

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

BUSINESS CHARTS

5196/A

Optional Module: Practical Assessment

2004

No Additional Materials are required

**1 hour
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 **3** printed pages.

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UNIVERSITY of CAMBRIDGE
International Examinations

[Turn over

Your manager has asked you to produce charts for a company called Pens4U. The charts will analyse the results of a report on sales and stationery.

BAR CHART

- | | | | |
|---|---|-------------------------------------|-------|
| 1 | Using a suitable software package, import the data from the file SBCA4PEN.CSV | <input checked="" type="checkbox"/> | 1.1.1 |
| 2 | Select only the data for paper stationery sold over the four years. | <input type="checkbox"/> | 2.1.1 |
| 3 | Create a comparative bar chart from this data. | <input type="checkbox"/> | 2.1.2 |
| 4 | The category axis should show the names of the stationery items and the value axis should show the value of the items sold. Label the category axis Paper stationery and label the value axis Value sold

Add the title Paper Stationery sold over the last four years | <input type="checkbox"/> | 2.1.3 |
| 5 | Make sure that a legend is shown for the chart identifying the four years. | <input type="checkbox"/> | 2.1.3 |
| 6 | Choose shading patterns which will show the bars clearly on a black and white printer. Put your name on the chart. | <input type="checkbox"/> | 2.1.4 |
| 7 | Save using a new filename and print the chart. | <input type="checkbox"/> | 2.1.5 |

PIE CHART

- | | | | |
|----|--|--------------------------|-------|
| 8 | Import the original data from the file SBCA4PEN.CSV | <input type="checkbox"/> | 1.1.1 |
| 9 | Select only the data for the year 2004, including all items. | <input type="checkbox"/> | 2.2.1 |
| 10 | Plot a pie chart for this data. | <input type="checkbox"/> | 2.2.2 |
| 11 | Add the title Stationery sold 2004 | <input type="checkbox"/> | 2.2.3 |
| 12 | Label each segment of the chart with the <i>Stationery</i> item name and the % values. Do not use a legend. | <input type="checkbox"/> | 2.2.3 |
| 13 | Pull out the segment which represents the item <i>Plastic pockets</i> so that it stands out. Put your name on the chart. | <input type="checkbox"/> | 2.2.4 |
| 14 | Save and print the chart. | <input type="checkbox"/> | 2.2.5 |

LINE GRAPH

- | | | | |
|----|--|--------------------------|-------|
| 15 | Import the original data from the file SBCA4PEN.CSV | <input type="checkbox"/> | 1.1.1 |
| 16 | Select only the <i>Description</i> names for <i>Other</i> items of stationery and the quantity sold in 2004. | <input type="checkbox"/> | 2.3.1 |
| 17 | Plot a line graph for this data. | <input type="checkbox"/> | 2.3.2 |
| 18 | Add the title Non-paper stationery 2004 | <input type="checkbox"/> | 2.3.3 |

19 The graph should show the labels **Stationery** on the category axis and **Stock value 2004** on the value axis.

✓
 2.3.3

20 Add a new column called **Retail price in 2004** to the table and include the data shown below:

<i>Description</i>	Retail price 2004
<i>Paper</i>	
<i>A4 Ring Binders</i>	479.59
<i>A4 Ruled Paper</i>	559.52
<i>Assorted Cards</i>	348.73
<i>File Separators</i>	479.59
<i>Lever Arch Files</i>	431.63
<i>Notebooks</i>	190.68
<i>Other</i>	
<i>Plastic Pockets</i>	328.00
<i>Assorted Pens</i>	159.86
<i>Cases</i>	269.12
<i>Keyrings</i>	189.92
<i>Rubbers</i>	37.63
<i>Sticky Tape</i>	101.21

21 Add a second series to the graph to show the *Retail price* data for other items only.

2.3.4

22 Add a second value axis for this data and show the label **Retail price 2004** on this axis.

2.3.6
2.3.3

23 Make sure that a legend is shown for the graph identifying the comparative data.

2.3.3

24 Adjust the minimum and maximum values for the first series so that they range from **0** to **300**.

2.3.5

Adjust the minimum and maximum values for the second series so that they range from **0** to **350**

Put your name on the graph.

25 Save using a new filename and print the graph.

2.3.7

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[Turn over

Your manager has asked you to produce charts for a company called *Gymnastic*. The charts will analyse the results of a report on sales of gymnasium equipment.

BAR CHART

- | | | | |
|---|---|-------------------------------------|-------|
| 1 | Using a suitable software package, import the data from the file SBCB4GYM.CSV | <input checked="" type="checkbox"/> | 1.1.1 |
| 2 | Select all the data for equipment sold over the three years 2001 – 2003. | <input type="checkbox"/> | 2.1.1 |
| 3 | Create a comparative bar chart from this data. | <input type="checkbox"/> | 2.1.2 |
| 4 | The category axis should show the names of the equipment and the value axis should show the value of the equipment in stock. Label the category axis Equipment and label the value axis Value of stock

Add the title Gym equipment sold over the last three years | <input type="checkbox"/> | 2.1.3 |
| 5 | Make sure that a legend is shown for the chart identifying the four years. | <input type="checkbox"/> | 2.1.3 |
| 6 | Choose shading patterns which will show the bars clearly on a black and white printer. Put your name on the chart. | <input type="checkbox"/> | 2.1.4 |
| 7 | Save using a new filename and print the chart. | <input type="checkbox"/> | 2.1.5 |

PIE CHART

- | | | | |
|----|--|--------------------------|-------|
| 8 | Import the original data from the file SBCB4GYM.CSV | <input type="checkbox"/> | 1.1.1 |
| 9 | Select only the data for the year 2004 for all items of equipment sold. | <input type="checkbox"/> | 2.2.1 |
| 10 | Plot a pie chart for this data. | <input type="checkbox"/> | 2.2.2 |
| 11 | Add the title Equipment in stock 2004 | <input type="checkbox"/> | 2.2.3 |
| 12 | Label each segment of the chart with the <i>Equipment</i> name and the % <i>values</i> . Do not use a legend. | <input type="checkbox"/> | 2.2.3 |
| 13 | Pull out the segment which represents the item <i>Olympic bench</i> so that it stands out. Put your name on the chart. | <input type="checkbox"/> | 2.2.4 |
| 14 | Save using a new filename and print the chart. | <input type="checkbox"/> | 2.2.5 |

LINE GRAPH

- | | | | |
|----|---|--------------------------|-------|
| 15 | Import the original data from the file SBCB4GYM.CSV | <input type="checkbox"/> | 1.1.1 |
| 16 | Select only the <i>Equipment</i> names and the value of stock in 2004 | <input type="checkbox"/> | 2.3.1 |
| 17 | Plot a line graph for this data. | <input type="checkbox"/> | 2.3.2 |
| 18 | Add the title Stock Report 2004 | <input type="checkbox"/> | 2.3.3 |

19 The graph should show the labels **Equipment** on the category axis and **Equipment value 2004** on the value axis.

✓
 2.3.3

20 Add a new column called **Retail price in 2004** to the table and include the data shown below:

<i>Equipment</i>	Retail price 2004
<i>Curl bench</i>	2558
<i>Exercise bike</i>	259
<i>Flat bench</i>	800
<i>Home gym</i>	2475
<i>Incline bench</i>	2734
<i>Olympic bench</i>	3515
<i>Power rack</i>	675
<i>Press rack</i>	250
<i>Rowing machine</i>	550
<i>Smith press</i>	658
<i>Squat stand</i>	520
<i>Treadmill</i>	1100

21 Add a second series to the graph to show the *Retail price 2004* data.

2.3.4

22 Add a second value axis for this data and show the label **Retail price 2004** on this axis.

2.3.6
2.3.3

23 Make sure that a legend is shown for the graph identifying the comparative data.

2.3.3

24 Adjust the minimum and maximum values for the first series so that they range from **0** to **4000**. Put your name on the graph.

2.3.5

25 Save using a new filename and print the graph.

2.3.7