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

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Assignment guide for Candidates

Assignment B

(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) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating presentations (7266/7267-026). 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**.

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

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Candidate instructions

Time allowance: Two hours

The assignment:

This assignment is made up of **Five** 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

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

You work in a school and one of the classes is doing a project on American Presidents. You have been asked to prepare a small presentation which will form part a sharing assembly which the class will show to the rest of the school.

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

Continued over…

Task A – Set up a presentation

1 In your work area create a folder called **American Presidents**.

Copy all files supplied by your assessor to this folder.

When asked to save, save all files to this folder.

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

3 Modify the Slide Master, set the Title to use a **sans serif** font that is **bold** set at **48** point. Set the master text styles for the first 5 sub text styles in descending font sizes of **28, 26, 24, 22 and 20** using a sans serif font, which differs from that used in the Title.

Modify the colour of **all** text in the master slide to use a dark colour other than black.

Modify the background colour of the master slide to use a light colour other than white.

Set Date, Time and Number areas using the same colour as the text in the master slide.

4 Add a footer to the Master Slide to include:

- Date (in the format dd/mm/yyyy) set to automatically update.
- *Your Name.*
- Slide Number.

5 Close Master slide view then Save the presentation as a template with a blank layout in your work area with the name **Whitehouse**. Close the template when saved.

Task B – Create a presentation

1 Open a new blank presentation based on the template you created.

Change the layout of the first slide to a title slide; use the title **Presidents of the USA** with **A Brief History** as a subtitle.

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

Continued over…

3 Insert the text from the text file **Presidents 1.txt** into the text area on **Slide 2**.

Increase the width of the text box to full slide width and set the text size to **19** point.

Apply bullet points all paragraphs.

Modify the bullets to use the picture **eagle.jpg**.

Spell check and proof read the added text to check for errors. Correct as necessary

Save the presentation with the file name **US Presidents**.

4 Insert the text from the text file **American Constitution.txt** into the text area on **Slide 3**.

Format the font size 19 point size.

Remove the auto-bullets and or indents applied to the text.

Increase the width to full slide width and ensure that all text is visible.

5 Insert the text from the text file **Notable Presidents.txt** into the text area on Slide 4.

Resize the text to 19 point size and ensure text is fully displayed.

6 Save the presentation as **US Presidents1**.

Task C – Edit a presentation and insert graphics

1 On Slide 4 remove the line of text regarding **Bill Clinton** and add speaker notes stating:

"Further information on each President mentioned, including pictures, 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 Presidents on **Slide 4** to create the title headings on slides 5 to 11 using a font size of 48 point.

4 Insert the picture of each President, from the files provided, into the right hand box of the appropriate slide.

Ensure that each photo is positioned centrally (both vertically and horizontally) within the right hand box of each slide.

Resize each picture so that it is approximately 7 cm high.

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 24 point.

Continued over…

6 Add the following text to the left hand side of the following slides. Ensure that all text is centred on separate lines, wrapping text as necessary:

Slide 5 -
Held Office
1789 to 1797
First US President
Led army in American War of Independence

Slide 6 -
Held Office
1801 to 1809
Third US President
Principal author of Declaration of Independence

Slide 7 -
Held Office
1861 to 1865
Sixteenth US President
Preserved US by leading North in defeat of South in the American Civil War
Responsible for abolition of slavery
Assassinated 1865

Slide 8 -
Held Office
1933 to 1945
Thirty second US President
President during US Great Depression and WW2
Contributed to formation of United Nations

Slide 9 -
Held Office
1953 to 1961
Thirty fourth US President
The only General to serve as a President in the 20th Century
Launched the space race

Slide 10 -
Held Office
1961 to 1963
Thirty fifth US President
Youngest President
He supported civil rights
Committed to landing a man on the moon
Assassinated in 1963

Continued over…

Slide 11 -
Held Office
1969 to 1974
Thirty seventh US President
Addressed Neil Armstrong and Buzz Aldrin live via radio during their historic moonwalk
Approved NASA's Space Shuttle Program
Resigned due to Watergate Scandal

7 Save your presentation as **US Presidents2**.

Task D – Animate a presentation

1 Apply a medium speed **Box Out** or **Fade** transition to all slides and set to automatically advance after 10 seconds.

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

On slides 5 to 11 ensure that the image on the right hand side enters after the text on the left hand side.

Save your presentation as **US Presidents3**.

3 Insert the sound file **Piano Music.mp3** 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 **US Presidents4** and close the file.

Task E – Rearrange and give a presentation and provide printouts

1 Open the slideshow **US President4** for editing. Move **Slide 3** to become **Slide 2**.

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

3 Modify the Master Title slide by inserting the image file named **flag** at the top left. Set the image's white background to be transparent.

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 a slideshow with the name **US Presidents5**.

Close the presentation and close the application.

Continued over…

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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