Level 2 Creating combined presentation design using ICT 7266/7267-034

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e-Quals
Assignment guide for Candidates
Assignment A

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Level 2 Creating combined presentation design using ICT (7266/7267-034) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Creating combined presentation design using ICT (7266/7267-034).

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 **2 hours**.

Level 2 Creating combined presentation design using ICT (7266/7267-034)
Candidate instructions

Time allowance: 2 hours

Assignment set up:

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

- Task A - Designing a brochure
- Task B - Outlining common features of digital imaging systems
- Task C - Creating a logo and using file compression software
- Task D - Creating a brochure
- Task E - Creating simple web pages

Note: Tasks A, B and C should be completed prior to the assignment. No time restriction is given for Tasks A, B and C. The time allowance is for Tasks D to E.

Scenario

You are employed as an administrator within a local wildlife reserve. You have been asked to produce a short brochure promoting birds of prey, which are one of the types of animals housed within the reserve, for visitors. You will be required to produce or use some suitable digital images for inclusion in the brochure, which is to be published both in hard copy and on the wildlife reserve's own website. The specification for the brochure is as follows:

1. The brochure should have sufficient content to cover four sides of A4 in landscape, each sheet apart from the front page, to have three columns. Each of the A4 sides should then be prepared as a separate web page.

2. The front page is to consist of a newly designed logo and a brief introduction to birds of prey.

3. Each of the remaining columns is to contain a suitable image and text describing one bird of prey. Page 2 and 3 should contain images of British Birds of Prey, Page 4 should contain Birds of Prey from across the globe.

4. The text "**Publication Date dd/mm/yyy**" and your "**own name**" must appear at the bottom of the last page only.

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

Continued over…

Task A - Designing a brochure

1 Produce a rough draft identifying the layout of each page of the brochure, indicating the position of:

- Wildlife reserve name/Logo
- Headings for each column
- Photographs/images
- Publication date and your name

This can be either on paper or electronic form.

2 Indicate on your draft:

- Background colour
- Font styles
- size
- colours.

Task B

1 Open a new blank word processing document and save it with the filename **Evidence** within your work area.

Within this document list **four** features of common digital imaging systems.

2 In your **Evidence** document, state the meaning of the following terms when referring to digital imaging:

- Capture
- Post-processing
- Resolution

Resave your **Evidence** document with the same name.

Continued over…

Task C

1 Open an image editing application.

Combining a suitable image of your choice and graphical text, produce a **Logo**.

2 Create a folder called **artwork** in your work area.

Save the created logo using a compressed file format within this folder using the filename **Logo Image**.

Task D

1 Open a suitable DTP application and set the page layout to fit the design in **Task B**. Modifying your design so that your leaflet presents a professional image at all times.

Insert a header to appear on all pages using the text **Issue Number 1.1**, 'copyright' symbol (©) Twitcher's Wildlife Reserve the Year and your name.

Use an 8 point font setting consistent with your layout.

At the bottom of the last page insert the text as detailed in the scenario.

2 Insert the 9 images one per column as indicated on your draft layout.

Add a caption to each of the photographs using a font consistent with draft layout.

Group the caption for each image and the image together.

3 Insert the Wildlife reserve logo in the centre of the first page and put a border around it, adjusting logo if required.

Insert the text from the **Front Page Info** file into the front page as identified on your draft layout and format consistent with your design, modifying as appropriate.

4 Save your Publication with the name. **BOPv1**in your work area.

Continued over…

5 Insert the relevant text file into columns for the image you have chosen e.g Brown Falcon text in same column as Brown Falcon text.

Use sufficient text to fill your column, deleting excess text. Ensure that your paragraph finishes at a suitable point.
Manipulate the layout of text and image to maintain a professional looking publication.

Use each of the following a least once to fit the text into the required space

- Leading
- Kerning
- Hyphenation

Make a note on your evidence file, where you have used these tools. You only need to reference each item once. i.e. Leading used first column, second page etc.

6 Resave your publication with the filename **BOPv2**.

7 Print the file using duplex either manual or automatic and assemble into a 4 page brochure.

Task E

1 Create four linked web pages using the brochure produced in **Task D**

Save the webpages with the names:

- Index
- Page 1
- Page 2
- Page 3.

2 Insert thumbnails (using 1 image from each page) to be used as hyperlinks to enable navigation to any other page.

Replicate these on all pages in a suitable position.

Set Alt tags for each thumbnail image giving details of which page it links to.

3 Test the web pages to ensure:

- hyperlinks work correctly
- navigation between pages is easy#
- pages can be viewed on at least two browsers
- the overall look is professional.

Continued over…

4 Create a folder called **Website** and move the webpages and associated files into this folder.

5 Close down any open applications and shut down your PC.

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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