

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06968**

**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 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 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 15 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.

**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 4 credits.

## REFERENCE SHEET

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

### Design Brief

*Instructions for Master Slide Style*

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.

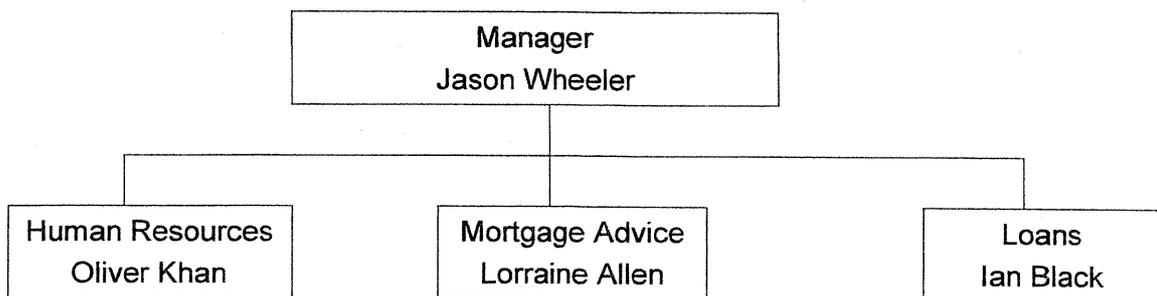
Component	Input	Additional Information
Design Template	One used consistently throughout presentation - software template should be used	Ensure legibility of text against background on printout. Printouts may be in black and white or colour
Date	Today's date	Font: Default
Designer's Name	Insert your name 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 FINANCE1. Print one slide per page in landscape format.

Slide No	Style	Text/Graphic
1	Heading Bullet Bullet Bullet Bullet Bullet Bullet	MORTGAGE TYPES Capital and interest Interest only for a 2 year period Fixed rate plan Capital and interest loan Flexible Equity release
2	Heading Bullet Bullet Bullet	PAYMENT METHODS By direct debit from your bank or building society account Monthly by cash or cheque with a paying-in book Additional payments, normally only one per year
3	Heading Insert	COMPANY STRUCTURE <i>(Insert chart showing organisation structure here - see below for content of chart to be created)</i>

**Chart showing organisation structure for Slide 3**



## DOCUMENT 2

Recall the presentation saved as FINANCE1 in Document 1. Amend the slides and create a further slide as shown below. Save as FINANCE2. Print an outline view.

Slide No	Current Text	Amendment
2	Additional payments, normally only one per year	demote bullet
3	Add a subordinate level to Manager	Add: Accounts Pauline Smith
4	Heading Bullet Bullet Bullet Bullet	FIXED TERM PLANS Guidance on number of years Advice on changing length of plan Altering payments made Additional amounts paid

## DOCUMENT 3

Recall the presentation saved as FINANCE2. Create a further slide from the information given below, retaining capitalisation as shown throughout. Save as FINANCE3. 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	LOANS
	Bullet	Personal up to £5,000
	Bullet	Unsecured up to £20,000 for personal use
	Bullet	Obtain a loan to start a business venture
	Bullet	Secured loans may be offered for business use

## DOCUMENT 4

Recall the presentation saved as FINANCE3. 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 FINANCE4 and print the speaker's notes.

SLIDE 1	SLIDE 2
<p><b>MORTGAGE TYPES</b></p> <p>We are able to offer many types of mortgage based on income. The most popular are the interest only plans.</p> <p>These plans are reviewed after 2 years. Advice is given to ensure you get the mortgage best suited to your particular needs.</p>	<p><b>PAYMENT METHODS</b></p> <p>It is important that you keep up with your payments. If you have any difficulty in meeting the repayments, contact your branch immediately. Every effort is made to avoid repossession of your property.</p>

[Turn over

SLIDE 3	SLIDE 4
<p data-bbox="261 315 727 360">FIXED TERM PLANS</p> <p data-bbox="252 443 794 725">Many fixed term plans have been extended just recently. This is because people are finding their current payments too much.</p> <p data-bbox="245 779 799 1249">The increased term means that you will pay more in interest. There is still a chance to make extra payments on top of the normal amounts. Some plans only allow one extra payment each year.</p>	<p data-bbox="842 322 1011 367">LOANS</p> <p data-bbox="826 443 1378 770">Ian Black has just joined our firm. Loans are his speciality. If you require a personal loan he can advise you of the best way forward.</p>