Level 3 Designing and producing documents and templates (7266/7267-042)

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e-Quals
Assignment guide for Candidates
Assignment A

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Level 3 Designing and producing documents and templates **(7266/7267-042) Assignment A**

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 3 Designing and producing documents and templates (7266/7267-042).

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 producing documents and templates (7266/7267-042)
Candidate instructions

Time allowance: Two and a half hours

The assignment:

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

- Task A - File creation and management
- Task B - Inserting images and tables
- Task C - Advanced formatting
- Task D - Amending and finalising information

Scenario

You work as a Marketing Executive for Nile Odyssey Cruises, creating their promotional material. Carry out the following tasks in order to produce an information document.

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

Task A – File creation and management

1 Before you begin, ensure you have printing facilities including being able to print PDF files and duplex (automatic or manual).

2 In the root of your user area, or on your removable media, create the following folders:

- **Templates**
- **Back-up**
- **Project Nile**

Copy **all** files associated with this assignment, provided by your assessor to the **Project Nile** folder.

3 Open a word processing application with a new blank document set to portrait orientation.

Add your **name** and **today's date** as a footer.

Throughout this assignment, take screen prints of any dialogue or option boxes where you change the settings, pasting the screen prints into this document (**Nile Evidence**).

Save this document as **Nile Evidence** in your **Project Nile** folder after each screen print has been added using the same filename.

Note: Keep this document open at all times so that you can add your screen prints.

Continued over…

4 Open a new blank document. Ensure the page is in portrait orientation and set all margins to **2cm**.

Save the template you create into the **Templates** folder you created.

Change the default location for documents to the **Project Nile** folder you created.

Change the **auto save** interval time to **10** minutes.

Change the **Authors name** for this document to your **own name**.

5 Set **backup files** to be saved and **text boundaries** to be viewed.

6 Insert the file **DRAFT.bmp** as a watermark. Set the watermark properties to be:

- centred
- behind the text
- aspect ratio unlocked

Centre the watermark vertically on the page and stretch it to the width of the text area, maintaining the same height.

7 Format the **normal** style to – **Arial Narrow**, **11pt** in **UK English**.

Format any fonts **above 20pt** to kern.

Format the paragraph to **full justification** at **single line spacing** and a **paragraph** style of **6pt before** and **3pt after**.

Set it to embed this into the template.

Format the **Heading1** style to **Normal** at **24pt** and **italic** and **centred** to kern at **20 pt** and **paragraph** style as before.

8 In the footer insert a table of **2** columns x **2** rows. Merge the **two** cells in **row 2** to form **one** single cell.

Remove any table borders and set the font to **9pt**.

In the **top left** cell enter **your name** and align it left.

In the **top right** insert **the date** (Day, Date, Month, Year) and right align it.

In the second row insert a centre aligned field to show the file name and path for this template.

Save the file as a **template** with the name **Cruise Reports**.

Close the file.

Continued over…

Task B – Inserting images and tables

1 Open a new document based on your template. Save the document as **Nile Cruise 1**.

In the **header** place a right aligned page number.

2 At the top of **page 1** insert the image **00_Cruiser1.jpg** across the whole page between the margins.

Below the image, add a centralised heading **Nile Cruises** using the **Heading 1** style.

Open the **1cruise.txt** document and copy and paste **all** of the text into your **Nile Cruise 1** document, immediately under the heading, applying the **normal** font style.

Hyphenate the words **onboard**, **offboard** and the phrase **better frequented**.

Proof read and correct any spelling errors.

(**Note** - all proper names are correct).

3 Below the last paragraph centrally insert and link the **Visitors** spreadsheet file.

Below the table insert the title **Visitors Transiting Luxor Airport 1998-2007**.

Save your document and close it.

Task C – Advanced formatting

1 Open the files named **Lure of the Nile1** to **5** inclusive and **Lure of the Nile10**.

Image place holders, together with their titles, have been placed throughout these documents in the following format:

[01-Luxor.JPG] - Transport in Luxor

Select **each** image holder and its **title** and **centre align** them.

2 Replace each image holder with the image named, reducing **each** image to **50%** of the original size whilst maintaining the aspect ratio.

Create an alternative text for **each** image that would display the filename when the picture was being loaded for a web-based document.

On image **10 [10_Map.JPG]** enter the word **Egypt** as the alternative text.

3 Using authoring tools change the word **perceive** in **Lure of the Nile3** to another word with the same meaning.

Continued over…

4 Underneath the map in **Lure of the Nile10** insert the copyright symbol and **your name** together with **the year**.

Leave the copyright symbol at **11pt** and format your name and the year to **9pt**, ensuring that it is centred.

5 Format the list of places in the last paragraph of **Lure of the Nile4** as a bulleted list with the format of the bullets to a picture (similar to that shown below), using a bulleted list at 9pt e.g.

- Medinet Habu (memorial temple of Ramesses III)
- The Ramesseum (memorial temple of Ramesses II)
- Deir al-Madinah (The Place of Truth - tomb workers' village)
- Tombs of the Nobles
- Deir el-Bahri (temple of Hatshepsut, etc.)
- Malkata (palace of Amenophis III)
- Colossi of Memnon (memorial temple of Amenophis III)

Save and close all open files keeping the same filenames.

6 Open your **Nile Cruise 1** file and insert your **Lure of the Nile** files in the order **1,2,3,4,5** and **10** as linked objects.

Save this file using the same filename and close it.

Task D – Editing information

1 Return to the documents **Lure of the Nile 1, 2, 3, 4, 5** and format them so that all paragraph text is set to **11pt** and fully justified, maintaining the format of the picture titles.

Save each file and close.

2 Open the file **Nile Cruise 1**.

The numbers in the table on **page one** are too long.

Edit the spreadsheet information so that each cell is formatted to **0** decimal places.

Save the spreadsheet and close the application.

Check that your **Nile Cruise 1** document has been updated.

Change the title below the table to **Visitors Transiting Luxor Airport 1998-2007 (Thousands), and follow on visits**.

Note: Ensure that the spreadsheet title remains on the same page as the spreadsheet graphic.

Save your file as **Nile Cruise 1 Updated**.

3 Remove the watermark from the document.

Continued over…

4 Open the file **3cruise.txt** and copy and paste the text into your **Nile Cruise 1 Update** document, below the **map of the Nile** and it's copyright information on the last page. Centre align the text.

Add a bookmark named **Contact Details** to the text **Nile Odyssey Cruises** at the end of your document using a valid naming format.

5 Print your file to a portable document format file (PDF) saving it as **Portable Nile Updated** in your **Project Nile** folder.

6 Print the **first 2** pages of the **Nile Cruise 1** document using a duplex method (either automatic or manual).

7 Move any automatically created backup files to the folder named **Back-up** that you created.

Task E – Amending and finalising information

1 Save the file **Nile Cruise 1 Updated** as a single file web page named **Nile Cruise Web** to you **Project Nile** folder.

2 Adjust the layout to improve the display and readability of the web page.

Format the background colour to be light blue.

3 At the end of the document under the line of text "Please contact us…." add the text: **e-mail us for details**.

At the end of the text you have just added, add a letter symbol (e.g. ✉)

Add a hyperlink to the letter symbol using the address:
mailto:info@cityandguilds.coz

4 Save the document as **Nile Cruise Web Updated** to your **Project Nile** 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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