

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
International General Certificate of Secondary Education

**INFORMATION TECHNOLOGY**

**0418/04**

Paper 4: Practical Test

May/June 2005

**2 hours 45 minutes**

Additional Materials: Candidate Source Files

**READ THESE INSTRUCTIONS FIRST**

Make sure that your name, centre number and candidate number are printed 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 **10** printed pages.



**DATA ANALYSIS**

You work for an electrical retail company called *Electry*. Your manager has asked you to calculate the current stock position for stock items.

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

1 Create a data model which looks like this:



1.1.1

<b>Information Table</b>	
Mark-up	0.03
	0.05
<b>Number of items</b>	
Small	
Large	

Date	Item	Size of item	Purchase	Increase	Sale
	Café espresso				
	Freezer				
	Fridge				
	Fridge/Freezer				
	Heater				
	Iron				
	Kettle				
	Microwave				
	Oven				
	Tumble Dryer				
	Vacuum Cleaner				
	Washing Machine				

The cells in these columns will represent:

<i>Date</i>	Date of stock in
<i>Item</i>	The type of electrical equipment
<i>Size of item</i>	Whether a large item or a small item
<i>Purchase</i>	The price paid for each item
<i>Increase</i>	The value added to each item based on the Purchase price. If the Purchase price is greater than or equal to 300, then the increase is 5%. Otherwise the increase is 3%.
<i>Sale</i>	The price each item is sold at, including the increase
<b>Information Table</b>	
<i>Mark-up</i>	The percentage increase added on all items
<i>Number of items</i>	Count of the number of items.

- 2 In the *Information Table*, name the cell that holds the data 0.03 **three**. Name the cell that holds the data 0.05 **five**.  1.1.3
- These named cells will be used to calculate the *Increase*
- 3 In the main table in the cell under *Increase*, enter a formula using IF. This formula calculates the mark-up on the first item.  1.1.4
- If the *Purchase* is greater than or equal to **300** then multiply the *Purchase* by the named cell **five** to calculate the *Increase*
- If the *Purchase* is less than **300** then multiply the *Purchase* by the named cell **three** to calculate the *Increase*
- 4 In the main table in the cell under *Sale*, enter a formula which adds the *Increase* to the *Purchase*  1.1.3
- 5 In the *Information Table*, format the cells containing the data 0.03 and 0.05 to display the % value with 0 decimal places (for example 5%).  3.1.1
- 6 In the *Information Table*, use Countif to count the number of items where the *Size of item* is **Small**. Place the result in the cell to the right of the heading *Small*.  1.1.4
- In the *Information Table*, use Countif to count the number of items where the *Size of item* is **Large**. Place the result in the cell to the right of the heading *Large*.
- 7 Format the cells in the *Date* column to a long date format (for example March 12, 2004).  3.1.1
- 8 Format the cells in the *Purchase*, *Increase*, and *Sale* columns to display the \$ sign (dollar) with 2 decimal places.  3.1.1
- 9 Copy down all formulae entered in steps 3 - 4 so that 12 rows of data can be entered.  1.1.1
- 10 Set the page orientation to landscape.  3.3.1
- 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 onto a single printed page.  3.2.1  
4.1.1

- 12 Enter the following data into the model to test that it works correctly:



1.1.2  
1.2.1

Date	Item	Size of item	Purchase
January 24, 2005	Café espresso	Small	29
January 30, 2005	Freezer	Large	399
February 6, 2005	Fridge	Large	305
February 15, 2005	Fridge/Freezer	Large	560
March 19, 2005	Heater	Small	20
March 20, 2005	Iron	Small	15
March 26, 2005	Kettle	Small	25
April 2, 2005	Microwave	Small	250
May 2, 2005	Oven	Large	678
May 7, 2005	Tumble Dryer	Large	299
May 17, 2005	Vacuum Cleaner	Small	78
May 22, 2005	Washing Machine	Large	695

- 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 onto a single printed page.
- 14 Produce a printout showing only the rows where the *Size of item* contains *Small*
- 15 Produce a printout showing only the rows where the *Date* is after *13 March 2005* and the *Purchase* is greater than *500*



3.2.1  
4.1.1



2.1.1  
4.1.1



2.1.1  
4.1.1

## WEBSITE AUTHORIZING

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

- 1 Download the following files from  1.1.1  
<http://www.hothouse-design.co.uk/2005webb> to your own work area:  1.2.1
- SWAB5CAM.HTM**  
**SWAB5INT.HTM**  
**SWAB5MAK.TXT**  
**SWAB5MEN.TXT**  
**SWAB5CAM.JPG**  
**SWAB5ICO.JPG**  
**SWAB5PHO.JPG**
- 2 Using a suitable software package, prepare the following styles for use within  2.1.1  
all pages on this website:  2.1.2  
  - h1 – dark blue, sans-serif font (for example Arial), largest (for example 45 point), bold, centred  2.1.3
  - h2 – bright blue, serif (for example Times New Roman), bold, smaller (for example 18 point), left aligned  2.1.4
  - h3 – bright blue, sans-serif (for example Arial), smallest (for example 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  6.1.1  
source code.
- Make sure that your name is on this printout.
- 4 Using a suitable software package, create a new homepage **SWAB5HM.HTM**  3.1.1  
This page will have menu options at the top, headings on the left, a text/graphics area on the right. It should look like this:
- 
- 5 Enter the heading **DYGITELL** as style h1.  2.1.4
- 6 Place the contents of **SWAB5MEN.TXT** below the heading *DYGITELL* to  3.1.2  
create the menu options in style h2.  2.1.4
- Place the contents of **SWAB5MAK.TXT** down the left side of the page in style h3.

- 7 Create a hyperlink for the menu item *DYGITELL CAMERAS* to point to the file **SWAB5CAM.HTM** which should open in a new window called **EXTERNAL**  **3.2.1**  
**3.2.2**

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 rows and 3 columns.  **4.1.1**
- 9 Merge rows 1 and 2 in the 3rd column creating **C** as shown.  **4.1.3**  
Merge row 2 in the 1<sup>st</sup> and 2<sup>nd</sup> column creating **D** as shown.  
Merge row 3 in the 2<sup>nd</sup> and 3rd column creating **F** as shown.  
Merge row 4 in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> column creating **G** as shown.  
The table should look like this:

<b>A</b>	<b>B</b>	<b>C</b>
<b>D</b>		
<b>E</b>	<b>F</b>	
<b>G</b>		

- 10 Set a 3 point border size for the table.  **4.1.2**
- 11 Using the contents of the file **SWAB5INT.HTM**:  **2.1.4**  
**3.1.1**
- place the text *What we do* into cell **A** and format this as style h2
  - place the text which starts *We sell digital...* into cell **B** and format this as style h3
  - place the text *We have many...* into cell **D** and format this as style h2
  - place the text *You can order...* into cell **E** and format this as style h2
  - place the text *Through our... to By phone ...* into cell **F** and format this as style h3
  - place the text *In all cases...* into cell **G** and format this as style h2.
- 12 Import the image **SWAB5CAM.JPG** and place it in cell **C**.  **5.1.1**  
Set the height to 250 pixels and maintain the aspect ratio on the image. **5.1.2**  
Make sure that the whole image is visible. **5.2.1**  
Centre align the image.
- 13 Make sure that you have attached the stylesheet to this page and save it as **SWAB5HM.HTM**  **6.1.1**
- Print this page as it is viewed in your browser. Print a copy of the HTML source.
- 14 Open the file **SWAB5ICO.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 **SWAB5ICO.GIF**  **5.2.1**  
**5.2.2**

15	<p>Open the file <b>SWAB5CAM.HTM</b></p> <p>Import the image <b>SWAB5PHO.JPG</b> to the right cell of the table.</p> <p>Resize the image <b>SWAB5PHO.JPG</b> to 400 pixels wide and maintain the aspect ratio.</p> <p>Place this image to the right of the text in the table.</p>	<p style="text-align: center;">✓</p> <input type="checkbox"/>	<p>5.1.1</p> <p>5.1.2</p> <p>5.2.1</p> <p>5.2.2</p>
16	<p>Replace the text <i>click here</i> (at the bottom of the page) with the image <b>SWAB5ICO.GIF</b></p> <p>Make this a link (in the same window) to the file <b>SWAB5HM.HTM</b></p>	<input type="checkbox"/>	<p>3.2.1</p> <p>3.2.2</p> <p>5.1.1</p>
17	<p>Make sure that you have attached the stylesheet to this page.</p> <p>Save the page as <b>SWAB5CAM.HTM</b></p> <p>Print this page as it is viewed in your browser. Print a copy of the HTML source.</p>	<input type="checkbox"/>	<p>2.1.4</p> <p>6.1.1</p>

*On your printout highlight those portions of the code which show that:*

- the external stylesheet is attached to each webpage
- the table borders are set to 3 point
- **SWAB5CAM.JPG** is resized to 250 pixels high
- **SWAB5CAM.JPG** is centre aligned
- the hyperlink from DYGITELL CAMERAS opens **SWAB5CAM.HTM** in a new window called EXTERNAL
- **SWAB5PHO.JPG** is resized to 400 pixels wide
- **SWAB5ICO.JPG** has been changed to .gif format
- **SWAB5ICO.GIF** is resized to 35 pixels
- **SWAB5ICO.GIF** hyperlinks to **SWAB5HM.HTM**

## PRESENTATION AUTHORIZING

Your manager has asked you to set up a presentation for a mobile phone company called *Dygitell*.

The medium for delivery will be a multimedia projector. Presenter notes need to be produced with the slides.

- |                            |  |  |                        |
|----------------------------|--|--|------------------------|
| 1                          | <p>Set up a new presentation consisting of 3 slides. The slide master must have a very light blue background and your name and today's date in small black font placed in the top right corner. It must also contain clipart of a telephone as a logo placed in the bottom right corner.</p> <p>The logo must be resized so that it will not overlay any text or graphics on any slide.</p> <p>Include the slide number in the centre of the footer.</p> | <p style="text-align: right;">✓</p> <input type="checkbox"/> | <p>1.1.1<br/>1.3.1</p> |
| 2                          | <p>Set the following styles of text throughout the entire presentation:</p> <p>Heading:           Dark blue, centre aligned, large font (between 50 and 72 point)</p> <p>Subheading:       Bright blue, left aligned, medium font (between 36 and 46 point)</p> <p>Bulleted list:      Bright blue, left aligned, small font (between 16 and 32 point). Use a bullet of your choice.</p>   | <input type="checkbox"/>                                     | <p>1.1.1</p>           |
| <i>On the first slide:</i> |  |  |                        |
| 3                          | <p>Enter the heading <b>Dygitell</b></p>   | <input type="checkbox"/>                                     | <p>1.2.1</p>           |
| 4                          | <p>Enter the subheading <b>Suppliers of a wide range of mobile phones</b> below the heading.</p>   | <input type="checkbox"/>                                     | <p>1.2.1</p>           |
| 5                          | <p>Add the following presenter notes to this slide:</p> <p><b>Introduce yourself and your role within the company.</b></p>   | <input type="checkbox"/>                                     | <p>1.2.1</p>           |



On the second slide:

- 6 Enter the heading **Bluetooth mobile phones** in the same style as the first slide.  <sup>✓</sup> 1.2.1

- 7 Enter the following bulleted list on the right side of the slide.  1.2.1

- **Nokia**
- **Ericsson**
- **O2**
- **Motorola**
- **Panasonic**

- 8 Create a vertical bar chart from the following data:  1.3.2

Product	\$
<b>Nokia</b>	<b>250</b>
<b>Ericsson</b>	<b>560</b>
<b>O2</b>	<b>625</b>
<b>Motorola</b>	<b>675</b>
<b>Panasonic</b>	<b>375</b>

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

- 9 Add a thick dark blue horizontal line between the heading and the rest of the slide content.  1.3.3

- 10 The bullets should be set to appear one at a time.  2.2.1

- 11 Add the following presenter notes to this slide:  1.2.1

**We stock mobiles for all technologies. Visit our website  
www.dygitell.com**

*On the third slide:*

- |    |   |                               |       |
|----|---|-------------------------------|-------|
| 12 | Enter the heading <b>We guarantee</b> in the same style as the first slide.   | ✓<br><input type="checkbox"/> | 1.2.1 |
| 13 | Enter the following bulleted list on the left side of the slide:  | <input type="checkbox"/>      | 1.2.1 |
|    | <ul style="list-style-type: none"> <li>➤ <b>Full refund if not completely satisfied</b></li> <li>➤ <b>Trade in of your old mobile phone</b></li> <li>➤ <b>50 days free insurance cover</b></li> </ul> |                               |       |
| 14 | Place a different clipart image showing a telephone. Place this to the right of the bulleted list.  | <input type="checkbox"/>      | 1.3.1 |
| 15 | Add the following presenter notes to this slide:  | <input type="checkbox"/>      | 1.2.1 |
|    | <p><b>We feel that our service is the best.</b></p> <p><b>Why waste time looking everywhere when we have everything you need?</b></p>   |                               |       |

*For the whole presentation:*

- |    |   |                          |                |
|----|---|--------------------------|----------------|
| 16 | Use the same transitional effect between each slide.  | <input type="checkbox"/> | 2.1.1<br>2.1.2 |
| 17 | Use the same animation effect on the title of each slide.                                       | <input type="checkbox"/> | 2.2.1          |
| 18 | Save the presentation using a new filename. Print the presentation showing all presenter notes. | <input type="checkbox"/> | 3.1.1          |

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

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