Level 1 Creating simple presentations (7266/7267-006)

e-Quals
Assignment guide for Candidates
Assignment A

(This assignment can be used as evidence of achievement of 7574-125 Presentation software)

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(This assignment can be used as evidence of achievement of 7574-125 Presentation software)

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Level 1 Creating simple presentations (7266/7267-006) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Creating simple presentations (7266/7267-006). This assignment can be used as evidence of achievement of 7574-125 Presentation software.

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 and a half hours**.

Level 1 Creating simple presentations (7266/7267-006) Candidate instructions

Time allowance: one and a half hours

Assignment set up:

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

- Task A - Set up a presentation
- Task B - Create a graphical image
- Task C - Finalise the presentation

Scenario

You work as a Junior Assistant in the Education Department of a Sea Life Centre. You have been asked to produce simple presentation to be played on an interactive display next to the shark tank.

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

Task A - Set up a presentation

1 Create a folder called **sharks** in your work area.

2 Open your Presentation Graphics Application. Use a simple template with a white background.

Use a title slide and in the title box type the word **Sharks** and centre it horizontally.

In the sub-title box enter your name and the date with the same alignment as the title.

3 Save your presentation with the name **SHARKSv1** in your **sharks** folder.

4 Format the title **Sharks** to a 54 point sans serif font with a dark blue colour.

5 Format the sub-title using the same font as the title, with a 28 point font size. Use a lighter blue colour.

6 Insert the image **SHARK.JPG** between the title and the sub-title.

Resize the image so that it is 6cm high, maintain the aspect ratio.

Continued over…

7 Create a second slide for inserting text. Use the title **Types of Shark**.

Make sure that the style is the same as your title slide, the size is 48 point and colour is the same as the title on **slide 1**.

8 Open the text file **Types of Shark.txt** and copy the list of sharks and paste it into the main text section of **slide 2**.

Format the imported text so that the colour, size and style of font is the same as the sub-title on slide 1. Format the text as a bulleted list.

Save your presentation as **Sharksv2** in your **sharks** folder**.**

9 Insert a duplicate of **slide 2** as **slide 3** and change the slide title to read **Looking for Prey**.

Delete the bulleted text and remove the bullets. Insert the following text in its place:

Sharks generally rely on their superior sense of smell to find prey. At closer range they use the lateral lines running along their sides to sense movement in the water. Sharks employ special sensory pores on their heads to detect electrical fields created by prey and the electric fields of the ocean. The Thresher shark feeds on fish and squid, which it herds and then stuns with its powerful upper lobe.

Resize the text to 26 point sans serif using the same colour as the previous subtitles.

Insert the image **SQUID.JPG** into the bottom right hand corner of the slide. Resize the image to 6.5 cm high maintaining the aspect ratio.

Send the image backwards so that it does not hide any text.

Save your presentation as **Sharksv3** in your **sharks** folder.

10 Insert a new slide as **slide 4**; ensure that its layout is title only. Enter the title **Shark Attacks**.

Make sure the title is formatted to the same font, style, size and colour as previous slides.

11 Open the text file, **Shark Attack.txt**. Copy and paste the text into a text box on the right hand side of the new slide.

Make the font size 16 point, with the same colour and style as the previous slide.

Size the text box so that it fits neatly on the right hand side of the slide.

Make sure that words within the text box are not split across lines.

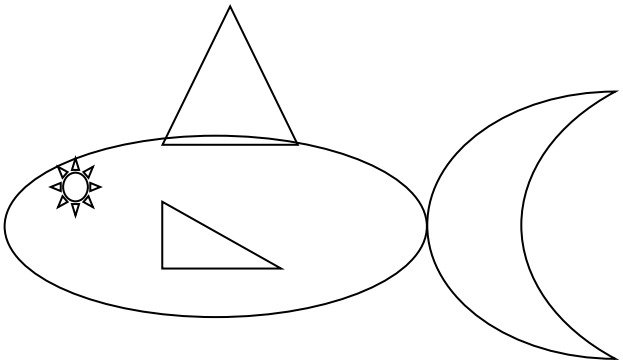
12 Spell check and correct any errors in the document.

Note: All shark names are spelled correctly.

Continued over...

Task B - Create a graphical image

1 Create an image similar to that below, using a selection of auto shapes, within the application you are using. Position this to the left of the text on **slide 4**.



A minimum of five auto shapes should be used and combined to produce the image.

Group the auto shapes to create a single image.

Save your presentation as **Sharksv4** in your **sharks** folder.

2 Insert a blank slide as **slide 5** and copy the drawing you have made and paste this into the new slide. Resize to full page and add a note, inside a small text box underneath the picture saying:

Print this picture to take home and colour in.

Size the font at 12 point, sans serif and black.

3 Flip the image on **slide 5** so that it is facing the other way.

4 Return to **slide 4**. Ungroup your drawing of the shark. Fill all of the auto shapes (except the eye) with grey. Make sure that the eye remains white and re-group your image.

Save your presentation as **Sharksv5** in your sharks folder**.**

5 Insert a new slide as **slide 6** using a layout that allows you to insert two images and text as well as a title.

Insert the title **Conservation**; ensure as previously that the title, font style, size and colour are the same as previous slides.

6 Type the following text into the appropriate section of the slide, using a font and colour consistent with **slide 4**.

The number of sharks being caught has increased rapidly over the last 50 years. Major declines in shark stocks have been recorded in recent years - some species have been depleted by over 90% over the past 20-30 years with a population decline of 70% not being unusual.

Continued over...

7 Insert the two shark images **shark2.jpg** and **shark3.jpg** into **slide 6** side by side.

Place them below the title but above the other text.

Resize the images so that they are both 12cm wide.

Save your presentation as **Sharksv6** in your **sharks** folder.

Task C - Finalise the presentation

1 Print **all** 6 slides fitted to one A4 page as a handout.

Label this as **printout 1** and add your name.

2 Print **slide 5** only in black and white (or greyscale).

Label this as **printout 2**.

3 Move **slide 6** into the **slide 5** position; and reprint your presentation as before (6 slides per A4 page).

Label this as **printout 3**.

Save your presentation as **Sharksv7**.

4 Save your finished presentation as a slide show with the name **SHARKS** and a suitable extension in your **sharks** folder.

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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