

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 1 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06968**

BUSINESS PRESENTATIONS

Question Paper
Reference: **AUTUMN 08**

This question paper may be taken within these dates:
3 NOVEMBER 2008 – 12 DECEMBER 2008

TIME: 1 HOUR 15 MINUTES

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper reference on your Unit Submission Folder.

You must use a presentation software package to complete this examination.

Complete all documents.

You must print all of your own work. Printing may be carried out after the examination time.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

Ensure that your Name and Centre Number are keyed in on the master slide as instructed on the Reference Sheet so that they will appear on every page.

Credit

Successful achievement of the live assessment for this unit will award you with 4 credits.

ADDITIONAL INFORMATION

Tests taken after 12 December 2008 using this question paper will not be accepted. Candidates should sit this paper only once.

REFERENCE SHEET

Follow the design brief instructions, using the pre-set font styles, point sizes and layout.

Design Brief

Instructions for Master Slide Style

Select a pre-set design template from your software program. The layout of the master slide text and graphics is pre-defined and **must be consistent** across the slide show.

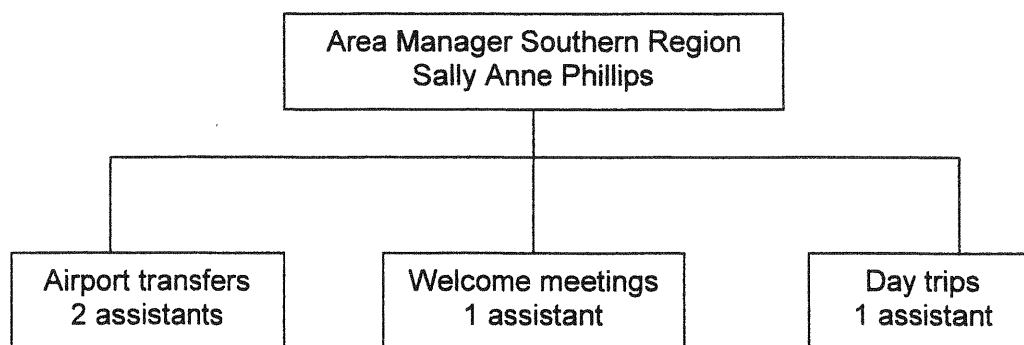
Component	Input	Additional Information
Design Template	One used consistently throughout presentation – software template should be used	Ensure legibility of text against background on printout. Printouts may be in black and white or colour
Date	Today's date	Font: Default
Designer's Name	Insert your name and centre number	Font: Default
Slide Numbering	Insert slide numbers	Font: Default
Company Logo	Suitable graphic from clipart	Black and white or colour

DOCUMENT 1

Design a master slide from the instructions on the reference sheet. Using this master, produce 3 slides from the information given below, retaining capitalisation as shown throughout. Save the presentation as HOLS1. Print one slide per page in landscape format.

Slide No	Style	Text/Graphic
1	Heading Bullet Bullet Bullet Bullet	GOING ON HOLIDAY Decide what you want to do What time of year would you prefer? How long can you be away? Prepare a budget cost
2	Heading Bullet Bullet Bullet Bullet	ACTIVITY BREAKS Hot air ballooning safari in Africa Skiing in Europe, Canada or America Scuba diving in the Red Sea Climbing in the Himalayas
3	Heading Insert	HOLIDAY COMPANY REPRESENTATIVES <i>(Insert organisation chart here - see below for content of chart to be created)</i>

Organisation Chart for Slide 3



DOCUMENT 2

Recall the presentation saved as HOLS1 in Document 1. Amend the slides and create a further slide, as shown below. Save as HOLS2. Print an outline view.

Slide No	Current Text	Amendment
1	How long can you be away?	Demote bullet
3	Add a subordinate level to Area Manager Southern Region	Add: Guest queries 1 assistant
4	Heading Bullet Bullet Bullet Bullet	LEISURE AND TOURING Learn a new skill Relax at a health spa Cruising in the Mediterranean Coach tours to art galleries

DOCUMENT 3

Recall the presentation saved as HOLS2. Create a further slide from the information given below, retaining capitalisation as shown throughout. Save as HOLS3. Print as handout with all slides on one page.

Slide No	Style	Text/Graphic
5	Picture	<i>(Import a clipart picture of your choice)</i>
	Heading	BEFORE YOU TRAVEL
	Bullet	Ensure your passport is valid for the period of travel
	Bullet	Take out adequate holiday travel insurance
	Bullet	Purchase currency or traveller's cheques
	Bullet	Cancel milk and newspaper deliveries

DOCUMENT 4

Recall the presentation saved as HOLS3. Delete the slide containing the organisation chart. Enter the following text as speaker's notes, retaining capitalisation as shown throughout. Ensure the headings on the notes are emphasised with bold. Save as HOLS4 and print the speaker's notes.

SLIDE 1	SLIDE 2
<p>GOING ON HOLIDAY</p> <p>Careful planning will ensure a perfect holiday.</p> <p>Visit a local travel agent and talk over ideas. Collect brochures from different companies. Compare what each one has to offer and how it fits your budget.</p>	<p>ACTIVITY BREAKS</p> <p>Before making a booking in this category your fitness needs to be considered. Have you ever taken part in similar sports?</p> <p>There is also the question of equipment. Can it be hired before leaving or at the resort?</p>

SLIDE 3	SLIDE 4
<p data-bbox="288 331 810 371">LEISURE AND TOURING</p> <p data-bbox="280 416 791 701">Vacations in these categories may provide more time to relax. They also remove some of the pressure when planning your holiday.</p> <p data-bbox="280 741 775 965">Cooking, painting and language residential courses provide a pleasant way to learn new skills.</p>	<p data-bbox="871 331 1326 371">BEFORE YOU TRAVEL</p> <p data-bbox="839 416 1326 607">Collect as much information as possible on the resort you are about to visit.</p> <p data-bbox="831 651 1342 786">Allow plenty of time to pack so that nothing is left out.</p> <p data-bbox="831 831 1318 1010">Do not leave home without checking that your tickets are correct.</p>

