

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

DESKTOP PUBLISHING

5183/A

Optional Module: Practical Assessment

2006

No Additional Materials are required

**45 minutes
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.

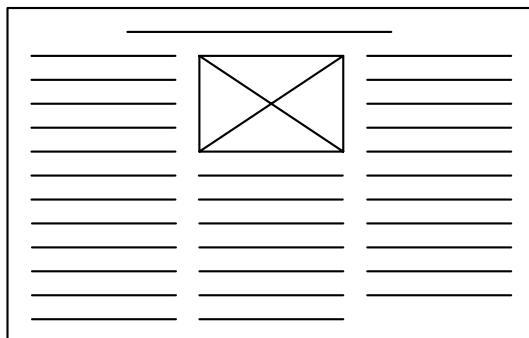
This document consists of **3** printed pages.



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 type="checkbox"/> | 1.1.1
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 FDPA6GDI.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
3.3.2 |
| 5 | Add the heading Hothouse Design and Illustration at the start of the document and insert a blank line below it. | <input type="checkbox"/> | 2.3.1 |
| 6 | Make the heading <i>Hothouse Design and Illustration</i> an 18 point serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 7 | In the text, replace the words at the end of the first paragraph <i>Call our design team now!</i> with the words Our sales team is waiting for your call now! | <input type="checkbox"/> | 2.3.1 |
| 8 | Reformat the main body text (excluding the heading <i>Hothouse Design and Illustration</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>Hothouse Design and Illustration</i> | <input type="checkbox"/> | 3.1.1 |
| 10 | Import the image FDPA6PIC.GIF 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 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 italic and **14** point: **3.2.1**
Get Creative
Our Design Team
Print Press
Digital Imaging
Web Artwork
Share your Image
Leave a blank line below each of the above subheadings.
- 12 Place a page break before the subheading *Share your Image* **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**
- 14 Save with a new filename and print the document. **4.1.1**

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