Level 3 Designing and creating advanced layouts using desktop publishing software (7266/7267-044)

www.cityandguilds.com/e-quals07
March 2009
Version 1.0

e-Quals
Assignment guide for Candidates
Assignment A

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Level 3 Designing and creating advanced layouts using desktop publishing software (7266/7267-044)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Designing and creating advanced layouts using desktop publishing software (7266/7267-044).

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 and a half hours**.

Level 3 Designing and creating advanced layouts using desktop publishing software (7266/7267-044)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

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

- Task A - Prepare folders and logos for publication
- Task B - Prepare page 1 of a multi page document
- Task C - Prepare page 2 of a multi page document
- Task D - Proof read and check final document

Scenario

You work in the publicity department for a small tour company specialising in city tours. You have been asked by your manager to prepare a brochure that can be used for a general audience circulation to promote the London Tours.

Use all available tools at your disposal (including the creation of hand drawn notes if required) to create the brochure. After completion proof read and check your final publication prior to it being sent to print.

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

Continued over…

Task A – Prepare folders and logos for publication

1 Create a folder in your user area or on removable media named **London**. Create a sub-folder inside the **London** folder named **Output**.

Copy **all** files supplied by your tutor to the **London** folder.

2 Create a logo, similar to that shown below, using the file **RedBus.jpg** adding the text around the image in a red font using a suitable font size.

Save your image using a suitable file format for high quality publication (lossless) as **LondonLogo** to the folder **Output**.

Task B – Prepare page 1 of a multi page document

1 Open a DTP application to create a brochure to be supplied to a general audience who may be visiting London for the first time.

2 Open a new blank document and set the paper size to A4, landscape orientation to be used as a two page tri-fold brochure.

Set the column spacing as 0.5 cm and all margins to 1 cm.

3 Insert a watermark on Page 1 only, using the **LondonLogo** you created in **Task A**. Change the colour to greyscale and stretch the logo fully between the margins.

4 At the top of the middle column of Page 1 insert the image **040LONDONIMAGE2007** provided.

Adjust the width of the image to fit to the column margins maintaining the aspect ratio.

Continued over…

5 At the bottom of the right hand column of Page 1 insert the image **015LONDONIMAGE2007** provided, centrally in the column.

Adjust the size of the image to be 8.5 cm high maintaining aspect ratio.

6 In the left hand column of Page 1 insert a text box, open the supplied **London on a Budget.rtf** and insert all of the data into it.

7 Based on the file that you have just inserted, select a suitable image from those supplied, and using graphics editing software enhance the appearance of that image.

Save the image as **ColumnImage** in the **Output** folder.

8 Insert the modified image into the bottom of the left hand column to fit to the width of the column and maintaining aspect ratio.

9 In the middle column of Page 1 insert the text from the text file name **Highlights.txt**.

10 In the right hand column of Page 1 insert a text box to fill all the remaining space.

11 Save your document as **BrochureDraft1** in your **Output** folder.

Task C - Prepare page 2 of a multi page document

1 On Page 2 in the left hand column insert a text box to completely fill the column space.

2 Link the text box on the right hand column of Page 1 to the text box just created on Page 2 to enable text to flow between the text boxes.

3 Insert the text supplied in the file **LondonFacts.rtf** into the text box in the right hand column of Page 1, so that it flows into the text box created above on Page 2.

4 In the middle column of Page 2 insert the image **LondonMap.bmp**. Rotate the image 90° and stretch it to completely fill the column between the margins.

5 In a suitable location on the map insert a text box containing the following information:

City Sights
Gosford Street
London
EC1
0181 555 751

Insert a telephone symbol next to the telephone number.

Group the map and the text box together.

Continued over…

6 In the right hand column of Page 2 insert the image **LondonLogo** centrally and across the full column width.

7 Above the LondonLogo image, use graphical text across the column width that says:

City Sights

8 At the bottom of the right hand column of Page 2 insert a text box with the following centralised text:

Contact us:
☎ **0181 555 751**
or
✉ **enquiries@citysights.coz**

9 Save your document as **BrochureDraft2** in the **Output** folder.

Task D – Proof read and check final document

1 Proof read your document and correct any grammatical errors found.

2 Review your document and adjust any font types, sizes or colours to enhance the presentation including any headings.

Remove any unnecessary hyphenation to improve the readability of the final brochure.

3 Insert a footer, right aligned, with **your name** and **today's date**.

4 Save your document as **BrochureFinal** in the **Output** folder.

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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