INFORMATION TECHNOLOGY   **0418/04**

Paper 4: 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 **9** printed pages.

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Local Examinations Syndicate

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DATA ANALYSIS

You work for an international car hire company called Argon Hire. You have been asked by the sales department to calculate the hire charges for vehicles which are to be advertised on the internet.

All currency values should be in dollars with the $ sign visible.

✓

1   Create a data model which looks like this: ☐ **12.1.1**

Insurance Table

Category	Ins
A	0.1
B	0.15
C	0.2
D	0.25
E	0.3
F	0.35

Category	Car Type	Doors	Rate	Ins Rate	Insurance	Total	Deposit

The cells in these columns will represent:

Category	Car types are category A - F
Car Type	The type of each car
Doors	The number of doors on the car
Rate	The daily rate, based on the car type
Ins Rate	Looks up the insurance rate using the category
Insurance	Calculation of the insurance
Total	Calculation of the total cost of car hire
Deposit	Does the car require a security deposit?

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✓

2 In the *Insurance table* name the range of cells which hold the data for *Category* and *Ins*. Give this range the name **ins** ☐ **12.1.4**

3 In the main table in the cell under *Ins Rate*, enter a formula using Lookup. This formula looks up the *Ins* in the *Insurance Table* using the *Category*. ☐ **12.1.4**

4 In the main table in the cell under *Insurance*, enter a formula to multiply the *Rate* by *Ins Rate*. ☐ **12.1.3**

5 In the cell under *Total*, enter a formula which adds the *Rate* to the *Insurance* ☐ **12.1.3**

6 In the *Deposit* column enter a formula to show whether a deposit is required. ☐ **12.1.4**

If the *Rate* is greater than 60, display the word **"Yes"**
If the *Rate* is not greater than 60, display the word **"No"**

7 Format the cells in the *Ins Rate* column to a percentage format. ☐ **14.1.1**

8 Format the cells in the *Rate*, *Insurance* and *Total* columns to display the *$* sign (dollar) with 2 decimal places. ☐ **14.1.1**

9 Copy down all formulae entered in stages 3 - 6 so that at least 8 rows of data can be entered. ☐ **12.1.1**

10 Set your page orientation to landscape. ☐ **14.3.1**

11 Save the data model and print a copy of the sheet showing the formulae used. Make sure that the contents of all cells are visible and that the printout fits on a single printed page. ☐ **14.2.1** **15.1.1**

12 Enter the following data into the model to test that it works correctly: ☐ **12.1.2** **12.2.1**

Category	Car Type	Doors	Rate	Ins Rate	Insurance	Total	Deposit
A	Economy	2	38				
B	Compact	2	44				
B	Compact	4	48				
C	Intermediate	2	58				
C	Intermediate	4	60				
D	Jeep wrangler	2	78				
E	Premium	4	94				
F	Luxury	4	95				

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✓

13	Save this data and print a copy showing the values. Make sure that the contents of all cells are visible and that the printout fits on a single printed page.	☐	**14.2.1** **15.1.1**
14	Produce a printout showing only the rows where the *Total* is greater than *60* but less than *100* and *Doors* are *2*	☐	**13.1.1** **15.1.1**
15	Produce a printout showing only the rows where the *Total* is greater than *50* and the *Category* is *B* or *C*	☐	**13.1.1** **15.1.1**

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WEBSITE AUTHORING

You are going to prepare web pages for a car hire company called Argon Hire. These pages will give information about the company and its products.

		✓	
1	Download the following files from http://www.hothouse-design.co.uk/2003webc to your own work area:	☐	**16.1.1** **16.2.1**

         AHINTRO.HTM
         AHMENU.TXT
         ARGHIRE.HTM
         CARS2003.JPG
         HIRE2003.JPG
         HOMEICON.JPG

2   Using a suitable software package, prepare the following styles for use within all pages on this website: ☐   **17.1.1** **17.1.2** **17.1.3** **17.1.4**
- H1 – Dark green, sans-serif font (e.g. Arial), largest (e.g. 40 point), bold, centred
- H2 – Bright blue, sans-serif (e.g. Arial), italic, smaller (e.g. 16 point), left aligned
- H3 – Bright green, serif (e.g. Times New Roman), smallest (e.g. 12 point), left aligned.

Save the stylesheet and attach it to each web page as you create it.

3   Using a suitable software package, create a new homepage **AHHOME.HTM** This page will have a heading at the top, menu options on the left and a text/graphics area on the right. It should look like this: ☐   **18.1.1**

4   Enter the heading **Argon Hire** as style H1.   ☐   **17.1.4**

5   Place the contents of **AHMENU.TXT** down the left side of the page to create the menu options in style H2.   ☐   **18.1.2** **17.1.4**

6   Create a hyperlink for the item *Car Types* to point to the file **AHINTRO.HTM** which should open in a new window called **EXTERNAL**   ☐   **18.2.1** **18.2.2**

     Note that the web page which you have linked to is not yet complete.

7   In the text/graphics area on the right, create a table which has 5 rows and 2 columns.   ☐   **19.1.1**

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8   Merge the top two cells of the table.   ✓
Merge the two cells in row 3.   ☐   **19.1.3**

9   Set a 6 point border size for the table.   ☐   **19.1.2**

10   Use the contents of the file **AHINTRO.HTM :**   ☐   **17.1.4**
                                                                        18.1.1

- Place the heading: *Our Services* in the top cell and format this as style H1

- Place the text which starts *Car Hire for …* in the left cell in row 2 and format this as style H2

- Place the text which starts *We have a wide …* in the cell in row 3 and format this as style H3

- Place the text *Quality Assurance* into the left cell in row 4 and format this as style H2

- Place the text *Weekly Hire Charges* into the right cell in row 4 and format this as style H2

- Place the text which starts *We ensure all …* into the left cell in row 5 and format this as style H3

- Place the text which starts *All vehicles come …* into the right cell in row 5 and format this as style H3.

11   Import the image **CARS2003.JPG** and place it in the right cell in row 2.   ☐   **20.1.1**
Set the width to 150 pixels and maintain the aspect ratio. Make sure that   **20.1.2**
the whole image is visible.   **20.2.1**

12   Make sure that you have attached the stylesheet to this page and save it   ☐   **21.1.1**
as **AHHOME.HTM**

Print this page as it is viewed in your browser. Print a copy of the HTML source.

13   Open the file **HOMEICON.JPG** in a suitable application. Change its size   ☐   **20.2.2**
to 35 pixels wide and maintain the aspect ratio. Ensure that the colour
depth is 256 colours (8 bit colour) and save the file as **HOMEICON.GIF**

14   Open the file **ARGHIRE.HTM**   ☐   **20.1.1**
Import the image **HIRE2003.JPG** to the right of the page. Reduce the   **20.1.2**
image **HIRE2003.JPG** to 225 pixels wide and maintain the aspect ratio.   **20.2.1**
Place this image to the right of the text in the table. Replace the text *click*   **20.2.2**
here (at the bottom of the page) with the image **HOMEICON.GIF** Make   **18.2.1**
this a link (in the same window) to the file **AHHOME.HTM**

15   Make sure that you have attached the stylesheet to this page and save it   ☐   **17.1.4**
as **ARGHIRE.HTM** Apply the styles H1, H2 and H3 to text on the page.   **21.1.1**

Print this page as it is viewed in your browser. Print a copy of the HTML source.

PRESENTATION AUTHORING

You work for an international car hire company called Argon Hire. You are going to set up a presentation for use in the company's reception area. You will produce a presentation to be viewed on a computer monitor and you will also produce handouts for customers.

			✓	
1	Set up a new presentation consisting of 3 slides. The slide master must have a pale green background and your name and today's date in small black text in the bottom left corner. Place the auto slide number at the bottom right of each slide. Place clipart on the master slide as a logo at the top right of the each slide.		☐	**22.1.1** **22.3.1**
2	Set the following styles of text throughout the entire presentation:		☐	**22.1.1**

    Heading: Dark green, left aligned, large font (between 50 and 72 point)

    Subheading: Bright blue, left aligned, medium font (between 36 and 44 point)

    Bulleted list: Bright blue, left aligned, small font (between 18 and 32 point). Use a bullet of your choice.

On the first slide:

3	Enter the heading **Argon Hire**		☐	**22.2.1**
4	Enter the subheading **Experts in the area of car hire for the past 6 years** below the heading.		☐	**22.2.1**

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On the second slide:

✔

5   Enter the heading **Our weekly hire charges** in the same style as the first slide.   ☐   **22.2.1**

6   Produce a chart on the left side of the slide from the following data: ☐   **22.3.2**

Model	Cost
Mini	41.80
Economy	42.90
Compact	50.60
Intermediate	62.40
Jeep Wrangler	97.50
Minivan	111.80
Fullsize	120.15
Premium	131.60
Luxury	137.75

7   Produce a list on the right side of the slide, as shown below: ☐   **22.2.1**

- **Many cars to choose from**
- **All with full insurance**
- **Daily rates quoted**
- **Weekly rates available**

8   Draw a green line between the chart and the list on this slide. This should   ☐   **22.3.3**
separate the chart from the bullet list.

9   The bullets should be set to appear one at a time.   ☐   **23.2.1**

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On the third slide:

✓

10   Enter the heading **Various pick-up points** in the same style as the first slide.   ☐   **22.2.1**

11   Enter the following bulleted list on the left side of the slide: ☐   **22.2.1**

- **At the airport**
- **At your hotel**
- **At your villa**
- **At our main office**

12   Insert the graphic **CARSALE.JPG**   ☐   **22.3.1**

Resize and position it so that it almost fills the right half of the slide underneath the heading.

For the whole presentation:

13   Use the same transitional effect between slides.   ☐   **23.1.1**

14   Use one animation effect on the title of all slides.   ☐   **23.2.1**

15   Save the presentation using a new filename. Print the presentation with three slides to a page.   ☐   **24.1.1**

(Please note – your tutor will need to assess the transitions and animations before submitting your work.)