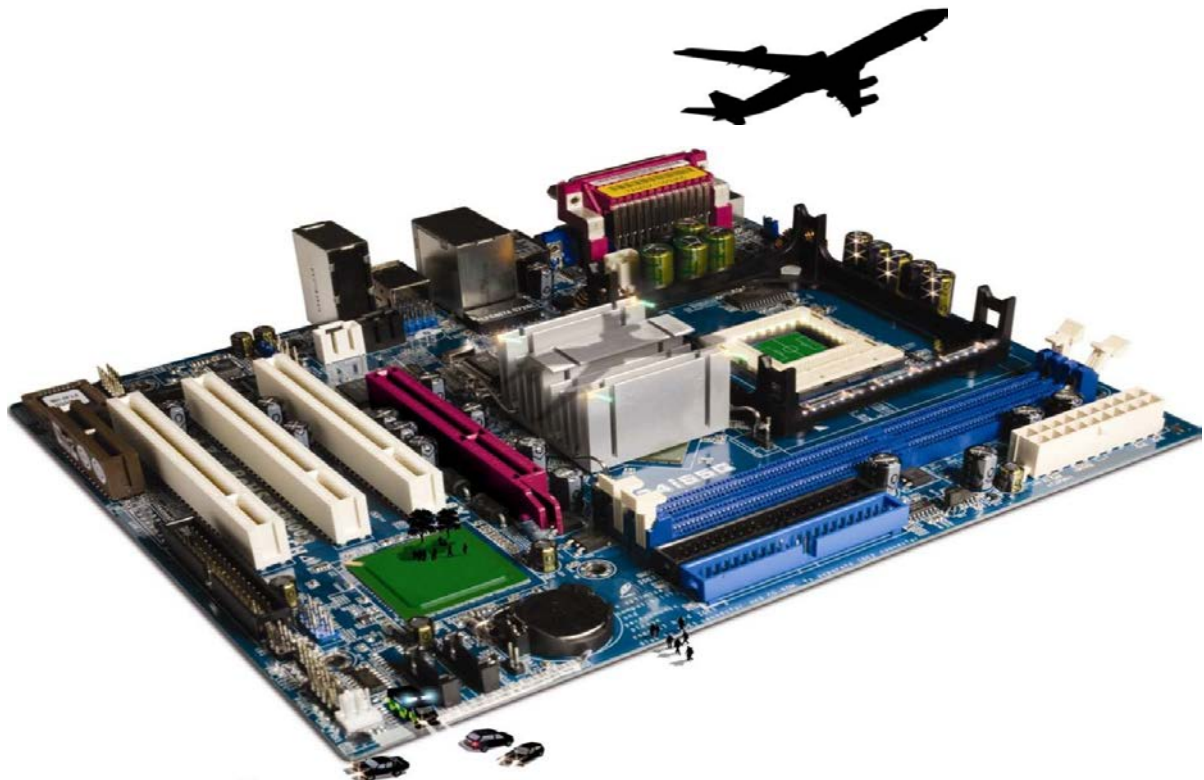


Start IT (iTQ) Presentation software (4249-009)

Assignment guide for Candidates

Assignment A

QCA Ref: A/502/0170



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Presentation software (4249-009) Assignment A

Introduction – Information for Candidates

About this document

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

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**.

Presentation software (4249-009)

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 - Set up a presentation
- Task B - Edit the presentation; knowledge and understanding required when using Presentation software

Scenario

You work as a Junior Assistant at a local travel company. You have been asked to produce a short presentation of three slides giving an overview of the Taj Mahal.

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

Task A – Set up a presentation

- 1 Start the computer system and/or log on. Open a Presentation Graphics Application.
- 2 Use a blank template with a white background.
- 3 For **slide 1** use a title slide. In the **title box** type the word **India** and left align it.
- 4 In the **sub-title box** enter **your name** and **today's date**, also left align it.
- 5 Insert a new slide as **slide 2** using a layout that allows you to insert text, an image and a title.
- 6 Enter the title **Taj Mahal** in the **title box**.
- 7 Type the following text into the **text section** of the slide using a bulleted list.
 - Location: India
 - Constructed: 1631
 - Completed: 1653
 - Workers: 20,000
- 8 Insert the image **Taj.jpg**, provided by your assessor, into the **image section** of **slide 2**.
- 9 Insert a new slide as **slide 3** using a layout that allows you to insert a title and text.
- 10 Enter the title **Contact Details** in the **title box**.
- 11 Type the following text into the **text section** of the slide:
 - Tel: 020 7294 246
 - Fax: 020 7294 240
 - www.cityandguilds.coz
- 12 Proofread, spell check and correct any errors in the presentation.
- 13 Save your presentation with the name **India** in your work area.

Continued over ...

Task B – Edit the presentation

1 You have been asked to make the following changes to the presentation:

On **slide 1** titled **India**, underline **your name** and **the date**

On **slide 2** titled **Taj Mahal**, change the word **India** to **Agra**

Insert the following extra item to the bulleted list on **slide 2**:

- **Built: Shah Jahan**

Apply an appropriate template to the whole presentation.

2 Save your presentation as **India 2**.

3 Close the presentation.

Task B5 – Knowledge and understanding required when using presentation software

Use the **Answer Sheet** on the next page to answer the question.

Note: If you would like to answer the question electronically you should ask your assessor to provide you with the file. Save the file with the name **Answers**.

Continued over ...

Start IT Presentation software (4249-009)

Candidate Answer Sheet

Name:

Date:

Answer the following question, you may complete it electronically or by hand. You can choose the correct answer by using a tick, or bold for example.

- B4 Copyright law makes it illegal for a person to copy a photograph to use in a presentation without the agreement of the owner.
- a True.
 - b False.

Hand this sheet to your Assessor once you have completed it. Don't forget to put your name on it!

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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