Level 1 Multimedia Software (MM 7574-124)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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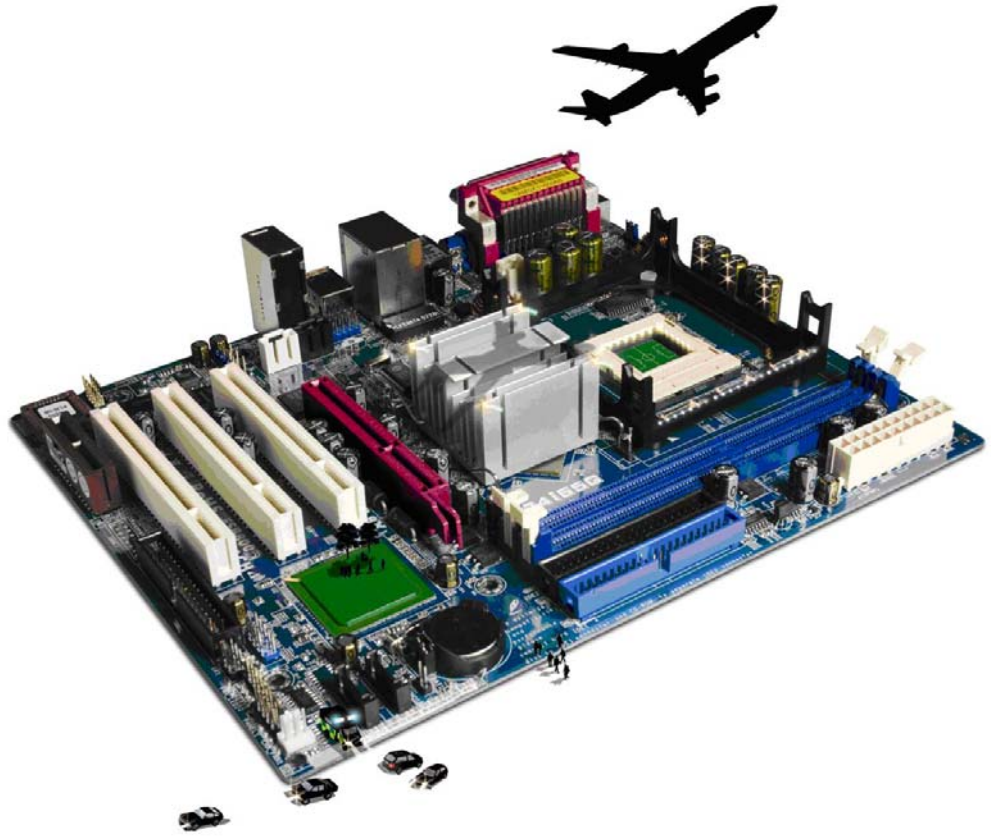

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Contents

Unit 124 – Multimedia software Level 1

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Multimedia software (MM 7574-124)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Multimedia software (MM 7574-124).

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 Multimedia software (MM 7574-124)
Assignment B
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Plan and research a four page/screen product
  (Candidates may use the example Product Plan in candidate instructions –MM Product Plan)
- Task B - Create the product
- Task C - Review and amend the product
- Task D - Demonstrate the product

Note: Task A should be completed prior to the assignment. No time restriction is given for Task A. The time allowance is for Tasks B to D.

Scenario

You work in the publicity department for an event management company.

You have been asked to produce a multimedia product for their website to promote a classical concert that is to be held next month. The concert will feature two orchestras.

You will need to plan and create a four-screen/page product. You should plan the product to include:

- An introductory page
- Details of the two orchestras including images, text, video and sound as required
- Address details for the concert with the contact details.

The promoter for this concert has specified that the images may be still or moving and that some sound is included during playback. The user must be able to control the product by the use of playback controls.

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

Task A – Plan the multimedia presentation

1 Based on the scenario create a **Product Plan** (example attached).

Identify the client's main requirements including the main elements of the product and the intended audience.

You should also identify the display device that will be used to present the finished product.

Make sure that each slide/page includes text and an image and at least **one** slide/page includes either a sound or video clip.

2 View the files provided by your assessor. If you would like to use them for your product then you can. However, if you would like to source your own then you may do so.

3 Using your Product Plan, for each multimedia element you plan to include in your final product identify and acknowledge:

- any sources you plan to use
- any copyright issues that may apply.

4 On your **Product Plan**, identify **two** file formats of the elements that you intend to use eg text files, image files etc.

Add the storage media to be used to save the final product to your **Product Plan**.

5 Save your Product Plan to your work area with the name **MM Product Plan***(your initials)*.

Task B – Create multimedia presentation

1 In your work area create a folder, using the file name **Concert**.

2 Copy the media files provided by your assessor and any files you have sourced yourself into the **Concert** folder.

3 Using your **Product Plan**, and your chosen software, create the four screens/pages combining the supplied text and multimedia content identified in your **Product Plan**.

Add suitable effects eg slide transitions, hyperlinks etc to improve the final product

4 Save your product with the name **Classical Concert** in a format suitable for your playback device.

Continued over...

5 Check your finished product, making any amendments as necessary:

- proofread all text and check for spelling errors
- check that all images are fully displayed
- check that timings are suitable
- make sure the content is readable eg text size and colour
- make sure that sound/video works as intended.

Resave your product with the name **Classical Concert Final**.

Task C – Check and present multimedia presentation

1 You need to check your multimedia product to make sure it has met the client's requirements.

2 Make any corrections to your plan to make sure it is the same as your finished product.

Task D – Task D - Demonstrate the product

1 Demonstrate to your assessor your final product including:

- playback of the product
- adjusting the display settings to meet needs.

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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