UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
International General Certificate of Secondary Education

INFORMATION TECHNOLOGY   **0418/02**

Paper 2: 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 **6** printed pages and **2** blank pages.

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UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn over

You work for a company called Rootrainer Trees. 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 **SPECIMEN PAPER 2**   ☐   **1.2.1**

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**   ☐   **1.1.1**
1.4.1
2.1.1
2.2.1
2.3.1
3.4.1

3 Prepare an e-mail message: ☐   **1.2.1**
1.3.1

- to be sent to **design.h@cie.org.uk**
- copied to **other.an@cie.org.uk**
- with a blind carbon copy to **hance.en@cie.org.uk**
- with the subject line **ICTCOREX**

The body text of the message should include:

- your name
- your centre number
- your candidate number
- the text: **Here is the requested file.**

4 Attach the file which you downloaded from the Hothouse website to your e-mail.   ☐   **1.3.1**

5 Print a copy of this e-mail, showing clearly that the attachment is present.   ☐   **11.1.1**

Send the e-mail.

*You are now going to edit a document about a company selling small trees.*

✓

6	Using a suitable software package, load the file **SPEC2.RTF**	☐	3.1.1
7	Set the page size to A4.	☐	4.1.1
8	Set the page orientation to landscape.	☐	4.1.2
9	Set the top and bottom margins to 3 centimetres and the left and right margins to 2 centimetres.	☐	4.1.3
10	Place your name left aligned, your centre number centre aligned and your candidate number right aligned in the header. Place an automated page number right aligned in the footer. Ensure that all the alignments match the page size.	☐	4.1.4
11	Format the entire document into three equally spaced columns, with a 4 millimetre gap between the columns.	☐	4.1.5
12	Set the text to a serif font.	☐	5.1.1
13	Set the text to 1.5 line spacing.	☐	4.2.2
14	Make the text fully justified.	☐	5.2.1
15	Set the text size to 10 point.	☐	5.1.1
16	Insert a page break before the first paragraph.	☐	4.1.6
17	Format ONLY the first page of the document as a single column.	☐	4.1.5
18	Make this first page a title page by adding the heading **Rootrainer Trees**.	☐	3.2.1
19	Make the heading centre aligned.	☐	5.2.1
20	Set the text size of the heading to 72 point.	☐	5.1.1
21	Make the heading underlined.	☐	5.1.2
22	Add the subheading **Plans for the future** below the heading.	☐	3.2.1
23	Set the text used for the heading and subheading to the same sans-serif font.	☐	5.1.1
24	Set the text size of the subheading to 24 point.	☐	5.1.1
25	Make the subheading italic and ensure that it is not underlined.	☐	5.1.2
26	Make the subheading centre aligned.	☐	5.2.1
27	Move the last paragraph that starts *Expansion plans for…* so that it becomes the second paragraph.	☐	3.2.2

✓

28 Change the bulleted list to an automatically numbered list using roman numerals like this:

     i.   bonsai trees
    ii.   landscaping
   iii.   koi carp

☐ **5.2.1**

29 In the stylesheet excerpt within the document, the colour code for the website paragraph style should be set to pure green (with no red or blue components). Change the hexadecimal code so that the new hexadecimal code is set to pure green.

☐ **16.1.3**

30 In the stylesheet excerpt, the paragraph font size should be set to 12 pixels. Change the stylesheet so that this is correct.

☐ **16.1.3**

31 In the stylesheet excerpt, the list should be set to bold. Change the stylesheet so that this is correct.

☐ **16.1.3**

32 In the stylesheet excerpt, the list should be set to accept a serif font as well as the specified fonts. Change the stylesheet so that this is correct.

☐ **16.1.3**

33 Locate the table containing the word *Analysis* in the top left cell.

Insert a new column 4 (between *Soil* and *Packing*).

Enter the following data into this column:

      Pot

      £0.03
      £0.05
      £0.00
      £0.00

☐ **3.2.2**

5.1.4

34 Delete the third and fifth rows from the table (those with *Size 2*).

Ensure that all of the table is visible with no text wrapping.

☐ **5.1.4**

35 Set all paragraphs (not lists, tables or excerpts) so that the first line of each paragraph is indented by 2 centimetres.

☐ **5.2.3**

36 Import a graphic image showing a tree (from clip art, scanner, digital camera or elsewhere), and place this in the top left corner of page 2.

☐ **3.3.1**
10.1.1

37 Change the image so that:

- it is re-sized to fill the column width
- the text sits below the image.

It should look like this:

☐ **3.3.2**
10.1.1

✓
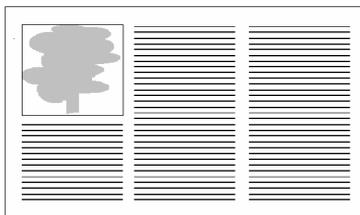
38 Save the document. ☐ **11.1.2**

39 Using a suitable database package, import the file SITES.CSV ☐ **6.1.1**

Assign the following data types to the fields. **6.1.2**
6.1.3

Code	**Text**
Reference	**Numeric / Integer**
Country	**Text**
Current Area	**Numeric / Integer**
Potential Area	**Numeric / Integer**
Owned	**Boolean / Logical**

Ensure that you use meaningful field names. You may add another field as a primary key field if your software requires this.

40 Print a screen shot showing the field names and data types used. Make sure that ☐ **11.1.1** your name, centre number and candidate number are included on this printout.

41 Insert the data for the following three records: ☐ **6.2.1**

Code	Reference	Country	Current Area	Potential Area	Owned
OC	1	Australia	330	790	Y
OC	2	Australia	0	7420	N
OC	3	Australia	0	550	Y

Check your data entry for errors.

42 Save the data. ☐ **11.1.2**

43 Produce a report which: ☐ **7.1.1**
- has a page orientation of portrait **8.1.1**
- fits on a single page **8.2.1**
- shows only the sites where the *Code* is **OC** or **AS** **9.1.1**
- contains a new field called **Growth** which is calculated at run-time. This **9.1.2** field will calculate the *Potential Area* minus the *Current Area.* **9.1.3**
- shows only the fields *Code, Country, Current Area, Potential Area* and *Growth* and their labels in full
- sorts the data into ascending order of *Growth* (with *0* at the top)
- includes the heading **Far East Sites** at the top of the page
- has your name on the right in the footer.

44 Save and print this report. ☐ **11.1.2**

45 Produce a report which: ☐ **8.1.1**
- has a page orientation of portrait **8.2.1**
- fits on a single page **9.1.1**
- shows only the sites that are *Owned* and have a *Current Area* of less than **9.1.2** **750** **9.1.3**
- shows only the fields *Country, Current Area, Potential Area* and their labels in full
- sorts the data into descending order of *Country* (with *South Africa* at the top) and then in descending order of *Current Area*
- includes the heading **Small sites already owned** at the top of the page
- has your name on the left in the footer.

46   Save and print this report.   ☐ **11.1.2**

47   Produce a new report from all the data which: ☐ **7.1.1**
    9.1.1
- shows a summary of only the *Code* and *Potential Area* fields
- performs a count of the number of sites in each *Code*
- calculates the sum of the *Potential Area* within each code

48   Save this data in a form which can be imported into a text document.   ☐ **9.1.4**
11.1.2
11.1.3

Export this data into a form that can be opened by your graph/charting package.

49   Import this data into your document.   Insert this data as a table after the   ☐ **10.1.2**
paragraph which ends: *showing the number of sites and the total number of hectares:*

Make sure there is one blank line above and below the table.

50   You now need to open the data saved at step 48 in your charting package.   ☐ **6.1.1**

51   Using a lookup function replace each *Code* with *Region name* using the file   ☐ **3.1.1**
REGIONS.CSV

52   Create a vertical bar chart showing only the *Region names* and the number of   ☐ **9.2.1**
sites for each region.

53   Add a title to the chart **Number of potential sites in each region**   ☐ **9.2.2**

54   Label the category axis **Region** and the value axis **Number of sites.** Include the   ☐ **9.2.2**
region names (in full) as the category axis labels. Do not include a legend.

55   Save this chart in a form which can be imported into a text document.   ☐ **11.1.2**

56   Import this chart into your document. Insert this chart after the paragraph: *The*   ☐ **10.1.3**
number of sites can be seen graphically. Make sure that all labels are fully visible.

Make sure there is one blank line above and below the chart.

Resize the chart so that it fits exactly into a single column (please note that it may not appear as shown in the diagram).
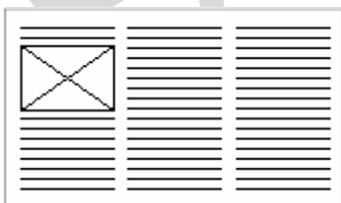
57 Spell-check and proof-read the document. □ **5.3.1**
5.3.2

Place page breaks, if necessary, to ensure that:
- tables do not overlap two pages
- bulleted lists do not overlap two pages
- there are no widows
- there are no orphans
- there are no blank pages.

58 Save the document using a new filename and print a final copy. □ **11.1.1**

BLANK PAGE