INFORMATION TECHNOLOGY **0418/03**

Paper 3 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.

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

[Turn over

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

✓

1   Using a suitable software package, load the file **J8PHONE.CSV** ☐

2   In the *Department* column use a lookup function to show the department name. Use the *Dcode* column for the lookup value and the file **J8CODE.CSV** for the array. Make sure that you use both absolute and relative referencing within your function. ☐

    Replicate this function so that the department name for each of the 7 items is shown.

3   Enter the following data into the model ☐

Code	Rate
C	1.1
I	3
P	1.6

4   Name the cell containing 1.1 **Cheap** ☐

    Name the cell containing 3 **Intl**

    Name the cell containing 1.6 **Peak**

5   Format these three cells as numbers to **1** decimal place. ☐

6   Format cells A2, A3 and A4 so that they are right aligned. ☐

7   Use a Countif function (that includes both absolute and relative referencing) in cell C7, to count the number of **MD** entries in the *Dcode* column. Do not count any entries in rows 1 to 13. ☐

    Replicate this function into cells C8 to C13 to count the number of calls from other departments.

8   Use a function (that includes both absolute and relative referencing) in cell D7, to calculate the sum of the *Duration* column if the *Dcode* column contains **MD** ☐

    Do not include rows 1 to 13.

    Replicate this function into cells D8 to D13 to sum the *Total Duration* for each *Dcode*

9   In the *Units* column (Cell E16) use an IF function to calculate the units used. ☐

    If the *Code* is *C* then multiply the named cell *Cheap* by the *Duration*

    If the *Code* is *I* then multiply the named cell *Intl* by the *Duration*

    If the *Code* is *P* then multiply the named cell *Peak* by the *Duration*

    If the *Code* is not *C, I* or *P* then the units used should be zero.

    Replicate this function so that the *Units* for each item are shown.

10   Format all cells in rows 1, 6 and 15 to be centre aligned. ☐

11   Format all cells in rows 1, 6 and 15 so that they are bold. ☐

12 Format only the *Units* column to no decimal places*.* ☐

13 Set the page orientation to landscape. ☐

14 Save the data model and print a copy of the sheet showing the formulae and functions used. Make sure that the contents of all cells are visible and that the printout is one page wide. It may be three or four pages tall. ☐

Make sure that your name, Centre number and candidate number are printed in the header of the page.

15 Set the page orientation to portrait. ☐

16 Save the data model and print a copy of the sheet showing the values. Make sure that the contents of all cells are visible and that the printout is one page wide. ☐

Make sure that your name, Centre number and candidate number are printed in the header of the page.

17 Hide rows 1 to 14 inclusive. ☐

Hide column D.

18 Interrogate the data, to find all the items where the *Code* is **I** ☐

Print this data.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

19 Select all of the data. ☐

Leave the rows 1 to 14 and column D hidden.

Hide column C.

Interrogate this data, to find all the calls made on 04/01/2008 where the *Dcode* is **PU** or **SA**

Print this data.

Make sure that your name, Centre number and candidate number are printed in the header of the page.

20 Select from all of the data, ONLY the data for *Department* and *Total Duration* ☐

Use this data to create a vertical bar chart.

Label the chart with the title **Total Duration By Department**

Make sure that all category axis labels are fully visible and that there is no legend.

Save this chart in a format that can be imported into a presentation authoring package. Print a copy of this chart.

Make sure that your name, Centre number and candidate number are printed with this chart.

You are going to create and edit some web pages for this company.

✓

21 Download the following files from ☐

http://www.hothouse-design.co.uk/2008June to your own work area:

J8COHIST.HTM
J8HIST.JPG
J8IMAGE.GIF
J8MENU.HTM
J8MOVIE.JPG
J8PAGE.TXT
J8PROD.JPG
J8TEL.JPG

22 Using a suitable software package, prepare the following styles for use within all ☐
pages on this website:

- h1 – black, serif font, **20** pixels, centre aligned, bold

- h2 – blue, serif font, bold, **18** pixels, centre aligned

- h3 – black, serif font, **16** pixels, left aligned

- li – black, sans-serif font, **14** pixels, bullet points, left aligned

- p – dark blue, sans-serif font, **14** pixels, left aligned, italic

Save the style sheet and attach it to each web page as you create it. Make sure
that the style sheet that you prepare will work in any browser.

23 Print a copy of the style sheet in css format. Make sure that your name, Centre ☐
number and candidate number are printed on this page.

24 Using a suitable software package, create a new homepage **SAMPLE.HTM** ☐

This page will have a table below the heading and menu options below the table.
It should look like this:

25 Attach the external style sheet that you saved at Step 22. ☐

Ensure (by removing code if necessary) that, if you are using a WYSIWYG
package, the styles are not overridden by the package.

26 In the top left corner add the text **Last edited by** and add your name, Centre ☐
number and candidate number.

Set this text to style h3.

27 Enter the heading **Sample Website for client X** ☐

Set this text to style h1.

28 Below the heading, create a new table which has 5 rows and 3 columns. ☐

✓

29   Merge the cells to create the table as shown below.   ☐

A		
B	C	H
D	E	
F	G	
J		

30   Set the cell padding for the table to **6**, the cell spacing for the table to **6** and the   ☐
       width of the table to **100%**

31   Set the table border to **4**   ☐

32   Using the contents of the file **J8PAGE.TXT**   ☐

- place the text *Our Vision is to promote … and hosting of a web presence.* into cell A and format this as style h3

- place the text *Our Products* into cell C and format this as style h2

- place the text *Company History* into cell E and format this as style h2

- place the text *Contact Us* into cell G and format this as style h2

- place the text *Each section of this … included on the web site.* into cell H.

Format this text as follows:

- *Each section of this table can be used to convey information, or to provide a link to other areas.* as style p

- *For example there may be:* as style p

- *your flagship products* as style li

- *special offers* as style li

- *price reductions* as style li

- *in order to entice customers … included on the web site.* as style p.

33   Place the image **J8PROD.JPG** in cell B.   ☐

Place the image **J8HIST.JPG** in cell D.

Place the image **J8TEL.JPG** in cell F.

Make sure that the whole of each image is visible.

34   Place the image **J8MOVIE.JPG** in cell J.   ☐

Set the width of the image to **400** pixels and the height to **50** pixels. Horizontally align this image in the centre of the cell.

Make sure that the whole image is visible.

✓

35 Place the contents of **J8MENU.HTM**

- as a table
- below the table created at Step 28
- to create the menu.

Set the text within this table to style h2.

36 Set the cell padding for the table to **6**, the cell spacing for the table to **6** and the width of the table to **100%**

37 Set the table border of this table to **2**

38 Create hyperlinks for the menu item *History* and the text *Company History* (in cell E) to point to the file **J8COHIST.HTM** which should open in a new window called **_history**

Note that the web page which you have linked to is not yet complete.

39 Create an anchor at the top of the page called **TOP**

Create a hyperlink so that the menu item *Home* links to the anchor *TOP*

40 Save the page as **SAMPLE.HTM**

Print this page as it is viewed in your browser.

Print a copy of the HTML source.

41 Open the file **J8COHIST.HTM**

Import the image **J8IMAGE.GIF** into the right cell of the table.

Resize this image to **300** pixels wide and maintain the aspect ratio.

42 Replace the text *Candidate name (*at the top of the page) with your name, Centre number and candidate number.

43 Create a hyperlink so that the text *Home* links in the same window to the file **SAMPLE.HTM**

44 Attach the external style sheet that you saved at Step 22.

Ensure (by removing code if necessary) that if you are using a WYSIWYG package, the styles are not overridden by the package.

45 Save the page as **J8COHIST.HTM**

Print this page as it is viewed in your browser.

Print a copy of the HTML source.

 [Turn over

One of the work experience trainees in the company needs to learn how to create a master slide for a presentation. You are going to produce a sample master slide for this trainee.

✓

46   Set up a new presentation consisting of 3 slides. ☐
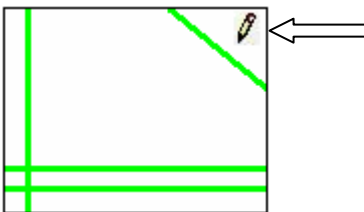
On the master slide:

47   The master slide must have a white background with one vertical green stripe, two horizontal green stripes and one diagonal green stripe. Each stripe should be about 6 points wide. It should look like this: ☐
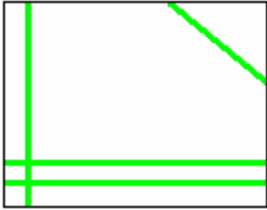
48   Include an automated slide number in the bottom left of the footer. Make sure that it does not overlap any of the lines added at Step 47. ☐
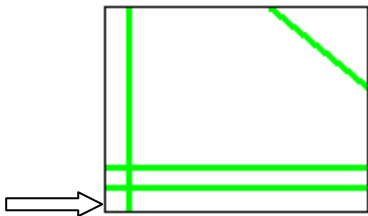
49   Place a clipart image of a pen or pencil as a logo in the top right corner. ☐

The logo must be resized so that it will not overlap the diagonal line added at Step 47.

50   Enter your name, Centre number and candidate number, right aligned between the two green lines at the bottom of the master slide. Use a black, **12** point, sans-serif font. It should look like this: ☐

       [Turn over

✓ ☐
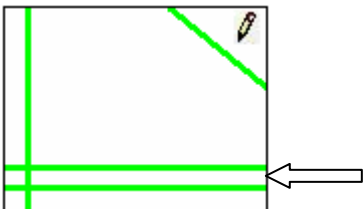
51 Add the text **Hothouse Design** at the top of the master slide. The text should appear as a heading on every slide of your presentation in a black, **48** point sans-serif font. This should not overlap any of the other objects on the slide. It should look like this:
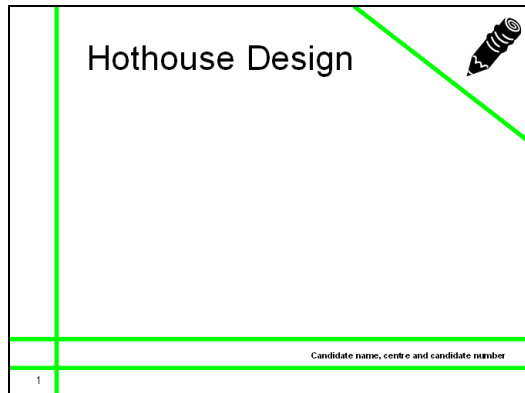
52 On slide 1 add the text **Slide 1 example** in a blue, **24** point, left aligned serif font. ☐

On slide 2 add the text **This is slide 2** in a blue, **24** point, left aligned serif font.

On slide 3 add the chart saved at Step 20.

Make sure that these objects do not overlap any of the master slide items.

53 Save the presentation using a new filename. Print the presentation showing only the slides, with each slide on a separate page. ☐

After the examination time – on the html printouts of your webpage

Highlight the portions of the code which show:

- your name, Centre number and candidate number
- the external style sheet is attached to each webpage
- the table borders are set to 4 and 2 point
- the table width is set to 100%
- the cell spacing and cell padding are set to 6 in both tables in **SAMPLE.HTM**
- **J8MOVIE.JPG** is resized to 400 pixels wide and 50 pixels high and is centered
- the hyperlinks from **History** and **Company History** open **J8COHIST.HTM** in a new window called **_history**
- the anchor TOP is created
- the hyperlink from **Home** points to the anchor TOP in **SAMPLE.HTM**
- **J8IMAGE.GIF** is resized to 300 pixels wide
- the hyperlink from **Home** in **J8COHIST.HTM** points to **SAMPLE.HTM**