

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT A2002**

**STANDARD LEVEL
CORE MODULE**

5191/A

TIME 2¾ 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 for an international company called *Hothouse Design* which has a contract with a small organisation called *Rootrainer Trees*. This company exports young trees to help environmental projects around the world.

TASK A – COMMUNICATION

- | | | |
|---|---|--|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2002A 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
<input type="checkbox"/> 1.4.1
<input type="checkbox"/> 2.1.1
<input type="checkbox"/> 2.2.1
<input type="checkbox"/> 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 website to your e-mail. Add your name and today's date to the end of the message. | <input type="checkbox"/> 1.2.1
<input type="checkbox"/> 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 |

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

TASK B – DOCUMENT PRODUCTION

- | | | |
|----|--|---|
| 1 | Using a suitable software package, load the file TREES.TXT | <input checked="" type="checkbox"/> 3.1.1
<input type="checkbox"/> 1.4.1 |
| 2 | Set the page size to A4. | <input type="checkbox"/> 4.1.1 |
| 3 | Set the page orientation to landscape. | <input type="checkbox"/> 4.1.2 |
| 4 | 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 |
| 5 | Set the top, bottom, left and right margins to 3.5 centimetres. | <input type="checkbox"/> 4.1.4 |
| 6 | Set the text to double line spacing. | <input type="checkbox"/> 4.1.5 |
| 7 | Make the text left aligned. | <input type="checkbox"/> 4.1.6 |
| 8 | Set the text size to 10 point. | <input type="checkbox"/> 5.5.1 |
| 9 | Insert the heading Into 2002 with Rootrainer Trees at the top of the document. | <input type="checkbox"/> 3.2.1 |
| 10 | Centre the heading and make the font different from the rest of the text. Change the size of the heading to 14 point and make it bold. | <input type="checkbox"/> 4.1.6
<input type="checkbox"/> 5.5.1 |
| 11 | Add bullet points to the list:
<i>wet ground</i>
<i>light dry soil</i>
<i>heavy soils</i> | <input type="checkbox"/> 5.2.1 |
| 12 | Make sure that the bulleted list is indented by at least 2 centimetres. | <input type="checkbox"/> 5.1.1 |
| 13 | Insert a page break before the paragraph which starts: <i>The sizes listed are all in centimetres...</i> | <input type="checkbox"/> 5.4.1 |
| 14 | Spell-check and proof-read the document. | <input type="checkbox"/> |
| 15 | Save the document using a new filename and print a draft copy. | <input type="checkbox"/> 11.1.1 |

You are now going to manipulate and extract some data.

TASK C – DATA MANIPULATION

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

Species	Maxsize	Ground	PH	Size	Cost
Holly	2	LH	Neutral	1	2.71
Holly	2	LH	Neutral	2	2.99
Buddleia	1	LH	Alkaline	3	1.27

Check your data entry for errors.

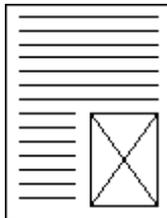
- 3 Save the data. 11.1.1
- 4 Produce a report which:
- shows all the data
 - sorts the data into ascending alphabetical order of *Species* 8.1.1
 - has a page orientation of portrait 9.1.3
- Include the title **All trees** at the top of the page 9.1.2
- Place today's date in the left of the footer. 9.1.3
- Place your name in the right of the footer. 9.1.3
- 5 Save and print this report. 11.1.2
- 6 Produce a new report which:
- shows the trees where the *MaxSize* is 1 or 2 8.2.1
 - shows only the fields *Species*, *MaxSize*, *Size*, *Cost* 9.1.1
 - is sorted into descending order of *MaxSize* 8.1.1
 - has the minimum cost calculated at the bottom of the *Cost* column 7.1.1
 - includes the title **Small trees** in the header 9.1.2
9.1.3
 - has your name on the left and today's date on the right at the bottom of each page.
- 7 Save and print this report. 11.1.2
- 8 Select from the all the data:
- all the *Acid* loving trees (use the *PH* field) 8.2.1
 - with a *Size* of 3 or 4 8.2.1
 - only the fields *Species*, *MaxSize*, *PH*, *Size*, *Cost*. 9.1.1
- 9 Save this data in a form which can be imported into a text document. 11.1.3

TASK D – INTEGRATION

- ✓
- 1 Open the document you saved in task B. 10.1.1
- 2 Remove the page break inserted in Task B stage 13. 5.4.1
- 3 Set the page orientation to portrait. 4.1.2
- 4 Move the page numbering to the bottom right-hand side of each page. 4.1.3
- 5 Set the top, bottom, left and right margins to 2 centimetres. 4.1.4
- 6 Set the text to single line spacing. 4.1.5
- 7 Make all the text (except for the heading) fully justified. 4.1.6
- 8 Set the text size to 12 point. 5.5.1
- 9 Create this table after the sentence *The following categories are used:* 5.3.1
3.2.1

Size (Category)	Minimum size	Maximum size
1	10	19
2	20	39
3	40	59
4	60	89
5	90	120

- 10 Import a graphic image of a tree, (from clip art, scanner, digital camera or elsewhere) and place this in the bottom right corner of page 1. 10.1.1
- 11 Re-size the image so that it fills about a quarter of the page, as shown below. Make sure that the text wraps around the image. 3.3.2



- 12 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 *... data similar to this could be produced for the customer:* 10.1.1
- Make sure there is one blank line above and below the table.
- 13 Place a page break, if necessary, to ensure there are no widows, orphans or numbered lists which overlap two pages. 5.4.1
- 14 Spell-check and proof-read the document.
- 15 Save using a new filename and print a final copy of the document. 11.1.1

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT B2002**

**STANDARD LEVEL
CORE MODULE**

5191/B

TIME 2¾ 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 6 printed pages.

You are working for an international company called *Hothouse Design*. A holiday company has requested a document advertising their holiday accommodation. You will carry out a range of administrative activities using ICT to support your manager in creating this document.

TASK A - COMMUNICATION

- | | | | |
|---|---|-------------------------------------|-------------------------|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2002B and the text Please send the instructions | <input checked="" type="checkbox"/> | 1.2.1 |
| 2 | Read the message in your mailbox and follow the instructions. | <input type="checkbox"/> | 1.1.1
1.4.1 |
| 3 | Prepare to send a message to design.h@ucles.org.uk with the subject set to ICTCOREX and attach the text file to your e-mail message. Add your name and today's date 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"/> | 11.1.2 |
| 5 | Access the following website: http://www.hothouse-design.co.uk and search for information on Hothouse Corporate Services . Follow the link and copy the first paragraph. You will need this information later. Save the text. | <input type="checkbox"/> | 2.1.1
2.2.1
2.3.1 |

TASK B – DOCUMENT PRODUCTION

- | | | | |
|----|--|-------------------------------------|----------------|
| 1 | Using a suitable software package, load the file COTTAGE.RTF | <input checked="" type="checkbox"/> | 3.1.1 |
| 2 | Set the page size to A4. | <input type="checkbox"/> | 4.1.1 |
| 3 | Set the page orientation to portrait. | <input type="checkbox"/> | 4.1.2 |
| 4 | At the top of each page put today's date on the left and your name on the right. Place page numbering at the bottom centre of each page. | <input type="checkbox"/> | 4.1.3 |
| 5 | Set the top and bottom margins to 1.3 centimetres and left and right margins to 3 centimetres. | <input type="checkbox"/> | 4.1.4 |
| 6 | Set the text to single line spacing. | <input type="checkbox"/> | 4.1.5 |
| 7 | Ensure the text is fully justified. | <input type="checkbox"/> | 4.1.6 |
| 8 | Set the text size to 14 point. | <input type="checkbox"/> | 5.5.1 |
| 9 | Insert the heading Dunromin Cottages at the top of the document. Make this heading 16 point and centred. | <input type="checkbox"/> | 3.2.1
4.1.6 |
| 10 | Add bullet points to the list beginning Crockery and ending Duvets | <input type="checkbox"/> | 5.2.1 |
| 11 | Make sure that the bulleted list is indented by at least 1.5 centimetres. | <input type="checkbox"/> | 5.1.1 |
| 12 | Insert a page break after the table which shows the Calendar for June. | <input type="checkbox"/> | 5.4.1 |
| 13 | Place a page break, if necessary, to ensure there are no widows or orphans. | <input type="checkbox"/> | 5.4.1 |
| 14 | Spell-check and proof-read the document. | <input type="checkbox"/> | |
| 15 | Save using a new filename and print a draft copy of the document. | <input type="checkbox"/> | 11.1.2 |

TASK C – DATA MANIPULATION

1 Using a database package, load the file **COTTAGE.CSV** 6.1.1

2 Insert the data for the following two new cottages: 6.2.1

119	245.00	4+cot	Cosey Nook	Bath	SJ	Bath, Bristol, Cheddar Gorge
120	360.00	6	The Maize	Bath	JBB	Bath, Bristol, Glastonbury

3 Save the data. 11.1.2

4 Produce a report in table format, including field headings sorted into ascending order of *Code*. 9.1.3
8.1.1

5 Save and print this report. 11.1.2

6 Search the database for cottages with a tariff of more than 250 and with an address in Bath only. 8.2.1
Show only the fields *Agent, Code, Name and Tariff*.

7 Save this list in a format that can be imported into a text document. 11.1.3

8 Using the above list, produce a new report showing the following: 8.2.1
9.1.1
8.1.1
7.1.1
9.1.2
9.1.3

- the fields *Agent, Code and Tariff* only
- sorted in *Agent* order
- the maximum tariff calculated at the bottom of the *Tariff* column
- the title **Large Cottages** in the header
- the date on the left and your name on the right at the bottom of the page.

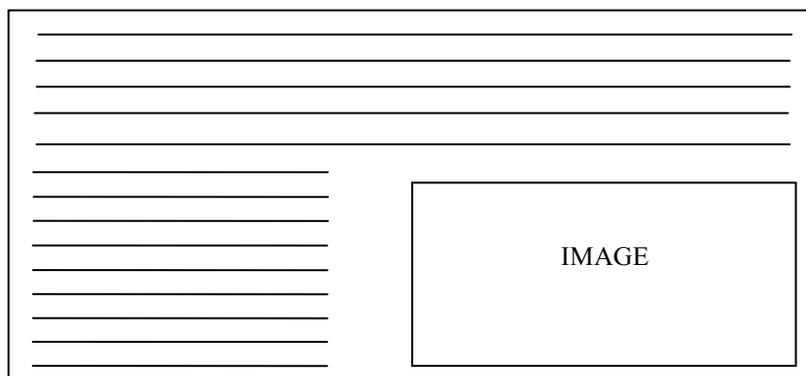
9 Save and print this report. 11.1.2

TASK D - INTEGRATION

- | | | | |
|----|--|-------------------------------|-------|
| 1 | Open the document saved in Task B. | ✓
<input type="checkbox"/> | 6.1.1 |
| 2 | Remove the page breaks inserted in Task B step 13. | <input type="checkbox"/> | 5.4.1 |
| 3 | Set the page orientation to landscape. | <input type="checkbox"/> | 4.1.2 |
| 4 | Move the page numbering to the bottom right of each page. | <input type="checkbox"/> | 9.1.3 |
| 5 | Set the top and bottom margins to 2 centimetres, the left and right to 1.5 centimetres. | <input type="checkbox"/> | 4.1.4 |
| 6 | Set the text to double line spacing (except for the table). | <input type="checkbox"/> | 4.1.5 |
| 7 | Make all the text (except for the heading) left aligned. | <input type="checkbox"/> | 4.1.6 |
| 8 | Set the text size to 10 point. | <input type="checkbox"/> | 5.5.1 |
| 9 | Set the heading size to 14 point. | <input type="checkbox"/> | 5.5.1 |
| 10 | Insert the following table (in single line spacing) after the heading: <i>Office Hours</i> | <input type="checkbox"/> | 5.3.1 |

Monday	9am – 7pm
Tuesday	9am – 7pm
Wednesday	9am – 7pm
Thursday	9am – 7pm
Friday	9am – 2pm
Saturday	9am – 5pm
Sunday	Closed

- | | | | |
|----|--|--------------------------|-----------------|
| 11 | Ensure there is one blank line above and below the table. | | |
| 12 | Import a graphic image of a house, (from clipart, scanner, digital camera or elsewhere) and place on the first page alongside the text ending:
<i>...happy Cottages for Hire holiday.</i> | <input type="checkbox"/> | 10.1.1
3.3.1 |
| 13 | Re-size the image so that it fills the bottom right-hand quarter of the page, as shown below. Make sure that the text wraps around the image. | <input type="checkbox"/> | 3.3.2
3.4.1 |



- | | | | |
|-----------|---|-------------------------------------|---------------|
| 14 | Insert the data which you saved in Task C step 7 below the text ending:
<i>...whose address is in Bath itself:</i> | <input checked="" type="checkbox"/> | 5.3.1 |
| 15 | Leave a clear line space above and below the inserted data. | <input type="checkbox"/> | |
| 16 | Place a page break, if necessary, to ensure there are no widows or orphans. | <input type="checkbox"/> | 5.4.1 |
| 17 | Earlier you accessed the website http://www.hothouse-design.co.uk and copied the first paragraph explaining Hothouse Corporate Services. Place this text at the end of the document below the heading <i>Hothouse Design produced...</i> | <input type="checkbox"/> | 10.1.1 |
| 18 | Spell-check and proof-read the document. | <input type="checkbox"/> | |
| 19 | Save using a new filename and print a final copy of the document. | <input type="checkbox"/> | 11.1.1 |

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT C2002**

**STANDARD LEVEL
CORE MODULE**

5191/C

TIME 2¾ 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.



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This question paper consists of 7 printed pages.

You work for an international company called *Hothouse Design* which has a new project for a customer called *Mobile Solutions*. The project concerns designing and promoting a range of new mobile phone packages.

Your manager wants you to edit a report on the project.

TASK A – COMMUNICATION

- | | | | |
|---|--|-------------------------------|----------------|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2002C and the text Please send the instructions | ✓
<input type="checkbox"/> | 1.1.1 |
| 2 | Read the message reply with attached files in your mailbox and follow the instructions. Print the received e-mail message. Download and save the attached files listed below so that you can use them later.

- REPORT.TXT

- TABLE.CSV | <input type="checkbox"/> | 1.4.1 |
| 3 | Access the Hothouse Design website. The URL you will need is <u>http://www.hothouse-design.co.uk</u> | <input type="checkbox"/> | 2.1.1 |
| 4 | Search the site for a file called PHONE.JPG | <input type="checkbox"/> | 2.2.1 |
| 5 | You must download and save the file so that it can be used later in Task B. | <input type="checkbox"/> | 2.3.1 |
| 6 | Prepare to send an e-mail to design.h@ucles.org.uk . The e-mail should contain the subject line ICTCOREX . Include the two attached files required by the manager. Add your name and today's date to the end of the message. Print your e-mail message showing the attached files. Then send the e-mail. | <input type="checkbox"/> | 1.2.1
1.3.1 |

TASK B - DOCUMENT PRODUCTION

- | | | | |
|----|--|--------------------------|-------|
| | | ✓ | |
| 1 | Using a Word Processing package, load the file REPORT.TXT | <input type="checkbox"/> | 3.1.1 |
| 2 | Set the page size to A4. | <input type="checkbox"/> | 4.1.1 |
| 3 | Set the page orientation to portrait. | <input type="checkbox"/> | 4.1.2 |
| 4 | Adjust the top and bottom margins to 3.5 centimetres. | <input type="checkbox"/> | 4.1.4 |
| 5 | Adjust the left and right margins to 2 centimetres. | <input type="checkbox"/> | 4.1.4 |
| 6 | Set the text size to 13 point. | <input type="checkbox"/> | 5.5.1 |
| 7 | Left align the text. | <input type="checkbox"/> | 4.1.6 |
| 8 | Insert the title Background to Mobile Phone Market at the top of the document. | <input type="checkbox"/> | 3.2.1 |
| 9 | Left align the title. | <input type="checkbox"/> | 4.1.6 |
| 10 | Change the size of the title to 18 point. | <input type="checkbox"/> | 5.5.1 |
| 11 | Add bullet points to the list:
<i>Roller keys</i>
<i>Long talk time and standby time</i>
<i>Different ring tones and vibrating alert</i>
<i>Dual band facility enabling international calls</i>
<i>Text messaging</i>
<i>Being able to send faxes</i>
<i>Infra red link to allow data transfer with a PC</i>
<i>Conference calling facilities</i>
<i>Games, calculator and diary.</i> | <input type="checkbox"/> | 5.2.1 |
| 12 | Indent the bulleted list by 2 centimetres. | <input type="checkbox"/> | 5.1.1 |
| 13 | Change the line spacing of the bulleted list to 1.5 | <input type="checkbox"/> | 4.1.5 |
| 14 | Change all subheadings to italic and underline them. | | |
| 15 | Insert the picture of a mobile phone from the file PHONEPIC.JPG obtained during Task A. Place this picture at the top of the page, to the right of the heading. | <input type="checkbox"/> | 3.3.1 |
| 16 | Insert the same picture at the very end of the document but make it smaller. | <input type="checkbox"/> | 3.3.2 |
| 17 | Access the Hothouse Design website. The URL you will need is http://www.hothouse-design.co.uk Copy the heading <i>hothouse design ltd.</i> from the homepage and insert it at the top of the document before the title. Centre this heading. | <input type="checkbox"/> | 2.1.1 |

- 18 Insert: ✓
 4.1.5
 - One blank line after the heading *hothouse design ltd.*
 - Three blank lines after the title *Background to Mobile Phone Market*
 - One blank line before and after each subheading.
- 19 Create the following table after the sentence *The findings are summarised below* ensuring that your entries are accurate. 5.3.1

Feature	Already got	Desirable
Facility for international calls	55%	85%
A link to allow data transfer with a PC	40%	65%
Internet facility	5%	80%
Viewing the person you are talking to	0%	99%
Separate ear and mouthpiece set	8%	85%

- 20 Add the following text below the table:
The table above shows the results of research interviews undertaken. 3.2.1
- 21 Insert a page break before the subheading *Accessories.* 5.4.1
- 22 Ensure that a further page break is inserted into the appropriate place. Do not allow page breaks to split up paragraphs or tables. Also, do not have page breaks after headings. 5.4.1
- 23 Save the document as **Modified Report** and print it. 11.1.1
- 24 Insert page numbers. Centre these at the bottom of the page. 4.1.3
- 25 Insert your name and today's date at the bottom of the page.
- 26 Spell-check and proof-read the document.
- 27 Save the document again. Print the document. 11.1.2

The Manager of Hothouse Design has stated that Mobile Solutions will need a database of different mobile phone packages. This will enable them to search for the most suitable package for their individual customers.

You are required to develop the database.

TASK C – DATA MANIPULATION

- 1 Using a database software package, import the file **TABLE.CSV** 6.1.1 ✓
- 2 Add the remaining data for *Line Rental* and *Purchase Price*. Ensure there are no errors. 6.2.1

Feature	Air Time	Available	Contract	Peak Price	Off Peak Price	Line Rental	Purchase Price
Stylish Handset	15	01-Sep-01	12	\$0.15	\$0.05	\$10.00	\$20.00
Transfer Data	45	01-Jan-02	12	\$0.20	\$0.04	\$15.00	\$25.00
Dual Band	45	01-Jun-02	12	\$0.20	\$0.04	\$15.00	\$50.00
Internet	60	01-Dec-02	12	\$0.25	\$0.02	\$20.00	\$100.00
Remote Set	60	01-April-02	18	\$0.25	\$0.02	\$20.00	\$150.00

- 3 Save the table containing the data. 11.1.1
- 4 Produce a report of landscape orientation which shows all of the data sorted in ascending alphabetical order of *Feature*. 8.1.1
- Include the title **All Phones Sorted** at the top of the page and your name and today's date at the bottom of the page. 9.1.2
9.1.3
- Print the report. 11.1.2
- 5 Produce a new report of landscape orientation, which shows all those packages offering 60 minutes of *Air Time* minutes per month. 8.2.1
- Include the title **60 Minutes Airtime** at the top of the page and your name and today's date at the bottom of the page. 9.1.2
9.1.3
- Print the report. 11.1.2
- 6 Produce a new report of landscape orientation, which shows the average peak price at the bottom of the *Peak Price* column. 7.1.1
- Include the title **Average Peak Price** at the top of the page and your name and today's date at the bottom of the page. 9.1.2
9.1.3
- Print the report. 11.1.2

- 7 Produce a new report of landscape orientation, which shows all those packages offering 12 months *Contract* and offering the internet as a *Feature*. ✓
□ 8.2.1
- Display only the following fields: Feature, Air Time, Contract and Phone Price. 9.1.1
- Include the title **12 Months Contract and Internet** at the top of the page and your name and today's date at the bottom of the page. 9.1.2
9.1.3
- Save the data in a format that can be imported into a text document. Give it the file name **Query** 11.1.3
- Print the report. 11.1.2

The Manager of Hothouse Design wants you to make additions to the document you produced.

TASK D – INTEGRATION

✓

- | | | | |
|--|--|--------------------------|--------|
| 1 | Retrieve the document produced in Task B saved as Modified Report . | <input type="checkbox"/> | 3.1.1 |
| 2 | Add the following text to the end of the document, after <i>Place a timed presentation in busy public areas in order to inform</i> . | <input type="checkbox"/> | 3.2.1 |
| <p>5) Provide a database storing details of all their mobile phone packages. This will enable sellers to search the database for a package that is best for the customer. An example of an extract from such a database is shown below:</p> | | | |
| 3 | Insert the table of data saved as <i>Query</i> from Task C. Place the table after the text you have just added. | <input type="checkbox"/> | 10.1.1 |
| 4 | Spell-check and proof-read the document. | <input type="checkbox"/> | |
| 5 | Save the document using a new filename and print it. | <input type="checkbox"/> | 11.1.1 |