Level 2 Using digital imaging to create and design presentations (7266/7267-033)

www.cityandguilds.com/e-quals07
October 2008
Version 4.0

e-Quals
Assignment guide for Candidates
Assignment A

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, © City & Guilds Limited 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 © City & Guilds Limited. 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

Contents

Unit 033 – Using digital imaging to create and design presentations Level 2

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 Using digital imaging to create and design presentations (7266/7267-033)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Using digital imaging to create and design presentations (7266/7267-033).

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 Using digital imaging to create and design presentations (7266/7267-033)
Candidate instructions

Time allowance: Two hours

Assignment set up:

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

- Task A - Prepare digital images for use
- Task B - Create a presentation using pre-prepared images and text

Scenario

You are an avid fan of history and have been asked by your tutor to prepare and present a slideshow on your last holiday to The Karnak Temple in Egypt. You have some images that you have used for other purposes and these are not suitable without cleaning as they have become damaged over time. The text file KARNAK.TXT contains your notes which you have pre-prepared for use.

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

Task A - Prepare digital images for use

1 In your user area or on your removable media create a folder called **KARNAK**.

2 Copy the files from the source folder to this folder (there are 22 files).

These image files have been used previously and require cleaning, converting to grey scale, adjusting in depth of colour, cropping and resizing. Carry out the following tasks for each of the files identified

3 **000L-AMUN-RA.JPG** requires converting to a clean image by removing any artefacts and re-sampling the colour to 256 grey scale.

4 **000L-KARNAK.JPG** requires close cropping to remove the white border exactly and resizing to 1500 pixels on its longest side.

5 **001L-KARNAK.BMP** requires the blue lines to be replaced with a grey of R 192:0 / G 192:0 / B 192:192. Close crop to not more than 10 pixels of white surrounding the entire image and resize to 1500 pixels on its longest side. Save the file with the same name but using a .JPG extension with the highest quality (no compression).

Continued over…

6 **003L-KARNAK.BMP** requires rotating freely so that the top grey guide line is parallel to the top of the image. Crop the result just inside both grey guide lines ensuring that all numbers remain in the image. Save the result with the same name as a .JPG with no compression.

7 **004L-KARNAK.JPG** requires a clean crop to remove any border, resize to 1500 pixels on its longest side.

8 **006P-KARNAK.JPG** requires a clean crop to remove any border, resize to 1500 pixels on its longest side. Rotate to portrait orientation.

9 Rename **031L-KARNAK.JPG.JPG** to **031L-KARNAK.JPG**.

10 Open image **026P-KARNAK.JPG**, rotate to portrait orientation. Open the image **000-SCARAB.JPG** copy the image and paste it into **026P-KARNAK.JPG** at the bottom of the picture with equal distances from the left, bottom and right edges of the picture. Resize the combined image to 1500 pixels on its longest edge. Save the file as **026P-KARNAK-SCARAB.JPG**.

Task B - Create a presentation using pre-prepared images and text

1 Prepare your presentation as follows.

16 slides in landscape orientation with a running header containing the image **000L-Amun-Ra.jpg** and a running footer containing your name and today's date. Import/insert images as required, resizing as needed maintaining the aspect ratio. All body text in a sans serif font and dark blue colour sized to fit with the image. The text for each slide can be found in **KARNAK.txt.**

2 Name your presentation **KARNAK** with a suitable extension and save frequently.

3 Slide 1 – Insert **000L-KARNAK.JPG** and the text for slide 1.

4 Slide 2 - Insert **001L-KARNAK.JPG** and the text for slide 2.

5 Slide 3 - Insert **003L-KARNAK.JPG** and the text for slide 3.

6 Slide 4 - Insert **004L-KARNAK.JPG** and the text for slide 4.

7 Slide 5 - Insert **006P-KARNAK.JPG** and **010P-KARNAK.JPG** in line horizontally and add the text for slide 5.

8 Slide 6 – Insert **011L-KARNAK.JPG** and the text for slide 6.

9 Slide 7 - Insert **013P-KARNAK.JPG** and **014P-KARNAK.JPG** in line horizontally , add the text for slide 7.

10 Slide 8 – Insert **016P-KARNAK.JPG**, add the text **for slide 8** to **the** left of the image and **right** align it.

Continued over…

11 Slide 9 – Insert **018L-KARNAK.JPG** and add the text for slide 9.

12 Slide 10 – Insert **023AL-KARNAK.JPG** and add the text for slide 10.

13 Slide 11 – Insert **024L-KARNAK.JPG** and add the text for slide 11.

14 Slide 12 – Insert **026P-KARNAK-SCARAB.JPG** right aligned. Insert the text for slide 12. The text should be right aligned to the picture.

15 Slide 13 – Insert **027L-KARNAK.JPG**, **028L-KARNAK.JPG**, **029L-KARNAK.JPG** and **031L-KARNAK.JPG** in 2x2 array.

16 Slide 14 – Insert **031L-KARNAK.JPG** and the text for slide 14.

17 Slide 15 – Insert **000L-KARNAK.JPG** and the text for slide 15.

18 Slide 16 – Add the text 'Prepared and presented by *your name*' centre aligned across the page.

19 Apply a 10 second auto fade transition to the whole presentation. Save the presentation as a show and close all applications.

20 Print your presentation in the form of a 4 slide per page handout.

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

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds is a company registered in England and Wales (company number 16513878)