UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY   **0418/03**

Paper 3: Practical Test

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.

UNIVERSITY *of* CAMBRIDGE
International Examinations

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** ☐

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. ☐

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

3   Enter the following data into the model ☐

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

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

    Name the cell containing 0.928 **alkaline**

    Name the cell containing 1 **neutral**

5   Format these three cells to 1 decimal place. ☐

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

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

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

9   Enter the following data into the model ☐

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. ☐

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

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

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. ☐

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

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.

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.

15 Format the *Bare, Pot, Soil* and *Cost* columns as currency in pounds sterling to 2 decimal places.

16 Set the page orientation to landscape.

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.

18 Set the page orientation to portrait.

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.

20 Hide rows 1 to 5 inclusive.

Hide columns A, C, F, G and H.

21 Interrogate the data to find all the trees where the cost is less than £1

Print this data.

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

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.

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

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

✓

☐

23 Download the following files from
http://www.hothouse-design.co.uk/2007specimen to your own work area:

SPECIMEN1.TXT
SPECIMEN2.HTM
SPECIMEN3.HTM
SPECIMEN4.GIF
SPECIMEN5.JPG
SPECIMEN6.JPG
SPECIMEN7.CSV

☐

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

- h1 – dark blue, sans-serif font, 36 point, centre aligned, bold
- h2 – green, serif font, bold, 14 point, left aligned
- h3 – blue, sans-serif font, 12 point, left aligned
- li – blue, sans-serif font, 10 point, bullet points, left aligned
- p – black, sans-serif font, 10 point, left aligned

Save the stylesheet and attach it to each web page as you create it.

☐

25 Print a copy of the stylesheet that has to be attached to each page as html source code.

Make sure that your name, centre number and candidate number are printed on this page.

☐

26 Using a suitable software package, create a new homepage **HOMEPAGE.HTM** This page will have a table and menu options across the bottom. It should look like this:

☐
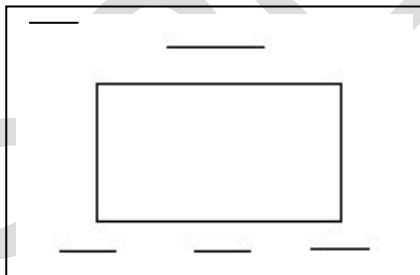
27 Attach the external stylesheet that you saved in step 24.

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

☐

28 In the top left corner add the text **Last edited by** and add your name, centre number and candidate number.

Set the text to style p.

☐

29 Enter the heading **Rootrainer Trees**

Set the text to style h1.

30   Below the heading, create a table which has 4 rows and 2 columns. ☐

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

A	
B	**D**
C	
E	

32   Set the cell padding for the table to **3,** the cell spacing for the table to **5** and the width of the table to **100%** ☐

33   Set the table border to **2** ☐

34   Using the contents of the file **SPECIMEN1.TXT** ☐

- place the text *Our company…to the customer.* into cell A and format this as style h2

- place the text *Plants for all…evergreen.* into cell B and format this as follows:
  Plants for all soil types: as style p
  acid as style li
  alkaline as style li
  neutral, as style li
  and all types of plants: as style p
  deciduous as style li
  coniferous as style li
  evergreen as style li

- place the text *You can contact us in many ways.* into cell C and format this as style h2

- place the text *Through our website…of our services.* into cell E and format this as style h3

35   Import the image **SPECIMEN4.GIF** and place it in cell D.
Set the height to 250 pixels and maintain the aspect ratio.
Make sure that the whole image is visible. ☐

36   Place the contents of **SPECIMEN3.HTM** below the table to create the menu as a new table. Set the border size of this table to 0. Set the text to style h2. ☐

37   Create a hyperlink for the menu item *Try Bonsai* to point to the file **SPECIMEN2.HTM** which should open in a new window called **_external** ☐

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

38   Save the page as **HOMEPAGE.HTM** ☐

Print this page as it is viewed in your browser. Print a copy of the HTML source.

39 Open the file **SPECIMEN5.JPG** in a suitable application. Change its width to 40 pixels and its height to 60 pixels. Ensure that the colour depth is 256 colours (8 bit colour) and save the file as **SPECIMEN5.GIF** ☐

40 Open the file **SPECIMEN2.HTM** ☐

Import the image **SPECIMEN6.JPG** into the right cell of the table.

Resize the image **SPECIMEN6.JPG** to 250 pixels wide and maintain the aspect ratio.

41 Replace the text *Candidate name (*at the top of the page) with your name, centre number and candidate number. ☐

42 Replace the text *click here* (at the bottom of the page) with the image **SPECIMEN5.GIF** ☐

Make this a link in the same window to the file **HOMEPAGE.HTM**

43 Attach the external stylesheet that you saved in step 24. ☐

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

44 Save the page as **SPECIMEN2.HTM** ☐

Make sure your name is displayed on each page. Print this page as it is viewed in your browser. Print a copy of the HTML source.

You are going to create and edit a presentation for this company.

The medium for delivery will be a multimedia projector. You will need to produce presenter notes and audience notes with the slides.

   On the master slide:

✓

45 Set up a new presentation consisting of 3 slides. The slide master must have a very light blue background and your name and today's date in a small black font placed in the bottom left corner. It must also contain a clipart image of a tree as a logo placed in the top right corner. ☐

The logo must be resized so that it will not overlay any text or graphics on any slide.

Include the slide number in the bottom right of the footer.

46 Set the following styles of text throughout the entire presentation: ☐

Heading:	Dark blue, centre aligned, large font (48 point)
Subheading:	Dark blue, left aligned, medium font (32 point)
Bulleted list:	Black, left aligned, small font (18 point). Use a bullet of your choice.

On the first slide:

47   Enter the heading **Rootrainer Trees** ☐

48   Enter the subheading **Growing trees for you, your children, your** ☐
       grandchildren … below the heading.

49   Add the following presenter notes to this slide: ☐

       Introduce yourself and your role within the company.

On the second slide:

50   Enter the heading **Plants for all soil types:** ☐

51   Enter the following bulleted list on the left side of the slide. ☐
- ➢ **Acid**
- ➢ **Alkaline**
- ➢ **Neutral**

52   Enter the text **and for all environments:** below the bulleted list on the left side ☐
       of the slide as a subheading.

53   Enter the following bulleted list below the subheading on the left side of the slide. ☐
- ➢ **Deciduous**
- ➢ **Coniferous**
- ➢ **Evergreen**

54   Place the image **SPECIMEN6.JPG** so that it fills most of the right half of the ☐
       slide. Make sure that it does not overlap with or cover anything placed on the
       master slide.

55   Add a thin, dark blue, vertical line between the bulleted lists and the image. ☐

56   Both bulleted lists should have each bullet set to appear one at a time using the ☐
       same animation effect. No other elements of the slide should be animated.

57   Add the following presenter notes to this slide: **We have offices on every** ☐
       continent.

On the third slide:

✓

58   Enter the heading **Price calculation** ☐

59   Enter the following bulleted list on the left side of the slide: ☐
- ➢ **By formulae**
- ➢ **Relative to pot size**
- ➢ **Sample prices**

60   Using a suitable software package, load the file **SPECIMEN7.CSV** ☐

Create a bar chart from the data using only the names of the trees and their price. Do not include a legend. Add the label **Species** to the category axis and **Price (£)** to the value axis. Make sure that all of the tree names are visible.

Place this bar chart on the right side of the slide.

61   Add the following presenter notes to this slide: ☐
We can not be surpassed for quality of products or service.

For the whole presentation:

62   Use the same transitional effect between each slide. ☐

63   Save the presentation using a new filename. Print the presentation showing all of the presenter notes. ☐

64   Save the presentation using a new filename. Print the presentation showing three slides to a page with space for the audience to make notes. ☐

65   Print a screen shot of slide 2 showing the animation used for the bulleted lists. ☐

66   Print a screen shot of the presentation showing the transitions between the slides. ☐

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 each webpage
The table borders are set to 2 and 0 point
The cell spacing is set to 5 point
The cell padding is set to 3 point
SPECIMEN4.GIF is resized to 250 pixels high
The hyperlink from **Try Bonsai** opens **SPECIMEN2.HTM** in a new window called **_external**
SPECIMEN6.JPG is resized to 250 pixels wide
SPECIMEN5.JPG has been changed to .gif format
SPECIMEN5.GIF is resized to 40 pixels wide and 60 pixels high
SPECIMEN5.GIF hyperlinks to **HOMEPAGE.HTM**