INFORMATION TECHNOLOGY　　　　　　　　　　　**0418/04**

Paper 4: Practical Test

October/November 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.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

DATA ANALYSIS

You work for a camera company called Dygitell. Your manager has asked you to calculate the retail price of current stock for digital cameras.

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

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

Information Table	
Mark-up	0.05
	0.07
Number of types	
Novice	
Expert	

Date	Make	Type	Purchase	Increase	Sale
	Argus				
	Canon				
	Casio				
	Fuji				
	Kodak				
	Konica				
	Minolta				
	Nikon				
	Olympus				
	Pentax				
	Sony				
	Toshiba				

The cells in these columns will represent:

Date	Date of stock in
Make	The make of the camera
Type	Camera for either the novice or the expert
Purchase	The price paid for each camera
Increase	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 7%. Otherwise the increase is 5%.
Sale	The price each camera is sold for, including the increase

Information Table:

Mark-up	The percentage increase added to the price of all stock items
Number of types	Count the number of items of each type.

✓

2 In the *Information Table* name the cell that holds the data *0.05* **five** ☐ **12.1.3**
Name the cell that holds the data *0.07* **seven**

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 ☐ **12.1.4**
formula calculates the mark-up on the first stock item.

If the *Purchase* is greater than or equal to **300** then multiply the *Purchase* by
the named cell **seven** to calculate the *Increase*

If the *Purchase* is less than **300** then multiply the *Purchase* by the named
cell **five** to calculate the *Increase*

4 In the main table in the cell under *Sale* enter a formula which adds the ☐ **12.1.3**
Increase to the *Purchase*

5 In the *Information Table,* format the cells containing the data 0.05 and 0.07 ☐ **14.1.1**
to display the % value with 0 decimal places (for example 5%).

6 In the *Information Table,* use Countif to count the number of cameras where ☐ **12.1.4**
the *Type* is **Novice**. Place the result in the cell to the right of the heading
Novice.

In the *Information Table,* use Countif to count the number of cameras where
the *Type* is **Expert**. Place the result in the cell to the right of the heading
Expert.

7 Format the cells in the *Date* column to a long date format (for example ☐ **14.1.1**
March 12, 2004).

8 Format the cells in the *Purchase*, *Increase*, and *Sale* columns to display the ☐ **14.1.1**
$ (dollar) sign with 2 decimal places.

9 Copy down all formulae entered in steps 3 – 4, so that 12 rows of data can ☐ **12.1.1**
be entered.

10 Set the page orientation to landscape. ☐ **14.3.1**

11 Save the data model and print a copy of the sheet showing the formulae ☐ **14.2.1**
used. Make sure that the contents of all cells are visible and that the **15.1.1**
printout fits onto a single printed page.

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

✓ 12.1.2
12.2.1

Date	Make	Type	Purchase
January 24, 2005	Argus	Novice	199
January 30, 2005	Canon	Novice	399
February 6, 2005	Casio	Novice	305
February 15, 2005	Fuji	Expert	560
March 19, 2005	Kodak	Novice	345
March 20, 2005	Konica	Novice	314
March 26, 2005	Minolta	Novice	399
April 2, 2005	Nikon	Expert	685
May 2, 2005	Olympus	Expert	1299
May 7, 2005	Pentax	Novice	299
May 17, 2005	Sony	Expert	595
May 22, 2005	Toshiba	Expert	1287

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.

14.2.1
15.1.1

14   Produce a printout showing only the rows where the *Type* contains ***Novice***

13.1.1
15.1.1

15   Produce a printout showing only the rows where the *Date* is **after *1 May 2005*** and the *Purchase* is **greater than *350***

13.1.1
15.1.1

WEBSITE AUTHORING

Your manager has asked you to prepare web pages for an electrical goods retail company called Electry. These pages will give information about the company's products.

✓

1 Download the following files from http://www.hothouse-design.co.uk/2005weba to your own work area: **16.1.1 16.2.1**

    SWAA5INT.HTM
    SWAA5ELE.HTM
    SWAA5MAK.TXT
    SWAA5MEN.TXT
    SWAA5FRI.JPG
    SWAA5ICO.JPG
    SWAA5DIS.JPG

2 Using a suitable software package, prepare the following styles for use within all pages on this website: **17.1.1 17.1.2 17.1.3 17.1.4**
- h1 – dark green, sans-serif font (for example Arial), largest (for example 45 point), bold, centred
- h2 – bright green, serif (for example Times New Roman), bold, smaller (for example 18 point), left aligned
- h3 – bright green, 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 source code. **21.1.1**

Make sure that your name is on this printout.

4 Using a suitable software package, create a new homepage **SWAA5HM.HTM** This page will have menu options at the top, headings on the left, a text/graphics area on the right and a home icon at the bottom left. It should look like this: **18.1.1**

5 Enter the heading **ELECTRY** as style h1. **17.1.4**

✓

6   Place the contents of **SWAA5MEN.TXT** below the heading ELECTRY to create the menu options in style h2.   ☐   **18.1.2** **17.1.4**

Place the contents of **SWAA5MAK.TXT** down the left side of the page in style h3.

7   Create a hyperlink for the menu item *Dishwasher* to point to the file **SWAA5ELE.HTM** which should open in a new window called **EXTERNAL**   ☐   **18.2.1** **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 rows and 3 columns.   ☐   **19.1.1**

A	B	
D		C
E		F
G		

9   Merge rows 1 and 2 in the 3rd column creating **C** as shown.
Merge row 2 in the 1st and 2nd column creating **D** as shown.
Merge row 3 in the 2nd and 3rd column creating **F** as shown.
Merge row 4 in the 1st, 2nd and 3rd column creating **G** as shown.   ☐   **19.1.3**

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

11   Using the contents of the file **SWAA5INT.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 a variety…* 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 **SWAA5FRI.JPG** and place it in cell **C**.   ☐   **20.1.1** **20.1.2** **20.2.1**

Set the height to 250 pixels and maintain the aspect ratio on both images.

Make sure that the whole image is visible.

Centre align the image.

13   Make sure that you have attached the stylesheet to this page and save it as **SWAA5HM.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 **SWAA5ICO.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 **SWAA5ICO.GIF**   ☐   **20.2.1** **20.2.2**

✓

15	Open the file **SWAA5ELE.HTM**	☐	**20.1.1**
	Import the image **SWAA5DIS.JPG** to the right cell of the table.		**20.1.2**
	Resize the image **SWAA5DIS.JPG** to 500 pixels wide and maintain the aspect ratio.		**20.2.1** **20.2.2**

16	Replace the text *click here* (at the bottom of the page) with the image **SWAA5ICO.GIF**	☐	**18.2.1** **18.2.2**
	Make this a link (in the same window) to the file **SWAA5HM.HTM**		**20.1.1**

17	Make sure that you have attached the stylesheet to this page.	☐	**17.1.4**
	Save the page as **SWAA5ELE.HTM**		**21.1.1**

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

After the examination time

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
- **SWAA5FRI.JPG** is resized to 250 pixels high
- **SWAA5FRI.JPG** is centre aligned
- the hyperlink from Dishwasher opens **SWAA5ELE.HTM** in a new window called EXTERNAL
- **SWAA5DIS.JPG** is resized to 500 pixels wide
- **SWAA5ICO.JPG** has been changed to .gif format
- **SWAA5ICO.GIF** is resized to 35 pixels
- **SWAA5ICO.GIF** hyperlinks to **SWAA5HM.HTM**

PRESENTATION AUTHORING

Your manager has asked you to set up a presentation for a camera equipment company called Dygitell.

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

✓

1   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 left corner. It must also contain clipart of a camera as a logo placed in the bottom right corner.   ☐   **22.1.1** **22.3.1**

    The logo must be resized so that it will not overlay any text or graphics on any slide.

    Include the slide number in the centre of the footer.

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

    Heading: Dark blue, centre aligned, large font (between 50 and 72 point)

    Subheading: Bright blue, left aligned, medium font (between 36 and 46 point)

    Bulleted list: Bright blue, left aligned, small font (between 16 and 32 point). Use a bullet of your choice.

On the first slide:

3   Enter the heading **Dygitell**   ☐   **22.2.1**

4   Enter the subheading **Suppliers of quality cameras** 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.

On the second slide:

✓

6   Enter the heading **Price of cameras for Experts** in the same style as the first slide.   ☐   **22.2.1**

7   Enter the following bulleted list on the right side of the slide: ☐   **22.2.1**

> ➢   **Fuji**
> ➢   **Nikon**
> ➢   **Olympus**
> ➢   **Sony**
> ➢   **Toshiba**

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

Product	$
Fuji	599.20
Nikon	732.95
Olympus	1389.93
Sony	636.65
Toshiba	1377.09

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.   ☐   **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 cameras to suit all users. Visit our website www.dygitell.com

On the third slide:

✓

12   Enter the heading **What we guarantee** 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**

> ➢   **Full refund if not completely satisfied**
> ➢   **Trade-in of old camera**
> ➢   **40 days free insurance cover**

14   Place a different clipart image showing a camera. Place this to the right of the bulleted list.   ☐   **22.3.1**

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

We feel that our service is better than any other.

Why waste time looking everywhere when we have everything you need?

For the whole presentation:

16   Use the same transitional effect between each slide.   ☐   **23.1.1**
23.1.2
17   Use the same animation effect on the title of each slide.   ☐   **23.2.1**

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

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