INFORMATION TECHNOLOGY **0418/02**

Paper 2 Practical Test A **October/November 2007**

2 hours 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **Centre number**, **candidate number** and **name** are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will not be marked.

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 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 **7** printed pages.

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[Turn over

You work for a company called Hothouse Design. You are going to perform some clerical tasks for this company.

✓

1   Prepare an e-mail message to be sent to **design.h@cie.org.uk** which contains the subject line **November 2007**

The body text of the message should include:

- your name
- your centre number
- your candidate number
- the text: **Please send the instructions that I need.**

Send this message. You should receive the instructions that you need within an e-mail reply.

2   Read the reply to your message and follow the instructions. The URL which you will need is **http://www.hothouse-design.co.uk**

3   Prepare an e-mail message:

- to be sent to **design.h@cie.org.uk**
- copied to **hance.en@cie.org.uk**
- with a blind carbon copy to **other.an@cie.org.uk**
- with the subject line **ICTCOREX**

The body text of the message should include:

- your name
- your centre number
- your candidate number
- the text: **Here is the requested file.**

4   Attach the file which you downloaded from the Hothouse website to your e-mail.

5   Print a copy of this e-mail, showing clearly that the attachment is present.

Send the e-mail.

You are now going to edit a document about the sales of stationery.

6   Using a suitable software package, load the file **N7REVIEW.RTF**

7   Set the page size to A4.

8   Set the page orientation to portrait.

9   Set the top and bottom margins to 4 centimetres and the left and right margins to 1 centimetre.

10 Place your name left aligned and your candidate number right aligned in the header. Place an automated page number left aligned in the footer and your centre number right aligned in the footer.

Ensure that all the alignments match the margin settings.

Make sure that headers and footers are displayed on each page.

✓

11 Format the entire document into two columns of equal width, with a 5 millimetre gap and a line between the columns. ☐

12 Set all the text to a sans-serif font. ☐

13 Set all the text to 1.5 line spacing. ☐

14 Make all the text fully justified. ☐

15 Set the font size for all the text to 11 point. ☐

16 Insert a page break before the first paragraph. ☐

17 Format ONLY the first page of the document as a single column. ☐

18 Make this first page a title page by adding the heading **Hothouse Design 2007 Stationery Sales Analysis** ☐

19 Make the heading centre aligned. ☐

20 Set the font size of the heading to 48 point. ☐

21 Make the heading underlined. ☐

22 Add the subheading **Edited by** and add your name, below the heading. ☐

23 Set the text used for the heading and subheading to the same serif font. ☐

24 Set the font size of the subheading to14 point. ☐

25 Make only the subheading italic. ☐

26 Make the subheading left aligned. ☐

27 Move the last paragraph that starts *The current sales team has a mixture…* so that it becomes the second paragraph. ☐

28 Change the bulleted list to an automatically numbered list like this: ☐

    1.   weekly
    2.   monthly
    3.   quarterly
    4.   annually

29 In the style sheet excerpt, amend the style for heading 3 so that the colour is black. Change the hexadecimal code so that this is correct. ☐

30 In the style sheet excerpt, amend the style for a paragraph so that the font size is 11 point. Change the style sheet so that this is correct. ☐

31 In the style sheet excerpt, amend the style for heading 3 so that it is bold. Change the style sheet so that this is correct. ☐

32 In the style sheet excerpt, amend the style for a paragraph so that it will accept any generic sans-serif font as well as the specified fonts. Change the style sheet so that this is correct. ☐

33 Locate the table containing the word *Surname* in the top left cell. ☑

Insert a new column 1 in this table to the left of the *Surname* column. Enter the following data into this column:

Years
15
27
11/12
2
6/12
5/12
1/12
1 week

34 Delete the sixth row from the table (containing *O'Keefe*). ☐

Delete the third column from the table (containing *Forename*).

Ensure that all of the table is visible with no text wrapping and the table fits within the column.

35 Import a graphic image showing a pen or pencil (from clip art, scanner, digital camera or elsewhere), and place this at the top of the left column on page 3. ☐
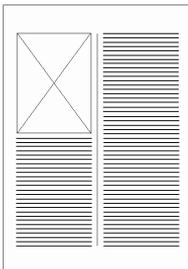
36 Change the image so that: ☐

- it is re-sized to fill the column width
- the aspect ratio is maintained
- the text wraps below the image.

It may look like this:

✔

☐

37 Using a suitable database package, import the file **N7STOCK.CSV**

Assign the following data types to the fields.

Field name	Data type
Staff	**Text**
Company	**Text**
Item	**Text**
Unit	**Numeric / Currency / 2 decimal places**
Sales	**Numeric / Integer**
Delivery	**Boolean / Logical**

Ensure that you use these field names. You may add another field as a primary key if your software requires this.

38 Save a screen shot showing the field names and data types used. Print a copy of this screen shot. Make sure that your name, centre number and candidate number are included on this printout.

☐

39 Insert the data for the following three records:

☐

Staff	Company	Item	Unit	Sales	Delivery
CS	**Patel**	**Bostik Blu-Tack Economy Size**	1.84	2	**N**
CS	**Patel**	**Biro - Red (box 20)**	2.4	1	**N**
CS	**Patel**	**Ruler**	0.14	10	**N**

Check your data entry for errors.

40 Save the data.

☐

41 Produce a report which:

☐

- has a page orientation of portrait
- fits on a single page
- shows only the records where the Company is **Patel** or **Dudley** or **Simplex**
- contains a new field called **Cost** which is calculated at run-time. This field will calculate *Unit* price multiplied by *Sales*
- has the *Cost* field set as *Currency* with 2 decimal places
- shows only the fields *Company*, *Item*, *Unit*, *Sales* and *Cost*
- shows this data and the field names in full
- sorts the data into ascending order of *Cost* (with 0.57 at the top)
- includes the heading **Patel or Dudley or Simplex** at the top of the page
- has your name, candidate number and centre number on the right in the footer.

42 Save and print this report.

☐

✔

43 Produce a report which:

- has a page orientation of portrait
- fits on a single page
- shows only the records where *Delivery* is Yes and the words **A4** and **File** appear as part of the *Item* field
- shows only the fields *Company*, *Item*, *Staff*
- shows this data and the field names in full
- sorts the data into ascending order of *Staff* (with *IS* at the top) and then descending order of *Company*
- includes the heading **A4 files delivered** at the top of the page
- has your name, centre number and candidate number on the left in the footer.

44 Save and print this report.

45 Produce a new report from all the data which:

- shows a summary of only the *Staff* and *Sales* fields
- performs a count of the number of sales made by each member of *Staff*
- calculates the sum of the *Sales* for each member of staff.

46 Export this data in a format that can be opened by your graph/charting package.

Save this data in a format which can be imported into a text document.

47 Import this data into your document as a table immediately after the paragraph which ends: …*the number of individual transactions in a single day's trading:*

Make sure there is one blank line above and below the table.

48 You now need to open the data saved at step 46 in an appropriate charting package.

49 Using a lookup function replace the initials for each member of *Staff* with their *Full* name using the file **N7STAFF.CSV**

50 Create a vertical bar chart showing only the staff names and the number of transactions (counting the rows) for each member of staff.

51 Add a title to the chart **Transactions per employee**

52 Label the category axis **Employee** and the value axis **Number of transactions**

Include the staff names in full as the category axis labels. Do not include a legend.

**53** Save this chart in a format which can be imported into a text document.

54 Import this chart into your document immediately after the paragraph: *The number of individual transactions per employee can also been seen graphically:*

Make sure that all labels are fully visible.

Make sure there is one blank line above and below the chart.

Resize the chart so that it fits exactly into a single column and maintain its aspect ratio (please note that it may not appear in the position shown in the diagram).
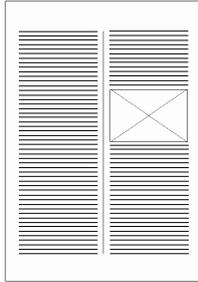
55 Spell-check and proof-read the document.

Place breaks, if necessary, to ensure that:

- tables do not overlap two pages or columns
- tables are not split between two pages or columns
- the chart does not overlap two columns
- the list is not split between two pages or columns
- there are no widows
- there are no orphans
- there are no blank pages.

56 Save the document using a new filename and print a final copy.