

You work for a company called *Hothouse Design*. You are going to update a website for a company called *Supa Scuba*.

- 1 Download the following files from
<http://www.hothouse-design.co.uk/2009June> to your own work area:
J9CLOWN.JPG
J9CODE.CSV
J9DIVE.HTM
J9DOLPHI.JPG
J9FISH.JPG
J9LOGO.JPG
J9PAGE.TXT
J9SCUBA.HTM
J9SHEET.CSV
J9SHOAL.JPG
J9STYLE1.CSS
J9SUNSET.JPG
- 2 Using a suitable software package, open the webpage **J9SCUBA.HTM** so that it can be edited.
Attach the stylesheet **J9STYLE1.CSS** to this webpage.
- 3 Replace the text *Centre number, candidate number, name* with your Centre number, candidate number and name.
Change this line of code from paragraph style to style h5.
- 4 Change the width of the table so that it fills the width of the window in any web browser.
- 5 Set the cell padding for the table to **2**, the cell spacing for the table to **2** and the border of the table to **2**
- 6 Replace the text *Place anchor here* with an anchor called **TOP**
In the text *Click Here to return to the top of the page*, make only the words *Click Here* a hyperlink to the anchor that you have just created.
- 7 Replace the text *Logo image* with the image **J9LOGO.JPG**
- 8 Replace the text *Sunset image* with the image **J9SUNSET.JPG**
Resize this image so that it becomes **183** pixels wide and **320** pixels high. Do not maintain the aspect ratio.
- 9 Replace the text *Shoal image* with the image **J9SHOAL.JPG**
Create a hyperlink from this image to point to the file **J9DIVE.HTM** which should open in a new window called **_scubadive**
- 10 Replace the text *Fish image* with the image **J9FISH.JPG**
- 11 Replace the text *Dolphin image* with the image **J9DOLPHI.JPG**
- 12 Create a hyperlink from the text *Amazing fish* to point to the file **J9DIVE.HTM** which should open in a new window called **_scubadive**

- 13 Save the page as **J9SCUBA.HTM**
Print this page as it is viewed in your browser.
Print a copy of the HTML source.
- 14 Using a suitable software package, open the stylesheet **J9STYLE1.CSS**
- 15 Edit the stylesheet to change the styles so that:
- *h1* is **48** point
 - *h5* is left aligned
 - *h4* is black
 - the red and blue components of *h1*, *h2*, *h3* and *h5* remain the same and there is no green component in any of these styles
 - the paragraph style has no red component and the green and blue components are set to **50%**
- 16 Save this stylesheet as **J9STYLE2.CSS**
Print this stylesheet.
- 17 Open the webpage **J9SCUBA.HTM** so that it can be edited.
Attach the stylesheet **J9STYLE2.CSS** to this webpage in place of the current stylesheet.
- 18 Save the page as **J9SCUBA.HTM**
Open this page in your browser and print it.
Print a copy of the HTML source.
- 19 Using a suitable software package, open the webpage **J9DIVE.HTM** so that it can be edited.
Attach the stylesheet **J9STYLE2.CSS** to this webpage.
- 20 Replace the text *Centre number, candidate number, name* with your Centre number, candidate number and name.
- 21 Replace the text *Heading here* with the text **Supa Scuba Diving Holidays** and format this as style **h2**

22 Using the contents of the file **J9PAGE.TXT** replace the text:

- *First text here* with the text *As a company ... bespoke holiday service.*

Format this as style **h4**

- *Second text here* with the text *We offer the ... the following ideas:*

Format this as style **h5**

- *List here* with the text *Experienced divers ... Family packages*

Format this text with the following styles:

Text	Style
<i>Experienced divers</i>	p
<i>Go deep</i>	li
<i>Wreck week</i>	li
<i>Shark experience</i>	li
<i>Wall dives</i>	li
<i>Cave dives</i>	li
<i>Beginners</i>	p
<i>Meet the fish</i>	li
<i>Turtle week</i>	li
<i>Learn to dive</i>	li
<i>Snorkel with us</i>	li
<i>Family packages</i>	p

Format the two lists as unordered lists.

23 Replace the text *Image here* with the image **J9CLOWN.JPG**

Set the width of the image to **280** pixels and maintain its aspect ratio.

24 Set the table border to **2**

25 Create a hyperlink from the text *Homepage* to point to the file **J9SCUBA.HTM** which should open in the current window.

Open **J9DIVE.HTM** in your browser and print it.

Print a copy of the HTML source for **J9DIVE.HTM**

You are going to create a short presentation of 3 slides about the website that you are creating for Supa Scuba.

The presentation will be delivered using a multimedia projector. Presenter notes need to be produced with the slides.

26 Create a new presentation with 3 slides.

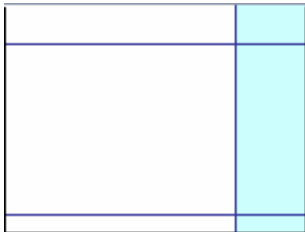
✓

The master slide:

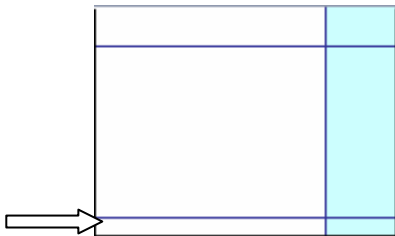
27 The master slide must have:

- a pale blue background on the right hand side (about 1/4 of the width of the slide)
- one vertical dark blue line as a border for the pale blue background
- two horizontal dark blue lines
- each line should be 4 points wide.

It should look like this:

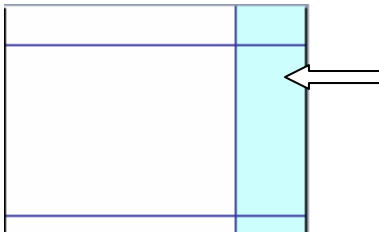


28 Include an automated slide number, left aligned in the white area at the bottom of the master slide. Make sure that it does not overlap any of the lines added at Step 27.

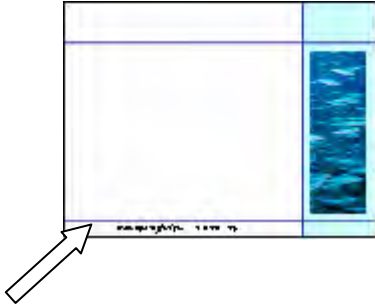


29 Place an image (from clipart, scanner, digital camera or elsewhere) of one or more fish in the right hand area.

Crop and/or resize the image so that it fits within and will not overlay the dark blue lines added at Step 27. Do not distort the image. Make sure that the image fills more than 50% of the available space.



30 Enter your name, Centre number and candidate number. Centre align this text in the white area, below the blue line, at the bottom of the master slide. Use a black, 12 point, bold, sans-serif font. It should look like this:



31 Add the text **Supa Scuba**, left aligned in a dark blue, 48 point sans-serif font at the top of the master slide. This should be above the blue line and not overlap any of the other objects on the slide. It should look like this:



32 Set the following styles for the presentation:

Heading: Dark blue, left aligned, large font (60 point)

Subheading: Blue, centre aligned, medium font (30 point)

Bulleted list: Black, left aligned, small font (20 point). Use a bullet of your choice.

On each slide add text and images to the main white area of the slide. No text or objects should overlap any items on the master slide.

On the first slide:

33 Enter the heading **New website**

34 Enter the subheading **Proposed web pages** below the heading.

35 Add the following presenter notes to this slide:

During the development of this new website, we have realised that the proposed design brief may need to be amended.

On the second slide:

36 Enter the subheading **Rationale** in the same style as the first slide.

37 Enter the following bulleted list on the left side of the slide:

- **Customer views**
- **Easier site location**
- **Faster navigation**
- **Compliant with new browsers**

38 The bulleted list should have each bullet set to appear one at a time using the same animation effect. No other elements of the slide should be animated.

39 Add the following presenter notes to this slide:

The proposed design brief did not take into account the latest web browsers, or recent customer satisfaction surveys.

On the third slide:

40 Create a pie chart from the following data:

Type of trip	2008 Dives
Go deep	2512
Wreck week	12608
Shark experience	940
Wall dives	12540
Cave dives	353
Drift dives	13247

41 Label the segments with the type of trip and percentage value. Do not display a legend.

Place the chart in the centre of the slide. Enlarge the chart so that it is clearly visible. Make sure the chart is not distorted.

42 Add the following presenter notes to this slide:

This information could be added to the trips page of the website to indicate the number of dives made in a single year on your trips.

For the whole presentation:

43 Use the same transitional effect between each slide.

44 Save the presentation using a new filename.

Print the presentation showing all the presenter notes.

45 Print a screen shot of slide 2 showing the animation used for the bulleted list.

46 Print a screen shot of the presentation showing the transitions between the slides.

Your manager has asked you to manipulate a spreadsheet about the time and costs involved in some of the webpage development.

- 47 Using a suitable software package, load the file **J9SHEET.CSV**
- 48 Place your Centre number, candidate number and name in the header.
- 49 In the *Webpage* column use a lookup function to show the company name. Use the *Code* column for the lookup value and the file **J9CODE.CSV** for the array. This function must include both absolute and relative referencing and must not use a named range.
- Replicate this function so that the company name is shown for each of the 7 codes.
- 50 In cell C2 use a SUMIF function.
- If the value in the *Pagecode* column matches the content of cell B2, then sum the values from the *Minutes* column. This function must include both absolute and relative referencing and must not use named ranges. Do not include any entries in rows 1 to 9.
- Replicate this function into cells C3 to C8 for each of the other codes.
- 51 In cell D2 use a formula to calculate the number of whole hours. Use the minutes from cell C2 to help you.
- Replicate this function into cells D3 to D8.
- 52 In cell E2 use a formula to calculate the number of minutes left when the whole hours are removed. Use the values in cells C2 and D2 to help you.
- Replicate this formula into cells E3 to E8.
- 53 Save the data model and print a copy of cells A1 to E23 only, showing the formulae and functions used. Make sure that the contents of all cells in this range are visible and that the printout fits on a single page.
- Make sure that your name, Centre number and candidate number are printed in the header.
- 54 Interrogate the data to show only the entries where the *Pagecode* is **HOL** or **FP**
- Sort this data into descending order of minutes.
- Hide rows 1 to 9 inclusive.
- Print this data.
- Make sure that your name, Centre number and candidate number are printed in the header.

After the examination time – on the html printouts of your webpage

On your printout highlight those portions of the code which show that:

- your name, Centre number and candidate number are present on all printouts
- the external stylesheets are attached to the webpages
- the anchor *TOP* has been placed
- the table borders in the webpages are set to 2 point
- the table is set to the width of the page
- the cell spacing and cell padding are both set to 2
- **J9SUNSET.JPG** is resized to 183 pixels wide by 320 pixels high
- the hyperlink from the text 'Amazing fish' opens **J9DIVE.HTM** in a new window called **_scubadive**
- the hyperlink from the image **J9SHOAL.JPG** opens **J9DIVE.HTM** in a new window called **_scubadive**
- the text *Click Here* links to the anchor *TOP*
- **J9CLOWN.JPG** is resized to 280 pixels wide
- the hyperlink from the text 'Homepage' opens **J9SCUBA.HTM** in the current window.