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

CORE MODULE   **5201/A**

Core Module: Practical Assessment

2004

No Additional Materials are required   **2 hours and 45 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.

UNIVERSITY *of* CAMBRIDGE
International Examinations   **[Turn over**

www.xtremepapers.net

You work for a company called Hothouse Design. You have been asked to prepare a document about office supplies available from this company.

		✓	
1	Send an e-mail with the subject **ADVANCED2004A** to **design.h@ucles.org.uk** The body of the message should ask for the attachment **ACA4CODE.CSV**	☐	**1.2.1**
2	Download all the files from http://www.hothouse-design.co.uk/2004corea to your own work area.	☐	**2.1.1** **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.	☐	**9.2.1**
4	Search the Hothouse website (http://www.hothouse-design.co.uk) for information on **adhesives and fasteners**. Save the information you find as **ACA4SUP.CSV**	☐	**2.2.1**
5	Create a folder called **BACKUP** and copy the files **ACA4SUP.CSV** and **ACA4GLUE.TXT** into it.	☐	**10.3.1** **10.5.1**
6	Load the file **ACA4GLUE.TXT**	☐	**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 centimetres.	☐	**4.1.1** **4.1.2** **4.1.4**
8	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.	☐	**4.3.1** **4.1.3**

9 Set a style for the body text which:
- has a size of 12 point
- has a serif font
- is fully justified
- has no blank line before each paragraph
- has a blank line 5 points high after each paragraph.

☐ **4.2.1**

10 Set a style for headings which:
- has a size of 14 point
- has a bold, underlined sans-serif font
- is left aligned
- has a blank line 12 points high before each heading
- has no blank line after each heading.

☐ **4.2.1**

11 Format all the text with the body style.   ☐ **4.2.1**

✓

12 Format each of the headings listed below with the heading style.   4.2.1
- *Hothouse Design*
- *Office Supplies Marketing Strategy*
- *Rationale*
- *Corporate Strategy*
- *Sales Team*
- *Product Codes*
- *High cost items with a larger profit margin*
- *Affiliate partnership accounts*
- *Criteria*
- *What will we offer?*

13 Set the paragraph which starts: *The marketing strategy for these products needs careful…..* into two columns with a 0.8 centimetre column spacing.   4.1.5

14 Insert the image **ACA4HD.JPG** towards the top right of page 1.   3.3.1
3.3.2
Adjust the size and position of the image so that it fills the right half of the column width. Text wrap must be used and the top of the graphic must align with the top of the text, and look like this: 3.4.1
8.1.1

15 Insert a page break before the heading *Affiliate partnership accounts*   4.6.1

     [Turn over

✔

16	Number the following list **1 – 5**:
	  Re-Mount Spray Adhesive
	  Photo Mount Adhesive
	  Spray Mount Adhesive
	  Pocket Mouse Correction Tape
	  All-purpose Spray Adhesive
		☐	**4.4.1**

17   Add bullets to the list of *Criteria*   ☐   **4.4.1**

    Add bullets to the list after *What will we offer?*

18   Spell-check and proof-read the document.   ☐

19   Check your e-mail. You should have a reply to the message you sent at step 1.   ☐   **1.1.1**
    There will be an attachment listing some information about the codes used for the   **1.4.1**
    office supplies. Save this as **ACA4CODE.CSV**   **10.1.1**

20   Create a table with 6 rows and 2 columns immediately after the heading *Product*   ☐   **4.5.1**
    Codes. Insert the data from the file **ACA4CODE.CSV** into this table.

21   Format this table with the same style as the body text, and make the column   ☐   **4.5.2**
    headings bold and italic. Insert a blank line above and below the table. Ensure
    that the table is in single line spacing and that all borders in the table are visible
    when printed.

22   Remove the row containing *Clips*   ☐   **4.5.2**

23   Add the heading **Initial Focus** before the paragraph beginning: *The proposal for*   ☐   **3.2.1**
    the initial focus...   **4.2.1**

    Apply the heading style to this heading.

24   Save the document using a new filename and print it.   ☐   **9.1.1**

25   Insert a page break before *Product Codes*   ☐   **4.1.2**
                      4.6.1
    Change the layout from this heading to the end of the document to landscape.

26   Add the text **Hook & Loop Sets** as the third item in the numbered list from step   ☐   **4.4.1**
    16, re-numbering the other items as necessary.   **4.4.2**

27   Load the file **ACA4SUP.CSV** into a suitable application. This shows details of   ☐   **3.1.1**
    some office supplies.

28   Insert a new column 8 with the title **%Profit**   ☐

29   Insert a formula in this column which calculates the *Profit* divided by the *Offer*   ☐   **6.1.1**
    price. Copy this formula for all rows.

30   Format the values in the %*Profit* column as percentages to 1 decimal place.   ☐   **8.1.1**

    Format the values in the *Retail*, *Offer*, *Purchase* and *Profit* columns to 2 decimal
    places.

31   Save this data with a new filename**.**   ☐   **10.1.1**

32   Extract all the records where the *Offer* price is greater than or equal to **5** and the   ☐   **5.2.1**
    %*Profit* is greater than **20%**   **8.1.1**

33   Sort this data in ascending order of *Type,* then in descending order of *Ref*   ☐   **5.1.1**

✓

| 34 | Do not include the column headed *Retail* in your extract. | ☐ | **5.2.1** |

35 Copy this data and paste it as a table after the heading *High cost items with a larger profit margin.* ☐ **8.1.1**

36 Format this table with the same style as the body text, and make the column headings bold and italic. ☐ **4.5.2**

Insert a blank line above and below the table.

Ensure that the table is in single line spacing and that all borders in the table are visible when printed.

Adjust column widths, if necessary, to make the data fit without wrapping.

37 Using the file that you saved in step 31, insert a new column 9 with the title **Product** ☐

38 Insert a formula in this column which returns the *Product* from **ACA4CODE.CSV** where *Type = Code* ☐ **6.1.4**

39 Copy this formula for all rows. ☐ **6.1.3**

40 Calculate the average *%Profit* of each type of *Product*. ☐ **6.1.2**

41 Using this data, create a bar chart graph which shows the average *%Profit* for each type of *Product* ☐ **7.1.1**
7.1.2

Add the title **Comparing Product Profit Margins** to the chart. **7.1.3**

Label the category axis **Product** and the value axis **Profit**.

Do not include a legend.

Make sure that the name of each product is displayed in full.

42 Place the chart after the text …..*products in each of these categories.* ☐ **7.1.4**

43 Check the position of page breaks and adjust, if necessary, to ensure that: ☐ **8.1.2**
- there are no widows/orphans
- tables and lists remain on a single page
- there are no isolated headings
- there are no blank pages

44 Save the document using a new filename and print it. ☐ **9.1.2**

45 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX** Attach the document you have created. ☐ **1.3.1**

Print a copy of this e-mail showing clearly the file attachment, and send the e-mail.

46 Delete the file **ACA4GLUE.TXT** from your work area. ☐ **10.2.1**

47 Move the file **ACA4HD.JPG** into the **BACKUP** folder. ☐ **10.4.1**

48 Copy the final version of the document into the **BACKUP** folder. ☐ **10.3.1**

49 Print out a listing of the files in your storage area, including the files in the **BACKUP** folder. ☐ **9.2.1**

This should show the name of the file, its size and a time and date stamp.

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CORE MODULE   **5201/B**

Core Module: Practical Assessment

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www.xtremepapers.net

You work for a company called Hothouse Design. You have been asked to prepare a document about office supplies available from this company.

✓

1	Send an e-mail with the subject **ADVANCED2004B** to **design.h@ucles.org.uk** The body of the message should ask for the attachment **ACB4CODE.CSV**	☐	1.2.1

2 Download all the files from http://www.hothouse-design.co.uk/2004coreb to your own work area. ☐ 2.1.1 / 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. ☐ 9.2.1

4 Search the Hothouse website (http://www.hothouse-design.co.uk) for information on **folders and pockets**. Save the information you find as **ACB4SUP.CSV** ☐ 2.2.1

5 Create a folder called **BACKUP** and copy the files **ACB4SUP.CSV** and **ACB4PHAS.TXT** into it. ☐ 10.3.1 / 10.5.1

6 Load the file **ACB4PHAS.TXT** ☐ 3.1.1

7 Set the page size to A4 portrait. Make the top and bottom margins 4 centimetres, the left margin 4 centimetres and the right margin 2 centimetres. ☐ 4.1.1 / 4.1.2 / 4.1.4

8 Insert a header which has your name on the left-hand side, the date in the middle and the page number in the right-hand side. Make sure that the header appears on every page, including the first page. ☐ 4.3.1 / 4.1.3

9 Set a style for the body text which:
- has a size of 10 point
- has a serif font
- is left aligned
- has no blank line before each paragraph
- has a blank line 10 points high after each paragraph.

☐ 4.2.1

10 Set a style for headings which:
- has a size of 16 point
- has an italic sans-serif font
- is centre aligned
- has a blank line 12 points high before each heading
- has no blank line after each heading.

☐ 4.2.1

11 Format all the text with the body style. ☐ 4.2.1

✓

12 Format each of the headings listed below with the heading style.   4.2.1

- *Hothouse Design*
- *Office Supplies Marketing Strategy – Phase 2*
- *Evaluation of Phase 1*
- *New Customers*
- *Recruitment*
- *Retention*
- *Product Codes*
- *Other low cost items with a large profit margin*
- *Affiliate Partnership Accounts*

13 Set the paragraph which starts *As mentioned above, the phase 1…..* into two columns with a 1 centimetre column spacing.   4.1.5

14 Insert the image **ACB4FOLD.JPG** towards the top left of page 1.   3.3.1
                    3.3.2

Adjust the size and position of the image so that it fills the left half of the column width. Text wrap must be used and the top of the graphic must align with the top of the text, and look like this: 3.4.1
                    8.1.1

15 Insert a page break before the heading *Product Codes*   4.6.1

✔

16	Number the following list **1 – 5**:
	    Superfine A4 Pockets
	    Eurofolio A4 Ring Binders Red
	    Elastic Assorted Folders
	    1000 Page A4 Transfer Case 100mm
	    Carrydisc Assorted Folders
		☐	**4.4.1**

17	Spell-check and proof-read the document.	☐	
18	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 the codes used for the office supplies. Save this as **ACB4CODE.CSV**	☐	**1.1.1** **1.4.1** **10.1.1**
19	Create a table with 6 rows and 2 columns immediately after the heading *Product Codes*. Insert the data from the file **ACB4CODE.CSV** into this table.	☐	**4.5.1**
20	Format this table with the same style as the body text, and make the column headings bold. Insert a blank line above and below the table. Ensure that the table is in single line spacing and that all borders in the table are visible when printed.	☐	**4.5.2**
21	Remove the row containing *Carry Flap Folder*	☐	**4.5.2**
22	Add the heading **Phase 2** before the paragraph beginning: *The proposal for the phase 2 focus …* Apply the heading style to this heading.	☐	**3.2.1** **4.2.1**
23	Save the document using a new filename and print it.	☐	**9.1.1**
24	Insert a page break before the heading *Phase 2.* Change the layout from this heading to the end of the document to landscape. Make all margins in this section 4 centimetres.	☐	**4.1.2** **4.1.4** **4.6.1**
25	Add the text **Rexel A4 Budget Pockets** as the second item in the numbered list from step 16, re-numbering the other items as necessary.	☐	**4.4.1** **4.4.2**
26	Remove the page break that you inserted in step 15	☐	**4.6.1**
27	Load the file **ACB4SUP.CSV** into a suitable application. This shows details of some office supplies.	☐	**3.1.1**
28	Insert a new column 8 with the title **%Profit**	☐	
29	Insert a formula in this column which calculates the *Profit* divided by the *Offer* price. Copy this formula for all rows.	☐	**6.1.1**
30	Format the values in the *%Profit* column as percentages to 1 decimal place. Format the values in the *Retail*, *Offer*, *Purchase* and *Profit* columns to 2 decimal places.	☐	**8.1.1**
31	Save this data with a new filename**.**	☐	**10.1.1**
32	Extract all the records where the *Offer* price is less than or equal to **10** and the *%Profit* is greater than **80%**	☐	**5.2.1** **8.1.1**
33	Sort this data in descending order of *Type* then in ascending order of *Ref*	☐	**5.1.1**

		✔	

34   Do not include the column headed *Retail* in your extract.

35   Copy this data and paste it as a table after the heading *Other low cost items with a large profit margin.*   ☐   **8.1.1**

36   Format this table with the same style as the body text, and make the column headings bold.   ☐   **4.5.2**

Insert a blank line above and below the table.

Ensure that the table is in single line spacing and that all borders in the table are visible when printed.

Adjust column widths, if necessary, to make the data fit without wrapping.

37   Using the file that you saved in step 31, insert a new column 9 with the title **Product**   ☐   **3.1.1**

38   Insert a formula in this column which returns the *Product* from **ACB4CODE.CSV** where *Type* = *Code*   ☐   **6.1.4**

39   Copy this formula for all rows.   ☐   **6.1.3**

40   Calculate the average *%Profit* of each type of *Product*.   ☐   **6.1.2**

41   Using this data, create a bar chart graph which shows the average *%Profit* for each type of *Product*   ☐   **7.1.1** **7.1.2**

Add the title **Profit Margins – Files and Folders** to the chart.   **7.1.3**

Label the category axis **Product** and the value axis **Profit**

Do not include a legend.

Make sure that the name of each product is displayed in full.

42   Place the chart after the text ...*products in each of these categories.*   ☐   **7.1.4**

43   Check the position of page breaks and adjust, if necessary, to ensure that: **8.1.2**
- there are no widows/orphans
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45   Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX** Attach the document you have created.   ☐   **1.3.1**

Print a copy of this e-mail showing clearly the file attachment, and send the e-mail.

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