

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY

0418/03

Paper 3: Practical Test

October/November 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 **6** printed pages.



You work for an international company called Hothouse Design. You are going to help plan and design a new manufacturing plant for a large company.

TASK A - COMMUNICATION

- | | | | |
|---|--|-------------------------------|---|
| 1 | Send a message to design.h@ucles.org.uk which contains the subject line STANDARD2004B 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. | <input type="checkbox"/> | 1.2.1
1.3.1 |
| | The message should say Here is the requested file. | | |
| | Add your name to the end of the message. | | |
| 4 | Print a copy of this e-mail, showing clearly that the attachment is present.

Send the e-mail. | <input type="checkbox"/> | 11.1.1 |

TASK B – DOCUMENT PRODUCTION

You are now going to edit a document about the proposed manufacturing plant.

- | | | | |
|----|--|--------------------------|----------------|
| | | ✓ | |
| 5 | Using a suitable software package, load the file SCB4MANU.TXT | <input type="checkbox"/> | 3.1.1 |
| 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 | Place your name left aligned and today's date right aligned in the header. Place the page number left aligned in the footer. | <input type="checkbox"/> | 4.1.3 |
| | Make sure that headers and footers are displayed on each page. | | |
| 9 | Set the top, bottom, left and right margins to 3 centimetres. | <input type="checkbox"/> | 4.1.4 |
| 10 | Set the text to single 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 12 point. | <input type="checkbox"/> | 5.5.1 |
| 13 | Insert the heading Quattichem – Phase 2 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 24 point and make it underlined. | <input type="checkbox"/> | 4.1.6
5.5.1 |
| 15 | Add bullet points to the list:
<i>economic factors</i>
<i>political stability</i>
<i>availability of water</i>
<i>good transport links</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>The dry raw materials for the two processes...</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 **SCB4AFR.CSV** 6.1.1
- 21 Insert the data for the following three records: 4.4.1
- | Country | Region | Population | Density | Energy | Imports | Exports |
|-----------|--------|------------|---------|--------|---------|---------|
| Botswana | Africa | 1.5 | 3 | 0.01 | 1153 | 1302 |
| Gabon | Africa | 1.2 | 5 | 0.87 | 667 | 2055 |
| Swaziland | Africa | 1 | 55 | 0.01 | 1090 | 855 |
- 6.2.1
- Check your data entry for errors.
- 22 Save the data. 11.1.1
- 23 Produce a report which:
- shows only the countries where the *Population* is **less than 2** 8.2.1
 - shows all the fields 9.1.1
 - sorts the data into ascending alphabetical order of *Country* (with *Botswana* at the top) 8.1.1
 - has a page orientation of portrait 9.1.3
 - includes the heading **Low population** 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 only the countries where the *Density* is **less than 20** and the *Energy* use is **greater than 0.5** 8.2.1
 - shows only the fields *Country, Region, Density, Energy* 9.1.1
 - is sorted into descending order of *Density* (with *12* at the top) 8.1.1
 - has the maximum *Energy* value calculated at the bottom of the *Energy* column 7.1.1
 - includes the heading **Low density and high energy** 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, only the countries:
- where *Imports* are **greater than 100** and **less than 500** 8.2.1
 - with the *Exports* **less than 50** 8.2.1
 - showing only the fields *Country, Density, Imports and Exports* 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.

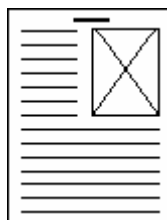
- 29 Open the document you saved in Task B. 3.1.1 ✓
- 30 Remove the page break inserted in Task B step 17. 5.4.1
- 31 Set the page orientation to portrait. 4.1.2
- 32 Move the page numbering so that it is right aligned in the footer of each page. 4.1.3
- 33 Set the top, bottom, left and right margins to 2 centimetres. 4.1.4
- 34 Set the text to 1.5 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 10 point. 5.5.1
- 37 Create a table with 5 rows and 3 columns after the sentence which ends...*potential country which summarises key employment factors like this:* 5.3.1
3.2.1

Enter the following data into this table:

Activity	Region	Percentage
Industry	Cottage Industry	7%
Agriculture	Coffee, Maize	56%
Unemployed		34%
Education or Other		3%

- 38 Import a graphic image showing construction or building (from clip art, scanner, digital camera or elsewhere), and place this in the top right corner of page 1. 10.1.1
- 39 Change the image so that: 3.3.2
- it is re-sized to fill a quarter of the page
 - the text wraps around the image
 - it appears below the title

It should look like this:



- 40 You now need to import the data which you saved at the end of Task C. 10.1.1
- Insert this data as a table after the paragraph which ends: *The starting point for this team will be the following countries:*
- Make sure there is one blank line above and below the table.
- 41 Spell-check and proof-read the document. 5.4.1
- Place page breaks, if necessary, to ensure that:
- tables do not overlap two pages
 - bulleted lists do not overlap two pages
 - there are no widows
 - there are no orphans
 - there are no blank pages
- 42 Save the document using a new filename and print a final copy. 11.1.1

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