

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.



Candidate's name (Block letters please)

Centre no

Date

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 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

PREMIRA BAZAAR INFORMATION

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.

2

Copy heading PREMIRA BAZAAR from page 1 and add word **INFORMATION**. 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

Sample paper 00006

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

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.



Insert graphic BARGAINS and wrap to text

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

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 winning team. Are you waiting for? Send that e-mail to us today and enjoy our global trading experience.



Insert mail symbol

End of examination