

# 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.



8974-23-023  
(IT-VP 23)  
41014

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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 printing time)

You work as an assistant to Susan Lau, Health and Safety Executive, Buy-online Ltd.

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

vdu.bmp  
posture.doc  
breaks.xls  
safety.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 need you to produce a presentation according to the following guidelines. You will need to use the files **vdu.bmp**, **posture.doc** and **breaks.xls**.

**FORMAT/STYLE**

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

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

Sub-headings: red, 32 pt, bold, centred horizontally on the slides unless otherwise shown

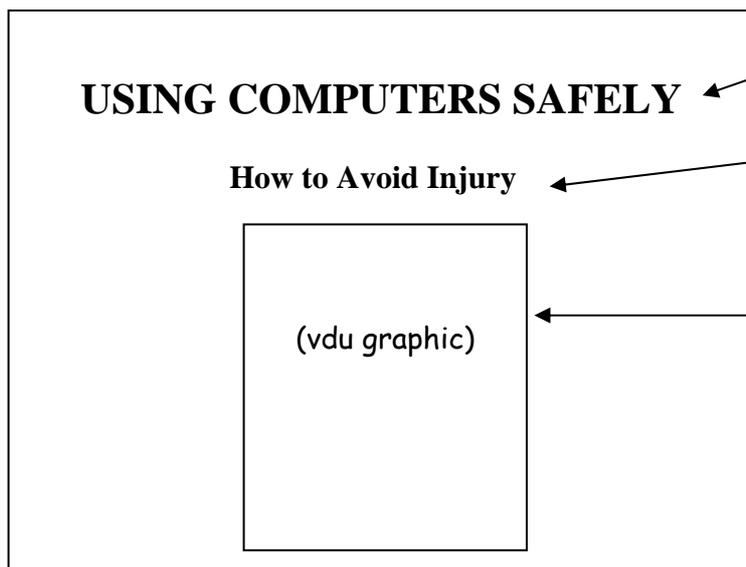
Body text: dark blue, 28 pt, unless stated otherwise

Footer: insert your name, dark blue, 16 pt, centred

Advance time: 30 seconds for slides 1-5

Presenter's notes: black, 18 pt

Lay out each slide as indicated.

**Slide 1 - Title Slide**

Heading

Sub-heading

Insert the file **vdu.bmp**,  
resizing it to fit and centre  
below the sub-heading

Presenter's notes text:      The common risks and how to avoid them when using computers.

(continued)

**TASK 1** (continued)

**Slide 2**

**SAFETY CONSIDERATIONS**

- [ RSI (Repetitive Strain Injury)
- [ Eye Strain
- [ Back Problems
- [ **Stress**

Heading

Use a ✓ bullet for each line and lay out the text as shown spacing vertically to fill the slide

Make this last point red, 40 pt, bold

Presenter's notes text: RSI, eye strain and back problems all contribute to stress.

**Slide 3**

**TIME BETWEEN BREAKS**

(breaks graph)

Heading

Insert the file breaks.xls, centre this under the heading and size to fit

Presenter's notes text: Most people take a break after one and a half hours when using computers.

(continued)

**TASK 1** (continued)

**Slide 4**

ADOPT CORRECT POSTURE

(posture document)

Heading

Insert the file posture.doc, keeping its format and position this under the

Presenter's notes text: Good posture prevents back problems.

**Slide 5**

MOST COMMON PROBLEMS

Chart title in capitals as shown

Create a 3D pie chart from the data shown in the table below. Use appropriate colours and include values as data labels. Resize the chart to fill the slide

Include a legend

RSI	Eye Strain	Back Problems	Stress
35	20	15	30

Presenter's notes text: RSI is the most common, closely followed by stress.

(continued)

**TASK 1** (continued)**Slide 6**

**AVOIDING INJURY**

<p style="text-align: center;">RSI</p> <ul style="list-style-type: none"> <li>✓ use a wrist rest</li> <li>✓ use ergonomic keyboard</li> </ul> <p style="text-align: center;">Back Problems</p> <ul style="list-style-type: none"> <li>✓ use adjustable chair</li> <li>✓ adopt correct posture</li> </ul>	<p style="text-align: center;">Eye Strain</p> <ul style="list-style-type: none"> <li>✓ avoid glare</li> <li>✓ re-focus eyes frequently</li> </ul> <p style="text-align: center;">Stress</p> <ul style="list-style-type: none"> <li>✓ have enough work space</li> <li>✓ reduce noise levels</li> </ul>
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Heading

Create four text frames to enter the body text as shown, use the same ✓ bullet as slide 2

RSI, Eye Strain, Back Problems and Stress are sub-headings centred in the frames

Presenter's notes text: Most importantly, do take regular breaks away from the computer screen.

Change to slide sorter view

Transition: from Slide 1 to Slide 2 - fade

Animation effect: Slide 2 - come in quickly from top corner

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, 6 per page in colour
- a full page copy of Slide 4 only in black and white
- my presenter's notes in black and white
- the document containing the screen print.

(continued)

**TASK 2**

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

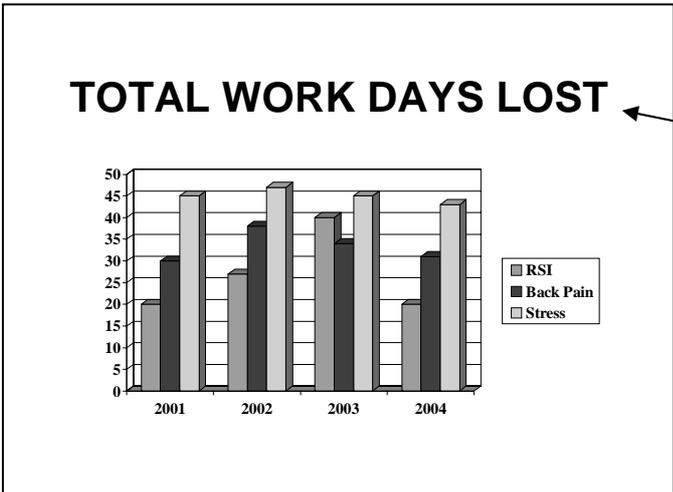
**HAELTH AND SAFETY**

**Environmental and Ergonomic  
Cosniderations**

- ENVIRONMENT**
- ☛ Consider the position of computer screens in relation too natural and artificial light
  - ☛ Provide blindes if necessary
  - ☛ Ensure their is sufficient work space
  - ☛ Provide suitable heating and air conditioning

Add to the end of this point:  
to block out any glare

Move this slide to (A)

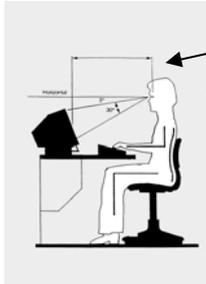


Change the heading font to serif, 40 pt

(A)

**TASK 2 (continued)**

**ERGONOMICS**



Eye line

Desk height

Chair height

Move this graphic to the right of the text frame

Move this text frame to the left of the graphic, right align the text and change its colour to dark blue

**WORKSTATION**

- ☛ Pull out keyboard shelf
- Ergonomic keyboard
- ☛ Tilt and swivel monitor
- ☛ Adjustable chair
- ☛ Foot rest if required

Remove the transition effect from this slide and change the advance time to 20 seconds

Insert the 'Adopt Correct Posture' slide (slide 4) from the presentation you created for me

**THE IMPORTANCE OF BREAKS**

It is important to take breaks away from the computer at regular intervals.

You should also try to re-focus your eyes by looking at a distant object every 15 minutes or so.

Both of these will help to prevent eye strain.

Delete this slide

Save the presentation with a new file name.

In slide sorter view change to black and white view. With the slide that shows the change in transition effect 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, 6 to a page, in colour
- the document containing the screen print.