

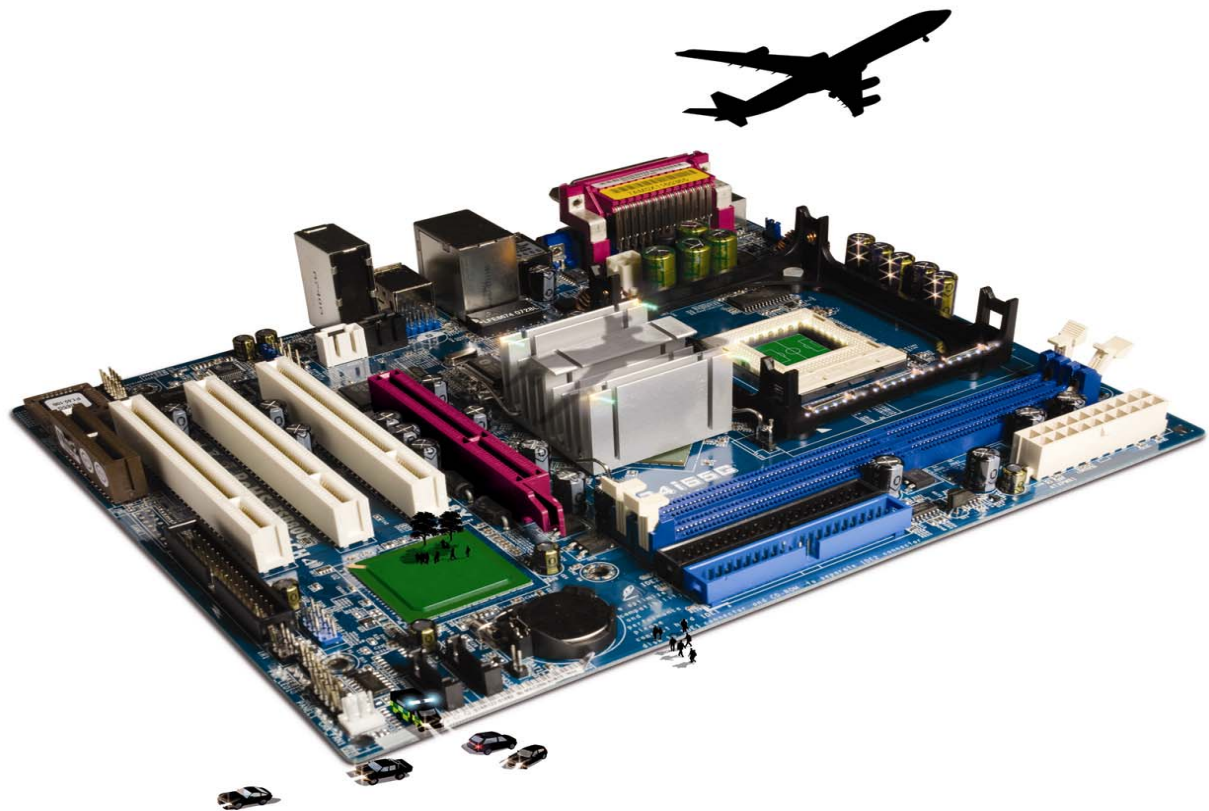
Start IT (iTQ)

Desktop publishing software (4249-003)

Assignment guide for Candidates

Assignment A

QCA Ref: Y/502/0175



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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

centresupport@cityandguilds.com

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Desktop publishing software (4249-003) Assignment A

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 and format a publication
- Task B - Insert images into a publication

Scenario

You would like to sell your old computer.

In order to do this, you have been given permission to put up a notice in the canteen using an old poster that you can modify.

Update the poster and add images to make your advert more eye catching.

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

Task A – Create and format a publication

- 1 Start up your computer and log on.
- 2 Open the file called **Advert.rtf**, provided by your assessor, into your desktop publishing application.
- 3 Set up the page as **landscape**.

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

Set the **Left and Right** margins to **1.5cm**.

Format the background with a light colour of your choice.

- 4 Format the text **For Sale** to use a font type that is **different** to the one used in the supplied file.

Format the heading **For Sale** to be **larger** than the rest of the text.

To make the remaining text more appealing add formatting of your choice eg by changing the font type, or the colour etc.

Rearrange the remaining text so that it all fits onto one page.

- 5 Proofread and spell check the document, correcting any spelling mistakes that you find, and save your publication as **Advert 1**.

Continued over ...

Task B – Insert images into a publication

- 1 Insert at least **two** images into your advert showing what you have to sell. Your assessor will provide you with some images to choose from.

Do **not** use copyright protected images.

- 2 Resize the **first image** to be **5cm** by **5cm** and position it in the **top left hand corner**.

Resize the **second image** to be **5cm** by **5cm** and position it in the **top right hand corner**.

- 3 Replace the text and the brackets (**your name**) with **your own name** and **today's date** in a handwriting style font.

- 4 Save your publication as **Final Ad**.

Then print out **one** copy using any available printer.

When it has been printed write Printout 1 on it.

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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1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com**

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