CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Advanced Level

CORE MODULE **5201/A**

Core Module: Practical Assessment

2003

2 hours 45 minutes

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

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.

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

UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

[Turn over

You work for a company called Hothouse Design. You have been asked to prepare a document about upgrading the computer network in the design department.

✔

1	Send an e-mail with the subject **ADVANCED2003A** to **design.h@ucles.org.uk** The body of the message should ask for the attachment **ACA03PRC.CSV**	1.2.1

2 Download all the files from http://www.hothouse-design.co.uk/2003corea 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 concerning **network review**. Save the information you find as **ACA03UPG.CSV**   2.2.1

5 Create a folder called **BACKUP** and copy the files **ACA03UPG.CSV** and **ACA03UPG.TXT** into it.   10.3.1   10.5.1

6 Load the file **ACA03UPG.TXT**   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.   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

9 Set a style for the body text which:
- has a size of 11 point
- has a serif font
- is fully justified
- has a blank line after each paragraph.

   4.2.1

10 Set a style for headings which:
- has a size of 14 point
- has a bold, sans-serif font
- is centre aligned
- has a 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
- *Proposal to upgrade the computer provision*
- *Existing System – Personnel*
- *Physical location*
- *Available rooms*
- *Shared information*
- *Hardware – Processors*
- *Hardware – Workstation Specifications*

✓

**13** Insert the image **ACA03RMS.JPG** underneath the heading *Physical Location* .   3.3.1
3.3.2

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

graphic designers have been appointed to the team. The available floor space and business projections suggest that one senior designer and 11 designers may be employed by the end of the year. As the team is expanding rapidly it is likely that one appointment may be at a more senior level but this decision has yet to be ratified by the board.

Physical location

Workstations are currently located: one in the senior graphic designer's office and five in an open plan office space due for refurbishment. A map showing a summary layout of this floor is shown to the right.   There will be an immediate need to redevelop this entire floor of the building to accommodate our new employees and cater for projected growth. Some of the rooms in this area are either underused or unused and would offer an excellent opportunity to expand. If it was deemed appropriate the staff rest room could be accommodated on another floor of the building. The full list of rooms available for consideration in this area of the building which are in close proximity to this open plan area is below.
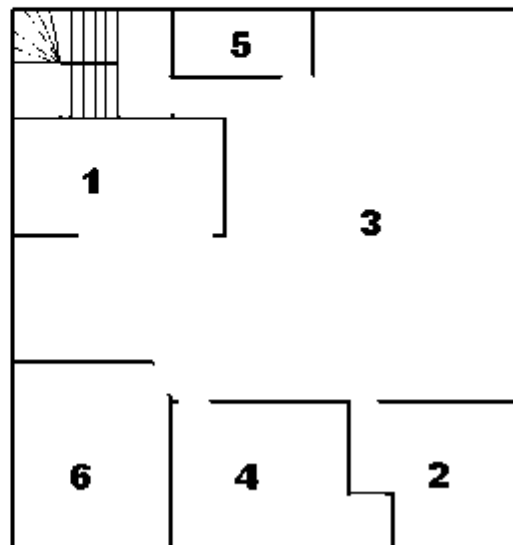
14 Set the paragraph which starts *The department has until last week comprised …*   4.1.5
into two columns.

15 Number the *Available rooms* **1 – 5**   4.4.1

16 Insert a page break before the heading *Available rooms*   4.6.1

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.   1.1.1
There will be an attachment listing some information about processors, which will   1.4.1
be used to choose the most suitable computers. Save this as **ACA03PRC.CSV**   10.1.1

19 Create a table with 6 rows and 2 columns immediately after the heading *Hardware*   4.5.1
- Processors. Insert the data from the file **ACA03PRC.CSV** into this table.

20 Format this table with the same style as the body text, and make the column   4.5.2
headings bold. Ensure that the table is in single line spacing and that all borders
in the table are visible when printed.

21 Remove the row containing *P4*   4.5.2

✓

22 Add the heading **Software – Design Packages** below the paragraph: *The table above shows ... which are under consideration.*   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 Insert a page break before *Software – Design Packages*.   4.1.2 4.6.1
Change the layout from this heading to the end of the document to landscape.

25 Add the text **Open plan office** as the third item in the *Available rooms* list, re-numbering the list as necessary.   4.4.1 4.4.2

26 Load the file **ACA03UPG.CSV** in a suitable application. This shows details of some possible PC makes.   3.1.1

27 Insert a new column 10 with the title **TotPrice**

28 Insert a formula in this column which calculates the *Price* multiplied by 12.   6.1.1

29 Copy this formula for all rows.

30 Save this data with a new filename**.**

31 Extract all the records where the *MHz* is greater than or equal to *950* and *RAM = 256*   5.2.1 8.1.1

32 Sort this data in ascending order of *MHz* then in ascending order of *Price*   5.1.1

33 Do not include the column headed *OS* in your extract.   5.2.2

34 Copy this data and paste it at the end of your main document as a table.   8.1.1

35 Format the table with body text style. Adjust column widths, if necessary, to make the data fit without wrapping.   8.1.2

36 Using the file that you saved in step 30, insert a new column 11 with the title **ProcType**   3.1.1

37 Insert a formula in this column which returns *ProcType* from **ACA03PRC.CSV** where *Processor = Code*

☐ **6.1.4**

38 Copy this formula for all rows.

☐ **6.1.3**

39 Calculate the average price of all the computers with each type of processor.

☐ **6.1.2**

40 Using this data, create a line graph which shows the average price of all the computers with each type of processor. Add the title **Comparing Processor Costs** to the chart. Label the category axis **Processor** and the value axis **Price**. Do not include a legend. Make sure that the name of each processor is displayed in full.

☐ **7.1.1**
7.1.2
7.1.3

41 Place the chart at the end of your document.

☐ **7.1.4**

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

☐ **8.1.2**

43 Save the document using a new filename and print it.

☐ **9.1.2**

44 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX** Attach the document you have created, print a copy of this e-mail showing clearly the file attachment, and send the e-mail.

☐ **1.3.1**

45 Delete all the files from your work area except for the files created in steps 23 and 43 and the files in the **BACKUP** folder.

☐ **10.2.1**

46 Move the final version of the document into the **BACKUP** folder.

☐ **10.4.1**

47 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**

CAMBRIDGE INTERNATIONAL EXAMINATIONS
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CORE MODULE   **5201/B**

Core Module: Practical Assessment

2003

2 hours 45 minutes

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READ THESE INSTRUCTIONS FIRST

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UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

[Turn over

You work for a company called Hothouse Design. You have been asked to prepare a document about upgrading a stand alone computer in the Interior Design Department.

                                                           ✔

1	Send an e-mail with the subject **ADVANCED2003B** to **design.h@ucles.org.uk** The body of the message should ask for the attachment **ACB03CD.CSV**	☐	**1.2.1**
2	Download all the files from http://www.hothouse-design.co.uk/2003coreb 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 concerning **computer upgrades**. Save the information you find as **ACB03CMP.CSV**	☐	**2.2.1**
5	Create a folder called **BACKUP** and copy the files **ACB03CMP.CSV** and **ACB03INT.TXT** into it.	☐	**10.3.1** **10.5.1**
6	Load the file **ACB03INT.TXT**	☐	**3.1.1**
7	Set the page size to A4 portrait. Make the top and bottom margins 3.5 centimetres and make the left and right margins 2.5 centimetres.	☐	**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.	☐	**4.3.1**

9 Set a style for the body text which:
- has a size of 12 point
- has a serif font
- is fully justified
- has a blank line after each paragraph.

        ☐   **4.2.1**

10 Set a style for headings which:
- has a size of 16 point
- has an underlined, sans-serif font
- is left aligned
- has a 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**
- *First Draft*
- *Specifications*
- *Network Resources*
- *Refurbishment*
- *Monitor*
- *CD-ROM Drive*
- *Cost Effective Solutions*

✓

13 Insert a page break before the heading *Refurbishment* ☐ **4.6.1**

14 Insert the image **ACB03RM.JPG** towards the top of page 2. ☐ **3.3.1**
3.3.2

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

Refurbishment

When the current machine is replaced it is proposed to redesign the work area with the aim to improve the quality of life of the office workers. The introduction of our own brand office fixtures and fittings will provide ergonomic, multifunctional workstation solutions that make best use of the available floor space. It is proposed to redesign this area of the Interior Design office in laminated beech. Although it is not intended as a 'show' area, there may be some marketing potential in photographing the refurbished work area when it is completed and the new computer installed. In view of this we have had one section of the current area photographed, to enable us to do a 'before' and 'after' comparison. The suppliers of the hardware would also like copies of the 'after' photographs to use in their promotional materials. A copy of the proposed 'before' picture can be seen on the left.

15 Set the first paragraph which starts *It is proposed to upgrade the single administration computer …* into two columns. ☐ **4.1.5**

16 Number the *Specifications* **1 – 5** ☐ **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. ☐ **1.1.1**
There will be an attachment listing some information about CD drives which will **1.4.1**
be used to help choose the most suitable computer. Save this as **ACB03CD.CSV** **10.1.1**

19 Create a table with 6 rows and 3 columns immediately after the heading *CD-ROM* ☐ **4.5.1**
Drive. Insert the data from the file **ACB03CD.CSV** into this table.

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

21 Remove the column containing *Manufacturer* ☐ **4.5.2**

✓

22 Add the heading **Proposal to upgrade the administration computer** below the   ☐   3.2.1
heading *First Draft*   4.2.1

Apply the heading style to this new heading.

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

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

25 Add the text **At least 128Mb of RAM** as the second item in the *Specifications*, re-   ☐   4.4.1
numbering the list as necessary.   4.4.2

26 Load the file **ACB03CMP.CSV** in a suitable application. This shows details of   ☐   3.1.1
some possible PC makes.

27 Insert a new column 8 with the title **MbCost**   ☐

28 Insert a formula in this column which calculates the cost per megabyte of memory   ☐   6.1.1
by calculating *Price* divided by *RAM*.

29 Copy this formula for all rows. Make sure that all figures for *MbCost* are formatted   ☐
to 2 decimal places.

30 Save this data with a new filename**.**   ☐

31 Extract all the records where the *MbCost is less than 10* and the *Processor* is a   ☐   5.2.1
Pentium 4   8.1.1

32 Sort this data in ascending order of *MHz* then in ascending order of *MbCost*   ☐   5.1.1

33 Do not include the column headed *CD* in your extract.   ☐   5.2.2

34 Copy this data and paste it at the end of your main document as a table.   ☐   8.1.1

35 Format the table with body text style. Adjust column widths, if necessary, to make   ☐   8.1.2
the data fit without wrapping.

36 Using the file that you saved in step 30, insert a new column 9 with the title   ☐   3.1.1
CDType

37 Insert a formula in this column which returns the *CD Type* from **ACB03CD.CSV** ☐ **6.1.4**
where *CD* = *Code*

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

39 Calculate the average *Price* of all the computers with each different *CDType.* ☐ **6.1.2**
Make sure that all these averages are formatted to 2 decimal places.

40 Using this data, create a bar chart which shows the average price of all the ☐ **7.1.1**
computers with each type of CD drive. Add the title **Comparing Costs based on** **7.1.2**
CD types to the chart. Label the category axis **Type** and the value axis **Price**. **7.1.3**
Do not include a legend. Make sure that each CD type is displayed in full.

41 Place the chart before the heading *Cost Effective Solutions* ☐ **7.1.4**

42 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

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

44 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX** ☐ **1.3.1**
Attach the document you have created, print a copy of this e-mail showing clearly
the file attachment, and send the e-mail.

45 Delete all the files from your work area except for the files created in steps 23 and ☐ **10.2.1**
43 and the files in the **BACKUP** folder.

46 Move the final version of the document into the **BACKUP** folder. ☐ **10.4.1**

47 Print out a listing of the files in your storage area, including the files in the ☐ **9.2.1**
BACKUP folder. This should show the name of the file, its size and a time and
date stamp.

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CORE MODULE

5201/C

Core Module: Practical Assessment

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[Turn over

You work for a company called Hothouse Design. You have been asked to prepare a document about possible locations for a new manufacturing plant for a company.

✔

1 Send an e-mail with the subject **ADVANCED2003C** to **design.h@ucles.org.uk** The body of the message should ask for the attachment **ACC03STA.CSV** ☐ **1.2.1**

2 Download all the files from http://www.hothouse-design.co.uk/2003corec 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 concerning **water resources**. Save the information you find as **ACC03WAT.CSV** ☐ **2.2.1**

5 Create a folder called **BACKUP** and copy the files **ACC03WAT.CSV** and **ACC03LCN.TXT** into it. ☐ **10.3.1** **10.5.1**

6 Load the file **ACC03LCN.TXT** ☐ **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. ☐ **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**

9 Set a style for the body text which: ☐ **4.2.1**
- has a size of 12 point
- has a serif font
- is fully justified
- has a blank line after each paragraph.

10 Set a style for headings which: ☐ **4.2.1**
- has a size of 18 point
- has a bold, underlined, sans-serif font
- is left aligned
- has a blank line after each heading.

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

12 Set the first paragraph which starts *Hothouse Design has been commissioned...* into two columns. ☐ **4.1.5**

13 Format each of the headings listed below with the heading style. ☐ **4.2.1**
- *New Manufacturing Plant*
- *Design Stages*
- *Initial Stage*
- *Water*
- *Manpower*
- *Population of each State*
- *Products to be manufactured*

✔

14 Insert a page break before the heading *Initial Stage* ☐ **4.6.1**

15 Insert the image **ACC03TLG.JPG** on page 1. ☐ **3.3.1**
3.3.2
Adjust the size and position of the image so that it fills the right column width. **3.4.1**
Text wrap must be used and the top of the graphic must align with the top of the **8.1.1**
heading *Design Stages* and look like this:

Design Stages

The design element of this plant will be made in several stages with agreed stage payments. Each must be approved by both Hothouse Design and Tola Irrigation including the time lines, personnel and eventually drawing up of the contracts. The proposed stages are the initial stage, which will culminate in the selection of a preferred location. The secondary stage will be to design the outline layout of the plant including the cost projections for these designs. Further stages will be to complete the design elements (in detail) within the budget set and to oversee the development in a consultancy role. For the final stage Tola Irrigation will commission Hothouse Design to create and manage the launch of the plant, focussing on 'The caring nature of both companies in helping to alleviate world poverty and starvation'.

16 Number the *Initial Stage* list **1 – 5** ☐ **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. ☐ **1.1.1**
There will be an attachment listing some information about locations, which will be **1.4.1**
used to choose the most suitable location. Save this as **ACC03STA.CSV** **10.1.1**

19 Create a table with 6 rows and 3 columns immediately after the paragraph that ☐ **4.5.1**
ends *....Hothouse should therefore focus the research on these states:*
Insert the data from the file **ACC03STA.CSV** into this table.

20 Format this table with the same style as the body text and make the column ☐ **4.5.2**
headings bold. Ensure that the table is in single line spacing and that all borders
in the table are visible when printed.

21 Remove the row containing *Florida* ☐ **4.5.2**

✓

22 Add the heading **County by County** below the heading *Population of each State* ☐ 3.2.1
    Apply the heading style to this new heading.   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 *Population of each State*. Change the ☐ 4.1.2
    layout from this heading to the end of the document to landscape.   4.6.1

25 Add the text **Consider local demographic changes** as the third item in the *Initial* ☐ 4.4.1
    Stage list, re-numbering the list as necessary.   4.4.2

26 Load the file **ACC03WAT.CSV** in a suitable application. This shows details of ☐ 3.1.1
    some possible locations for the power plant.

27 Insert a new column 6 with the title **GPPPD** ☐

28 Insert a formula in this column which calculates the *WaterUsed* multiplied by 1000 ☐ 6.1.1
    and divided by the *Population*

29 Copy this formula for all rows. ☐

30 Save this data with a new filename**.** ☐

31 Extract all the records where the *Year* is *1995* and the *GPPPD* is less than *100* ☐ 5.2.1
                                                                                              8.1.1

32 Sort this data in ascending order of *Code* then in ascending order of *Population* ☐ 5.1.1

33 Do not include the column headed *Year* in your extract. ☐ 5.2.2

34 Copy this data and paste it after the paragraph which ends *Here is a table* ☐ 8.1.1
    showing the Counties within all four States which meet both these criteria:

35 Format the table with body text style. Adjust column widths, if necessary, to make ☐ 8.1.2
    the data fit without wrapping.

36 Using the file that you saved in step 30, insert a new column 7 with the title ☐ 3.1.1
    StateName

37 Insert a formula in this column which returns the *StateName* from ☐ 6.1.4
    ACC03STA.CSV where *Code = Code*

www.xtremepapers.net

38 Copy this formula for all rows. □ **6.1.3**

39 Extract all the records where the *Year* is *1995,* and calculate the total population □ **6.1.2**
for each state.

40 Using this data, create a bar chart which shows the total population for each state. □ **7.1.1**
Add the title **Population of each state in 1995** to the chart. Label the category **7.1.2**
axis **State** and the value axis **Population (thousands)**. Do not include a legend. **7.1.3**
Make sure that the each state name is displayed in full.

41 Place the chart after the heading *Population of each State* □ **7.1.4**

42 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

43 Save the document using a new filename and print it. □ **9.1.2**

44 Prepare an e-mail to **design.h@ucles.org.uk** with a subject line of **ICTCOREX** □ **1.3.1**
Attach the document you have created, print a copy of this e-mail showing clearly
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