PRESENTATION AUTHORING   **5198/A**

Optional Module: Practical Assessment

2003

1 hour

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.
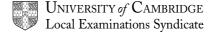
Carry out **every** instruction in each task.

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.

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You are going to set up a presentation for a company called Food Chain.

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

✓

1   Set up a new presentation consisting of 3 slides. The slide master must have a light blue background and your name and today's date in small black text placed in the top right corner. It must also contain suitable clipart as a logo placed in the top left corner. The logo must be resized so that it does not overlay any slide text.   ☐   **1.1.1**
1.3.1

2   Set the following styles of text throughout the entire presentation: ☐   **1.1.1**

    Heading: Dark blue, centred, large font (between 50 and 68 point)

    Subheading: Bright blue, centred, medium font (between 36 and 48 point)

    Bulleted list: Bright green, left aligned, small font (between 16 and 34 point)
Use a bullet of your choice.

On the first slide:

3   Enter the heading **Food Chain**   ☐   **1.2.1**

4   Enter the subheading **Catering Suppliers** 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 **Products and Packing Costs** in the same style as the first slide. ☐ **1.2.1**

7   Enter the following list on the left side of the slide, as shown below: ☐ **1.2.1**

- **Fruit**
- **Vegetables**
- **Meat**
- **Bakery**
- **Pre-cooked**

8   Produce a chart on the right side of the slide from the following data: ☐ **1.3.2**

Product	$
fruit & vegetables	29
meat	64
bakery & pre-cooked	86

9   Add an arrow from the last bullet point *Pre-cooked* which points to the chart. ☐ **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 a wide variety of products but keep our packing costs simple.

[Turn over

On the third slide:

✓

12   Enter the heading **Delivery to:** in the same style as the first slide.   ☐   **1.2.1**

13   Enter the following list on the right side of the slide: ☐   **1.2.1**

- **Italy**
- **Germany**
- **Greece**
- **Spain**
- **United Kingdom**

14   Add the following presenter notes to this slide: ☐   **1.2.1**

The company has staff in all these locations.

They are just waiting for your call.

For the whole presentation:

15   Use the same transitional effect between each slide.   ☐   **2.1.1**
    2.1.2

16   Use only one animation effect on the title of each slide.   ☐   **2.2.1**

17   Save the presentation using a new filename. Print the presentation showing all presenter notes.   ☐   **3.1.1**

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

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

PRESENTATION AUTHORING   **5198/B**

Optional Module: Practical Assessment

2003

1 hour

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.
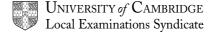
Carry out **every** instruction in each task.

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.

UNIVERSITY *of* CAMBRIDGE
Local Examinations Syndicate

[Turn over

You work for an international company called Gem Export. You are going to set up a presentation for use at exhibitions. Presenter notes need to be developed with the slides.

                                                                      ✔

1   Set up a new presentation consisting of 3 slides. The slide master must have a pale blue background and your name and today's date in small black text in the top left corner. Place the auto slide number at the bottom right of each slide.   ☐   **1.1.1**

2   Set the following styles of text throughout the entire presentation: ☐   **1.1.1**

    Heading: Dark blue, right aligned, large font (between 52 and 68 point)

    Subheading: Bright blue, left aligned, medium font (between 32 and 48 point)

    Bulleted list: Bright blue, left aligned, small font (between 20 and 28 point). Use a bullet of your choice.

On the first slide:

3   Enter the heading **Gem Export**   ☐   **1.2.1**

4   Enter the subheading **Exporters of precious and semi-precious gems** 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 **Cost of precious gems** in the same style as the first slide.   ☐   **1.2.1**

7   Produce a chart on the left side of the slide from the following data: ☐   **1.3.2**

Type	Cost
Diamond	285
Emerald	163
Ruby	216
Sapphire	161

8   Produce a list on the right side of the slide, as shown below: ☐   **1.2.1**

- **Diamond**
- **Emerald**
- **Ruby**
- **Sapphire**

9   Draw a line between the chart and the list on this slide. This should separate the chart from the bullet list.   ☐   **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**

The chart shows the individual gem cost of our current stock.

On the third slide:

✓

12 Enter the heading **Semi-precious gems** in the same style as the first slide. ☐ **1.2.1**

13 Enter the following bulleted list on the left side of the slide: ☐ **1.2.1**

- **Amethyst**
- **Aquamarine**
- **Citrine**
- **Garnet**
- **Peridot**
- **Tanzanite**
- **Topaz**

14 Insert the graphic **GEMS2003.JPG** ☐ **1.3.1**

Resize and position it so that it almost fills the right half of the slide underneath the heading.

15 Add the following presenter notes to this slide: ☐ **1.2.1**

We have a wide selection of semi-precious stones in stock. Why not visit our website at http://www.gemexp.com

For the whole presentation:

16 Use the same transitional effect between slides. ☐ **2.1.1**

17 Use one animation effect on the title of all slides. ☐ **2.2.1**

18 Save and print the presentation showing all presenter notes. ☐ **3.1.1**

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

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

PRESENTATION AUTHORING   **5198/C**

Optional Module: Practical Assessment

2003

1 hour

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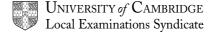
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At the end of the assessment put **all** your printouts into the Assessment Record Folder.

[Turn over

You work for an international car hire company called Argon Hire. You are going to set up a presentation for use in the company's reception area. You will produce a presentation to be viewed on a computer monitor and you will also produce handouts for customers.

✓

1   Set up a new presentation consisting of 3 slides. The slide master must have a pale green background and your name and today's date in small black text in the bottom left corner. Place the auto slide number at the bottom right of each slide. Place clipart on the master slide as a logo at the top right of the each slide.   □   **1.1.1**
1.3.1

2   Set the following styles of text throughout the entire presentation: □   **1.1.1**

    Heading: Dark green, left aligned, large font (between 50 and 72 point)

    Subheading: Bright blue, left aligned, medium font (between 36 and 44 point)

    Bulleted list: Bright blue, left aligned, small font (between 18 and 32 point). Use a bullet of your choice.

On the first slide:

3   Enter the heading **Argon Hire**   □   **1.2.1**

4   Enter the subheading **Experts in the area of car hire for the past 6 years** below the heading.   □   **1.2.1**

On the second slide:

✓

5   Enter the heading **Our weekly hire charges** in the same style as the first slide.   ☐   **1.2.1**

6   Produce a chart on the left side of the slide from the following data: ☐   **1.3.2**

Model	Cost
Mini	41.80
Economy	42.90
Compact	50.60
Intermediate	62.40
Jeep Wrangler	97.50
Minivan	111.80
Fullsize	120.15
Premium	131.60
Luxury	137.75

7   Produce a list on the right side of the slide, as shown below: ☐   **1.2.1**

- **Many cars to choose from**
- **All with full insurance**
- **Daily rates quoted**
- **Weekly rates available**

8   Draw a green line between the chart and the list on this slide. This should separate the chart from the bullet list.   ☐   **1.3.3**

9   The bullets should be set to appear one at a time.   ☐   **2.2.1**

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On the third slide:

✔

10   Enter the heading **Various pick-up points** in the same style as the first slide.   ☐   **1.2.1**

11   Enter the following bulleted list on the left side of the slide: ☐   **1.2.1**

- **At the airport**
- **At your hotel**
- **At your villa**
- **At our main office**

12   Insert the graphic **CARSALE.JPG**   ☐   **1.3.1**

Resize and position it so that it almost fills the right half of the slide underneath the heading.

For the whole presentation:

13   Use the same transitional effect between slides.   ☐   **2.1.1**

14   Use one animation effect on the title of all slides.   ☐   **2.2.1**

15   Save the presentation using a new filename. Print the presentation with three slides to a page   ☐   **3.1.1**

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