OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06977**

Question Paper Reference: **SAMPLE PAPER**

BUSINESS PRESENTATIONS

This question paper may be taken within these dates:
SAMPLE PAPER

TIME: 1 HOUR 30 MINUTES

SAMPLE

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.

ADDITIONAL INFORMATION

This is a sample paper and must not be used for live assessments.

Credit

Successful achievement of the live assessment for this unit will award you with 5 credits.

QCA Accreditation Number: R/501/4231

This document consists of 8 printed pages and 0 blank pages

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REFERENCE SHEET

Follow the design brief eg styles and layout within the ranges shown.

Design Brief

Instructions for Master Slide Style

The layout of the master slide and graphics is not pre-defined but **must be consistent** across the slide show.

Component	**Input**	**Additional Information**
Background	One used consistently throughout presentation – software template or white or colour may be used	Ensure legibility of text against background on printout
Company Name	Preston Home Sitters	Font: Default
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

Text Styles

Style	**Font**	**Size**	**Emphasis**	**Alignment**
Heading	Sans Serif	40 – 48	Italic	Centre
Bullet	Sans Serif	24 – 28	Default	Left
Sub-bullet	Serif	16 - 20	Default	Left

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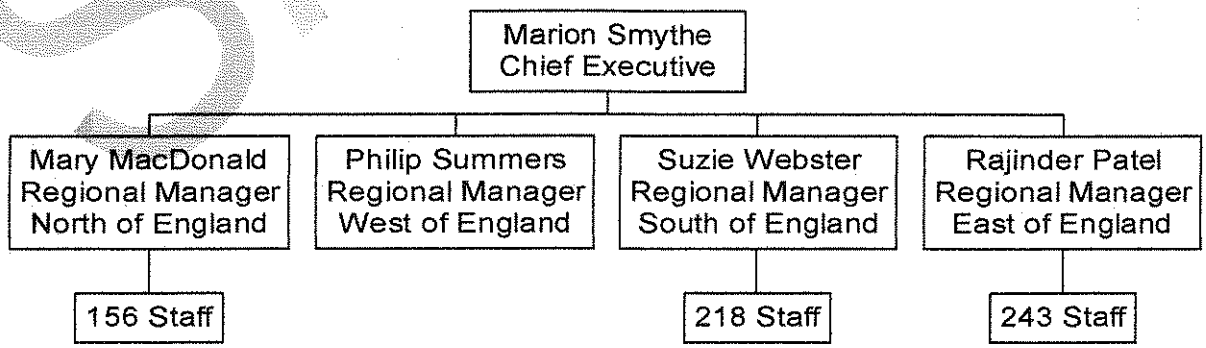
DOCUMENT 1

Design a master slide from the instructions on the reference sheet. Using this master, produce 4 slides from the information given below, retaining capitalisation as shown throughout. Save the presentation as SITTER1. Print one slide per page in landscape format and an outline view.

Slide Number	Style	Text/Graphic
1	Heading Bullet Bullet Bullet Bullet	WHY USE A HOME SITTER? Your home is less likely to be targeted by burglars Pets can stay in their own home All our sitters are insured You can specify your requirements
2	Heading Bullet Bullet Bullet Bullet	WHY CHOOSE OUR COMPANY? Flexible service giving you choices Extensive vetting and assessment programme Comprehensive public liability Employers' liability insurance
3	Heading Bullet Bullet Bullet Bullet	VETTING PROCEDURE Strict multi-stage vetting of employees Copies of documentation available All sitters are employed by our company Employees are current home owners
4	Heading Insert	COMPANY STRUCTURE *(Insert organisation chart here – see below for content of chart to be created)*

Organisation Chart for Slide 4



SAMPLE

DOCUMENT 2

Recall the presentation saved as **SITTER1** in Document 1. Change the bullet symbol style on the master slide and amend the slides as shown below. Save as **SITTER2**. Print all slides as audience handouts (3 slides per page). Also print the amended slide 3 on one full page.

Slide Number	Current Text	Amendment	
1	All our sitters are insured	Add:	and fully vetted
2	giving you choices	Replace with:	meeting your requirements
	Comprehensive public liability	Add:	insurance
3	Strict multi-stage vetting of employees	Add sub-bullet: Add sub-bullet: Add sub-bullet:	Electoral registers County and High Court judgement offices Two references from professionals
4	Add a subordinate level to Philip Summers	Add:	95 Staff
4	Rajinder Patel	Replace with	Emma Hares

SAMPLE

DOCUMENT 3

Recall the presentation saved as **SITTER2**. Create 2 further slides from the information given below, retaining capitalisation as shown throughout. The bar/column chart should display the legend and axes labels. Save as **SITTER3**. Print only slides 5 and 6 together on one page. When printing, ensure the bars/columns are clearly distinguishable in the chart.

Slide Number	**Style**	**Text/Graphic**
5	Heading Bar/Column Chart	BUSINESS GROWTH *(Refer to table below for data)*
6	Picture Heading Bullet Bullet Bullet Bullet	*(Import a clipart picture of your choice)* OTHER DUTIES UNDERTAKEN Light domestic duties Answer the telephone Water plants Tend the greenhouse

Data for Bar/Column Chart

Year	Sittings
2004	12,250
2005	18,985
2006	29,426
2007	51,497
2008	96,814

SAMPLE

DOCUMENT 4

Recall the presentation saved as SITTER3. Delete the slide containing the bar/column chart. Enter the following text as speaker's notes, retaining capitalisation as shown throughout. Ensure the headings on the notes are emphasised with bold. Please check the spelling of the circled words.

SLIDE 1	SLIDE 2
WHY USE A HOME SITTER? The greatest worries people have when they are away from home are the security of their homes and the well-being of their pets. Many burglaries are comitted when people are away from home. We think it makes sense, therefore, to maintain a reassuring presence while you are away. Your pets will be happier during your absence if they are cared for in familier surroundings. They will not be exposed to diseases which can break out in kennels.	WHY CHOOSE OUR COMPANY? We have been in business since 2004. We offer a home and animal sitting service to individuals througout England. We pride ourselves on our positive approach to meeting the needs of our clients.

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SLIDE 3	SLIDE 4
VETTING PROCEDURE Our reputation is vital to us. Security is also a high priority. Careful selection of all our staff helps us to achieve total security. We check all references very thoroughly. Lengthy interviews are then held. All staff must be prepared to undergo police checks. Applicants whose background or circumstances do not meet our standards are not appointed.	COMPANY STRUCTURE We have achieved a high level of bookings over the past 12 months. It has been necessary, therefore, to appoint a new regional manager. So far, a fairly small number of staff have been appointed. More staff will need to be recruited if business continues to grow at the current rate.

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SLIDE 5

OTHER DUTIES UNDERTAKEN

We wish to ensure that your home is in peek condition when you return from your holliday.

If you have any domestic livestock or horses, we can ensure that these are cared for.

Our staff will undertake housework to ensure your home is kept clean and tidy.

On the day of your return, the sitter will always remain on site for you and give you a stattus report on your home and pets.

Change the order of the slides so that slide 1 becomes slide 2. Save this document as **SITTER4**. Print the speaker's notes.

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