

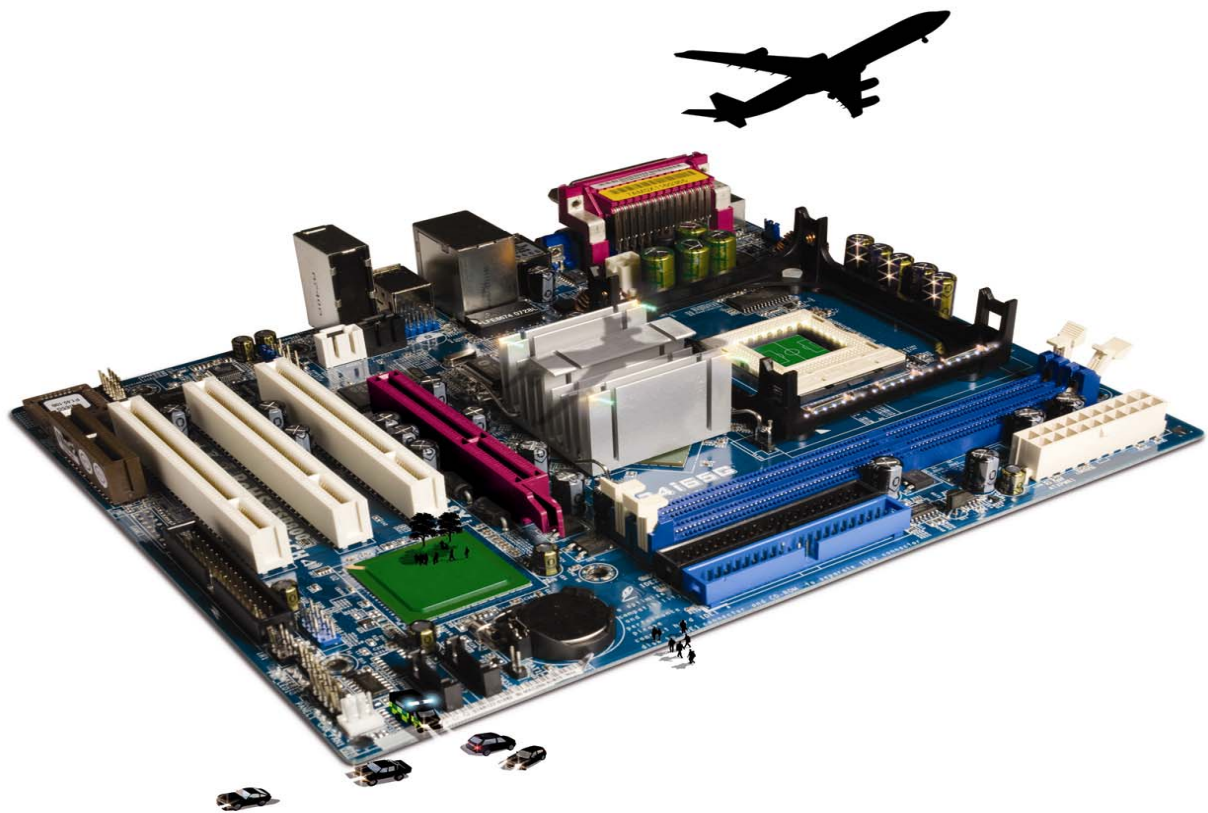
# Start IT (iTQ)

## Presentation software (4249-009)

### Assignment guide for Candidates

Assignment B

QCA Ref: A/502/0170



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## **City & Guilds**

**1 Giltspur Street**

**London EC1A 9DD**

**T +44 (0)20 7294 2800**

**F +44 (0)20 7294 2400**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)**

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# Presentation software (4249-009) Assignment B

## Introduction – Information for Candidates

### About this document

This assignment comprises **all** of the assessment for Presentation 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**.

# 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 **three** tasks

- Task A - Set up a presentation
- Task B - Edit the presentation
- Task C - Knowledge and understanding required when using Presentation software

### **Scenario**

You have been asked to produce a three slide presentation, for the company that you work for, to give information about a promotion including the company's contact details.

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 Open the file called **Paper**, provided by your assessor.

3 Edit the title on **slide 1** to read:

**Paper Track Stationery Supplies.**

In the **sub-title box** enter **your name** and **today's date**.

Format **your name** and **today's date** to a handwriting style font of your choice.

4 On **slide 2** spell check the text and correct any errors.

5 Insert the supplied image file called **Sale** into **slide 2** and position it to the **right** of the text.

6 Edit **slide 3** and replace the words **Add details here** with the following text:

For further information or to request a copy of our latest catalogue, please call us on 01234-456789 or email us your details to PTSS@email.co.uk

7 Format all text on **slide 3** to **bold and centre aligned**.

8 Insert a graphic text (Word Art or similar) with the words: **Contact Us**.

Position this centrally above the text already entered.

9 Save the presentation to your work area, or removable storage media, with the file name **Draft Paper**.

Continue over ...

## **Task B – Edit the presentation**

- 1 Apply a background of your choice to **all** slides.  
Make sure that **all** text can still be clearly seen.
- 2 Change the font size of the heading on **slide 1** to **54pt**.
- 3 Save the presentation as **Final Paper** to your work area, or removable storage media.
- 4 Close the Presentation Graphics package.

## **Task C – Knowledge and understanding required when using Presentation software**

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

**Note:** If you would like to answer the questions 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 questions, you may complete them electronically or by hand. You can choose the correct answer by using a tick, or bold for example.

C1 Before you use an image taken from the Internet, which **one** of the following should you consider?

- a Data Protection Act.
- b Copyright Law.
- c Computer Misuse Act.
- d Health and Safety at Work Act.

C2 Name **two** types of files or data that can be included within a presentation.

- 1.
- 2.

C3 Which **one** of the following symbols shows that an image is protected by copyright?

- a ™
- b ☺
- c ®
- d ©

**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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**Published by City & Guilds**  
**1 Giltspur Street**  
**London**  
**EC1A 9DD**  
**T +44 (0)20 7294 2468**  
**F +44 (0)20 7294 2400**  
**[www.cityandguilds.com](http://www.cityandguilds.com)**

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