ✓
- 30 Remove the page break inserted in Task B stage 17. 5.4.1
- 31 Set the page orientation to portrait. 4.1.2
- 32 Move the page numbering to the bottom right-hand side of each page. 4.1.3
- 33 Set the top, bottom, left and right margins to 2 centimetres. 4.1.4
- 34 Set the text to single line spacing. 4.1.5
- 35 Make all the text (except for the heading) fully justified. 4.1.6
- 36 Set the text size (except for the heading) to 12 point. 5.5.1
- 37 Create this table after the sentence *Possible locations considered so far are:* 5.3.1
3.2.1

La Roda	Spain	Warm
Whitstable	England	Close to market
Emmen	Netherlands	Natural lakes
Toulouse	France	Warm, good transport
Crawley	England	Close to market

- 38 Import a graphic image of a fish (from clip art, scanner, digital camera or elsewhere), and place this in the top right corner of page 1, below the heading *Kuroki Koi*. 10.1.1
- 39 Change the image so that: 3.3.2
- it is re-sized to fill a quarter of the page
 - the text wraps around the image
- It should look like this:



- 40 You now need to import the data which you saved at the end of Task C. Insert this data as a table after the paragraph which ends ... *garden centres identifying the specific koi they would put into a pond if they had one.* 10.1.1
- Make sure there is one blank line above and below the table.
- 41 Place a page break, if necessary, to ensure there are no widows, orphans, tables or bulleted lists which overlap two pages. 5.4.1
- 42 Spell-check and proof-read the document.
- 43 Save the document using a new filename and print a final copy. 11.1.1