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

e-Quals
Assignment guide for Candidates
Assignment C
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Contents

Unit 008 – Working with desktop publishing applications Level 1

Assignment C

Introduction – Information for Candidates 2
Candidate instructions 3
Level 1 Working with desktop publishing applications (7266/7267-008) Assignment C

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**.
Time allowance: One and a half hours

The assignment:

This assignment is made up of two tasks

- Task A - Creating a template
- Task B - Preparing a Desktop Publishing document
  - Task C - Further document layout
- Task D - File update

Scenario

You work as an assistant at the headquarters of a fashion boutique, you have been asked to create a leaflet/flyer which can be given to potential customers, informing them of some of the products you sell and the store locations.

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

Task A – Creating a template

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

   Create three sub folders within your folder named:

   - Posters
   - Pictures
   - Text

2. Move the graphics files that you have been given by your tutor, into the Pictures sub folder and move the text files into the Text sub folder.

3. Open a desktop publishing software application and create a new publication.

4. Set the page to A4 paper size and orientation to portrait.

5. Change the margins to:

   - Top and bottom to 2cm
   - Left and right to 2.5cm.
Save the publication with the filename **Blank Template** to the **Posters** sub folder.

Close the publication.

**Task B – Preparing a desktop publishing document**

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

2. Create a text box at the top of the page that meets both the left and right hand margins.
   
   Resize the text box to **2.5cm** high.

3. Using a **hand writing style font** and size **36 point**, insert the title **Retro Fashion Boutique**.

4. Change the colour of the text to **orange** and make it **bold**.
   
   **Centre** the text within the text box and change the **fill colour** of the box to **dark brown**.

5. Create a border around the text box , using the same colour **orange** that you used for the title and make the **line weight 4 point**.

6. Insert a text box approximately **1cm** below the heading, the **full width** of the **right hand** column.
   
   The text box should be **4cm** high.

7. **Insert** and **right align** the following address:

   **Kings Street**
   **Portobello Road**
   **LONDON**
   **PB3 7LY**
   **Tel: (030) 674 2334**

8. Use the same **hand writing style font** for the address as you used for the title.

9. Make the text **bold**, **16pt** and change the font colour to **dark brown**.

10. Insert the image **Fashion 1.gif** from your **Pictures** sub folder into the publication in the **left hand** column, approximately **1cm** below the title.

11. Resize the image to **4cm** high, maintaining the aspect ratio and position it in the **centre** of the **left hand** column.

12. Save the publication to the **Posters** sub folder you created earlier as **Poster 1**.

Continued over...
Task C – Inserting graphics

1. Draw a text box 2cm below the graphic in the left hand column. This should fill the remainder of the column.

2. Insert the text from the file Fashion Text 1.rtf from the Text sub folder, into the left hand text box.
   
   Change the text style to Arial and the size to 11pt.

3. Fully justified the text in this column and ensure that all text is fully displayed.

4. In the right hand column, approximately 1cm below the address, insert the graphic London.gif and resize it to 7cm high, maintaining the aspect ratio.

5. Draw a basic arrow pointing upwards to the red square on the picture of the map.
   
   Adjust the line width of the arrow to 4pt.

6. Using Graphical Text (WordArt or similar) of your choice insert the words:

   We are here

   below the arrow. Resize the graphical text to fit between the margins in the right hand column.

7. At the bottom of the page, below the graphical text insert a block arrow that points to the right.
   
   Use a pale yellow fill colour and add the following text to the arrow:

   Come visit us in store or log on to our website: www.retrofashionboutique.uk

   Centre the text and format the style to Arial, size 11pt.

8. Save the publication with the filename Poster 2.
Task D – Preparing page 2 of a desktop publishing document

1. Insert a new page to become page 2.

2. Copy the heading from page 1 and paste it at the bottom of page 2.

3. Insert the image Fashion 2.jpg at the top of page 2.
   
   Resize the image to 16cm wide by 4cm high so that it stretches the width of the page.

4. In the left hand column insert a text box 1cm below the graphic across the width of the column. The text box should be 11.5cm high.

5. Insert the file Fashion Text 2.rtf into the text box.

6. Spell check the document and correct any errors that you find.

7. Format the text to Arial, size 14pt, Italic and fully justified.

8. Approximately 2cm below this text box insert a suitable ClipArt of a boot or shoe and resize it to 3cm high.

9. Position the ClipArt on the left hand side of the column, create a copy and flip the graphic to make a mirror image of it.

   Position the copy in the right side of the left hand column.

10. Insert the graphic Fashion 3.jpg in the right hand column 1cm below the top graphic and resize it to 5cm high and position it centrally.

    Apply a brown border to the graphic with a line weight of 4pt.

Continued over...
11 Draw a text box 1cm below the graphic in the right hand column and resize to 10cm high. Insert the following text:

If you would like any further details and to join our mailing list please complete the section below and send to the address on the front of this leaflet.

Name:
Address:
Tel No:
Mobile No:
Email:

Thank you.

12 Format this text to Arial, 14pt and make the details section bold (as shown above).

13 Add a footer to your publication to include your name, today’s date and the page number.

Save the publication as Poster 3 in your Posters sub folder.

14 Print the document.

15 Print the document in a portable document format (eg PDF) with the name Poster your Posters sub folder.

16 Close the publication and exit the desktop publishing application.

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