



DESKTOP PUBLISHING

5183/A

Optional Module: Practical Assessment

2007

45 minutes plus 15 minutes reading time

Additional Materials: Candidate Source Files

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 **3** printed pages.

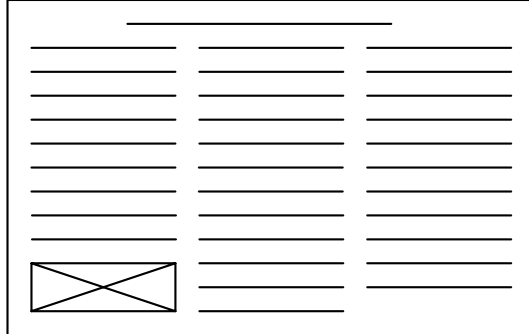


You work for an international company called *Hothouse Design*.

You need to prepare an information leaflet, 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 2 centimetres. | <input type="checkbox"/> | 1.1.4 |
| 3 | Import the text file FDPA7FOR.RTF into your page layout. | <input type="checkbox"/> | 2.1.1 |
| 4 | Place the body text in a 10 point sans-serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 5 | Make the body text left aligned. | | 3.1.1 |
| 6 | Add the heading The National Forest at the start of the document and insert a blank line below it. | <input type="checkbox"/> | 2.3.1
3.1.2 |
| 7 | Make the heading <i>The National Forest</i> a 36 point serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 8 | In the text, replace the word <i>outset</i> with the word start | <input type="checkbox"/> | 2.3.1 |
| 9 | Reformat the text (excluding the heading <i>The National Forest</i>) to 3 columns, with a 0.5 centimetre space between the columns. | <input type="checkbox"/> | 1.1.3 |
| 10 | Centre the heading <i>The National Forest</i> | <input type="checkbox"/> | 3.1.1 |
| 11 | Make the following subheadings bold, underlined and 12 point: | <input type="checkbox"/> | 3.2.1
3.3.2 |
- Where is The National Forest?*
- Why do we need The National Forest?*
- How big is The National Forest?*
- What species of trees are planted?*
- How many trees will be planted?*
- How long will it take?*
- What about wildlife?*
- Conkers*

- 12 Import the image **FDPA7FOL.JPG** into the bottom of the left column. 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 around the image like this: [✓] 2.2.1
2.2.2
2.3.2



Your text may continue onto another page.

- 13 Insert a column break so that the subheading *How big is the National Forest?* moves to the top of the middle column. 3.5.1
- 14 If necessary place page breaks or column breaks to make sure there are no widows or orphans. 3.5.2
- 15 Place your name and candidate number left aligned and your centre number right aligned in the footer. Make sure that these are aligned with the left and right margins. Make sure that the footer is visible on all pages. 3.1.1
3.4.1
- 16 Save with a new filename and print the document. 4.1.1

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