UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY

Paper 3: Practical Test

0418/03

Specimen Paper 2007

2 hours and 30 minutes

Additional Materials: Candidate Source Files

READ THESE INSTRUCTIONS FIRST

Make sure that your **name**, **Centre number** and **candidate number** are **printed on each page** 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 **8** printed pages.

You work for a company called Rootrainer Trees. You are going to perform some clerical tasks for this company.

All currency values should be in UK pounds (sterling) with the £ sign visible.

✓

1 Using a suitable software package, load the file **TREES.CSV** ? Help ? ☐ **1.2.1**

2 In the *Species* column use a lookup function to show the full species name, use the *Code* column for the lookup value and the file **CODE.CSV** for the array. ☐ **12.1.2** **12.1.4**

Replicate this formula so that the complete species name for each tree is shown.

? Help ?

3 Enter the following data into the model ☐ **12.1.2**

PH	*Species*	*Weighting*
Acid		**1.27**
Alkaline		**0.928**
Neutral		**1**

? Help ?

4 Name the cell containing 1.27 **acid** ☐ **12.1.1**

Name the cell containing 0.928 **alkaline** ? Help ?

Name the cell containing 1 **neutral**

5 Format these three cells to 1 decimal place. ? Help ? ☐ **14.1.1**

6 Use a Countif function in cell B2, to count the number of **Acid** entries in the PH column. ☐ **12.1.4**

7 Use a Countif function in cell B3, to count the number of **Alkaline** entries in the PH column. ☐ **12.1.4**

8 Use a Countif function in cell B4, to count the number of **Neutral** entries in the PH column. ☐ **12.1.4**

? Help ?

9 Enter the following data into the model ? Explanation ? ☐ **12.1.2**

Psize	*Rate*
2	**0.12**
3	**0.4**
4	**0.795**

10 Format these three cells as currency in pounds sterling to 2 decimal places. ☐ **14.1.1**

? Help ?

11 Name the following cells as the named range **PotPrice** ☐ **12.1.3**

Psize	*Rate*
2	**0.12**
3	**0.4**
4	**0.795**

? Help ?

12 In the *Pot* column use a lookup function to show the *Rate*, use the *Size* column for the lookup value and the named range *PotPrice* for the array. ☐ **12.1.2** **12.1.3**

Replicate this formula so that the pot price for each tree is shown. ? Help ?

		✓	
13	In the *Soil* column (Cell H7) use an IF function to calculate the cost of the soil used. If the *PH* is *Acid* then multiply the named cell *acid* by the *Bare* rooted price. If the *PH* is *Alkaline* then multiply the named cell *alkaline* by the *Bare* rooted price. If the *PH* is *Neutral* then multiply the named cell *neutral* by the *Bare* rooted price. Replicate this formula so that the soil price for each tree is shown. **? Help ?**	☐	**12.1.4**
14	In the *Cost* column (Cell I7) add together the *Pot* and *Soil* costs. Replicate this formula so that the *Cost* for each tree is shown. **? Help ?**	☐	**12.1.3**
15	Format the *Bare, Pot, Soil* and *Cost* columns as currency in pounds sterling to 2 decimal places.	☐	**14.1.1**
16	Set the page orientation to landscape. **? Help ?**	☐	**14.1.3**
17	Save the data model and print a copy of the sheet showing the formulae used. Make sure that the contents of all cells are visible and that the printout fits on a single page. Make sure that your name, candidate number and centre number are printed in the header of the page. **? Help ?**	☐	**14.1.2** **14.1.3** **15.1.1**
18	Set the page orientation to portrait.	☐	**14.1.3**
19	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 fits on a single page. Make sure that your name, candidate number and centre number are printed in the header of the page.	☐	**12.2.1** **14.1.2** **14.1.3** **15.1.1**
20	Hide rows 1 to 5 inclusive. **? Help ?** Hide columns A, C, F, G and H.	☐	**14.1.2**
21	Interrogate the data to find all the trees where the cost is less than £1 Print this data. **? Help ?** Make sure that your name, candidate number and centre number are printed in the header of the page.	☐	**13.1.1** **15.1.1**
22	Select all of the data. Interrogate this data to find all the trees where the size is 4 and the cost is greater than £2 Print this data. **? Help ?** Make sure that your name, candidate number and centre number are printed in the header of the page.	☐	**13.1.1** **15.1.1**