INFORMATION TECHNOLOGY　　　　　　　　　　　**0418/04**

Paper 4: Practical Test

October/November 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.

DATA ANALYSIS

You work for an international company called Gem Export, which sells jewels and precious stones.

You have been asked by the marketing department to calculate the cost of the gems which are going 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**

Cutting options

Gem cut	cabochons	faceted
Cutting cost	5	10

Name	Precious	Gem cut	Carat	Carat Value	Cut Cost	Insurance	Total Value

The cells in these columns will represent:

Name	Name of the gems
Precious	The type of each gem
Gem cut	The cut of the gem face
Carat	The weight of each gem
Carat Value	The cost per carat
Cut Cost	The cost of cutting each gem
Insurance	Calculation of the insurance
Total Value	Calculation of the total cost of the gem

2   In the *Cutting options* table name the range of cells which hold the data for   ☐ **12.1.4**
     Gem cut and *Cutting cost*. Give this range the name **cut**

✔

3	In the main table in the cell under *Cut Cost*, enter a formula using Lookup. This formula looks up the *Cutting Cost* in the *Cutting options* table using the *Gem cut* and divides this value by the *Carat.*	**12.1.3** **12.1.4**
4	In the cell under *Insurance* enter a formula to calculate the insurance cost.	**12.1.3**

If the *Precious* data is *p*, calculate *Carat* x 2.50
If the *Precious* data is not *p*, calculate *Carat* x 1.50

5	In the cell under *Total Value*, enter a formula which multiplies the *Carat* by the *Carat Value* and adds the *Cut Cost* and *Insurance.*	**12.1.3**
6	Format the cells in the *Carat Value, Cut Cost, Insurance* and *Total Value* columns to display the *$* sign with 2 decimal places.	**14.1.1**
7	Copy down all formulae entered in stages 3 – 5 so that at least 12 rows of data can be entered.	**12.1.1**
8	Set your page orientation to landscape.	**14.3.1**
9	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**
10	Enter the following data into the model to test that it works correctly.	**12.1.2** **12.2.1**

Name	Precious	Gem cut	Carat	Carat Value	Cut Cost	Insurance	Total Value
Amethyst	sp	faceted	17.9	5.00			
Amethyst	sp	cabochons	25.87	6.00			
Aquamarine	sp	faceted	2.23	31.50			
Citrine	sp	faceted	18.88	12.00			
Diamond	p	faceted	0.29	862.00			
Emerald	p	cabochons	0.42	357.00			
Garnet	sp	cabochons	6.34	26.00			
Peridot	sp	faceted	3.52	30.00			
Ruby	p	faceted	0.7	286.00			
Sapphire	p	faceted	1.51	100.00			
Tanzanite	sp	cabochons	1.12	151.00			
Topaz	sp	faceted	15.8	11.00			

[Turn over

✓

11 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

12 Produce a printout showing only the rows where the *Total Value* is greater than **150** and *Precious* is *sp*

☐ **13.1.1**
15.1.1

13 Produce a printout showing only the rows where the *Gem cut* equals *faceted* and *Insurance* is less than **5**

☐ **13.1.1**
15.1.1

[Turn over

WEBSITE AUTHORING

You are going to prepare some web pages for Gem Export, an international company which sells jewels and precious stones. These pages will give information about the company and its products.

			✓	

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

      GEINTRO.HTM
      GEMENU.TXT
      GEMS.HTM
      GEMS2003.JPG
      HOMEICON.JPG
      PRES2003.JPG

2   Using a suitable software package, prepare the following styles for use   □   **17.1.1**
     within all pages on this website: **17.1.2**
     - H1 – Dark blue, serif font (e.g. Times New Roman), largest (e.g. 36   **17.1.3**
       point), bold, centred   **17.1.4**
     - H2 – Bright blue, sans-serif (e.g. Arial), italic, smaller (e.g. 14 point),
       left aligned
     - H3 – Bright blue, sans-serif (e.g. Arial), smallest (e.g. 12 point), fully
       justified
     Save the stylesheet and attach it to each web page as you create it.

3   Using a suitable software package, create a new homepage   □   **18.1.1**
     GEHOME.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:

4   Enter the heading **Gem Export** as style H1.   □   **17.1.4**

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

6   Create a hyperlink for the item *Stones* to point to the file **GEMS.HTM**   □   **18.2.1**
     which should open in a new window called **EXTERNAL**   **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   □   **19.1.1**
     2 columns.

[Turn over

✓

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

9 Set a 4 point border size for the table.   ☐ **19.1.2**

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

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

- Place the text which starts *Precious and Semi …* 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 *Weight and Cost* into the right cell in row 4 and format this as style H2

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

- Place the text which starts *Our products vary …* in the right cell in row 5 and format this as style H3.

11 Import the image **GEMS2003.JPG** and place it in the right cell in row 2. Set the width to 100 pixels and the height to 100 pixels. Make sure that the whole image is visible.   ☐ **20.1.1**
20.1.2
20.2.1

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

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 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**   ☐ **20.2.2**

14 Open the file **GEMS.HTM**
Import the image **PRES2003.JPG** to the right of the page. Enlarge the image **PRES2003.JPG** to 150 pixels wide and maintain the aspect ratio. Place this image to the right of the text in the table. Replace the text *click here* (at the bottom of the page) with the image **HOMEICON.GIF** Make this a link (in the same window) to the file **GEHOME.HTM**   ☐ **20.1.1**
20.1.2
20.2.1
20.2.2
18.2.1

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

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

[Turn over

PRESENTATION AUTHORING

You work for an international company called Gem Export. You are going to set up a presentation for use at exhibitions. Presenter notes need to be developed with the slides.

✓

1   Set up a new presentation consisting of 3 slides. The slide master must have a   ☐   **22.1.1**
pale blue background and your name and today's date in small black text in the
top left corner. Place the auto slide number at the bottom right of each slide.

2   Set the following styles of text throughout the entire presentation: ☐   **22.1.1**

    Heading: Dark blue, right aligned, large font (between 52 and 68 point)

    Subheading: Bright blue, left aligned, medium font (between 32 and 48 point)

    Bulleted list: Bright blue, left aligned, small font (between 20 and 28 point).
                     Use a bullet of your choice.

On the first slide:

3   Enter the heading **Gem Export**   ☐   **22.2.1**

4   Enter the subheading **Exporters of precious and semi-precious gems** below   ☐   **22.2.1**
the heading.

5   Add the following presenter notes to this slide: ☐   **22.2.1**

    Introduce yourself and your role within the company.

[Turn over

On the second slide:

✓

6   Enter the heading **Cost of precious gems** in the same style as the first slide.   ☐   **22.2.1**

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

Type	Cost
Diamond	285
Emerald	163
Ruby	216
Sapphire	161

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

- **Diamond**
- **Emerald**
- **Ruby**
- **Sapphire**

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

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

11   Add the following presenter notes to this slide: ☐   **22.2.1**

The chart shows the individual gem cost of our current stock.

On the third slide:

✔

12   Enter the heading **Semi-precious gems** in the same style as the first slide.   ☐   **22.2.1**

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

- **Amethyst**
- **Aquamarine**
- **Citrine**
- **Garnet**
- **Peridot**
- **Tanzanite**
- **Topaz**

14   Insert the graphic **GEMS2003.JPG**   ☐   **22.3.1**

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

15   Add the following presenter notes to this slide: ☐   **22.2.1**

We have a wide selection of semi-precious stones in stock. Why not visit our website at http://www.gemexp.com

For the whole presentation:

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

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

18   Save and print the presentation showing all presenter notes.   ☐   **24.1.1**

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