

CANDIDATE
NAME

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CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/03

Paper 3 Practical Test

October/November 2014

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

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

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

At the end of the exam put this **Question Paper** and **all** your printouts into the Assessment Record Folder.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **5** printed pages and **3** blank pages.



- 1 Create a new word processed document.

Make sure your name, Centre number and candidate number will appear on every page of this document.

Save this evidence document in your work area as **N14EVIDENCE** followed by your candidate number. For example, N14EVIDENCE9999. You will need this file later.

- 2 Locate and download the following files from the website

<http://www.hothouse-design.co.uk/tawara-cycles>

Place these in your user area:

N14031.jpg
N14032.jpg
N14033.jpg
N14cost.csv
N14invoice.csv
N14roadbike.htm
N14tc.htm
N14title.png
N14type.csv

You are going to prepare a spreadsheet for Tawara Cycles, which will be an invoice to send to a customer. This invoice has 5 items that have been ordered.

The contents of this invoice may change. Make sure your formulae will work if the data changes.

Display all currency values in dollars with 2 decimal places.

- 3 Using a suitable software package, load the file **N14invoice.csv**

Save this file as a spreadsheet.

- 4 Merge cells A1 to F1 so they become a single cell.

Format the text in this cell so it is a white **16** point serif font. Format this cell so that it is centre aligned and has a dark grey background.

- 5 Format cells F2 to F6 so that they are right aligned.

- 6 In cell A9 replace the text *Candidate details here* with your name, Centre number and candidate number.

- 7 In cell B11 use a function to count the number of item codes in this invoice.

- 8 In cell B12 use a function to calculate the total number of *Units* in this invoice.

- 9 Copy the contents of the file **N14type.csv** into cells A30 to B39 of your invoice.

- 10 Use the cells A31 to B39 to create a named range called **Type**

Show evidence of the creation of this named range in your evidence document.

- 11 Hide rows 30 to 39.

- 12 In cell C20 use a formula to look up the type of cycle. Use the first character of the *Item Code* as the single lookup value and the named range *Type* for the array.
- 13 In cell D20 use a function to look up the *Unit Cost* of the cycle. Use the *Item Code* as the single lookup value and file **N14cost.csv** for the array. This function must include both absolute and relative referencing and must not include a named range.
- 14 In cell F20 calculate the total cost for this item.
- 15 Replicate the formulae entered in steps 12, 13 and 14 for each item.
- 16 In cell F26 use a function to calculate the sum of the *Item Total* column, which will be the invoice *Sub total* before any discount is applied.
The company offers discounts to customers based on the number of units they order.
- 17 In cell F27 use a formula to calculate the discount using the *Sub total*, *Number of units* and the **three** discount rates A, B and C.
Multiply the *Sub total* by:
- Discount A if less than 5 units are sold
 - Discount B if between 5 and 19 (inclusive) units are sold
 - Discount C if 20 or more units are sold.
- 18 In cell F28 use a formula to calculate the *Invoice total* which is the *Sub total* less the *Discount amount*.
- 19 Apply appropriate formatting to all numeric cells.
- 20 On the left in the header enter the text **Invoice date:** followed by a space and then the automated date.
On the right in the header enter the text **Invoice time:** followed by a space and then the automated time.
- 21 Save and print the spreadsheet showing formulae. Make sure:
- it is in landscape orientation
 - the row and column headings are displayed
 - the printout fits to two pages wide
 - the contents of all cells (except those hidden in step 11) are fully visible.
- 22 Print the invoice showing the values. Make sure:
- the printout fits on a single portrait page
 - the contents of all cells (except those hidden in step 11) are fully visible.
- 23 The customer has changed one item in the order. Instead of 5 *Roadster 3* cycles, they now require 10. Update the invoice.
- 24 Save and print the invoice showing the values. Make sure:
- the printout fits on a single portrait page
 - the contents of all cells (except those hidden in step 11) are fully visible.

Your manager would like to see the effects of changing the discount on this invoice.



25 Change the Discount percentage rates to:

- Discount A **7%**
- Discount B **12%**
- Discount C **18%**

26 Save and print the invoice showing the values. Make sure:

- the printout fits on a single portrait page
- the contents of all cells (except those hidden in step 11) are fully visible.

Tawara Cycles has a website which is currently being updated. The owners have decided that a new stylesheet will be developed and attached to each web page. You will create the stylesheet to meet their requirements.

All colour codes must be in hexadecimal.

27 Create a new stylesheet in a suitable package.

28 Set the stylesheet so that each table has:

- a yellow background colour
- a width of 80% of the window
- navy blue solid borders
- collapsed borders
- external borders of 4 pixels
- internal gridlines of 2 pixels
- cell padding to the top and bottom of 10 pixels
- cell padding to the left and right of 20 pixels
- text centre aligned in all cells.

29 Add the text **Stylesheet for table styles** to your stylesheet as a comment.

30 Add your name, Centre number and candidate number to your stylesheet as a comment.

31 Save your stylesheet as **N14table.css**

32 Place a copy of your stylesheet in your evidence document.

33 Using a suitable software package, open the file **N14tc.htm**

34 Attach the stylesheet saved in step 31 to this web page.

35 Replace the text *Place candidate details here* with your name, Centre number and candidate number.

36 Use the image placed in the left column (the road bike image) to create a hyperlink to a new web page called **roadbike.htm** which will open in a new window called **_road**

- 37 Create a hyperlink from the text *Click here* so that it sends an email message to **TC@cie.org.uk** with the subject line **Website Offers**
- 38 Create a hyperlink from the text **Hothouse Design** to the website <http://www.hothouse-design.co.uk> which will open in a new window called **_hothouse**
- 39 Save the page as **N14tc_worked.htm**
 Display the web page in your browser. Place screen shot evidence of this web page in your evidence document.
 Print a copy of the HTML markup.
- 40 Using a suitable software package, open the file **N14roadbike.htm**
- 41 Attach the stylesheet saved in step 31 to this web page.
- 42 Replace the text *Place candidate details* here with your name, Centre number and candidate number.
- 43 Set all the text in the right cell of the table as an unordered list.
- 44 Set all the text in the bottom cell except for the top line as an ordered list.
- 45 Save the page as **roadbike.htm**
 Print a copy of the HTML markup.
- 46 Save and print your evidence document.

After the examination time, highlight those portions of the markup which show:

- your name, Centre number and candidate number
- the external stylesheet attached to both the web pages
- that the hyperlink from the roadbike image opens the web page **roadbike.htm** in a new window called **_road**
- that the hyperlink from the text *Click here* sends an email message to **TC@cie.org.uk** with the subject line **Website Offers**
- that the hyperlink from the text **Hothouse Design** opens the web page **<http://www.hothouse-design.co.uk>** in a new window called **_hothouse**
- the unordered list
- the ordered list.

Write today's date in the box below.

Date

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