

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT A2002**

**ADVANCED LEVEL
CORE MODULE**

5201/A

TIME 2 $\frac{3}{4}$ 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 (✓) 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 4 printed pages.

You work in the personnel department at the University of Tawara Beach. You must prepare some handouts which will be used on a training course.

- | | | | |
|----|---|-------------------------------|-------------------------|
| 1 | Send an e-mail with the subject ADVANCED2002A to design.h@ucles.org.uk
The body of the message should ask for the attachment JOBS.CSV | ✓
<input type="checkbox"/> | 1.2.1 |
| 2 | Download all the files from http://www.hothouse-design.co.uk/2002corea to your own work area. | <input type="checkbox"/> | 2.1.1 |
| 3 | Print out a listing of the files in your storage area. This should show the name of the file, its size and a time and date stamp. | <input type="checkbox"/> | 9.2.1 |
| 4 | Search the Hothouse website (http://www.hothouse-design.co.uk) for information concerning job application data . Save the information you find as APPLIC.CSV | <input type="checkbox"/> | 2.2.1 |
| 5 | Create a folder called BACKUP and copy the files APPLIC.CSV and RECRUIT.TXT into it. | <input type="checkbox"/> | 10.5.1 |
| 6 | Load the file RECRUIT.TXT | <input type="checkbox"/> | 3.1.1 |
| 7 | Set the page size to A4 portrait, make the top and bottom margins 4 centimetres and make the left and right margins 3 centimetres. | <input type="checkbox"/> | 4.1.1
4.1.2
4.1.4 |
| 8 | Set a style for the body text which has: <ul style="list-style-type: none"> • a size of 11 point • a serif font • alignment justified • a blank line after each paragraph | <input type="checkbox"/> | 4.2.1 |
| 9 | Set a style for headings which has: <ul style="list-style-type: none"> • a size of 14 point • a bold, sans-serif font • alignment centred • a blank line after each heading | <input type="checkbox"/> | 4.2.1 |
| 10 | Format all the text with the body style. | <input type="checkbox"/> | 4.2.1 |
| 11 | Format each of the headings listed below with the heading style. Make sure that you remove any extra blank lines between paragraphs. <ul style="list-style-type: none"> • <i>Better recruitment, better selection</i> • <i>Course objective</i> • <i>Introduction</i> • <i>Job descriptions</i> • <i>Available jobs</i> • <i>Expected outcomes</i> • <i>Working with questions</i> | <input type="checkbox"/> | 4.2.1 |
| 12 | Set the paragraph which starts <i>In your pack you will find</i> into two columns. | <input type="checkbox"/> | 4.1.5 |
| 13 | Number the <i>Expected Outcomes 1 - 5</i> . | <input type="checkbox"/> | 4.4.1 |
| 14 | Insert a page break before the heading <i>Working with Questions</i> | <input type="checkbox"/> | 4.6.1 |

- | | | | |
|----|---|-------------------------------|----------------|
| 15 | Spell-check and proof-read the document. | ✓
<input type="checkbox"/> | |
| 16 | Check your e-mail; you should have a reply to the message you sent at step 1. There will be an attachment listing some information about vacancies which will be looked at during the training course. Save this as JOBS.CSV | <input type="checkbox"/> | 1.1.1
1.4.1 |
| 17 | Create a table with 6 rows and 4 columns immediately before the heading <i>Expected Outcomes</i> . Insert the data from the file JOBS.CSV into this table. | <input type="checkbox"/> | 4.5.1 |
| 18 | Format this table to have the same style as the body text, and make the column headings bold. | <input type="checkbox"/> | 4.5.2 |
| 19 | Add the title Vacancies Advertised In The Last Six Months above the table and apply the heading style. | <input type="checkbox"/> | 4.2.1 |
| 20 | Save the document using a new filename and print it. | <input type="checkbox"/> | 9.1.1 |
| 21 | Insert a page break before <i>Available Jobs</i> . Change the layout (from this heading to the end of the document) to landscape. | <input type="checkbox"/> | 4.6.1 |
| 22 | Insert a footer which has the date on the left hand side, the page number in the middle and your name on the right-hand side. Make sure that the footer appears on every page including the first page. | <input type="checkbox"/> | 4.3.1 |
| 23 | Add the text Does the post have a correct description? as the fifth item in the <i>outcomes</i> list, re-numbering the paragraphs as necessary. | <input type="checkbox"/> | 4.4.1 |
| 24 | Load the file APPLIC.CSV in a suitable application. This shows details of applicants for some posts. Extract all the records where the applicant was both <i>shortlisted</i> and <i>interviewed</i> . | <input type="checkbox"/> | 8.1.1 |
| 25 | Sort this data in ascending order of <i>department</i> and then in ascending order of <i>postref</i> | <input type="checkbox"/> | 5.1.1 |
| 26 | Copy this data and paste it at the end of your main document as a table. | <input type="checkbox"/> | 8.1.1 |
| 27 | Delete the columns headed <i>shortlisted</i> and <i>interviewed</i> . Put a heading Recently Interviewed Applicants formatted in heading style above the table. | <input type="checkbox"/> | 8.1.2 |
| 28 | Format the text in the table with body text style. Adjust column widths if necessary to make the headings fit without wrapping. | <input type="checkbox"/> | 8.1.2 |
| 29 | Save the document using a new filename and print it. | <input type="checkbox"/> | 9.1.1 |

- 30 Insert the image **TAWARA.JPG** at the bottom of page 3. Adjust the size and position of the image to look like this: 8.1.1
2. To identify and question assumptions.
3. To be able to offer constructive feedback
4. A well written, clear job description element - to be achieved today
5. Does the post have a correct description
6. Response to feedback You can ask for clarification and say 'Thank you'
- 
- 31 Load the file **APPLIC.CSV** in a suitable application and make a bar chart which shows the number of vacancies in each department. Add the title **Vacancies by department** to the chart, label the category axis **department** and the value axis **number**. Do not include a legend. 7.1.1
7.1.2
7.1.3
- 32 Place the chart at the end of your document. 7.1.4
- 33 Open the file **APPLIC.CSV** in a suitable application. 3.1.1
- 34 Insert a new column 7 with the title **Description**
- 35 Insert a formula in this column which returns the value of description from **JOBS.CSV** where *postref = code* 6.1.4
- 36 Copy this formula for all jobs. Where data is not available, the column should show **N/A** in place of the description. 6.1.3
- 37 Select all the data for applicants in the *Maintenance* department and copy this table to the end of the main document. Delete the *department* column. 6.1.4
- 38 Check the position of page breaks and adjust if necessary to ensure that:
• there are no widows/orphans
• tables remain on a single page
• there are no isolated headings 8.1.2
- 39 Save the document using a new filename and print it. 9.1.2
- 40 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX** Attach the document you have created, print and send the e-mail. 1.3.1
- 41 Delete all the files from your work area except for the files created in steps 20, 29 and 39 and the files in the **BACKUP** folder. 10.2.1
- 42 Move the final version of the document into the **BACKUP** folder. 10.4.1
- 43 Print out a listing of the files in your storage area, including the files in the **BACKUP** folder. This should show the name of the file, its size and a time and date stamp. 9.2.1

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT B2002**

**ADVANCED LEVEL
CORE MODULE**

5201/B

TIME 2 $\frac{3}{4}$ 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 (✓) 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 work in the marketing department of International Tea and Coffee Traders and are putting together a new leaflet about coffee.

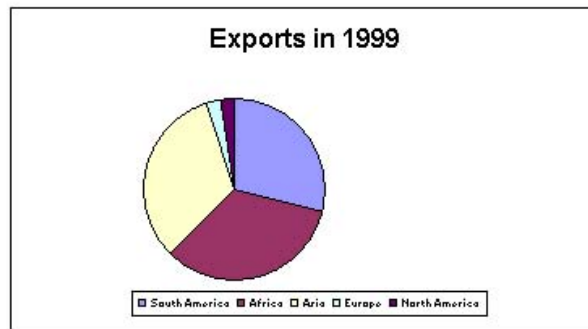
- | | | |
|----|---|--|
| 1 | Send an e-mail with the subject ADVANCED2002B to design.h@ucles.org.uk
The body of the message should ask for the attachment REGIONS.CSV | ✓
<input type="checkbox"/> 1.2.1 |
| 2 | Download all the files from http://www.hothouse-design.co.uk/2002coreb to your own work area. | <input type="checkbox"/> 2.3.1 |
| 3 | Print out a listing of the files in your storage area. This should show the name of the file, its size and a time and date stamp. | <input type="checkbox"/> 9.2.1 |
| 4 | Search the Hothouse website (http://www.hothouse-design.co.uk) for information concerning advice on coffee . Save the information you find as COFFEES.CSV | <input type="checkbox"/> 2.2.1 |
| 5 | Make a folder called BACKUP and copy into this the files COFFEE.TXT and COFFEES.CSV | <input type="checkbox"/> 10.5.1 |
| 6 | Load the file COFFEE.TXT | <input type="checkbox"/> 3.1.1 |
| 7 | Set the page size to A4 portrait, make the top and bottom margins 3 centimetres and make the left and right margins 3.5 centimetres. | <input type="checkbox"/> 4.1.1
4.1.2
4.1.4 |
| 8 | Set a style for the body text which has: <ul style="list-style-type: none"> • a size of 12 point • a sans-serif font • left alignment • a blank line after each paragraph. | <input type="checkbox"/> 4.2.1 |
| 9 | Set a style for headings which has: <ul style="list-style-type: none"> • a size of 14 point • a bold, sans-serif font • left alignment • no space after each paragraph. | <input type="checkbox"/> 4.2.1 |
| 10 | Format all the text with the body style. | <input type="checkbox"/> 4.2.1 |
| 11 | Format each of the headings listed below with the heading style. Make sure that you remove any extra blank lines between paragraphs. <ul style="list-style-type: none"> • <i>Action or Relaxation</i> • <i>Hip or Elegant</i> • <i>Where to Buy it</i> • <i>How to Make It</i> • <i>Follow these easy steps</i> • <i>Clean the equipment for best coffee</i> • <i>Choose the freshest, best quality beans available</i> • <i>Don't stockpile</i> • <i>Use the best possible water available</i> • <i>Freshly ground beans have the finest flavour</i> • <i>Careful measurement matters</i> | <input type="checkbox"/> 4.2.1 |
| 12 | Set the paragraph which starts <i>In the past few years</i> into two columns. | <input type="checkbox"/> 4.1.5 |

- | | | | |
|----|--|-------------------------------------|----------------|
| 13 | Number the <i>easy steps</i> 1 - 5. | <input checked="" type="checkbox"/> | 4.4.1 |
| 14 | Insert a page break before the heading <i>How To Make It</i> | <input type="checkbox"/> | 4.6.1 |
| 15 | Spell-check and proof-read the document. | <input type="checkbox"/> | |
| 16 | Check your e-mail; you should have a reply to the message you sent at step 1. There will be an attachment listing some information about coffee producing regions. Save this as REGIONS.CSV | <input type="checkbox"/> | 1.1.1
1.4.1 |
| 17 | Create a table which is 5 columns wide and 7 rows deep before the paragraph headed <i>Don't Stockpile</i> . | <input type="checkbox"/> | 4.5.1 |
| 18 | Insert data from the file REGIONS.CSV into the top left corner of this table. | <input type="checkbox"/> | 4.5.2 |
| 19 | Use a suitable formula to calculate the total exports of coffee for 2000 (using the column <i>export00</i>). Show the result in the cell at the bottom of the column of data. | <input type="checkbox"/> | 6.1.1 |
| 20 | Use a suitable formula to calculate the average exports of coffee for 1999 and 2000 for South America. Show the result in the cell at the right of the row of the South American data. | <input type="checkbox"/> | 6.1.2 |
| 21 | Format this table to have the same style as the body text. Make the column headings bold. Adjust column widths if necessary so that no text wraps. | <input type="checkbox"/> | 4.2.1 |
| 22 | Add the title Some Coffee Exporting Regions above the table and apply the heading style. | <input type="checkbox"/> | 3.2.1 |
| 23 | Save the document using a new filename and print it. | <input type="checkbox"/> | 9.1.1 |
| 24 | Insert a page break before the heading <i>Don't Stockpile</i> and change the layout (from this heading to the end of the document) to landscape. | <input type="checkbox"/> | 4.6.1 |
| 25 | Insert a footer which has the page number on the left-hand side, your name in the middle and the date on the right-hand side. Make sure that the footer appears on every page including the first page. | <input type="checkbox"/> | 4.3.1 |
| 26 | Add the text Water as the fourth item in the <i>easy steps</i> list, re-numbering the paragraphs as necessary. | <input type="checkbox"/> | 4.4.1 |
| 27 | Load the file COFFEE.CSV in a suitable application. This shows details of various coffees. Extract all the records where the <i>brand</i> contains <i>caffeine</i> and the <i>strength</i> is \geq CCC. | <input type="checkbox"/> | 8.1.1 |
| 28 | Sort this data in ascending order of <i>region</i> and then in ascending order of <i>strength</i> . | <input type="checkbox"/> | 5.1.1 |
| 29 | Copy this data and paste it as a table at the end of your main document. Add a heading Some Strong Coffee Brands formatted in heading style above the table. | <input type="checkbox"/> | 8.1.1 |
| 30 | Adjust column widths if necessary to make the headings fit without wrapping. | <input type="checkbox"/> | 8.1.2 |
| 31 | Save the document using a new filename and print it. | <input type="checkbox"/> | 9.1.1 |

- 32 Load the file **REGIONS.CSV** in a suitable application and prepare a pie chart which shows the amount of coffee exported by each region in 1999. Place this chart at the bottom left of the first page. Add the title **Exports in 1999** to the chart and make sure a legend is shown. There should be no other labels. 8.1.1
3.4.1
3.3.1
3.3.2
- 33 Insert the image **CUP.JPG** at the bottom of the first page. Adjust the size and position of the image and the chart to look like this: 7.1.1
7.1.2
7.1.3
7.1.4

have been described as the sweepings from the factory floor and while this may not be literally true the bags are often the cheaper varieties of tea. There are many

like tea and coffee; I think that that makes me a well rounded person - part of the time I'm excited and excitable; part of the time laid back and old fashioned.



- 34 Open the file **COFFEE.CSV** in a suitable application. 8.1.1
- 35 Insert a new column 7 and title it **Regionname**
- 36 Insert a formula in this column which returns the value of area from **REGIONS.CSV** where *code=region* 6.1.4
- 37 Copy this formula for all coffees. 6.1.3
- 38 Select all the data for coffees where the *strength* is CCCC and copy this table to the end of the main document. Delete the *region* column. 6.1.4
- 39 Check the position of page breaks and adjust if necessary to ensure that: 8.1.2
- there are no widows/orphans
 - tables remain on a single page
 - there are no isolated headings.
- 40 Save the document using a new filename and print it. 9.1.2
- 41 Move the files you created in steps 23 and 31 to the **BACKUP** folder. 10.4.1

- 42 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX** Attach the document you have created, print and send the e-mail. 1.3.1
- 43 Delete all the files from your work area except for the files saved in steps 23, 31 and 40. 10.2.1
- 44 Print out a listing of the files in your storage area, including files in the **BACKUP** folder. This should show the name of the file, its size and a time and date stamp. 9.2.1

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT C2002**

**ADVANCED LEVEL
CORE MODULE**

5201/C

TIME 2 $\frac{3}{4}$ 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 (✓) 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 4 printed pages.

You work for Freightnet and are producing a marketing brochure for the company.

- | | | | |
|----|---|-------------------------------|-------------------------|
| 1 | Send an e-mail with the subject ADVANCED2002C to design.h@ucles.org.uk
The body of the message should ask for the attachment CODES.CSV | ✓
<input type="checkbox"/> | 1.2.1 |
| 2 | Download all the files from http://www.hothouse-design.co.uk/2002corec to your own work area. | <input type="checkbox"/> | 2.1.1 |
| 3 | Print out a listing of the files in your storage area. This should show the name of the file, its size and a time and date stamp. | <input type="checkbox"/> | 9.2.1 |
| 4 | Search the Hothouse website (http://www.hothouse-design.co.uk) for information concerning freight forwarders . Save the information you find as FREIGHT.TXT | <input type="checkbox"/> | 2.2.1 |
| 5 | Create a folder called BACKUP and copy the files REPS.CSV and FREIGHT.TXT to this folder. | <input type="checkbox"/> | 10.5.1 |
| 6 | Load the file FREIGHT.TXT | <input type="checkbox"/> | 3.1.1 |
| 7 | Set the page size to A4 portrait, make the top and bottom margins 4 centimetres and the left and right margins 3.5 centimetres. | <input type="checkbox"/> | 4.1.1
4.1.2
4.1.4 |
| 8 | Set a style for the body text which has: <ul style="list-style-type: none"> • a size of 11 point • a serif font • left alignment • a blank line after each paragraph. | <input type="checkbox"/> | 4.2.1 |
| 9 | Set a style for headings which has: <ul style="list-style-type: none"> • a size of 12 point • a bold, sans-serif font • left alignment • a blank line before each heading paragraph. | <input type="checkbox"/> | 4.2.1 |
| 10 | Format all the text with the body style. | <input type="checkbox"/> | 4.2.1 |
| 11 | Format each of the headings listed below with the heading style. Make sure that you remove any extra blank lines between paragraphs. <ul style="list-style-type: none"> • <i>Introduction</i> • <i>Mainland Russia</i> • <i>Quality that is recognised</i> • <i>Security</i> • <i>Air Freight</i> • <i>Indian Expansion</i> • <i>Service Outline</i> | <input type="checkbox"/> | 4.2.1 |
| 12 | Set the text <i>We have a strategically important..... many states in Central Asia and Finland</i> into two columns. | <input type="checkbox"/> | 4.1.5 |
| 13 | Number the items under Service Outline 1 - 5 . | <input type="checkbox"/> | 4.4.1 |
| 14 | Insert a page break before the heading <i>Security</i> | <input type="checkbox"/> | 4.6.1 |

- | | | | |
|----|---|-------------------------------------|----------------|
| 15 | Spell-check and proof-read the document. | <input checked="" type="checkbox"/> | |
| 16 | Check your e-mail; you should have a reply to the message you sent at step 1, with an attachment listing some product codes. Save this as CODES.CSV | <input type="checkbox"/> | 1.1.1
1.4.1 |
| 17 | Create a table which is 6 rows deep and 2 columns wide before the heading <i>Air Freight</i> . Insert data from the file CODES.CSV into this table. | <input type="checkbox"/> | 4.5.1 |
| 18 | Format this table to have the same style as the body text and make the column headings bold. Adjust column widths if necessary so that no text wraps. | <input type="checkbox"/> | 4.5.2 |
| 19 | Add the title Product Codes above the table and apply the heading style. | <input type="checkbox"/> | 4.2.1 |
| 20 | Save the document using a new filename and print it. | <input type="checkbox"/> | 9.1.1 |
| 21 | Insert a page break before the heading Service Outline and change the layout of the document from this heading to the end to landscape. | <input type="checkbox"/> | 4.6.1 |
| 22 | Insert a footer which has the date on the left-hand side, the page number in the middle and your name on the right-hand side. Make sure that the footer appears on every page including the first page. | <input type="checkbox"/> | 4.1.3
4.3.1 |
| 23 | Add the text Driver Care as the fifth item in the service outline, renumbering the paragraphs as necessary. | <input type="checkbox"/> | 4.4.1 |
| 24 | Load the file REPS.CSV in a suitable application. This shows details of representatives used by FreightNet. Extract all the records where the <i>goodscode</i> ≥ 3 and the <i>location</i> is <i>Europe</i> . | <input type="checkbox"/> | 8.1.1 |
| 25 | Sort this data in ascending order of <i>goodscode</i> and then in ascending order of <i>code</i> . | <input type="checkbox"/> | 5.1.1 |
| 26 | Copy this data and paste it as a table at the end of your main document. Add the heading European Reps formatted in heading style above the table. | <input type="checkbox"/> | 8.1.1 |
| 27 | Format the text in the table with body text style and adjust column widths if necessary to make the headings fit without wrapping. | <input type="checkbox"/> | 8.1.2 |
| 28 | Save the document using a new filename and print it. | <input type="checkbox"/> | 9.1.1 |
| 29 | Insert the image SUNSET.JPG at the bottom of page 1. Adjust the size and position of the image so that it looks like this: | <input type="checkbox"/> | 8.1.1 |

In 1998 we became a Certified ISO 9002 company and we are very proud of that status - you can be confident that if you use our company that not only will your freight be handled in the way you would expect but that we will also make sure that the paperwork is completed in its entirety so that you will not have problems with Customs officials and other border officials.



- | | | | |
|----|--|---|---|
| 30 | Load the file REPS.CSV in a suitable application and prepare a bar chart which shows the number of reps for each goods category (use the data in CODES.CSV to find the names for each category). Add the title Reps for Each Product Type to the chart, label the category axis Product and the value axis Count . Place this chart at the end of the document. | <input checked="" type="checkbox"/>
<input type="checkbox"/> | 7.1.1
7.1.2
7.13 |
| 31 | Open the file REPS.CSV in a suitable application. | <input type="checkbox"/> | 3.1.1 |
| 32 | Insert a new column 7 with the title Goods | <input type="checkbox"/> | |
| 33 | Insert a formula in this column which returns the value of type from CODES.CSV where <i>goodscode=code</i> . Copy this formula for all reps. | <input type="checkbox"/> | 6.1.4 |
| 34 | Select all the data for reps whose rePCODE is < than 4000 and copy this table to the end of the main document. Delete the <i>goodscode</i> column. | <input type="checkbox"/> | 6.1.3 |
| 35 | Check the position of page breaks and adjust if necessary to ensure that: <ul style="list-style-type: none"> • there are no widows/orphans • tables remain on a single page • there are no isolated headings. | <input type="checkbox"/> | 8.1.2 |
| 36 | Save the document using a new filename and print it. | <input type="checkbox"/> | 9.1.2 |
| 37 | Move the files created at steps 20 and 28 into the BACKUP folder. | <input type="checkbox"/> | 10.4.1 |
| 38 | Prepare an e-mail to to design.h@ucles.org.uk with a subject line of ICTCOREX Attach the document you have created, print and send the e-mail. | <input type="checkbox"/> | 1.3.1 |
| 39 | Delete all the files from your work area except for the files saved at steps 20, 28 and 36. | <input type="checkbox"/> | 10.2.1 |
| 40 | Print out a listing of the files in your storage area including those in the BACKUP folder. This should show the name of the file, its size and a time and date stamp. | <input type="checkbox"/> | 9.2.1 |