

## Desktop Publishing Level 2

8983-12-012  
(IT-NDTP 12)  
Sample paper 00006

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:** 2 hours  
(excluding final printing time).

This examination paper contains:

Instructions to Candidates  
Printing Instructions  
Scenario  
4 Layouts.

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 filenames 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 layouts before starting work.

The files you will need to use are as follows:

- 1 INFO – text file
- 2 BOOKS – image file
- 3 CRAFTS – image file
- 4 BARGAINS – image file
- 5 FOODS – 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 Premira Bazaar who are launching a new website to promote their products and services.

You have been asked to produce copy for this new website.

**Page 1**

Set up a new 4-page publication to the following specifications using either centimetres or inches throughout. Set up a master style sheet document to ensure that all fonts are sans serif throughout unless otherwise specified.

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

Left margin - 1 cm (0.4")

Right margin - 1 cm (0.4")

Top margin - 1 cm (0.4")

Bottom margin - 1 cm (0.4")

Columns - 1

Gutter - none

Background colour - grey (first page only)

Prepare the pages for the website as indicated using the measurements and layouts shown and save as BAZAAR. See example layouts below and on the following pages. Save as BAZAAR.

Create a 3D rectangle shape height 3 cm x width 4 cm (1.2" x 1.6") and fill with yellow. Copy shape to produce three more buttons. Insert graphic FOODS resize as appropriate and centre within shape bringing the graphic to the front. Key in the text **FOODS** across button as shown. Group and align to top margin as shown.

Use caps and 30 pt for heading

**PREMIRA BAZAAR**

Our Bazaar is bursting with bargains. When you visit our Bazaar be sure to look at the bargain section. Here we offer substantial reductions on normal retail prices. Take a virtual tour of our Bazaar today.

1 cm

1 cm

1 cm

1 cm

FOODS

BARGAINS

CRAFTS

BOOKS

Produce button as before using CRAFTS graphic and **CRAFTS** text. Align to right margin

Produce button as before using BOOKS graphic and **BOOKS** text. Align as shown

Key in this text **Come in ..... experience for yourself the magic of the Bazaar** in 16 pt grey and add a box with a 4 pt yellow border. Centre text as shown

Key in this text using a serif font and italics. Use centred alignment, adjust the font size as appropriate and balance to bottom margin

Produce button as before using BARGAINS graphic and **BARGAINS** text. Align as shown

Come in ..... experience for yourself the magic of the Bazaar

**Page 2**

Ensure margins are identical to the first page. Produce the page as shown below. Import the text file INFO and use a sans serif font, size 16 pt. Resave.

Heading to be  
Arial Black  
size 30 pt

Use a  
raised cap

## Who are we?

We are Premira Bazaar, an international company offering an online shopping experience. We currently trade with over 25 countries ranging from Australia to Zambia. We have built up trading relationships based on trust, respect and support over a number of years and we can help you. Through our website, we can put connections in place between producer and purchaser and between origin and destination. We have the commercial experience and we can share this knowledge with you. We are especially interested in helping small-scale local enterprises that would not normally have the chance to trade with an international company. We can offer advice and practical expertise in areas such as developing new customers, quality control, new product development and business planning. Every trading opportunity has to make good commercial sense, meaning that price, quality, capacity and availability are carefully considered.

PREMIRA BAZAAR INFORMATION

Copy  
heading  
PREMIRA  
BAZAAR  
from page 1  
and add  
word  
**INFORMATI  
ON**. Place  
right aligned  
as a header  
(not page 1).  
Resize font  
as  
appropriate

Break text  
here,  
prevent  
hyphenated  
words and  
balance to  
bottom  
margin

Number all pages in footer area  
(not page 1). Align centre

**Page 3**

Ensure margins are identical to the first page. Produce the page as shown below. Resave.

Heading  
Arial Black  
30 pt as  
page 2

Change  
this text to  
numbered  
format  
and indent  
as shown

PREMIRA BAZAAR INFORMATION

Who benefits?

1. We get more great, new innovative products which we can sell in our online Bazaar.
2. Suppliers benefit from receipt of orders, a good pricing structure and support in meeting their targets.
3. Customers get high quality products and a virtual shopping experience.
4. Local industry is provided with a good trading model and an ability to respond to global trade. All businesses have the ability to trade internationally. Whether we like it or not we are all connected to the global economy and we are all in that global consumer market.

Break text  
here, prevent  
hyphenated  
words and  
balance to  
bottom  
margin

**Page 4**

Ensure margins are identical to the first page. Produce the page as shown below. Resave. Print out all pages of this publication.

Heading in  
Arial Black  
as page 2


Use an em dash

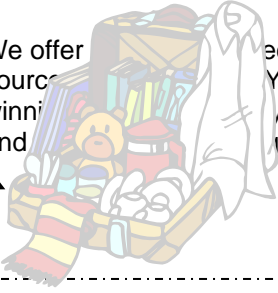

Insert  
graphic  
BARGAINS  
as a  
watermark,  
resize and  
send behind  
the text.  
Balance text  
and graphic  
to margins

PREMIRA BAZAAR INFORMATION

How can you find out more?

Contact us today—use the e-mail form on our website. It may involve you making changes. One change could involve you taking steps to improve your purchasing practices. Another change could be to monitor your supply chains to ensure that your product is delivered on time and to the specifications. We use ongoing reviews to ensure our trading relationships are sound and beneficial to all parties.

We offer a wide selection of merchandise. All our merchandise is sourced from the best suppliers. You can help us maintain that edge by joining our team. Are you waiting for? Send that e-mail  to us today and enjoy our global trading experience.

Insert  
graphic  
BARGAINS  
and wrap to  
text

Insert mail  
symbol

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**End of examination**