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INFORMATION TECHNOLOGY

0418/03

Paper 3 Practical Test B

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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 correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

This document consists of **10** printed pages.



* 0 8 1 0 1 2 4 0 8 2 *

You work for a company called *Hothouse Design*. 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 **N7STOCK2.CSV**

2 In the *Unit Cost* column use a lookup function to show the unit cost. Use the *Code* column for the lookup value and the file **N7CODE.CSV** for the array. Make sure you use both absolute and relative referencing within your function.

Replicate this function so that the *Unit Cost* is shown for each row.

3 Enter the following data into the model.

<i>Dcode</i>	<i>Rate</i>
A	0.045
B	0.09
C	0.125

4 Name the cell containing 0.045 **RateA**

Name the cell containing 0.09 **RateB**

Name the cell containing 0.125 **RateC**

5 Format these three cells as percentage values to 0 decimal places.

6 Use a Countif function (that includes both absolute and relative referencing) in cell H2, to count the number of **Cartridge** entries in the *Type* column.

Replicate this formula into cell H3 to count the number of **Paper** entries and into cell H4 to count the number of **Storage** entries.

7 In the *Cost* column (Cell G7) use a formula to multiply *Unit Cost* by *Sales*

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

- 8 In the *Discount* column (Cell H7) use an IF function to calculate the discount to be given.
- If *Sales* are greater than or equal to 10 then multiply the named cell *RateA* by *Cost*
- If *Sales* are greater than or equal to 20 then multiply the named cell *RateB* by *Cost*
- If *Sales* are greater than or equal to 30 then multiply the named cell *RateC* by *Cost*
- Replicate this function so that the *Discount* is shown for each item.
- 9 In the *Price* column (Cell I7) use a formula to subtract the *Discount* from the *Cost*
- Replicate this formula so that the *Discount* is shown for each item.
- 10 Format only the *Unit Cost*, *Cost*, *Discount* and *Price* columns as currency in pounds sterling to 2 decimal places.
- 11 Set the page orientation to landscape.
- 12 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.
- Make sure that your name, candidate number and centre number are printed in the header of each page.
- 13 Set the page orientation to portrait.
- 14 Save the data model and print a copy of the sheet showing the values. Make sure that the contents of all cells are visible.
- Make sure that your name, candidate number and centre number are printed in the header of each page.
- 15 Hide rows 1 to 5 inclusive.
- Hide columns A, D, F, G and H.

- 16 Search the data to find all the items where the *Supplier* is **Maxell**

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

- 17 Select all of the data.

Leave the rows 1 to 5 inclusive and columns A, D, F, G and H hidden.

Search this data to find all the items where *Sales* are greater than or equal to **20** and *Price* is less than **£100**

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.

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

N7PAGE.TXT
N7MENU.HTM
N7OFFERS.HTM
N7CART.JPG
N7ICON.JPG
N7MEDIA.JPG
N7PRINT.JPG
N7SALES.CSV

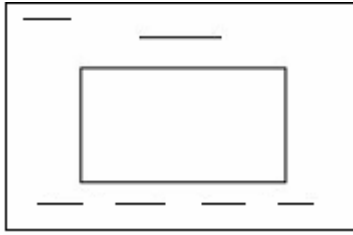
- 19 Using a suitable software package, prepare the following styles for use within all pages of this website:

- h1 – black, serif font, 36 point, centre aligned
- h2 – black, serif font, 18 point, centre aligned
- h3 – red, sans-serif font, 12 point, centre aligned, bold
- h4 – red, sans-serif font, 12 point, left aligned
- li – red, sans-serif font, 10 point, bullet points, left aligned
- p – dark red (or maroon), sans-serif font, 10 point, left aligned

Save the style sheet and attach it to each web page as you create it. Make sure the style sheet that you prepare will work in any web browser.

- 20 Print a copy of the style sheet in css format. Make sure that your name, centre number and candidate number are printed on this page.

- 21 Using a suitable software package, create a new homepage **HOME PAGE.HTM** This page will contain your name, a heading, a table and have menu options across the bottom. It should look like this:



- 22 Attach the external style sheet that you saved in step 19.



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

- 23 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 h4.

- 24 Enter the heading **Peripherals and Consumables**



Set the text to style h1.

- 25 Below the heading, create a table which has 4 rows and 2 columns.



- 26 Merge the cells to create the table as shown below.



A	
B	D
C	
E	

- 27 Set the cell padding for the table to **10**, the cell spacing for the table to **2** and the width of the table to **100%**



- 28 Set the table border to **2**





29 Using the contents of the file **N7PAGE.TXT** place:

- the text *We stock a wide...accessories and consumables.* into cell A and format this as style h2
- the text *Peripherals include...CDs and DVDs.* into cell B and format this as follows:

Peripherals include as style p
printers as style li
scanners as style li
network and WIFI, as style li
and consumables like: as style p
cartridges as style li
specialist paper as style li
Blank CDs and DVDs. as style li

- the text *You can contact us in many ways.* into cell C and format this as style h3
- the text *Through our website...of our services.* into cell E and format this as style h4.

30 Import the image **N7CART.JPG** and place it in cell D.

Set the height of the image to 200 pixels and maintain the aspect ratio.

Make sure that the whole image is visible.

31 Place the contents of **N7MENU.HTM** as a table below the existing table to create the menu. Apply the style h2 to all the text within this table.

32 Set the cell padding for the table to **10** and the cell spacing for the table to **2**

Set the table width to **600** pixels.

33 Set the border size of this table to **2**

34 Create a hyperlink for the menu item *Special Offers* to point to the file **N7OFFERS.HTM** which should open in a new window called **_external**

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

35 Save the page as **HOMEPAGE.HTM**

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

- 36 Open the file **N7ICON.JPG** in a suitable application. Change its width to 40 pixels and its height to 42 pixels. Ensure that the colour depth is 256 colours (8 bit colour) and save the file as **N7ICON.GIF**
- 37 Open the file **N7OFFERS.HTM**
Import the image **N7MEDIA.JPG** into the right cell of the table.
Resize the image **N7MEDIA.JPG** to 300 pixels wide and maintain the aspect ratio.
- 38 Replace the text *Candidate name* (at the top of the page) with your name, centre number and candidate number.
- 39 Replace the text *click here* (at the bottom of the page) with the image **N7ICON.GIF**
Make this a link in the same window to **HOMEPAGE.HTM**
- 40 Attach the external style sheet that you saved in step 19.
Ensure (by removing code if necessary) that, if you are using a WYSIWYG package, the styles from the style sheet are not overridden by the package.
- 41 Save the page as **N7OFFERS.HTM**
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.

- 42 Set up a new presentation consisting of 3 slides.

On the master slide:

- 43 The slide master must have a very light blue background and your Centre number, candidate number and name in a small black font placed in the top right corner. It must also contain a clipart image of a peripheral device for a computer as a logo placed in the bottom right corner.

The logo must be resized so that no text or other object overlaps it.

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

- 44 Set the following styles of text throughout the entire presentation:

Heading: Black, centre aligned, large font (48 point)

Subheading: Dark red (or maroon), left aligned, medium font (32 point)

Bulleted list: Red, left aligned, small font (24 point). Use a bullet of your choice

On the first slide:

- 45 Enter the heading **Hothouse Design for Computer Peripherals**

- 46 Enter the subheading **We offer a full range of peripherals for PCs and Macs** below the heading.

- 47 Add the following presenter notes to this slide:
I am here on behalf of the Sales department of Hothouse Design.

On the second slide:

- 48 Enter the heading **Printers of all types** in the same style as the first slide.

- 49 Enter the following bulleted list on the left side of the slide.

- Ink Jet
- Laser
- Thermal

- 50 Enter the text **and for all budgets:** below the bulleted list on the left side of the slide as a subheading.
- 51 Enter the following bulleted list below the subheading on the left side of the slide.
- **Budget from £99**
 - **Home office from £199**
 - **Network from £459**
- 52 Place the image **N7PRINT.JPG** so that it fills most of the right half of the slide. Make sure that it does not overlap or cover anything placed on the master slide.
- 53 Add a red vertical line, 5 points thick, between the bulleted lists and the image.
- 54 Both bulleted lists 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.
- 55 Add the following presenter notes to this slide: **All the latest printer technologies are available.**

On the third slide:

- 56 Enter the heading **Storage media special offers** in the same style as the first slide.
- 57 Enter the following bulleted list on the right side of the slide:
- **CD-R**
 - **CD-RW**
 - **DVD-R**
 - **DVD-RW**
- 58 Using a suitable software package, load the file **N7SALES.CSV**
- Add together the total sales for both makes where the *Type* is *CD-R*
- Create a bar chart from the data using only the *Type* and the *Sales*. Do not include a legend. Add the label **Type** to the category axis and **Total Sales** to the value axis. Make sure that all of the *Type* labels are visible.
- Place this bar chart on the left side of the slide.
- 59 Add the following presenter notes to this slide: **Sales of these products have been spectacular, as can be seen by the graph.**

For the whole presentation:

60 Use the same transitional effect between each slide.



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



62 Print the presentation showing audience notes with three slides to the page and space for the audience to make notes.



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



64 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 Centre number, candidate number and name are included
- the external style sheet is attached to each webpage
- borders of both the tables are set to 2 point
- the cell padding of both tables is set to 10
- the cell spacing of both tables is set to 2
- the table width is set to 100%
- **N7CART.JPG** is resized to 200 pixels high
- the table width is set to 600 pixels
- the hyperlink from **Special Offers** opens **N7OFFERS.HTM** in a new window called **_external**
- **N7MEDIA.JPG** is resized to 300 pixels wide
- **N7ICON.JPG** has been changed to .gif format
- **N7ICON.GIF** is resized to 40 pixels wide and 42 pixels high
- **N7ICON.GIF** hyperlinks to **HOME PAGE.HTM**

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