

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06968**

BUSINESS PRESENTATIONS

Question Paper
Reference: **SPRING 09**

This question paper may be taken within these dates:
16 FEBRUARY 2009 – 8 MAY 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 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.

Credit

Successful achievement of the live assessment for this unit will award you with 4 credits.

ADDITIONAL INFORMATION

Tests taken after 8 May 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

REFERENCE SHEET

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

Design Brief

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| <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.

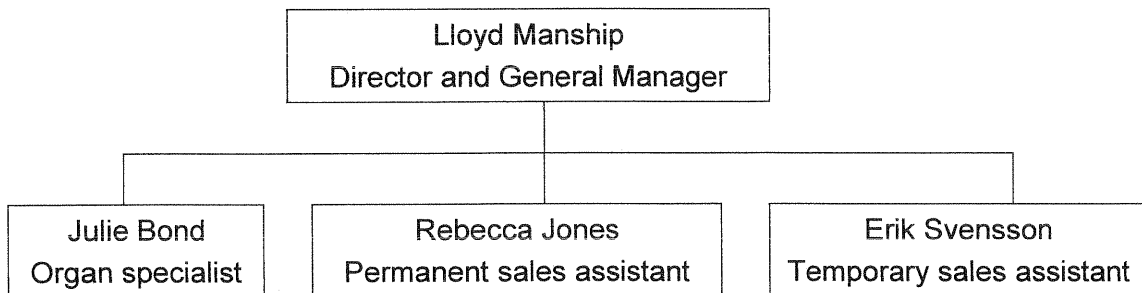
| Component | Input | Additional Information |
|-----------------|--|---|
| Design Template | One used consistently throughout presentation - software template should be used | Ensure legibility of text against background on printout. Printouts may be in black and white or colour |
| Date | Today's date | 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 **MUSIC1**. Print one slide per page in landscape format.

| Slide No | Style | Text/Graphic |
|----------|---------------------------------------|--|
| 1 | Heading Bullet Bullet Bullet | MUSIC SHOP New instruments offered at special prices Used items sold at greatly reduced rates Sheet music available on request |
| 2 | Heading Insert | STAFFING STRUCTURE <i>(Insert organisation chart here – see below for content of chart to be created)</i> |
| 3 | Heading Bullet Bullet Bullet | OTHER SERVICES Delivery of new product and collection of any old items Storage at a small cost for each item Opening days and times of all branch shops |

Organisation Chart for Slide 2



DOCUMENT 2

Recall the presentation saved as **MUSIC1** in Document 1. Amend the slides and create a further slide as shown below. Save as **MUSIC2**. Print an outline view.

| Slide No | Current Text | Amendment |
|----------|--|---|
| 1 | Used items sold at greatly reduced rates | demote bullet |
| 2 | Add a subordinate level to Lloyd Manship | Add: Javid Iqbal Temporary sales assistant |
| 4 | Heading Bullet Bullet Bullet | SPECIAL OFFERS Book a block of private lessons at a reduced rate Servicing of any musical items Discounts on all instrument covers |

DOCUMENT 3

Recall the presentation saved as **MUSIC2**. Create a further slide from the information given below, retaining capitalisation as shown throughout. Save as **MUSIC3**. 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 | LESSONS FOR ALL |
| | Bullet | Maximum of 3 people per class |
| | Bullet | Guitar classes for advanced levels only |
| | Bullet | Individual lessons for beginners on the guitar |
| | Bullet | Drums for all levels |
| | Bullet | Intermediate lessons on all instruments |

DOCUMENT 4

Recall the presentation saved as **MUSIC3**. 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 **MUSIC4** and print the speaker's notes.

| SLIDE 1 | SLIDE 2 |
|---|--|
| <p>MUSIC SHOP</p> <p>We now have many items in most of our branches which are offered at reduced prices. The stock of used instruments is very limited.</p> <p>Sheet music has to be ordered in advance and may take two to three weeks to arrive.</p> | <p>OTHER SERVICES</p> <p>A warehouse has recently been purchased for storage of larger used items.</p> <p>There is room for members of the public to store their own instruments. A small charge is made depending on the size.</p> |

| SLIDE 3 | SLIDE 4 |
|---|---|
| <p data-bbox="236 295 657 340">SPECIAL OFFERS</p> <p data-bbox="226 398 766 766">We have people who can service any type of musical instrument. Our rates are extremely competitive. Clients do not have to wait more than seven days.</p> <p data-bbox="226 824 670 990">Accessories are on display in all of our shops.</p> | <p data-bbox="805 295 1225 340">LESSONS FOR ALL</p> <p data-bbox="798 385 1337 676">Plans are in the pipeline to start courses to introduce music to young children. These courses include singing as well as playing an instrument.</p> <p data-bbox="798 743 1295 900">Local schools are being targeted over the next few months.</p> |

