

CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY

0418/03

Paper 3: Practical Test

May/June 2003

2 hours 45 minutes

Additional Materials: Candidate Source Files

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.

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 assignment.

Before each printout you should proof-read the document to make sure that you have followed all instructions carefully.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

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



TASK A – COMMUNICATION

You work for an international company called *Hothouse Design* which has a contract with an organisation called *Rootrainer Trees*.

- | | | | |
|---|---|-------------------------------|---|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2003C and the text Please send the instructions | ✓
<input 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
1.4.1
2.1.1
2.2.1
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 Hothouse website to your e-mail. Add your name 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"/> | 11.1.1 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a document about Roottrainer Trees and one of its subsidiaries, Kuroki Koi.

- | | | |
|----|---|---|
| 5 | Using a suitable software package, load the file KUROKI.TXT | <input checked="" type="checkbox"/> 3.1.1
<input type="checkbox"/> 1.4.1 |
| 6 | Set the page size to A4. | <input type="checkbox"/> 4.1.1 |
| 7 | Set the page orientation to landscape. | <input type="checkbox"/> 4.1.2 |
| 8 | 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 |
| 9 | Set the top, bottom, left and right margins to 3.5 centimetres. | <input type="checkbox"/> 4.1.4 |
| 10 | Set the text to 1.5 line spacing. | <input type="checkbox"/> 4.1.5 |
| 11 | Make the text left aligned. | <input type="checkbox"/> 4.1.6 |
| 12 | Set the text size to 10 point. | <input type="checkbox"/> 5.5.1 |
| 13 | Insert the heading Kuroki Koi at the top of the document. | <input type="checkbox"/> 3.2.1 |
| 14 | Centre the heading and select a different font from the rest of the text. Change the size of the heading to 14 point and make it bold and underlined. | <input type="checkbox"/> 4.1.6
<input type="checkbox"/> 5.5.1 |
| 15 | Add bullet points to the list:
<i>London</i>
<i>Paris</i>
<i>Milan</i>
<i>Washington</i>
<i>Seattle</i> | <input type="checkbox"/> 5.2.1 |
| 16 | Make sure that the bulleted list is indented by at least 4 centimetres. | <input type="checkbox"/> 5.1.1 |
| 17 | Insert a page break before the paragraph which starts <i>Another possible development of this idea would be to introduce specialist koi ...</i> | <input type="checkbox"/> 5.4.1 |
| 18 | Spell-check and proof-read the document. | <input type="checkbox"/> |
| 19 | Save the document using a new filename and print a draft copy. | <input type="checkbox"/> 11.1.1 |

TASK C – DATA MANIPULATION

You are now going to manipulate and extract some data.

- 20 Using a suitable database package, import the file **KUROKI.CSV** 6.1.1
- 21 Insert the data for the following three records: 6.2.1

Species	Main	Other	Metallic	Rating
Benigoi	Red	None	N	45
Benigoi	Red	None	Y	55
Benigoi	Orange	None	N	56

Check your data entry for errors.

- 22 Save the data. 11.1.1
- 23 Produce a report which:
- shows all the fish where *Species* is **Benigoi** 8.2.1
 - shows all the fields
 - has a page orientation of portrait 9.1.3
 - includes the heading **Benigoi Koi** at the top of the page 9.1.2
 - has your name on the right in the footer. 9.1.3
- 24 Save and print this report. 11.1.2
- 25 Produce a new report from all the data which:
- shows the fish where the *Main* colour is **Yellow** or the *Other* colour is **Yellow** 8.2.1
 - shows only the fields *Species*, *Main*, *Other*, *Rating* 9.1.1
 - is sorted into ascending order of *Species* (with *Ki Bekko* at the top) 8.1.1
 - has the average *Rating* calculated at the bottom of the *Rating* column 7.1.1
 - includes the heading **Koi with Yellow** at the top of the page 9.1.2
 - has your name on the left in the footer. 9.1.3
- 26 Save and print this report. 11.1.2
- 27 Select from all the data all the fish:
- where *Rating* is greater than or equal to **60** 8.2.1
 - sorted into descending order of *Rating* (with 92 at the top) 8.1.1
 - showing only the fields *Species*, *Rating* 9.1.1
- 28 Save this data in a form which can be imported into a text document. 11.1.3

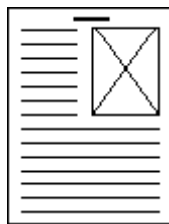
TASK D – INTEGRATION

You are now going to make some changes to the document which you saved in Task B.

- 39 Open the document you saved in Task B. 10.1.1
- 30 Remove the page break inserted in Task B stage 17. 5.4.1
- 31 Set the page orientation to portrait. 4.1.2
- 32 Move the page numbering to the bottom right-hand side of each page. 4.1.3
- 33 Set the top, bottom, left and right margins to 2 centimetres. 4.1.4
- 34 Set the text to single line spacing. 4.1.5
- 35 Make all the text (except for the heading) fully justified. 4.1.6
- 36 Set the text size (except for the heading) to 12 point. 5.5.1
- 37 Create this table after the sentence *Possible locations considered so far are:* 5.3.1
3.2.1

La Roda	Spain	Warm
Whitstable	England	Close to market
Emmen	Netherlands	Natural lakes
Toulouse	France	Warm, good transport
Crawley	England	Close to market

- 38 Import a graphic image of a fish (from clip art, scanner, digital camera or elsewhere), and place this in the top right corner of page 1, below the heading *Kuroki Koi*. 10.1.1
- 39 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



- 40 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 ... *garden centres identifying the specific koi they would put into a pond if they had one*. 10.1.1
- Make sure there is one blank line above and below the table.
- 41 Place a page break, if necessary, to ensure there are no widows, orphans, tables or bulleted lists which overlap two pages. 5.4.1
- 42 Spell-check and proof-read the document.
- 43 Save the document using a new filename and print a final copy. 11.1.1