UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY   **0418/03**

Paper 3: 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 **6** printed pages.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

You work for an international company called Hothouse Design. You are going to help to plan an advertising campaign for a shop selling mobile phones.

TASK A - COMMUNICATION

                  ✓

1 Send a message to **design.h@ucles.org.uk** which contains the subject line **STANDARD2005A** and the text **Please send the instructions.**   ☐   **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   ☐   **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.   ☐   **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.   ☐   **11.1.1**

Send the e-mail.

TASK B – DOCUMENT PRODUCTION

You are now going to edit a document about the mobile phones.

✓

5	Using a suitable software package, load the file **SCA5MOB.TXT**	☐	**3.1.1**
6	Set the page size to A4.	☐	**4.1.1**
7	Set the page orientation to landscape.	☐	**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. Make sure that headers and footers are displayed on each page.	☐	**4.1.3**
9	Set the top, bottom, left and right margins to 3 centimetres.	☐	**4.1.4**
10	Set the text to 1.5 line spacing.	☐	**4.1.5**
11	Make the text left aligned.	☐	**4.1.6**
12	Set the text size to 10 point.	☐	**5.5.1**
13	Insert the heading **Phoney Phones Marketing Strategy** at the top of the document.	☐	**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 16 point and make it underlined.	☐	**4.1.6** **5.5.1**

15	Add bullet points to the list:
	
	    television
	    radio
	    billboards
	    internet
		☐	**5.2.1**

16	Make sure that the bulleted list is indented by at least 3 centimetres.	☐	**5.1.1**
17	Insert a page break before the paragraph which starts: *Each of these areas needs to be thoroughly investigated in terms of audience impact…*	☐	**5.4.1**
18	Spell-check and proof-read the document.	☐	
19	Save the document using a new filename and print a draft copy.	☐	**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 **SCA5MOB.CSV** ☐ **6.1.1**

21 Insert the data for the following three records: ☐ **6.2.1**

Make	Model	Weight	Length	Width	Height	Talk time	Standby time	Display
Nokia	**6510**	**84**	**97**	**47**	**17**	**135**	**350**	**Mono**
Nokia	**3510**	**105**	**118**	**42**	**18**	**270**	**312**	**Mono**
Nokia	**5210**	**92**	**106**	**45**	**20**	**230**	**170**	**Mono**

Check your data entry for errors.

22 Save the data. ☐ **11.1.1**

23 Produce a report which: ☐ **8.2.1**

- shows only the phones where the *Make* is **Nokia**
- shows all the fields
- sorts the data into ascending order of *Talk time* (with *135* at the top)
- has a page orientation of portrait
- includes the heading **Nokia phones in stock** at the top of the page
- has your name on the right in the footer.

    9.1.1
    8.1.1
    9.1.3
    9.1.2
    9.1.3

24 Save and print this report. ☐ **11.1.2**

25 Produce a new report from all the data which: ☐ **8.2.1**

- shows only the phones where the *Length* is **less than 100** and the *Display* is **Colour**
- shows only the fields *Make*, *Model*, *Weight, Length*
- is sorted into descending order of *Make* (with *Samsung* at the top)
- has the average *Weight* value calculated at the bottom of the *Weight* column
- includes the heading **Small colour phones** at the top of the page
- has your name on the left in the footer.

    9.1.1
    8.1.1
    7.1.1
    9.1.2
    9.1.3

26 Save and print this report. ☐ **11.1.2**

27 Select from all the data, only the phones: ☐ **8.2.1**

- where the *Make* is **Sagem** or **NEC** or **Trium**
- sorted into ascending order of *Make* (with *NEC* at the top)
- showing only the fields *Make*, *Model*, *Talk time*, *Standby time*

    8.1.1
    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 single 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 12 point. ☐ **5.5.1**

37 Create a table with 5 rows and 3 columns after the sentence: *Please note your roles in this investigation and the mobile phone numbers of each of the team members which are identified in the following table:* ☐ **5.3.1** **3.2.1**

Enter the following data into this table:

Name	Role	Mobile
Jenny	Television and radio	0979 797979
Juan	Television and radio	0979 123456
Rochelle	Billboards	0979 111122
Xavier	Internet	0979 888888

38 Import a graphic image showing a mobile phone (from clip art, scanner, digital camera or elsewhere), and place this in the top left 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:

✓
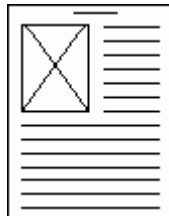
40 You now need to import the data which you saved at the end of Task C. ☐ **10.1.1**

Insert this data as a table after the paragraph which ends: …*as well as obtaining product summaries on all other in-stock products from our clients.*

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.

Ensure that there are no blank pages.

42 Save the document using a new filename and print a final copy. ☐ **11.1.1**