Level 2 Designing and creating documents using desktop publishing software
(7266/7267-028)
e-Quals
Assignment guide for Candidates
Assignment C
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, © The City and Guilds of London Institute 2008 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 © The City and Guilds of London Institute. 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
Level 2 Designing and creating documents using desktop publishing software (7266/7267-028)

Assignment C

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.
Time allowance: Two hours

The assignment:

This assignment is made up of two tasks

- Task A – Producing a publication template
- Task B – Producing a desktop publishing document

Scenario

You have some IT skills and have applied for a job as a trainee for a local computer company specialising in desktop publishing.

In order to assess your training needs, the manager has asked you to produce a desktop publication.

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

Task A – Producing a publication template

1. Create a new folder in your work area or removable media named nvq advert.

   Open your desktop publishing application to create a new template.

2. The template specification is as follows:

   - Document to be in A4 landscape booklet style (i.e. A4 landscape folded in half and printed on both sides or A5 portrait booklet).
   - All margins set to 2 cm.
   - Page numbering centred on bottom of pages 2, 3 & 4 only.
   - Background colour of pages 1 & 4 set to a light orange.

Continued over...
3 On page 1 create a two line heading logo using an graphic art package (e.g. WordArt) at the top of the page to fit fully between the margins. Similar to the one shown below:

![Pyramid Training Logo](image)

Set the text colour to blue.

4 At the bottom of Page 4 create a table consisting of two columns and two rows to fit fully between the margins similar to the example below:

<table>
<thead>
<tr>
<th>Your name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's date:</td>
<td></td>
</tr>
</tbody>
</table>

In the left hand cells enter the text **Your name:** and in the cell below the text **Today's date:** using a 12 point, bold sans serif font.

In the empty cells complete the table with your name and today's date using a 14 point italic handwriting style font.

**Note:** If your application does not have a table facility then create a text box with the same information displayed.

5 Save the template as **nvq template** in the **nvq advert** folder you created.

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

1 Save the template as a publication document with the name **nvqitq** into the folder **nvq advert**.

This will now be your working publication.

2 On Page 1, import the graphic file **nvqlogo.bmp** supplied.

Resize the image to be 2.5 cm high and 4 cm wide.

Position it centrally under the heading logo (horizontally and vertically).

Continued over...
Under the NVQ logo you inserted add a callout box in the shape of a cloud (or similar) with a white background.

Set the size to be 4cm high by 7cm wide and centre d across the page.

Add the text:

**What does it mean?**

centrally to the callout box using a red sans serif font set to 12 pt, bold, and italic.

On page 2 insert two text boxes 5.4 cm wide by 17 cm high to form two columns.

Link the two text boxes so that text flows from one column to the other automatically.

In column 1 insert the sub-heading:

**AN OVERVIEW OF NVQ’s**

in an 11 point sans serif font, bold, blue font and left align it.

Leaving a one line space under the subheading insert the text file \texttt{nvq\_main.txt} supplied.

Change the imported text font properties to be a 11 point sans serif font, fully justified.

In column 2 under the last line of text insert a graphical image of either a scroll or a wavy ribbon, which fills the full width of the column (approx 2cm high).

Set the fill colour to yellow with a solid red line border 1.5 point wide.

Under the scroll/ribbon insert the sub heading:

**WHAT’s IN ITQ?**

Using an 11 point sans serif, bold, blue font and left aligned.

Leaving a one line space below the sub-heading insert the text file \texttt{itq\_main.txt}.

Change the font properties of the inserted text to an 11 point sans serif, bold, blue font and left aligned.

Adjust the height of the scroll/ribbon to ensure that all text is visible.

Save your publication as \texttt{nvqitq1}.

Continued over...
9 Insert a text box on page 3 (10.8 cm wide x 17 cm in height) and at the top of the text box insert the sub-heading:

DID YOU KNOW?

Using an 11 point sans serif, bold, blue font and left aligned.

10 Leaving one line space under the sub-heading insert the text file itq_info.txt.

Change the font properties of the inserted text to an 11 point sans serif font, left justified.

11 Add bullet points to the inserted text for each of the 5 paragraphs. Use an indentation of 1 cm.

12 Modify the text as follows:

Paragraph 2 – word fully to be bold and red.
Paragraph 2 – words Artwork and imaging software 2 to be bold.
Paragraph 5 – Add a hyperlink to the specified web address.

13 Open a graphics editor package and open the file lion.jpg.

Horizontally flip the picture and save it as lion_flip.jpg in the folder nvq advert.

Below the inserted text itq_info insert the picture lion_flip.jpg.

Adjust the size of the picture to fit between the margins and approximately 8.1 cm high.

In the bottom right corner of the picture add the text Be IT Wise! Set the font to be 14 point, sans serif, bold and white. Ensure that the text box is set as transparent.

Group the text and the picture together.

Save your publication as nvqitq2.

14 On page 4 insert a blue quad arrow shape approximately 4 cm by 4 cm towards the top of the page.

Continued over...
15 Insert four text boxes, one opposite each of the arrow points with the following text:

<table>
<thead>
<tr>
<th>Position</th>
<th>Text to be inserted</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top</td>
<td>Plan for the future</td>
<td>Normal -Centre aligned</td>
</tr>
<tr>
<td>Bottom</td>
<td>Vocational skills</td>
<td>Normal -Centre aligned</td>
</tr>
<tr>
<td>Left</td>
<td>NVQ?</td>
<td>Bold -Centre aligned</td>
</tr>
<tr>
<td>Right</td>
<td>ITQ?</td>
<td>Bold -Centre aligned</td>
</tr>
</tbody>
</table>

Set all of the text to be a 24 point sans serif font.

16 Preview the publication making any corrections necessary.

Save your work as **nvqitq final** and print your publication in black and white using automatic or manual duplex.

17 Exit 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**