



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY

0418/02

Paper 2 Practical Test

October/November 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 **7** printed pages and **1** blank page.



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 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. Make sure that your name, Centre number and candidate number are included in this printout.

- 3 Prepare an e-mail message:

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

The body text of the message should include:

- your name
- your Centre number
- your candidate number
- the text **Please find attached the file you require.**

- 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 going to prepare some reports for the company.

- 6 Using a suitable database package, import the file **N8PRODS.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.

- 7 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.

- 8 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	146	Lotus Blossom	35	50	2.3	N
Tea	China	132	Orange Blossom	49	50	4.4	N
Tea	China	144	China Rose	25	50	2.3	N

- 9 Check your data entry for errors.

- 10 Save the data.

- 11 Produce a new report from all the data which:

- shows only the records where the *Country* is **Colombia** or **Guatemala** or **Peru**
- shows only the fields *Code*, *Product* and *Price*
- is sorted into ascending order of *Country*
- has the title **Coffees from the Americas**
- has a page orientation of portrait
- has your name, Centre number and candidate number on the right in the footer.

- 12 Save and print this report.



13 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 formatted to currency with 2 decimal places
- shows only the fields *Category*, *Country*, *Code*, *Product*, *Stock*, *Reorder*, *Price* and *Cost* and their labels in full
- shows only the records where the *Stock* is **less than 50** and the product is **not a Special** order
- fits on a single page
- has a page orientation of landscape
- sorts the data into ascending order of *Product* (with *Bannockburn* 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 a label **Cost of Stock Order** to the left of the total cost
- includes the title **Supplier Order List** at the top of the page
- has your name, Centre number and candidate number on the left in the footer.



14 Save and print this report.



15 Produce a new report from all the data which:

- shows only the records which contain the word **decaffeinated** in the *Notes* field
- has a page orientation of portrait
- shows only the fields *Code*, *Product*, *Price* and *Stock*
- is sorted into descending order of *Code*

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



17 Using the file **N8CHART.CSV**, create a comparative vertical bar chart to show the number of sales of each product per month. Include data for May to December only.



18 The category axis should show the name of the month and the value axis the number of sales.



19 Give the chart the title **Sales last year**



20 Label the category axis **Month**



21 Label the value axis **Number sold**



22 The chart should show a legend to identify the two products



23 Save the chart for later use.



You are now going to edit a document about the sales of tea and coffee.

24 Using a suitable software package, load the file **N8ICTTCO.RTF**

25 Set the page size to A4.

26 Set the page orientation to portrait.

27 Set the top, bottom, left and right margins to **3** centimetres.

28 Place in the header:

- your name and candidate number left aligned
- your Centre number right aligned.

Place in the footer:

- an automated file name left aligned
- an automated page number centre aligned
- today's date right aligned.

Make sure that all the alignments match the page orientation and margins.

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

29 Set all the text to a serif font.

30 Set all the text (except in the table) to 1.5 line spacing.

31 Make all the text left aligned.

32 Set the font size for all of the text to **12** point.

33 Move the text

Although as a nation we are one of the largest tea consumers it is widely acknowledged that nearly all of the tea imported into Britain is of the "poorest quality imaginable". For the past ten years we are pleased to have played a small part in changing this.

so that it becomes the first paragraph of the document.

34 Insert the heading **International Coffee and Tea Traders** at the beginning of the document.

35 Make the heading right aligned.

36 Set the font size of the heading to **18** point.

37 Make only the words **Coffee** and **Tea** in the heading bold and italic.

38 Insert the subheading **Our first ten years of trading** on a new line below the heading.

39 Set the font size for this subheading to **16** point.

✓

- ✓
- 40 Make the subheading centre aligned.
- 41 Make the subheading underlined.
- 42 Set only the heading and subheading to a sans-serif font.
- 43 Insert a page break after the subheading and before the body text.
- 44 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 a numbered list starting with 1.

- 45 Indent this numbered list by at least **2** centimetres.
- 46 Find the table at the end of the document.
- Delete the last row of the table.
- 47 Add a fourth column to the table.
- 48 Enter the following data into the new column:

<i>ICTT</i>	<i>Area</i>	<i>Hothouse Design</i>	Budget allocated
<i>Anita</i>	<i>Web Design</i>	<i>Francine</i>	3000
<i>Juan</i>	<i>Database Design</i>	<i>Mariam</i>	2500
<i>Celine</i>	<i>On-line security</i>	<i>Ahmed</i>	1500

- 49 Format the text in the heading row of the table to be centre aligned and italic.
- 50 Make the numbers in the last column right aligned.
- 51 Apply a light grey shading to the cells in the top row of the table.
- 52 Place the image **N8COFFEE.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.

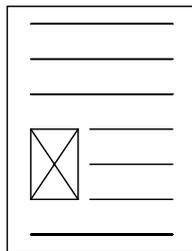


- 53 Crop the image so that only the coffee pot is visible

Re-size the image to 9 centimetres high and maintain the aspect ratio.

Make sure the text wraps round and below the image.

It may look like this:



- 54 Import the data that you saved at Step 16 into your document. Place this data as a table after the paragraph

One of the lessons we have learned from our customer feedback is that some of you prefer decaffeinated varieties, so we have added these products to our regular list:

Make sure that all required fields and their labels are fully visible with no text wrapped and that there is a blank line above and below the table.

- 55 Insert a page break before the paragraph:

The following chart shows sales for last year:

- 56 Import the chart you saved at Step 23 into the document. Place the chart after the paragraph:

The following chart shows sales for last year:

- 57 Resize the chart to fit within the margins.

- 58 Spell-check and proof-read the document.

Place page breaks, if necessary, to make sure that:

- tables and charts do not overlap two pages
- numbered lists do not overlap two pages
- there are no widows
- there are no orphans
- there are no blank pages.

- 59 Save and print the document.

BLANK PAGE

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