



PRACTICE TASKS FOR CLAIT 2006 - LEVEL 1
UNIT 5 – CREATE AN E-PRESENTATION
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A comprehensive set of practical tasks designed to give learners practise at specific assessment objectives for Unit 5 of the OCR Clait 2006 Level 1 qualification.

The tasks and solutions are supplied on CD-ROM in PDF format. They can be printed out easily and quickly without the need for any other software other than Acrobat Reader, which is supplied on the CD. The tasks can be placed on an Intranet for easy access by students and staff. They are also available in editable Word format.

Each stand-alone exercise is supplied with all the required data files, and comes complete with a fully annotated marking copy, so that students or tutors can quickly and easily check their work.

There are 45 individual tasks and solutions which combine to cover all the evidence based assessment objectives of Unit 5 of the OCR Clait 2006 Level 1 qualification.

They are designed to be used by learners to practise and assess specific skills. They are perfect as “build-up” tasks before learners attempt “full blown” practice or live assignments. They are brilliant for providing learners with additional practice in specific areas where extra reinforcement is required.

The tasks are completely independent. They can be tackled selectively and in any order. Any required “raw” data files are supplied for each task in PowerPoint 2003 format.

Although specifically designed for CLAIT, the tasks are suitable for any I.T. course or qualification involving basic presentation software skills.

All the tasks are very clearly laid out, identifying the skills included in the task and the names of any data files that are required. All the data files are task specific, and can be placed in any work area required (e.g. floppy disk, local hard drive, network drive).

The majority of tasks and solutions fit onto a single sheet of A4. Solutions are very clearly annotated, making it quick and easy to establish whether the task objectives have been met.

You are allowed to print and photocopy the materials as many times as you wish.

The tasks that are included are listed overleaf, together with a sample task and solution.

LIST OF TASKS AND SOLUTIONS

Task No	Details
T5001	Creating a "title only" slide
T5002	Creating a "title only" slide
T5003	Creating a "title only" slide
T5004	Creating a "title and subtitle" slide
T5005	Creating a "title and subtitle" slide
T5006	Creating a "title and subtitle" slide
T5007	Promoting and demoting text (bulleted slide)
T5008	Promoting and demoting text (bulleted slide)
T5009	Promoting and demoting text (bulleted slide)
T5010	Changing text size and emphasis
T5011	Changing text size and emphasis
T5012	Changing text size and emphasis
T5013	Setting up a master slide
T5014	Setting up a master slide
T5015	Setting up a master slide
T5016	Moving text using cut and paste
T5017	Moving text using cut and paste
T5018	Moving text using cut and paste
T5019	Changing text using find and replace
T5020	Changing text using find and replace
T5021	Changing text using find and replace
T5022	Checking spelling
T5023	Checking spelling
T5024	Checking spelling
T5025	Changing the background colour
T5026	Changing the background colour
T5027	Changing the background colour
T5028	Inserting an image
T5029	Inserting an image
T5030	Inserting an image
T5031	Drawing shapes and borders
T5032	Drawing shapes and borders
T5033	Drawing shapes and borders
T5034	Adding slide numbers and printing selected slides
T5035	Adding slide numbers and printing selected slides
T5036	Adding slide numbers and printing selected slides
T5037	Printing handouts and outlines
T5038	Printing handouts and outlines
T5039	Printing handouts and outlines
T5040	Changing the slide order and deleting slides
T5041	Changing the slide order and deleting slides
T5042	Changing the slide order and deleting slides
T5043	Adding headers and footers
T5044	Adding headers and footers
T5045	Adding headers and footers

NB: The tasks are incorporated in the JustClait unit workbook. The workbook, however, does not include the solutions.

TASK 5009 – CREATING A “TITLE AND TEXT (BULLETED)” SLIDE

This task covers the following skills

**CREATING A PRESENTATION
CREATING A TITLE AND TEXT (BULLETED) SLIDE
PROMOTING AND DEMOTING TEXT**

The data files required for this exercise are: **None**

1. Switch on the computer
2. Login using your username and password
3. Load a presentation application
4. Open a new presentation
5. Create a slide with a “Title and text (bulleted)” layout
6. Type in the text **Countryside Living** as the title
7. Type in the following bullet points at levels 1 and 2 as shown
 - **Fresh air**
 - **Peace and quiet**
 - **Less traffic**
 - **Views**
 - **Open spaces**
 - **Low crime rates**
 - **Know your neighbours**
 - **Big skies**
8. Print a copy of the presentation
9. Demote the text **Less traffic** and **Open spaces** to 2nd level bullets
10. Promote the text **Big skies** to a 1st level bullet
11. Save the presentation using the filename **Country**
12. Print a copy of the revised presentation
13. Close the presentation
14. Close the presentation application

End of task

Countryside Living

- Fresh air
- Peace and quiet
- Less traffic
- Views
- Open spaces
- Low crime rates
 - Know your neighbours
 - Big skies

Print 1

Countryside Living

- Fresh air
- Peace and quiet
 - Less traffic
- Views
 - Open spaces
- Low crime rates
 - Know your neighbours
- Big skies

Print 2

Marking checklist

“Title and text (bulleted)” slide layout

Title and text entered (any font style and size) – Print 1

Demotions and promotions as shown – Print 2

Presentation saved as **Country**

Slides printed



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The workbooks only are based upon: (1: Windows XP/Vista & Word 2003/7) (2: Excel 2003) (3: Access 2003) (4: Publisher 2003) (5: PowerPoint 2003) (6: Publisher 2003 (1 section uses Paint Shop Pro)) (7: FrontPage 2003) (8: Internet Explorer & Outlook 2003/7).

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