

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

BUSINESS PRESENTATIONS

This question paper may be taken within these dates:

SAMPLE PAPER

Scheme Code: **06968**
Question Paper
Reference: **SAMPLE
PAPER**

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.

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 4 credits.

QCA Accreditation Number: M/501/4172

This document consists of 7 printed pages and 0 blank pages

REFERENCE SHEET

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

Design Brief

<i>Instructions for Master Slide Style</i>
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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 **SPORTS1**. Print one slide per page in landscape format.

Slide No	Style	Text/Graphic
1	Heading Bullet Bullet Bullet Bullet	TRAINING COURSES Golfing day with professional instruction Fencing for beginners, no experience is needed Canoeing at all levels Introduction to white water rafting
2	Heading Bullet Bullet Bullet	EQUIPMENT AND CLOTHING Pen and notebook for all induction and theory sessions Waterproof and warm clothes for canoeing Golf shoes available for hire at the shop
3	Heading Insert	SPORTS STAFF <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 **SPORTS1** in Document 1. Amend the slides and create a further slide as shown below. Save as **SPORTS2**. Print an outline view.

Slide No	Current Text	Amendment
1	Canoeing at all levels	demote bullet
3	Add a subordinate level to Sports Centre Manager	Add: Tennis Coach Ellen Stevens
4	Heading Bullet Bullet Bullet	PROFESSIONAL SHOP Purchase a range of goods at discount prices Hire fencing, tennis and golfing equipment Book private lessons with our qualified coaches

DOCUMENT 3

Recall the presentation saved as **SPORTS2**. Create a further slide from the information given below, retaining capitalisation as shown throughout. Save as **SPORTS3**. 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	ORGANISED ACTIVITIES
	Bullet	Annual tournaments for golf, tennis and squash
	Bullet	Fun day events for all
	Bullet	Leagues for fencing, golf and squash
	Bullet	Fundraising events for various charities
	Bullet	Annual dinner and disco including awards presentation
	Bullet	White water experience day

DOCUMENT 4

Recall the presentation saved as **SPORTS3**. 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 **SPORTS4** and print the speaker's notes.

SLIDE 1	SLIDE 2
<p>TRAINING COURSES</p> <p>We offer a choice of training courses during the year. These courses range from novice to advanced level.</p> <p>All our instructors are fully qualified. We even have some expert coaches for limited sessions each week.</p> <p>A complete manual is provided so full notes need not be taken.</p>	<p>EQUIPMENT AND CLOTHING</p> <p>Before you decide whether to commit to a sport it is always wise to hire any specialist clothing and kit.</p>

SLIDE 3	SLIDE 4
<p data-bbox="248 286 703 338">PROFESSIONAL SHOP</p> <p data-bbox="240 371 735 539">We are proud to announce that a new wing has been added to our shop.</p> <p data-bbox="240 584 746 685">There are some used items for sale.</p> <p data-bbox="240 730 730 898">Show your membership card and get a discount for any goods you buy.</p>	<p data-bbox="782 286 1219 338">ORGANISED EVENTS</p> <p data-bbox="774 371 1254 595">We provide a range of events that are suitable for individuals as well as groups.</p> <p data-bbox="774 640 1241 808">Our water experience day includes the chance to try canoeing and rowing.</p> <p data-bbox="774 853 1289 999">We also allow local charities to use our facilities free of charge.</p>