UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY   **0418/04**

Paper 4: Practical Test
                                                                May/June 2004

                                                                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.

UNIVERSITY *of* CAMBRIDGE
International Examinations   **[Turn over**

DATA ANALYSIS

You work for a stationery company called Pens4U. Your manager has asked you to calculate the value of current orders.

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

Date	Company	Description	Order Value	Discount Value	Total
	Stokers				
	Caprossi				
	Aztec Supplies				
	Kwik Mart				
	Caprossi				
	Russell Card				
	Aztec Supplies				
	Kwik Mart				
	Russell Card				
	Cooper Briggs				
	Kwik Mart				
	Stokers				

Information Table		
Discount	0.05	0.08
Number of orders		

The cells in these columns will represent:

Date	The date of the order
Company	The name of the customer
Description	The description of the stationery item ordered
Order Value	The value of each order before discount
Discount Value	The discount value given to each customer based on the order value
Total	Total amount of order after the discount is subtracted

2   In the *Information Table* name the cell containing the data *0.05* as **five**   ☐   **12.1.3**

Name the cell containing the data *0.08* as **eight**

These named cells will be used to calculate the *Discount Value.*

3   In the main table in the cell under *Discount Value*, enter a formula to calculate the discount of the first order: ☐   **12.1.4**

If the *Order Value* is **greater than 125**, then multiply the *Order Value* by the named cell *eight*; if not, then multiply the *Order Value* by the named cell *five*

4   In the main table in the cell under *Total* enter a formula which subtracts the *Discount Value* from the *Order Value*   ☐   **12.1.3**

5   In the *Information Table* format the cells named *five* and *eight* to display the % value and 0 decimal places, e.g. 5%.   ☐   **14.1.1**

			✔	
6	In the *Information Table* use a function to count the number of orders received using the *Company* column.		☐	**12.1.4**
7	Format the cells in the *Order Value, Discount Value, and Total* columns to display the *$* sign (dollar) with 2 decimal places.		☐	**14.1.1**
8	Copy down all formulae entered in steps 3 - 4 so that at least 12 rows of data can be entered.		☐	**12.1.1**
9	Set your page orientation to landscape.		☐	**14.3.1**
10	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 onto a single printed page.		☐	**14.2.1** **15.1.1**
11	Enter the following data into the model to test that it works correctly:		☐	**12.1.2** **12.2.1**

Date	Company	Description	Order Value	Discount Value	Total
15 June 2004	Stokers	Plastic Pockets	912.5		
15 June 2004	Caprossi	Assorted Pens	125		
28 June 2004	Aztec Supplies	A4 Ring Binders	375		
01 July 2004	Kwik Mart	Notebooks	150		
01 July 2004	Caprossi	Rubbers	30		
01 July 2004	Russell Card	Cases	213.75		
12 July 2004	Aztec Supplies	Lever Arch Files	337		
12 July 2004	Kwik Mart	Keyrings	148.5		
23 July 2004	Russell Card	A4 Ruled Paper	437.5		
08 August 2004	Cooper Briggs	Assorted Cards	275		
16 August 2004	Kwik Mart	Sticky Tape	80		
08 September 2004	Stokers	File Separators	375		

			✔	
12	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 onto a single printed page.		☐	**14.2.1** **15.1.1**
13	Produce a printout showing only the rows where the *Company* is **equal to Aztec Supplies** or **Stokers** and the *Order Value* is **greater than 345**		☐	**13.1.1** **15.1.1**

WEBSITE AUTHORING

Your manager has asked you to prepare web pages for a gym equipment company called Gymnastic. These pages will give information about the company and its products.

✔

1 Download the following files from   ☐ **16.1.1**
http://www.hothouse-design.co.uk/2004webb to your own work area: **16.2.1**

   SWAB4TRD.HTM
   SWAB4INT.HTM
   SWAB4MEN.TXT
   SWAB4STP.JPG
   SWAB4ICO.JPG
   SWAB4TRD.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**
  17.1.3
  17.1.4

   • H1 – red, sans-serif font (e.g. Arial), largest (e.g. 45 point), bold,
     centred
   • H2 – bright blue, serif (e.g. Times New Roman), bold, italic, smaller
     (e.g. 18 point), left aligned
   • H3 – bright blue, sans-serif (e.g. Arial), smallest (e.g. 14 point), left
     aligned

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

3 Print a copy of the stylesheet that is to be attached to each page as html   ☐ **21.1.1**
source code.

   Make sure that your name is on this printout.

4 Using a suitable software package, create a new homepage   ☐ **18.1.1**
GMHOME.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:
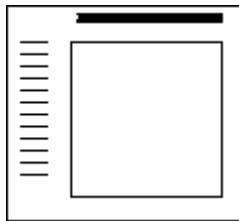
5 Enter the heading **GYMNASTIC** as style H1.   ☐ **17.1.4**

6 Place the contents of **SWAB4MEN.TXT** down the left side of the page to   ☐ **18.1.2**
create the menu options in style H2. **17.1.4**

7 Create a hyperlink for the item *Treadmill* to point to the file   ☐ **18.2.1**
SWAB4TRD.HTM   which should open in a new window called **18.2.2**
EXTERNAL

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

✔

8 In the text/graphics area on the right, create a table which has 4 rows and 3 columns. Your table is going to look like this: ☐ **19.1.1**

A	B	C
D	E	
F	G	H
I	J	

9 Merge rows 1 and 2 in the 3rd column creating cell **C**, as shown above.
Merge rows 3 and 4 in the 3rd column creating cell **H**, as shown above. ☐ **19.1.3**

10 Set a 3 point border for the table. ☐ **19.1.2**

11 Using the contents of the file **SWAB4INT.HTM** ☐ **17.1.4**
18.1.1

- place the text *What we do* into cell **A** and format this as style H2
- place the text which starts: *We sell both*...into cell **B** and format this as style H3
- place the text *How we do this* into cell **D** and format this as style H2
- place the text which starts: *Because we run …*into cell **E** and format this as style H3
- place the text *Where we are based* into cell **F** and format this as style H2
- place the text which starts: *Our Head Office…*into cell **G** and format this as style H3
- place the text *How you can order* into cell **I** and format this as style H2
- place the text which starts: *You can order…*and…*We also produce….*into cell **J** and format this as style H3.

12 Import the image **SWAB4TRD.JPG** and place it in cell **C** ☐ **20.1.1**

Import the image **SWAB4STP.JPG** and place it in cell **H**
Make sure that the whole image is visible.

Centre align both images.

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

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

14 Open the file **SWAB4ICO.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 **SWAB4ICO.GIF** ☐ **20.2.1**
20.2.2

6

15 Open the file **SWAB4TRD.HTM**   ✔ **20.1.1**
   Import the image **SWAB4TRD.JPG** to the right cell of the table.   □ **20.1.2**
   Resize the image **SWAB4TRD.JPG** to 500 pixels wide and maintain the   **20.2.1**
   aspect ratio.   **20.2.2**
   Place this image to the right of the text in the table.   **20.2.1**
   Replace the text *click here* (at the bottom of the page) with the image
   SWAB4ICO.GIF
   Make this a link (in the same window) to the file **GMHOME.HTM**

16 Make sure that you have attached the stylesheet to this page and save it   □ **17.1.4**
   as **SWAB4TRD.HTM** Apply the styles H1, H2 and H3 to text on the   **21.1.1**
   page.

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

PRESENTATION AUTHORING

Your manager has asked you to set up a presentation for a stationery company called Pens4U.

The medium for delivery will be a multimedia projector. 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 light blue background and your name and today's date in small black text placed in the top right corner. It must also contain a clipart image displaying office equipment or stationery, as a logo placed in the top left corner. The logo must be resized so that it does not overlay any slide text. ☐ **22.1.1** **22.3.1**

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

   Heading: Dark blue, centred, large font (between 50 and 68 point)

   Subheading: Bright blue, centred, medium font (between 36 and 48 point)

   Bulleted list: Dark green, left aligned, small font (between 16 and 34 point)
                     Use a bullet of your choice.

On the first slide:

3   Enter the heading **Pens4U** ☐ **22.2.1**

4   Enter the subheading **Stationery Suppliers** below the heading. ☐ **22.2.1**

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

   Introduce yourself and your role within the company.

8

On the second slide:

		✔	
6	Enter the heading **Paper Products and Costs** in the same style as the first slide.	☐	**22.2.1**
7	Enter the following list on the left side of the slide, as shown below:	☐	**22.2.1**

> ➤ **Spiral notebooks**
> ➤ **A4 ruled paper pads**
> ➤ **Assorted A4 colour cards**

8 Produce a vertical bar chart from the following data: ☐   **22.3.2**

Product	$
10 Spiral notebooks	**90.00**
25 A4 ruled paper pads	**57.50**
25 Assorted A4 colour cards	**75.00**

Place this chart on the right side of the slide. Do not display a legend.

9 Draw a thick dark blue line between the heading and the rest of the slide content.   ☐   **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**

We have a wide variety of products but keep our costs simple. Visit our website for special offers.

On the third slide:

✔

12   Enter the heading **On-line services** in the same style as the first slide.   ☐   **22.2.1**

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

> ➤   **paper & card**
> ➤   **pens & pencils**
> ➤   **envelopes**
> ➤   **binders & files**

14   Place a further clipart image showing stationery, e.g. pens, paper, on this page to the right of the bullets.   ☐   **22.3.1**

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

The company provides this service locally.

Pick up the phone or visit our website.

For the whole presentation:

16   Use the same transitional effect between each slide.   ☐   **23.1.1**
                                                                                                      23.1.2

17   Use only one animation effect on the title of each slide.   ☐   **23.2.1**

18   Save the presentation using a new filename. Print the presentation in notes format showing all presenter notes.   ☐   **24.1.1**

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