

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Foundation Level

DESKTOP PUBLISHING

5183/A

Optional Module: Practical Assessment

2003

45 minutes

No Additional Materials are required.

READ THESE INSTRUCTIONS FIRST

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 assessment put **all** your printouts into the Assessment Record Folder.

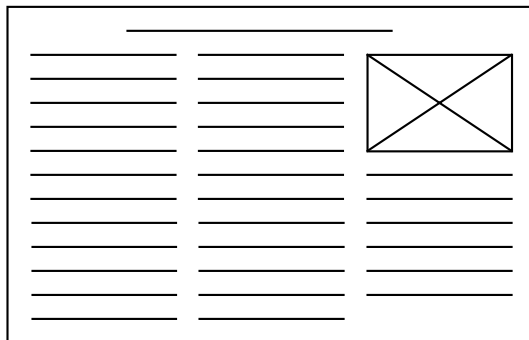
This document consists of **3** printed pages.



You work for an international company called *Hothouse Design* which is organising a *Trade Show*.

You need to prepare an advertisement leaflet for the show, 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 file SHOW2003.TXT 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 Trade And Training Exhibition at the start of the document and insert a blank line below it. | <input type="checkbox"/> | 2.3.1 |
| 6 | Make the heading <i>Trade And Training Exhibition</i> a 16 point sans-serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 7 | In the text, replace all references to the word <i>show</i> with the word exhibition . | <input type="checkbox"/> | 2.3.1 |
| 8 | Reformat the main body text (excluding the heading <i>Trade And Training Exhibition</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>Trade And Training Exhibition</i> . | <input type="checkbox"/> | 3.1.1 |
| 10 | Import the image TRAVEL.JPG 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 | 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 |

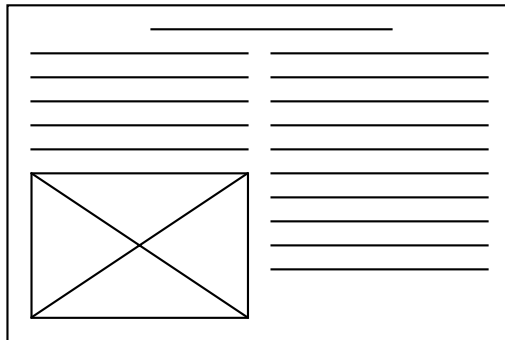
Make the following changes to produce the final copy: ✓

- 13 Make the following subheadings bold and italics: 3.2.1

The Rose Centre
Our Products
Demonstrations and Seminars
See the Benefits

Leave a blank line below each of these subheadings.

- 14 Adjust the main body text of the document to 2 columns, with a 1 centimetre space between columns. 1.1.3
- 15 Change the size of the heading *Trade And Training Exhibition* to 20 point. 3.3.2
- 16 Move the image to the bottom of the left column of the first page. Change the size of the image 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:



- 17 Place a column break before the subheading *See the Benefits* 3.5.1
- 18 Save with a new filename and print the document. 4.1.1

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5183/B

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2003

45 minutes

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



You work for an international company called Hothouse Design which offers a design consultancy service.

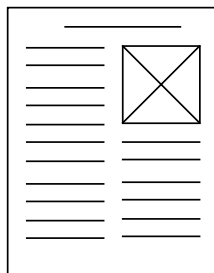
You need to prepare an article for company advertising, using a suitable software package.

- | | | | |
|----|---|-------------------------------|----------------|
| 1 | Set the page size to A4 and the orientation to portrait. | ✓
<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 DES2003.TXT 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
3.3.2 |
| 5 | Add the heading Design for Effect at the start of the document and insert a blank line below it. | <input type="checkbox"/> | 2.3.1 |
| 6 | Make the heading <i>Design for Effect</i> a 36 point serif font. | <input type="checkbox"/> | 3.3.1
3.3.2 |
| 7 | In the fifth paragraph replace the text:

<i>When this stage is completed you would be invited to view and discuss solutions.</i>

with

Then they would meet you with their design suggestions. | <input type="checkbox"/> | 2.3.1 |
| 8 | Reformat the main body text (excluding the heading <i>Design for Effect</i>) to 2 columns, with a 0.5 centimetre space between columns. | <input type="checkbox"/> | 1.1.3 |
| 9 | Make the main body text fully justified and centre the heading <i>Design for Effect</i> | <input type="checkbox"/> | 3.1.1 |
| 10 | Import the image HDLOGO.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 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 | 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

Our History

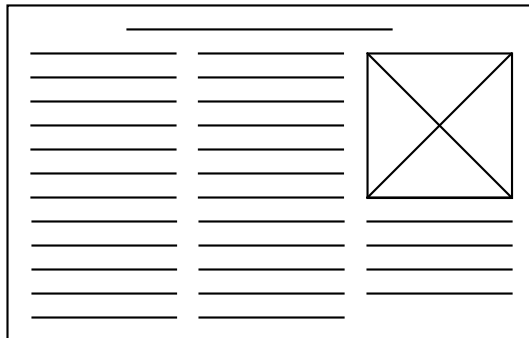
What we do

Making design a reality

Working with you

Leave a blank line below each of the above subheadings.

- 14 Set the orientation to landscape. 1.1.2
- 15 Reformat the main body text (excluding the heading *Design for Effect*) to 3 columns, with a 1 centimetre space between columns. 1.1.3
- 16 Change the size of the heading *Design for Effect* to 48 point and the size of the subheadings to 16 point. 3.3.2
- 17 Move the image to the top of the right column of the first page. Make sure that the image 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 like this:



- 18 Insert a page break before the subheading *Working with you* if necessary to make this text start on page 2. 2.2.2
- 19 Save with a new filename and print the document. 4.1.1

CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge Career Award in Information and Communications Technology
Foundation Level

DESKTOP PUBLISHING

5183/C

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2003

45 minutes

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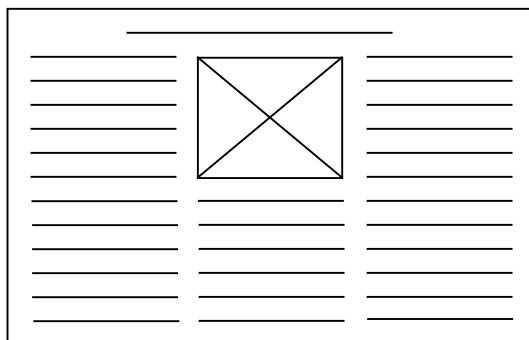
This document consists of **3** printed pages.



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 checked="" type="checkbox"/> 1.1.1
<input type="checkbox"/> 1.1.2 |
| 2 | Set the top, bottom, left and right margins to 4 centimetres. | <input type="checkbox"/> 1.1.4 |
| 3 | Import the file PROG2003.TXT 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
<input type="checkbox"/> 3.3.2 |
| 5 | Add the heading Web Design and Support at the start of the document and insert a blank line below it. | <input type="checkbox"/> 2.3.1 |
| 6 | Make the heading <i>Web Design and Support</i> a 24 point sans-serif font. | <input type="checkbox"/> 3.3.1
<input type="checkbox"/> 3.3.2 |
| 7 | In the third paragraph, replace the text
<i>The limitations are only your time and capacity to learn.</i>
with
You set the goals, we ensure you realise them. | <input type="checkbox"/> 2.3.1 |
| 8 | Reformat the main body text (excluding the heading <i>Web Design and Support</i>) to 3 columns, with a 1 centimetre space between columns. | <input type="checkbox"/> 1.1.3 |
| 9 | Make the main body text left aligned and centre the heading <i>Web Design and Support</i> . | <input type="checkbox"/> 3.1.1 |
| 10 | Import the image WEB.JPG 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
<input type="checkbox"/> 2.2.2 |



Your text may continue onto another page.

- | | | |
|----|---|--------------------------------|
| 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

Individual Training

Identify your solution

Web design and support

Invest in the future with us

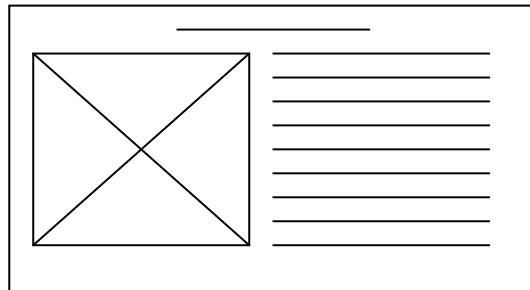
Leave a blank line below each of these subheadings.

- 14 Adjust the main body text of the document to 2 columns, with a 0.6 centimetre space between columns. 1.1.3

- 15 Make the body text fully justified. 3.1.1

- 16 Change the size of the heading *Web Design and Support* to 36 point and the size of the subheadings to 16 point. 3.3.2

- 17 Move the image to the left hand column of the first page. Change the size of the image 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 like this: 2.2.2



- 18 Insert a page break before the subheading *Identify your solution*
Place a column break before the subheading *Invest in the future with us* 3.5.1

- 19 Save with a new filename and print the document. 4.1.1