

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY

0418/04

Paper 4: 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 **9** printed pages.



DATA ANALYSIS

You work for a gym equipment company called *Gymnastic*. Your manager has asked you to calculate the value of current stock for exercise bikes and treadmills.

- 1 Create a data model which looks like this:



12.1.1

Information Table		
Mark-up	0.05	0.1
Number of items	Treadmills	

Date	Equipment	Type	Purchase price	Mark-up price	Retail price
	Treadmill				
	Treadmill				
	Exercise bike				
	Treadmill				
	Treadmill				
	Exercise bike				
	Treadmill				
	Exercise bike				
	Treadmill				
	Treadmill				
	Exercise bike				
	Exercise bike				

The cells in these columns will represent:

<i>Date</i>	The date the stock arrives
<i>Equipment</i>	The category of the equipment
<i>Type</i>	Equipment Details
<i>Purchase Price</i>	The initial cost of each item
<i>Mark-up Price</i>	The value added to each item based on the Purchase price
<i>Retail price</i>	The retail value of stock including mark-up price

Information Table

<i>Mark-up</i>	The percentage added on all stock items
<i>Number of items</i>	Count of the number of items in stock.

- 2 In the *Information Table* name the cell that holds the data for 0.05 as **five**



12.1.3

Name the cell that holds the data 0.1 as **ten**

These named cells will be used to calculate the *Mark-up price*.

- 3 In the main table in the cell under *Mark-up Price*, enter a formula to calculate the mark-up on the first stock item: 12.1.4
- If the *Purchase price* is **greater than 500** then multiply the *Purchase price* by the named cell **ten** to calculate the *Mark-up price*
- If the *Purchase price* is **not greater than 500** then multiply the *Purchase price* by the named cell **five** to calculate the *Mark-up price*
- 4 In the main table in the cell under *Retail price* enter a formula which adds the *Mark-up price* to the *Purchase price* 12.1.3
- 5 In the *Information Table* format the cells containing the data 0.05 and 0.1 to display the % value to 0 decimal places, e.g. 5% 14.1.1
- 6 In the *Information Table* use a function to count the number of Treadmills in stock. Place the result below the heading *Treadmills* 12.1.4
- 7 Format the cells in the *Purchase price*, *Mark-up price*, and *Retail price* 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 on 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

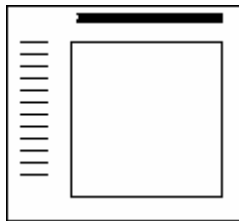
Date	Equipment	Type	Purchase price
June 24, 2004	Treadmill	Programmable	999
June 30, 2004	Treadmill	Pulse controlled	2250
July 6, 2004	Exercise bike	Fitness	350
July 15, 2004	Treadmill	Manual	495
July 19, 2004	Treadmill	Programmable folding	1870
July 20, 2004	Exercise bike	Recumbent	570
July 26, 2004	Treadmill	Electronic foldaway	2485
August 2, 2004	Exercise bike	Magnetic	749
August 2, 2004	Treadmill	Electronic foldaway	729
August 7, 2004	Treadmill	Programmable	3195
August 17, 2004	Exercise bike	Swing folding	599
August 22, 2004	Exercise bike	Magnetic	279

- 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 on a single printed page. 14.2.1
15.1.1
- 13 Produce a printout showing only the rows where the *Type* contains **foldaway** or **folding** 13.1.1
15.1.1

WEBSITE AUTHORING

Your manager has asked you to prepare web pages for a stationery company called Pens4U. 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/2004weba> to your own work area: 16.2.1
- SWAA4PEN.HTM**
SWAA4INT.HTM
SWAA4MEN.TXT
SWAA4PST.JPG
SWAA4ICO.JPG
SWAA4PEN.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 – dark blue, serif font (e.g. Times New Roman), largest (e.g. 45 point), bold, centred
 - H2 – bright blue, sans-serif (e.g. Arial), bold, italic, smaller (e.g. 18 point), left aligned
 - H3 – bright green, sans-serif (e.g. Arial), smallest (e.g. 14 point), fully justified
- 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 your name is on this printout.
- 4 Using a suitable software package, create a new homepage 18.1.1
PUHOME.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 **PENS4U** as style H1. 17.1.4
- 6 Place the contents of **SWAA4MEN.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 *Pens* to point to the file **SWAA4PEN.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.

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

A	B		
C	D	E	
		F	G
H	I	J	K

- 9 Merge the top four cells of the table into two columns **A B**, as shown above. 19.1.3

Split the last two cells in row two to make two columns and two rows **E F G**, as shown above.

Merge the top two cells, which have just been split into two, into one cell **E**, as shown above.

- 10 Set a 4 point border size for the table. 19.1.2

- 11 Using the contents of the file **SWAA4INT.HTM** 17.1.4
18.1.1

- place the heading which starts: *POSTAGE COSTS* in cell **B** and format this as style H2
- place the text *BRUNEI* into cell **C** and format this as style H2
- place the text *U.S.A.* into cell **D** and format this as style H2
- place the text which starts: *REST OF WORLD* into cell **E** and format this as style H2
- place the text *AIRMAIL* into cell **F** and format this as style H3
- place the text *SURFACE MAIL* into cell **G** and format this as style H3
- place the rest of the text as one price in each cell and format this row as style H3:

US\$5.50 in cell **H**

US\$6.50 in cell **I**

US\$8.00 in cell **J**

US\$5.00 in cell **K**

- 12 Import the image **SWAA4PST.JPG** and place it in the first row to the left of the heading text. Make sure that the whole image is visible. 20.1.1

- 13 Make sure that you have attached the stylesheet to this page and save it as **PUHOME.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 **SWAA4ICO.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 **SWAA4ICO.GIF** 20.2.1
20.2.2

- 15 Open the file **SWAA4PEN.HTM** 20.1.1
Import the image **SWAA4PEN.JPG** to the right cell of the table. 20.1.2
Resize the image **SWAA4PEN.JPG** to 300 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. 18.2.1
Replace the text *click here* (at the bottom of the page) with the image
SWAA4ICO.GIF
Make this a link (in the same window) to the file **PUHOME.HTM**
- 16 Make sure that you have attached the stylesheet to this page and save it 17.1.4
as **SWAA4PEN.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 AUTHORIZING

Your manager has asked you to set up a presentation for a gym equipment company called *Gymnastic*.

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 green background and your name and today's date in small black text placed in the top right corner. It must also contain clipart from a sports category as a logo placed in the top left corner. The logo must be resized so that it does not overlay any slide text. | ✓
<input type="checkbox"/> | 22.1.1
22.3.1 |
| 2 | Set the following styles of text throughout the entire presentation:
Heading: Dark green, centred, large font (between 50 and 68 point)
Subheading: Bright green, centred, medium font (between 36 and 48 point)
Bulleted list: Bright green, left aligned, small font (between 16 and 34 point)
Use a bullet of your choice. | <input type="checkbox"/> | 22.1.1 |

On the first slide:

- | | | | |
|---|---|--------------------------|--------|
| 3 | Enter the heading Gymnastic | <input type="checkbox"/> | 22.2.1 |
| 4 | Enter the subheading Gym Equipment Suppliers below the heading. | <input type="checkbox"/> | 22.2.1 |
| 5 | Add the following presenter notes to this slide:

Introduce yourself and your role within the company. | <input type="checkbox"/> | 22.2.1 |

On the second slide:

- 6 Enter the heading **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
- **treadmill**
 - **exercise bike**
 - **home gym**
 - **rowing machine**
- 8 Produce a vertical bar chart from the following data: 22.3.2

Product	\$
treadmill	1100
exercise bike	259
home gym	2475
rowing machine	550

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

- 9 Add a thick dark green horizontal 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. Visit one of our stores soon.

On the third slide:

- | | | | |
|----|--|-------------------------------|--------|
| 12 | Enter the heading We deliver to: in the same style as the first slide. | ✓
<input type="checkbox"/> | 22.2.1 |
| 13 | Enter the following list on the right side of the slide: | <input type="checkbox"/> | 22.2.1 |
| | <ul style="list-style-type: none"> ➤ Brunei ➤ Greece ➤ Italy ➤ Malaysia ➤ Iran | | |
| 14 | Place a further clipart image showing countries, e.g. world, city, on this page to the left of the bullets. | <input type="checkbox"/> | 22.3.1 |
| 15 | Add the following presenter notes to this slide: | <input type="checkbox"/> | 22.2.1 |
| | <p>The company has branches in all these locations.</p> <p>Staff are just waiting for your visit.</p> | | |

For the whole presentation:

- | | | | |
|----|---|--------------------------|------------------|
| 16 | Use the same transitional effect between each slide. | <input type="checkbox"/> | 23.1.1
23.1.2 |
| 17 | Use only one animation effect on the title of each slide. | <input type="checkbox"/> | 23.2.1 |
| 18 | Save the presentation using a new filename. Print the presentation in notes format showing all presenter notes. | <input type="checkbox"/> | 24.1.1 |

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

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