

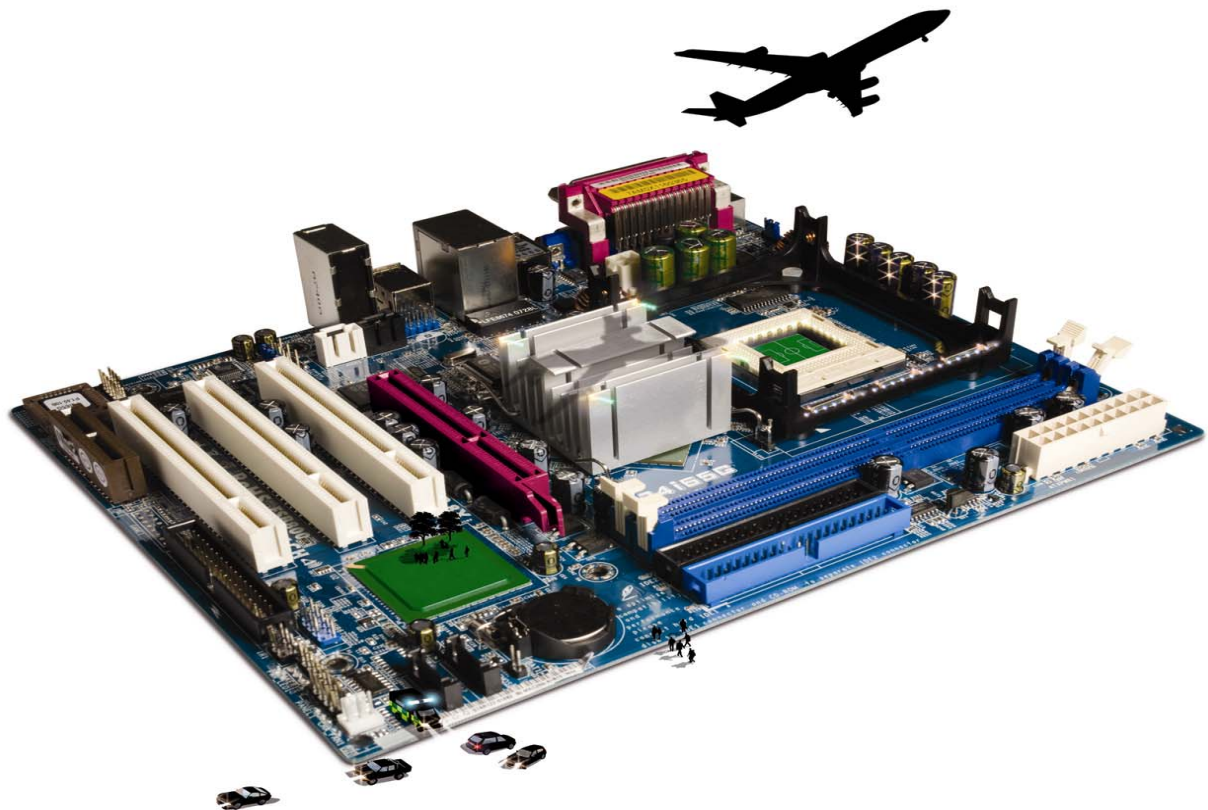
# Start IT (iTQ)

## Audio and video software (4249-004)

### Assignment guide for Candidates

Assignment A

QCA Ref: H/502/0177



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# Contents

## Unit 004 – Audio and video software

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

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# Audio and video software (4249-004) Assignment A

## Introduction – Information for Candidates

### About this document

This assignment comprises **all** of the assessment for Audio and video software (4249-009).

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### 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**.

# Audio and video software (4249-004)

## 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 **four** tasks

- Task A - Set up and test audio and video equipment
- Task B - Record short video and audio files
- Task C - Combine using video editing packages
- Task D - Play your finished product

Tasks A2, A3 and B1, B2 can be completed in a quiet area to carry out the recording.

### **Scenario**

You have been asked to create a short video presentation, with sound, to show how to set up a web based e-mail account.

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

## Task A – Set up and test audio and video equipment

- 1 Start up your computer and log on.
- 2 Set up your microphone so that you can record an audio file using the following words: this is my microphone test. One, two, three.

Save the file as **audio test 1** so that it can be played back on your computer.

- 3 Set up your video recorder/programme so that you can record a video file using the following words: this is my test video file.

Save the file as **video test 1**.

## Task B – Record short video and audio

- 1 Record a short video demonstrating how to search for a web based e-mail account and **at the same time** telling the viewers what they are seeing.

Save your file as **web search 1**

- 2 Record a short video demonstrating how to sign up a web based e-mail account and **at the same time** telling the viewers what you are doing.

Save your file as **web mail 1**.

Continued over ...

## Task C - Combine using video editing package

- 1 Open your video editing software.
- 2 Import your **web search 1** file into the programme.  
Import your **web mail 1** file into the programme.  
Join the two files together.
- 3 Insert a title slide with **your name** and **today's date** on it.
- 4 Insert a **credits slide** at the end of your video.  
Add text to your credits slide to explain what copyright means.
- 5 Play your finished video and test that it works correctly.  
Save your video file as **WebMail**.

## Task D – Play your finished product

- 1 Play your finished file **WebMail** to your assessor using a suitable device of your choice.

### Note

- At the conclusion of this assignment, hand all paperwork and any removable media 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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