

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
Cambridge International Diploma in ICT  
Standard Level

**PRESENTATION AUTHORIZING**

**5198/A**

Optional Module: Practical Assessment

2004

No Additional Materials are required

**1 hour  
and 15 minutes reading time**

**READ THESE INSTRUCTIONS FIRST**

Candidates are permitted **15 minutes** reading time before attempting the paper.

Make sure that your name, centre number and candidate number are shown on each printout that you are asked to produce.

Carry out **every** instruction in each task.

Tasks are numbered on the left hand side of the page, so that you can see what to do, step by step. On the right hand side of the page for each task, you will find a box which you can tick (✓) when you have completed the task; this checklist will help you to track your progress through the assessment.

Before each printout you should proof-read the document to make sure that you have followed all instructions correctly.

At the end of the assignment put **all** your printouts into the Assessment Record Folder.

This document consists of **4** printed pages.

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UNIVERSITY of CAMBRIDGE  
International Examinations

**[Turn over**

Your manager has asked you to set up a presentation for a stationery company called Pens4U.

The medium for delivery will be a multimedia projector. Presenter notes need to be developed with the slides.

- |   |   |                               |                |
|---|---|-------------------------------|----------------|
| 1 | Set up a new presentation consisting of 3 slides. The slide master must have a light blue background and your name and today's date in small black text placed in the top right corner. It must also contain a clipart image displaying office equipment or stationery, as a logo placed in the top left corner. The logo must be resized so that it does not overlay any slide text. | ✓<br><input type="checkbox"/> | 1.1.1<br>1.3.1 |
| 2 | Set the following styles of text throughout the entire presentation:<br>Heading:           Dark blue, centred, large font (between 50 and 68 point)<br><br>Subheading:       Bright blue, centred, medium font (between 36 and 48 point)<br><br>Bulleted list:     Dark green, left aligned, small font (between 16 and 34 point)<br>Use a bullet of your choice.                     | <input type="checkbox"/>      | 1.1.1          |

*On the first slide:*

- |   |   |                          |       |
|---|---|--------------------------|-------|
| 3 | Enter the heading <b>Pens4U</b>   | <input type="checkbox"/> | 1.2.1 |
| 4 | Enter the subheading <b>Stationery Suppliers</b> below the heading.   | <input type="checkbox"/> | 1.2.1 |
| 5 | Add the following presenter notes to this slide:<br><br><b>Introduce yourself and your role within the company.</b> | <input type="checkbox"/> | 1.2.1 |

On the second slide:

- 6 Enter the heading **Paper Products and Costs** in the same style as the first slide.  ✓ 1.2.1
- 7 Enter the following list on the left side of the slide, as shown below:  1.2.1
- **Spiral notebooks**
  - **A4 ruled paper pads**
  - **Assorted A4 colour cards**
- 8 Produce a vertical bar chart from the following data:  1.3.2

Product	\$
<b>10 Spiral notebooks</b>	<b>90.00</b>
<b>25 A4 ruled paper pads</b>	<b>57.50</b>
<b>25 Assorted A4 colour cards</b>	<b>75.00</b>

Place this chart on the right side of the slide. Do not display a legend.

- 9 Draw a thick dark blue line between the heading and the rest of the slide content.  1.3.3
- 10 The bullets should be set to appear one at a time.  2.2.1
- 11 Add the following presenter notes to this slide:  1.2.1

**We have a wide variety of products but keep our costs simple. Visit our website for special offers.**

*On the third slide:*

- |    |  |                               |       |
|----|--|-------------------------------|-------|
| 12 | Enter the heading <b>On-line services</b> in the same style as the first slide.  | ✓<br><input type="checkbox"/> | 1.2.1 |
| 13 | Enter the following list on the left side of the slide:  | <input type="checkbox"/>      | 1.2.1 |
|    | <ul style="list-style-type: none"> <li>▪ <b>paper &amp; card</b></li> <li>▪ <b>pens &amp; pencils</b></li> <li>▪ <b>envelopes</b></li> <li>▪ <b>binders &amp; files</b></li> </ul> |                               |       |
| 14 | Place a further clipart image showing stationery, e.g. pens, paper, on this page to the right of the bullets.  | <input type="checkbox"/>      | 1.3.1 |
| 15 | Add the following presenter notes to this slide:   | <input type="checkbox"/>      | 1.2.1 |
|    | <p><b>The company provides this service locally.</b></p> <p><b>Pick up the phone or visit our website.</b></p>   |                               |       |

*For the whole presentation:*

- |    |   |                          |                |
|----|---|--------------------------|----------------|
| 16 | Use the same transitional effect between each slide.  | <input type="checkbox"/> | 2.1.1<br>2.1.2 |
| 17 | Use only one animation effect on the title of each slide.   | <input type="checkbox"/> | 2.2.1          |
| 18 | Save the presentation using a new filename. Print the presentation in notes format showing all presenter notes. | <input type="checkbox"/> | 3.1.1          |

*(Please note – your tutor will need to assess the transitions and animations before sending in your work.)*

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**[Turn over**

Your manager has asked you to set up a presentation for a gym equipment company called *Gymnastic*.

The medium for delivery will be a multimedia projector. Presenter notes need to be developed with the slides.

- |   |  |                               |                |
|---|--|-------------------------------|----------------|
| 1 | Set up a new presentation consisting of 3 slides. The slide master must have a light green background and your name and today's date in small black text placed in the top right corner. It must also contain clipart from a sports category as a logo placed in the top left corner. The logo must be resized so that it does not overlay any slide text. | ✓<br><input type="checkbox"/> | 1.1.1<br>1.3.1 |
| 2 | Set the following styles of text throughout the entire presentation:<br>Heading: Dark green, centred, large font (between 50 and 68 point)<br>Subheading: Bright green, centred, medium font (between 36 and 48 point)<br>Bulleted list: Bright green, left aligned, small font (between 16 and 34 point)<br>Use a bullet of your choice.                  | <input type="checkbox"/>      | 1.1.1          |

*On the first slide:*

- |   |   |                          |       |
|---|---|--------------------------|-------|
| 3 | Enter the heading <b>Gymnastic</b>  | <input type="checkbox"/> | 1.2.1 |
| 4 | Enter the subheading <b>Gym Equipment Suppliers</b> below the heading.  | <input type="checkbox"/> | 1.2.1 |
| 5 | Add the following presenter notes to this slide:<br><br><b>Introduce yourself and your role within the company.</b> | <input type="checkbox"/> | 1.2.1 |

On the second slide:

- 6 Enter the heading **Products and Costs** in the same style as the first slide.  1.2.1
- 7 Enter the following list on the left side of the slide, as shown below:  1.2.1
- treadmill
  - exercise bike
  - home gym
  - rowing machine
- 8 Produce a vertical bar chart from the following data:  1.3.2

Product	\$
treadmill	1100
exercise bike	259
home gym	2475
rowing machine	550

Place this chart on the right side of the slide. Do not display a legend.

- 9 Add a thick dark green horizontal line between the heading and the rest of the slide content.  1.3.3
- 10 The bullets should be set to appear one at a time.  2.2.1
- 11 Add the following presenter notes to this slide:  1.2.1

**We have a wide variety of products. Visit one of our stores soon.**

*On the third slide:*

- |           |  |                               |              |
|-----------|--|-------------------------------|--------------|
| <b>12</b> | Enter the heading <b>We deliver to:</b> in the same style as the first slide.  | ✓<br><input type="checkbox"/> | <b>1.2.1</b> |
| <b>13</b> | Enter the following list on the right side of the slide:   | <input type="checkbox"/>      | <b>1.2.1</b> |
|           | <ul style="list-style-type: none"> <li>▪ <b>Brunei</b></li> <li>▪ <b>Greece</b></li> <li>▪ <b>Italy</b></li> <li>▪ <b>Malaysia</b></li> <li>▪ <b>Iran</b></li> </ul> |                               |              |
| <b>14</b> | Place a further clipart image showing countries, e.g. world, city, on this page to the left of the bullets.  | <input type="checkbox"/>      | <b>1.3.1</b> |
| <b>15</b> | Add the following presenter notes to this slide:   | <input type="checkbox"/>      | <b>1.2.1</b> |
|           | <p><b>The company has branches in all these locations.</b></p> <p><b>Staff are just waiting for your visit.</b></p>  |                               |              |

*For the whole presentation:*

- |           |   |                          |                              |
|-----------|---|--------------------------|------------------------------|
| <b>16</b> | Use the same transitional effect between each slide.  | <input type="checkbox"/> | <b>2.1.1</b><br><b>2.1.2</b> |
| <b>17</b> | Use only one animation effect on the title of each slide.   | <input type="checkbox"/> | <b>2.2.1</b>                 |
| <b>18</b> | Save the presentation using a new filename. Print the presentation in notes format showing all presenter notes. | <input type="checkbox"/> | <b>3.1.1</b>                 |

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