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- 1 Create a new word processed document. Save this with the filename **EVIDENCE** ☐
- 2 Place your name, Centre number and candidate number in the header of this document. ☐

You work for a company called RockICT. You are going to manipulate a spreadsheet about the performance of athletes in the Shot Putt as they prepare for the 2012 Olympic games.

- 3 Using a suitable software package, load the file **J1GAMES.CSV** ☐
- 4 Place your name, candidate number and Centre number in the header.
Place the automated file name and file path in the footer. ☐
- 5 Search the internet to find the current Olympic record holders for the men's and women's Shot Putt. ☐

For each of these records, find the:

- athlete's name
- country that they represented
- distance thrown in metres to 2 decimal places
- year the record was set
- name of the city hosting the Olympic games in that year.

Place this information in cells B3 to F4 of the spreadsheet.

- 6 Print only cells A1 to F4. Make sure that your name, Centre number and candidate number are printed in the header of the page. ☐
- 7 In cell A8 use a lookup function to show the country name in full. Use the *Code* column for the lookup value and the file **J1COUNTRY.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 country name is shown in full for each athlete.
- 8 In cell K8 use a function to select and display the longest of the 6 throws made by the athlete. ☐

Replicate this function so that the best throw is shown for each athlete.

Because athletes sometimes miss a throw or throw outside the area, this is recorded in the spreadsheet as a no throw using the letters NT.

- 9 In cell L8 use a function to add the distances of all the throws for this athlete. Ensure that the function does not include the distance if it is recorded as NT (a no throw). ☐
Replicate this function so that the total distance thrown is shown for each athlete.
- 10 In cell M8 use a function to count the number of throws that were NOT recorded as NT. ☐
Replicate this function so that the number of throws that were NOT recorded as NT is shown for each athlete.



- 11 In cell N8 calculate the average throw length for only the throws where a distance was recorded. Use the contents of cells L8 and M8 to help you. ☐
- Round this value to 1 decimal place.
- Replicate this function so that the average throw length is shown for each athlete.
- 12 In cell O8 use a formula to display the word **Yes** if the athlete's longest throw breaks the Olympic record or display the word **No** if it does not. (Remember that there are two records, one for men and one for women.) ☐
- Replicate this formula so that this is automatically displayed for each athlete.
- 13 Right align all cells in columns D to O inclusive. ☐
- 14 Set the page orientation to landscape. ☐
- 15 Save the data model with the filename **ATHLETES** ☐
- 16 Hide columns B to J. ☐
- 17 Print the spreadsheet showing the formulae used. Make sure that the contents of all these cells are visible and that the printout fits on two pages wide. Make sure that the row and column headings are visible when printed. ☐
- Make sure that your name, Centre number and candidate number are printed in the header of the page.
- 18 Make all data in columns A to O fully visible. ☐
- 19 Select only the athletes where the *Country* is **Great Britain**. ☐
- Use the athletes' names and the average distance that each of these athletes throws the shot to create a vertical bar chart.
- 20 Label this chart with the title **Average distance for British athletes** ☐
- 21 Make sure that category axis labels show the names of the athletes and these are fully visible. ☐
- 22 Print this chart. Save this using the filename **CHART** ☐
- Make sure that your name, candidate number and Centre number are printed with this chart.
- 23 Open the spreadsheet saved in step 15. ☐
- 24 Hide columns L and M. ☐
- 25 Format only the cells in rows 6 and 7 so that they are bold, italic and centre aligned. ☐
- 26 Interrogate the data to find all the athletes who have broken the current Olympic record. ☐
- 27 Sort this data into descending order of *Gender*, then into descending order on the *Best throw* column, showing the values and labels in full (except columns L and M). ☐
- 28 Print this data showing the values. ☐
- Make sure that your name, Centre number and candidate number are printed in the header of the page.

You are going to edit a webpage and manipulate the objects within it.

✓

- 29 Create a new folder called **WEBSITE** in your work area.

☐

Download the following files from

<http://www.RockICT.net/2011June> into your *WEBSITE* folder:

J1ATH1.HTM

J1ATHLETIC1.GIF

J1BANNER.JPG

J1BG1.JPG

J1BG4.JPG

J1IMG1.JPG

J1IMG2.JPG

J1IMG3.JPG

J1IMG4.JPG

J1IMG5.JPG

J1IMG6.JPG

J1IMG7.JPG

J1IMG8.JPG

J1IMG9.JPG

J1IMG10.JPG

J1SHOT.HTM

J1SHOT.JPG

J1STYLE1.CSS

J1STYLE2.CSS

J1STYLE3.CSS

J1STYLE4.CSS

J1STYLE5.CSS

- 30 Open the image **J1BG1.JPG** in a suitable application.

☐

(You will manipulate this image to create the background image which will be used in a stylesheet.)

- 31 Resize the image so that it is 800 pixels wide and maintain its aspect ratio. Take a screenshot to show how you resized the image. Place this in the evidence document you created in step 1.

☐

Save this image as **J1BG2.JPG** in your *WEBSITE* folder.

- 32 Reduce the image resolution, if necessary, to ensure that the stored image is no larger than 100kb.

☐

Save the image as **J1BG3.JPG** in your *WEBSITE* folder.

Show screenshot evidence of the file size of these images in your evidence document.

- 33 Open the image **J1ATHLETIC1.GIF** in a suitable application.

☐

- 34 Flip the image so that the athlete faces the left side of the page. Save this image as **J1ATHLETIC2.JPG** in your *WEBSITE* folder.

☐

- 35 Using a suitable software package, open the file **J1SHOT.HTM**

☐

- 36 *J1STYLE1.CSS* has been attached to the webpage already, but may not be the most appropriate. ☐

These stylesheets are available for you to use. They are:

J1STYLE1.CSS

J1STYLE2.CSS

J1STYLE3.CSS

J1STYLE4.CSS

Select the most appropriate stylesheet and attach it to this webpage.

- 37 If necessary, resize your browser window so that the background image fits the window without tiling. ☐

- 38 Replace the text *Candidate name*, *centre number*, *candidate number* with your name, Centre number and candidate number. ☐

- 39 Change the html so that the image **J1SHOT.JPG** is 90 pixels wide and maintains its aspect ratio. ☐

- 40 Set the cell padding in the middle table to 3 pixels. ☐

- 41 Set the cell spacing in the middle table to 3 pixels. ☐

- 42 Select from the *WEBSITE* folder, the most appropriate images to replace the words in the bottom table: ☐

- *Swimming*
- *Archery*
- *Boxing*
- *Basketball*

- 43 Make sure that each image placed in step 42 is 50 pixels high and that it maintains its aspect ratio. ☐

- 44 Create a hyperlink from the text *Click Here* to point to the website **<http://www.RockICT.net>** which should open in a new window called **_webteam** ☐

- 45 Create a hyperlink from the image **J1ATHLETIC2.JPG** to point to the webpage named **J1ATH1.HTM** which should open in the current window. ☐

- 46 Save the webpage as **J1SHOT1.HTM** ☐

Print a copy of the HTML source.

Open this page in your web browser. Print screenshot evidence of this page.

You may use more than one printout to make sure that the entire page is visible.

- 47 Save and print the document you called *EVIDENCE* in step 1. ☐

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

Highlight those portions of the code which show that:

- your name, Centre number and candidate number are present on all printouts
- the external stylesheet is attached to the webpage
- the image **J1SHOT.JPG** has a width of 90 pixels and has its aspect ratio maintained
- the middle table has the cell padding set to 3 pixels
- the middle table has the cell spacing set to 3 pixels
- each of the images placed in the bottom table is 50 pixels high
- the hyperlink from the text 'Click Here' opens the RockICT website in a new window called **_webteam**
- the hyperlink from **J1ATHLETIC2.JPG** opens the webpage called **J1ATH1.HTM** in the current window

Write today's date in the box below.

Date

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