Level 1 Presentation software (7574-125)

ITQ
Assignment guide for Candidates
Assignment C

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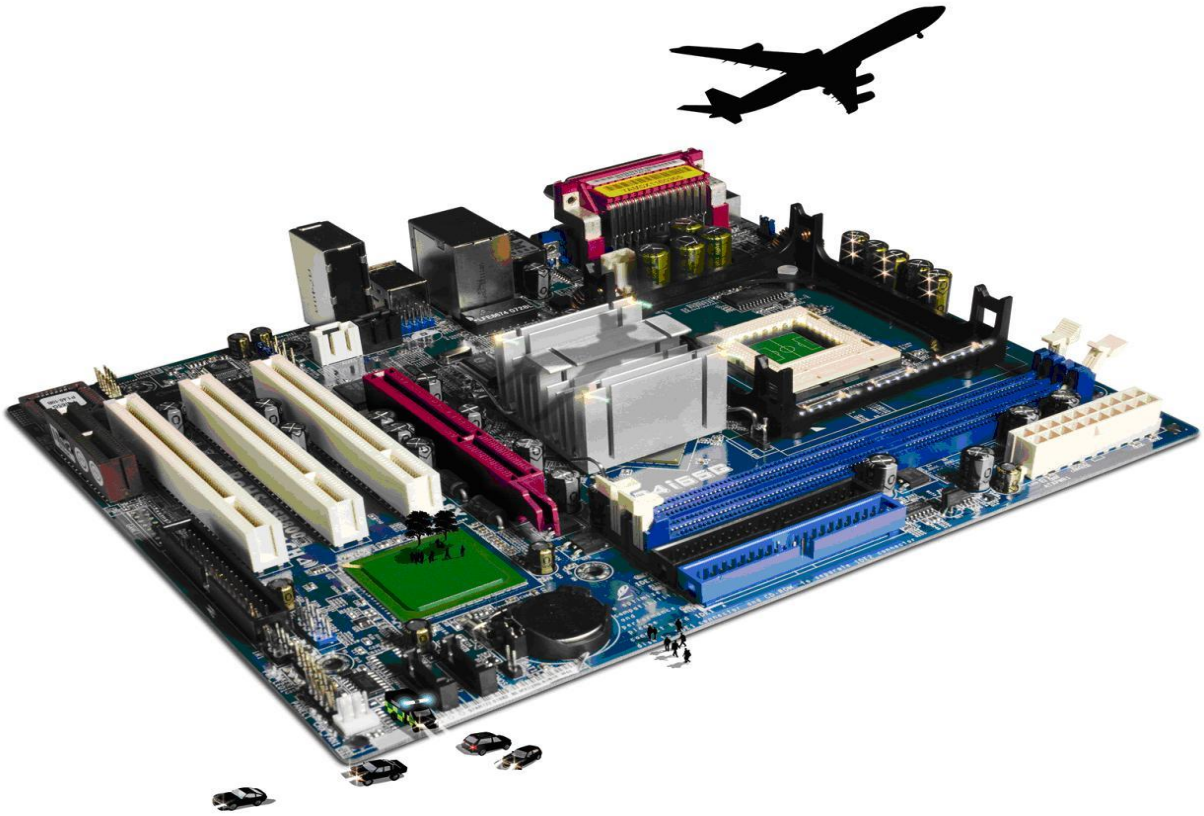

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Level 1 Presentation software (7574-125) Assignment C

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Presentation software (7574-125).

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 Presentation software (7574-125)
Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Set up a presentation
- Task B - Create a graphical image
- Task C - Finalise the presentation

Scenario

You work as a Management Trainee in “The Jumbo Jungle Preschool”. You have been asked to produce a simple presentation to be played on an interactive display in the reception area for the admission day.

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

Task A – Task A – Set up a presentation

1. Create a folder in your work area, and name it **Jumbo Jungle.**
2. Open your presentation graphics application.
3. Use a simple template with a Gold background.
4. Use a title slide, and in the title box type the words **The Jumbo Jungle Preschool** and centre it horizontally.
5. In the sub-title box enter your name and the date with the same alignment as the title.
6. Save your presentation with the name **Jumbo Jungle Admission Day v1** in your **Jumbo Jungle** folder.
7. Change the Title “The Jumbo Jungle Preschool” in your presentation graphics application to size 54 point “Times New Roman” font and Dark Blue in colour.
8. Change the sub-title “Your Name and Date” to 24 point, with the same style font as that of the title and the font colour black.
9. Insert the image **Jumbo1.jpg** into the centre of the title slide above the title.
10. Resize the image so that it is 5cm high, ensuring that the aspect ratio is maintained.

11. Resave your presentation using the same file name as before **(Jumbo Jungle Admission Day v1)**.

12. Create a second slide for inserting text, use the title **Our Vision and Mission.** Make sure that the font style is the same as the title on slide 1.

13. Size the font to 54 point and use the same colour as the title on slide 1.

14. Open the text file **Our Vision and Mission.txt** and copy the list of topics.

15. Paste them into the main text section of slide 2.

16. Format the text as a bulleted list.

17. The colour, size, style of font used must be the same as the sub-title on slide 1.

18. Save your presentation as **Jumbo Jungle Admission Day v2.**

19. Insert a duplicate of slide 2 as slide 3 and change the slide title to read About - The Jumbo Jungle.

20. Delete the bulleted text.

21. Insert the following text as a non-bulleted list.

22.

Top-rated by preschool from last 3 consecutive years

The Jumbo Jungle is put together around the strong faith that the childhood of your kid is precious.

Research and in-depth studies have proven that the first five years of childhood are the most developmental.

Incredible learning and vital mental and cognitive growth occurs during this period.

Our programs are tailored to foster every child's social and aesthetic skills.

We develop age-appropriate activity based learning for the child's all round development.

We provide safe and secure environment.

We offer the most competitive rates in the market.

23. Resize the text to 24 point "Times New Roman" with the same colour as the sub-title on slide 1.

24. Insert the image **Themed_classroom.jpg** and resize it to 5cm high maintaining the aspect ratio.

25. Position the image in the top right hand corner area of the slide, such that, the image does not overlap/hide/overshadow the text present on the slide.

26. Save your presentation as **Jumbo Jungle Admission Day v3**.

27. Insert a new title only slide as slide 4 enter the title **Our Approach**.

28. Make sure that the text format is the same as the title in **slide 1**.

29. Open the text file, Our Approach.txt, copy and paste the text into a text box.

30. Our Approach
The early learning program helps with language and literacy.
It encourages the child to: Communicat his/her experiences, ideas and feelings by speaking.
Exhibit interest in reading.
Classrom
Express wonder, ask questions and seek answers about the natural world.
Outdoor play area
Engage in a wide variety of gross-motor activities that are selected by him/her and initiated by the teacher.

31. Size the text box as 28cm wide.

32. Reposition the text box to maintain a professional image.

33. Fully justify the inserted text.

34. Format the font size 22 point, using the same colour and font style as on slide 3.

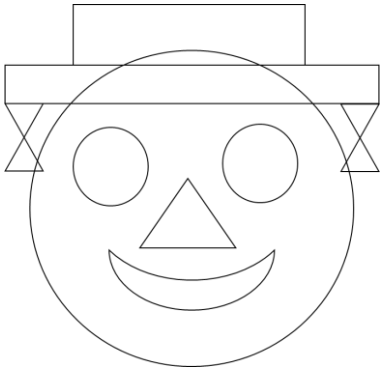
35. Spell check and correct the errors in the document, if any.

36. Save your presentation as **Jumbo Jungle Admission Day v4**.

Task B – Document layout

1. Insert a blank new slide as slide 5.

2. Using a selection of auto shapes (*a minimum of nine auto shapes should be used*) create an image of a **Clown Face** similar to that below.



3. Group the auto shapes to create a single image.

4. Save your presentation as **Jumbo Jungle Admission Day v5**.

5. Using a text box add the following text onto a suitable place on the image:
Art Work
Clown Face

6. Format the text as 24 point, Times New Roman, and black. Add this text box to your grouped image.

7. Ungroup your image of the Clown face. Fill all the auto shapes with different colours of your choice (a minimum of three colours should be used) and regroup the image.
   Resize your grouped image to 15cm high.

8. Save your presentation as **Jumbo Jungle Admission Day v6**.

9. Insert a new slide using a layout which allows you to insert two images and text as well as a title.

10. Insert the title Fees. Make sure that the title font style, size and colour are the same as previous slides.

11. Type the following bulleted text into the appropriate section of the slide, using a font and colour consistent with previous slides.

    - Under 2s: £36 per day, session £20, Full week £145.
    - Over 2s: £30 per day, session £18, Full week £135.
    - Free places for 3 year olds (through government funding).

12. Insert the two images **Jumbo2.jpg and Jumbo3.jpg** positioned side by side below the title and the text. Resize the images to that they are both 5.51cm wide by 6.88cm high.

13. Save your presentation as **Jumbo Jungle Admission Day v7.**

Task C – Finalise the presentation

1 Print **all** 6 slides as a handout, to one A4 page. Label this printout 1.

2 Print slide 5 **only** in colour. Label it as **printout 2**.

3 Move **slide 5** into **slide 6** position.

4 Save your presentation as a slide show (using a suitable file extension) with the name **Jumbo Jungle Preschool** in your **Jumbo Jungle 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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