



**Cambridge International Examinations**  
Cambridge International General Certificate of Secondary Education

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**INFORMATION AND COMMUNICATION TECHNOLOGY**

**0417/31**

Paper 3 Practical Test B

**May/June 2017**

MARK SCHEME

Maximum Mark: 80

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**Published**

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

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This document consists of **15** printed pages.

| Question | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Marks |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1        | <p><b>Open the file 1731san1.png in a suitable application.<br/>Resize the image so that it is 704 x 528 pixels.<br/>Save the image with the filename 1731san2.png</b></p> <p>Image resized to 704 x 528 and saved with new filename<br/><b>1731san2.png</b></p> <p>1 mark</p>                                                                                                                                                                                                                                                   | 1     |
| 2        | <p><b>Remove the right of the image to make it 230 pixels wide and 528 pixels high like this:<br/>Save the image with the filename 1731san3.png</b></p> <p>Resized to 230 x 528 pixels<br/>By removal of right 2/3</p> <p>1 mark<br/>1 mark</p>                                                                                                                                                                                                                                                                                  | 2     |
| 3        | <p><b>Display the contents of your <i>html_1731</i> folder showing the folder name, image dimensions, all file names, extensions and file sizes.</b></p> <p>Folder created with 5 files copied, file sizes visible</p> <p>1 mark</p>                                                                                                                                                                                                                                                                                             | 1     |
| 4        | <p><b>Evaluate in your own words other changes that you could make to this image to make it more suitable for use in the web page.</b></p> <p>(4 from) –1 mark each<br/>         Colour depth can be changed...<br/>         From 16 bits/channel<br/>         To 8 bits per channel<br/>         Reduces storage space...<br/>         ... and image transmission time...<br/>         ...by saving in gif format<br/>         ...by saving in jpg format<br/>         ...save as jpeg with lower resolution</p> <p>4 marks</p> | 4     |

| Question | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Marks |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 5        | <p><b>Create a web page called 1731links.htm</b></p> <p><b>This web page must work in all browsers and will have a table structure with visible borders and gridlines, as shown below.</b></p> <p><b>Text shown in bold must be entered onto your web page.</b></p> <p><b>The texts in italics are instructions you must do.</b></p> <p><b>Replace text in &lt;chevrons&gt; with answers/image/candidate details as instructed:</b></p> <div data-bbox="493 582 1131 1048"> </div> <p>Browser In browser 1 mark</p> <p>Table 3 columns and 4 rows 1 mark</p> <p>borders visible 1 mark</p> <p>1st row Using hyperlinks 1 mark</p> <p>as h1 1 mark</p> <p>colspan=3 1 mark</p> <p>2nd row 1st &lt;td&gt; rowspan=3 1 mark</p> <p>image 1731san3.png 1 mark</p> <p>Text The function of a hyperlink: 100% correct 1 mark</p> <p>3rd row Correct text in left cell 1 mark</p> <p>3 answers as bulleted list 1 mark</p> <p>With square bullet points 1 mark</p> <p>4th row colspan=2 1 mark</p> <p>Correct text in right cell 1 mark</p> <p>2nd column Rows 2–4 set as style h3 1 mark</p> <p>Appropriate alt text for image 1 mark</p> <p>In the stylesheet settings (or embedded css)</p> <p>li { list-style-type:square 1 mark</p> | 17    |
| 6        | <p><b>Replace the text &lt;Enter your answer to question 6 here&gt; with a description in your own words of the function of a hyperlink. Set this as style h2.</b></p> <p>To navigate from one place/page to another 1 mark</p> <p>Text for answer set to h2 1 mark</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 2     |

| Question | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Marks |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 7        | <p><b>Replace the text &lt;Enter your answers to question 7 here&gt; with a bulleted list in your own words of three or more items explaining the terms relative file path and absolute file path.</b></p> <p>(3 from): 1 mark each</p> <ul style="list-style-type: none"> <li>Relative path points to current folder</li> <li>... so relative links uploaded to server will work</li> <li>Absolute file path points to a location on a storage device</li> <li>...so links uploaded to server unlikely to work (unless same structure)</li> </ul> <p>3 marks</p> | 3     |
| 8        | <p><b>Attach the stylesheet tab1731.css to your webpage</b></p> <p>tab1731.css attached 1 mark</p> <p>Head and body syntax correct 1 mark</p>                                                                                                                                                                                                                                                                                                                                                                                                                     | 2     |

| Question        | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Marks    |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
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| 9               | <p><b>A trainee has started to create a second stylesheet to be added to the web page. The stylesheet is not finished and contains a number of errors.</b></p> <p><b>Open the stylesheet st1731.css in a suitable software package. The web page and stylesheet must work in any browser and use the most efficient method. All colour codes are in hexadecimal. Make sure your stylesheet contains no html. The specifications for this stylesheet are:</b></p> <p><b>Correct and complete this stylesheet using the information above.</b></p> <p><b>Add your name, Centre number and candidate number as a comment at the start of the stylesheet.</b></p> <p><b>Save this stylesheet in your 1731_html folder. Use the filename st1731 followed by your candidate number, e.g. st17319999.css</b></p> <p><b>Attach this stylesheet to your webpage so that it has a higher priority than the stylesheet saved in step 8.</b></p> <table> <tr> <td>Comments</td><td>/* Candidate details */</td><td>1 mark</td></tr> <tr> <td>table { }</td><td>width:650px</td><td>1 mark</td></tr> <tr> <td></td><td>border:5px</td><td>1 mark</td></tr> <tr> <td></td><td>border-collapse:collapse</td><td>1 mark</td></tr> <tr> <td></td><td>padding-top:6px; padding-bottom:6px</td><td>1 mark</td></tr> <tr> <td></td><td>padding-left:4px; padding right:4px</td><td>1 mark</td></tr> <tr> <td>td{ }</td><td>border:2px</td><td>1 mark</td></tr> <tr> <td>table,td { }</td><td>border:solid dark green (#005000)</td><td>1 mark</td></tr> <tr> <td></td><td>These 2 elements in joint section</td><td>1 mark</td></tr> <tr> <td>h1 { }</td><td>color: #005000</td><td>1 mark</td></tr> <tr> <td></td><td>font-family: Palatino,</td><td>1 mark</td></tr> <tr> <td></td><td>,Times New Roman</td><td>1 mark</td></tr> <tr> <td></td><td>In speech marks</td><td>1 mark</td></tr> <tr> <td></td><td>,Times</td><td>1 mark</td></tr> <tr> <td></td><td>,serif</td><td>1 mark</td></tr> <tr> <td></td><td>font-size:36px</td><td>1 mark</td></tr> <tr> <td>h2,h3,li { }</td><td>font-size:16px</td><td>1 mark</td></tr> <tr> <td>font-size</td><td>one style line used for these 3 styles</td><td>1 mark</td></tr> <tr> <td>h2 { }</td><td>text-align:left</td><td>1 mark</td></tr> <tr> <td>h3 { }</td><td>text-align:center</td><td>1 mark</td></tr> <tr> <td>CSS syntax</td><td>Must have ; between properties</td><td>1 mark</td></tr> <tr> <td>st1731?????.css</td><td>attached below tab173.css</td><td>1 mark</td></tr> </table> | Comments | /* Candidate details */ | 1 mark | table { } | width:650px | 1 mark |  | border:5px | 1 mark |  | border-collapse:collapse | 1 mark |  | padding-top:6px; padding-bottom:6px | 1 mark |  | padding-left:4px; padding right:4px | 1 mark | td{ } | border:2px | 1 mark | table,td { } | border:solid dark green (#005000) | 1 mark |  | These 2 elements in joint section | 1 mark | h1 { } | color: #005000 | 1 mark |  | font-family: Palatino, | 1 mark |  | ,Times New Roman | 1 mark |  | In speech marks | 1 mark |  | ,Times | 1 mark |  | ,serif | 1 mark |  | font-size:36px | 1 mark | h2,h3,li { } | font-size:16px | 1 mark | font-size | one style line used for these 3 styles | 1 mark | h2 { } | text-align:left | 1 mark | h3 { } | text-align:center | 1 mark | CSS syntax | Must have ; between properties | 1 mark | st1731?????.css | attached below tab173.css | 1 mark | 22 |
| Comments        | /* Candidate details */                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| table { }       | width:650px                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | border:5px                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | border-collapse:collapse                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | padding-top:6px; padding-bottom:6px                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | padding-left:4px; padding right:4px                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| td{ }           | border:2px                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| table,td { }    | border:solid dark green (#005000)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | These 2 elements in joint section                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| h1 { }          | color: #005000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | font-family: Palatino,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | ,Times New Roman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | In speech marks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | ,Times                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | ,serif                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
|                 | font-size:36px                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| h2,h3,li { }    | font-size:16px                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| font-size       | one style line used for these 3 styles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| h2 { }          | text-align:left                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| h3 { }          | text-align:center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| CSS syntax      | Must have ; between properties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |
| st1731?????.css | attached below tab173.css                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 mark   |                         |        |           |             |        |  |            |        |  |                          |        |  |                                     |        |  |                                     |        |       |            |        |              |                                   |        |  |                                   |        |        |                |        |  |                        |        |  |                  |        |  |                 |        |  |        |        |  |        |        |  |                |        |              |                |        |           |                                        |        |        |                 |        |        |                   |        |            |                                |        |                 |                           |        |    |

| Question | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Marks |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 10       | <p><b>Open and examine the file 1731emp.csv in a spreadsheet package.</b></p> <p><b>Save this file as a spreadsheet with the filename 1731emp and your candidate number, for example, 1731emp9999</b></p> <p><b>Place your name, Centre number and candidate number, centre aligned in the header of the page.</b></p> <p><b>On the left in the footer add the text Last edited on followed by today's date (automated) and time (automated).</b></p> <p>Name and numbers in centre of header 1 mark<br/> Last edited on followed by an automated &lt;date&gt; and &lt;time&gt; on the left in the footer 1 mark</p> | 2     |
| 11       | <p><b>Merge cells A1 to G1.</b></p> <p><b>Format this cell so that:</b><br/> <b>text is centre aligned with a white, 24 point, sans-serif font</b><br/> <b>it has a dark green background colour.</b></p> <p>Merge cells A1 to G1, centre aligned 1 mark<br/> White 24 point sans-serif font 1 mark<br/> Dark green background 1 mark</p>                                                                                                                                                                                                                                                                            | 3     |
| 12       | <p><b>Use cells A5 to B14 to create a named range called JC.</b></p> <p>Correct named range 1 mark</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1     |
| 13       | <p><b>In cell D18 enter a function to look up the job description for this employee.</b></p> <p>Lookup used 1 mark<br/> Correct relative lookup reference – A18 1 mark<br/> Named range JC 1 mark<br/> Correct return column 2 1 mark<br/> , False for correct only / sorted data 1 mark</p>                                                                                                                                                                                                                                                                                                                         | 5     |
| 14       | <p><b>In cell G18 use a formula to calculate the pay for this employee. This will look up the rate of pay from the Pay rates table and multiply it by the number of hours worked. This formula must include an absolute range, two relative references and must not include a named range.</b></p> <p>Lookup used 1 mark<br/> Correct relative lookup reference – C18 (relative reference) 1 mark<br/> Range \$D\$5:\$E\$8 set as absolute reference 1 mark<br/> Correct return column 2 (, false optional) 1 mark<br/> *F18 (relative reference) 1 mark</p>                                                         | 5     |
| 15       | <p><b>Replicate the formulae from steps 13 and 14 for all employee.</b></p> <p>Formulae replicated correctly 1 mark</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1     |

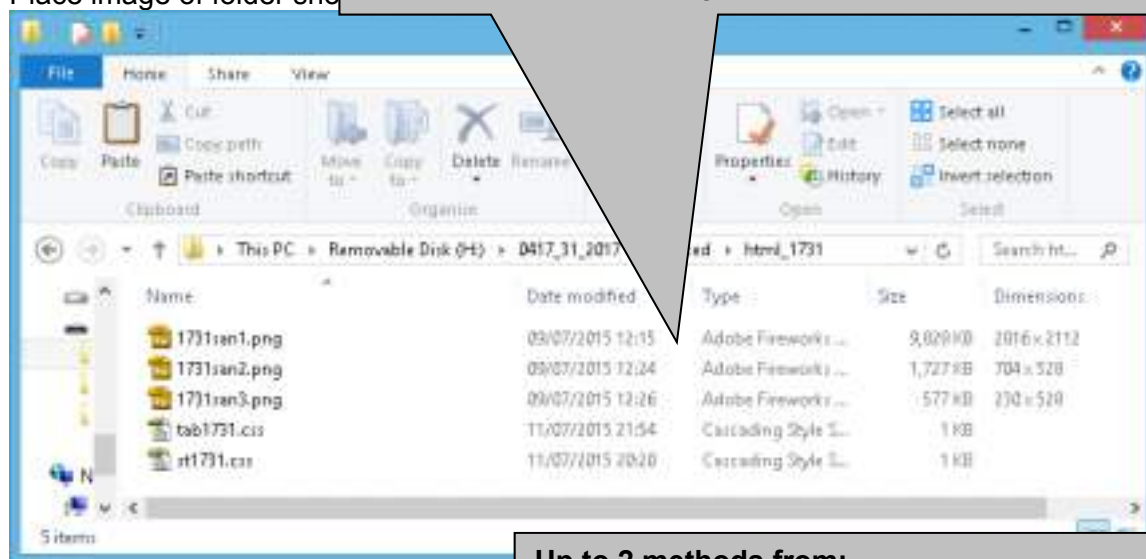
| Question | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Marks |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 16       | <p><b>In cell F60 enter a function to calculate the average number of hours worked by the employees.</b></p> <p><b>Display this to the nearest whole number.</b></p> <p>=AVERAGE(F18:F58) displayed as an integer 1 mark</p>                                                                                                                                                                                                                                                                          | 1     |
| 17       | <p><b>In cell G61 use a function to calculate the total weekly wage.</b></p> <p>=SUM(G18:G58) 1 mark</p>                                                                                                                                                                                                                                                                                                                                                                                              | 1     |
| 18       | <p><b>Apply appropriate formatting to your spreadsheet.</b></p> <p>Dollars applied with 2dp to all currency cells and appropriate cell alignment used 1 mark</p>                                                                                                                                                                                                                                                                                                                                      | 1     |
| 19       | <p><b>Save and print the spreadsheet showing the formulae. Make sure:</b></p> <p><b>it is in landscape orientation</b><br/> <b>it fits on a single page wide</b><br/> <b>the row and column headings are displayed</b><br/> <b>the contents of all cells are fully visible.</b></p> <p>Single landscape page, all visible 1 mark<br/> Row and column headings displayed 1 mark</p>                                                                                                                    | 2     |
| 20       | <p><b>Print the spreadsheet showing the values. Make sure:</b></p> <p><b>it is in portrait orientation</b><br/> <b>it fits on a single page</b><br/> <b>the row and column headings are not displayed</b><br/> <b>the contents of all cells are fully visible.</b></p> <p>Fits single portrait page with no row or column headings, all visible 1 mark</p>                                                                                                                                            | 1     |
| 21       | <p><b>Hide rows 3–15 inclusive.</b><br/> <b>Hide rows 60 and 61.</b></p> <p>Rows hidden from the printout 1 mark</p>                                                                                                                                                                                                                                                                                                                                                                                  | 1     |
| 22       | <p><b>Extract only the employees where the job description includes developer and who work more or less than their contracted hours.</b></p> <p><b>Sort this data into ascending order of name.</b></p> <p><b>Print only this extract showing the values. Make sure the:</b></p> <p><b>printout fits on a single page</b><br/> <b>contents of all cells are fully visible.</b></p> <p>Job contains developer and contract hours &lt;&gt; hours worked 1 mark<br/> Sorted ascending on Name 1 mark</p> | 2     |

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**Evidence 1**

Place image of folder shown

Screen shot Folder name, dimensions, extensions, file size 1 mark  
 html\_1731 1731san2.png resized to 704 x 528 1 mark  
 1731san3.png resized to 230 x 528 1 mark

**Up to 2 methods from:**

Colour depth can be changed...

...from 16 bits per channel...

...to 8 bits per channel

Saving in gif format

Saving in jpeg format

**Up to 3 from:**

Reduces storage space required

Reduces image transmission time

Reduced image quality may not be suitable for web page

**Max 4 marks****Evidence 2**

Place your evaluation here:

The colour depth of the image could be reduced 8 bits per channel. This would allow the image to be stored in a gif or jpeg format. The effect of this would be to reduce the storage space required for the image and hence its transmission time when downloaded on the internet. If it was saved in a jpeg format, the file size could be further reduced by reducing the image quality as you save the file.



**Evidence 3**

Place screenshot of your stylesheet



```

/* A Candidate, ZZ999, 9999
table {width:650px;
border:5px;
border-collapse:collapse;
padding-top:6px; padding-bottom:6px;
padding-left:4px; padding-right:4px}
td {border:2px;
padding:6px 4px;}
table,td {border:solid #005000;}
h1 {color:#005000;
font-family:Palatino,"Times New Roman",Times,serif;
font-size:36px}
h2,h3,li {font-size:16px}
h2 {text-align:left}
h3 {text-align:center}
li {list-style-type:square}

```

|            |                                        |        |
|------------|----------------------------------------|--------|
| Comment    | /* Candidate details */                | 1 mark |
| table      | width:650px                            | 1 mark |
|            | border-width:5px                       | 1 mark |
|            | border-collapse:collapse               | 1 mark |
|            | padding-top:6px; padding-bottom:6px    | 1 mark |
|            | padding-left:4px; padding-right:4px    | 1 mark |
| td         | border-width:2px                       | 1 mark |
| table,td   | solid dark green e.g. #005000          | 1 mark |
|            | one style line used for these 2 styles | 1 mark |
| h1         | color: #005000                         | 1 mark |
|            | font-family: Palatino                  | 1 mark |
|            | ,Times New Roman ...                   | 1 mark |
|            | ...in speech marks                     | 1 mark |
|            | ,Times                                 | 1 mark |
|            | ,serif                                 | 1 mark |
|            | font-size:36px                         | 1 mark |
| h2,h3,li   | font-size:16px                         | 1 mark |
|            | one style line used for these 3 styles | 1 mark |
| h2         | text-align:left                        | 1 mark |
| h3         | text-align:center                      | 1 mark |
| li         | list-style-type:square                 | 1 mark |
| CSS syntax | Must have ; between properties         | 1 mark |

|            |                                                |             |
|------------|------------------------------------------------|-------------|
| Browser    | Screenshot in browser                          | 1 mark      |
| Table      | 3 columns & 4 rows                             | 1 mark      |
|            | borders visible                                | 1 mark      |
| 1st row    | <b>Using hyperlinks</b>                        | 1 mark      |
|            | as h1                                          | 1 mark      |
| 2nd row    | image 1731san3.png                             | 1 mark      |
|            | Right 2/3 of image removed                     | 1 mark      |
|            | Text <b>The function of a hyperlink:</b>       | 1 mark      |
|            | Correct answer in correct cell                 | 1 mark      |
|            | e.g. <i>Navigate from one place to another</i> |             |
|            | as h2                                          | 1 mark      |
| 3rd row    | Correct text in middle cell                    | 1 mark      |
|            | 3+ answers as list                             | 1 mark      |
| 4th row    | Website created by: & name & numbers           | 1 mark      |
| 2nd column | Rows 2 - 4 set as style h3                     | 1 mark      |
|            | (3 from):                                      | 1 mark each |

*Relative path points to current folder*  
*Relative – links uploaded to server will retain the hierarchical structure and therefore work*  
*Absolute file path points to a location on a storage device*  
*Absolute – links uploaded to server unlikely to work unless same file/folder structure*

## Evidence 4

Place screen shot evidence of your b



+63

## Evidence 5

Place your html markup here

```
<!DOCTYPE html>
<html>
<head>
<link rel="stylesheet" href="tab1731.css">
<link rel="stylesheet" href="st17319999.css">
<title>0417 June 2107 paper 31</title>
</head>
<body>
<table>
<tr>
<td colspan=3><h1>Using hyperlinks</h1>
</td>
</tr>
<tr>
<td rowspan=3>

</td>
```

Stylesheet tab1731.css attached 1 mark  
 st1731?????.css attached below tab1731.css 1 mark  
 Head and body syntax correct 1 mark

colspan=3 1 mark

2nd row 1st <td> rowspan=3 1 mark

Image Appropriate alt text attributes 1 mark

```

    <td><h3>The function of a hyperlink:</h3>
  </td>
  <td><h2>To move the user from one place to another page/ document/
place on the page.</h2>
  </td>
</tr>
<tr>
  <td><h3>When used with a website, absolute and relative file paths can
be explained as:</h3>
  </td>
  <td>
    <ul>
      <li>Relative path points to current folder</li>
      <li>Relative links uploaded to a server will work</li>
      <li>Absolute file path points to a location on a storage
device</li>
      <li>Links uploaded to server unlikely to work unless the host
computer has the same file/directory structure and filenames as the
computer used to create the webpage.</li>
    </ul>
  </td>
</tr>
<tr>
  <td colspan=2>
    <h3>Website created by: A Candidate, ZZ999, 9999</h3>
  </td>
</tr>
</table>
</body>
</html>

```

Bulleted list visible (set &lt;ul&gt;)

1 mark

Row 4

colspan=2

1 mark

**Evidence 6**

**New Name** ? X

Name: JC

Scope: Workbook

Comment:

Refers to: =1731emp!\$A\$5:\$B\$14

OK Cancel

JC

Correct ranges and name

1 mark

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Header Name &amp; numbers - centre aligned 1 mark

Footer **Last edited on** & date and time – left 1 mark

Job desc VLOOKUP ( ... ) 1 mark  
 Correct relative reference – A18 1 mark  
 Correct named range - JC 1 mark  
 Correct return column - 2 1 mark  
 ,FALSE (or sorted JC range) 1 mark

|    | A                                                   | B                            | C         | D                        | E              | F            |
|----|-----------------------------------------------------|------------------------------|-----------|--------------------------|----------------|--------------|
| 1  | <b>Tawara Web - weekly pay calculation - week 1</b> |                              |           |                          |                |              |
| 2  |                                                     |                              |           |                          |                |              |
| 3  | Job codes                                           |                              | Pay rates |                          |                |              |
| 4  | Job code                                            | Job description              | Pay code  | Pay rate                 |                |              |
| 5  | J                                                   | Javascript programmer        | A         | 15                       |                |              |
| 6  | V                                                   | Web developer                | B         | 16                       |                |              |
| 7  | W                                                   | Web designer                 | C         | 18.4                     |                |              |
| 8  | S                                                   | SQL programmer               | D         | 21.5                     |                |              |
| 9  | G                                                   | Graphic designer             |           |                          |                |              |
| 10 | P                                                   | PHP programmer               |           |                          |                |              |
| 11 | M                                                   | Magento developer            |           |                          |                |              |
| 12 | F                                                   | Front End developer CSS/HTML |           |                          |                |              |
| 13 | X                                                   | Junior Web developer         |           |                          |                |              |
| 14 | Y                                                   | Junior Front End developer   |           |                          |                |              |
| 15 |                                                     |                              |           |                          |                |              |
| 16 | <b>Employees</b>                                    |                              |           |                          |                |              |
| 17 | Job code                                            | Name                         | Pay code  | Job description          | Contract hours | Hours worked |
| 18 | X                                                   | Henry Gale                   | A         | =VLOOKUP(A18,JC,2,FALSE) | 10             | 10           |
| 19 | X                                                   | Kurtis Brown                 | A         | =VLOOKUP(A19,JC,2,FALSE) | 25             | 25           |
| 20 | P                                                   | Clemantine Leadbetter        | C         | =VLOOKUP(A20,JC,2,FALSE) | 25             | 25           |
| 21 | G                                                   | Christine Hull               | B         | =VLOOKUP(A21,JC,2,FALSE) | 25             | 15           |
| 22 | Y                                                   | Karla Gree                   |           |                          |                |              |
| 23 | W                                                   | Fred Poole                   |           |                          |                |              |
| 24 | V                                                   | Ben Chalm                    |           |                          |                |              |
| 25 | V                                                   | Christophe                   |           |                          |                |              |
| 26 | W                                                   | Rio Patel                    |           |                          |                |              |
| 27 | M                                                   | Ruksana G                    |           |                          |                |              |
| 28 | X                                                   | Angela Akula                 | A         | =VLOOKUP(A28,JC,2,FALSE) | 38             | 38           |
| 29 | P                                                   | Udoka Onyancha               | C         | =VLOOKUP(A29,JC,2,FALSE) | 30             | 35           |
| 30 | Y                                                   | Billy Green                  | A         | =VLOOKUP(A30,JC,2,FALSE) | 20             | 20           |
| 31 | V                                                   | Wesley Smith                 | B         | =VLOOKUP(A31,JC,2,FALSE) | 25             | 25           |
| 32 | V                                                   | Anthony Campbell             | B         | =VLOOKUP(A32,JC,2,FALSE) | 25             | 0            |
| 33 | V                                                   | Trevor Jones                 | B         | =VLOOKUP(A33,JC,2,FALSE) | 25             | 25           |

Pay Lookup used 1 mark  
 Correct relative lookup reference – C18 1 mark  
 Correct absolute range - \$D\$5:\$E\$8 1 mark  
 Correct return column – 2 1 mark  
 Multiplied by F18 (relative reference) 1 mark

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|    | A | B                | C | D                        | E              | F                 | G                                       |
|----|---|------------------|---|--------------------------|----------------|-------------------|-----------------------------------------|
| 34 | S | Jasmine Gunn     | C | =VLOOKUP(A34,JC,2,FALSE) | 30             | 30                | =VLOOKUP(C34,\$D\$5:\$E\$8,2,FALSE)*F34 |
| 35 | Y | Brian Wells      | A | =VLOOKUP(A35,JC,2,FALSE) | 25             | 25                | =VLOOKUP(C35,\$D\$5:\$E\$8,2,FALSE)*F35 |
| 36 | Y | David Reid       | A | =VLOOKUP(A36,JC,2,FALSE) | 25             | 35                | =VLOOKUP(C36,\$D\$5:\$E\$8,2,FALSE)*F36 |
| 37 | V | John Vercoe      | B | =VLOOKUP(A37,JC,2,FALSE) | 25             | 25                | =VLOOKUP(C37,\$D\$5:\$E\$8,2,FALSE)*F37 |
| 38 | W | Lauren Hall      | B | =VLOOKUP(A38,JC,2,FALSE) | 25             | 35                | =VLOOKUP(C38,\$D\$5:\$E\$8,2,FALSE)*F38 |
| 39 | J | Chloe Rhodes     | C | =VLOOKUP(A39,JC,2,FALSE) | 30             | 30                | =VLOOKUP(C39,\$D\$5:\$E\$8,2,FALSE)*F39 |
| 40 | Y | Owen Williams    | A | =VLOOKUP(A40,JC,2,FALSE) | 25             | 25                | =VLOOKUP(C40,\$D\$5:\$E\$8,2,FALSE)*F40 |
| 41 | X | Lotte Charles    | A | =VLOOKUP(A41,JC,2,FALSE) | 12             | 12                | =VLOOKUP(C41,\$D\$5:\$E\$8,2,FALSE)*F41 |
| 42 | V | Jeannie Burke    | B | =VLOOKUP(A42,JC,2,FALSE) | 25             | 25                | =VLOOKUP(C42,\$D\$5:\$E\$8,2,FALSE)*F42 |
| 43 | W | Jimmy Lee        | B | =VLOOKUP(A43,JC,2,FALSE) | 12             | 0                 | =VLOOKUP(C43,\$D\$5:\$E\$8,2,FALSE)*F43 |
| 44 | V | Dawid Jones      | B | =VLOOKUP(A44,JC,2,FALSE) | 25             | 30                | =VLOOKUP(C44,\$D\$5:\$E\$8,2,FALSE)*F44 |
| 45 | V | Li Sun Wu        |   |                          |                |                   | =VLOOKUP(C45,\$D\$5:\$E\$8,2,FALSE)*F45 |
| 46 | V | Charlotte Watson |   |                          |                |                   | =VLOOKUP(C46,\$D\$5:\$E\$8,2,FALSE)*F46 |
| 47 | V | Joe Norfolk      |   |                          |                |                   | =VLOOKUP(C47,\$D\$5:\$E\$8,2,FALSE)*F47 |
| 48 | V | Duncan Rydell    |   |                          |                |                   | =VLOOKUP(C48,\$D\$5:\$E\$8,2,FALSE)*F48 |
| 49 | V | Ieuan Williams   | B | =VLOOKUP(A49,JC,2,FALSE) | 25             |                   | =VLOOKUP(C49,\$D\$5:\$E\$8,2,FALSE)*F49 |
| 50 | V | Linda Stuart     | B | =VLOOKUP(A50,JC,2,FALSE) | 25             |                   | =VLOOKUP(C50,\$D\$5:\$E\$8,2,FALSE)*F50 |
| 51 | V | Joanne Floyd     | B | =VLOOKUP(A51,JC,2,FALSE) | 25             |                   | =VLOOKUP(C51,\$D\$5:\$E\$8,2,FALSE)*F51 |
| 52 | V | Sam Smith        | B | =VLOOKUP(A52,JC,2,FALSE) | 20             |                   | =VLOOKUP(C52,\$D\$5:\$E\$8,2,FALSE)*F52 |
| 53 | V | Kate Smith       | B | =VLOOKUP(A53,JC,2,FALSE) | 25             |                   | =VLOOKUP(C53,\$D\$5:\$E\$8,2,FALSE)*F53 |
| 54 | V | Tony Thomson     | B | =VLOOKUP(A54,JC,2,FALSE) | 12             |                   | =VLOOKUP(C54,\$D\$5:\$E\$8,2,FALSE)*F54 |
| 55 | X | Dougie Ryder     | A | =VLOOKUP(A55,JC,2,FALSE) | 25             |                   | =VLOOKUP(C55,\$D\$5:\$E\$8,2,FALSE)*F55 |
| 56 | V | Wally Weston     | B | =VLOOKUP(A56,JC,2,FALSE) | 25             | 25                | =VLOOKUP(C56,\$D\$5:\$E\$8,2,FALSE)*F56 |
| 57 | J | Laura Macdonald  | C | =VLOOKUP(A57,JC,2,FALSE) | 30             | 30                | =VLOOKUP(C57,\$D\$5:\$E\$8,2,FALSE)*F57 |
| 58 | J | Jenna Hoy        | C | =VLOOKUP(A58,JC,2,FALSE) | 25             | 25                | =VLOOKUP(C58,\$D\$5:\$E\$8,2,FALSE)*F58 |
| 59 |   |                  |   |                          |                |                   |                                         |
| 60 |   |                  |   |                          | Average hours: | =AVERAGE(F18:F58) |                                         |
| 61 |   |                  |   |                          | Weekly total:  |                   | =SUM(G18:G58)                           |

Cell F60 AVERAGE(F18:F58)  
Cell G61 SUM(G18:G58)

1 mark

1 mark

Printout Single landscape page wide, fully visible 1 mark  
 Row and Column headings displayed 1 mark  
 Replication Both formulae 1 mark

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| Tawara Web - weekly pay calculation - week 16 |                            |          |                            |                |              |             |
|-----------------------------------------------|----------------------------|----------|----------------------------|----------------|--------------|-------------|
| Job codes                                     |                            |          | Pay rates                  |                |              |             |
| Job code                                      | Job description            |          | Pay code                   | Pay rate       |              |             |
| J                                             | Javascript programmer      |          | A                          | \$15.00        |              |             |
| V                                             | Web developer              |          | B                          | \$16.00        |              |             |
| W                                             | Web designer               |          | C                          | \$18.40        |              |             |
| S                                             | SQL programmer             |          | D                          | \$21.50        |              |             |
| G                                             | Graphic designer           |          |                            |                |              |             |
| P                                             | PHP programmer             |          |                            |                |              |             |
| M                                             | Magento developer          |          |                            |                |              |             |
| F                                             | Front End developer        |          |                            |                |              |             |
| X                                             | Junior Web developer       |          |                            |                |              |             |
| Y                                             | Junior Front End developer |          |                            |                |              |             |
| Employees                                     |                            |          |                            |                |              |             |
| Job code                                      | Name                       | Pay code | Job description            | Contract hours | Hours worked | Pay         |
| X                                             | Henry Gale                 | A        | Junior Web developer       | 10             | 10           | \$150.00    |
| X                                             | Kurtis Brown               | A        | Junior Web developer       | 25             | 25           | \$375.00    |
| P                                             | Clemantine Leadbetter      | C        | PHP programmer             | 25             | 25           | \$460.00    |
| G                                             | Christine Hull             | B        | Graphic designer           | 25             | 15           | \$240.00    |
| Y                                             | Karla Greenhalgh           | A        | Junior Front End developer | 12             | 12           | \$180.00    |
| W                                             | Fred Pooley                | B        | Web designer               | 25             | 25           | \$400.00    |
| V                                             | Ben Chalmers               | B        | Web developer              | 12             | 12           | \$192.00    |
| V                                             | Christopher Lewis          | B        | Web developer              | 25             | 25           | \$400.00    |
| W                                             | Rio Patel                  | B        | Web designer               | 12             | 12           | \$192.00    |
| M                                             | Ruksana Gopaul             | D        | Magento developer          | 40             | 40           | \$860.00    |
| X                                             | Angela Akula               | A        | Junior Web developer       | 38             | 38           | \$570.00    |
| P                                             | Udoka Onyancha             | C        | PHP programmer             | 30             | 35           | \$644.00    |
| Y                                             | Billy Green                | A        | Junior Front End developer | 20             | 20           | \$300.00    |
| V                                             | Wesley Smith               | B        | Web developer              | 25             | 25           | \$400.00    |
| V                                             | Wally Weston               | B        | Web developer              | 25             | 28           | \$448.00    |
| V                                             | Trevor Jones               | B        | Web developer              | 25             | 25           | \$400.00    |
| S                                             | Jasmine Gunn               | C        | SQL programmer             | 30             | 30           | \$552.00    |
| Y                                             | Brian Wells                | A        | Junior Front End developer | 25             | 25           | \$375.00    |
| V                                             | Ieuan Williams             | B        | Web developer              | 25             | 10           | \$160.00    |
| V                                             | John Vercoe                | B        | Web developer              | 25             | 25           | \$400.00    |
| W                                             | Lauren Hall                | B        | Web designer               | 25             | 35           | \$560.00    |
| J                                             | Chloe Rhodes               | C        | Javascript programmer      | 30             | 30           | \$552.00    |
| Y                                             | Owen Williams              | A        | Junior Front End developer | 25             | 25           | \$375.00    |
| X                                             | Lotte Charles              | A        | Junior Web developer       | 12             | 12           | \$180.00    |
| V                                             | Jeannie Burke              | B        | Web developer              | 25             | 25           | \$400.00    |
| W                                             | Jimmy Lee                  | B        | Web designer               | 12             | 0            | \$0.00      |
| V                                             | Dawid Jones                | B        | Web developer              | 25             | 30           | \$480.00    |
| V                                             | Li Su                      |          |                            |                | 12           | \$192.00    |
| V                                             | Chloe                      |          |                            |                | 25           | \$400.00    |
| V                                             | Joe                        |          |                            |                | 25           | \$400.00    |
| V                                             | Joan                       |          |                            |                | 30           | \$480.00    |
| V                                             | Ant                        |          |                            |                | 0            | \$0.00      |
| V                                             | Linda Stuart               | B        | Web developer              | 25             | 25           | \$400.00    |
| V                                             | Kate Smith                 | B        | Web developer              | 25             | 5            | \$80.00     |
| V                                             | Sam Smith                  | B        | Web developer              | 20             | 20           | \$320.00    |
| V                                             | Duncan Rydell              | B        | Web developer              | 25             | 30           | \$480.00    |
| V                                             | Tony Thomson               | B        | Web developer              | 25             | 12           | \$192.00    |
| X                                             | Dougie Ryder               | A        | Junior Web developer       |                | 25           | \$375.00    |
| Y                                             | David Reid                 | A        | Junior Front End developer |                | 35           | \$525.00    |
| J                                             | Laura Macdonald            | C        | Javascript programmer      |                | 30           | \$552.00    |
| J                                             | Jenna Hoy                  | C        | Javascript programmer      | 25             | 25           | \$460.00    |
|                                               |                            |          |                            |                |              |             |
|                                               |                            |          |                            |                |              |             |
|                                               |                            |          |                            | Average hours: | 22           |             |
|                                               |                            |          |                            | Weekly total:  |              | \$15,101.00 |

Top row

Merge and centre align cells A1 to G1

1 mark

White 24 point sans-serif font

1 mark

Dark green background

1 mark

Format

Pay column and pay rate column \$ 2dp and  
Average hours displayed as integer

1 mark

Printout

Single portrait page, fully visible, no row and  
column headings

1 mark



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A Candidate, Z2999, 9999

|    | A                                                    | B                | C               | D                          | E                     | F                   | G          |
|----|------------------------------------------------------|------------------|-----------------|----------------------------|-----------------------|---------------------|------------|
| 1  | <b>Tawara Web - weekly pay calculation - week 16</b> |                  |                 |                            |                       |                     |            |
| 2  |                                                      |                  |                 |                            |                       |                     |            |
| 16 | <b>Employees</b>                                     |                  |                 |                            |                       |                     |            |
| 17 | <b>Job code</b>                                      | <b>Name</b>      | <b>Pay code</b> | <b>Job description</b>     | <b>Contract hours</b> | <b>Hours worked</b> | <b>Pay</b> |
| 32 | V                                                    | Anthony Campbell | B               | Web developer              | 25                    | 0                   | \$0.00     |
| 36 | V                                                    | David Reid       | A               | Junior Front End developer | 25                    | 35                  | \$525.00   |
| 44 | V                                                    | David Jones      | B               | Web developer              | 25                    | 30                  | \$480.00   |
| 48 | V                                                    | Duncan Rydell    | B               | Web developer              | 25                    | 30                  | \$480.00   |
| 49 | V                                                    | Ieuan Williams   | B               | Web developer              | 25                    | 10                  | \$160.00   |
| 51 | V                                                    | Joanne Floyd     | B               | Web developer              | 25                    | 30                  | \$480.00   |
| 53 | V                                                    | Kate Smith       | B               | Web developer              | 25                    | 5                   | \$80.00    |
| 56 | V                                                    | Wally Weston     | B               | Web developer              | 25                    | 28                  | \$448.00   |

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Extract

Rows 3-15 &amp; 60-61

1 mark

Job contains developer

and contract hours &lt;&gt; hours worked

1 mark

Sorted ascending on Name

1 mark