



INFORMATION TECHNOLOGY

0418/02

Paper 2 Practical Test

May/June 2008

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.

If you have produced rough copies of printouts, these should be neatly crossed through to indicate that they are **not** the copy to be marked.

This document consists of **8** printed pages.



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 **June 2008**

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**

Print a screen shot to show evidence of this search in your web browser.

- 3 Prepare an e-mail message:

- to be sent to **design.h@cie.org.uk**
- copied to **ictc.info@cie.org.uk**
- with a blind carbon copy to **ictc.sales@cie.org.uk**
- with the subject line **ICTC Report**

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text **The file you require is attached**

- 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 tea and coffee.

✓

- | | | |
|--|--|--------------------------|
| 6 | Using a suitable software package, load the file J8ICTCO.RTF | <input type="checkbox"/> |
| 7 | Set the page size to A4 | <input type="checkbox"/> |
| 8 | Set the page orientation to landscape. | <input type="checkbox"/> |
| 9 | Set the top, bottom, left and right margins to 4 centimetres. | <input type="checkbox"/> |
| 10 | Place in the header: <ul style="list-style-type: none"> • an automated file name left aligned • your Centre number and candidate number right aligned. Place in the footer: <ul style="list-style-type: none"> • your name left aligned • today's date centre aligned • an automated page number right aligned. | <input type="checkbox"/> |
| <p>Make sure that all the alignments match the page orientation and margins.</p> <p>Make sure that headers and footers are displayed on each page.</p> | | |
| 11 | Format the entire document into two equally spaced columns, with a 1 centimetre gap between the columns. | <input type="checkbox"/> |
| 12 | Set all of the text to a sans-serif font. | <input type="checkbox"/> |
| 13 | Set all of the text to 1.5 line spacing. | <input type="checkbox"/> |
| 14 | Do not change the alignment of the text from the source file. | <input type="checkbox"/> |
| 15 | Set all of the text to 10 point. | <input type="checkbox"/> |
| 16 | Insert a page break before the first paragraph. | <input type="checkbox"/> |
| 17 | Format ONLY the first page of the document as a single column. | <input type="checkbox"/> |
| 18 | Make this first page a title page by adding the heading The International Coffee and Tea Company | <input type="checkbox"/> |
| 19 | Make the heading centre aligned. | <input type="checkbox"/> |
| 20 | Set the font size of the heading to 26 point. | <input type="checkbox"/> |
| 21 | Make the heading underlined. | <input type="checkbox"/> |
| 22 | Add the text Report by: and add your name as a subheading and place this below the heading. | <input type="checkbox"/> |
| 23 | Set both the heading and subheading to the same serif font. | <input type="checkbox"/> |
| 24 | Set the font size of the subheading to 18 point. | <input type="checkbox"/> |
| 25 | Make the subheading italic. | <input type="checkbox"/> |
| 26 | Make the subheading left aligned. | <input type="checkbox"/> |
| 27 | Move the paragraph that starts <i>We offer flavour notes as a guide...</i> so that it becomes the third paragraph. | <input type="checkbox"/> |



28 Change the bulleted list:

- *seek the finest products available*
- *buy direct from known producers*
- *build “Fair trade” relationships*
- *allow customers to “try before you buy”*
- *follow up feedback from customers*

to use a different bullet character.

29 Insert a table with three columns and four rows after the last paragraph.



30 Enter the following data into the table:



Hothouse Design	Role	ICT Co.
Joginder	Web Design	John
Jamal	Database Design	Sara
Mandy	On-line Security	Suresh

31 Format only the text in the heading row of this table to bold and underlined.



32 Place the image **J8TEAPOT.JPG** at the beginning of the sentence that starts *Our range of tea is chosen from...*



Align it with the top line of the paragraph and the left margin of the column.

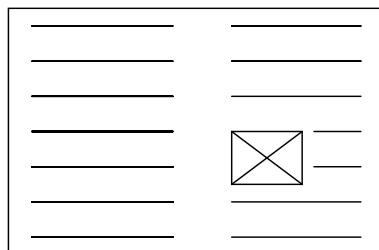
33 Resize the image to 4 centimetres high and maintain the aspect ratio.



Flip the image horizontally.

Make sure the text wraps around and below the image.

It may look like this:



34 Place the image **J8COFFEE.JPG** at the beginning of the paragraph that starts *Our range of coffees is selected only from...*



Align it with the top line of the paragraph and the left margin.



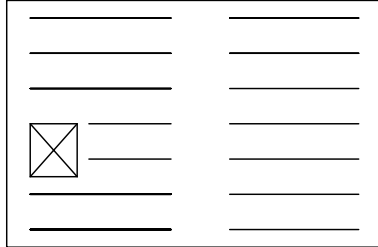
- 35 Crop the image so that only the cup is visible.



Resize the image to 3 centimetres high and maintain the aspect ratio.

Make sure the text wraps around and below the image.

It may look like this:



- 36 Save the document.



You are going to prepare some reports for the company.

- 37 Using a suitable database package, import the file **J8PRODS.CSV**



Assign the following data types to the fields.

<i>Category</i>	Text
<i>Country</i>	Text
<i>Code</i>	Numeric / Integer
<i>Product</i>	Text
<i>Stock</i>	Numeric / Integer
<i>Reorder</i>	Numeric / Integer
<i>Price</i>	Numeric / Currency / 2 decimal places
<i>Special</i>	Boolean / Logical
<i>Notes</i>	Text

Make sure that you use these field names. You may add another field as a primary key field 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 following three records:



<i>Category</i>	<i>Country</i>	<i>Code</i>	<i>Product</i>	<i>Stock</i>	<i>Reorder</i>	<i>Price</i>	<i>Special</i>
Tea	China	132	Orange Blossom	49	50	4.4	No
Tea	China	144	China Rose	25	50	2.3	No
Coffee	Guatemala	406	Guatemalan El Pulcal	35	50	2.75	No

Check your data entry for errors.

- 40 Save the data.





41 Produce a report which:

- contains a new field called **Cost** which is calculated at run-time. This field will calculate the *Price* multiplied by the *Reorder* quantity
- has the *Cost* field set as *Currency* with **2** decimal places
- shows only the records where the *Stock* is **50 or less** and the product is **not** a *Special* order
- shows only the fields *Category*, *Country*, *Code*, *Product*, *Stock*, *Price* and *Cost* and their labels in full
- fits on a single page
- has a page orientation of landscape
- sorts the data into ascending order of *Code* (with 7 at the top)
- calculates the total cost of the order below the *Cost* column
- has the total cost formatted to currency with **2** decimal places
- has the label **Total Cost of Order** for the total
- includes the heading **Reorder List** at the top of the page
- has your name, Centre number and candidate number on the right in the footer.

42 Save and print this report.

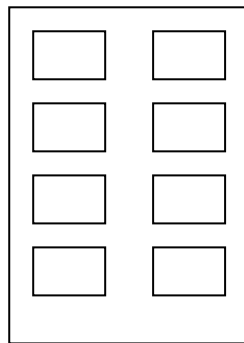


43 Produce labels from all the data which:



- have a page orientation of portrait
- fit two side by side on the page
- show only the records that where *Special* is **Yes** and the *Notes* field is **not blank**
- show only the fields *Code*, *Product*, *Price* and *Notes* each on a separate line
- are sorted into ascending order of *Product*
- include the heading **ICTC Special Products** centred at the top of each label
- have your name, Centre number and candidate number on the left at the bottom of each label.

The page layout may look like this



44 Save and print these labels.



45 Produce a new report from all the data which:



- shows a summary of only the *Country*, *Product* and *Stock* fields
- performs a count of the number of *Products* for each *Country*
- calculates the sum of the number of items in *Stock* for each *Country*
- only reports where *Products* number more than **3**

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



- 47 Import this data into your document as a table after the paragraph which ends: ...*and also the quantity of stock we hold from each country:*
- Make sure that all required fields and their labels are fully visible and that there is a blank line above and below the table.
- 48 Spell-check and proof-read the document.
- 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
 - there are no blank pages.
- 49 Save and print the document.
- You are now going to prepare a presentation for the company.*
- 50 Import the file **J8ICTWEB.RTF** and place the text as slides in a new presentation.
- (The text within the file should appear on six new slides as headings and bulleted lists.
NB if your presentation software cannot import the .rtf file, then open the file and copy and paste the text into six new slides in your presentation software.)
- 51 Enter **your name, Centre number and candidate number** at the bottom of the master slide.
- 52 Insert a new slide before slide one.
- Select a layout for the slide that has a title with a sub-title below.
Enter the text **Website Developments** as the title for this slide.
Enter the text **Report by:** and add your name as the subtitle for this slide.
- 53 On the last slide you need to make some amendments to the suggested CSS styles, *h1* and *li*.
- h1* should be pure green. Change the colour code to pure green (with no red or blue elements).
Lists are going to be in italics. Add coding to the *li* style to give a font style of italic.
- 54 Add the following presenter notes to the last slide
- We are suggesting some changes to styles for the web pages.**



- 55 Apply the same transition to all slides.
- 56 Set bullet points to appear one by one on all slides.
- 57 Print an outline of the presentation (showing a list of the slide headings and bullet points).
- 58 Print the last slide on its own showing the presenter notes.
- 59 Print one or two screenshots to show that transitions and bullet point animations have been set.

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