UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/03**

Paper 3 Practical Test   **October/November 2009**

                                                                               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 step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

Before each printout you should proof-read the document to make sure that you have followed all instructions carefully.

At the end of the test 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.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

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

1   Using a suitable software package, load the file **N9SUPP.CSV**

2   Place your Centre number, candidate number and name in the header.

3   In the *Company* column use a LOOKUP function to show the company name. Use the *Ccode* column for the lookup value and the file **N9CODE.CSV** for the array. This function must include both absolute and relative referencing and must not use a named range.

     Replicate this function so that the company name is shown for each of the 15 codes.

4   Enter the following data into the model

Code	Rate
D	**1.21**
N	**1.3**
P	**1.65**

5   Name the cell containing *1.21* **Discount**

     Name the cell containing *1.3* **Normal**

     Name the cell containing *1.65* **Premium**

6   Format these three named cells as numbers to 2 decimal places.

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

8   Use a COUNTIF function in cell C7 to count the number of products made by the *Supplier* with a *Ccode* that matches the contents of cell B7. This function must include both absolute and relative referencing and must not use a named range. Do not count any entries in rows 1 to 23.

     Replicate this function into cells C8 to C21 to count the number of products in stock made by each *Supplier*.

9   Set the page orientation to landscape.

10   Save the data model and print a copy of cells A1 to C21 only, showing the formulae and functions used.

     Make sure that the row and column headings and the contents of all cells in this range are visible.

     Make sure that the printout fits on a single page.

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

11   Set the page orientation to portrait.

12   Save the data model and print a copy of cells A1 to C21 only, showing the values.

     Make sure that the row and column headings are not visible.

     Make sure that the contents of all cells in this range are visible and that the printout fits on a single page.

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

13 In the *Unit Retail* column (Cell F24) use an IF function to calculate the retail price of each unit.

If the *Code* is *D* then multiply the named cell *Discount* by the *Unit Purchase* price.

If the *Code* is *N* then multiply the named cell *Normal* by the *Unit Purchase* price.

If the *Code* is *P* then multiply the named cell *Premium* by the *Unit Purchase* price.

If the *Code* is not *D, N* or *P* then return the *Unit Purchase* price.

Replicate this function so that the *Unit Retail* price for each item is shown.

14 In the *Retail* column (Cell H24) multiply the *Unit Retail* price by the *Pack size* to calculate the *Retail* price for the item. ☐

Replicate this formula so that the *Retail* price for each item is shown.

15 Format all cells in row 23 to be centre aligned. ☐

16 Format all cells in row 23 so that they are bold. ☐

17 Format all cells in row 23 so that they are italic. ☐

18 Format the data in the *Unit Purchase*, *Unit Retail* and *Retail* columns to Euros (€) with 2 decimal places*.* ☐

19 Format only the *Pack Size* column to 0 decimal places*.* ☐

20 Centre align the *Supplier* and *Code* columns from row 24 to row 116 inclusive. ☐

21 Set the page orientation to landscape. ☐

22 Save the data model and print a copy of cells F23 to H116 only, showing the formulae and functions used. ☐

Make sure that the row and column headings and the contents of all cells in this range are visible.

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

23 Keep the page orientation as landscape. ☐

24 Save the data model and print a copy of rows 23 to 54 only, showing the values. Make sure that the contents of all cells in this range are visible and that the printout fits on a single page. ☐

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

25 Interrogate the data, to find all the **Red** items with a *Unit Purchase* price between **0.51** and **0.58** Euros. ☐

Print this data.

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

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

26   Download the following files from

       http://www.hothouse-design.co.uk/2009November to your own work area:

       N9DOUBLE.JPG
       N9FILE.JPG
       N9FOLDER.JPG
       N9GAFFER.JPG
       N9GLUE.JPG
       N9GLUE2.JPG
       N9OFFERS.HTM
       N9PAGE.TXT
       N9PARCEL.JPG
       N9PEN.JPG
       N9SELLO.JPG
       N9STYLES.CSS
       N9TAPE.HTM
       N9TAPE.JPG

27   Using a suitable software package, open the webpage **N9OFFERS.HTM** so that it can be edited.

       Attach the stylesheet **N9STYLES.CSS** to this webpage.

28   Replace the text *Candidate name, Centre number, candidate number* with your name, Centre number and candidate number.

       Change this line of code from style h4 to paragraph style.

29   Change the width of <u>both</u> tables so that they each fill the width of the window in any web browser.

30   Merge the two cells that contain the word *Adhesives* so that they become a single cell, containing only the word *Adhesives*

       Make sure that this new cell uses 44% of the table width.

31   Merge the two cells that contain the word *Files* so that they become a single cell, containing only the word *Files*

       Make sure that this new cell uses 44% of the table width.

32   Set the cell padding for <u>both</u> tables to **4**, the cell spacing for <u>both</u> tables to **4**

       Set the table border of the top table to **0** and the table border of the bottom table to **2**

33   Replace the text *Place anchor here* with an anchor called **TOP**

       In the text *Click Here to return to the top of the page,* make only the words *Click Here* a hyperlink to the anchor that you have just created.

34   Replace the text *Tape image* with the image **N9TAPE.JPG**

       Create a hyperlink from this image to point to the file **N9TAPE.HTM** which should open in a new window called **_adhesivetape**

35   Replace the text *Glue image* with the image **N9GLUE.JPG**

36   Replace the text *File image* with the image **N9FILE.JPG**

37   Replace the text *Folder image* with the image **N9FOLDER.JPG**

38 Replace the text *Pen image* with the image **N9PEN.JPG**

Resize this image so that it becomes 100 pixels wide and 300 pixels high. Do not maintain the aspect ratio.

39 Using the contents of the file **N9PAGE.TXT**

Replace the text *Sponsored links here* with:

Select from the following sponsored links to take you to our partner companies:

Format this as style **p**

Align this text to the top of the table cell.

40 Using the contents of the file **N9PAGE.TXT**

Replace the text *Place list here* with:

Rootrainer Trees

Rock ICT

Kuroki Koi

Electry

International Tea and Coffee Traders

Format this as style **li**

41 Save the page as **N9OFFERS.HTM**

Print this page as it is viewed in your browser.

Print a copy of the HTML source.

42 Open the file **N9TAPE.HTM**

Identify 2 new hyperlinks that need to be created from the text on this webpage.

Make a note of the type of hyperlinks required and the text that these hyperlinks will link from but do not create them. You will need this information at Step 54.

You have been asked to prepare a short presentation for your team leader giving informat~~~ ~~~ the website.

43   Create a new presentation with 3 slides. ☐

The master slide:

44   The master slide must have a white background. ☐

45   In the top left corner of the master slide enter the text **Hothouse Design Stationery Supplies** in a black, **24** point, sans-serif font. ☐

46   In the bottom left corner of the master slide place an automated slide number. ☐

47   In the bottom right corner of the master slide place an image (from clipart, scanner, digital camera or elsewhere) of a pen or pencil as a logo. ☐

48   In the top right corner of the master slide enter your name, Centre number and candidate number in a black, **12** point, sans-serif font. ☐

49   Set the following styles for the presentation: ☐

Heading: Red, **48** point, right aligned serif font.

Subheading: Black, centre aligned, **24** point serif font.

Bulleted list: Black, left aligned, **18** point sans-serif font. Use a bullet of your choice.

On the first slide:

50   Enter the heading **Progress on the website** ☐

Make sure that this text does not overlap any of the items on the master slide.

51   Add the subheading **Current status** ☐

Make sure that this text does not overlap any of the items on the master slide.

On the second slide:

52   Enter the heading **Webpage N9Tape.htm** ☐

Make sure that this text does not overlap any of the items on the master slide.

53   Enter the subheading **This webpage needs improving with:** ☐

Make sure that this text does not overlap any of the items on the master slide.

54   Add a bulleted list with three bullet points. ☐

The first bullet point will contain the text: **Consistent spacing between images**

The second and third bullet points should list the new hyperlinks to be added to the webpage **N9TAPE.HTM**. State the types of hyperlinks required and the text that the hyperlinks will link from. You identified these at Step 42.

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

55   The bulleted list should have each bullet set to appear one at a time using the same animation effect. ☐

No other elements on the slide should be animated.

On the third slide:

56 Enter the heading **Image for the glue webpage**

Make sure that this text does not overlap any of the items on the master slide.

57 Open the image **N9GLUE2.JPG** in a suitable application package.

Flip the image horizontally.

Place and resize the new image so that it fills most of the slide. Ensure that the aspect ratio is maintained.

Make sure that it does not overlap or cover anything placed on the master slide.

For the whole presentation:

58 Save the presentation using a new filename.

Print the presentation.

59 Print a screen shot of slide 2 showing the animation used for the bulleted list.

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

On your printout highlight those portions of the code which show that:

- your name, Centre number and candidate number are present
- the external stylesheet is attached to the homepage
- the anchor TOP has been placed
- the table borders are set to 0 and 2 point
- the tables are the width of the page
- the cell spacing and cell padding are both set to 4
- **N9PEN.JPG** is resized to 100 pixels wide by 300 pixels high
- the cells containing the word *Adhesives* have been merged
- the cells containing the word *Files* have been merged
- the hyperlink from the image **N9TAPE.JPG** opens **N9TAPE.HTM** in a new window called **_adhesivetape**
- the text *Click Here* links to the anchor TOP