Level 2 Design Software

(7574-220)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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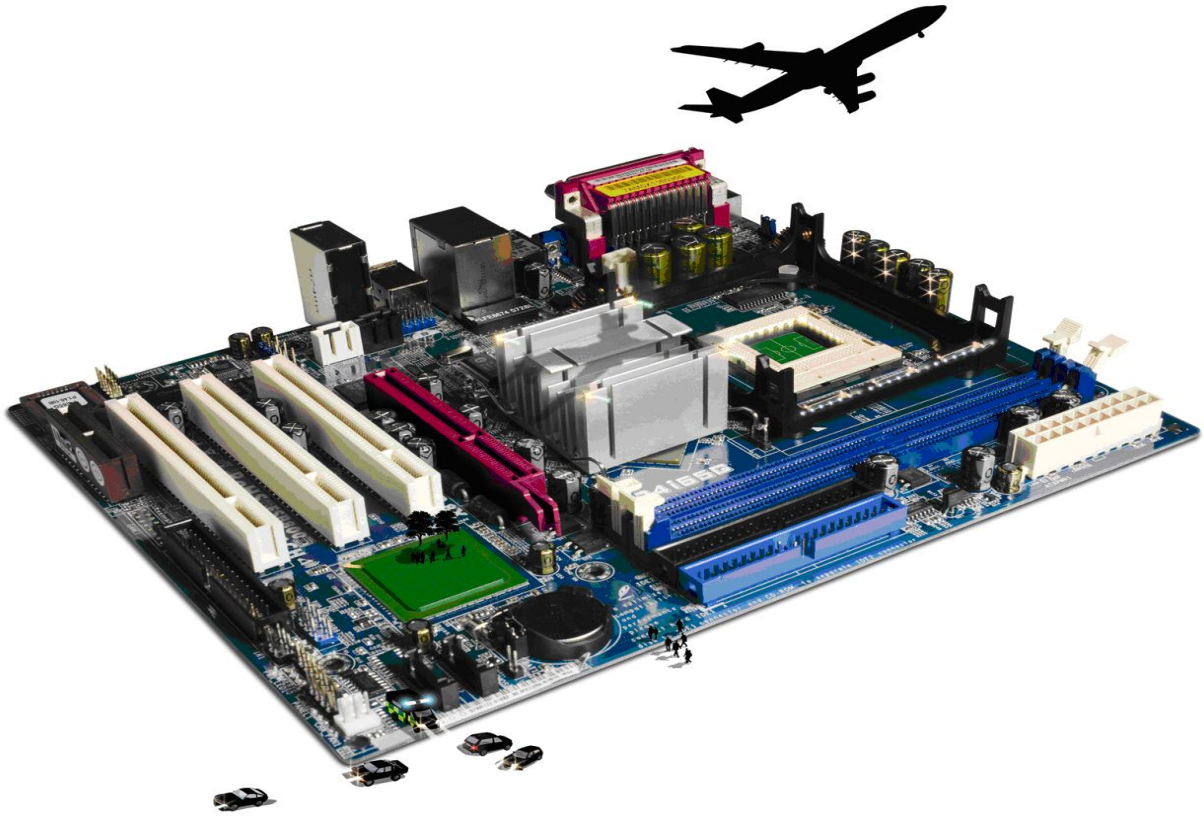

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Level 2 Design Software (7574-220) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Design Software (7574-220).

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 Design Software (7574-220)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Source and Edit files
- Task B – Produce leaflet
- Task C - Copyright

Scenario

You work for a small property management company (Michelle Gray Lettings and Management) and have been assigned the task of creating a property details leaflet for a new letting.

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

Task A – Source and Edit files

1 You have received **eight** images from your manager that have been taken of the property for which you need to create a leaflet.

Create a new folder called **CM Images** and copy these image files into it.

2 Create a new folder called **CM Text**.

Copy the three text files supplied to your **CM Text** folder.

Task B – Produce leaflet

1 Using a suitable application, create a blank **four** page, A4 portrait document.

2 On the 1st page of your document, create a guide line or use the ruler to show a measurement of approximately 4 cms down from the top margin.

Using this as a guide, create a text box from the top of the page down to this line, across the full width of the document.

In the text box type the following company information

Michelle Gray
Lettings and Management

3 Resize the text .

So that it fills the height of the text box.

Change the colour of the font to a dark green.

4 Directly underneath the text box, insert **one** of the supplied images.

Resize the image so that it spans the full width of the page

Insert a dark green border around the image.

5 Underneath the image, create a text box that fills the remaining space to the bottom of Page.

Insert the text from the document **Overview.rtf**

Size the text so that it fills the text box. Do not allow text overflow to the next page.

Embolden the text "House – Unfurnished
£1150 p.c.m."

6 On the second page of your design, insert the text from the file **Downstairs Details.rtf.** Size the inserted text to 14pt.

If the text is too large to fit on to the second page, use suitable techniques to move any excess text to page 3.

7 From the image files you have received choose **two** images that supports the text on page 2 and 3.

Place the images against suitable text.

Resize both images to 5cm wide, use suitable formatting so that the images do not overlap text.

8 Below the text previously inserted, insert the text from **Upstairs details.rtf.**

If the text flows past the end of page 4, resize the text/ or modify the font on pages 2 – 4, so that document is no more than 4 pages in total.

9 Insert **two** more images into page 4 of your document. Size these images to ensure that the document remains a **four** page document

Spell check the document correcting any spelling errors found.

10 Save your document in a format suitable for editing later as **Cadeby Manor draft**.

11 Insert a footer on each page with the following information
Month – Year Cadeby Manor

Resave your document in a format suitable for sending to clients eg a format which has restricted editing as **Cadeby Manor Final**

Task C – Copyright

1 Using the document **Answers 220 A**, provided by your assessor answer the following questions.

Identify **two** copyright or other constraints that may apply to the use of images.

2 Other than as a printed document, specify **one** type of electronic media in which the document you have compiled could be used.

3 Explain **two** technical differences your document may have when used in a printed format when compared to the alternative media you have identified.

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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