



PRESENTATION AUTHORIZING

5198/A

Optional Module: Practical Assessment

2007

1 hour plus 15 minutes reading time

No Additional Materials are required

READ THESE INSTRUCTIONS FIRST

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

Make sure that your **Centre number**, **candidate number** and **name** are clearly visible on **each printout** that you are asked to produce, before it is sent to the printer.

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 **4** printed pages.



Your manager has asked you to set up a presentation for an electrical retailer called *Electry*.

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 blue background and your name and today's date in small black text placed in the top left corner. It must also contain clipart of an electrical product, as a logo, placed in the bottom right corner. The logo must be resized so that no text or other object overlaps it. | ✓
<input type="checkbox"/> | 1.1.1
1.3.1 |
| 2 | Set the following styles of text throughout the entire presentation:
Heading: Dark blue, right aligned, large font (between 50 and 68 point)

Subheading: Bright blue, left aligned, medium font (between 36 and 40 point)

Bulleted list: Dark green, left aligned, small font (between 16 and 28 point)
Use a bullet of your choice. | <input type="checkbox"/> | 1.1.1 |

On the first slide:

- | | | | |
|---|---|--------------------------|-------|
| 3 | Enter the heading Electry retail | <input type="checkbox"/> | 1.2.1 |
| 4 | Enter the subheading Large and small electric products below the heading. | <input type="checkbox"/> | 1.2.1 |
| 5 | Add the following presenter notes to this slide:

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

On the second slide:

- 6 Enter the heading **White products** in the same style as the first slide. 1.2.1
- 7 Enter the following bulleted list on the right side of the slide, as shown below: 1.2.1
- **Cookers**
 - **Fridges**
 - **Freezers**
 - **Fridge/freezers**
 - **Washers**
- 8 Produce a vertical bar chart from the following data. Place this chart on the left side of the slide. 1.3.2

Product	\$
Cookers	350
Fridges	125
Freezers	205
Fridge/freezers	350
Washers	220

- 9 The category axis should show the names of the products and the value axis should show the value of the products. Label the category axis **Products** and label the value axis **Value \$** 1.3.2
- Do not display a legend.
- 10 Draw a **6** point thick dark blue vertical line between the graph and the bulleted list with an arrow on both ends. 1.3.3
- 11 Add the following presenter notes to this slide: 1.2.1
- We have a wide variety of products on offer. Call in and speak to our sales team.**

On the third slide:

- | | | | |
|----|--|-------------------------------|-------|
| 12 | Enter the heading Non-white products in the same style as the first slide. | ✓
<input type="checkbox"/> | 1.2.1 |
| 13 | Enter the following bulleted list on the left side of the slide: | <input type="checkbox"/> | 1.2.1 |
| | <ul style="list-style-type: none"> ▪ Televisions ▪ Radios ▪ Video recorders ▪ Cameras ▪ CD players | | |
| 14 | Place a clipart image showing music, e.g. discs, on this page to the right of the bulleted list. | <input type="checkbox"/> | 1.3.1 |
| 15 | Add the following presenter notes to this slide: | <input type="checkbox"/> | 1.2.1 |
| | <p>We offer many more products.</p> <p>Why not call in and see what we have in our store?</p> | | |

For the whole presentation:

- | | | | |
|----|---|--------------------------|-------|
| 16 | Use the same transitional effect between each slide. | <input type="checkbox"/> | 2.1.1 |
| 17 | Use the same animation effect on the title of each slide. | <input type="checkbox"/> | 2.2.1 |
| 18 | Save the presentation using a new filename. Print the presentation in notes format showing all presenter notes. | <input type="checkbox"/> | 3.1.1 |
| 19 | Produce a screen shot showing the transitional effects on each slide and print these. | <input type="checkbox"/> | 3.1.1 |
| | Produce a screen shot showing the animation effects on the title of each slide and print these. | | |

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