

# Desktop Publishing Level 1

8983-11-011  
(IT-NDTP 11)  
Sample paper 00003

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



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**Candidate's name** (Block letters please)

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**Centre no**

**Date**

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Time allowed: **1 hour 30 minutes**  
(excluding printing time).

This examination paper contains:

Instructions to Candidates  
Printing Instructions  
Scenario  
2 Tasks.

Please ensure that your paper is complete.

You must attempt all pages of the publication and carry them  
out in the order given. Each page will contain instructions on  
filename(s) to use when saving your work.

You should read through the examination paper carefully before  
you begin.

Take care to proof-read and correct any errors before final  
printing takes place at the end of the examination. You should  
ensure that your paper is complete, pages are collated in the  
correct order, and that your name is written on each page.

Metric and imperial measurements are both given but you  
should keep to one unit of measure throughout the examination.  
Centimetres are abbreviated as cm and inches as ".

## For examiner's use only

Production rate	Accuracy	Meeting objectives

### **Instructions to Candidates**

Read **all** the instructions carefully and study the layout before starting work.

The files you will need to use are as follows:

- 1 COMFORT - text file
- 2 CHAIR - image file.

**Your specialist tutor or examination invigilator will give you information regarding the location of the files.**

### **Printing Instructions**

You may print out **one draft copy only** of each task during the examination for proof reading and checking. At the end of the examination, print the publication. Only final printouts must be submitted at the end of the examination, draft printouts must be destroyed.

### **Scenario**

You are employed by Zenith Office Services, an office furniture supplier, who are launching a new economy range.

You have been asked to produce a brochure for a new computer chair.

### Task 1

Prepare the first page as shown using the measurements given and the layout shown.

Complete the task, save as SEAT1.

Paper size - A5 landscape, width 21 cm (8.2") height 14.5 cm (5.8")

Left margin - 2 cm (1.6")

Right margin - 2 cm (1.6")

Top margin - 2.5 cm (1")

Bottom margin - 2.5 cm (1")

Columns - 2

Gutter - 0.5 cm

Key in main heading, in a sans serif font 20 pt, red, bold and align to right margin

5 cm (2")

**COMFORT ZONE**

*Special Features:*

- \* *Ergonomic design*
- \* *Fully adjustable*
- \* *Comfortable*
- \* *5-star base*

Insert graphic CHAIR, retain original size

Key in text 12 pt, serif, italic. Align to graphic as shown

4 pt rule between columns. Align to top and bottom margins

## Task 2

Insert a second page into your publication. Ensure margins are identical to the first page. Produce the page as shown below. Copy the graphic from the first page of the brochure and resize, flip horizontally and position as shown. Insert the text file COMFORT and use a serif font, fully justified. Save as SEAT2. Print out both pages of the brochure.


Import text file COMFORT serif font, fully justified. Change the font size as appropriate to fit to top and bottom margins and align as shown. Change the word **lumbar** to **back** wherever it occurs

The Comfort Zone is a well-designed chair that is capable of being adjusted to provide the essential element of a safe and ergonomic computer workstation. REMEMBER a good chair provides the necessary support whilst reducing exposure to awkward postures.

The Comfort Zone has all these features:

- \* The backrest conforms to the natural curvature of your spine, and provides adequate lumbar support.
- \* The seat is comfortable and allows your feet to rest flat on the floor or footrest.
- \* The armrests are soft and will allow your shoulders to relax and your elbows to stay close to your body.
- \* The chair has a five-star base with casters that allow easy movement along the floor.

**HINTS FOR THE COMPUTER USER**  
Regardless of how good your working posture is, working in the same posture or sitting still for prolonged periods is not healthy. You should change your working position frequently throughout the day.



"Ergonomic" design

The increased adjustability of the Comfort Zone ensures a better fit for the user and provides adequate support in a variety of sitting positions. This is particularly important if the chair has multiple users.

Poor back support and inappropriate postures may result from inadequate backrest size, material, positioning, or use. Working in these postures may lead to back pain and fatigue. For example, a chair without a suitable or adjustable backrest will not provide adequate lumbar support – the Comfort Zone is a worthwhile investment.

Copy the graphic from first page. Resize without distortion and flip horizontally. Align to top of second column as shown

Add caption in a box, centred – use smart quotes and fill with green. Use a smaller font than body text

Ensure auto-hyphenation is switched off and balance the columns to end at bottom margin

END OF EXAMINATION