



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY

0418/02

Paper 2 Practical Test A

May/June 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 **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 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 **J7REVIEW.RTF**

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7 Set the page size to A4.

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8 Set the page orientation to landscape.

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9 Set the top and bottom margins to 3 centimetres and the left and right margins to 3 centimetres.

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

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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 three columns of equal width, with a 1 centimetre gap between the columns.

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12 Set all the text to a serif font.

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13 Set all the text to single line spacing.

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14 Make all the text left aligned.

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15 Set the font size for all the text to 12 point.

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16 Insert a page break before the first paragraph.

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

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

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- 19 Make the heading centre aligned. ☐
- 20 Set the font size of the heading to 36 point. ☐
- 21 Make the heading italic. ☐
- 22 Add the subheading **Edited by** and your name, below the heading. ☐
- 23 Set the text used for the heading and subheading to the same sans-serif font. ☐
- 24 Set the font size of the subheading to 18 point. ☐
- 25 Make the subheading italic and underlined. ☐
- 26 Make the subheading right aligned. ☐
- 27 Move the last paragraph that starts *The current sales team consists...* so that it becomes the second paragraph. ☐
- 28 Change the bulleted list to an automatically lettered list like this: ☐
- a) Bettabuy
 - b) University of Tawara Beach
 - c) Dudley
 - d) Papermite
 - e) Dygitell
- 29 In the stylesheet excerpt, amend the style for heading 1 so that the colour is pure blue (with no green or red components). Change the hexadecimal code so that this is correct. ☐
- 30 In the stylesheet excerpt, amend the style for heading 1 so that the font size is 36 point. Change the stylesheet so that this is correct. ☐
- 31 In the stylesheet excerpt, amend the style for a list so that it is italic. Change the stylesheet so that this is correct. ☐

- 32 In the stylesheet 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 stylesheet so that this is correct.

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- 33 Locate the table containing the word *Forename* in the top left cell.

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

Code
CP
CS
IS
JK
PO
TB
RT

- 34 Delete the seventh row from the table (containing *Tereza Bartoska*).

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Delete the second 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 Set all paragraphs (not lists, tables or excerpts) so that the first line of each paragraph is indented by 1 centimetre.

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- 36 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 right column on page 2.

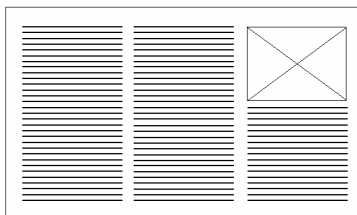
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- 37 Change the image so that:

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- 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:



- 38 Using a suitable database package, import the file **J7STOCK.CSV**

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Assign the following data types to the fields.

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

Use the above field names. You may add another field as a primary key if your software requires this.

- 39 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.

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- 40 Insert the data for the following four records:

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<i>Staff</i>	<i>Company</i>	<i>Item</i>	<i>Unit</i>	<i>Sales</i>	<i>Delivery</i>
RT	Dygitell	Biro - Red (box 20)	2.4	2	Y
RT	Dygitell	Biro - Black (box 20)	2.4	4	N
RT	Dygitell	Biro - Green (box 20)	2.4	1	Y
RT	Dygitell	Biro - Blue (box 20)	2.4	2	Y

Check your data entry for errors.

- 41 Save the data.

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- 42 Produce a report which:

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- has a page orientation of portrait
- fits on a single page
- shows only the records where the *Company* is **TryIT** or **Dygitell**
- 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 **TryIT or Dygitell** at the top of the page
- has your name, centre number and candidate number on the right in the footer.

- 43 Save and print this report.

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44 Produce a report which:

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- has a page orientation of portrait
- fits on a single page
- shows only the records where *Delivery* is yes and the words **Biro** and **Blue** 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 **Blue biros delivered** at the top of the page
- has your name, centre number and candidate number on the left in the footer.

45 Save and print this report.

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46 Produce a new report from all the data which:

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- 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.

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

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

48 Import this data into your document as a table immediately after the paragraph which ends: ...*the count of the number of individual transactions*:

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

49 You now need to open the data saved at step 47 in an appropriate charting package.

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50 Using a lookup function, replace the initials for each member of *Staff* with their *Full name* using the file **J7STAFF.CSV**

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

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52 Add a title to the chart **Number of transactions per employee**

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

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

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

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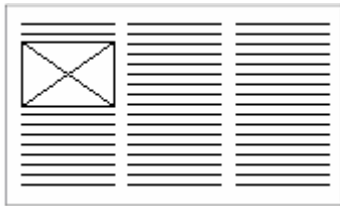
55 Import this chart into your document immediately after the paragraph: *The number of individual transactions per employee can also been seen graphically:*

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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).



56 Spell-check and proof-read the document.

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Place page 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.

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

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