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

PRESENTATION AUTHORING

5198/A

Optional Module: Practical Assessment

2004

No Additional Materials are required

1 hour 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 (\checkmark) 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 **4** printed pages.

UNIVERSITY of CAMBRIDGE

[Turn over

Your manager has asked you to set up a presentation for a stationery company called Pens4U.

The medium for delivery will be a multimedia projector. Presenter notes need to be developed with the slides.

1	light blue backgr in the top right c equipment or sta	esentation consisting of 3 slides. The slide master must have a round and your name and today's date in small black text placed orner. It must also contain a clipart image displaying office ationery, as a logo placed in the top left corner. The logo must at it does not overlay any slide text.	1.1.1 1.3.1
2	Set the following	g styles of text throughout the entire presentation:	1.1.1
	Heading:	Dark blue, centred, large font (between 50 and 68 point)	
	Subheading:	Bright blue, centred, medium font (between 36 and 48 point)	
	Bulleted list:	Dark green, left aligned, small font (between 16 and 34 point) Use a bullet of your choice.	
On the	first slide:		
3	Enter the headir	ng Pens4U	1.2.1
4	Enter the subhe	ading Stationery Suppliers below the heading.	1.2.1
5	Add the followin	g presenter notes to this slide:	1.2.1

Introduce yourself and your role within the company.

On the second slide:

6	Enter the heading Paper Products and slide.	Costs in the s	ame style as the first	
7	Enter the following list on the left side of	the slide, as sl	nown below:	1
	 Spiral notebooks A4 ruled paper pads Assorted A4 colour cards 			
8	Produce a vertical bar chart from the follo	owing data:		1
	Product	\$]	
	10 Spiral notebooks	90.00		
	25 A4 ruled paper pads	57.50		
	25 Assorted A4 colour cards	75.00		
9	Place this chart on the right side of the sl Draw a thick dark blue line between the h content.			1
10	The bullets should be set to appear one a	at a time.		2
11	Add the following presenter notes to this	slide:		1
	M/a have a wide veriety of preducts hu	t kaan aur aa	oto cimple. Vicit cur	

We have a wide variety of products but keep our costs simple. Visit our website for special offers.

4

On the third slide:

		\checkmark	
12	Enter the heading On-line services in the same style as the first slide.		1.2.1
13	Enter the following list on the left side of the slide:		1.2.1
	 paper & card pens & pencils envelopes binders & files 		
14	Place a further clipart image showing stationery, e.g. pens, paper, on this page to the right of the bullets.		1.3.1
15	Add the following presenter notes to this slide:		1.2.1
	The company provides this service locally.		
	Pick up the phone or visit our website.		
For the	e whole presentation:		
16	Use the same transitional effect between each slide.		2.1.1 2.1.2
17	Use only one animation effect on the title of each slide.		2.2.1
18	Save the presentation using a new filename. Print the presentation in notes format showing all presenter notes.		3.1.1

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

University of Cambridge International Examinations is part of the University of Cambridge Local Examinations Syndicate (UCLES) which is itself a department of the University of Cambridge.

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[Turn over

Your manager has asked you to set up a presentation for a gym equipment company called Gymnastic.

The medium for delivery will be a multimedia projector. Presenter notes need to be developed with the slides.

1	light green backg placed in the top	sentation consisting of 3 slides. The slide master must have a pround and your name and today's date in small black text right corner. It must also contain clipart from a sports category in the top left corner. The logo must be resized so that it does lide text.	1.1.1 1.3.1
2	Set the following Heading: Subheading: Bulleted list:	styles of text throughout the entire presentation: Dark green, centred, large font (between 50 and 68 point) Bright green, centred, medium font (between 36 and 48 point) Bright green, left aligned, small font (between 16 and 34 point) Use a bullet of your choice.	1.1.1
On the f	first slide:		
3	Enter the heading	g Gymnastic	1.2.1
4	Enter the subhea	ding Gym Equipment Suppliers below the heading.	1.2.1

5 Add the following presenter notes to this slide:

Introduce yourself and your role within the company.

1.2.1

On the second slide:

 treadmill exercise bike home gym rowing machine 8 Produce a vertical bar chart from the following data: 1. 8 Product Product \$ treadmill 1100 exercise bike 259 home gym 2475 rowing machine Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. a Add a thick dark green horizontal line between the heading and the rest of the slide content. 	 treadmill exercise bike home gym rowing machine 8 Produce a vertical bar chart from the following data: 1.3.2 8 Product \$ freadmill 1100 exercise bike 259 home gym 2475 rowing machine Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 10 The bullets should be set to appear one at a time. 	6	Enter the heading Products and Costs	s in the same sty	le as the first slide.	\checkmark	1.2.1
 exercise bike home gym rowing machine 8 Produce a vertical bar chart from the following data: 1. 8 Product \$ treadmill 1100 exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 	 exercise bike home gym rowing machine 8 Produce a vertical bar chart from the following data: 1.3.2 Product \$ treadmill 1100 exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 10 The bullets should be set to appear one at a time. 2.2.1 	7	Enter the following list on the left side o	f the slide, as sh	iown below:		1.2.1
Product \$ treadmill 1100 exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 1.	Product \$ treadmill 1100 exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 1.3.3 10 The bullets should be set to appear one at a time. 2.2.1	•	 exercise bike home gym rowing machine 	N			4.0.0
treadmill 1100 exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content.	treadmill 1100 exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 10 The bullets should be set to appear one at a time.	8	Produce a vertical bar chart from the fo	llowing data:			1.3.2
exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content.	exercise bike 259 home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 10 The bullets should be set to appear one at a time.		Product	\$]		
home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content.	home gym 2475 rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 10 The bullets should be set to appear one at a time.		treadmill	1100			
rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content.	rowing machine 550 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 10 The bullets should be set to appear one at a time.		exercise bike	259			
 Place this chart on the right side of the slide. Do not display a legend. 9 Add a thick dark green horizontal line between the heading and the rest of the1. slide content1. 	 Place this chart on the right side of the slide. Do not display a legend. Add a thick dark green horizontal line between the heading and the rest of the 1.3.3 slide content. The bullets should be set to appear one at a time. 		home gym	2475			
 9 Add a thick dark green horizontal line between the heading and the rest of the slide content. 	 9 Add a thick dark green horizontal line between the heading and the rest of the 1.3.3 slide content. 10 The bullets should be set to appear one at a time. 2.2.1 		rowing machine	550			
slide content.	slide content. 10 The bullets should be set to appear one at a time. 2.2.1		Place this chart on the right side of the	slide. Do not dis	play a legend.		
10The bullets should be set to appear one at a time.2.		9		etween the head	ling and the rest of the		1.3.3
	11 Add the following presenter notes to this slide: 1.2.1	10	The bullets should be set to appear one at a time.				2.2.1
11 Add the following presenter notes to this slide: 1.		11	Add the following presenter notes to thi	s slide:			1.2.1

We have a wide variety of products. Visit one of our stores soon.

On the third slide:

		✓	
12	Enter the heading We deliver to: in the same style as the first slide.		1.2.1
13	Enter the following list on the right side of the slide:		1.2.1
	 Brunei Greece Italy Malaysia Iran 		
14	Place a further clipart image showing countries, e.g. world, city, on this page to the left of the bullets.		1.3.1
15	Add the following presenter notes to this slide:		1.2.1
	The company has branches in all these locations.		
	Staff are just waiting for your visit.		
For the	whole presentation:		
16	Use the same transitional effect between each slide.		2.1.1 2.1.2
17	Use only one animation effect on the title of each slide.		2.2.1
18	Save the presentation using a new filename. Print the presentation in notes format showing all presenter notes.		3.1.1

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