



INFORMATION TECHNOLOGY

0418/03

Paper 3 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 **8** printed pages.



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

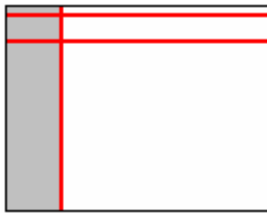
Your manager has asked you to set up a presentation for the board of directors.

The medium for delivery will be a multimedia projector. Presenter notes need to be produced with the slides.

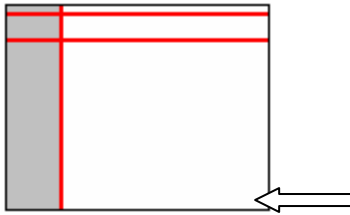
- 1 Set up a new presentation consisting of 4 slides.

On the master slide:

- 2 The master slide must have a light grey background on the left hand side (about 1/5 of the width) with one vertical red stripe as a border for the grey background and two horizontal red stripes. Each stripe should be about 6 points wide. It should look like this:

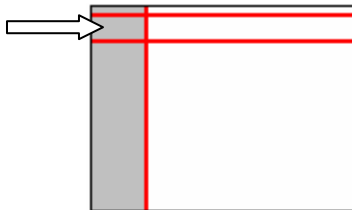


- 3 Include an automated slide number in the bottom right of each slide. Make sure that it does not overlap any of the lines added at Step 2.

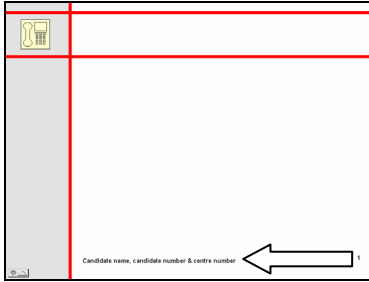


- 4 Place a clipart image of a telephone as a logo in the top left corner.

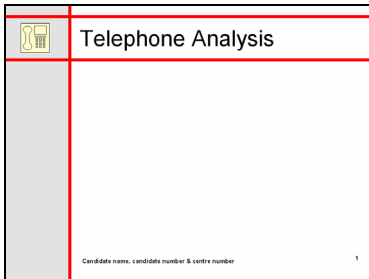
The logo must be resized so that it is within and does not overlap the three red lines added at Step 2.



- 5 Enter your name, Centre number and candidate number, left aligned in the white area, at the bottom of the master slide. Use a black, **12** point, sans-serif font. It should look like this:



- 6 Add the text **Telephone Analysis** as a header, left aligned in a black, **44** point sans-serif font at the top of the master slide. This should be between the red lines and not overlap any of the other objects on the slide. It should look like this:



On each slide you are going to add text and images to the main white area of the slide. No text or objects should overlap any items on the master slide.

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



Heading:	Red, left aligned, 60 point (large font)
Subheading:	Red, centre aligned, 36 point (medium font)
Bulleted list:	Black, left aligned, 24 point (small font). Use a bullet of your choice.

On the first slide:

- 8 Enter the heading:



Hothouse Design

- 9 Below the heading, enter the subheading:



Snapshot analysis of telephone use within the company

- 10 Add the following presenter notes to this slide:



This brief presentation will identify some of the results of our recent telephone use analysis.

On the second slide:

- 11 Enter the subheading:
Departments analysed
in the same style as the first slide.
- 12 Enter the following bulleted list on the left side of the slide:
- **Accounts**
 - **Cleaning**
 - **Human Resources**
 - **Information Systems**
 - **Maintenance**
 - **Transport**
- 13 Enter the following bulleted list on the right side of the slide:
- **Production**
 - **Purchasing**
 - **Sales**
 - **Security**
 - **Site Management**
- 14 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.
- 15 Add the following presenter notes to this slide:
- Telephones were used by other departments but some have been removed from the sample.**

On the third slide:

- 16 Create a pie chart from the following data:

Call type	Minutes
International	1640
Peak Rate	7842
Cheap Rate	1543
Internal	16805

- 17 Place the chart in the centre of the slide. Enlarge the chart so that it is clearly visible.
- Each segment must show the call type and percentage value. Do not display a legend.
- 18 Add the following presenter notes to this slide:
- As you can see the vast majority of our calls are internal. These figures are the average values per day for all departments, using a monitoring period of 2 weeks.**

On the fourth slide:

- 19 Enter the text:
- Replace some calls with:**
as a subheading.
- 20 Enter the following bulleted list on the left side of the slide:
- **Video conference**
 - **E-mail**
 - **SMS messages**
- 21 Place a different clipart image showing a telephone to the right of the bulleted list.
- 22 Add the following presenter notes to this slide:
- We must look at cheaper media in order to reduce our operating costs.**

For the whole presentation:

- 23 Use the same transitional effect between each slide.
- 24 Save the presentation. Print the presentation showing all of the presenter notes.
- 25 Print the presentation showing 3 slides to a page with space for the audience to make notes.
- 26 Print a screen shot of slide 2 showing the animation used for the bulleted lists.
- 27 Print a screen shot of the presentation showing the transitions between the slides.

Your manager has asked you to help develop the company website.

- 28 Download the following files from
- <http://www.hothouse-design.co.uk/2008November> to your own work area:
- N8ABOUT.GIF**
N8CLIENT. GIF
N8CONTAC.GIF
N8CONTAC.HTM
N8HOTDES.HTM
N8STYLE.CSS
N8WHAT. GIF
N8WORK. GIF



- 29** Using a suitable software package, edit the file **N8STYLE.CSS** so that only the following changes are made:
- set styles h1 and h2 to red
 - set style p to dark blue
 - set styles h1, h2 and h3 so that the primary font is Times New Roman, but if this is not available the browser selects any serif font
 - set styles li and p so that the primary font is Arial, but if this is not available the browser selects any sans-serif font
 - centre align styles h1 and h2
 - set style h1 to bold and italic.

Make sure that the stylesheet that you have edited will work in any browser.

Save the stylesheet as **N8STYLE1.CSS** and attach it to each web page as you create or amend it.

- 30** Print a copy of the stylesheet. Make sure that your name, Centre number and candidate number are printed on this page.
- 31** Open the file **N8HOTDES.HTM**
- 32** Attach the external stylesheet that you saved at Step 29.
- 33** Replace the text *Homepage* with the heading **Hothouse Design Ltd**
Set the heading to style h1.
- 34** At the bottom of the page add the text **Last updated by** and add your name, Centre number and candidate number.
Set this text to style h3.
- 35** Replace the text *Image 1 here* with the image **N8ABOUT.GIF**
Replace the text *Image 2 here* with the image **N8WHAT.GIF**
Replace the text *Image 3 here* with the image **N8CLIENT.GIF**
Replace the text *Image 4 here* with the image **N8WORK.GIF**
Replace the text *Image 5 here* with the image **N8CONTAC.GIF**
Make sure that the whole of each image is visible.
- 36** Centre align all cells in the top row of the table.
Right align all cells in the second row of the table.
- 37** Set the background colour of only the top row of the table to black.
- 38** Set the cell padding for the table to **20** and the cell spacing for the table to **5**
Set the table width to **100%** and the height to **300** pixels.
- 39** Set the table border to **5**
- 40** Create hyperlinks from the text *Contact us* and from the image *N8CONTAC.GIF* to point to the file **N8CONTA1.HTM** which should open in a new window called **_contact**
Note that the web page which you have linked to has not yet been created.

- 41 Save the page as **N8HOTDE1.HTM**
 Print this page as it is viewed in your browser.
 Print a copy of the HTML source.
- 42 Open the file **N8CONTAC.HTM**
 Attach the external stylesheet that you saved at Step 29.
- 43 At the bottom of the page add the text **Last updated by** and add your name, Centre number and candidate number.
 Set the text to style h3.
- 44 Save the page as **N8CONTA1.HTM**
 Print this page as it is viewed in your browser.
 Print a copy of the HTML source.

Your manager has asked you to develop a spreadsheet about telephone calls.

- 45 Using a suitable software package, load the file **N8PHONE.CSV** and save it into your own work area as **N8PHONE1**
 Load the file **N8CODE.CSV** and save it into your own work area.
- 46 In the *Minutes* column (Cell D11) use a function to calculate the whole number (integer) of minutes for each call, by dividing the *Duration* by **60**
 Replicate this function so that the *Minutes* for each call are shown.
- 47 In the *Seconds* column (Cell E11) calculate the number of remaining seconds for each call using the formula:
Duration – (*Minutes* multiplied by **60**)
 Replicate this formula so that the *Seconds* for each call are shown.
- 48 In the *Length* column (Cell F11) use an IF function to show:
 - If the *Minutes* are less than 6 then show the word **Short**
 - If the *Minutes* are greater than 5 and are less than 12 then show the word **Medium**
 - If the *Minutes* are greater than 11 then show the word **Long**
 Replicate this function so that the *Length* of each call is shown.
- 49 In the *Name* column use a lookup function to show the staff name. Use the *SCode* column for the lookup value and the external file **N8CODE.CSV** for the array.
 Make sure that you use both absolute and relative referencing within your function.
 Replicate this function so that the names for each of the 7 members of staff are shown.
- 50 In cell C2 use a function that includes both absolute and relative referencing to calculate the sum of the *Minutes* column if the *SCode* column contains **GBA**. Do not include rows 1 to 10.
 Replicate this function into cells C3 to C8 to sum the total *Minutes* for each *SCode*.
- 51 Format all cells in rows 1 and 10 only so that they are centre aligned.

- 52 Format all cells in rows 1 and 10 only so that they are bold.
- 53 Set the page orientation to landscape.
- 54 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 is one page wide. It may be three or four pages tall.
 Make sure that your name, Centre number and candidate number are printed in the header of the page.
- 55 Set the page orientation to portrait.
- 56 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 is one page wide. It may be two pages tall.
 Make sure that your name, Centre number and candidate number are printed in the header of the page.
- 57 Interrogate the data to find all the calls where the *Length* is **Long**
 Print this data.
 Make sure that your name, Centre number and candidate number are printed in the header of the page.
- 58 Interrogate the data to find all the calls where the *Length* is **Long** and where the *SCode* is **VCR** or **RSP**
 Print this data.
 Make sure that your name, Centre number and candidate number are printed in the header of the page.

After the examination time

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

- The external stylesheet is attached to both web pages
- The table border is set to 5
- The table cell padding is set to 20
- The table cell spacing is set to 5
- The table width is set to 100%
- The table height is set to 300 pixels
- Row 1 of the table is centre aligned
- Row 1 of the table has a black background
- Row 2 of the table is right aligned
- The hyperlinks from both text and image open **N8CONTA1.HTM** in a new window called **_contact**

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