

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06977**

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 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. 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.

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

Credit

Successful achievement of the live assessment for this unit will award you with 5 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 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	Wye Valley Arboretum	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

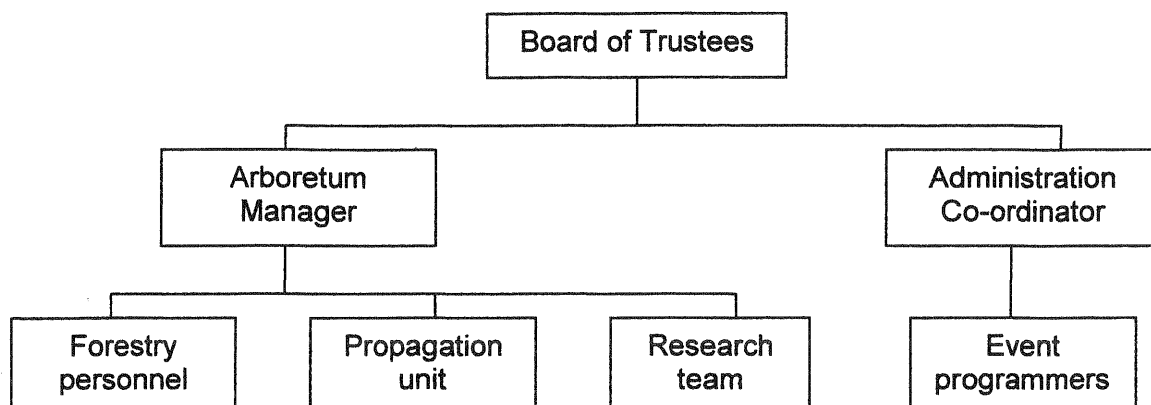
Style	Font	Size	Emphasis	Alignment
Heading	Sans Serif	40 – 54	Italic	Right
Bullet	Sans Serif	20 – 28	Default	Left
Sub-bullet	Serif	16 – 18	Default	Left

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 WYE1. Print one slide per page in landscape format and an outline view.

Slide Number	Style	Text/Graphic
1	Heading Bullet Bullet Bullet Bullet	BACKGROUND NOTES Development of the site began in 1865 in the grounds of Wye Valley Estate The layout was greatly influenced by landscape gardeners of the period Specimen trees and plants have been continually added to the collection Opened to the public as an arboretum in 1980 with financial help from private investors
2	Heading Bullet Bullet Bullet Bullet Bullet	SPECIAL EVENTS Spring walk in Bluebell Wood Easter egg hunt and barbecue Woodworking demonstrations by local craftsmen Autumn walk through Acer Grove Family fun day with bonfire and fireworks
3	Heading Insert	THE ORGANISATION <i>(Insert organisation chart here - see below for content of chart to be created)</i>
4	Heading Bullet Bullet Bullet Bullet Bullet	OTHER FACILITIES Wheelchair hire for disabled visitors Library and video room Lecture hall Restaurant and rest room Gift shop and plant centre

Organisation Chart for Slide 3



Turn over]

DOCUMENT 2

Recall the presentation saved as WYE1 in Document 1. Change the bullet symbol style on the master slide and amend the slides as shown below. Save as WYE2. 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
2	Woodworking demonstrations by local craftsmen	Add sub-bullet: Using tools safely Add sub-bullet: Animal carvings and totem poles Add sub-bullet: Garden furniture
3	Research team	Replace with: Plant and arboreal specialists
3	Add a subordinate level to Administration Co-ordinator	Add: Press and TV liaison
4	Lecture hall	Add: available for hire by associations

DOCUMENT 3

Recall the presentation saved as WYE2. 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 WYE3. 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	GUIDED WALKS PROGRAMME <i>(Refer to table below for data)</i>
6	Picture Heading Bullet Bullet Bullet	<i>(Import a clipart picture of your choice)</i> CHRISTMAS HIGHLIGHTS Lantern lit walks through the arboretum Santa's grotto with presents for the children Carol singing, mince pies and mulled wine

Data for Bar/Column Chart

PERIOD	MILES
Spring	5
Summer	8
Autumn	10
Christmas	3

DOCUMENT 4

Recall the presentation saved as WYE3. 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>BACKGROUND NOTES</p> <p>The Estate was originally the home of the Hemingway family. It is thanks to their vision for the future of the landscape that the plants and trees we see here today give us so much pleasure.</p> <p>Plant collectors were <u>commisioned</u> to travel overseas to find new species of trees and plants. These were brought back to England and many can be seen around the arboretum.</p>	<p>SPECIAL EVENTS</p> <p>A visit to the arboretum at any time of the year can be very rewarding. Walks have been developed to highlight particular <u>flowring</u> periods. These are clearly waymarked and easy to follow.</p> <p>Longer guided walks can be arranged on request.</p> <p>Special events are held throughout the year.</p>

SLIDE 3	SLIDE 4
<p>THE ORGANISATION</p> <p>With over 600 acres of trees and plants to be tended, the forestry staff are always busy. Their expertise ensures the grounds are kept in perfect condition.</p> <p>The administrative team is <u>responsible</u> for the events programme. Its task also includes producing the <u>colourfull</u> and informative maps for each season's walks.</p>	<p>OTHER FACILITIES</p> <p>We advise <u>visitors</u> who require wheelchairs to book these in advance by calling us on 01666 438912.</p> <p>Local garden societies and flower clubs use our lecture hall for their annual vegetable and floral shows.</p> <p>Access from the M4 motorway is well signposted. There is plenty of car and coach parking available. Picnic areas are also provided.</p>

SLIDE 5

CHRISTMAS HIGHLIGHTS

Throughout the period leading up to Christmas a series of events are organised for the whole family. We begin in early December with alluminated walks in the evening. This is followed by a Christmas tree decorating competition for children and adults.

Santa claus arrives in a raindeer drawn sleigh in mid December. He will then be in his grotto to greet the children each day until Christmas Eve.

Change the order of the slides so that slide 3 becomes slide 2. Save this document as WYE4. Print the speaker's notes.