



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
International General Certificate of Secondary Education

CANDIDATE  
NAME

CENTRE  
NUMBER

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CANDIDATE  
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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/03**

Paper 3 Practical Test

**October/November 2013**

**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 **7** printed pages and **1** blank page.





- 1 Create a new word processed document.
- Make sure your name, Centre number and candidate number will appear on every page of this document.
- Save this evidence document in your work area as **N3EVIDENCE** followed by your candidate number. For example, N3EVIDENCE9999. You will need this file later.

- 2 Create a new folder called **XAHC\_web**

*You are going to prepare a spreadsheet for The Xtreme Adventure Holiday Company which has an office in Ellmau, Austria. This office has 40 employees and they use a spreadsheet to record the hours worked each week and calculate their pay. **Display all currency values in Euros with 2 decimal places.***

- 3 Using a suitable software package, load the file **N13EMP.CSV**

- 4 On the left in the header add the text **Week 13**
- On the right in the header add the text **Last revision on** followed by an automated date and time.

- 5 Place your name, Centre number and candidate number, left aligned in the footer of this spreadsheet.

- 6 Delete column D.

- 7 Delete rows 3 and 4.

- 8 Merge cells A1 to J1 so they become a single cell.
- Format the text in this cell so it is a white **18** point sans-serif font. Format this cell so that it is centre aligned and has a red background colour.

- 9 Format cells B4 to B7 as currency.

- 10 Save the spreadsheet and print a copy of cells A1 to J19 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.

- 11 Cells A10 to B18 are going to be used as a lookup array, (you may need to manipulate these cells for the lookup to work). Use these cells to create a named range called **code**.
- Use a screenshot to show how you created this named range and place this in your evidence document.

- 12 In cell D22 use a lookup function to show the job description. Use the *Job code* column for the lookup value and the range *code* for the array.
- Replicate this function for each employee.



- 13 The *Hours worked* by all employees were the same as their *Contract hours* except the following:

<i>Name</i>	<i>Hours worked</i>
<i>Mattia Polt</i>	<b>28</b>
<i>Alessandro Messerli</i>	<b>32</b>
<i>Julian Bruster</i>	<b>22</b>
<i>Tim Frueh</i>	<b>0</b>
<i>Luca Rim</i>	<b>25</b>
<i>Andri Jud</i>	<b>28</b>
<i>Leonardo Jud</i>	<b>17</b>
<i>Dekke Gisi</i>	<b>27</b>
<i>Noah Wurgler</i>	<b>25</b>
<i>Alice Thoeny</i>	<b>26</b>
<i>Arne Bircher</i>	<b>12</b>
<i>Dekke Heitz</i>	<b>20</b>

In the *Hours worked* column, place the number of hours worked for each employee.

- 14 In cell F63 use a function to calculate the total number of hours worked by all employees.
- 15 In cell G22 use a formula to look up the rate of pay for this employee. This will use the *Pay code* to look up the value from the *Rate of pay* table. Use both absolute and relative cell references.
- 16 In cell H22 use a formula to calculate the basic pay for this employee. This will multiply the rate of pay by the number of hours worked.
- 17 Overtime pay is only paid to employees who work more than their contract hours. It is only paid for the extra hours that they work.
- In cell I22 use a formula to calculate any overtime pay for this employee. It is calculated by multiplying the extra hours worked (more than their contract hours) by the rate of pay and dividing this by 2.
- 18 In cell J22 use a formula to calculate the total pay for this employee.
- 19 Replicate the formulae entered in steps 15 to 18 for each employee.
- 20 In cell J63 use a function to calculate the total pay for all employees.
- 21 Apply appropriate formatting to all cells.
- 22 Save and print the spreadsheet showing formulae. Make sure:
- only the cells in rows 20 to 63 are displayed
  - it is in landscape orientation
  - the row and column headings are displayed
  - the contents of all cells are fully visible.



- 23 Print the entire spreadsheet showing the values. Make sure:
- the printout fits on a single page wide and is set to portrait orientation
  - the contents of all cells are fully visible.
- 24 Extract only the employees who worked overtime and have the word *Instructor* in their job description.
- 25 Hide rows 3 to 19 inclusive.
- 26 Hide columns B, C and E.
- 27 Print the extract showing the values. Make sure:
- the printout fits on a single portrait page wide
  - the contents of all required cells are fully visible.
- 28 Locate and download the following files from the website  
<http://www.XAHC.co.uk/adventure>

Store them in your **XAHC\_web** folder:

**N13BANNER.PNG**  
**N13BUTTON1.PNG**  
**N13BUTTON2.PNG**  
**N13BUTTON3.PNG**  
**N13BUTTON4.PNG**  
**N13BUTTON5.PNG**  
**N13DUNE.JPG**  
**N13IMG1.JPG**  
**N13IMG2.JPG**  
**N13IMG3.JPG**  
**N13IMG4.JPG**  
**N13IMG5.JPG**  
**N13IMG6.JPG**  
**N13IMG7.JPG**  
**N13IMG8.JPG**  
**N13IMG9.JPG**  
**N13LOGO.PNG**  
**N13STYLE1.CSS**

- 29 Open the stylesheet **N13STYLE1.CSS**
- Add a new style h1 to this stylesheet with:
- the font set to **Times New Roman** or if this is not available to **Times** or if this is not available to a default serif font.
  - a font colour set to red with no other colour components
  - a font size of 18 pixels
  - text alignment set to centre

- 30 Save your stylesheet as **STYLE** followed by your candidate number. For example: if your candidate number is 9999 then you will call the file STYLE9999.css
- 31 Take a screen shot of your stylesheet and place this in your evidence document. Make sure that the filename is clearly visible.
- 32 Using a suitable software package, create a new webpage called **Adventure.HTM**
- 33 This webpage must open in any browser and contain a single table to look like this:

A		M
B	H	N
C	I	
D	J	
E	K	
F	L	
G		

- 34 Set the width of the table to 800 pixels and the height to 600 pixels.
- 35 For all cells in rows 2 to 6 in the table, set the width of the:
- first (left) column to 22% of the width of the table
  - second column to 22% of the width of the table.
- 36 Place the image **N13BANNER.PNG** into cell A of the table.
- 37 Place the image **N13LOGO.PNG** into cell M of the table.
- 38 Place the following images into the table:
- **N13BUTTON1.PNG** into cell B
  - **N13BUTTON2.PNG** into cell C
  - **N13BUTTON3.PNG** into cell D
  - **N13BUTTON4.PNG** into cell E
  - **N13BUTTON5.PNG** into cell F
- 39 Select the most appropriate images from those downloaded in step 28 and place these in cells H, I, J, K and L.
- 40 In cell G enter the text
- Webpage last edited by** followed by your name, Centre number and candidate number.
- Set this text as style h1.
- 41 Attach the stylesheet you saved in step 30 to this webpage. Make sure that the styles within the stylesheet are not over-ridden.



- 42 Open the file **N13DUNE.JPG** in a suitable application.
- Reduce the image size to 500 pixels wide and maintain its aspect ratio. Do not reduce the image resolution. Place screen shots in your evidence document to show this.
- Save the image in jpeg format with the filename **DUNE1** followed by your candidate number. For example, if your candidate number is 9999 then you will call the file **DUNE19999.JPG**
- 43 Save the same image in jpeg format, reducing the image resolution so that the file size is less than 100KB.
- Save this with the filename **DUNE2** followed by your candidate number. For example, if your candidate number is 9999 then you will call the file **DUNE29999.JPG**
- 44 Place a screen shot in your evidence document to show the file names and file sizes of the original file and the 2 new versions saved in steps 42 and 43.
- 45 Place the image saved in step 43 into cell N of the table.
- 46 Create hyperlinks from the *Contact us* button and the image in cell L of the table to send an email message to **xahc@cie.org.uk** with a subject line **Adventure Me Up...**
- 47 Save the page as **ADVENTURE.HTM**
- Display the webpage in your browser. If necessary, resize your browser window so that it fills the entire screen. Take a screen shot of the entire screen and place this in your evidence document.
- Print a copy of the HTML source.
- 48 Save and print your evidence document.

**After the examination time - on the html printouts highlight the markup which shows:**

- your name, Centre number and candidate number
- the external stylesheet attached to the webpage
- the table width and height
- the column widths in the table
- the hyperlinks from the contact us button and image sends an email message to **xahc@cie.org.uk** with a subject line **Adventure Me Up...**

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

Date

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