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

e-Quals
Assignment guide for Candidates
Assignment C

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Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Creating Simple Databases (7266/7267-006).

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** task

- Task A - Set up a presentation
- Task B - Create and edit graphical images
- Task C - Finalise a presentation

Scenario

You work as a marketing assistant for Ace Price Products who are considering opening an online store. You have been asked to put together a presentation giving information about online shopping to be shown at a meeting for potential investors.

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

Task A – Set up a presentation

1 Create a folder on your work area/removable media and name it **Ace Price**.

2 Open a presentation graphics application and create a title slide.

3 Enter the title **Online Shopping** in a sans serif font size 50 point. Use a dark colour (other than black) and a shadow effect.

4 Under the title enter **Your Name** in a 30 point, italic blue serif font.

5 Save the presentation with the filename **Ace Online** in your **Ace Price** folder.

6 Insert a new slide with the following layout:

- a title
- text on the right hand side
- picture on the left hand side

Continued over…

7 Insert the title **E-commerce** in a 44 point sans serif font using a dark colour (other than black) and a shadow effect.

8 Insert the following text on the right hand side using a sans serif font:

Electronic commerce, also known as e-commerce, is the buying and selling of products or services over electronic systems such as the Internet.

9 Change the font size to 30, resizing the text box as necessary to fit.

Remove any bullet points and indentation.

10 Insert the supplied image ecommerce and resize to 10cm high maintaining aspect ratio. Adjust the image so it is in line with the text.

11 Insert a new slide with a layout suitable for Title and Text.

12 Add the title **How It Began** in a 44 point sans serif font using a dark colour (other than black) and a shadow effect.

13 In the placeholder beneath the title insert (eg copy and paste) the text from the supplied file **Beginnings.txt**

14 Make sure bullet points have been used for this text.

Resave the presentation with the filename **Ace Online V1**.

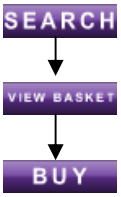
Task B – Create and edit graphical images

1 Insert a title only slide and add the title **Click and Shop** in a 44 point sans serif font using a dark colour (other than black) and a shadow effect.

2 Insert each of the **three** images provided:

- Search
- Basket
- Buy

3 Position the images as shown below:



Continued over…

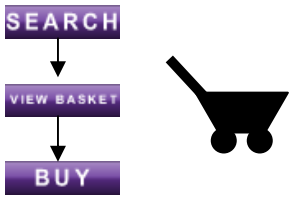
4 Use drawing tools to draw arrows leading down between them. Group all the objects. Change the size of the grouped objects to 8 cm high, maintaining aspect ratio. Position the group on the left hand side of the slide.

5 Using drawing tools/auto shapes create an internet 'shopping basket' (similar to that shown below).

Fill all the shapes with black then group the objects.

6 Size the basket to 3 cm high, maintaining the aspect ratio. Position the shopping basket image you have created to the right of the 'view basket' image.

Similar to that shown below:



7 On the right hand side of the same slide create a text box and insert the following text, as a bulleted list in a sans serif font , size 24:

- Buying goods online is as easy as 1,2,3!
- Search for the product
- Add it to your shopping basket
- Click to buy!

Ensure all text is visible (word wrap allowed).

8 Save your presentation as **Ace Online V2**.

9 Insert a new slide layout suitable for Text on the left and a Graphic on the right.

Add the title **Retail Therapy** in a 44 point sans serif font using a dark colour (other than black) and a shadow effect.

10 In the text box on the left hand side add the text from the file **Therapy.txt** as a bulleted list using a 22 point sans serif font.

11 Copy the image of the **shopping basket** you created on the previous slide, and paste it on the right hand side of the new slide.

Continued over…

12 Flip the image horizontally and ungroup it.

13 Change the colour of the 'basket' and handle to purple (leave the wheels black).

Add **three** different coloured **parcel shapes** to the top of the basket using drawing tools, similar to that shown below:

14 Group all the objects. Change the size of the grouped object to 6 cm high, maintaining the aspect ratio.

15 Save your presentation as **Ace Online V3**.

16 Insert another slide, with a layout suitable for Title and Text.

17 Insert the title **Services available online include:** in a 40 point sans serif font using a dark colour (other than black) and a shadow effect.

18 Below the heading insert (eg copy and paste) the text from the file **services.txt**.

Ensure the text is shown as a bulleted list. Format the text using a blue 32 point serif font.

19 Save the presentation to the **Ace Price** folder you created with the name **Ace Presentation**.

Task C – Finalise a presentation

1 Print a copy of **all** six slides as handouts to fit on **one** page of A4 paper. Label the printout as **Printout 1**.

2 Move **slide 6** to become **slide 2**.

3 Save the presentation with the filename **Ace Presentation Final**.

4 Print a copy of **slide 4** only on A4 paper. Then close the application. Write your name, the date and **Printout 2** on the print out.

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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