

**INFORMATION AND COMMUNICATIONS TECHNOLOGY  
PRACTICAL ASSESSMENT A2002**

**FOUNDATION LEVEL** **5183/A**  
**DESKTOP PUBLISHING**

**TIME**      45 mins

**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

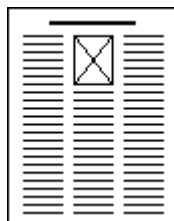
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**This question paper consists of 3 printed pages.**

You work for an international company called *Hothouse Design* which has a partnership with a company called *Software Amerique*.

You need to prepare an article for the company newsletter, using a suitable software package.

- |    |  |                               |                |
|----|--|-------------------------------|----------------|
| 1  | Set the page size to A4 and the orientation to portrait.   | ✓<br><input type="checkbox"/> | 1.1.1<br>1.1.2 |
| 2  | Set the top, bottom, left and right margins to 3 centimetres.  | <input type="checkbox"/>      | 1.1.4          |
| 3  | Import the file <b>PARTNER.TXT</b> into your page layout.  |                               | 2.1.1          |
| 4  | Place the body text in a 12 point sans-serif font.   | <input type="checkbox"/>      | 3.3.1<br>3.3.2 |
| 5  | Add the heading <b>Software Amerique</b> at the start of the document and insert a blank line below it.  | <input type="checkbox"/>      | 2.3.1          |
| 6  | Make the heading <i>Software Amerique</i> an 18 point serif font.  | <input type="checkbox"/>      | 3.3.1<br>3.3.2 |
| 7  | Replace the text <i>These figures have yet to be released</i> in the last paragraph with <b>This should increase turnover by 0.1 million in the first year rising to 1.2 million in the fifth year</b>   | <input type="checkbox"/>      | 2.3.1          |
| 8  | Reformat the main body text (excluding the heading <i>Software Amerique</i> ) to 3 columns, with a 0.5 centimetre space between columns.   | <input type="checkbox"/>      | 1.1.3          |
| 9  | Make the main body text left aligned and centre the heading <i>Software Amerique</i> .   | <input type="checkbox"/>      | 3.1.1          |
| 10 | Import the image file <b>SOFTAM.JPG</b> into the top of the centre column so that the top of the image is level with the top of the text in the left and right columns. 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 text wraps below the image like this: | <input type="checkbox"/>      | 2.2.1<br>2.2.2 |



- |    |   |                          |       |
|----|---|--------------------------|-------|
| 11 | Place your name left aligned and today's date right aligned in the header. Place the page number in the centre of the footer. | <input type="checkbox"/> | 3.4.1 |
| 12 | Save with a new filename and print the document.  | <input type="checkbox"/> | 4.1.1 |

Make the following changes to produce the final copy:

- 13 Make the following subheadings bold and underlined:  3.2.1  
*History*  
*Core business*  
*Mutual benefits*  
*Financial projections*
- Leave a blank line below each of these subheadings.
- 14 Adjust the main body text of the document to be 2 columns, with a 0.6 centimetre space between columns.  1.1.3
- 15 Change the size of the heading *Software Amerique* to 36 point and the size of the subheadings to 20 point.  3.3.2
- 16 Move the image to the top of the right column. Change its size so that it 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:  2.2.2
- 
- 17 Place a column break before the subheading *Mutual benefits*  3.5.1  
 Insert a page break before the subheading *Financial projections*
- 18 Save with a new filename and print the document.  4.1.1

**INFORMATION AND COMMUNICATIONS TECHNOLOGY  
PRACTICAL ASSESSMENT B2002**

**FOUNDATION LEVEL  
DESKTOP PUBLISHING**

**5183/B**

**TIME**      45 mins

**INSTRUCTIONS TO CANDIDATES**

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

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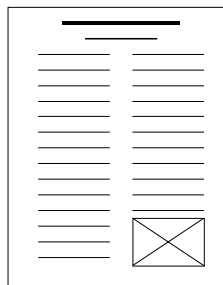
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**This question paper consists of 3 printed pages.**

You are working for an international company called *Hothouse Design* which has arranged a sales conference in Barbados

You need to prepare an article for the company newsletter, using a suitable software package.

- |    |   |                               |                |
|----|---|-------------------------------|----------------|
| 1  | Set the page size to A4 and the orientation to landscape.   | ✓<br><input type="checkbox"/> | 1.1.1          |
| 2  | Set the top, bottom, left and right margins to 2 centimetres.   | <input type="checkbox"/>      | 1.1.2<br>1.1.4 |
| 3  | Import the file <b>PEACOCK.TXT</b> into your page layout.   | <input type="checkbox"/>      | 2.1.1          |
| 4  | Place the body text in a 14 point serif font.   | <input type="checkbox"/>      | 3.3.1<br>3.3.2 |
| 5  | Add the heading <b>Barbados Conference</b> at the start of the document and insert a blank line below it.   | <input type="checkbox"/>      | 2.3.1          |
| 6  | Make the heading <i>Barbados Conference</i> a 20 point sans-serif font.   | <input type="checkbox"/>      | 3.3.1<br>3.3.2 |
| 7  | Enter the following text after the blank line below the heading in a 16 point sans-serif font:  | <input type="checkbox"/>      | 3.3.1<br>3.3.2 |
|    | <b>Welcome to the Peacock Hotel</b>   |                               |                |
|    | Place a line space below this text  |                               |                |
| 8  | Centre the text entered at steps 5 and 7.   | <input type="checkbox"/>      | 3.1.1          |
| 9  | Reformat the main body text (excluding the heading <i>Barbados Conference</i> and the subheading <i>Welcome to the Peacock Hotel</i> ) to 2 columns, with a 1-centimetre space between columns.   | <input type="checkbox"/>      | 1.1.3          |
| 10 | Make the main body text justified.  | <input type="checkbox"/>      | 3.1.1          |
| 11 | Import the image file <b>BARBADOS.JPG</b> into the bottom right-hand corner of the first page. 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 no text is hidden by the image. | <input type="checkbox"/>      | 2.2.1<br>2.2.2 |



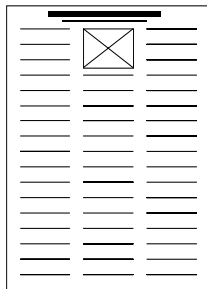
- 12 Place your name right aligned in the header of the document. Place today's date left aligned in the footer and the page number in the centre of the footer.  3.4.1
- 13 Save with a new filename and print the document.  4.1.1

Make the following changes to produce the final copy:

- 14 Make the following subheadings sans-serif and underlined:  3.2.1  
 3.3.1  
*Activities*  
*History, Art, Architecture and Culture*  
*Sports*  
*Water sports*  
*Golf*  
*Hikes and Tours*

Leave a blank line below each of these.

- 15 Adjust the main body text of the document to 3 columns, with a 1-centimetre space between columns. Make the body text left aligned.  1.1.3
- 16 Change the size of the main heading to 30 point, the size of the subheading *Welcome to the Peacock Hotel* to 20 point. Change the size of the subheadings you underlined in step 14 to 16 point.  3.3.2
- 17 Move the image to the top of the middle column of the first page. Change its size so that it fills the available column width. Make sure that you do not distort the image. Adjust the wrapping if necessary so that the text wraps round the image.  2.2.2



- 18 Place a page break before the subheading *Activities* if necessary so that this word starts a new page.  3.5.1
- 19 Save with a new filename and print the document.  4.1.1

**INFORMATION AND COMMUNICATIONS TECHNOLOGY  
PRACTICAL ASSESSMENT C2002**

**FOUNDATION LEVEL** **5183/C**  
**DESKTOP PUBLISHING**

**TIME**      45 mins

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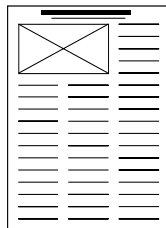
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**This question paper consists of 3 printed pages.**

You are working for an international company called *Hothouse Design* which has arranged to produce an information sheet on the city of Lincoln for the International Coffee and Tea Traders.

You need to prepare this information sheet, using a suitable software package.

- |    |  |                               |                                  |
|----|--|-------------------------------|----------------------------------|
| 1  | Set the page size to A4 and the orientation to portrait.   | ✓<br><input type="checkbox"/> | 1.1.1                            |
| 2  | Set the top, bottom, left and right margins to 2 centimetres.  | <input type="checkbox"/>      | 1.1.2<br>1.1.4                   |
| 3  | Import the file <b>CITY.TXT</b> 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                            |
| 5  | Add the heading <b>City Of Lincoln</b> at the start of the document and insert a blank line below it.  | <input type="checkbox"/>      | 3.3.2<br>2.3.1                   |
| 6  | Make the heading <b>City of Lincoln</b> a 20 point sans-serif bold font.   | <input type="checkbox"/>      | 3.3.1                            |
| 7  | Enter the following text below the heading in italics and a 16 point sans-serif font:<br><br><b>Welcome to this historic English City</b>  | <input type="checkbox"/>      | 3.3.2<br>3.2.1<br>2.3.1<br>3.2.1 |
|    | Place a line space below this text.  |                               |                                  |
| 8  | Centre the text entered at steps 5 and 7.  | <input type="checkbox"/>      | 3.1.1                            |
| 9  | Reformat the main body text (excluding the heading <i>City of Lincoln</i> and the subheading <i>Welcome to this historic English City</i> ) to 3 columns, with a 1-centimetre space between columns.   | <input type="checkbox"/>      | 1.1.3<br>3.5.1                   |
| 10 | Make the main body text left aligned.  | <input type="checkbox"/>      | 3.1.1                            |
| 11 | Import the image file <b>LINCOLN.JPG</b> into the top left-hand corner of the page. Change the size of the image so that it nearly fills the first two columns widths. Make sure that you do not distort the image. Adjust the wrapping if necessary so that no text is hidden by the image. | <input type="checkbox"/>      | 2.2.1<br>2.2.2                   |

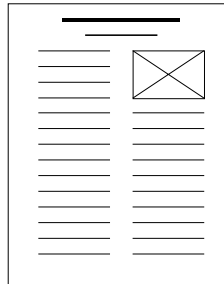




- ✓
- 12 Place the page number in the centre of the header. Place your name left aligned and today's date right aligned in the footer of the document.  3.4.1
- 13 Save with a new filename and print the document.  4.1.1

*Make the following changes to produce the final copy:*

- 14 Make the text *Popular places to visit* a subheading in 16 point size and make it left aligned.  3.1.1  
3.2.1  
3.3.2
- 15 Underline this subheading. Insert a blank line after this subheading.
- 16 Adjust the main body text of the document to 2 columns, with a 1-centimetre space between columns.  1.1.3
- 17 Make the body text justified. Change the body text to 14 point size and a sans-serif font.  3.1.1
- 18 Change the size of the heading *City Of Lincoln* to 30 point, and the size of the subheading *Welcome to this historic English City* to 20 point.  3.3.2
- 19 Move the image to the top of the right column. Change its size so that it fills the available column width. Make sure that you do not distort the image. Adjust the wrapping if necessary so that the text wraps round the image.  2.2.2



- 20 Place a page break before the subheading *Popular places to visit*  3.5.1
- 21 Save with a new filename and print the document.  4.1.1