Level 2 Designing and creating documents using desktop publishing software (7266/7267-028)

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Assignment guide for Candidates
Assignment B

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Level 2 Designing and creating documents using desktop publishing software (7266/7267-028)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating documents using desktop publishing software (7266/7267-028).

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 **two hours**.

Level 2 Designing and creating documents using desktop publishing software (7266/7267-028)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Creating documents and templates
- Task B - Using templates
- Task C - Producing documents

Scenario

You work as a clerk for the tourist information board in Portugal . You have been asked to create a booklet giving information on the beaches in the Algarve.

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

Task A – Creating documents and templates

1 Create a folder on your work area or removable media candidates disk called **ALGARVE BOOKLET.**

2 Open a desktop publishing application.

Your publication will end up as 4 A5 pages using a booklet style.Set up your publication to enable this.

3 Set the margins as follows:

- Left and right 2.54cm
- Top and bottom 1.5cm

4 Use your publication to create a master document/template.

Using a footer insert the page number at the bottom in the centre, do not include the number on the first page.

Continued over…

5 Insert a header with your name and today's date centred using a sans serif font 9pt.

6 Save your publication as a template using the name **BOOKLET TEMPLATE** in the folder **ALGARVE BOOKLET**.

7 Close DTP application.

8 Open the file **Beach Information.txt**, provided for editing, in a word processing application.

Add the title **Beaches on the Algarve**

Use a bold 14pt sans serif font, underlined and centred at the top of the page.

9 Below the title **Beaches on the Algarve** add the following paragraph:

> The Algarve could be considered one of the world's most attractive holiday destinations for sun lovers. Flying here in about 2 hours 30 minutes from most British airports you could be relaxing on one of its beautiful beaches in no time at all.

Use a size 11pt font consistent with the heading, fully justified.

10 Apply formatting to each of the following sub-headings using a left aligned 14pt sans serif font consistent with the heading:

- Olhos D'Agua,
- Balaia,
- Praia da Oura,
- Fishermen's,
- Sao Rafael

11 Format each paragraph below the sub-headings to an 11pt font sans serif font (consistent with the heading) and fully justified them.

12 Save your document with the file name **Beaches Info** in the folder called ALGARVE BOOKLET. Exit the word processing application.

13 Open the provided image, **beach.jpg**, in a graphics editor application.

Flip/mirror the image horizontally .

Save the image with file name **fishermen** in bitmap format to the folder ALGARVE BOOKLET. Exit the graphics application.

Continued over…

Task B – Using templates

1 Open the template you created to start a new publication.

Apply a light blue background colour to your first page.

Insert the **fishermen.bmp** image onto the first page.

Move the image to the centre of your page horizontally and vertically (approximately).

Add an orange border to the image using 6pt triple line.

Add the caption:

Fishermen's Beach Algarve

Using a sans serif font set to 8pt bold.

Position this on top of the image in the bottom right hand side.

2 Insert a curve down arrow (approx size 1.5cm high and 4.5cm wide) to the bottom-right of the first page.

Set the fill colour to yellow with an orange border.

Add the caption -

Find out more inside

below the arrow using an 18pt sans serif font with the same orange colour the arrow border.

3 Create the logo shown below using auto shapes and graphical text.

The sun should be approx 4.5cm square and the text a mid blue sans serif 36pt font.

Apply a yellow fill to sun with orange borders and group both objects.

Position the logo above the image on page one at the top centre.

4 Save your publication with the file name **draft** in the folder **ALGARVE BOOKLET**.

Continued over…

Task C – Producing documents

1 On page page two insert the file **Beaches Info**.

Adjust the text box (if necessary) making sure the page number can still be seen and it fits on one page.

2 Add a 13pt bullet to all of the sub-headings with a 0.5cm indent

3 On page three insert a text box 2cm high across the top of the page within the margins.

Use a fill colour to match the background on page one for this textbox.

Add the text **Beach Flags** using a white 36pt sans serif font centre aligned.

4 Below the title **Beach Flags** insert a text box 7.5cm high across the page within the margins.

Apply a border using the same blue as used for the front page, with a 3pt weight.

Insert the text shown below as three left aligned paragraphs using a 16pt sans serif font.

Green Flag
Swimming permitted

Yellow Flag
Swimming forbidden

Red Flag
It is forbidden to swim or enter the water

Insert an appropriate coloured flag for each paragraph (approx size 1.6cm square) to the right hand side of the text box. These must be level with the relevant paragraph.

5 Directly below the second text box insert the image **beach.jpg**.

Resize the image to fill the remaining white space between the margins.

6 To the right of the margin insert a text box that is 1.19cm wide and down to the bottom margin.

7 Use the same blue fill colour as before.

Add the text **Rules of the beach** using a white 22pt sans serif font centre aligned rotated by 90^0

Continued over…

8 Save your publication with the filename **draft2** in the folder **ALGARVE BOOKLET**.

9 On page 4 insert the graphical text **Published by** using a 40pt sans serif font with an arch style. Position this at the top of the page.

In the middle of the page insert another graphical text image with a different style and add the text **Algarve Beaches**. Edit the size of the font so that it fits across the page within the margins.

10 At the bottom of the page insert a copy of the logo from page 1.

11 Save your publication with the name **Booklet finished**, in the folder **ALGARVE BOOKLET**.

Print the booklet using your default printer and label this **printout 1**.

12 Close the 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

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