



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
International General Certificate of Secondary Education

CANDIDATE  
NAME

CENTRE  
NUMBER

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CANDIDATE  
NUMBER

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/32**

Paper 3 Practical Test

**May/June 2012**

**2 hours 30 minutes**

Additional Materials: Candidate Source Files

**READ THESE INSTRUCTIONS FIRST**

Make sure that your **Centre number**, **candidate number** and **name** are written at the top of this page and are clearly visible on every printout, before it is sent to the printer. Printouts with handwritten information will **not** be marked.

DO **NOT** WRITE IN ANY BARCODES.

Carry out **every** instruction in each step.

Steps are numbered on the left hand side of the page. On the right hand side of the page for each step, you will find a box which you can tick (✓) when you have completed it; this will help you track your progress through the test.

At the end of the exam put this **Question Paper** and **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.





- 1 Create a new word processed document. Save this with the file name **MAY2012**
- You will use this to store evidence during the examination.
- Place your name, Centre number and candidate number in the header of this document.
- 2 Create new folders called **WEB32** and **SS32** in your work area.
- 3 Open the webpage **<http://www.xahc.co.uk/download32J2012>**
- Follow the instructions to log in.
- 4 Download and save the file **J12STAFF.CSV** into your SS32 folder.
- 5 Download and save the following files into your **WEB32** folder:

**J1232.CSS**

**J12BACKGD4.JPG**

**J12BANNER11.JPG**

**J12BANNER12.JPG**

**J12DIVE.HTM**

**J12FISH.TXT**

**J12IMG11.JPG**

**J12IMG12.JPG**

**J12IMG13.JPG**

**J12IMG14.JPG**

**J12IMG15.JPG**

**J12IMG16.JPG**

**J12IMG17.JPG**

**J12IMG18.JPG**

**J12TABLE4.HTM**

**J12TABLE6.HTM**

**J12TXT32.TXT**

**J12TREE.JPG**

*You work for a company called The Xtreme Adventure Holiday Company which has an office in Switzerland. This office has 37 employees and a spreadsheet is used to record the hours worked each week and to calculate their pay. All currency values are recorded in Euros with 2 decimal places.*

- 6 Using a suitable software package, load the file **J12STAFF.CSV**
- 7 Add the text **Week 29** left aligned in the header.
- Place your Centre number, candidate number and name, right aligned in the header.

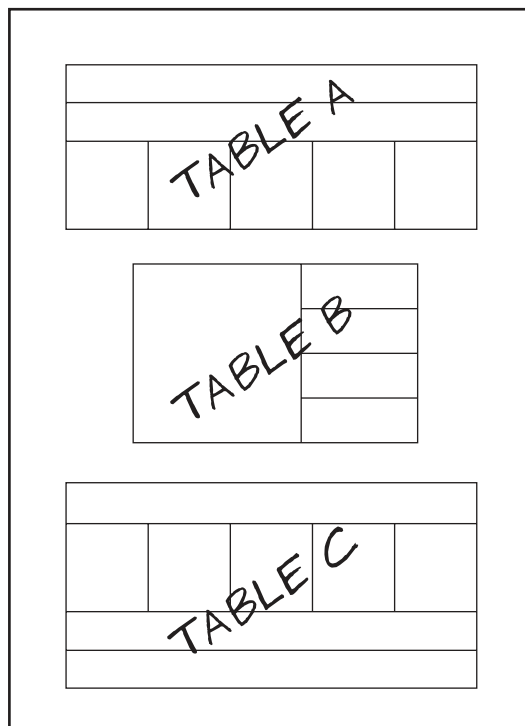


- 8 In the centre of the footer add the text **Last edited on** followed by today's date and time.
- 9 Merge cells A1 to G1 so they become a single cell.   
Format the text in this cell so it is a black 24 point serif font. Format this cell so that it has a grey striped background that will allow the text to be read.
- 10 Format cells B4 to B7 as currency.
- 11 Save the data model and print a copy of cells A3 to B18 only, showing the values. Make sure that the contents of all cells in this range are fully visible and that the printout fits on a single portrait page.
- 12 In cell D22 use a lookup function to show the Job Description. Use the *Code* column for the lookup value and the *Job codes* table for the array. This function must include both absolute and relative referencing and must not use a named range.   
Replicate this function so that the job description is shown for each of the other employees.
- 13 In cell F59 use a function to calculate the average number of hours worked by all employees.
- 14 Use the cells A4 to B7 to create a named range called **RATE**   
Show how you created this named range in your evidence document.
- 15 In cell G22 use a formula to calculate the pay for this employee. This will look up the rate of pay from the named range *RATE* and multiply it by the number of hours worked. Choose an appropriate format for this cell. This function must not include absolute cell referencing.   
Replicate this formula so that the amount of pay is shown for each of the other employees.
- 16 In cell G60, use a function to calculate the total weekly wage bill. Choose an appropriate format for this cell.
- 17 Save the spreadsheet. Print the formulae and functions used in landscape orientation. Make sure that the contents of all cells are fully visible and that the printout fits on a single page wide.
- 18 Hide rows 3 to 18.
- 19 Print the spreadsheet showing the values. Make sure that the contents of all the required cells are fully visible and that the printout fits on a single page wide.
- 20 Hide rows 59 and 60. Leave rows 3 to 18 hidden.
- 21 Extract only the employees with the word *Ski* in their job description who worked for 25 or more hours.
- 22 Print the extract showing the values. Make sure that the contents of all the required cells are fully visible and that the printout fits on a single page.

You are going to create new web pages for the company.

✓

- 23 Open the image **J12BACKGD4.JPG** from your *WEB32* folder in a suitable application.
- 24 Resize the image so that it is 720 pixels wide and maintain its aspect ratio. Take a screenshot to show how you resized the image. Place this in the evidence document you created in step 1.
- 25 Save this image as **J12BACKGD5.JPG** in your *WEB32* folder.   
(This file will be used as the background image in a stylesheet.)
- 26 Reduce the image resolution, if necessary, to ensure that the stored image is no larger than 100kb.   
Save the image as **J12BACKGD6.JPG** in your *WEB32* folder.  
Place screenshot evidence of the file size of this image in your evidence document.
- 27 If necessary, resize your browser window so that the background image fits the window without tiling.
- 28 Using a suitable software package, create a new webpage called **XA.HTM**   
Attach the stylesheet **J1232.CSS** to this webpage. As you create the webpage make sure that the styles within the stylesheet are not changed.
- 29 This webpage must open in any browser and will have three separate tables placed like this:



- 30 Create Table A using the contents of **J12TABLE4.HTM**
- 31 Set the table width to 100% of the width of the window.
- 32 Replace the text *Place anchor A here* with an anchor called **start**   
Make sure that this anchor is not visible in the browser.

- 33 Replace the text *Candidate details* with your name, Centre number and candidate number.
- 34 Create Table B with 4 rows and 2 columns as shown.
- 35 Set the width of this table to 75% of the width of the window.
- 36 Align Table B with the centre of the window.
- 37 Place the image **J12TREE.JPG** in the left cell of Table B.
- 38 Using the contents of the file **J12TXT32.TXT**
- place the text *Make your dreams come true... Our holidays will accommodate your every need.* into the top right cell of Table B.
  - place the text *Swim in the cenotes in Mexico, cross-country skiing in Norway or alpine skiing in France.* into the second row on the right side of Table B.
  - place the text *For motor sports enthusiasts, try a skidoo through the snowy wastes or ride ATVs through a steamy jungle.* into the third row on the right side of Table B.
  - place the text *We offer superb value for money. Contact us for further details.* into the bottom right cell of Table B.
- 39 Format all the text added in step 38 as style h3.
- 40 Create Table C using the contents of **J12TABLE6.HTM**
- 41 Set the table width of the bottom table to 100% of the width of the window.
- 42 Replace the text *Place anchor C here* with an anchor called **combine**  
Make sure that this anchor is not visible in the browser.
- 43 Create a hyperlink from the text *Combination Holidays* in Table A to the anchor that you created in step 42.
- 44 In the text *Return to the top of the page by clicking on this link.* make only the words **clicking on this link** a hyperlink to the anchor called **start**
- 45 Replace the text *Date & Time here* with the date and time.
- 46 Select the most appropriate image from your **WEB32** folder and use this to replace the words *Cave swim* in Table C.
- 47 Select the most appropriate image from your **WEB32** folder and use this to replace the words *Scuba diving* in Table C.
- Create a hyperlink from this image to point to the file **J12DIVE.HTM** which should open in a new window called **\_ocean**
- 48 Select the most appropriate image from your **WEB32** folder and use this to replace the word *Skiing* in the Table C.
- 49 Select the most appropriate image from your **WEB32** folder and use this to replace the text *ATV* in Table C.



- 50 Select the most appropriate image from your *WEB32* folder and use this to replace the words *Contact us* in Table C.
- Create a hyperlink from this image to send an email message to **xahc@cie.org.uk** with a subject line **Xtreme Holidays**
- 51 Make sure that all of the images placed in steps 46 to 50 are 120 pixels wide. Maintain the aspect ratio of each image.
- 52 Save the page as **XA.HTM** in your *WEB32* folder.
- Open this page in a web browser.
- Print this page from your browser.
- Print a copy of the HTML source.
- 53 Using a suitable software package, open the webpage **J12DIVE.HTM** so that it can be edited.
- Attach the stylesheet **J1232.CSS** to this webpage. As you create the webpage make sure that the styles within the stylesheet are not changed.
- 54 Replace the text *Candidate name, Centre number, candidate number* with your name, Centre number and candidate number.
- 55 Replace the text *Heading here* with the text **Enjoy your dives with:** and format this as style h2.
- 56 Using the contents of the file **J12FISH.TXT** replace the text *List text here* with the text *Novice divers... also catered for.*
- Format this as follows:
- Beginners start with:* as style p
  - pool sessions* as style li
  - safety tuition* as style li
  - developing confined water skills* as style li
  - first ocean dive* as style li
  - guided tasks* as style li
  - qualification as an Open Water diver.* as style li
  - You will:* as style p
  - enjoy the experience* as style li
  - view an undersea world* as style li
  - see exotic fish.* as style li
  - Qualified divers also catered for.* as style p
- 57 Format the first list as an ordered list.
- 58 Format the second list as an unordered list.
- 59 Replace the text *Image here* with the image for scuba diving from your *WEB32* folder. Do not resize this image.



**60** Save the page as **J12DIVE.HTM** in your *WEB32* folder.

Open this page in a web browser.

Print this page from your browser.

Print a copy of the HTML source.

**61** Save and print your evidence document.

**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 on all printouts
- the external style sheet is attached to both webpages
- the table widths of all three tables in XA.HTM have been set
- the anchors **start** and **combine** have been placed
- Combination Holidays is set as hyperlink to the anchor combine
- the hyperlink from the scuba diving image opens **J12DIVE.HTM** in a new window called **\_ocean**
- the hyperlink from the contact us image sends an email message to **xa@cie.org.uk** with a subject line **Xtreme Holidays**
- hyperlink from the text 'clicking on this link' goes to the anchor **start**
- in the file J12Dive.htm you have set an ordered list
- in the file J12Dive.htm you have set an unordered list

**Write today's date in the box below.**

Date

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