

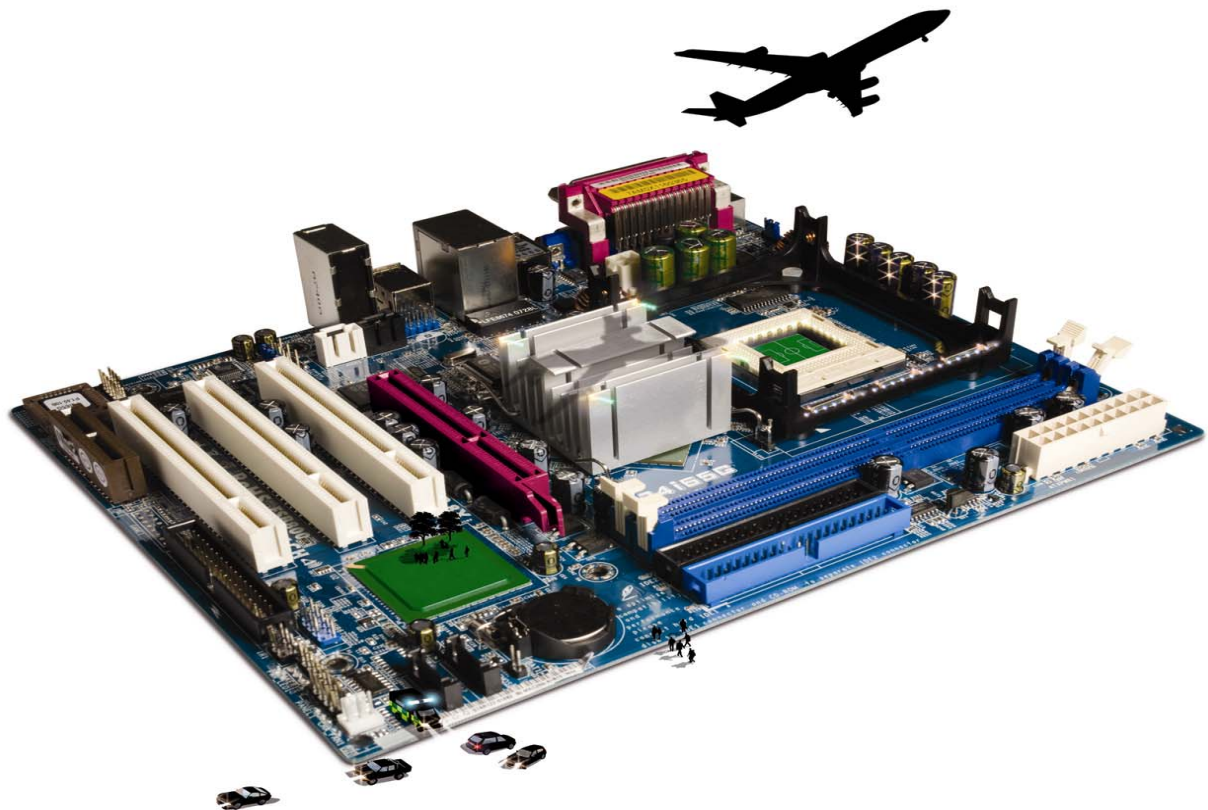
Start IT (iTQ)

Desktop publishing software (4249-003)

Assignment guide for Candidates

Assignment B

QCA Ref: Y/502/0175



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Desktop publishing software (4249-003) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Desktop Publishing software (4249-003).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one hour**.

Desktop publishing software (4249-003)

Candidate instructions

You are advised to read **all instructions** carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required and complete the tasks in the order given.

Time allowance: one hour

Assignment set up:

This assignment is made up of **two** tasks

- Task A - Create a publication
- Task B - Edit a publication

Scenario

You are a volunteer for the local swimming club and you have been asked to create a flyer to advertise next months swimming gala. You have been given a file with the text for the advert and you have been asked to add images and colour to make it more eye catching.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Create a publication

- 1 Start up your computer and log on if necessary.
- 2 Open your Desktop Publishing application and then open the file called **Gala**, provided by your assessor.

- 3 Set up the page as **A5 portrait**.

Set the **Left** and **Right** margins to **2cm**.

Set the **Top** and **Bottom** margins to **1.5cm**.

Resize the text box to fit to the margins.

- 4 Format **all** text to use a font type that is **different** to that already used in the **Gala** file.

Centre the first **three** lines of text.

Format the heading **Swimming Gala at Lawnton Swimming Baths** so that it is **larger** than the rest of the text, making sure it fits onto **two lines**.

Format the **three lines** of text that begin with the words **Age group...** so that they stand out from the rest of the text.

Add **bullets** of your choice to the different races in each age group.

Enhance any of the text by using the swim team colours (**dark blue** or **orange**).

- 5 Find and replace any occurrence of the word **meter** with **metre**.
- 6 Proof read and spell check the document correcting any spelling mistakes that you find.
- 7 Save your work with the file name **Gala flyer** to your work area or removable storage media.

Continued over...

Task B – Edit a publication

- 1 Insert the image file **Swim team logo**.

Resize the logo to **2cm wide**, maintaining aspect ratio.

Position the logo so it is at the **top centre** of the flyer.

Make sure that it is on a line on its own and **not** covering any text.

- 2 Insert an image into your flyer. You have been provided with a selection to choose from. You can **not** use copyright protected images.

Crop the image to remove the black background.

Resize the image to **3.5cm** by **3.5cm**.

Position the image on the **bottom right hand corner** of the flyer, making sure it does **not** cover any text.

- 3 The flyer will be added to the swimming club's website.

Save the file with the name **Web Ad**.

Save the flyer in a suitable format to be included as a single file on the website.
Accept any changes.

- 4 Close all files, saving if necessary, and log off.

Note

- At the conclusion of this assignment, hand all paperwork, any removable media and mobile devices to the test supervisor.
- Ensure that your name is on any removable media and all documentation.
- If the assignment is taken over more than one period, all removable media and paperwork must be returned to the test supervisor at the end of each sitting.

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