Level 1 Desktop publishing software (DTP 7574-122)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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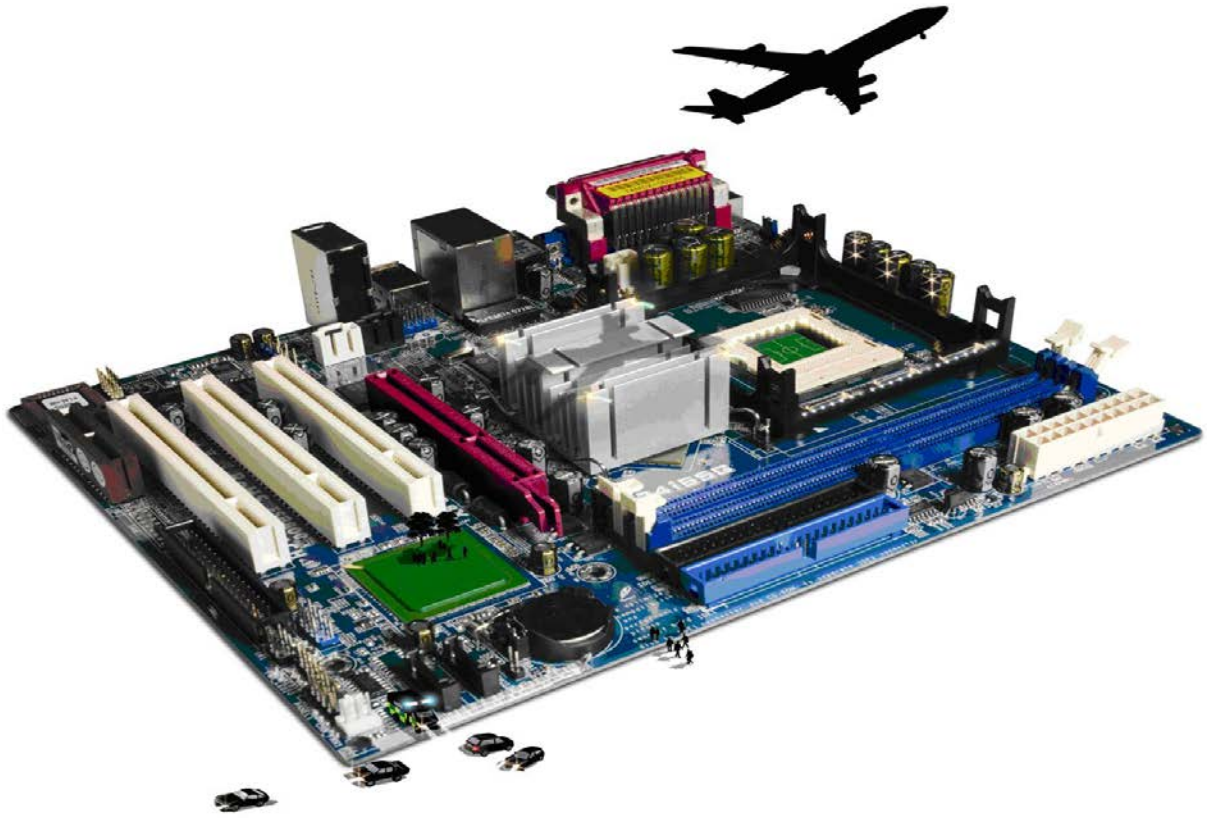

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

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Level 1 Desktop publishing software (DTP 7574-122) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Desktop publishing software (DTP 7574-122).

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 Desktop Publishing Software (DTP 7574-122)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Document layout
- Task B - Using text boxes and inserting information
- Task C - Inserting images and graphical text

Scenario

You work as an assistant for the tourist information office in the city of New York. You have been asked to create a leaflet which can be given to tourists, informing them of points of interest.

The leaflet will need to be suitable to go on display in cafes, restaurants and bars. The Information office uses a landscape leaflet with three columns of information and two images as its standard design for a tri-fold leaflet.

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

Task A – Document layout

1 In your work area create a folder called **Big Apple**.

2 Create a new blank document for use as a leaflet. Modify the following to suit your publication.

- Paper size (A4).
- Orientation.
- Margins (default top, bottom, left, right).

3 Arrange the layout of the document so that it meets the standard company design and allows text to be inserted in each column.

Continued over…

4 Insert a footer to the left hand side of the page with:

- your name
- today's date.

Using default fonts.

5 Save the file with the name **Layout** in the folder called **Big Apple** in a suitable format for printing.

Task B – Using text boxes and inserting information

1 Insert text boxes the full length of each column, allowing for text to be inserted into each column.

2 Fill the text box in column two with a light colour.

3 Find and open the file **Tour Guide.txt**. Using copy and paste, insert the text as follows:

- the first three paragraphs in column one
- paragraphs four and five in column two
- paragraphs six and seven in column three.

4 Select the headings:

- The Empire State Building
- Times Square
- Rockefeller Center
- Central Park.

Change the font type and increase the size. Centre align each of them.

Apply **two** further text effects to each title to make them stand out eg bold, underline, colour, font style.

5 Select all text (other than headings):

- make font size smaller than the headings
- use the same font as the headings.

6 Save the file with the name **Guide Leaflet** in your **Big Apple** folder.

7 Preview and spell check your document making any corrections as necessary.

Resave your document as **Guide Leaflet Checked**.

Continued over…

Task C – Inserting images and graphical text

1 Within your **Guide Leaflet Checked**, in the second column insert a suitable image, from those provided by your assessor, below the text.

Centre the image in the column.

Resize the image to **2cm** in height and **4cm** in width.

Set the text wrapping of the image to **tight**.

Think about any copyright laws that may affect your choice.

2 Insert a second image below the text in third column. Insert a suitable image from those provided by your assessor.

Centre the image in the column.

Scale the height to 60% of the original size maintaining aspect ratio.

Set the text wrapping of the image to **tight**.

Think about any copyright laws that may affect your choice.

3 Enter the following text below the picture you have inserted in column three using a smaller font to the body text and centre aligned:

More information can be found on our web site
www.nycguide.coz

4 At the bottom of the page Insert an Autoshape (or similar) across all three columns with a height of at least 3cm. Set the fill colour to be the same as column two.

If you find that you don't have enough room on your publication, modify the font size so that Autoshape fits.

5 Add the text to the Autoshape, use the same font style as the rest of the text and resize it as necessary:

Welcome to The Big Apple

6 Centre the shape on the page below the column text.

Continued over…

7 Preview, check layout and spell check your document making any corrections as necessary.

Resave your document as **Guide Leaflet Finished** in the folder called **Big Apple**.

8 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

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