

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT A2002**

**STANDARD LEVEL
PRESENTATION AUTHORING**

5198/A

TIME 1 hour

INSTRUCTIONS TO CANDIDATES

Make sure that your name, centre number and candidate number are shown on each printout that you are asked to produce.

Carry out **every** instruction in **each** task.

Tasks are numbered on the left-hand side of the page, so that you can see what to do, step by step. On the right-hand side of the page for each task, you will find a box which you can tick (✓) when you have completed the task; this check list will help you to track your progress through the assignment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.



UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

This question paper consists of 4 printed pages.

You are going to set up a presentation for Rootrainer Trees. The medium for delivery will be a multimedia projector and the target audience will be environmental conservation groups. Presenter notes need to be developed with the slides.

- | | | | |
|---|---|-------------------------------|-------|
| 1 | Set up a new presentation consisting of 3 slides. The slide master must have a pale green background and your name and today's date in small black text in the bottom left corner. | ✓
<input type="checkbox"/> | 1.1.1 |
| 2 | Set the following styles of text throughout the entire presentation:
Heading: Dark green, centred, large font (between 48 and 60 point)
Subheading: Bright blue, centred, medium font (between 28 and 44 point)
Bulleted list: Bright blue, left aligned, small font (between 16 and 24 point).
Use a bullet of your choice. | <input type="checkbox"/> | 1.1.1 |

On the first slide include the following:

- | | | | |
|---|--|--------------------------|-------|
| 3 | The heading Rootrainer Trees | <input type="checkbox"/> | 1.2.1 |
| 4 | The subheading Making re-forestation a reality below the heading. | <input type="checkbox"/> | 1.2.1 |
| 5 | Presenter notes which say:

Introduce yourself and role within the company. | <input type="checkbox"/> | 1.2.1 |

On the second slide include the following:

6 The heading **Advice** in the same style as the first slide. 1.2.1

7 A list on the left side of the slide, as shown below; 1.2.1

- **Soil types**
- **Acid**
- **Alkaline**
- **Growth rate**
- **Tolerances**
- **Go native**

8 A chart filling the right side of the slide from the following data: 1.3.2

	%
wet ground	29
light dry soil	48
heavy soils	23

9 An arrow from the end of *Soil types* which points to the chart. 1.3.3

10 The bullets should be set to appear one at a time. 2.2.1

11 Presenter notes which say: 1.2.1

Focus on native trees designed to replenish natural stocks.

On the third slide include the following:

- | | | | |
|-----------|--|-------------------------------|--------------|
| 12 | The heading Offices in the same style as the first slide. | ✓
<input type="checkbox"/> | 1.2.1 |
| 13 | The graphic TREE.JPG , positioned to fill the left half of the slide. | <input type="checkbox"/> | 1.3.1 |
| 14 | The following bulleted list on the right side of the slide. The format outlined below should be followed: | <input type="checkbox"/> | 1.2.1 |
| | <ul style="list-style-type: none"> • United Kingdom • America • Thailand • Australia • South Africa <p>and soon</p> <ul style="list-style-type: none"> • Brazil • Japan | | |
| 15 | Presenter notes which say: | <input type="checkbox"/> | 1.2.1 |
| | We have regional offices in all these countries. All are eager to help you. | | |

For the whole presentation:

- | | | | |
|-----------|---|--------------------------|--------------|
| 16 | Use the same transitional effect between slides. | <input type="checkbox"/> | 2.1.1 |
| 17 | Use one animation effect on the title of all slides. | <input type="checkbox"/> | 2.2.1 |
| 18 | Save the presentation using a new filename. Print the presentation showing all presenter notes. | <input type="checkbox"/> | 3.1.1 |

(Please note – your tutor will need to assess the transitions and animations before submitting your work.)

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT B2002**

**STANDARD LEVEL
PRESENTATION AUTHORING**

5198/B

TIME 1 hour

INSTRUCTIONS TO CANDIDATES

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Carry out **every** instruction in **each** task.

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UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

This question paper consists of 3 printed pages.

Hothouse Design has asked you to produce a presentation on car hire for one of its customers. This will be shown as a timed presentation in the reception of the car hire company.

- | | | | |
|---|---|-------------------------------|----------------|
| 1 | Using a suitable software package, set-up a presentation consisting of 3 slides. | ✓
<input type="checkbox"/> | 1.1.1
1.2.1 |
| 2 | All slides must have a light green background . | <input type="checkbox"/> | 1.1.1 |
| 3 | Include your name and date at the bottom of each slide. | <input type="checkbox"/> | 1.1.1 |
| 4 | Insert slide numbers to appear automatically at the bottom of each slide. | <input type="checkbox"/> | 1.1.1 |
| 5 | Set the following styles of text throughout the entire presentation:

Headings: serif, (e.g. Times New Roman); bold, point size between 48-60; centred; dark green

First level bullets: sans-serif, e.g. (Arial); italic; point size between 26-44; left aligned.

Second level bullets: sans-serif; point size between 14-24; left aligned. | <input type="checkbox"/> | 1.1.1
1.2.1 |
| 6 | Import the graphic file CAR.JPG at the top left of each slide. Re-size the image to ensure the text does not touch. | <input type="checkbox"/> | 1.3.1 |
| 7 | Draw a line on the master slide just above your name, date and slide number. | <input type="checkbox"/> | 1.3.3 |
| 8 | Enter the following text on the first slide:

The title: LIMO HIRE COMPANY
The following bullet points:
First level: Telephone 01211199110
Second level: Contact Tariq Mehmood | <input type="checkbox"/> | 1.2.1 |
| 9 | Enter the following text on the second slide:

The title: CARS FOR ALL OCCASIONS
The following bullet points:
First level: Whatever the occasion we have a wide range of cars to suit:

Second level: Rolls Royce
10 seater Stretch Limo
<i>Bentley</i>
MG Sports | <input type="checkbox"/> | 1.2.1 |

- 10 Enter the following text on the third slide: 1.3.2
- The title: **CHARGES**
- CAR TYPE
HOURLY
HALF DAY
FULL DAY
- The following bullet points:
- First level: **Our rates are based on mileage and type of vehicle**
- Second level: **We also offer great discounts on whole or half day bookings. Contact our office for further information.**
- Insert a bar chart using the following data. Place the bar chart on this slide to the left of the bullet text.
- | | |
|------------------------|-----|
| Rolls Royce | 100 |
| | 200 |
| | 400 |
| 10-seater Stretch Limo | 150 |
| | 350 |
| | 600 |
| Bentley | 75 |
| | 150 |
| | 300 |
| MG Sports | 80 |
| | 175 |
| | 250 |
- 11 Set the presentation so that there are the same transition effects between slides, with a timing of 10 seconds. 2.1.1
2.1.2
- 12 Use one animation effect on the titles of all slides. 2.2.1
- 13 Use a different animation effect (from the titles) on the rest of the text, and set the bullets to appear one at a time. 2.2.1
- 14 Spell-check and save the presentation with the file name **HIRE**. 3.1.1
- 15 Print audience notes (3 slides per page). 3.1.1
- 16 Print each slide – one slide per page and in landscape view. 3.1.1

(Please note – your tutor will need to assess the transitions and animations before submitting your work.)

**INFORMATION AND COMMUNICATIONS TECHNOLOGY
PRACTICAL ASSESSMENT C2002**

**STANDARD LEVEL
PRESENTATION AUTHORING**

5198/C

TIME 1 hour

INSTRUCTIONS TO CANDIDATES

Make sure that your name, centre number and candidate number are shown on each printout that you are asked to produce.

Carry out **every** instruction in **each** task.

Tasks are numbered on the left-hand side of the page, so that you can see what to do, step by step. On the right-hand side of the page for each task, you will find a box which you can tick (✓) when you have completed the task; this check list will help you to track your progress through the assignment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

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Local Examinations Syndicate

This question paper consists of 3 printed pages.

You work for an international company called *Hothouse Design*, which has a new project for a business customer called *Mobile Solutions*. The project concerns designing and promoting a range of new mobile phone packages.

You are going to produce a short, timed presentation for on-screen delivery in shopping centres and airports.

- | | | | |
|---|--|-------------------------------------|----------------|
| 1 | Set up a new presentation consisting of 4 slides. The slide master must have a pale blue background, and your name and today's date must appear on each slide. | <input checked="" type="checkbox"/> | 1.1.1
1.2.1 |
| 2 | Set the following styles of text throughout the presentation: <ul style="list-style-type: none"> - Titles: 48 to 60 font size and dark blue. - Text: 28 to 44 and dark green. - Bullets: 16 to 24 green. | <input type="checkbox"/> | 1.1.1 |
| 3 | Insert the company logo in the top right of every slide. The logo can be found in the file LOGO.JPG | <input type="checkbox"/> | 1.3.1 |
| 4 | Insert the company sales office address at the bottom of every slide: <p>Customer Sales
Modern House
New Street
London</p> | <input type="checkbox"/> | 1.2.1 |
| 5 | The first slide (title slide) should contain the following: <ul style="list-style-type: none"> - The heading Mobile Solutions - Your name, date and filename at the bottom. | <input type="checkbox"/> | 1.2.1 |
| 6 | The second slide should contain the slogan Mobile Solutions for all | <input type="checkbox"/> | 1.2.1 |
| 7 | On the third slide enter the following bullet points: <p style="text-align: center;">Stylish, sleek and lightweight hand set
Data transfer to and from computers
Dual band for international communication
Internet facility
Remote mouth/ear set</p> | <input type="checkbox"/> | 1.2.1 |
| 8 | Add appropriate animation effects that will allow each bullet to appear one at a time. | <input type="checkbox"/> | 2.2.1 |

- ✓
- 9 On the fourth slide, create a bar chart from the following data. The chart should show both peak price and off-peak prices. 1.3.2
- Feature**
Peak Price
Off-Peak Price
- Style 15
 \$0.15
 \$0.05
- Data 45
 \$0.20
 \$0.04
- International 45
 \$0.20
 \$0.04
- Internet 60
 \$0.25
 \$0.02
- Remote 60
 \$0.25
 \$0.02
- 10 Position the bar chart to the left side of the slide. Insert an arrow which points to the *Price Per Minute* on the chart. Insert the text **Low** near the arrow. 1.3.3
- 11 Add a different slide transition to each slide. Ensure that the transitions are slow. 2.1.2
- 12 Set the presentation so that there is a delay of 10 seconds between slides. 2.1.1
- 13 Set the presentation so that it runs in a continuous loop. 2.1.1
- 14 Save the presentation. Print the presentation slides, two to a page. The pages should be of landscape orientation. 3.1.1

(Please note – your tutor will need to assess the transitions and animations before submitting your work.)