

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

DESKTOP PUBLISHING

5183/A

Optional Module: Practical Assessment

2005

No Additional Materials are required

**45 minutes
and 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 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 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.

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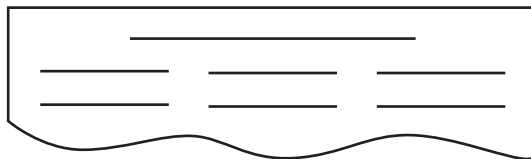
UNIVERSITY of CAMBRIDGE
International Examinations

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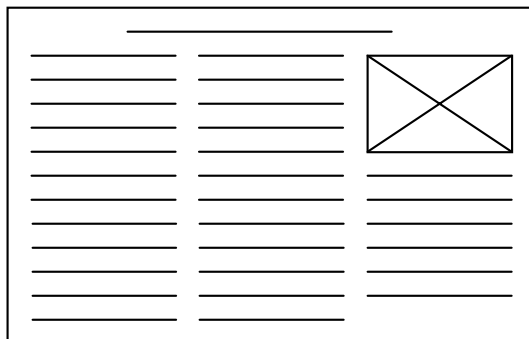
You work for an international company called *Hothouse Design*.

You need to prepare an advertising 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 4 centimetres. | <input type="checkbox"/> | 1.1.4 |
| 3 | Import the text file FDPA5PAY.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 Pay by Phone at the start of the document and insert a blank line below it. | <input type="checkbox"/> | 2.3.1 |
| 6 | Make the heading <i>Pay by Phone</i> a 20 point sans-serif font and make it bold. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 7 | In the text, replace the word <i>mobile</i> with the word cell wherever it appears in the document. | <input type="checkbox"/> | 2.3.1 |
| 8 | Reformat the body text (excluding the heading <i>Pay by Phone</i>) to 3 columns, with a 1 centimetre space between columns. | <input type="checkbox"/> | 1.1.3 |
| 9 | Make the body text fully justified. Place the heading <i>Pay by Phone</i> so that it is centre aligned across the page like this: | <input type="checkbox"/> | 3.1.1 |



- | | | | |
|----|---|--------------------------|----------------|
| 10 | Import the image FDPA5FON.GIF into the top of the right column so that the top of the image is level with the top of the text in the centre 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 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 underlined: ✓
 3.2.1
- A new way to pay*
Making a payment
Easy to use
Secure use
No need for plastic
- Leave a blank line below each of these subheadings.
- 12 Place a column break before the subheading *Secure use* 3.5.1
- 13 Place your name left aligned and today's date right aligned in the header. 3.4.1
Place the page number in the centre of the footer.
- Make sure that the headers and footers are displayed on each page.
- 14 Save with a new filename and print the document. 4.1.1

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

DESKTOP PUBLISHING

5183/B

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2005

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**45 minutes
and 15 minutes reading time**

READ THESE INSTRUCTIONS FIRST

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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 checklist will help you to track your progress through the assessment.

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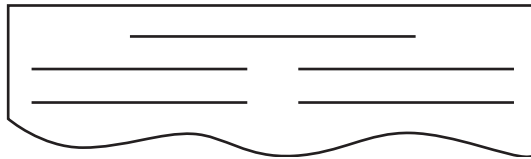
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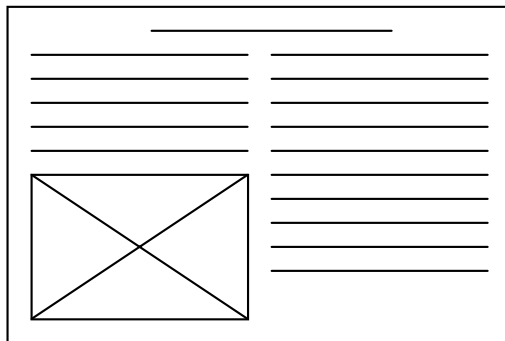
You work for an international company called *Hothouse Design*.

You need to prepare an article, 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 text file FDPB5EAT.RTF 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
3.3.2 |
| 5 | Add the heading Diners chew over slow food at the start of the document and insert a blank line below it. | <input type="checkbox"/> | 2.3.1 |
| 6 | Make the heading <i>Diners chew over slow food</i> a 36 point serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 7 | In the text, replace the word <i>regional</i> with the word local wherever it appears in the document. | <input type="checkbox"/> | 2.3.1 |
| 8 | Reformat the main body text (excluding the heading <i>Diners chew over slow food</i>) to 2 columns, with a 1 centimetre space between columns. | <input type="checkbox"/> | 1.1.3 |
| 9 | Make the main body text fully justified. Place the heading <i>Diners chew over slow food</i> so that it is centre aligned across the page like this: | <input type="checkbox"/> | 3.1.1 |



- | | | | |
|----|---|--------------------------|----------------|
| 10 | Import the image FDPB5PIC.GIF 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 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 underlined: [✓] 3.2.1
- What is 'Slow Food'?*
The 'Slow Food' movement
Quality of food
Local produce
The 'Slow City'
- Leave a blank line below each of the above subheadings.
- 12 Place a column break before the subheading *The 'Slow Food' movement* if necessary to keep it with the rest of the paragraph. 3.5.1
 Place a page break before the subheading *The 'Slow City'* if necessary to keep it with the rest of the paragraph.
- 13 Place your name left aligned and today's date right aligned in the header. 3.4.1
 Place the page number in the right of the footer.
- Make sure that the headers and footers are displayed on each page.
- 14 Save with a new filename and print the document. 4.1.1

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