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.

City& Guilds

Candidate's name (Block letters please)

Centre no

Date

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.

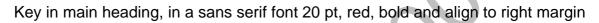
<u>Scenario</u>

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

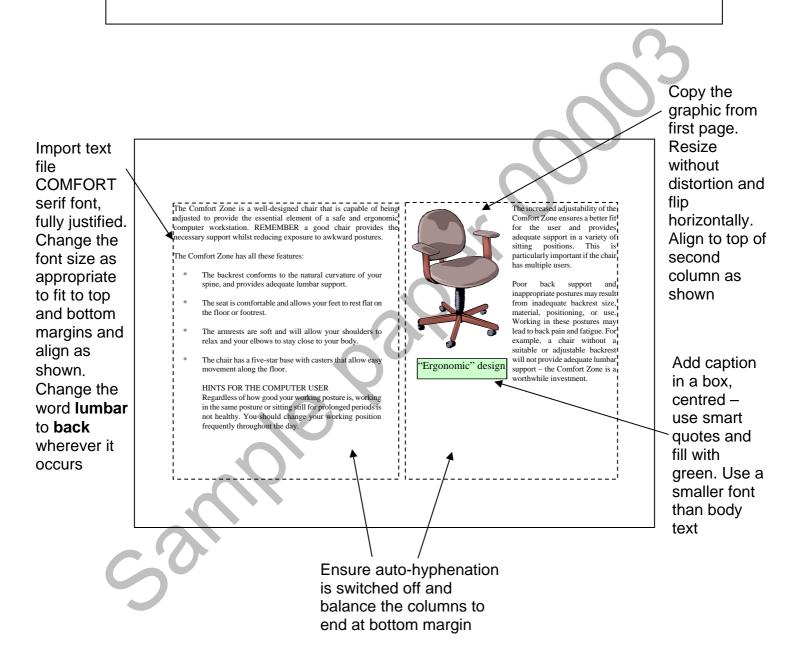
Prepare the first page as shown using the measurements given and the layout shown. Complete the task, save as SEAT1. Paper size - A5 landscape, width 21 cm (8.2") height 14.5 cm (5.8") Left margin - 2 cm (1.6") Right margin - 2 cm 1.6") Top margin - 2.5 cm (1") Bottom margin - 2.5 cm (1") Columns - 2 Gutter - 0.5 cm





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.



END OF EXAMINATION