

DESKTOP PUBLISHING

LEVEL: **INTERMEDIATE**

Ref. **DTPI/311**

TIME ALLOWED: **50 MINUTES**

INSTRUCTIONS

1. This test must be performed using a proper Desktop publishing package. It is not acceptable to do this test in a Word document.
2. The completed examination can be forwarded to the Board as an E-mail attachment (cebexams@eircom.net) or it may be forwarded in hard copy format through your Teacher/Supervisor.
3. Please insert your name as a header.
4. Save the document for forwarding as an E-mail attachment or for printing out later.

TASK

Please key in the passage of text below. The company Pronto Print is holding a Fun Day in February and the information below is to promote the event. Please use the information below to design a suitable poster (with graphic/s) that will be distributed to each employee and put on all notice boards. Please ensure that the name of the company (given above) is included at least once on the poster. Creativity and initiative is encouraged.

Annual Fun Run

This year our Annual 5k Fun Run will be held on Friday 12 February 2014 at 3 pm.

All proceeds will go equally to: the Maurice Burke foundation for homeless children and the Carecross charity. We are hoping to exceed last year's proceeds of €5,500.

Sponsorship cards are now available from Brian Conway in Accounts (brian@info.ie) and Marian Blake in IT (marian@info.ie)

We strongly encourage you to participate for two very worthy charities.

All participating staff will be allowed to finish early on the day and will be transported to the Park at 2.30 pm.

A reception (with light refreshments) will be held afterwards in The Court Hotel. All welcome.

We ask all staff to give your support to this annual event - it is only with your support that we can hope to exceed last year's figure.