



Cambridge International Examinations
Cambridge International General Certificate of Secondary Education

CANDIDATE
NAME

CENTRE
NUMBER

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CANDIDATE
NUMBER

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INFORMATION AND COMMUNICATION TECHNOLOGY

0417/03

Paper 3 Practical Test

October/November 2015

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.

The syllabus is approved for use in England, Wales and Northern Ireland as a Cambridge International Level 1/Level 2 Certificate.

This document consists of **7** printed pages and **1** blank page.



You work for Hothouse Design and will produce materials for the Tawara Wildlife Conservation Trust. ✓

- 1 Create a new folder called **N15Tawara**

☐

- 2 Locate and download the following files from the website

<http://www.hothouse-design.co.uk/tawara-wildlife>

☐

Store them in your **N15Tawara** folder:

n15_3_1.jpg

n15_3_2.jpg

n15_3_3.jpg

n15_3_4.jpg

n15_3_5.jpg

n15_3_6.jpg

n15_3_7.jpg

n15_3_8.jpg

n15_3_alligator.htm

n15_3_title.jpg

n15_3_evidence.rtf

n15_3_payroll.csv

n15_3_style.css

- 3 Open the file **n15_3_evidence.rtf**

☐

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 **n5evidence** followed by your candidate number. For example, n5evidence9999. You will need this file later.

The Tawara Wildlife Conservation Trust requires you to create a spreadsheet to calculate the wage bill for one week.

All currency values must be shown in dollars (\$) with 2 decimal places. Make sure that you use the most efficient methods to do each task. Make sure that each printout fits on a single page and that the contents of all cells are fully visible.

- 4 Using a suitable software package, load the file **n15_3_payroll.csv**

☐

Examine the contents of this file and save it as a spreadsheet.

- 5 Use cells A19 to D27 to create a named range **Rates**

☐

Show evidence of how you created this in your Evidence Document.

- 6 Merge cells A1 to H1 so they become a single cell.

☐

- 7 Enter the text **TWCT – Week 14 Payroll** in this cell.

☐

- 8 Format this text so that it is a bold, **18** point, centre aligned, sans-serif font. ☒
- 9 Format this cell so that it contains white text on a black background. ☐
- 10 In cell D4 enter a function to look up the pay rate from the *Rates* table using the pay code as the look up value and the named range *Rates* as the array. ☐

*Formulae will be entered in steps 11 and 12. These will **not** produce results until test data is entered into cell F4.*

- 11 In cell G4 enter a formula to calculate the pay for this employee using their pay rate and hours worked. ☐

Select appropriate data that you can enter into cell F4 to test this formula. Enter this data in the *Data chosen* column of the test table in your Evidence Document.

Record in the *Expected* column of your test table the value you expect to see in cell G4.

Enter your test data into cell F4 and record the result in the *Actual* column of your test table.

- 12 In cell H4 enter a formula to display the word **Yes** if the hours worked are greater than the contract hours, display the word **No** if the hours worked are the same as the contract hours or display the word **Incomplete** if the hours worked are less than the contract hours. ☐

Select **three** items of appropriate data that you can enter into cell F4 to test this formula. Enter this data in the *Data chosen* column of the test table in your Evidence Document.

Record in the *Expected* column of your test table the output you expect to see in cell H4.

Enter each item of test data into cell F4 and record each result in the *Actual* column of your test table for each item of test data.

- 13 Replicate the formulae entered in steps 10, 11 and 12 for all employees. ☐
- 14 Apply appropriate formatting to all cells. ☐
- 15 In cell G16 enter a function to calculate the total wage bill for this week. ☐
- 16 In the centre of the header, add your name, Centre number and candidate number. ☐
- 17 Save and print the spreadsheet showing the values. ☐

18 Enter the following data in the *Hours worked* column:



Hernandez	35
Castro	35
Amir	10
Lee	35
Brown	21
Jaimeson	12
Dessouky	37
D'Silva	0
Schneider	12
Gomez	7
Patel	42
Ali	35

19 Save and print the spreadsheet showing formulae. Make sure the row and column headings are displayed.

☐

20 Print the spreadsheet showing the values.

☐

21 In row 1 change the text ...*Week 14*... so that it becomes ...**Week 15**...

☐

22 Replace the existing data in the *Hours worked* column with this data:

☐

Hernandez	36
Castro	35
Amir	12
Lee	35
Brown	21
Jaimeson	12
Dessouky	37
D'Silva	38
Schneider	12
Gomez	7
Patel	42
Ali	24

23 Print the spreadsheet showing the values.



24 Sort the *Employees* data into ascending order of the employee name.

☐

25 Print the spreadsheet showing the values.

☐

26 Hide rows 17 to 27.

☐

27 Search the data to extract only the employees who have worked overtime and have a Pay code starting with *F*

☐

Show evidence of your method(s) in your Evidence Document.

28 Print the spreadsheet showing the values.

☐

You will create a new web page for the Tawara Wildlife Conservation Trust using the files downloaded in step 2. Do not use any image more than once.

29 Create a web page called **n15_3_sponsor.htm**

☐

This web page must work in all browsers and will have a table structure as shown below.

Table borders and gridlines must be visible.

The table will be centre aligned within the browser.

Each table cell is identified with a letter and all dimensions are in pixels.

A 620 × 190	
B 310 × 235	C 310 × 235
D 310 × 80	E 310 × 80
F 310 × 235	G 310 × 235
H 310 × 80	J 310 × 80
K 620 × 160	

The letters shown in the table must **not** appear on your final web page.

- 30 In cell K enter the text ☒
Click on the name of an animal or the image of an animal to sponsor it.
Set this text as style h2.
On a new line in the same table cell add the text **Edited by** followed by your name, Centre number and candidate number.
Set this text as style h3.
- 31 Enter the text: ☐
 - **Alligator** in cell D
 - **Elephant** in cell E
 - **Giraffe** in cell H
 - **Rhinoceros** in cell JSet this text as style h2.
- 32 Place in cell A the image **n15_3_title.jpg** ☐
- 33 Using the most appropriate image from **n15_3_1.jpg** to **n15_3_8.jpg**, place the image of: ☐
 - an alligator in cell B
 - an elephant in cell C
 - a giraffe in cell F
 - a rhinoceros in cell G
- 34 Make sure that each of the images placed in step 33 is 300 pixels wide and maintains its aspect ratio. ☐
- 35 Use the image of an alligator placed in step 33 and the text *Alligator* to create hyperlinks to the page **n15_3_alligator.htm** which will open in a new window called **_gator** ☐
- 36 Make sure each image has an appropriate alternate text attribute. ☐
- 37 Attach the stylesheet **n15_3_style.css** to your web page. ☐
Save your web page.
- 38 Display the web page in your browser. ☐
In your Evidence Document replace the text *Image 1* with screenshot(s) of the browser window.
- 39 In your Evidence Document replace the text *html 1 here* with the html source. ☐
- 40 Save and print your Evidence Document, ensuring that all evidence is clearly visible and can be easily read. ☐

After the examination time – on the html printouts highlight the markup which show:

- your name, Centre number and candidate number
- the table centre aligned in the window
- the external stylesheet attached to the web page
- the widths and heights of table cells
- the image you have resized
- the hyperlink from the alligator image that opens the web page **n15_3_alligator.htm** in a new window called **_gator**
- the hyperlink from the text *Alligator* that opens the web page **n15_3_alligator.htm** in a new window called **_gator**

Write today's date in the box below.

Date

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