



You have been supplied with the following source files:

n23feed.mp4
n23giraffe.jpg
n23head.jpg
n23logo.jpg
n23text.txt
n23tgs.css
n23tgs.csv

Task 1 – Evidence Document

Create a new word-processed document.

Make sure that your name, centre number and candidate number will appear on every page of this document.

Save this document in your work area as **n23evidence_** followed by your centre number_candidate number, for example n23evidence_ZZ999_9999

You will use this as your Evidence Document during the examination.

Task 2 – File Management

- 1 Create a new folder called **tgs**

Locate the following files and store them in your *tgs* folder.

n23feed.mp4
n23giraffe.jpg
n23head.jpg
n23logo.jpg
n23text.txt
n23tgs.css

Display the contents of your *tgs* folder showing the folder name, all file names, file extensions, image dimensions and file sizes.

Take a screenshot of this folder and place this in your Evidence Document.

[1]

[Total: 1]

Task 3 – Web Page

You are working as part of a team of web developers at TawaraWeb and have been asked to create parts of a web page and edit a stylesheet for a local giraffe sanctuary. The web page and stylesheet must work in any browser. All colour codes must be in hexadecimal. Make sure that your stylesheet contains no HTML. Make your HTML and stylesheet as efficient as possible.

2 Create in your tgs folder a web page called **tgs.htm**

This web page must be created using a single table and work in all browsers. The table must have a structure like this:

A	B	
	C	D
	E	F

Each table cell is identified with a letter which must **not** appear on your final web page.

[3]

3 Place in cell:

- A the image **n23giraffe.jpg**
- B the image **n23logo.jpg**
- F the image **n23head.jpg**

Add appropriate alternate text to all images.

Use inline style attributes to make sure that the logo fits the full width of cell B.

[4]

4 Place in cell D the text **n23text.txt**

Place in cell E the text **Page created by TawaraWeb. Last edited by** followed by your name, centre number and candidate number

Place a paragraph break after the full stop in cell E.

Set all the text in cells D and E in style **h2**

[5]

5 Use video and source tags to place in cell C, the video file **n23feed.mp4**

Set the video width to 480 pixels and the height to 360 pixels. Include video controls.

Display an appropriate text-based error message if the browser does **not** support this video type.

[9]

6 Attach the stylesheet **n23tgs.css** to this web page.

Save your web page.

[1]

7 Open the stylesheet **n23tgs.css** and correct the mistake in the CSS.

Edit this stylesheet to meet these specifications:

Tables must be centre aligned within the browser window.

Tables must fit 85% of the browser window.

Table borders and gridlines must **not** be visible.

Table cells must have padding of 20 pixels.

The background colour of the web page must have:

- a blue component of **d8**
- a red component of **aa**
- a green component of **be**

Styles h1 and h2 must be set so that the browser selects and displays the font **Comic Sans MS**. If this font is **not** available, the browser selects and displays the font **Comic Sans**. If neither of these fonts are available, the browser must display its default sans-serif font.

Styles h1 and h2 must be blue with no other colour components.

Place your name, centre number and candidate number as a comment at the start of the stylesheet.

Save your stylesheet in your *tgs* folder. Place a copy of your stylesheet in your Evidence Document. Make sure that the contents are easy to read.

[16]

- 8 Display the web page in your browser. Take screenshot evidence and place this in your Evidence Document.

Make sure that:

- all the page can be seen
- all the text can be easily read
- the address bar is fully visible.

Display the HTML source in your editor. Take a copy of the HTML source and place this in your Evidence Document.

[1]

[Total: 39]

Task 4 – Spreadsheet

You are going to create a spreadsheet to calculate the income and expenditure of the sanctuary for one year. All currency values must be displayed in Tawara dollars (\$), to 2 decimal places.

- 9 Open and examine the file **n23tgs.csv** in your spreadsheet software.

Save this as a spreadsheet with the file name **tgs_centre number_candidate number** for example, **tgs_ZZ999_9999**

Place in the header:

- left aligned, your name, centre number and candidate number
- right aligned, the automated file name with its file path.

[2]

- 10 Insert two new columns to the left of column A.

Insert in column A the text as shown. Format the spreadsheet to look like this.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Income						Expenditure					Profit	
2	Month		Entrance fees	Shop	Feeding	Donations	Total		Staff	Feed	Utilities	Total		/Loss	Balance
3	Previous month														8421.2
4	January		801	53.4	32.04	298			2100	1148.6	614.23				
5	February		5867	325.94	209.54	169			2100	896.18	1011.16				
6	March		4187	418.7	182.04	64			2100	875.4	871.58				
7	April		2682	206.31	191.57	238			2100	1038.8	1187.31				
8	May		5283	528.3	377.36	156			2100	856.32	1144.08				
9	June		3949	282.07	329.08	24			2100	1008.2	1197.17				
10	July		7960	796	568.57	55			1900	493.18	826.85				
11	August		8836	519.76	327.26	12			1900	580.29	764.15				
12	September		7357	432.76	525.5	342			1900	987.56	1019.64				
13	October		3184	159.2	93.65	421			2100	670.32	1079.55				
14	November		5967	372.94	248.63	183			2100	731.73	564.45				
15	December		818	58.43	23.37	423			2100	931.91	1164.57				

The cells C1:G1, I1:L1 and N1:N2 have been merged and centre aligned with 16-point white text on a solid black background. Wrap all text as shown.

[9]

- 11 Place in cell G4 a function to calculate the total income for the month of January.

[2]

12 Place in cell L4 a function to calculate the total expenditure for the month of January. [1]

13 Place in cell N4 a formula to calculate the profit for the month of January.

The profit is the total income minus the total expenditure for this month. [1]

14 Place in cell O4 a formula to calculate the balance at the end of January. This is the balance from the month before added to this month's profit/loss. [1]

15 Replicate the formulae entered in Steps 11 to 14 for each month. [1]

16 Apply appropriate formatting to all numeric data. [1]

17 Apply conditional formatting to all cells in the range N4:N15 so that if the cell contains a negative number it is shown as white text on a red background.

Place in your Evidence Document a screenshot showing the conditional formatting rule, cell range and format. [5]

18 Save your spreadsheet.

Print your spreadsheet showing the formulae.

Make sure that:

- the row and column headings are displayed
- the page orientation is landscape
- the contents of all cells are fully visible and can be easily read.

[2]

19 Print your spreadsheet showing the values.

Make sure that:

- the printout fits on a single landscape page
- the row and column headings are **not** displayed
- the contents of all cells are fully visible and can be easily read.

[2]

20 The October donations were entered incorrectly.

In October the *Donations* were \$42.10. Correct this data in the spreadsheet and print the spreadsheet showing the values.

Make sure that:

- the printout fits on a single landscape page
- the row and column headings are **not** displayed
- the contents of all cells are fully visible and can be easily read.

[3]

[Total: 30]

Task 5 – Printing the Evidence Document

Make sure that your name, centre number and candidate number appear on every page of your Evidence Document.

Save your Evidence Document.

Print your Evidence Document.

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