

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

CORE MODULE

5201/A

Core Module: Practical Assessment

2005

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.

This document consists of **6** printed pages.

IB05 01_5201_A/3RP
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UNIVERSITY of CAMBRIDGE
International Examinations

[Turn over

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 ADVANCED2005A to design.h@ucles.org.uk
The body of the message should ask for the attachment ACA5CODE.CSV | ✓
<input type="checkbox"/> | 1.2.1 |
| 2 | Download all the files from http://www.hothouse-design.co.uk/2005corea to your own work area. | <input type="checkbox"/> | 2.1.1
2.3.1 |
| 3 | Print out a listing of the files in your storage area. This should show the name of each 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 supplier data
Save the information you find as ACA5SUP.CSV | <input type="checkbox"/> | 2.2.1 |
| 5 | Create a folder called BACKUP and copy the files ACA5SUP.CSV and ACA5BUY.TXT into it. | <input type="checkbox"/> | 10.3.1
10.5.1 |
| 6 | Load the file ACA5BUY.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 2 centimetres. | <input type="checkbox"/> | 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. | <input type="checkbox"/> | 4.3.1
4.1.3 |
| 9 | Set a style for the body text which: <ul style="list-style-type: none"> • has a size of 12 points • has a serif font • is fully justified • has no blank line before each paragraph • has a blank line 12 points high after each paragraph. | <input type="checkbox"/> | 4.2.1 |
| 10 | Set a style for headings which: <ul style="list-style-type: none"> • has a size of 16 points • has a bold, underlined sans-serif font • is left aligned • has a blank line 16 points high before each heading • has no blank line after each heading. | <input type="checkbox"/> | 4.2.1 |
| 11 | Format all the text with the body style. | <input type="checkbox"/> | 4.2.1 |

✓

- 12 Format each of the headings listed below with the heading style. 4.2.1
- *Hothouse Design*
 - *Office Supplies purchasing strategy*
 - *Rationale*
 - *Economies of scale*
 - *Re-negotiate terms*
 - *Alternative suppliers and re-branding*
 - *Supplier codes*
 - *Alternative suppliers for the same products*
 - *Action points*
- 13 Set only the paragraphs which start: 4.1.5
- *As well as this, the need to increase productivity...*
- and
- *Greater quantities would give us more purchasing power...*
- into two columns with a 1 centimetre spacing between the columns.
- 14 Insert the image **ACA5HD.GIF** towards the top right of page 1. 3.3.1
3.3.2
3.4.1
8.1.1
- Adjust the size and position of the image so that it fills the right third of the column width. Make sure that you do not distort the image. Text wrap must be used and the top of the graphic must align with the top of the text, and look like this:

Hothouse Design

Office Supplies Purchasing Strategy

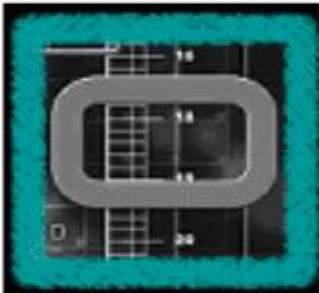
Rationale

Over the past twelve months the Office Supplies section of Hothouse Design has grown beyond the projected figures for the year. Sales increased by 26.2% over the year, yet, due to the marketing strategy put into place, profits only increased by 11.8% over the financial year. With inflation running at 2.3% in the last financial year, the board of directors feel that this figure is insufficient. As the focus of last year's marketing strategy was on rapidly increasing sales through decreasing prices (and hence profit margins), we have increased our client base by 47%, with large numbers of new clients trying out our products. Several have already generated repeat business, and this needs to be one aspect that must be targeted in the forthcoming year.

As well as this, the need to increase productivity is the most important area of focus. The reduced sales prices and special offers were the primary reason for the increase in business and should

Economies of Scale

Greater quantities would give us more purchasing power, in other words an ability to purchase the items more cheaply. If we could guarantee



therefore be retained. The only other variable that can be examined is the purchase price of the items to be sold. There are different possible approaches to reducing purchase price costs. These are:

directly from the manufacturer. This policy offers a speedy turnaround but does not allow for bulk purchasing, as each order is placed independently often

- ✓
- 15 Insert a page break before the heading *Alternative suppliers for the same products* 4.6.1
- 16 Number the following list 1 – 5:
Pritt
Easirase
Stipples
Cheaper
Papermite 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 **ACA5CODE.CSV** 1.1.1
1.4.1
10.1.1
- 19 Create a table with 6 rows and 2 columns immediately after the heading *Supplier Codes*. Insert the data from the file **ACA5CODE.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 and italic. 4.5.2
Ensure that there is no blank line above the table.
Ensure that all borders in the table are visible when printed.
Adjust column widths, if necessary, to make the data fit without wrapping.
- 21 Remove the row containing *Sellotape* 4.5.2
- 22 Add the heading **Staff incentive scheme** before the paragraph beginning: *The staff incentive scheme that...* 3.2.1
4.2.1
Apply the heading style to this heading.
- 23 Save the document using a new filename and print it. 9.1.1
- 24 Remove the page break inserted in step 15 4.1.2
Insert a page break before the heading *Re-negotiate Terms* 4.6.1
Change the layout from this heading to the end of the document to landscape.
- 25 Add the text **Grafix** as the third item in the numbered list from step 16, re-numbering the other items as necessary. 4.4.1
4.4.2
- 26 Load the file **ACA5SUP.CSV** into a suitable application. This shows details of some office supplies. 3.1.1
- 27 Insert a new column 6 with the title **Unit**
- 28 Insert a formula in this column which calculates the *Wholesale* divided by the *Pack size* price. Copy this formula for all rows. 6.1.1
- 29 Insert a new column 7 with the title **Retail**
- 30 Insert a formula in this column which multiplies the *Unit* price by 1.8
Copy this formula for all rows.
- 31 Format the values in the *Wholesale*, *Unit* and *Retail* columns as currency values in English pounds (£), to two decimal places. 8.1.1
- 32 Save this data with a new filename. 10.1.1

- 33 Extract all the records where the *Pack size* is greater than or equal to **24** and the *Retail* price is less than **£4** 5.2.1
8.1.1
- 34 Sort this data in ascending order of *Pack size*, then in descending order of *Ref* 5.1.1
- These will be the first 2 records:

Ref	Code	Description	Wholesale	Pack Size	Retail
56405	A	Sellotape Dual Core Desktop Tape Dispenser	£35.88	24	£2.69
44359	A	Sellotape Double Sided Tape 25mm x 33m	£44.88	24	£3.37

- 35 Do not include the column headed *Unit* in your extract, but make sure that all the data in the other columns can be seen. 5.2.1
- 36 Copy this data and paste it as a table after the paragraph that ends: ...*where we buy large pack sizes selling for under £4 per item.* 8.1.1
- 37 Format this table with the same style as the body text, and make the column headings bold and italic. 4.5.2
- Ensure that there is no blank line above or 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.
- 38 Using the file that you saved in step 32, insert a new column 8 with the title **Supplier**
- 39 Insert a formula in this column which returns the *Name* from **ACA5CODE.CSV** where *Code* = *Distributor* 6.1.4
- 40 Copy this formula for all rows. 6.1.3
- 41 Count the number of products available from each *Supplier* 6.1.2
- 42 Using this data, create a bar chart which shows the number of products available from each *Supplier* 7.1.1
7.1.2
7.1.3
- Add the title **The number of products available from each supplier** to the chart.
- Label the category axis **Supplier** and the value axis **Number of products**
- Do not include a legend.
- Make sure that the name of each supplier is displayed in full.
- 43 Place the chart after the text ... *we have included the following chart:* 7.1.4
- Make sure that all parts of the chart are clearly visible.
- 44 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.
- 45 Save the document using a new filename and print it. 9.1.2

- 46 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX**. Attach the document you have created to this e-mail. 1.3.1
- Print a copy of this e-mail showing clearly the file attachment, and send the e-mail.
- 47 Delete the file **ACA5BUY.TXT** from your work area. 10.2.1
- 48 Move the file **ACA5HD.GIF** into the **BACKUP** folder. 10.4.1
- 49 Copy the final version of the document into the **BACKUP** folder. 10.3.1
- 50 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 each file, its size and a time and date stamp.

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**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.

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[Turn over

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 ADVANCED2005B to design.h@ucles.org.uk
The body of the message should ask for the attachment ACB5CODE.CSV | ✓
<input type="checkbox"/> | 1.2.1 |
| 2 | Download all the files from http://www.hothouse-design.co.uk/2005coreb to your own work area. | <input type="checkbox"/> | 2.1.1
2.3.1 |
| 3 | Print out a listing of the files in your storage area. This should show the name of each 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 consumables suppliers

Save the information you find as ACB5SUP.CSV | <input type="checkbox"/> | 2.2.1 |
| 5 | Create a folder called BACKUP and copy the files ACB5SUP.CSV and ACB5BUY.TXT into it. | <input type="checkbox"/> | 10.3.1
10.5.1 |
| 6 | Load the file ACB5BUY.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 centimetres. | <input type="checkbox"/> | 4.1.1
4.1.2
4.1.4 |
| 8 | Insert a footer which has your name on the left hand side, the page number 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
4.1.3 |
| 9 | Set a style for the body text which: <ul style="list-style-type: none"> • has a size of 11 points • has a serif font • is fully justified • has no blank line before each paragraph • has a blank line 11 points high after each paragraph. | <input type="checkbox"/> | 4.2.1 |
| 10 | Set a style for headings which: <ul style="list-style-type: none"> • has a size of 14 points • has a bold, sans-serif font • is centre aligned • has a blank line 14 points high before each heading • has a blank line 14 points high after each heading. | <input type="checkbox"/> | 4.2.1 |
| 11 | Format all the text with the body style. | <input type="checkbox"/> | 4.2.1 |



4.2.1

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

- *Hothouse Design*
- *Warehousing options for Office Supplies*
- *Rationale*
- *Storage space*
- *Buy or rent?*
- *Location*
- *Other costs*
- *Initial suppliers*
- *Supplier codes*
- *Renegotiating terms*
- *Sampled product ranges*

13 Insert a page break before the heading *Location*



4.6.1

14 Set only the paragraphs which start:

- *Some of the developments within the options suggested...*

and

- *Whilst this strategy has been mostly successful ...*

into two columns with a 2 centimetre spacing between the columns.



4.1.5

15 Insert the image **ACB5HD.GIF** towards the top left of page 2.



3.3.1

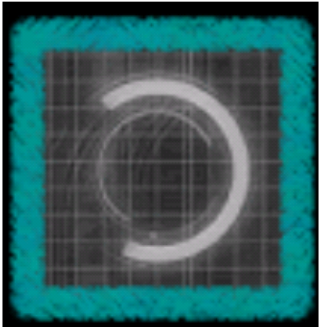
3.3.2

3.4.1

8.1.1

Adjust the size and position of the image so that it fills the left third of the column width. Make sure that you do not distort the image. Text wrap must be used and the top of the graphic must align with the top of the text, and look like this:

Location



The location of the proposed sites must be considered. The selected site or sites must have good links to the local motorway network and other transport links. The site/s must also have sufficient private car parking facilities for staff and have a full range of utilities. The possibility of installing and maintaining security systems for the site needs considering - if it is to be located on an industrial park, there may be existing security facilities which can be used. This could include local schemes where a single security company supplies services to a number of local businesses in a single deal. These need investigating and will be addressed at a later date.

Other costs

There are several other considerations that need to be addressed, if warehousing is used then there would probably need to be an increase in the number of employees. Whether the proposed property is rented or purchased there would still be fixed overheads like business rates, utilities and security implications to consider. Some of these annual overheads have been identified below:

- Business rates
- Electricity
- Water and sewage
- Insurance
- Security

- | | | | |
|----|--|-------------------------------|--------------------------|
| 16 | Number the following list 1 – 5:
<i>Business rates</i>
<i>Electricity</i>
<i>Water and sewage</i>
<i>Insurance</i>
<i>Security</i> | ✓
<input type="checkbox"/> | 4.4.1 |
| 17 | Spell-check and proof-read the document. | <input type="checkbox"/> | |
| 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 ACB5CODE.CSV | <input type="checkbox"/> | 1.1.1
1.4.1
10.1.1 |
| 19 | Create a table with 6 rows and 2 columns immediately after the heading <i>Supplier Codes</i> . Insert the data from the file ACB5CODE.CSV into this table. | <input type="checkbox"/> | 4.5.1 |
| 20 | Format this table with the same style as the body text, and make the column headings bold and italic.

Ensure that there are no extra blank lines above the table.

Ensure that all borders in the table are visible when printed.

Adjust column widths, if necessary, to make the data fit without wrapping. | <input type="checkbox"/> | 4.5.2 |
| 21 | Remove the row containing <i>Pritt</i> | <input type="checkbox"/> | 4.5.2 |
| 22 | Add the heading Summary before the paragraph beginning: <i>If our 'just in time' purchasing strategy is to be replaced ...</i>

Apply the heading style to this heading. | <input type="checkbox"/> | 3.2.1
4.2.1 |
| 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>Other costs</i>

Change the layout from this heading to the end of the document to landscape. | <input type="checkbox"/> | 4.1.2
4.6.1 |
| 25 | Add the text Heating fuel (gas or oil) as the second item in the numbered list from step 16, re-numbering the other items as necessary. | <input type="checkbox"/> | 4.4.1
4.4.2 |
| 26 | Load the file ACB5SUP.CSV into a suitable application. This shows details of some office supplies. | <input type="checkbox"/> | 3.1.1 |
| 27 | Insert a new column 6 with the title Unit | <input type="checkbox"/> | |
| 28 | Insert a formula in this column which calculates the <i>Wholesale</i> divided by the <i>Pack size price</i> . Copy this formula for all rows. | <input type="checkbox"/> | |
| 29 | Insert a new column 7 with the title Retail | <input type="checkbox"/> | |
| 30 | Insert a formula in this column which multiplies the <i>Unit</i> price by 1.75

Copy this formula for all rows. | <input type="checkbox"/> | |
| 31 | Format the values in the <i>Wholesale</i> , <i>Unit</i> and <i>Retail</i> columns as currency values in English pounds (£), to two decimal places. | <input type="checkbox"/> | 8.1.1 |
| 32 | Save this data with a new filename. | <input type="checkbox"/> | 10.1.1 |

- 33 Extract all the records where the *Pack size* is greater than or equal to **100** and the *Retail* price is less than **£0.50** **5.2.1**
8.1.1
- 34 Sort this data in ascending order of *Pack size*, then in descending order of *Ref* **5.1.1**
These will be the first 2 records:

Ref	Code	Description	Wholesale	Pack Size	Retail
28009	H	A4 38mm White	£16.90	100	£0.30
28008	H	A4 38mm Red	£16.90	100	£0.30

- 35 Do not include the column headed *Unit* in your extract, but make sure that all the data in the other columns can be seen. **5.2.1**
- 36 Copy this data and paste it as a table after the paragraph that ends: ...*These sample products are listed below:* **8.1.1**
- 37 Format this table with the same style as the body text, and make the column headings bold and italic. **4.5.2**
Ensure that there is no blank line above or 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.
- 38 Using the file that you saved in step 32, insert a new column 8 with the title **Supplier**
- 39 Insert a formula in this column which returns the *Name* from **ACB5CODE.CSV** where *Code* = *Distributor* **6.1.4**
- 40 Copy this formula for all rows. **6.1.3**
- 41 Count the number of products available from each *Supplier*. **6.1.2**
- 42 Using this data, create a bar chart which shows the number of products available from each *Supplier* **7.1.1**
7.1.2
7.1.3
Add the title **The number of products available from each supplier** to the chart.
Label the category axis **Supplier** and the value axis **Number of products**
Do not include a legend.
Make sure that the name of each supplier is displayed in full.
- 43 Place the chart after the text ... *The chart below shows the number of product ranges that we currently stock from each company.* **7.1.4**
Make sure that all parts of the chart are clearly visible.
- 44 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
- 45 Save the document using a new filename and print it. **9.1.2**

- 46 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX**. Attach the document you have created to this e-mail. 1.3.1
- Print a copy of this e-mail showing clearly the file attachment, and send the e-mail.
- 47 Delete the file **ACB5BUY.TXT** from your work area. 10.2.1
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