# Level 1 Working with desktop publishing applications (7266/7267-008)

## e-Quals

## Assignment guide for Candidates

Assignment A

www.cityandguilds.com/e-quals07
October 2008
Version 5.0

**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 008 Working with desktop publishing applications level 1**

Assignment A


| | |
|---|---|
| Introduction – Information for Candidates | 2 |
| Candidate instructions | 3 |

# Level 1 Working with desktop publishing applications (7266/7267-008) Assignment A

Introduction – Information for Candidates

## About this document

This assignment comprises all of the assessment for Level 1 Working with desktop publishing applications (7266/7267-008).

---

## 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 Working with desktop publishing applications (7266/7267-008)
# Candidate instructions

## Time allowance: One and a half hours

## Assignment set up:

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

- Task A - Setting up a publication
- Task B - Editing and printing a publication

## Scenario

You work as a marketing assistant in a small activity company which provides activities such as paintball. You have been asked by your supervisor to produce a short news letter to send out to new members.

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

## Task A - Setting up a publication

1 Make a folder called **DTP008** in your user area or removable media.

Within this folder create 3 sub-folders and name these:

- **Newsletter**
- **Images**
- **Text**

2 Open your desk top publishing application software and create a new publication.

Set up the page to A4 landscape orientation, and set the margins as:

Top & Bottom – 1cm
Left & Right – 1.5cm

Save the publication with the name **Blank Layout** to the **Newsletter** sub-folder.

Close the publication.

Continued over...

3 Move the picture files that you have been given into the **Images** sub-folder.

Move the text files that you have been given into the **Text** sub-folder.

4 Open the **Blank Layout** file you created earlier and split the page into two equal columns.

5 Create a text box, 2cm high, across the full width of the left hand column.

Using Arial size 36 point; insert the title **Paintball Newsletter**.

Change the colour of the text to red and make it bold.

Centre the text within the text box.

Change the fill colour of the text box to dark yellow.

Create a black border around the text box with a line weight of 4 point.

6 Insert a text box 1 cm below the heading, the full width of the left hand column.

This text box should be around 9.5 cm high.

Open the text file **Paintball** and copy and paste the text into the text box you have just created.

Format the text as Arial at 14 point, fully justified.

Adjust your text box if required to ensure that all text is visible.

7 Copy the image named **Paint1** and paste it into the bottom of the left hand column.

Resize the image to 7cm wide, maintaining the aspect ratio.

Centre the image horizontally within the column.

8 Save your publication as **NewsLetterv1** to your **Newsletter** folder.

9 Resize the width of text box containing the text **Paintball Newsletter** so that it is the full width of both columns.

10 In the right hand column insert a text box 1cm below the heading which is around 9.5 cm in height.

11 Open the text file **History** and copy and paste the text into the text box you have just created. Format the text as Arial at 14 point, fully justified.

12 Format the subheading **History** as bold and leave one clear line space below it.

Continued over...

13 Leave 2 clear line spaces after the sentence ending *'... as a sport was born'*

Copy and paste the image **Paint2** into the right hand column. Place it in the top left hand corner with a tight word-wrap.

14 Size the image to 5 cm high and 7.5 cm wide. Adjust your text box if required to ensure that all text is visible.

15 Immediately below the text draw a line and attach a flag using an auto shape, similar to that shown below.

The 'flag pole' should be 2 point wide. The 'flag' should be filled with yellow.

16 The line and auto shape should then be grouped to create one object.

17 Copy and paste the flag and flip it horizontally and change the fill colour to red.

16 Position the yellow flag to the bottom left hand corner and the red flag to the bottom right hand corner of the text in the right hand column.

17 Save the publication as **NewsLetterv2** in your **Newsletter** folder.

18 Create a second page.

## Task B - Editing and printing a publication

1 In the left hand column of page 2 create a text box the width of the column.

Type the following into the text box formatting it as Arial 14 point.

*'Types of Games*
*Capture the Flag - A team must take the flag from the designated flag station. The flag must then be 'hung' at your own flag station or the enemy flag station, respectively.*
*Elimination - A team or individual player must eliminate all of the opposing team.*
*King of the Hill - two or more teams attempt to capture and hold one or more bases. The game is won by the team that holds the base(s) for the longest amount of time.'*

2 Move the text box down 3 cm and make a new text box immediately above it.

3 Move the text Types of Games into the new text box and format the text to Arial 36 point bold, red, and centred.

4 Format the box with a yellow fill and a 2 point black border. Resize the text box to 2cm high.

Continued over...

5 Format all of the text starting '*Capture the Flag*' as a bulleted list.

6 Copy the text box from the top of the left hand column and paste it into the right hand column.

Change the text to read **Rules of Play**.

7 Create a text box that fills the rest of the right hand column.

8 Open the text file **Common Rules of Play** and copy the text from the file and paste into the new text box.

9 Format the text to Arial, 12 point italic and fully justify.

10 Split the remaining space (Page 2, left hand column) into four roughly equal boxes.

11 Insert the image **Mask** into the top left hand box and resize to fit.

12 Insert the image **Paint3** into the bottom right hand box and resize to fit.

13 Create black 2 point border around each image.

14 Fill the remaining two boxes (bottom left and top right) with yellow.

15 Create a black 2-point border around the two boxes.

16 Copy the red flag from page one and paste into each yellow box.

17 Select all of the elements and group them to form one object.

18 Return to page 1 and insert a text box between the flags.

19 In the text box insert your name, today's date and **printout 1** using 10 point Arial. Centre the text.

Save the document as **Newsletterv3**.

20 Print the document on one sheet of paper (double sided) using either duplex or re-insertion.

21 Print the document in a portable document format (eg PDF) with the name **Newsletter** in the **Newsletter** sub- folder.

22 Close the document. Exit the desktop publishing application.

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)**