

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

PRESENTATION AUTHORIZING

5198/A

Optional Module: Practical Assessment

2005

No Additional Materials are required

**1 hour
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 **4** printed pages.



Your manager has asked you to set up a presentation for a mobile phone company called *Dygitell*.

The medium for delivery will be a multimedia projector. Presenter notes need to be produced with the slides.

- 1 Set up a new presentation consisting of 3 slides. The slide master must have a very light blue background and your name and today's date in small black font placed in the top right corner. It must also contain clipart of a telephone as a logo placed in the bottom right corner. 1.1.1
1.3.1

The logo must be resized so that it will not overlay any text or graphics on any slide.

Include the slide number in the centre of the footer.

- 2 Set the following styles of text throughout the entire presentation: 1.1.1
- Heading: Dark blue, centre aligned, large font (between 50 and 72 point)
- Subheading: Bright blue, left aligned, medium font (between 36 and 46 point)
- Bulleted list: Bright blue, left aligned, small font (between 16 and 32 point). Use a bullet of your choice.

On the first slide:

- 3 Enter the heading **Dygitell** 1.2.1
- 4 Enter the subheading **Suppliers of a wide range of mobile phones** below the heading. 1.2.1
- 5 Add the following presenter notes to this slide: 1.2.1
- Introduce yourself and your role within the company.**

On the second slide:

- 6 Enter the heading **Bluetooth mobile phones** in the same style as the first slide. ✓ 1.2.1
- 7 Enter the following bulleted list on the right side of the slide. 1.2.1
- **Nokia**
 - **Ericsson**
 - **O2**
 - **Motorola**
 - **Panasonic**
- 8 Create a vertical bar chart from the following data: 1.3.2

Product	\$
Nokia	250
Ericsson	560
O2	625
Motorola	675
Panasonic	375

Place the chart on the left side of the slide. Do not display a legend.

- 9 Add a thick dark blue horizontal line between the heading and the rest of the slide content. 1.3.3
- 10 The bullets should be set to appear one at a time. 2.2.1
- 11 Add the following presenter notes to this slide: 1.2.1

We stock mobiles for all technologies. Visit our website www.dygitell.com

On the third slide:

- | | | | |
|----|---|-------------------------------|-------|
| 12 | Enter the heading We guarantee 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"> ▪ Full refund if not completely satisfied ▪ Trade in of your old mobile phone ▪ 50 days free insurance cover | | |
| 14 | Place a different clipart image showing a telephone. Place this 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 feel that our service is the best.</p> <p>Why waste time looking everywhere when we have everything you need?</p> | | |

For the whole presentation:

- | | | | |
|----|---|--------------------------|----------------|
| 16 | Use the same transitional effect between each slide. | <input type="checkbox"/> | 2.1.1
2.1.2 |
| 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 showing all presenter notes. | <input type="checkbox"/> | 3.1.1 |

(Please note – your tutor will need to assess the transitions and animations before sending in your work.)

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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.

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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 a camera equipment company called Dygitell.

The medium for delivery will be a multimedia projector. Presenter notes need to be produced with the slides.

- 1 Set up a new presentation consisting of 3 slides. The slide master must have a very light blue background and your name and today's date in small black font placed in the top left corner. It must also contain clipart of a camera as a logo placed in the bottom right corner. ✓ 1.1.1
1.3.1

The logo must be resized so that it will not overlay any text or graphics on any slide.

Include the slide number in the centre of the footer.

- 2 Set the following styles of text throughout the entire presentation: 1.1.1
- Heading: Dark blue, centre aligned, large font (between 50 and 72 point)
- Subheading: Bright blue, left aligned, medium font (between 36 and 46 point)
- Bulleted list: Bright blue, left aligned, small font (between 16 and 32 point). Use a bullet of your choice.

On the first slide:

- 3 Enter the heading **Dygitell** 1.2.1
- 4 Enter the subheading **Suppliers of quality cameras** below the heading. 1.2.1
- 5 Add the following presenter notes to this slide: 1.2.1
- Introduce yourself and your role within the company.**

On the second slide:

6 Enter the heading **Price of cameras for Experts** in the same style as the first slide. 1.2.1

7 Enter the following bulleted list on the right side of the slide. 1.2.1

- Fuji
- Nikon
- Olympus
- Sony
- Toshiba

8 Create a vertical bar chart from the following data: 1.3.2

Product	\$
Fuji	599.20
Nikon	732.95
Olympus	1389.93
Sony	636.65
Toshiba	1377.09

Place the chart on the left side of the slide. Do not display a legend.

9 Add a thick dark blue horizontal line between the heading and the rest of the slide content. 1.3.3

10 The bullets should be set to appear one at a time. 2.2.1

11 Add the following presenter notes to this slide: 1.2.1

We have cameras to suit all users. Visit our website www.dygitell.com

On the third slide:

- | | | | |
|----|--|-------------------------------|-------|
| 12 | Enter the heading What we guarantee 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"> ▪ Full refund if not completely satisfied ▪ Trade in of old camera ▪ 40 days free insurance cover | | |
| 14 | Place a different clipart image showing a camera. Place this 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 feel that our service is better than any other.</p> <p>Why waste time looking everywhere when we have everything you need?</p> | | |

For the whole presentation:

- | | | | |
|----|---|--------------------------|----------------|
| 16 | Use the same transitional effect between each slide. | <input type="checkbox"/> | 2.1.1
2.1.2 |
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(Please note – your tutor will need to assess the transitions and animations before sending in your work.)