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

e-Quals
Assignment guide for Candidates

Assignment B

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

www.cityandguilds.com/e-quals07
May 2015
Version 4.0

About City & Guilds

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

City & Guilds Group

The City & Guilds Group includes City & Guilds, ILM (the Institute of Leadership & Management) which provides management qualifications, learning materials and membership services, NPTC which offers land-based qualifications and membership services, and HAB (the Hospitality Awarding Body). City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

Equal opportunities

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement is available on the City & Guilds website.

Copyright

The content of this document is, unless otherwise indicated, © City & Guilds Limited and may not be copied, reproduced or distributed without prior written consent.

However, approved City & Guilds centres and learners studying for City & Guilds qualifications may photocopy this document free of charge and/or include a locked PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching learners working towards a City & Guilds qualification, or for internal administration purposes
- learners may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* on the City & Guilds website also apply.

Please note: National Occupational Standards are not © City & Guilds Limited. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Publications

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com
learnersupport@cityandguilds.com

Contents

Unit 006 - Creating simple presentations Level 1
(This assignment can be used as evidence of achievement of 7574-125 Presentation software)

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

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

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
Candidate instructions

Time allowance: One and a half hours

The assignment:

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 Sunflowers Day Nursery. You have been asked to produce simple presentation to be played on an interactive display in the reception area.

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 **Day Nursery** in your work area.

2 Open your presentation graphics application.

Use a simple template with a pale yellow background.

Use a title slide and in the title box type the words **Sunflowers Day Nursery** 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 **Sunflowers Open Day v1** in your **Day Nursery** folder.

4 Change the Title "**Sunflowers Day Nursery**" in your presentation graphics application to size **54** point serif font and orange in colour.

5 Change the sub-title "Your Name and Date" to **28** point, with the same style font as the title and the font colour black.

Continued over…

6 Insert the image **sunflower1.jpg** into the centre of the title slide above the title.

Resize the image so that it is 5cm high, ensuring that the aspect ratio is maintained.

Resave your presentation using the same file name as before (**Sunflowers Open Day v1)**.

7 Create a second slide for inserting text, use the title **Open Day.** Make sure that the font style is the same as the title on **slide 1**.

Size the font to 54 point and use the same colour as the title on **slide 1**.

8 Open the text file **open day**.**txt** and copy the list of **topics.**

Paste them into the main text section of **slide 2**.

Format the text as a bulleted list.

The colour, size, style of font used must be the same as the **sub-title** on **slide 1**.

Save your presentation as **Sunflowers Open Day v2.**

9 Insert a duplicate of **slide 2** as **slide 3** and change the slide title to read **About the Nursery.**

Delete the bulleted text.

Insert the following text as a non bulleted list.

Top-rated by OFSTED for Education and Care.

Extended opening hours 8am - 6pm Monday to Friday.

For children from 3 month to school age.

Safe and secure environment.

Experienced, professional and highly qualified staff.

Full equipped, modern facilities with outside play areas.

Progression towards Early Years Foundation Curriculum combining play with learning and development.

Competitive rates.

Continued over…

10 Resize the text to **24** point **serif** with the same colour as the **sub-title** on **slide 1**.

Insert the image **baby.jpg** and resize it to **5cm** high maintaining the aspect ratio.

Position the image in the **bottom right hand corner** area of the slide.

Make sure the image does not hide any text.

11 Save your presentation as **Sunflowers Open Day v3**.

12 Insert a new title only slide as **slide 4** enter the title **Tour of the Nursery**.

Make sure that the text format is the same as the title in **slide 1**.

13 Open the text file, **tour.txt**.

Copy and paste the text into a text box.

Size the text box as 24cm wide.

Reposition the text box to maintain a professional image.

Fully justify the inserted text.

Format the font size **24** point, using the same colour and font style as on **slide 3**.

14 Spell check and correct any errors in the document.

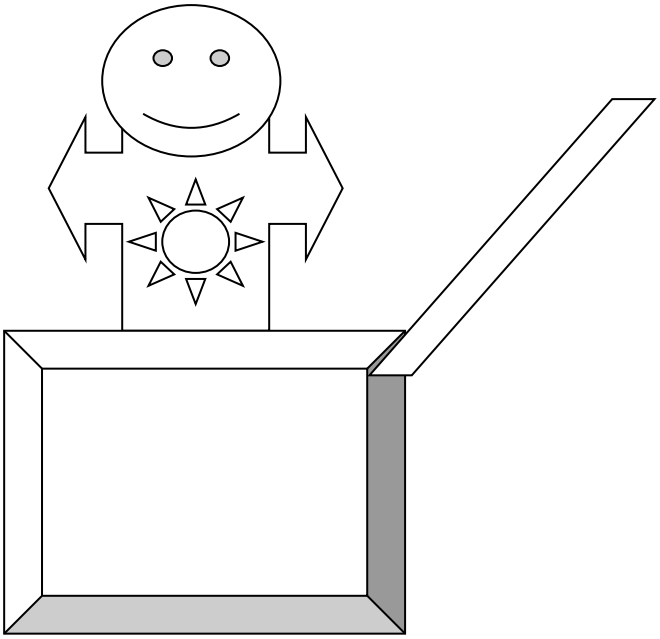
Save your presentation as **Sunflowers Open Day v4**.

Continued over…

Task B – Document layout

1 Insert a blank new slide as **slide 5**.

Using a selection of auto shapes (a minimum of five auto shapes should be used) create an image of a jack in the box similar to that below.



Group the auto shapes to create a single image.

2 Save your presentation as **Sunflowers Open Day v5a**.

3 Resize your grouped image to 15cm high.

Using a text box add the following text onto a suitable place on the image:

Toddler Treasure Hunt
Find the Jack-in-the-box

4 Format the text as 24 point, serif, and black.

Add this text box to your grouped image.

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

Continued over…

6 Ungroup your image of the Jack in the Box.

Fill all the auto shapes (except the body and head) with grey.

Make sure that the body and head remain white.

Re-group your image and text box.

7 Save your presentation as **Sunflowers Open Day v5**.

8 Insert a new slide using a layout which allows you to insert two images and text as well as a title.

Insert the title **Fees**. Make sure that the title font style, size and colour are the same as previous slides.

9 Type the following text into the appropriate section of the slide, using a font and colour consistent with previous slides.

Under 2s: £30 per day, session £18, Full week £135.
Over 2s: £28 per day, session £17, Full week £125.
Free places for 3 year olds *(through government funding)*.

Help with Childcare fees may be available through Working Families Tax Credit, if you work more than 16 hours per week. Depending on individual circumstances, they can pay up to 70% of your childcare fees.

10 Insert the two images **sunflower2.jpg** and **tax credits.jpg** side by side below the title but above the other text.

Resize the images to that they are both 5.51cm wide by 6.88cm high.

Save your presentation as **Sunflowers Open Day v6.**

Task C – Finalise the presentation

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

Label this printout 1.

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

3 Move **slide 5** into **slide 6** position.

4 Save your presentation as a slide show (.pps for example) with the name **Sunflowers** in your **Day Nursery** folder.

Continued over…

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

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

City & Guilds is a company registered in England and Wales (company number 16513878)