Level 2 Designing and creating presentations (7266/7267-026)

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Assignment guide for Candidates

Assignment A

(This assignment can be used as evidence of achievement of 7574-225 Presentation software)

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(This assignment can be used as evidence of achievement of 7574-225 Presentation software)

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Level 2 Designing and creating presentations (7266/7267-026)

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating presentations (7266/7267/7267-026). This assignment can be used as evidence of achievement of 7574-225 Presentation software.

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**.

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Candidate instructions

Time allowance: Two hours

Assignment set up:

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

- Task A - Set up a presentation
- Task B - Create a presentation
- Task C - Edit a presentation and insert graphics
- Task D - Animate a presentation
- Task E - Rearrange and give a presentation and provide printouts

Scenario

You work in a small company which provides tours for schools, one of your educational tours in to the Houses of Parliament. You have been asked to prepare a small presentation which will form part of the day's tour.

Follow the instructions carefully.

The files you require to insert will be provided by your assessor.

Task A - Set up a presentation

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

Open a new word processing document and save this with the filename **P-Evidence** in your new folder.

2 Start a Presentation Graphics application and open a new blank template.

Continued over…

3 View the Master Slide and modify the title style to use a serif font that is 36 point and bold.

Modify the master text styles for the first 5 sub text styles in descending font sizes of 30, 26, 22, 18, 16 using a serif font, which differs from that used in the title style.

Modify the colour of all text, including footers, in the master slide to use a custom colour of R255, G255, B102.

Modify the background colour of the master slide to custom colour R018, G138, B029.

4 Add the following footer on **all** slides in three separate boxes - date in the format dd-mmm-yy which automatically updates, your name and the slide number.

5 Save the presentation as a template in your work area with the name **Parliament**.

Close the template when saved.

Task B - Create a presentation

1 Open a new blank presentation with a master slide, based on the template you created.

Change the first slide to a title slide use the title **British Prime Ministers** with your name as a subtitle.

2 **Note:** You will need to take a screen capture prior to completing the task below. Then paste it into your **P-Evidence** file.

In outline view, insert slides from files using the text file **Slide headings**, import the text (creating four slides in total).

Keep the text formatting based on the Slide Master styles you created. Modify the width of the title on Slide 3, so that the text is on one line.

3 Insert the text from the text file **Prime Minister 1** into the subtitle area on **Slide 2**. Increase the width of the text box to full slide width and size the text to 18 point. Bullet point the four paragraphs. Modify the bullets to use the picture file titled **No10**.

Spell check the inserted text for errors. Correct as necessary.

Save the presentation with the file name **BPM** using a suitable file extension.

4 Insert the text from the text file **History** into the subtitle placeholder on **Slide 3**.

Format the font to 14 point. Remove the auto-bullets and/or indents applied to the text. Increase the width to full slide and make sure that all text is visible.

5 Insert the text from the text file **Notable Prime Ministers** into the subtitle placeholder on **Slide 4**. Resize the text to 18 point and fully displayed.

6 Save the presentation as **BPM1**. Save the **P-Evidence**.

Continued over…

Task C - Edit a presentation and insert graphics

1 On **Slide 4** remove the line of text regarding **Spencer Perceval** and add speaker notes, stating:

'Further information on each Prime Minister mentioned, including photographs, will follow.'

2 Add 7 slides with a layout which will allow a title, text on the left hand side and a picture on the right hand side.

3 Use the name **only** of each of the 7 Prime Ministers from **Slide 4** to create the title headings on Slides 5 to 11 using a font size of 36 point.

4 From your work area or removable media, insert the picture of each Prime Minister into the right hand box of the appropriate slide.

Resize each picture so that they are approx 11.5 cm high.

Ensure that each photo is positioned centrally (both vertically and horizontally) within the right hand box of each slide so that it presents a balanced layout.

5 **Note:** For Slides 5 to 11 ensure that all text is inserted in the left hand pane, the text is not bulleted and the size is 22 point.

Ensure all text on **Slide 5** is centred and insert a return before the first year and after the second year.

6 Add the following text to the left hand side of the following slides. Ensure that all text is centred and insert a return before the first years and after the second years:

Slide 5 - 'Held office 1721 – 1742. Regarded as the first Prime Minister'.

Slide 6 - 'Held office twice between 1834 – 1846 Credited with creating the Modern Police Force'.

Slide 7 - 'Held office four times between 1868 – 1894 Introduced Home Rule'.

Slide 8 - 'Held office between 1916 - 1922 Formation of Irish Free State'.

Slide 9 - 'Held office between 1937 - 1940 Attempted to prevent World War II by appeasement of Germany'.

Slide 10 - 'Held office between 1940 - 1945 Led coalition government during WW II'.

Slide 11 - 'Held office between 1979 – 1990 First lady Prime Minister'.

7 Save the presentation as **BPM2**.

Continued over…

Task D - Animate a presentation

1 Apply a **Fade** or **Appear** transition between all slides using either a medium speed or a time set that is greater than 0.5 seconds and less than 2 seconds. The slideshow should be set to advance to the next slide automatically after 10 seconds.

2 Apply animation to each slide so that the text on each slide **fades in** one paragraph at a time.

On Slides 5 to 11 ensure that the image on the right hand side **fades in** after the text on the left hand side.

3 Insert the sound file **Piano Music** provided on the first slide and format the icon so it does not show (eg 0 x 0 pixels or hide).

Set the sound file to play for the full length of the presentation.

4 Save the presentation as a slideshow with the name **BPM-SS** and close the file.

Task E - Rearrange and give a presentation and provide printouts

1 Open the slideshow **BPM-SS** for editing. Move **Slide 2** to become **Slide 3**.

2 Adjust the setting to size the presentation for overhead projection.

3 Modify the Master Title slide so that the presentation background and font text colours are reversed.

On the first slide, insert the image file named **Portcullis** at each side of the title. Set the image white background to be transparent for both images.

4 Print the whole presentation as handouts with 6 slides per page, in black and white. Title this printout as **Printout1**.

5 Save the presentation as **BPM-SS1**. Close the presentation and 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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