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

PRESENTATION AUTHORING　　　　　　　　　**5198/A**

Optional Module: Practical Assessment

2006

1 hour
No Additional Materials are required　　　**plus 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 **printed** on **each page** 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.

UNIVERSITY *of* CAMBRIDGE
International Examinations

[Turn Over

Your manager has asked you to set up a presentation for an educational organisation, for students who study business and academic subjects, called The College.

The medium for delivery will be a multimedia projector. 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 light green background and your name and today's date in small black text placed in the top left corner. It must also contain clipart as a logo placed in the top right corner. The logo must be resized so that it does not overlay any slide text.   ☐   **1.1.1** **1.3.1**

2   Set the following styles of text throughout the entire presentation: ☐   **1.1.1**

     Heading: Dark blue, right aligned, 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 heading **The College**   ☐   **1.2.1**

4   Enter the subheading **Student enrolments** below the heading.   ☐   **1.2.1**

5   Add the following presenter notes to this slide: ☐   **1.2.1**

     Introduce yourself and your role within the college.

On the second slide:

✓

6 Enter the heading **Department enrolments 2006** in the same style as the first slide. ☐ **1.2.1**

7 Enter the following list on the left side of the slide, as shown below: ☐ **1.2.1**

  ▪ **Business/IT**
  ▪ **Catering**
  ▪ **Art & Design**
  ▪ **Science**
  ▪ **Technology**

8 Produce a vertical bar chart from the following data. Place this chart on the right side of the slide. Make sure that you include a legend showing the subjects. ☐ **1.3.2**

Product	$
Business/IT	**350**
Catering	**275**
Art & Design	**196**
Science	**371**
Technology	**215**

9 Draw a thick dark blue vertical line between the graph and the text with an arrow on both ends. ☐ **1.3.3**

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

11 Add the following presenter notes to this slide: ☐ **1.2.1**

We have a wide variety of courses on offer. Call in and speak to our enrolment department.

On the third slide:

✓

12   Enter the heading **Student activities** 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**

         ▪   **Keep fit**
         ▪   **Basketball**
         ▪   **Football**
         ▪   **Gymnasium**
         ▪   **Reading club**

14   Place a further clipart image showing sports e.g. football, 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 college offers many extra-curricular activities.

Why not call in and discuss your needs?

For the whole presentation:

16   Use the same transitional effect between each slide. ☐   **2.1.1**

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.)

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