Level 1 Design software (DIS 7574-120)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

(This assignment can alternatively be used to demonstrate completion of 7574-121 Imaging software)

www.cityandguilds.com
November 2011
Version 4.0

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)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

Contents

Unit 120 – Design software

Assignment A

(This assignment can alternatively be used to demonstrate completion of 7574-121 Imaging software)

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Design software (DIS 7574-120)
Assignment A

(This assignment can alternatively be used to demonstrate completion of 7574-121 Imaging software)

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Design software (DIS 7574-120).

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 **one and a half hours**.

Level 1 Design software (DIS 7574-120)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Image layout
- Task B - Inserting information and grouping images
- Task C - Editing and save version control

Scenario

You work in the marketing department for a New York City tourist group who are planning a re-branding. You have been asked to create a new company logo that can be used on the company's website, letterheads and advertising media.

The CEO of the company would like the new logo to carry the colours of the famous New York City taxi cabs with the company name inside and a new slogan below.

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

Task A – Image layout

1 In your work area create a folder called **Go Tours**.

2 Open your Design software with a blank page layout to create your logo.

3 Your completed image will look similar to the one shown:

Note: Your text may look slightly different depending on the font you choose.

Continued over…

4 Create a **rectangle** near the middle of the page (using AutoShapes or similar) with black border.
- Resize the rectangle to **2cm** in height.
- Resize the rectangle to **4cm** in width.

5 Apply a **yellow** fill colour to this rectangle.

6 Create a second rectangle with black border directly below the first rectangle.
- Resize the rectangle AutoShape to **1cm** in height
- Resize the rectangle AutoShape to **4cm** in width

7 Apply a Black and White, **Large Checker Board** style fill effect to the second rectangle.

8 Create a third rectangle with black border directly below the second rectangle.
- Resize the rectangle to **1cm** in height.
- Resize the rectangle to **4cm** in width.

9 Apply a **White** fill colour to the third rectangle.

Task B – Inserting information and grouping images

1 Insert text into the Yellow rectangle to say:

BIG APPLE GO TOURS

2 Format this text with a font style so that it appears on two lines and is suitable for this design.

3 A new company slogan is to be inserted below the image design.

Within the third rectangle insert the following text:

Go the right direction

4 Format this text with a font style so that it appears on one line and is suitable for this design.

5 **Group** the rectangles so that they become one image.

6 Save your design using the default file type, to the folder you created earlier, as **Go Tours Test**.

7 Save the image only as a **JPEG** with the name **Go Tours Logo** in your **Go Tours** folder.

Continued over…

Task C - Editing and save version control

1 Your supervisor has reviewed your design and has suggested that the third rectangle should not have a border.

2 **Un-group** the image and ensure the border around the third rectangle is removed.

3 **Re-group** the rectangles so that they are one image again.

Save your design using the default file type as **Go Tours Test 2**.

4 Preview and check the layout of your design.

Resave the image as a **JPEG** with the name **Go Tours Logo 2** in your **Go Tours** folder.

5 Your supervisor would like to use your design on the company's website; however, he feels that it would look better with another image behind it.

6 Close your design and open a new blank page layout.

7 Choose and insert an image from those provided to you by your assessor.

Think about any copyright laws that may affect your choice.

8 Position the image to the top left of your page.

9 Resize the image as required, across the width of the page.

10 Insert your design image **Go Tours Logo 2** into the bottom right hand corner of the image you have just inserted. It should look similar to the example shown:

11 **Group** these images so that they act as one.

12 Save your design using the default file type as **Go Tours Test 3**.

Continued over…

13 Preview and check the layout of your design.

Save the image design as a GIF with the name **Web Banner** in your **Go Tours** folder.

14 Close the document and shut down your computer.

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)