

Level 2 Designing and creating multi page documents using desktop publishing software (7266/7267-028)

e-Quals Assignment guide for Candidates Assignment A



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Level 2 Designing and creating multi page documents using desktop publishing software (7266/7267-028)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating multi page documents using desktop publishing software (7266/7267-028).

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 **two hours**.

Level 2 Designing and creating multi page documents (7266/7267-028) Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Setting up a master/style document for the publication
- Task B - Importing text and inserting images to be used

Scenario

You work as an administrator for an Estate Agency.

You have been asked to create a draft brochure to potentially send out to prospective home buyers.

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

Task A – Setting up a master/style document for the publication

- 1 Create a new folder called **Estate Agency** within your work area.

Open a blank word processing document and save it with the name **Evidence** within your **Estate Agency** folder.

- 2 In your **Evidence** document write down **one** reason for checking the available memory (RAM) and disk storage space before creating DTP files.
- 3 In your **Evidence** document, state how resolution settings affect the level of detail of an image.
- 4 Using a scanner access the scanner software and scan the image **Frontcover**, which has been provided. Save this image as a **.jpg** and name it **Scanned Image** in your **Estate Agency** folder.
- 5 Modify the colour balance, brightness and contrast of your scanned image as necessary.

Continued over ...

- 6 Save the graphic image with the filename **Frontimage** in your **Estate Agency** folder.
- 7 Use graphics editing software to create a company logo. The logo must combine text and the graphic image **House1** provided to produce text over the image. The text should read 'Your Name – Estate Agency' eg: Fred Bloggs – Estate Agency.
- 8 Save the newly created company logo as a **.jpg** with the filename **Logo** in your **Estate Agency** folder.

Task B – Importing text and inserting images to be used

- 1 Open the file **House** and add the text below at the end as a new paragraph. (Use new lines after **LAWRENCE ROAD**, **TOWN HOUSE**, and after each full stop. Include spaces as shown).

LAWRENCE ROAD

TOWN HOUSE

Situated close to town centre.

Entrance hall, sitting room, kitchen/diner, utility, cloakroom, study area, 3 bedrooms.

£145,350

- 2 Check the text for accuracy and save the file in the folder **Estate Agency**, with the filename **House2**.

Close the file.

- 3 Open a desktop publishing application.

Create a new A4 portrait publication and save it with the filename **Sales** in the folder **Estate Agency**.

- 4 Select margins of 2cm for top, bottom, left and right.

Set up as 3 columns.

Set up three text boxes, one in each column. Set up a new style called Columns and format using a 12pt sans serif font, left aligned.

You should create 2 different styles for the heading, subheadings. These should be consistent with the main body text font.

Set a suitable light background colour.

Save this with the filename **DtpMast** in your **Estate Agency** folder.

Continued over...

- 5 Create a header using the title **Houses** and include today's date.
Align this to the centre of the page.
Ensure that the header is consistent with the main body text font.
- 6 Add '*your name*' on the left and number the pages on the right as a footer.
Use a rule/line to separate the footer from the body of the page.
- 7 Save with the filename **Dtpmast1** in the folder **Estate Agency**.
- 8 Insert the graphic image **FrontImage**, created in **Task A**.
Resize the image to 17 cm wide, maintaining aspect ratio.
Position it centrally both horizontally and vertically on the front cover.
- 9 Insert the file **Logo** that you created in **Task A**, at the top left of the front cover below the header, in the first column.
Resize it to 5cm wide maintaining aspect ratio.
Position it in the centre of the column.
- 10 Add a second page to your publication, ensuring that the layout is the same as page one (deleting any objects that are not required).
Import the text from the file **HOUSE2** on to page 2, column 1 of the brochure to flow into subsequent columns.
Use appropriate text enhancement and formats eg heading, subheading and columns styles, where required text is linked to previous column.
- 11 Modify styles for Heading and Sub Heading to centre alignment.
Modify Columns style to Justified.
- 12 Remove automatic hyphenation and proof read the document, removing any unwanted hyphens(en-suite, mid-terrace, semi-detached and double-glazing should remain).
- 13 In column 1, insert image **Semi-Detached2.jpg** under the price for the house in **Picksley Crescent** and resize to 3cm in height maintaining aspect ratio.
- 14 As part of the advertisement for the **GRAINSBY AVENUE** house, add the word **NEW** using graphical text. i.e. wordart or similar.
It should be rotated by 45 degrees and should be bold and red. The graphical image should be no more than 0.75cm high

Continued over...

- 15 In column 2, insert image **Detached2.jpg** under the price for the house in **Campion Close** and resize to 4.5cm wide maintaining aspect ratio.

Ensure your graphic text remains in the correct position.

- 16 In column 3, insert image **Semi-Detached.jpg** under the price for the house in **Belgrave Road** and resize to 5cm wide maintaining aspect ratio.

- 17 Copy the logo from the top of Page 1 and insert in the bottom of Page 2 column 3.

- 18 Preview your publication and check for accuracy.

Ensure your publication presents a professional image.

Save your completed publication as **Salesv1** in the **Estate Agency** folder.

- 19 In your **Evidence** document indicate what the letters **RGB** stand for.

- 20 In your **Evidence** document. Give **one** reason why differences in colour may occur between final printed output and the screen display.

- 21 Print out a copy of the entire brochure in black and white.

Label this as **Printout1**.

- 22 Add **Printout 2** to the footer. Print the entire brochure in colour as a PDF (Portable Document Format) file.

- 23 Print the document to file with the filename **Prtsales** in the **Estate Agency** folder.

- 24 Exit the application and close down the computer.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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