

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in ICT
Foundation Level

DESKTOP PUBLISHING

5183/A

Optional Module: Practical Assessment

2004

No Additional Materials are required

**45 minutes
and 15 minutes reading time**

READ THESE INSTRUCTIONS FIRST

Candidates are permitted **15 minutes** reading time before attempting the paper.

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 checklist will help you to track your progress through the assessment.

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.

This document consists of **3** printed pages.

IB04 01_5183_A/3RP
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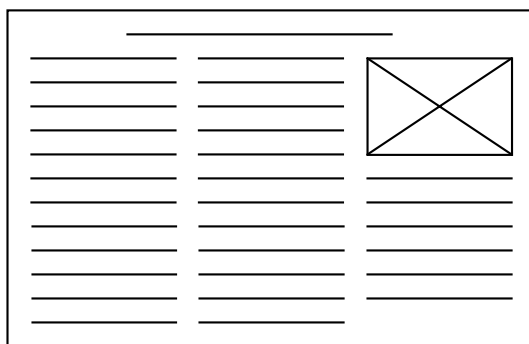
UNIVERSITY of CAMBRIDGE
International Examinations

[Turn over

You work for an international company called *Hothouse Design*.

You need to prepare an advertising leaflet using a suitable software package.

- | | | | |
|----|---|-------------------------------|----------------|
| 1 | Set the page size to A4 and the orientation to landscape. | ✓
<input type="checkbox"/> | 1.1.1
1.1.2 |
| 2 | Set the top, bottom, left and right margins to 4 centimetres. | <input type="checkbox"/> | 1.1.4 |
| 3 | Import the text file FDPA4SUP.RTF into your page layout. | <input type="checkbox"/> | 2.1.1 |
| 4 | Place the body text in a 12 point serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 5 | Add the heading Personal Customer Offer at the start of the document and insert a blank line below it. | <input type="checkbox"/> | 2.3.1 |
| 6 | Make the heading <i>Personal Customer Offer</i> a 20 point sans-serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 7 | In the text, replace the words at the end of the document <i>providing you place your order with us within the next fourteen working days</i> with the words and look forward to receiving your order . | <input type="checkbox"/> | 2.3.1 |
| 8 | Reformat the main body text (excluding the heading <i>Personal Customer Offer</i>) to 3 columns, with a 1 centimetre space between columns. | <input type="checkbox"/> | 1.1.3 |
| 9 | Make the main body text fully justified and centre the heading <i>Personal Customer Offer</i> | <input type="checkbox"/> | 3.1.1 |
| 10 | Import the image FDPA4PIC.GIF into the top of the right column so that the top of the image is level with the top of the text in the centre column. Change the size of the image so that it nearly fills the available column width. Make sure that you do not distort the image. Adjust the wrapping if necessary so that the text wraps below the image like this: | <input type="checkbox"/> | 2.2.1
2.2.2 |



Your text may continue onto another page.

- 11 Make the following subheadings bold and underlined: ✓
 3.2.1
- Print supplies*
Experience counts
Ask for a quote
Best prices best quality
Branded Products
Print materials for all tasks
Introductory offer
- Leave a blank line below each of these subheadings.
- 12 Place a column break before the subheading *Branded Products* if necessary 3.5.1
to keep the subheading with the following text.
- Place a page break before the subheading *Print materials for all tasks* if necessary to keep the subheading with the following text.
- 13 Place your name left aligned and today's date right aligned in the header. 3.4.1
Place the page number in the centre of the footer.
- Make sure that the headers and footers are displayed on each page.
- 14 Save with a new filename and print the document. 4.1.1

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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 checklist will help you to track your progress through the assessment.

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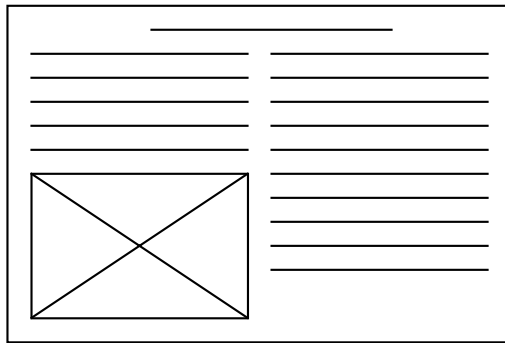
UNIVERSITY of CAMBRIDGE
International Examinations

[Turn over

You work for an international company called *Hothouse Design*.

You need to prepare an advertisement, using a suitable software package.

- | | | |
|----|---|---|
| 1 | Set the page size to A4 and the orientation to landscape. | <input checked="" type="checkbox"/> 1.1.1
<input type="checkbox"/> 1.1.2 |
| 2 | Set the top, bottom, left and right margins to 3 centimetres. | <input type="checkbox"/> 1.1.4 |
| 3 | Import the text file FDPB4DES.RTF into your page layout. | <input type="checkbox"/> 2.1.1 |
| 4 | Place the body text in a 12 point sans-serif font. | <input type="checkbox"/> 3.3.1
<input type="checkbox"/> 3.3.2 |
| 5 | Add the heading Design Support Projects at the start of the document and insert a blank line below it. | <input type="checkbox"/> 2.3.1 |
| 6 | Make the heading <i>Design Support Projects</i> a 28 point serif font. | <input type="checkbox"/> 3.3.1
<input type="checkbox"/> 3.3.2 |
| 7 | In the text, replace the word <i>solution</i> with the word brief wherever it appears in the document. | <input type="checkbox"/> 2.3.1 |
| 8 | Reformat the main body text (excluding the heading <i>Design Support Projects</i>) to 2 columns, with a 1.5 centimetre space between columns. | <input type="checkbox"/> 1.1.3 |
| 9 | Make the main body text fully justified and centre the heading <i>Design Support Projects</i> | <input type="checkbox"/> 3.1.1 |
| 10 | Import the image FDPB4PIC.GIF into the bottom of the left column. Change the size of the image so that it nearly fills the available column width. Make sure that you do not distort the image. Adjust the wrapping if necessary so that the text wraps below the image like this: | <input type="checkbox"/> 2.2.1
<input type="checkbox"/> 2.2.2 |



Your text may continue onto another page.

- 11 Make the following subheadings bold and underlined: 3.2.1
- Brochure design*
Printing
Webpage design
Website Hosting
ICT consultancy
Automation projects
- Leave a blank line below each of the above subheadings.
- 12 Place a page break before the subheading *Webpage Design* 3.5.1
- 13 Place your name left aligned and today's date right aligned in the header.
Place the page number in the right of the footer. 3.4.1
- Make sure that the headers and footers are displayed on each page.
- 14 Save with a new filename and print the document. 4.1.1