Visual Presentations
Intermediate

This paper must be returned with the candidate's work, otherwise the entry will be void and no result will be issued.

City& Guilds

Candidate's name (Block letters please)

Centre no   **Date**

Time allowed	2 hours (excluding printing time)

You work as a Clerical Assistant to Solomon Quinton, Manager of Konara car dealership.

Carry out the tasks attached, following any instructions given. The specialist teacher will advise you on the location of each file. The files you will need are:

car.bmp
tech.doc
review.doc
internet.ppt

Carry out the tasks in the order given. Take care to proof-read and correct any errors. Save your work for printing later. Please collate the printouts in the correct order.

Remember to look through the whole paper before starting the examination.

For examiner's use only

Production	**Accuracy**	**Meeting objectives**

TASK 1

I have to give a presentation to a group of company representatives. Please create my presentation according to the following guidelines. You will need to use the files **car.bmp, review.doc** and **tech.doc.**

FORMAT/STYLE

The slides should be in landscape format with a background colour of yellow. Use a sans serif font consistently throughout.

Headings: blue, 40 pt, bold, centred horizontally on the slides

Sub-headings: blue, 32 pt, bold, centred horizontally on the slides

Body text: red, 28 pt, unless stated otherwise

Footer: insert your name, red, 16 pt, centred

Advance time: 40 seconds for slides 1-5

Presenter's notes: black, 16 pt

Lay out each slide as shown below.

Slide 1 - Title Slide

KONARA FLEET CARS

Heading

(car graphic)

Insert the file **car.bmp**, centre between the headings and size to fit

ULTIMATE COMPANY CARS

Sub-heading
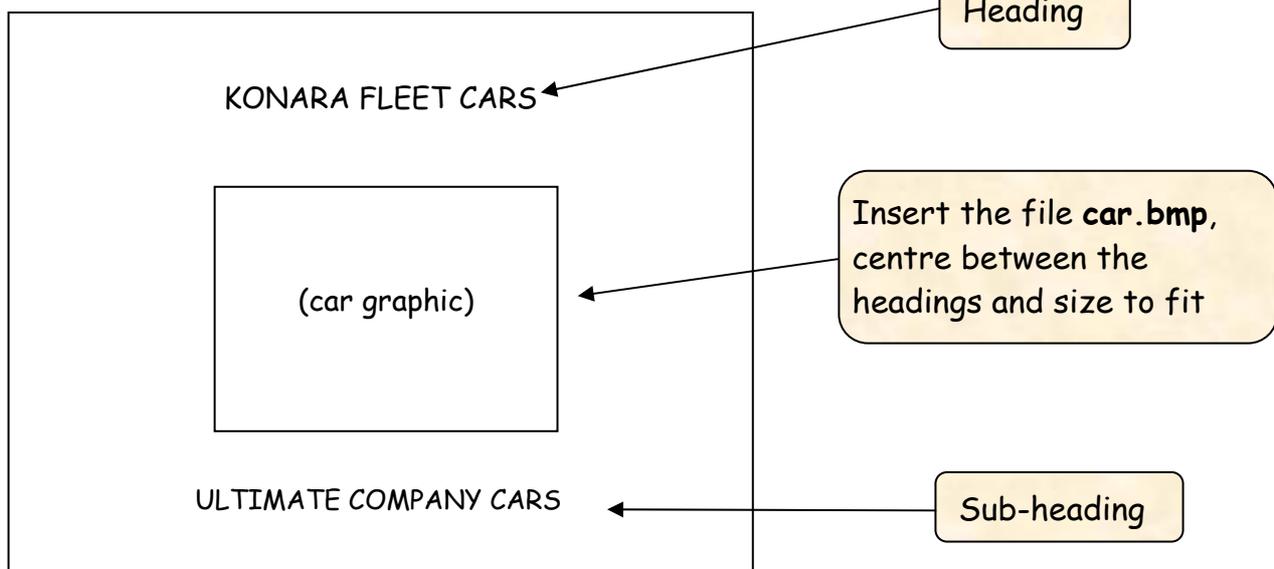
Presenter's notes text: Welcome and introductions. Ask for an indication of car mileage per month and present car.

TASK 1 *(continued)*

Slide 2

SAFETY FEATURES

Heading

✓ *driver* and passenger airbags

✓ *side* impact bars

✓ *anti-crumple* zones

✓ *rear* impact beam

✓ *rigid* cabin

Use a tick bullet for each line and lay out the text as shown making the first word only of each line bold and italic

ications and test data for each safety

Slide 3

Create text frames to enter the body text as shown

Heading

POWER AND COMFORT

power assisted steering
CD auto changer
bee-sting antenna
heated windscreen
alarm/immobiliser

alloy wheels
tinted glass
sporty styling
climate control
air-conditioning

Right align this text in the frame

(continued)

TASK 1 *(continued)*

Slide 4

MODEL SPECIFICATIONS ← Heading

Insert the file **tech.doc** centre this under the heading and size to fit

(tech table)
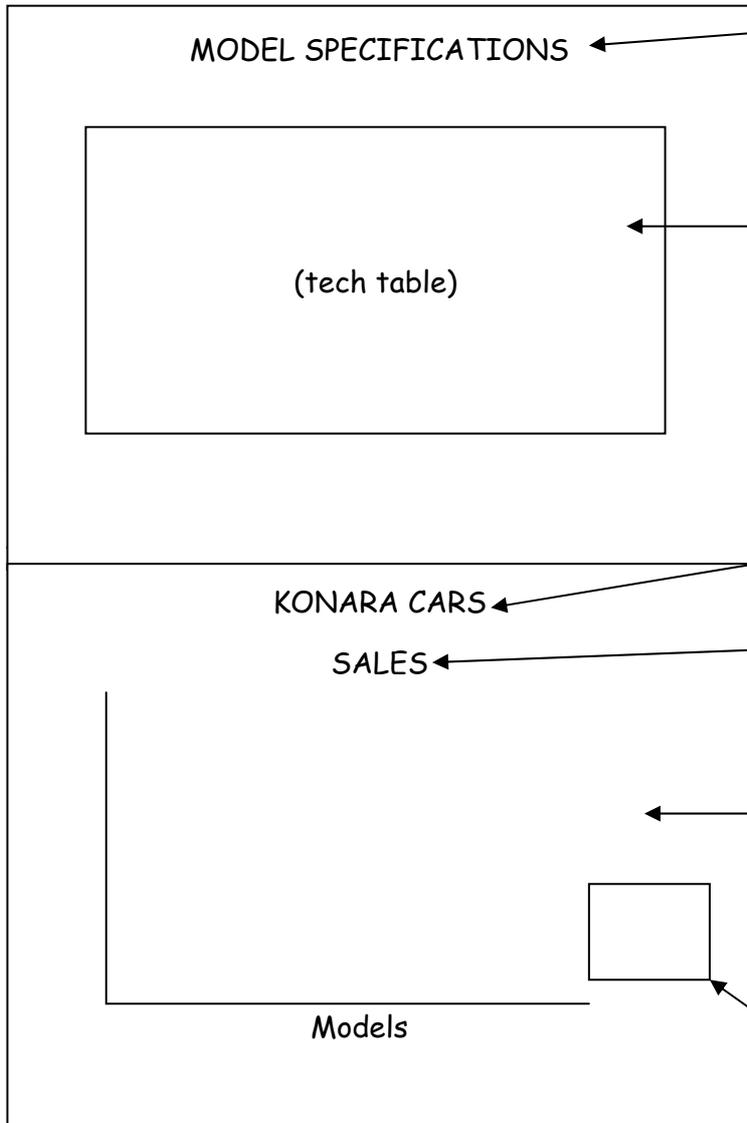
...atings and the fuel economy.

Heading

KONARA CARS ←

SALES ←

Chart title in capitals

Create a bar/column chart from the data shown in the table below. Use appropriate colours, and label the axis as indicated. Resize the chart to fill the slide

Models

Include a legend

	1.5	1.8	2.0
Kunuka	12595	13999	15595
Odele	13595	14595	16999
Benzy	14999	15999	17595

Presenter's notes text: Price includes full range of safety features and is on-road price – fleet purchasers are offered substantial discounts on vehicles.

(continued)

TASK 1 *(continued)*

Slide 6

REVIEWS

Heading

(review document)

Insert file **review.doc** keeping its format and centre under the heading
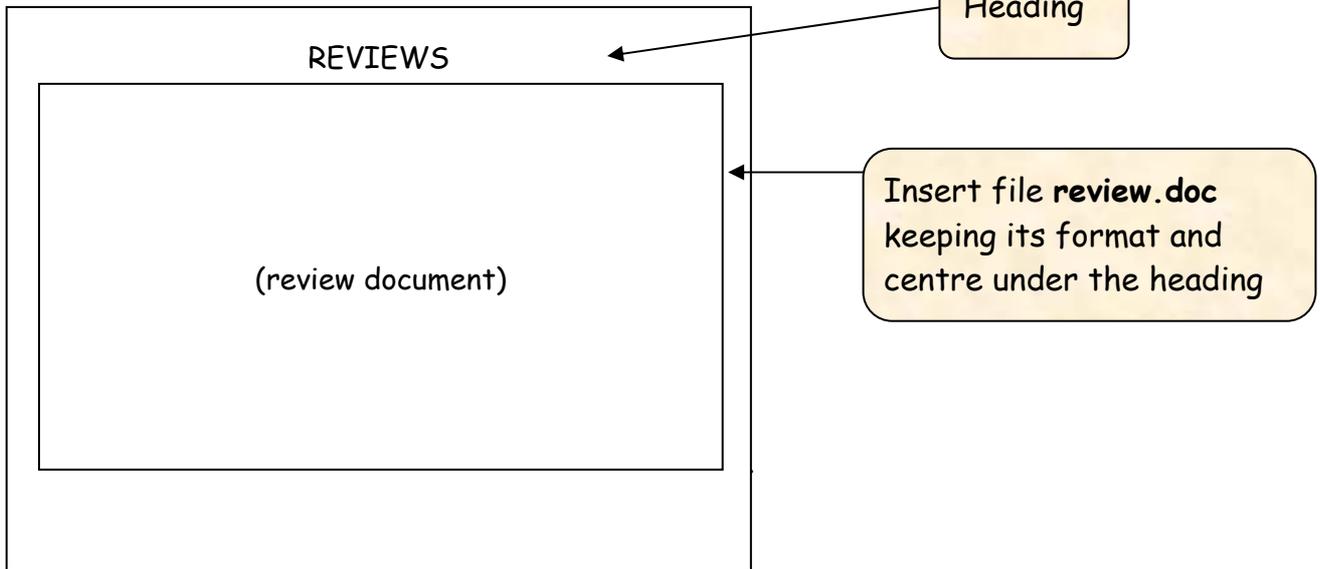
Transition: from Slide 1 to Slide 2 – Fade through black

Animation effect: Slide 2 – Make the text come in quickly from the right

Save the presentation

In slide sorter view, change to black and white view. With the slide that shows transition and animation effects selected, take a screen print and paste this into a word processor document. Add your name. Save it for printing later.

You will need to print:

- an audience handout showing all the slides on one page in colour

- a full page copy of Slide 5 only in black and white

- my presenter's notes in black and white

- the document containing the screen print.

TASK 2

INTERNET CAR TRADING

SURFING

Please recall the file named **internet.ppt**. Check the slides for errors and correct them. Please also amend the slides as shown. Insert your name in a centred footer in red, 16 pt.

WHY BUY ON-LINE?

economicall

convenient

no high pressure sales

all makes and models availiable

Change the font size of the heading to 40 pt to match the other slides

FOR DEALERSHIPS
✓No forecourt overheads

✓No staffing requirements

✓Open 24 hours fore enquiries

✓Huge range off finanse solutions

Change this heading and text to sans serif font to match the rest

Move this slide to Ⓐ

Add a new bullet here
✓ **range of previously owned vehicles**

Insert 'Safety Features' slide (slide 2) from the presentation you created for me

TASK 2 *(continued)*

FUEL AND THE ENVIRONMENT

on-line fuel comparisons
LPG – gas power
75% less carbon monoxide
85% less hydrocarbons than petrol

Change the colour of the heading to blue to match the other slides

Change the advance time to 55 seconds and remove the transition effect

INSURANCE

Full range of insurance cover
Instant quotes available
Gives price comparisons
Offers savings on most vehicles

Delete this slide

(A)

Swap these 2 frames so that the graphic is on the right

ORDERING

surf and buy
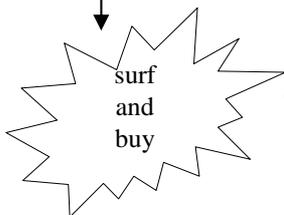
cars are delivered direct to your do or

Save the presentation with a new file name.

In slide sorter view change to black and white view. Take a screen print and paste this into a word processor document. Add your name. Save it for printing later.

You will need to print:
- an audience handout showing all the slides, 3 to a page, in colour
- the document containing the screen print.

END OF EXAMINATION