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

CORE MODULE 5181/A

Core Module: Practical Assessment

2004

No Additional Materials are required

2 hours and 15 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.

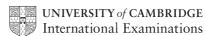
Carry out **every** instruction in each task.

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 (\checkmark) 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 5 printed pages.



[Turn over

TASK A - COMMUNICATION

You work for an international company called Hothouse Design. You are going to carry out a range of administrative activities using ICT.

1	Read the message in your mailbox and follow the instructions.	1.1.1 2.1.1 2.2.1 2.3.1
2	Prepare a message to send to design.h@ucles.org.uk which has the subject ICTCOREX	1.2.1
	The message should say I have saved the files.	
3	Add your name and today's date to the end of the message.	
4	Print a copy of this e-mail.	11.1.1
5	Send the message.	1.2.1

TASK B - DOCUMENT PRODUCTION

You are now going to edit a letter.

				✓	
6	Using a suitable softw	are pack	age, load the file FCA4LET.TXT		3.1.1
7	Replace:				3.2.1
	<date></date>	with	today's date		
	<company name=""></company>	with	AB Kauno Audimas		
	<address></address>	with	Taikos 91		
			Alyties		
			Lietuva		
	<name></name>	with	your name		
8	Delete the following te	ext from t	he third paragraph:		4.1.1
	even as an overseas	custome	r,		
9	Move the paragraph the offer so that it become		s: <i>If you wish to take advantage of this</i> last paragraph.		4.2.1
10	Make the body of the	letter full	y justified.		5.1.1
11	Spell-check and proof	read the	e letter and make any necessary corrections.		6.1.1
	Make sure that all spa consistent throughout		ween sentences and paragraphs is ument.		6.2.1
12	Save with a new filena	ame and	print the letter.		11.1.1
13	Make the body of the	letter left	aligned.		5.1.1
14	Select the whole docu Times New Roman).	ıment an	d change it to a 12 point serif font (e.g.		5.3.1
15	Make the words				5.1.1
	Hothouse Design Offic	ce Suppl	ies	_	
	centre aligned.				
16	Make the words				5.3.1
	Hothouse Design Offic	ce Suppl	ies		5.3.2
	a 24 point sans-serif f	ont (e.g./	Arial).		
17	Make the words				5.2.1
	Hothouse Design Offic	ce Suppl	ies		
	italic.				
18	Make sure that the tex	kt is singl	e line spaced.		5.4.1
19	Proof-read the letter a	nd make	any necessary corrections.		6.2.1
20	Save with a new filena	ame and	print the letter.		11.1.1

TASK C – DATA MANIPULATION

You are going to manipulate and extract some data to complete a quotation for a customer.

21	Using a suitable software package, load the file FCA4COST.CSV	7.1.1
22	The data in the <i>Cost</i> column needs to be added. Enter the following data:	7.3.1

22 The data in the *Cost* column needs to be added. Enter the following data:

Code	Name	Medium	Size	Pack	Cost
BITSS-12	Transparency	Inkjet	A4	120	9.99
BITSS-13	Transparency	Laser	A4	120	12.99
BITSS-25	Paper	Laser	A5	500	2.38
BITSS-26	Paper	Laser	A4	500	2.64
BITSS-27	Paper	Photographic	10x15	20	8
BITSS-28	Paper	Inkjet	A3	100	28.68
BITSS-29	Paper	Inkjet	A4	100	8.99
BITSS-33	Post-it	notes – rainbow	76x76	500	3.99
BITSS-34	Post-it	notes – yellow	76x76	500	3.49
BITSS-35	Post-it	notes – pink	76x76	500	3.49
BITSS-56	Copier labels	Laser	70x37	2400	8
BITSS-57	Copier labels	Laser	105x37	1600	8
BITSS-58	Copier labels	Laser	105x71	800	8
BITSS-59	Copier labels	Laser	105x149	400	15
BITSS-60	Copier labels	Laser	210x297	100	15
BITSS-61	Copier labels	Laser	105x58	1000	15

23 Add the following data: 7.2.1

Code	Name	Medium	Size	Pack	Cost	Number	
BITSS-106	Post-it	note tray	76x76	1	1.99	2	2
BITSS-109	Post-it	fax notes	105x38	1200	13.99	,	1

24	In the Total column:	8.	1.

- enter a formula which calculates the Total (Cost x Number). a)
- make sure that this Total is calculated for each item. b)

At the bottom of the *Total* column:

c) enter a formula which adds up all values in the Total column.

		✓	
25	Change the width of all columns so that the contents of all cells are visible.		10.2.1
26	Format all cells in the <i>Cost</i> and <i>Total</i> columns to currency in US\$ with 2 decimal places.		10.3.1
27	Change the alignment of the Size column so that all cells are centre aligned.		10.1.1
	Change the alignment of the <i>Medium</i> column so that all cells are right aligned.		
28	Save this data with a new name and print a copy of all the data. Make sure that your name is printed.		11.1.2
29	Print another copy of the file to show all the formulae used. Make sure that the contents of all cells are visible and that your name is printed.		11.1.2 10.4.1
30	Revert to data view. Select only the items where <i>Name = Post-it</i> and show all details of these items.		9.2.1
31	Sort this data in ascending order of Cost (with \$1.99 at the top).		9.1.1
32	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.		11.1.2
33	From all the data, select only the items where the <i>Number</i> is greater than 8 and show all the details of these items.		9.2.1
34	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.		11.1.2

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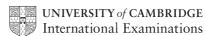
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2	Prepare a message to send to design.h@ucles.org.uk which has the subject ICTCOREX	1.2.1
	The message should say I have saved the files.	
3	Add your name and today's date to the end of the message.	
4	Print a copy of this e-mail.	11.1.1
5	Send the message.	1.2.1

TASK B - DOCUMENT PRODUCTION

You are now going to edit a memo.

				✓	
6	Using a suital	ole softwa	re package, load the file FCB4MEMO.TXT		3.1.1
7	Replace:				3.2.1
	<author></author>	with	your name		
	<date></date>	with	today's date		
	<subject></subject>	with	Details of the client's account		
8	Delete the fol	lowing tex	t from the end of the second paragraph:		4.1.1
	I can be reac	hed on ext	tension 6723.		
9	Move the para becomes the	•	at starts: <i>If you think it would be useful</i> so that it raph.		4.2.1
10	Make the bod	ly of the m	nemo left aligned.		5.1.1
11	Spell-check a corrections.	nd proof-r	ead the memo and make any necessary		6.1.1 6.2.1
	Make sure the consistent thr		ing between sentences and paragraphs is ne document.		
12	Save with a n	ew filenar	ne and print the memo.		11.1.1
13	Make the bod	ly of the m	nemo fully justified.		5.1.1
14	Select the wh Times New Ro		nent and change it to a 14 point serif font (e.g.		5.3.1
15	Make the wor	rd			5.1.1
	Memo				
	centre aligned	d.			
16	Make the wor	rd			5.3.1
	Memo				5.3.2
	a 24 point sar	ns-serif for	nt (e.g.Arial)		
17	Make the wor	rd			5.2.1
	Memo				
	italic and und	erlined.			
18	Make sure tha	at the text	is single line spaced.		5.4.1
19	Proof-read the	e memo a	nd make any necessary corrections.		6.2.1
20	Save with a n	ew filenar	ne and print the memo.		11.1.1

TASK C – DATA MANIPULATION

You are going to manipulate and extract some data about Hothouse Design sales.

21	Using a suitable software package, load the file FCB4ORD.CSV	7.1.1
22	The data in the <i>Number</i> column needs to be added. Enter the following	7.3.1

22	The data in the <i>Number</i> column needs to be added. Enter the following	
	data:	

Day	Month	Item	Cost	Number
1	May	Brochure design	340	1
2	May	Office refurbishment	17420	1
3	May	Webpage design	85	1
4	May	Brochure design	360	1
4	May	Printing	0.05	400
7	May	Webpage design	80	1
9	May	Printing	0.03	3000
9	May	Distribution	0.02	3000
10	May	Website Hosting	14	100
11	May	Distribution	0.18	350
12	May	Webpage design	80	2
13	May	ICT consultancy	450	1
23	May	Brochure design	200	2
23	May	Printing	0.03	2400
23	May	Distribution	0.03	1400
29	May	Automation project	4500	1

23	Add the following data:	7.2

Day	Month	Item	Cost	Number
30	May	Poster design	450	1
30	May	Printing	0.18	1000

24	In the	Total column:
		, ota, oolanini

- 8.1.1
- enter a formula which calculates the *Total* (*Cost x Number*) a)
- make sure that this Total is calculated for each item. b)

At the bottom of the *Total* column:

enter a formula which adds up all values in the Total column.

		•	
25	Change the width of all columns so that the contents of all cells are visible.		10.2.1
26	Format all cells in the <i>Cost</i> and <i>Total</i> columns to currency in US\$ with 2 decimal places.		10.3.1
	Format all cells in the <i>Number</i> column to integer format (0 decimal places).		
27	Change the alignment of the <i>Day</i> and <i>Month</i> columns so that all cells are centre aligned.		10.1.1
28	Save this data with a new name and print a copy of all the data. Make sure that your name is printed.		11.1.2
29	Print another copy of the file to show all the formulae used. Make sure that the contents of all cells are visible and that your name is printed.		11.1.2 10.4.1
30	Revert to data view. Select only the items where <i>Item = Webpage design</i> and show all the details of these items.		9.2.1
31	Sort this data in descending order of Day (with 12 at the top).		9.1.1
32	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.		11.1.2
33	From all the data, select only the items where the <i>Day</i> is greater than 23 and show all the details of these items.		9.2.1
34	Print a copy of the selected data. Make sure that the contents of all cells are visible and that your name is printed.		11.1.2

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