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

www.cityandguilds.com/e-quals07
December 2008
Version 1.0

e-Quals
Assignment guide for Candidates
Assignment B

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 B

Introduction – Information for Candidates	2
Candidate instructions	3

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

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 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

Task A should be completed prior to the assignment. No time restriction is given for Tasks A. The time allowance is for Tasks B to D.

The assignment:

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

- Task A - Acquiring images
- Task B - Manipulating Images
- Task C - Produce digital artwork for a logo
- Task D - Produce a themed slideshow or presentation

Scenario

You are going to enter into a digital imaging competition in your local community.

The competition has several sections that you will submit to and requires some original images from you as well as using images for manipulation and design in a presentation. Some images are supplied for you and some you will source from the Internet. There is a Digital Imagery Competition paper that has to be completed as well.

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

Task A – Acquiring images

1 In your user area, or on your removable media, make a folder called **Competition** with a subfolder called **Images**.

2 Copy all the non image files provided for this assignment into the folder **Competition** and the images into the folder called **Images**.

3 Using a digital camera take a minimum of four photographs using the following styles:

- one portrait
- one group image
- one landscape
- one street scene.

Continued over…

4 Download your pictures from the camera/memory card to the folder called **Images**.

Rename them using names that describe the image.

Add **two** subfolders within your Images folder giving them suitable names for themed groups.

Move all images into the relevant themed group folders.

5 Using the Internet locate and download **two** different images of sea turtles into your Images folder.

Rename the files that describes each image if required.

Resize both images to approximately 2048 x1536 and re-save the files in the same format.

6 Open the file called **Digital Imagery Competition** provided and answer the questions.

Task B – Manipulating Images

1 Using image manipulation software select **one** of the images you took with your digital camera and convert it to a sepia tone or a negative image.

Save the new image as a jpg with the title **toneimage** in the **Images** folder.

Resave the image using the same name in a different, appropriate, file format to the same folder.

2 Open the file **06_Hawaii_hosp** which has been provided for you.

Rotate and then **Crop** the image so that only the building is showing.

Save this image as **hosp1** in the **Images** folder.

3 Using the cropped image add any special effect to produce a new image.

Save the image as **hospnew** in the **images** folder.

4 Using image manipulation software retrieve the image called **sea** and the image called **feet.**

Make **one** image from these **two** by layering/combining the images.

5 The **feet** image should be situated at the bottom of the **sea** image.

Save this image as a jpg with the file name **seaturtle** in the **images** folder.

Continued over…

Task C – Produce digital artwork for a logo

1 Using software of your choice produce a draft logo showing a **palm tree** and a **turtle** on an **island**. Use a mixture of autoshapes, freehand/lines colours and an image.

Save your artwork as **logo** in your Image folder.

2 Using a Word-processing or Desk Top Publishing package insert the image called **logo**

Use crop tools to **remove** any unwanted space or drawn elements.

3 Flip the image and add the words **Just Turtles** as graphical text (Wordart or similar) on the image ensuring that it can be clearly seen.

4 Group together the image and graphical text then save your document as **logo1.**

Use any graphics package to save a copy of your logo in an image format with the same name in your **Image** folder.

Task D – Produce a themed slideshow or presentation

1 Prepare a presentation using any slideshow or presentation software with **eight** slides in total.

2 On the first slide insert your image **logo 1** and your name in a suitable position.

3 Select **seven** different images (from the **images** folder) that you would like to use.

Select and insert a suitable image onto each of the slides adjusting the size so that it fills all available space.

Ensure that text can be seen on the image. Set the font colour so that it can be clearly seen.

Use the file provided called **Turtle Conservation.rtf**, select and use any appropriate text as captions on each slide.

4 Select and add music to your presentation starting with the first slide and continue through to the end of the presentation using one of the files provided.

5 Add transitions to your slideshow.

6 Set suitable **timing** to each slide so people have time to read the text.

7 Save your presentation as **Turtles** to your work area using the default setting for the application used. Close all applications.

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

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)