

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

CORE MODULE

5181/A

Core Module: Practical Assessment

2004

No Additional Materials are required

**2 hours and 15 minutes
and 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 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 assignment put **all** your printouts into the Assessment Record Folder.

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

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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. | ✓
<input 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

The message should say I have saved the files. | <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 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a letter.

- | | | | |
|----|---|-------------------------------|----------------|
| 6 | Using a suitable software package, load the file FCA4LET.TXT | ✓
<input type="checkbox"/> | 3.1.1 |
| 7 | Replace: | <input type="checkbox"/> | 3.2.1 |
| | <Date> with today's date | | |
| | <Company Name> with AB Kauno Audimas | | |
| | <Address> with Taikos 91 | | |
| | Alyties | | |
| | Lietuva | | |
| | <Name> with your name | | |
| 8 | Delete the following text from the third paragraph:
<i>even as an overseas customer,</i> | <input type="checkbox"/> | 4.1.1 |
| 9 | Move the paragraph that starts: <i>If you wish to take advantage of this offer...</i> so that it becomes the last paragraph. | <input type="checkbox"/> | 4.2.1 |
| 10 | Make the body of the letter fully justified. | <input type="checkbox"/> | 5.1.1 |
| 11 | Spell-check and proof-read the letter and make any necessary corrections.
Make sure that all spacing between sentences and paragraphs is consistent throughout the document. | <input type="checkbox"/> | 6.1.1
6.2.1 |
| 12 | Save with a new filename and print the letter. | <input type="checkbox"/> | 11.1.1 |
| 13 | Make the body of the letter left aligned. | <input type="checkbox"/> | 5.1.1 |
| 14 | Select the whole document and change it to a 12 point serif font (e.g. Times New Roman). | <input type="checkbox"/> | 5.3.1 |
| 15 | Make the words
<i>Hothouse Design Office Supplies</i>
centre aligned. | <input type="checkbox"/> | 5.1.1 |
| 16 | Make the words
<i>Hothouse Design Office Supplies</i>
a 24 point sans-serif font (e.g. Arial). | <input type="checkbox"/> | 5.3.1
5.3.2 |
| 17 | Make the words
<i>Hothouse Design Office Supplies</i>
italic. | <input type="checkbox"/> | 5.2.1 |
| 18 | Make sure that the text is single line spaced. | <input type="checkbox"/> | 5.4.1 |
| 19 | Proof-read the letter and make any necessary corrections. | <input type="checkbox"/> | 6.2.1 |
| 20 | Save with a new filename and print the letter. | <input type="checkbox"/> | 11.1.1 |

TASK C – DATA MANIPULATION

You are going to manipulate and extract some data to complete a quotation for a customer.

- 21 Using a suitable software package, load the file **FCA4COST.CSV** 7.1.1
- 22 The data in the *Cost* column needs to be added. Enter the following data: 7.3.1

<i>Code</i>	<i>Name</i>	<i>Medium</i>	<i>Size</i>	<i>Pack</i>	<i>Cost</i>
BITSS-12	Transparency	Inkjet	A4	120	9.99
BITSS-13	Transparency	Laser	A4	120	12.99
BITSS-25	Paper	Laser	A5	500	2.38
BITSS-26	Paper	Laser	A4	500	2.64
BITSS-27	Paper	Photographic	10x15	20	8
BITSS-28	Paper	Inkjet	A3	100	28.68
BITSS-29	Paper	Inkjet	A4	100	8.99
BITSS-33	Post-it	notes – rainbow	76x76	500	3.99
BITSS-34	Post-it	notes – yellow	76x76	500	3.49
BITSS-35	Post-it	notes – pink	76x76	500	3.49
BITSS-56	Copier labels	Laser	70x37	2400	8
BITSS-57	Copier labels	Laser	105x37	1600	8
BITSS-58	Copier labels	Laser	105x71	800	8
BITSS-59	Copier labels	Laser	105x149	400	15
BITSS-60	Copier labels	Laser	210x297	100	15
BITSS-61	Copier labels	Laser	105x58	1000	15

- 23 Add the following data: 7.2.1

<i>Code</i>	<i>Name</i>	<i>Medium</i>	<i>Size</i>	<i>Pack</i>	<i>Cost</i>	<i>Number</i>
BITSS-106	Post-it	note tray	76x76	1	1.99	2
BITSS-109	Post-it	fax notes	105x38	1200	13.99	1

- 24 In the *Total* column: 8.1.1
- a) enter a formula which calculates the *Total* ($Cost \times Number$).
- b) make sure that this *Total* is calculated for each item.

At the bottom of the *Total* column:

- c) enter a formula which adds up all values in the *Total* column.

- ✓
- 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 *Cost* and *Total* columns to currency in US\$ with 2 decimal places. 10.3.1
- 27 Change the alignment of the *Size* column so that all cells are centre aligned. 10.1.1
- Change the alignment of the *Medium* column so that all cells are right aligned.
- 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 the contents of all cells are visible and that your name is printed. 11.1.2
10.4.1
- 30 Revert to data view. Select only the items where *Name = Post-it* and show all details of these items. 9.2.1
- 31 Sort this data in ascending order of *Cost* (with \$1.99 at the top). 9.1.1
- 32 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
- 33 From all the data, select only the items where the *Number is greater than 8* 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

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|---|--|-------------------------------|----------------------------------|
| 1 | Read the message in your mailbox and follow the instructions. | ✓
<input 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

The message should say I have saved the files. | <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 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a memo.

- | | | | |
|----|---|-------------------------------|----------------|
| 6 | Using a suitable software package, load the file FCB4MEMO.TXT | ✓
<input type="checkbox"/> | 3.1.1 |
| 7 | Replace:

<author> with your name
<date> with today's date
<subject> with Details of the client's account | <input type="checkbox"/> | 3.2.1 |
| 8 | Delete the following text from the end of the second paragraph:
<i>I can be reached on extension 6723.</i> | <input type="checkbox"/> | 4.1.1 |
| 9 | Move the paragraph that starts: <i>If you think it would be useful...</i> so that it becomes the last paragraph. | <input type="checkbox"/> | 4.2.1 |
| 10 | Make the body of the memo left aligned. | <input type="checkbox"/> | 5.1.1 |
| 11 | Spell-check and proof-read the memo and make any necessary corrections.

Make sure that all spacing between sentences and paragraphs is consistent throughout the document. | <input type="checkbox"/> | 6.1.1
6.2.1 |
| 12 | Save with a new filename and print the memo. | <input type="checkbox"/> | 11.1.1 |
| 13 | Make the body of the memo fully justified. | <input type="checkbox"/> | 5.1.1 |
| 14 | Select the whole document and change it to a 14 point serif font (e.g. Times New Roman). | <input type="checkbox"/> | 5.3.1 |
| 15 | Make the word
<i>Memo</i>

centre aligned. | <input type="checkbox"/> | 5.1.1 |
| 16 | Make the word
<i>Memo</i>

a 24 point sans-serif font (e.g. Arial) | <input type="checkbox"/> | 5.3.1
5.3.2 |
| 17 | Make the word
<i>Memo</i>

italic and underlined. | <input type="checkbox"/> | 5.2.1 |
| 18 | Make sure that the text is single line spaced. | <input type="checkbox"/> | 5.4.1 |
| 19 | Proof-read the memo and make any necessary corrections. | <input type="checkbox"/> | 6.2.1 |
| 20 | Save with a new filename and print the memo. | <input type="checkbox"/> | 11.1.1 |

TASK C – DATA MANIPULATION

You are going to manipulate and extract some data about Hothouse Design sales.

21 Using a suitable software package, load the file **FCB4ORD.CSV** 7.1.1 ✓

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

Day	Month	Item	Cost	Number
1	May	Brochure design	340	1
2	May	Office refurbishment	17420	1
3	May	Webpage design	85	1
4	May	Brochure design	360	1
4	May	Printing	0.05	400
7	May	Webpage design	80	1
9	May	Printing	0.03	3000
9	May	Distribution	0.02	3000
10	May	Website Hosting	14	100
11	May	Distribution	0.18	350
12	May	Webpage design	80	2
13	May	ICT consultancy	450	1
23	May	Brochure design	200	2
23	May	Printing	0.03	2400
23	May	Distribution	0.03	1400
29	May	Automation project	4500	1

23 Add the following data: 7.2.1

Day	Month	Item	Cost	Number
30	May	Poster design	450	1
30	May	Printing	0.18	1000

24 In the *Total* column: 8.1.1

- enter a formula which calculates the *Total* ($Cost \times Number$)
- make sure that this *Total* is calculated for each item.

At the bottom of the *Total* column:

- enter a formula which adds up all values in the *Total* column.

- | | | | |
|----|---|--------------------------|------------------|
| | | ✓ | |
| 25 | Change the width of all columns so that the contents of all cells are visible. | <input type="checkbox"/> | 10.2.1 |
| 26 | Format all cells in the <i>Cost</i> and <i>Total</i> columns to currency in US\$ with 2 decimal places.

Format all cells in the <i>Number</i> column to integer format (0 decimal places). | <input type="checkbox"/> | 10.3.1 |
| 27 | Change the alignment of the <i>Day</i> and <i>Month</i> columns so that all cells are centre aligned. | <input type="checkbox"/> | 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. | <input type="checkbox"/> | 11.1.2 |
| 29 | Print another copy of the file to show all the formulae used. Make sure that the contents of all cells are visible and that your name is printed. | <input type="checkbox"/> | 11.1.2
10.4.1 |
| 30 | Revert to data view. Select only the items where <i>Item = Webpage design</i> and show all the details of these items. | <input type="checkbox"/> | 9.2.1 |
| 31 | Sort this data in descending order of <i>Day</i> (with 12 at the top). | <input type="checkbox"/> | 9.1.1 |
| 32 | Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed. | <input type="checkbox"/> | 11.1.2 |
| 33 | From all the data, select only the items where the <i>Day is greater than 23</i> and show all the details of these items. | <input type="checkbox"/> | 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. | <input type="checkbox"/> | 11.1.2 |