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

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Assignment guide for Candidates
Assignment B

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

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

The assignment:

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

- Task A - Document layout
- Task B - Using text boxes and inserting information
- Task C - Inserting images and graphical text

Scenario

You work as an assistant for the tourist information office in The Algarve, you have been asked to create a leaflet/flyer which can be given to tourists, informing them of some of the beaches in the area.

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

Task A – Document Layout

1 In your work area create a folder called **Algarve**.

2 Create a new blank document in a desktop publishing application set to the following requirements:

- Size A4
- Orientation Landscape
- Margins top = 2 cm
  Bottom = 2 cm
  Right = 2 cm
  Left = 2 cm

3 Insert three equal columns with a spacing of 1cm between each of them.

Continued over…

4 Insert a footer to the left hand side of the page with:

- Your name
- Today's date

Using default fonts.

5 Save the file with the name **Layout** in the folder called **Algarve**.

Task B – Using text boxes and inserting information

1 Insert a text box into the first column set to height 17 cm and width 7.9cm. Repeat this for column two and column three.

2 Fill the text box in column two with a light yellow colour.

3 Open the text file **Beach Information.txt**.

- copy and paste the first three paragraphs into column one
- copy and paste paragraphs 4 and 5 into column two
- copy and paste the last paragraph, into column three
- close the text file.

4 Select the headings:

- Olhos D' Agua
- Praia da Oura
- Sao Rafael

Apply size 18pt Arial, bold, italic and centre align them.

5 Select all other text and apply Arial size 14pt.

6 Save the file with the name **Information Leaflet** in your **Algarve** folder.

7 Use print preview to check all information can be seen when printed.

8 Print the document and label it as **Printout 1**.

Continued over…

Task C – Inserting images and graphical text

1 Within your **Information leaflet** insert the image **Praia** into column two (within the paragraph **Praia da Oura**) so it touches the margin on the left and is directly below the heading **Praia da Oura**.

Resize it to 2cm in height and 4cm in width.

Ensure that text wrapping is set to tight.

2 Insert the image **Rafael** and crop 4 cm from the left hand side of the picture, then scale the height to 33% maintaining aspect ratio.

Move the image to below the final paragraph.

3 Enter the following text below the picture **Rafael**:

> More information can be found on our web site
> www.algarve.com

Change to Arial 10pt and centre the text within the column.

4 Insert a horizontal scroll shaped banner using an auto shape.

Resize it to 3cm high and 14cm wide. Use an orange fill colour.

Insert the following text, centred within the auto shape,

> Welcome to The Algarve

Centre the banner on the page below the text .

5 Save the file with the name **Information Leaflet Finished** in the folder called Algarve.

6 Print the document and label it as **Printout 2**.

7 Close document and shut down your 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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