

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06977**

BUSINESS PRESENTATIONS

Question Paper
Reference: **AUTUMN 09**

This question paper may only be taken within these dates:

19 OCTOBER 2009 – 11 DECEMBER 2009

TIME: 1 HOUR 30 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, which must be supervised by the Invigilator. Printing may be carried out after the examination time.

No amendments can be made to the text after the 1 hour 30 minutes allowed for this examination.

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.

You may be required to locate additional text from a reference sheet to incorporate into your presentations.

ADDITIONAL INFORMATION

Tests taken outside the specified dates using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

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

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 text 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	Staff Walking Club	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

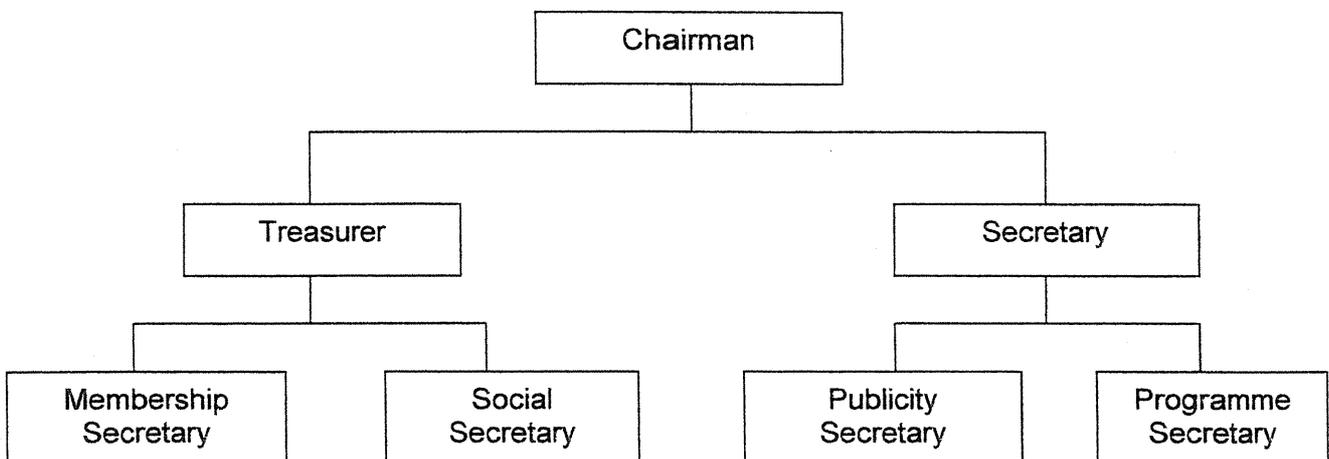
Style	Font	Size	Emphasis	Alignment
Heading	Sans Serif	36 - 48	Italic	Right
Bullet	Sans Serif	26 - 28	Default	Left
Sub-bullet	Serif	16 - 20	Default	Left

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 WALKS1. Print one slide per page in landscape format and an outline view.

Slide Number	Style	Text/Graphic
1	Heading Bullet Bullet Bullet Bullet	INTRODUCTION The Staff Walking Club was established in 2008 Membership is now in excess of 425 employees The Council offices are within easy reach of coastal and hill walks Our main aim is to keep open the ancient footpath network
2	Heading Bullet Bullet Bullet	JOIN OUR CLUB Make new friends through our programme of walks and social activities Walking is known to improve fitness and will help to create a healthier lifestyle Club merchandise is available from the Secretary
3	Heading Insert	CLUB COMMITTEE <i>(Insert chart showing organisation structure here - see below for content of chart to be created)</i>
4	Heading Bullet Bullet Bullet	WALKS PROGRAMME The club offers walks every Sunday throughout the year Distances and grades of walks are varied to suit members' requirements Footpath clearance work is undertaken by club members during the summer months

Chart showing organisation structure for Slide 3



DOCUMENT 2

Recall the presentation saved as WALKS1 in Document 1. Change the bullet symbol style on the master slide and amend the slides as shown below. Save as WALKS2. 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	Membership is now in excess of 425 employees	Add: and new members are welcome
2	Club merchandise is available from the Secretary	Add sub-bullet: Badges for rucksacks Add sub-bullet: Polo shirts and jumpers Add sub-bullet: Key fobs and pens
3	Publicity Secretary	Replace with: Rights of Way Officer
3	Add a co-worker level to Chairman	Add: Vice Chairman

DOCUMENT 3

Recall the presentation saved as WALKS2. 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 WALKS3. 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	AVERAGE ATTENDANCES <i>(Refer to table below for data)</i>
6	Picture Heading Bullet Bullet Bullet Bullet	<i>(Import a clipart picture of your choice)</i> SOCIAL ACTIVITIES New Year dinner and dance Quiz nights and skittle evenings Summer barbecue and barn dance Weekend walking breaks and overseas holidays

Data for Bar/Column Chart

WALKS	NUMBERS
Short day	40
Half day	30
Full day	24

DOCUMENT 4

Recall the presentation saved as WALKS3. 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
<p>INTRODUCTION</p> <p>We are delighted to report the continuing Success of our club. Thanks must be extended to our founder members for their enthusiasm and continued support.</p> <p>The committee works hard in promoting the club, which is reflected in our increased membership.</p> <p>Our website is now being prepared. This will display our walks and social events for each season.</p>	<p>JOIN OUR CLUB</p> <p>Walking is an easy way to take exercise and does not require expensive equipment.</p> <p>Walking boots, a jacket and rucksack are the basic requirements.</p> <p>Local suppliers offer discounts on boots and clothing to members.</p> <p>Subscription fees are kept as low as possible. Funds are strengthened by sales of merchandise. Each item carries the club's name and logo.</p>

SLIDE 3

CLUB COMMITTEE

The committee meets on a regular basis to reveil the progress of the club.

It has been decided that committee members must be re-elected each year at the Annual General Meeting. They may hold office for no longer than 2 years. This will ensur that there is a regular input of new ideas.

SLIDE 4

WALKS PROGRAMME

Due to the support of our members we are able to offer a full programme of walks. The leaders have undertaken training in map and compass work. They also attended first aid training courses.

The club supports activities run by other groups in the region. This year we entered a team for the area challenge and were placed second.

SLIDE 5

SOCIAL ACTIVITIES

We believe social activities are an important part of our programme. They provide the opportunity for members to get to know each other in a relaxed atmosphere.

Members' partners who do not walk with the group are invited to attend social events.

Weekends away also provide social opportunities. We have visited Llangollen, the Cotswolds and the Elan Valley.

Change the order of the slides so that slide 3 becomes slide 4. Save this document as WALKS4. Print the speaker's notes.