Level 2 IT software fundamentals (ISF:FS 7574-212)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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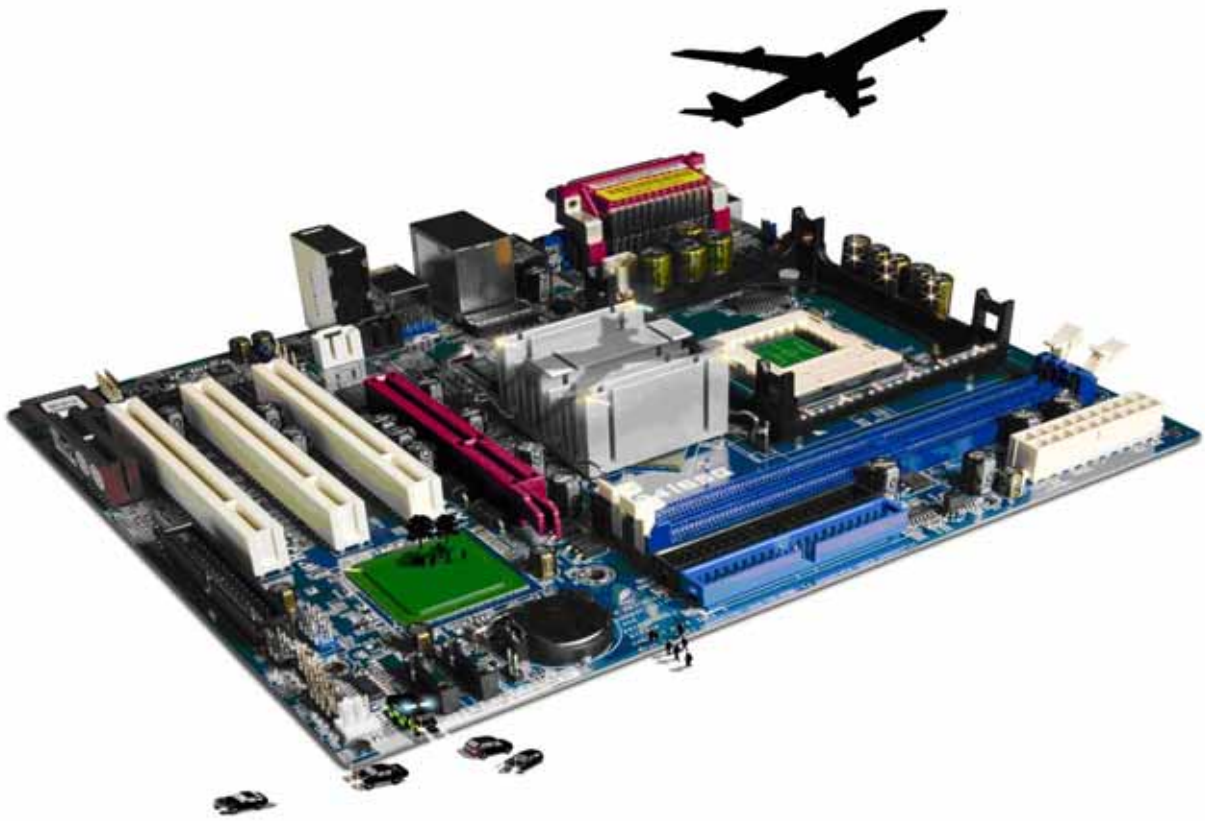

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

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Level 2 IT software fundamentals (ISF:FS 7574-212)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 IT software fundamentals (7574-212).

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 hours**.

Level 2 IT software fundamentals (ISF:FS 7574-212)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - File set up
- Task B - Creating of leaflet
- Task C - Creating a presentation

Scenario

You have just started to work for a jewellery store. The store manager Mrs Prentice wants to have a theme week to improve the sale of cuckoo clocks.

Another member of staff has already investigated the history of cuckoo clocks and has created a text file from the research.

Using the existing text file, Mrs Prentice would like you to create the following: -

1. A draft leaflet in A4 portrait format that will be distributed to customers in the store
2. A continuous presentation which can be displayed on a computer monitor to be sited on a wall in the shop. The presentation must run for a maximum of two minutes.

For both of these projects she has some specific requests which are outlined in the tasks below.

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

Task A – File set up

1 In your local area or on your removable media create a new folder with the name **Cuckoo**.

2 Locate and copy the files **cuckoo.txt** and **cuckoo.wav** into your **Cuckoo** folder.

3 Open the file **cuckoo.txt** and review its contents in order to determine the type of information contained in it.

Continued over page…

Task B – Creating of leaflet

1 Open the application that you intend to use to produce a leaflet.

Set up the document with:

- The correct paper orientation
- A professional looking font style and size suitable for business use
- Suitable margins
- Insert an italicised header: **IT Fundamentals - Assignment B**
- Insert an italicised footer: **Your name & today's date**

2 Import the text file **cuckoo.txt** into the document.

3 Ensure that all imported text is left justified.

4 After the first two paragraphs, modify the heading text by adding the word **write: -**
eg
CUCKOO CLOCK WORLD write: -

5 Save the document as **Cuckoo1** in your **Cuckoo** folder.

6 A review of the document has resulted in the following changes being requested: -

- Delete the line **"Cuckoo Clock History…"** and the following line return.
- Add quotation marks at the beginning of the following paragraph – **If you ask most of the people, who own a Cuckoo Clock…**
- Format all of the quoted text so that it flows between **two** columns except for its first and last paragraphs.

7 Check your work and make any changes that are necessary to ensure that it complies with the specification.

8 Adjust any layout formatting to aid readability and to support its intended use.

9 Save this version of the document as **Cuckoo2** in your cuckoo folder.

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10 Mrs Prentice has approved the presentation but feels that it could be improved by adding some pictures.

Search for **three** clipart, photographs or other images that can be used to further enhance the leaflet and copy them to your **Cuckoo** folder.

11 Insert the images into different parts of the column area of the document, spaced throughout the text.

Adjust the size of the images if necessary so that they are visible and so that the text wraps to the right of each picture.

12 Check your work, make any adjustments necessary and save this version of the document as **Cuckoo3** in your **Cuckoo** folder.

13 Some final changes need to be made to the document. They are:

- add suitable formatting to the **CUCKOO CLOCK WORLD** web address
- under the web address, colour and embolden **CUCKOO CLOCK WORLD**.

14 Check your work and make any changes that are necessary to ensure that it complies with all of the specification.

15 Save this final version of the document as **Cuckoo4** and close your application.

Task C – Creating a presentation

1 In order to create your continuous presentation, open appropriate software.

Consider the design for your presentation so that, with the exception of the front page/slide, they all have the same appearance.

2 As part of the specification, Mrs Prentice has requested the following: -

- All headings must be formatted to a larger font and with a different colour to the body text.
- All pages/slides must have your name and today's date inserted as a footer.
- The first page/slide must also contain the following centre aligned text: -

The Cuckoo Clock
A short history as compiled by
CUCKOO CLOCK WORLD

Continue over page…

3 Apply suitable font style, size and colouring to enhance the first page/slide.

Enhance the appearance of that slide by inserting a suitable graphic image.

4 Create **five** additional pages/slides. For each slide use selected text from the document **Cuckoo4** to create a short history of the cuckoo clock ensuring that the pages/slides titles reflect the content and they are in an historical order.

5 Review you work and add any enhancements or animations available in the selected software to enhance the transition of the page content or movement between pages.

6 If your software permits it, embed the sound file provided **Cuckoo.wav** into the first and last page/slide ensuring that any setup icons are hidden from view.

7 Run your presentation to check any timing, to ensure that it runs automatically and that it loops back to the beginning at the end.

Review your work to ensure that it conforms to the specification and make any adjustments necessary.

8 Check your work and save your presentation as **The Cuckoo Clock** in **Cuckoo** folder.

9 Create a file that will run the presentation automatically, saving it as **The Cuckoo Clock** in the folder **Cuckoo**

10 Close all applications.

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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1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000 (Centres)
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