Level 2 Designing and creating multimedia presentations (7266/7267-030)

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e-Quals
Assignment guide for Candidates
Assignment A

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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

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Level 2 Designing and creating multimedia presentations (7266/7267-030) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Designing and creating multimedia presentations (7266/7267-030).

Health and safety

You are asked to consider the importance of safe working practices at all times.

You are responsible for maintaining the safety of others as well as your own. Anyone behaving in an unsafe fashion will be stopped and a suitable warning given. You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements. This may seem rather strict but, apart from the potentially unpleasant consequences, you must acquire the habits required for the workplace.

Time allowance

The recommended time allowance for this assignment is **2 hours**.

Level 2 Designing and creating multimedia presentations (7266/7267-030)
Candidate instructions

Time allowance: 2 hours

Assignment set up:

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

Scenario

You have been asked to design an appropriate multimedia presentation advertising a local pop group who want to promote themselves on a social networking site, it is also their intention that this could be published on their own web site or circulated to local supporters via an e-mail. Information may be gathered from a variety of sources including video recordings, Internet web sites, magazine/newspaper, interviews etc.

Task A - **Design a Multimedia presentation**

You are asked to:

- identify your target audience, explain the purpose of the presentation and identify constraints;
- storyboard the presentation - maximum 10 screens (see example blank storyboard template);
- create a style sheet for the various elements used within the presentation;
- specify suitable hardware and software to enable the creation of the presentation;
- create a letter or e-mail requesting permission to use various resources to comply with Copyright law.

The storyboards can be either hand sketched or produced electronically, and annotated by hand or electronically showing any amendments that may occur.
The hardware and software specifications, and the letter or e-mail should be prepared using word processing software and a suitable e-mail application.

Task B - **Gather resources**

You should prepare sound and video files in advance. Using the software resources provided, prepare the following for inclusion in a multimedia presentation:

- suitable text
- an animation sequence of at least 6 frames;
- suitable images
- suitable video file
- suitable sound files, music and speech.

Task C - Create a multimedia presentation

Using the multimedia authoring software and resources, create a multimedia presentation in accordance with the storyboards, structure diagram and style sheet.

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

Task A - Design a Multimedia presentation

1 Produce a draft **Terms of Reference** including the following (you may choose to use the blank sample attached Appendix A). As a minimum include in your terms of reference:

- Your target audience
- The purpose of the project
- Any resources that you require
- Constraints of production
- Hardware requirements
- Software requirements

This can be either on paper or electronic form.

2 Create storyboards (you may choose to use the blank sample attached Appendix B) for each screen that you intend to use. On each screen include the location and a brief description of at least the following:

- The purpose of each screen
- The area of screen that will include text
- The area of the screen that will use images and a description of the image
- Any navigation information, how features will be navigated to eg:
- (a) destinations/URL's
- (b) Alt tag details or similar
- Detail two sound files, name them and where they will be used
- Detail how **both** are to be activated/played
- Specify the Video file, name it and where it will be used
- Detail how the video file is to be activated/played
- Specify background colours or background images that you intend to use
- Specify where animated features are to be used
- Detail how the animations are to activated/played.

3 Create a style sheet giving at least the following information:

- Specify Font type, style, size and colours to be used
- Specify alignment of paragraphs and line spacing
- Specify background colours for text boxes/buttons and any effects that may be used (raised, sunken etc).

4 Create a structure diagram indicating the navigation of the pages and how any links will work.

5 Create a draft letter/e-mail that could be used to request permission to use images etc taking into account copyright issues.

Continued over…

Task B - Gather resources

1 Create a folder in your work area called **Multimedia**.

Create a text file that will be used as part of your multimedia presentation, proof read this and correct any spelling mistakes.

Save this in your **Multimedia** folder.

2 In your folder **Multimedia** folder create a subfolder called **Images**.

Select a number of suitable images that you have located and store them in your **Images** subfolder.

Resize all images so that they are suitable for inclusion in your Multimedia presentation.

Save these files in a suitable format for web/e-mail use in your **Images** folder.

3 In your **Multimedia** folder create a subfolder called **Sound.**

Create/obtain two suitable sound files, one **Speech** and one **Music**.

Save these files in a suitable format for web/e-mail use in your **Sound** folder.

4 Create a subfolder within your **Multimedia** folder and name this **Video**.

Locate and transfer your video clip from its original source to your subfolder **Video**.

Ensure that your video clip is saved in a format suitable for web/e-mail use in your **Video** subfolder.

5 Create a subfolder within your **Multimedia** folder and name this **Animation**.

Create an animation sequence with a minimum of 6 frames and save this in your **Animation** subfolder.

Continued over…

Task C - Create a multimedia presentation

1 Create your Multimedia presentation using the resources that you have gathered ensuring that you cover all of the following items:

- Create a series of screens that match the number of your storyboards
- Import your text as specified in your design
- Import and or insert the images that you specified on your storyboards
- Include at least one speech file
- Include at least one music file
- Include one video file
- Include animation file
- Insert all navigation buttons etc.

All of these items should be inserted as specified on your storyboards, identify changes on your storyboard that you make as a result of creating your multimedia presentation.

Test your Multimedia presentation and ensure that all navigation links, speech files, music files, video files and animation files work as expected.

Save you Multimedia as **MMPresenationXX** where XX is your initials.

2 Open a blank word processing document and produce a brief report giving a self evaluation of your Multimedia presentation. When you have completed your report save this as **Evaluation** in your **Multimedia** folder.

Within your report give consideration to at least the following points:

- Did you Multimedia Presentation meet the Terms of Reference that you specified in Task A
- Identify the best features of you presentation
- Features that could be improved identified
- A brief summary of suitability for its intended purpose
- Provide a statement of any ongoing maintenance and updates that may be required.

3 Close down any open applications and shut down your PC, write your name on any printouts/storyboards etc and hand them and any removable media to your assessor.

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

Appendix A

TERMS OF REFERENCE

Client name:	Date received:	Date required:	Our reference:

Designer assigned:	Target audience:

Purpose of project:

Any special requirements:

Resources required:

Hardware requirements:

Software requirements:

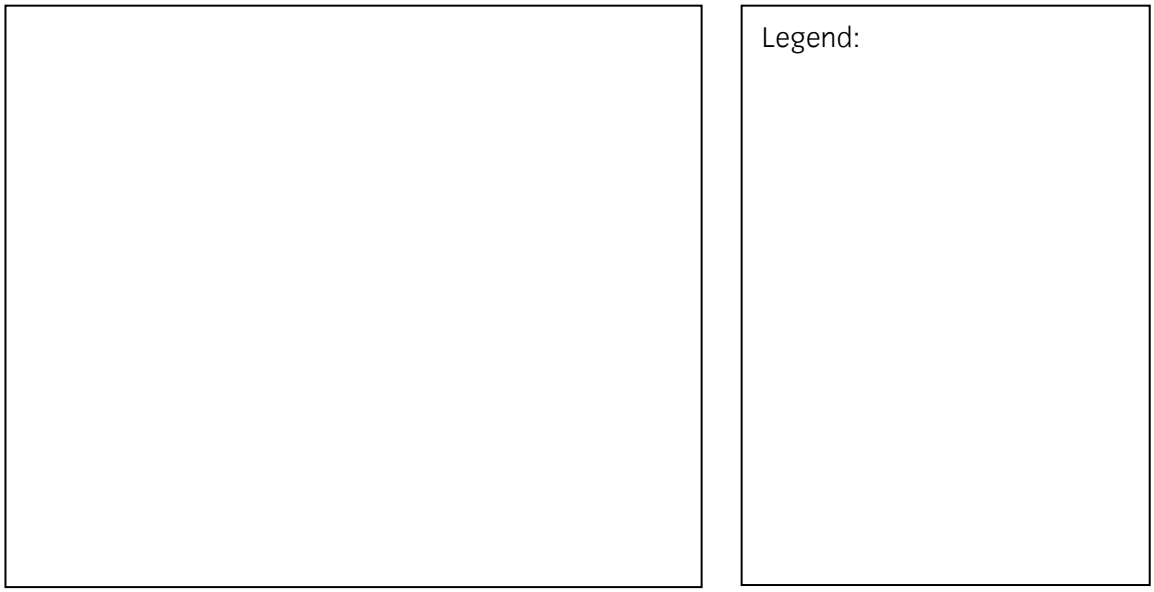
Constraints of production:

Appendix B

STORYBOARD

Screen Number
Screen Purpose

Date:



Navigation (to web sites etc which is not included on the master slide)

Production Notes

- how the sound files are used (on mouse click/automatic etc)
- how the video file is used (on mouse click/automatic etc)
- animation features used (on mouse click/automatic etc)
- any other special feature on this screen

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

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