

Candidate Name _____

Centre Number	Candidate Number

International General Certificate of Secondary Education
UNIVERSITY OF CAMBRIDGE LOCAL EXAMINATION SYNDICATE
INFORMATION TECHNOLOGY **0418/4**
PAPER 4
SPECIMEN PAPER

Candidates answer on the question paper.
No additional materials are required.

TIME 2 hours 45 minutes

INSTRUCTIONS TO CANDIDATES

Make sure that your name, centre number and candidate number are shown on each printout 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 check list 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 correctly.

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

This question paper consists of 7 printed pages

- 6 Format the *Tax rate* as a Percentage to 2 decimal places.
- 7 Format the cells which involve currency in \$.
- 8 Format the cells in the *Ordered* column as Integer values.
- 9 Replicate down all formulae entered in stages 2-5 so that at least 12 rows of data can be entered.
- 10 Set your page orientation to landscape
- 11 Select a view of the sheet which shows all formulae. Adjust the column widths and row heights to ensure that all formulae are visible.
- 10 Save the data model with an appropriate filename and print a copy of the sheet showing (in full) the formulae used. Make sure that the printout fits on a single printed page.
- 11 Enter the following data into the model to test that it works correctly.

Tax rate	7%						
Type	Country	Cost	Ordered	Total Cost	Tax	Transport	Total
PK43	USA	\$1.00	100				
PK43	Japan	\$1.00	450				
PK43	USA	\$0.90	24				
BE21	USA	\$1.20	20				
BE21	Japan	\$0.77	2000				
XX783	Italy	\$0.95	140				
PK43	USA	\$1.00	10				
XX783	Thailand	\$0.95	25				
XX783	Mexico	\$0.95	45				
PK43	USA	\$1.44	2				
BE21	Thailand	\$1.57	1000				
XX783	USA	\$1.09	50				
XX783	USA	\$0.95	12				

- 12 Save this test data and print a copy showing the values. Make sure that the printout fits on a single printed page.
- 13 Produce a printout showing only the rows where the *Country* is the *USA* and *Ordered* is greater than 45.
- 14 Produce a printout showing only the rows where the *Country* is *Japan* or *Mexico*.

You work in the design department at the University of Tawara Beach and have been asked to prepare some web pages which show details of some menus used by the food technology department

- 15 Download the following files from

<http://www.hothouse-design.co.uk/downloadit/> to your own work area:

MENU.TXT
FRONT.HTM
FILO.HTM
LEMON.JPG
GOOSEB.JPG
FILOGOOS.JPG
FILOHDG.JPG

- 16 Using a suitable software package create the following styles for use within all pages on this website.

H1 – sans-serif font (eg. Arial), bold, centred

H2 – sans-serif (eg. Arial), bold

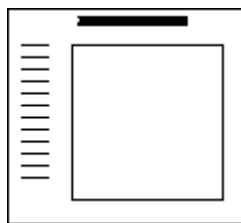
H3 – sans-serif (eg. Arial), italics

P – serif (eg. Times New Roman),

LI – sans-serif (eg. Arial), italics

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

- 17 Using a suitable software package, create a new home page **DEFAULT.HTM** which has a heading at the top, menu options on the left and a text/graphics area on the right. It should look like this:



- 18 Set the page heading for the home page to **Food Technology** in style H1.

- 19 Place the contents of **MENU.TXT** down the left of the page to create the menu options. Format the heading in style H2. Format the headings: *appetisers*, *vegetables*, *desserts* in style H3. Use bullets for each of the lists under these three headings.

- 20 Create a hyperlink for the item *Filo Wrapped Camembert* to point to the file **FILO.HTM**, which should open in a new window called **EXTERNAL**

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

✓

- 21 In the text/graphics area on the right create a table which has 3 rows and 2 columns.
- 22 Merge the top two cells.
Merge the two cells in row 3.
- 23 Set a 2 point border size for the table.
- 24 Using the contents of the file **FRONT.HTM**
- Place the heading *The University of Tawara Beach* in the top cell and format this as style H1.
- Place the text *Food Technology* in the left cell in row 2 and format this as style P.
- Place the text *Select a Recipe from the list on the left:* in the right cell in row 2 and format this as style P.
- 25 Import the image **LEMON.JPG** and place it in the cell in row 3 Set the width to be 300 and the height to 225. Make sure all the image is visible.
- 26 Make sure that you have attached the style sheet to this page, save as **HOME.HTM**
- Print this page as it is viewed in your browser, and a copy of the HTML source.
- 27 Open the file called **GOOSEB.JPG** in a suitable application. Reduce its size to 100 pixels wide and 88 pixels high. Reduce the colour depth to 256 colours (8 bit colour) and save the file as **GOOSEB.GIF**
- 28 Open the file called **FILO.HTM**
- Make sure that you have attached the style sheet to this page. Save the page as **FILO.HTM**
- Print this page as it is viewed in your browser, and a copy of the HTML source.

You work for a company which sells music CDs over the Internet.

29 Set up a new presentation consisting of 3 slides. The slide master must have a pale green background and your name and today's date in small black text in the bottom left corner.

30 Set the following styles of text throughout the entire presentation:

Heading:	Dark green, centred, 36 point sans-serif font	<input type="checkbox"/>
Bulleted list:	Bright blue, left aligned, 20 point serif font	
Sub-Bulleted list:	Bright blue, left aligned, 16 point serif font, different style of bullet	

On the first slide include the following:

31 The heading **Hothouse CD Sales**

32 Import the graphic **CD.JPG** and position it to fill the bottom right quarter of the slide.

33 Insert a box/border round the image.

On the second slide include the following:

34 Add the heading **The Adverts** in the same style as the first page.

35 Add the following bulleted list to the left side of the slide:

- **Full Page Colour**
 - High Cost, High Impact
- **Half Page Black and White**
 - Medium Cost, Good Retention
- **Small Classified**
 - Low Cost, Seen by Enthusiasts

36 The bullets should be set to appear one at a time.

On the third slide include the following:

37 Add the heading **Cost Effectiveness** in the same style as the first slide

38 Create a chart filling the left side of the slide from the following data:

	Amount Spent
Advert A	3700
Advert B	4000
Advert C	3350

39 Enter the following bullet points to the right of the chart:

- **Little difference between the three types**
- **High cost of full colour not justified**
- **Small Ads Work!**

40 Use the same transitional effect between slides.

41 Use one animation effect on the title of all slides.

42 Save the presentation using a new filename. Print the presentation as one slide per page.

43 Print the presentation with all three slides on a single page.